



Weekly Management Report

July 11, 2025

- 1. Staff Report** May 2025 Operating Results
Burbank Water and Power Department
- 2. Memo** Landlord-Tenant Commission Meeting
June 2025
Community Development Department
- 3. Memo** Recruitment Report - End of June 2025
Management Services Department

STAFF REPORT



WATER AND POWER

DATE: July 3, 2025

TO: Burbank Water and Power Board

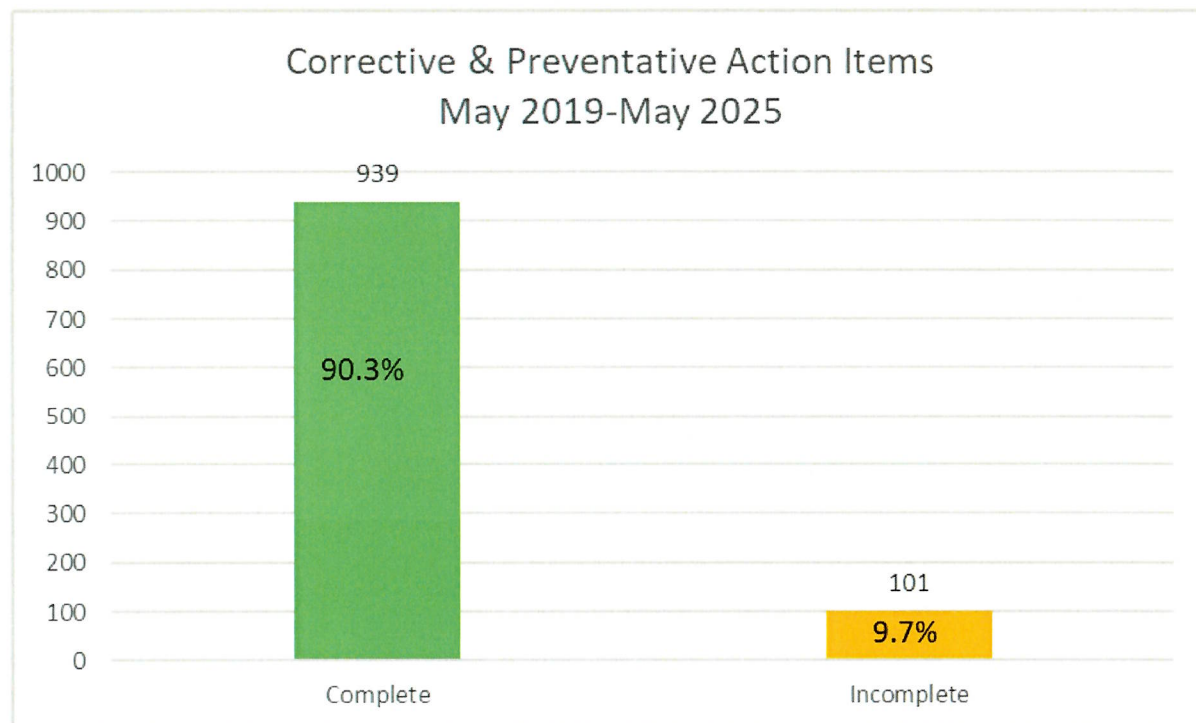
FROM: Mandip Kaur Samra, General Manager – Burbank Water and Power

SUBJECT: May 2025 Operating Results

***Please note that changes from last month's report are in BOLD.**

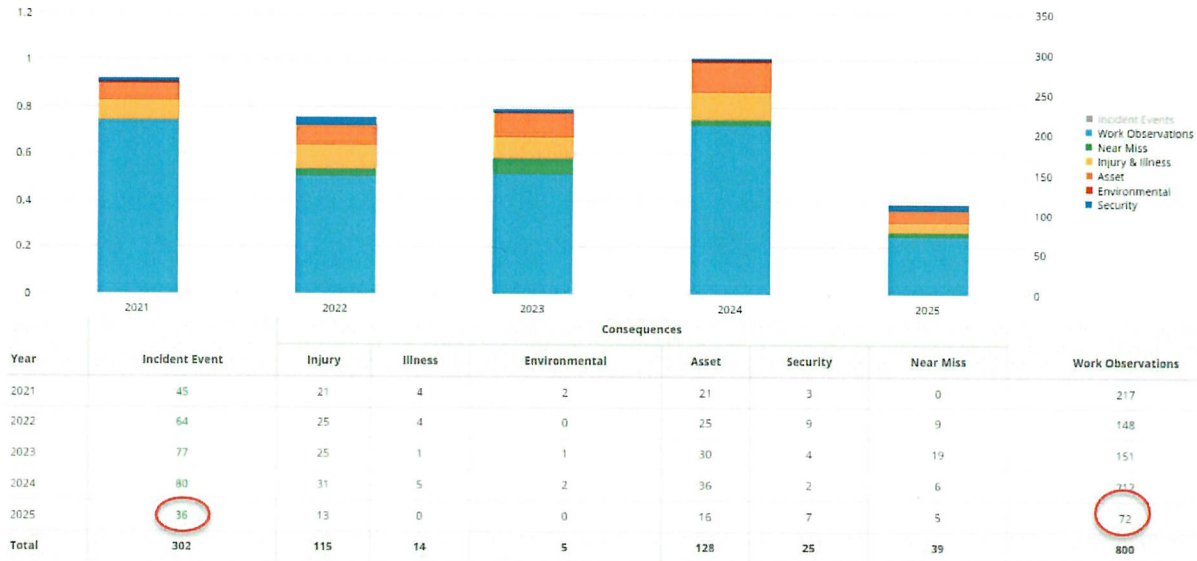
SAFETY

Corrective & Preventative Action Items (May 2019 – Present) (90% goal as of 2025):
Staff tracks action items for Environmental Health and Safety (EHS) events from the start to closure to prevent the recurrence of injury or damage to the City or public property; BWP has closed 90.3% of corrective and preventative action items since capturing and tracking in May 2019.



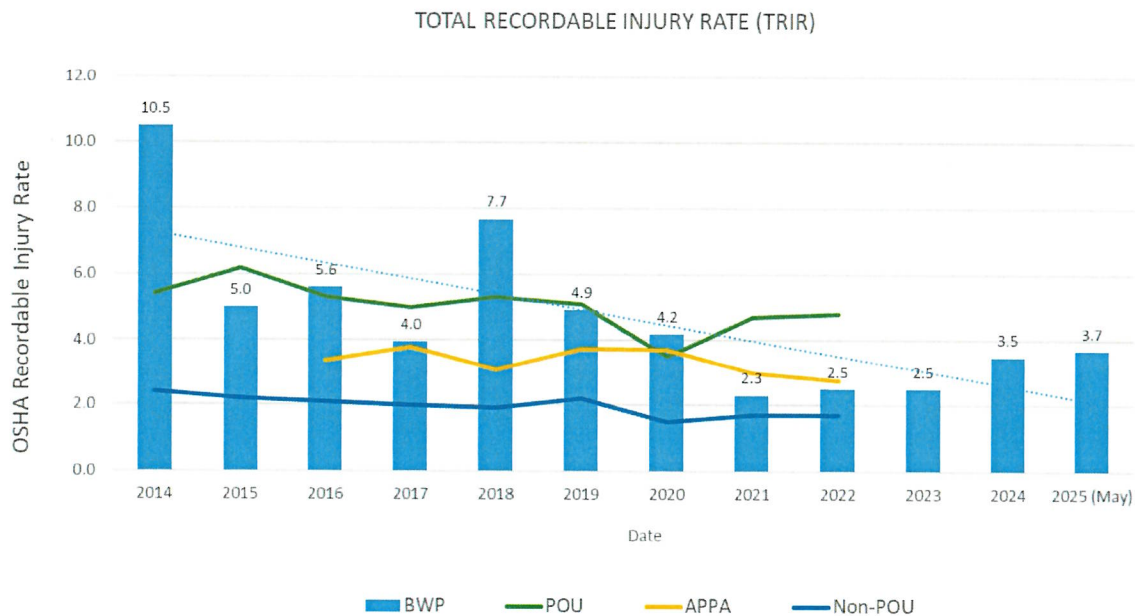
Employee Engagement - Incidents, Near Misses, and Observations:

BWP continues to improve employee engagement, as measured by the number of incidents, near misses, and observation reports received from employees. By reporting these events, we create opportunities to learn and prevent harm to people, the environment, and property. From January 1, 2025, to December 31, 2025, BWP has received 108 EHS-related reports to count towards the 2025 annual goal of 275.

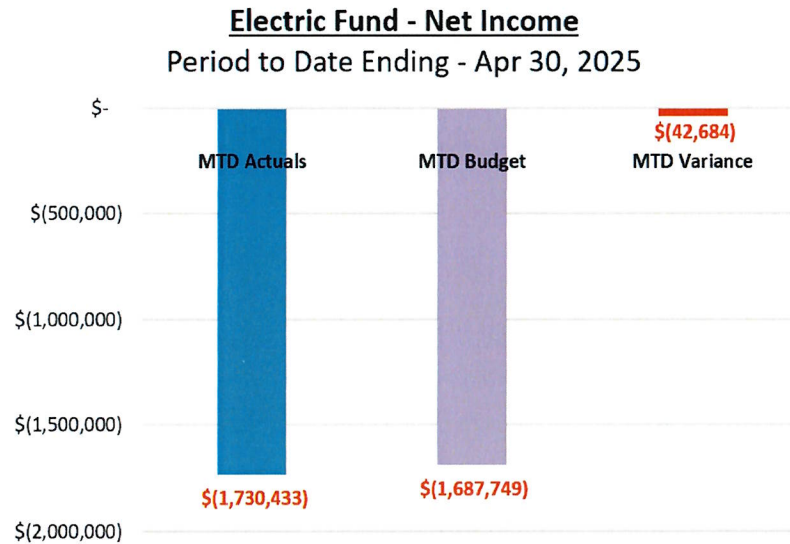


OSHA Total Recordable Incident Rate (January 2014 – Present):

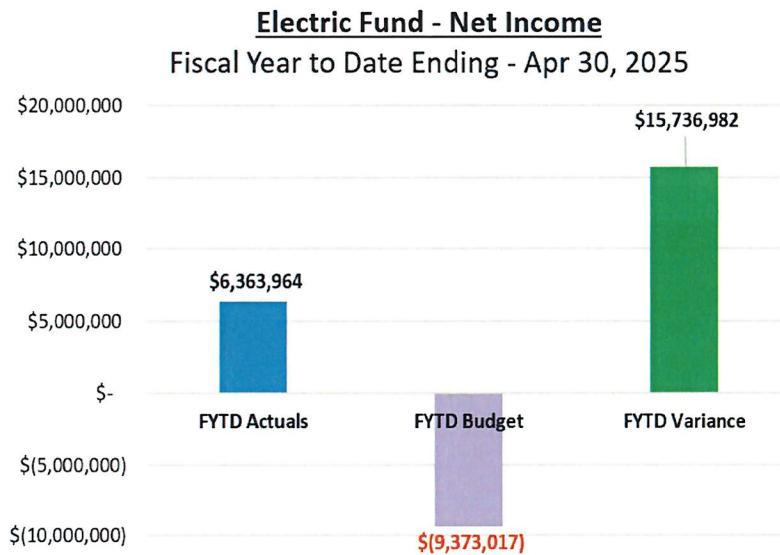
BWP received zero recordable injuries in this reporting period. BWP's 12-month rolling average OSHA total recordable incident rate is **3.7**, as seen in the graph below.



Electric Financial Results



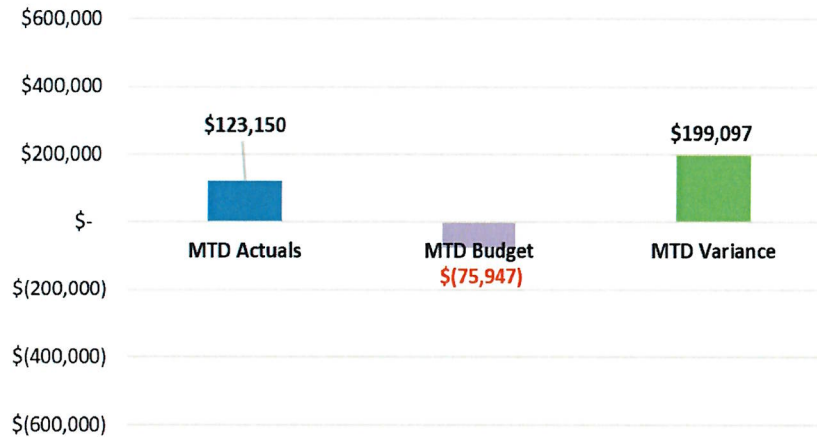
In **April 2025**, the Electric Fund's **Net Loss** differed from the forecasted **Net Loss** by **3%**. The unfavorable variance was primarily attributable to lower than planned **retail sales** and **other operating income**. These shortfalls in revenue were near completely offset by lower than planned **power supply** and **operating expenses**; as well as higher than planned **other income**.



As of **April 2025**, the year-to-date favorable variance for the Electric Fund was primarily driven by lower **operating costs**, including reduced **retail power supply & transmission expenses** and lower overall **operating expenses**. Additionally, higher **other operating income** resulting from emissions credits and increased **indirect income** from insurance proceeds further contributed to the positive results. These gains were partially offset by **interest expenses** related to refunding the 2010B revenue bonds, as well as lower than forecasted **retail sales revenues**. As a result, actual net income stands at **\$6,363,964**, significantly exceeding the budgeted **net loss** by **\$15,736,982**.

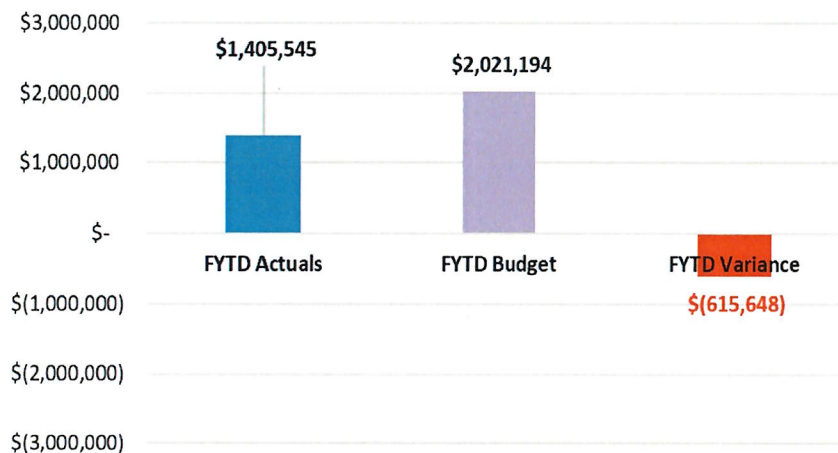
Water Financial Results

Water Fund - Net Income Period to Date Ending - Apr 30, 2025



For **April 2025**, the Water Fund's month-to-date favorable variance was primarily driven by higher-than-planned **recycled revenues** and lower-than-planned **operating expenses**. These positive performance metrics were significantly offset by higher-than-planned **water supply expenses**. As a result, the actual **net income** for the month was **\$123,150**, exceeding the budgeted **net loss** by **\$199,097**.

Water Fund - Net Income Fiscal Year to Date Ending - Apr 30, 2025



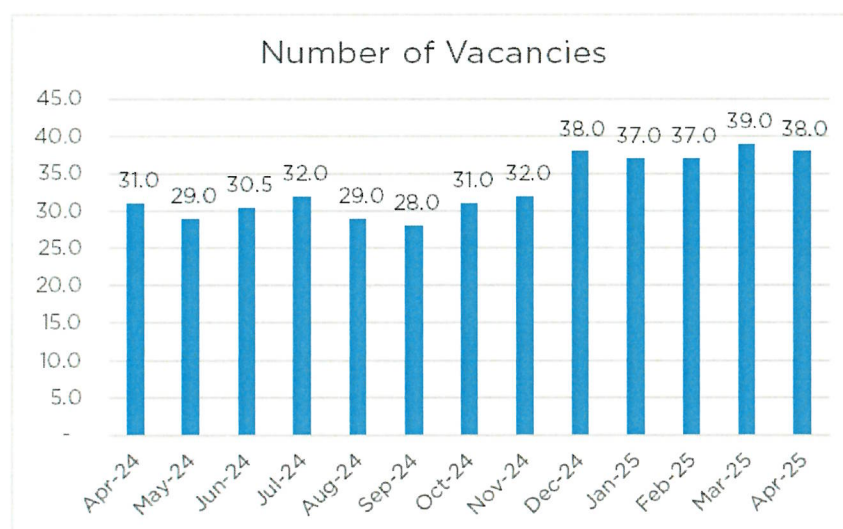
As of **April 2025**, the year-to-date unfavorable variance for the Water Department was primarily driven by unplanned **expenses related to premiums on bond redemption** and lower-than-expected **operating revenues**, including both **potable and recycled water sales**. These shortfalls were partially offset by lower-than-planned **operating expenses**, **water supply costs**, and **bond interest expenses**. As a result, actual net income was **\$1,405,545**, falling short of the projected **net income** by **-\$615,648**.

For additional details, please see the attached financial statements.

Vacancies

The table below shows the number of vacant positions throughout the utility. As of **April 2025**, **10.6%** of the budgeted positions were vacant, compared to 8.9% at the beginning of the fiscal year. These vacancies result from employees leaving for other jobs that offer a more competitive salary and benefits package, retirements, personnel actions, and ongoing recruitment challenges.

Total Budgeted Positions	360
Total Positions Filled	322
Total Positions Vacant	38



WATER DIVISION

Burbank's Water Use

The table below shows water use in Burbank during **May 2025** compared to **May 2020**, measured in gallons per capita per day (gpcd).

	Average Monthly Use
May 2020	141 gpcd
May 2025	125 gpcd

Burbank Operating Unit (BOU) Water Production

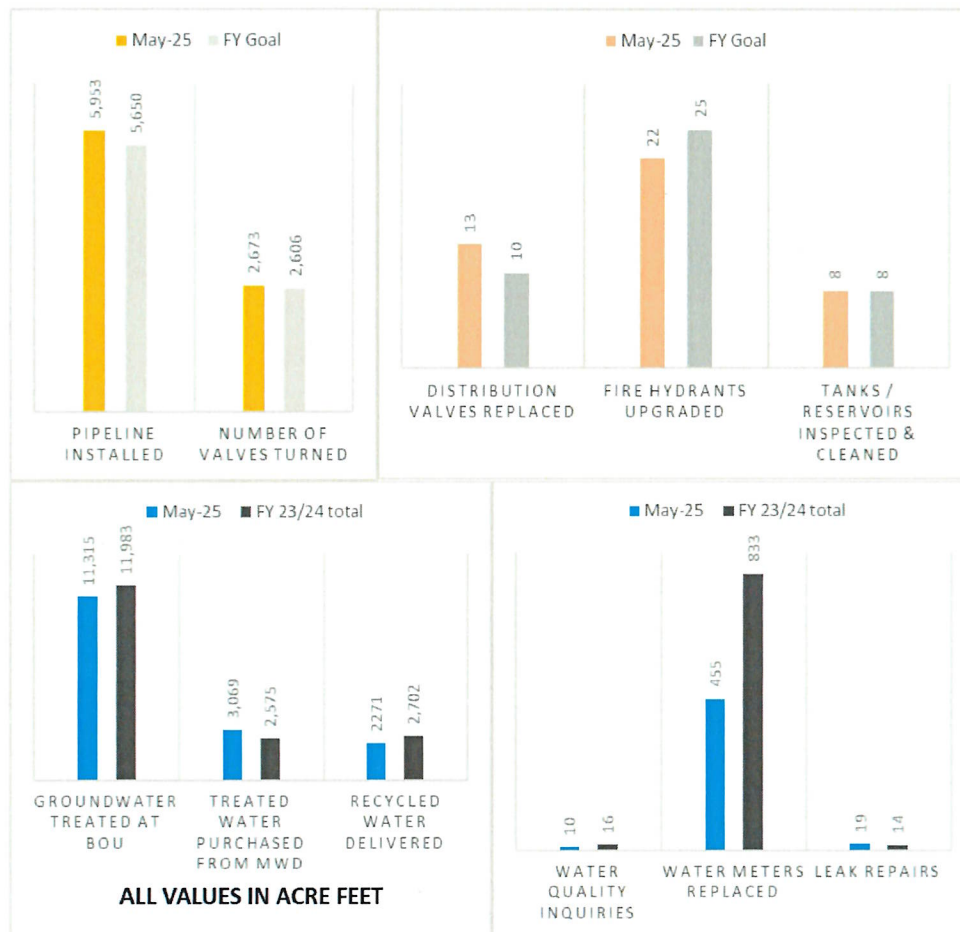
The table below provides the BOU's operational data for **May 2025**.

Month	BOU Capacity Factor	BOU Ave. Flow Rate gpm	Total System Blend % MWD/BOU
25-May	81.05%	7,294	20%/80%
12 Month Average	85.07%	7,656	20%/80%

The total system blend percentage represents the total amount of water purchased from the Metropolitan Water District (MWD) vs. the amount treated by the BOU. This, along with the capacity factor, is an important efficiency measure. The capacity factor may fluctuate based on demand and plant production. The amount of MWD water needed is determined by demand, availability of BOU water, and O&M outages.

Key Performance Indicators

The graphs below illustrate the water division's progress on key performance indicators through **May**.

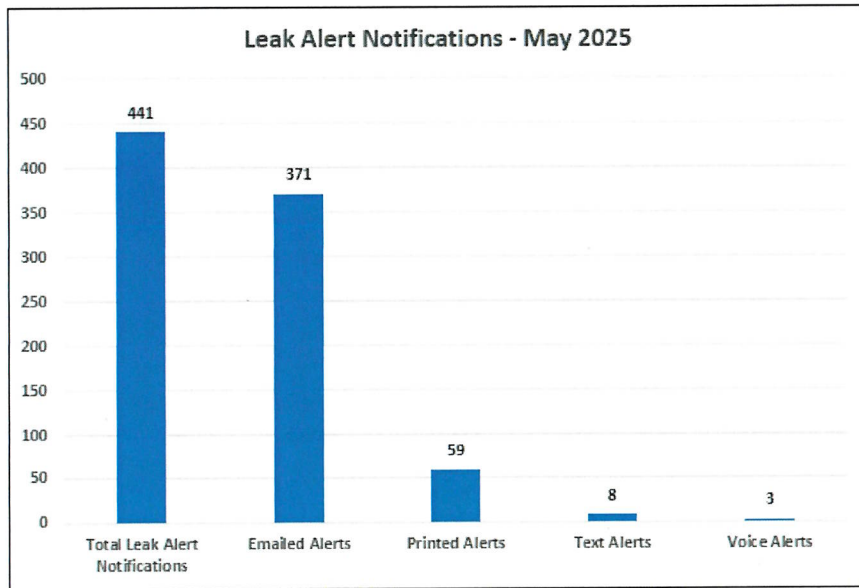


Project Updates

Click [here](#) for a link to the project updates.

Leak Alert Notifications

BWP provides leak alert services to residents who registered to receive notifications. This service, called WaterSmart, works by receiving hourly water usage from the meter and analyzing this data to determine if a leak might be present based on continuous usage.



Water Meters Communication Module Endpoints

At last count, 12,323 water meters were not communicating due to the failure of communication module endpoints on the meters. The number of endpoints that do not read data is no longer available due to work on the AMI/CSS system. However, staff reads these meters manually to ensure accurate billing.

ELECTRIC DISTRIBUTION

Electric Reliability

In **May 2025**, BWP experienced **one** sustained feeder outage. In the past 12 months, automatic reclosing has reduced customer outage time by approximately **1,453,284** customer minutes.

Reliability Measurement	June 2023 – May 2024	*June 2024 – May 2025
Average Outages Per Customer Per Year (SAIFI)	0.2985	0.3182
Average Outage Time Experienced Per Year (SAIDI)	23.45 minutes	11.88 minutes
Average Restoration Time (CAIDI)	78.56 minutes	37.33 minutes
Average Service Availability	99.996%	99.998%
Average Momentary Outages Per Customer Per Year (MAIFI)	0.2409	0.3471
No. of Sustained Feeder Outages	28	21
No. of Sustained Outages by Mylar Balloons	4	2
No. of Sustained Outages by Animals	1	6
No. of Sustained Outages by Palm Fronds	5	3

*The reliability metrics do not include the outages due to the January 2025 wind event because they are classified as major outage events.

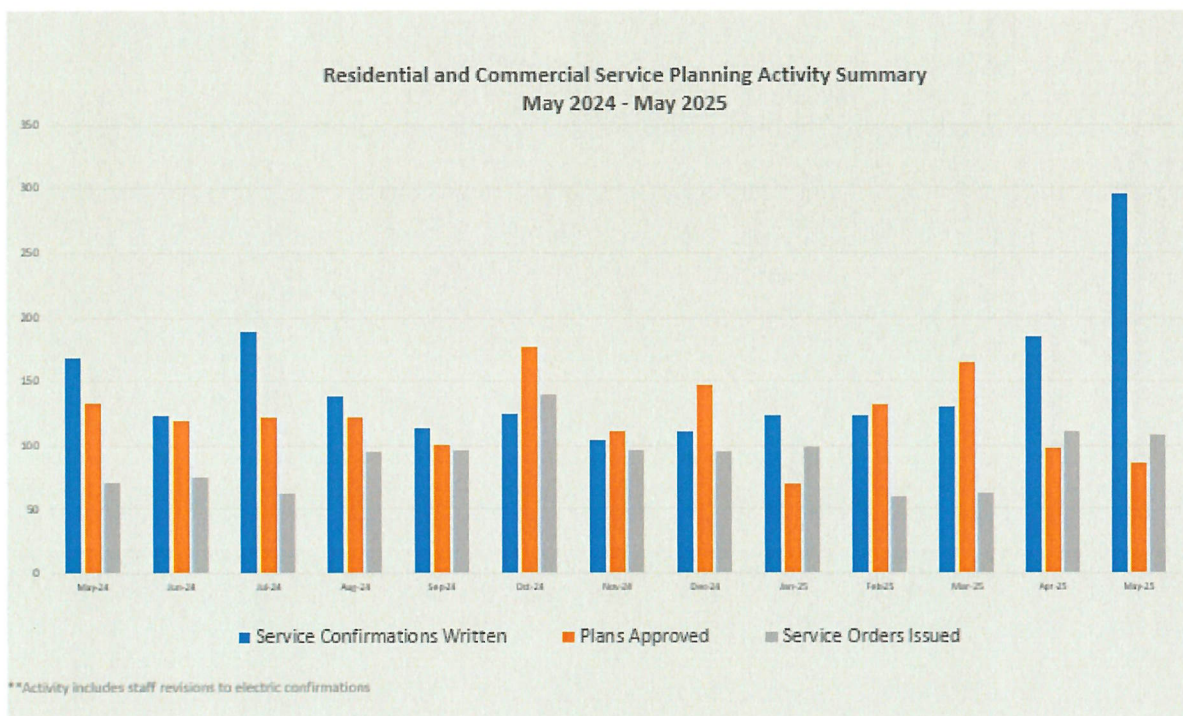
Supply Chain

The pandemic has heavily impacted the electric utility industry over the last several years. Pricing and lead times for equipment have increased at an accelerated pace. Below is a list of lead times for the most common distribution equipment:

Equipment	Typical Lead Time	Current Lead Time
Transformers	12-16 weeks	20-158 weeks
Meters	4-6 weeks	38+ weeks
Cable	12-16 weeks	52+ weeks
Poles	6-8 weeks	30+ weeks
Substation Transformers	48 – 52 weeks	182-208 weeks

Residential and Commercial Service Planning Activities

Due to the high volume of service requests, Electrical Service Planning has added some self-service options for its customers to enhance the customer experience and to help manage the Service Planning team's availability for field visits. This includes launching a new portal so customers can self-schedule field visits for meter spots, solar, plan reviews, and counter visits. The scheduling system checks the employee calendars for availability, collects required information from customers, and sends automatic reminders and follow-up emails. The scheduling portal is available on the BWP website: www.burbankwaterandpower.com/electric/electricplanning.



34.5 kV Bus Differential Relay Upgrade at Keystone Substation

BWP is in the process of replacing its older electromechanical bus relays with modern microprocessor relays. The older relays take about six times longer to operate, resulting in higher arc flash levels and a higher risk of additional equipment failure. Some of these older relays currently installed in BWP's system have exceeded their typical life expectancy of 40 years. Pursuant to the Electric Distribution Master Plan, BWP has budgeted Capital Improvement Plan funding with a goal to replace all the older bus differential (diff.) relays by Fiscal Year 2027-28.

BWP's Electrical Equipment Section completed the installation and testing of the new relay for Keystone Substation's 34.5kV bus in May 2025. This new relay improves personnel and equipment safety by rapidly isolating faults, increases reliability through self-diagnostics, improves maintenance by reducing the number of relays from three to one, extends the routine testing interval from three to five years, and logs digital event records, which aid in troubleshooting.



Older Electromechanical Bus Relays @Keystone



New Microprocessor Bus Relays @ Keystone

CAPITAL PROJECTS

Burbank Airport RPT Project – Temporary Terminal Power

The Burbank-Glendale-Pasadena Airport Authority is currently building a new replacement airport terminal. BWP's contractor, Doty Bros, has completed the construction of underground infrastructure on Ontario St., San Fernando Blvd., Tulare Ave., and Cohasset St. to temporarily energize the new terminal power (17 MVA) by Q3 of 2025. BWP crews are starting work to install cable from the substation to the new airport terminal service. BWP and the airport are currently negotiating terms for a new substation. The new substation is planned to be built by 2029/2030 to permanently feed the new airport terminal and nearby customers.



BWP's contractor, Doty Bros. installing the substructure on San Fernando Blvd. and Ontario St.

STREET LIGHTING

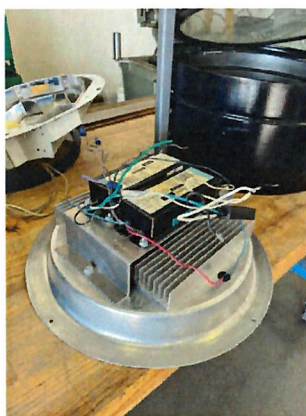
LED Replacement Program

To date, **95.83%** of the total streetlight luminaires in **Burbank** are LEDs, including both new installations and conversions. **This translates** to an annualized energy savings of **5,580 MWh** or a **60.21%** reduction in energy consumption **compared to May 2014, when the LED program began, and usage was 9,268 MWh.** LED conversions have also reduced the evening load by **1,293 kW**, shortening the “neck of the duck curve” and reducing the energy generation BWP needs.

Marbelite and Octaflute posts across the City have completely transitioned to LED lighting. The remainder of LED light conversions are associated with decorative posts. BWP has 202 decorative LED lights remaining for conversion. The images below show some proposed solutions for converting the decorative lights. The Ameron Delphi, Tripole, and Gooseneck decorative streetlight standards have been fully converted using the Keystone LED bulbs.



Keystone LED Bulb



3-Ring Halo LED



Driver and Housing

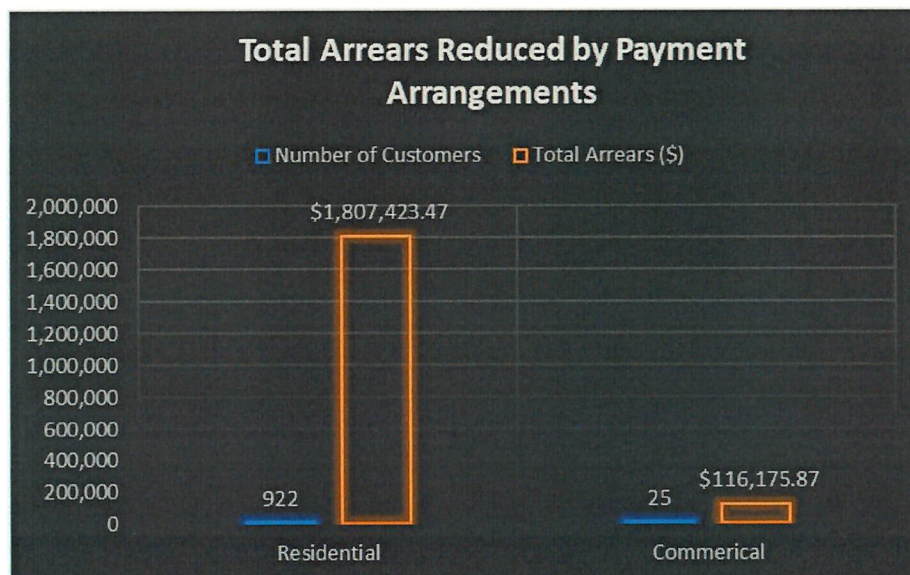
The 3-ring halo streetlight standards are currently being converted using LED retrofit kits and should be fully converted within the next month or two.

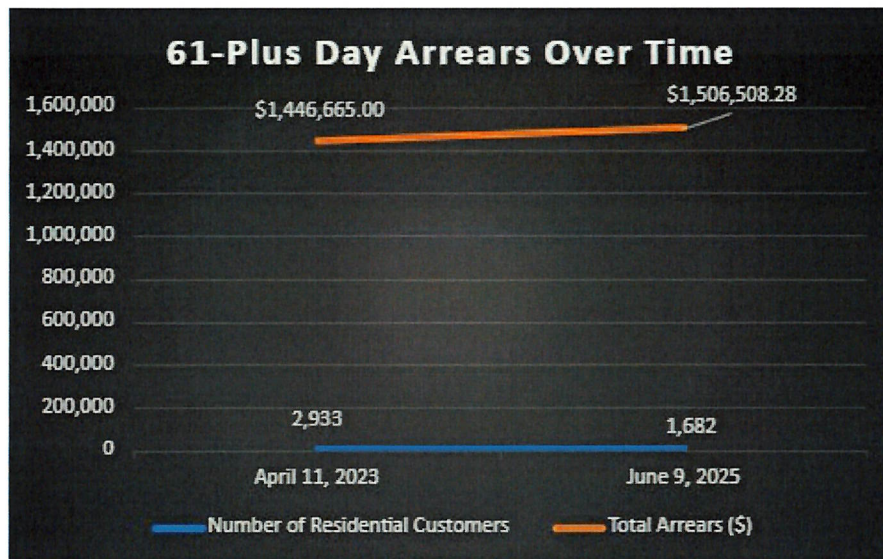


3-Ring Halo LED Conversion in Progress

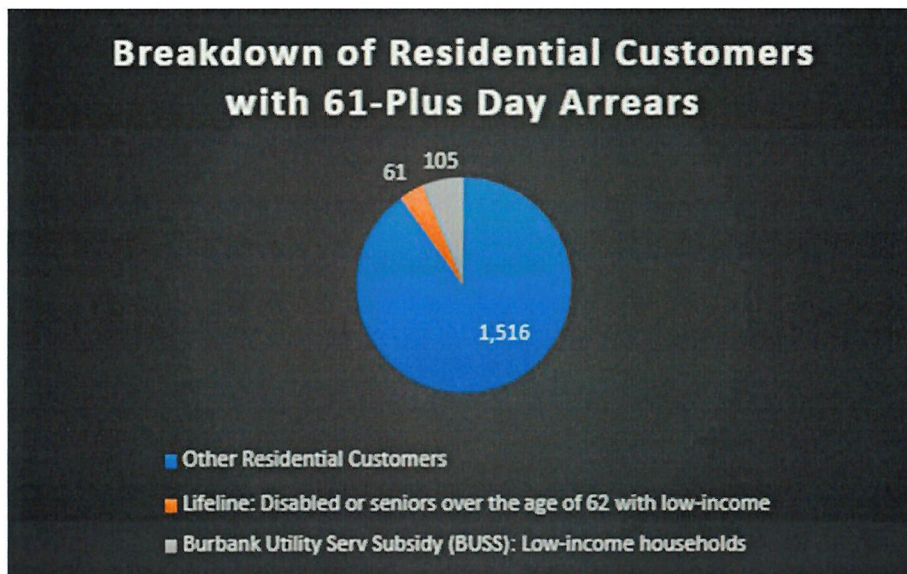
CUSTOMER SERVICE OPERATIONS

The charts below reflect the total arrears data as of June 9, 2025.





As of **June 9, 2025**, **1,682** residential customers had at least 60-plus days of arrears. Of these 1,682 residential customers, 66 receive the Lifeline rate for low-income seniors over the age of 62 or disabled customers, and 105 receive the Burbank Utility Service Subsidy (BUSS) rate. The chart below reflects the breakdown of residential customers with 61-plus-day arrears.



As of **June 9, 2025**, no Lifeline or BUSS customers have been disconnected for non-payment.

BWP Call Center Call Volume

Month	Call Volume
May-24	3,894
June-24	3,524
July-24	4,132
Aug - 24	3,594
Sep - 24	2,911
Oct - 24	3,451
Nov- 24	3,489
Dec-24	3,935
Jan-25	4,682
Feb - 25	3,462
Mar-25	3,383
Apr - 25	3,790
May-25	3,254
Change from previous month (%)	-14%

SUSTAINABILITY, MARKETING, AND STRATEGY

Social Media and Web Engagement

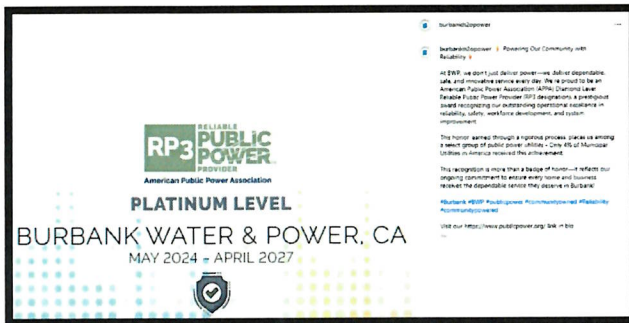
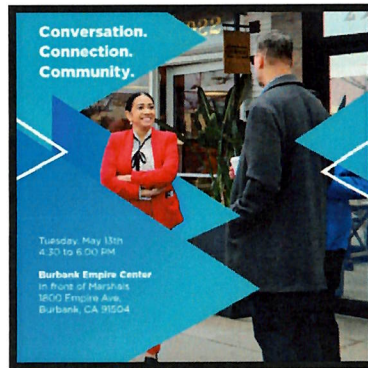
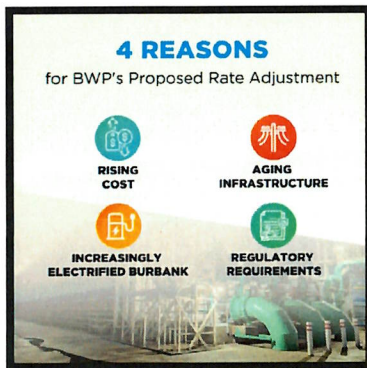
Rate Adjustment Communication & Engagement

Throughout April, BWP Marketing led a multi-channel outreach campaign to inform customers about the proposed rate adjustments and the final public meeting on May 20. Staff engaged directly with the community at public meetings, local events, and association mixers, addressing questions and concerns around water and electric rates.

A hybrid Town Hall was held on May 8 at the Community Services Building, where leaders from BWP and Public Works presented detailed explanations of rate drivers, projected impacts, and answered questions from both in-person and online attendees.

In close coordination with the General Manager's Office and external partners, three *Meet the Community GM* sessions were also conducted, offering residents unprecedented access to BWP leadership. These sessions helped clarify the reasoning behind rate proposals while reinforcing transparency and community trust.

To extend reach, staff integrated rate messaging into newsletters, signage, and social media platforms- ensuring customers had clear, consistent access to the facts.



Key Account Activity

The Key Account Manager (KAM) completed 9 in-person meetings, and 97 maintenance/discovery calls in May.

	Customer in-person meetings	Customer maintenance calls/discovery calls
May 2025	9	97
FY to date	202	1,100

BWP's Customer Sustainability Programs

BWP continues to manage a comprehensive portfolio of resource efficiency programs for residential and commercial customers, focusing on energy efficiency, peak load reduction, water conservation, greenhouse gas savings, and building & transportation electrification.

Business Rebates

There were no business rebate applications processed in May.

	Customers (#)	Energy Savings (annual kWh)	Demand Savings (kW)
May 2025	0	0	0
FY to date	9	1,082,317	471

Business Bucks

May's promotion of the Business Bucks (BB) program for small businesses was put on pause due to the end of the task order with the program's vendor. The Task Order was renewed as of June 6, and the program is back online. RHA was renewed as the vendor and customers on the waitlist are being contacted to schedule assessments.

	Customer Audits (#)	Customer Installs (#)	Energy Savings (annual kWh)	Demand Savings (kW)
May 2025	0	0	0	0
FY to date	64	48	114,520	39

Home Improvement Program (HIP)

The HIP offers all Burbank residential customers energy-water surveys and efficiency measure installations. The HIP services include in-home energy and water surveys and direct installation of indoor and outdoor energy and water conservation measures.

	Customers (#)	Energy Savings (annual kWh)	Demand Savings (kW)	Water Savings (gallons)
May 2025	28	25,565	12	236,495
FY to date	391	328,601	148	3,566,599

6th-Grade Energy Education Program

BWP provides 6th-grade students in the Burbank School District with energy and water education to promote efficiency through a curriculum that includes locally relevant hands-on lessons, STEM-based activities, digital resources, and kits with energy and water-saving devices that the students install at home.

	Number of Students (#)	Energy Savings (annual kWh)	Water Savings (gallons)	Natural Gas Savings (therms)	Emissions Savings (MT CO ₂ e)
May 2025	1,187	262,393	3,114,052	12,720	199.6
FY to date	1,187	262,393	3,114,052	12,720	199.6

BWP's Energy-Saving Trees Program

BWP partners with the Arbor Day Foundation, a 501(c)(3) nonprofit, to provide the Energy-Saving Trees Program to the Burbank community. Deliveries occur every other month.

	Trees Requested	Trees Delivered	Energy Savings (annual kWh)	Demand Savings (kW)
May 2025	24	0	0	0
FY to date	195	175	35,350	8

Home Rewards Rebates

BWP offers rebates to make customers' homes more comfortable with energy-efficient improvements and by purchasing EnergyStar-certified appliances.

	Rebates (#)	Energy Savings (annual kWh)	Demand Savings (kW)
May 2025	13	4,191	1
FY to date	251	76,967	28

Building Electrification Rebates

BWP offers rebates to residential customers who replace gas appliances with efficient electric alternatives.

	HVAC	Heat-Pump Water Heater	Cooktop/Range	Clothes Dryer	Panel Upgrade
May 2025	2	1	2	0	0
FY to date	65	3	9	1	15

Cool Rewards Program Participation

Below are the stats for enrollment to date:

Time Period	Thermostats Enrolled	Total Estimated Capacity (kW)
Program Launch to Date	828	1,242

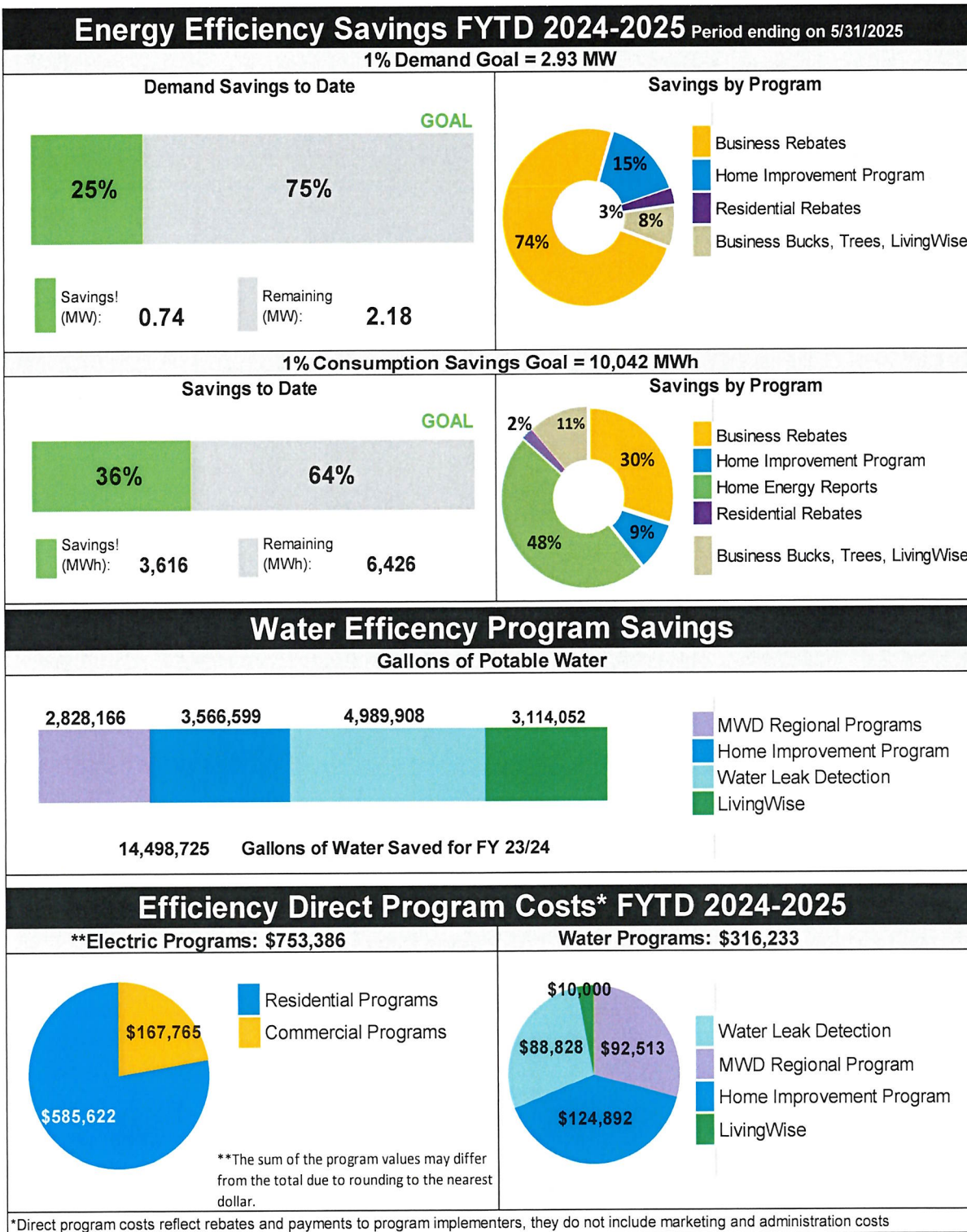
Enrollments for this program are ongoing; customers can continue to enroll at any time.

Across the six events during the summer of 2024, 1.926MW of demand was reduced. The maximum demand reduction in a single event for the duration of the event was 0.399MW.

Water Conservation Programs

BWP continues to offer various water conservation programs and incentives to the community. BWP gives away low-flow showerheads and aerators at no cost and, through the HIP, provides direct installation of water efficiency measures. BWP sends leak alerts to customers, which often results in quick repairs. Burbank residents and businesses are eligible for various water-saving technologies and turf replacement rebates funded and administered by the Metropolitan Water District's (MWD) Regional Incentive Program.

	Turf Replacement (#)	Device Rebates (#)	HIP Measures (#)	Leaks Detected	Water Savings (gallons)
May 2025	3	14	33	2006	645,463
FY to date	26	273	524	25,148	11,384,673

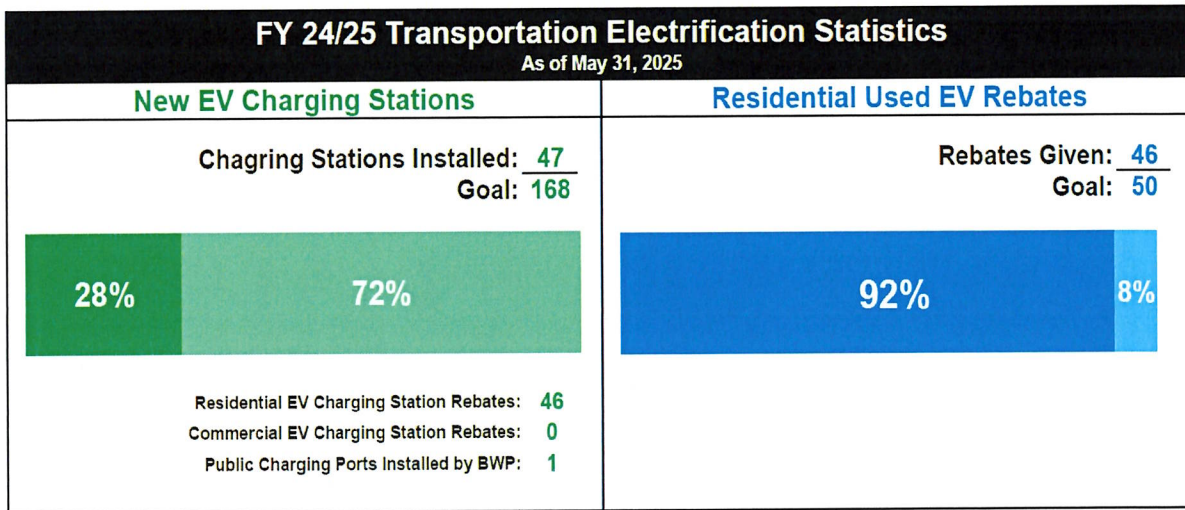


Electric Vehicle (EV) Charging Program


Public BWP-owned charging stations continue to receive consistent usage, with charging sessions, energy delivered, and revenue above fiscal year averages in May.

The Residential EV Charging Station Rebate Program (five new approved applications) and the Used EV Program (six new applications) continue to see consistent participation.

The latest data for 2024 vehicle registrations in Burbank recently became available. 7,300 EVs were registered in Burbank as of December 31, 2024, accounting for 9.06% of all light duty vehicles. This is an increase 1,701 EVs or 2.1% from 2023.



Public Charging Port Statistics								
	Total Ports	Total Available	Total Sessions	Total Energy (kWh)	Total Revenue	Total GHG Reduced (kg) (1)	Charging Sessions at Peak (2)	Charging Occupancy (3)
May	108	107	12,374	240,126	\$60,471	138,320	30%	44%
Average:	-	-	10,641	195,088	\$51,274	112,377	27%	36%
FY Total:	108	107	117,049	2,145,970	\$564,013	1,236,148	27%	36%
Totals since July, 2018:			363,669	5,011,874	\$1,130,711	2,889,154		



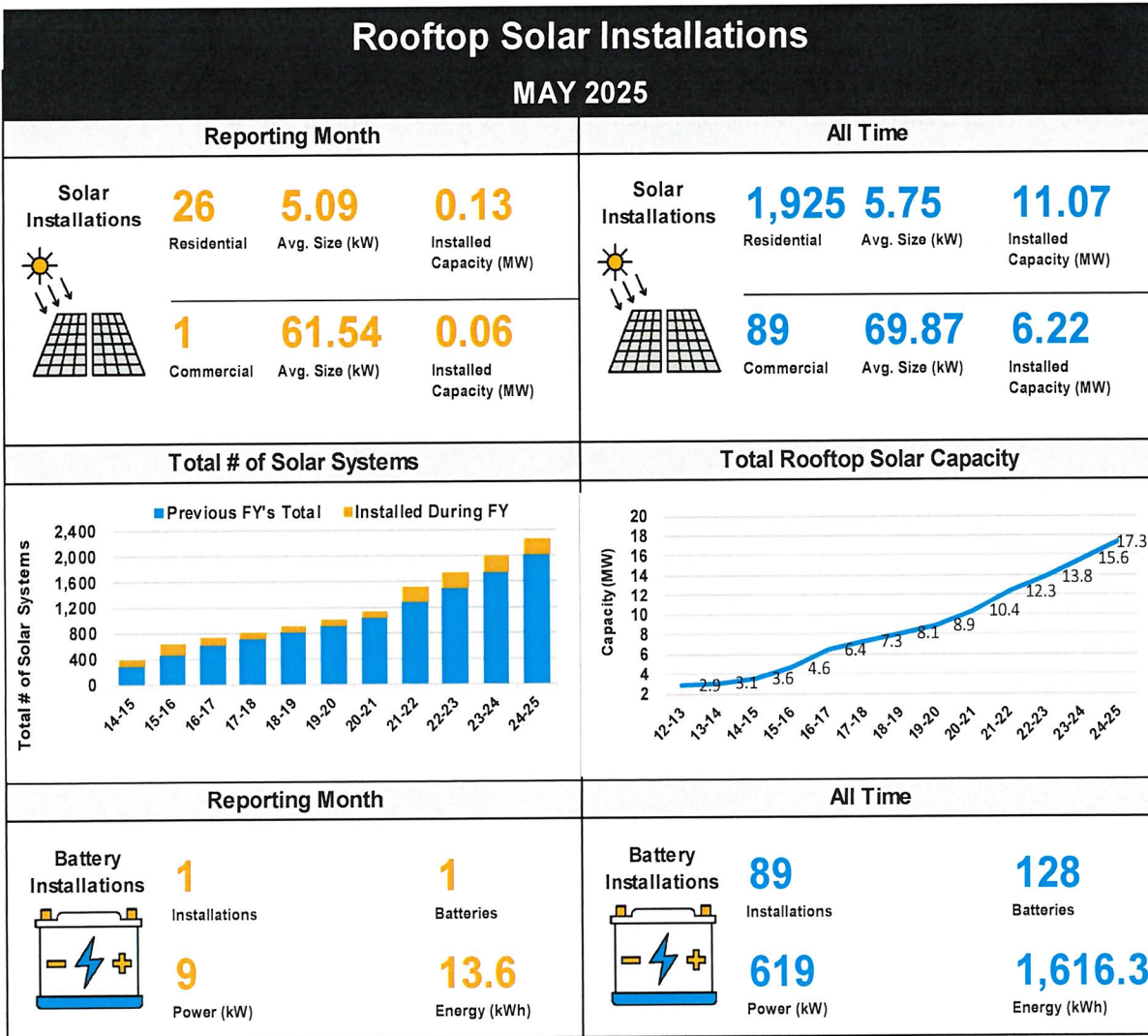
1 Source: U.S. Dept of Energy Alternative Fuels Data Center (AFDC) values used to calculate GHG savings. GHG values revised using AFDC data as of 06/09/2020.
2 Peak is defined as 4 – 7 PM, as is reflected in the Public EV Charging Station rate.
3 Charging Occupancy is defined as the percentage of time EV's are charging at stations for all available hours in a given month across all charging stations.

Distributed Solar and Battery Installations

Customer-owned rooftop solar system installations continue to grow. As of **May 2025**, the City of Burbank has **17.3 MW** of installed customer solar and **619 kW** of installed battery capacity.

New Proposed Solar Net Billing Program

The Solar Net Billing web page is active as of 8/14/24. The web page received updates on 5/2/25 to clarify the launch date of the program, and to better communicate the program information. BWP staff received City Council approval for the new program in February 2025. Staff will implement the new program by January 1, 2026.



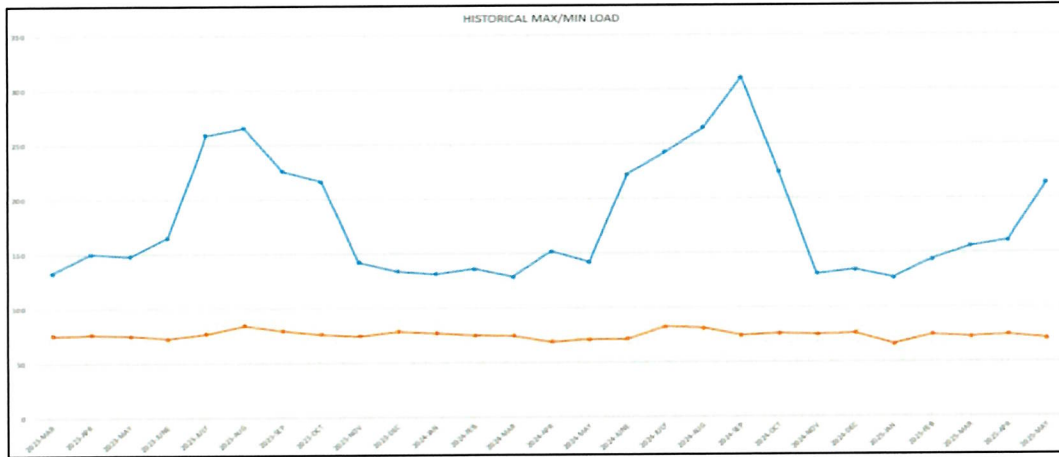
TECHNOLOGY

Broadband Services (ONEBurbank)

	May 2025 New Orders	Revenues for May 2025	FYTD 2024-25 Revenues	FYTD Budget
Lit	5	\$139,927	\$1,597,888	\$1,980,000
Dark	1	\$158,010	\$1,794,948	\$2,145,000
Total	6	\$297,937	\$3,392,836	\$4,125,000

POWER SUPPLY

BWP SYSTEM OPERATIONS



YEAR	MAX LOAD	MAX DATE
2025	213.7 MW	30-May-25 16:39
2024	310.6 MW	6-Sep-24 15:54
2023	265.2 MW	28-Aug-23 15:35
2022	292.8 MW	06-Sep-22 15:58
2021	248.5 MW	15-Jun-21 14:57
2020	292.3 MW	18-Aug-20 15:22
2019	282.66 MW	04-Sep-19 15:31

The table below shows the average spot market (delivery next day or next few days) natural gas prices for SoCal Citygate. It shows that spot natural gas prices in 2025 year-to-date are **higher (1.2)** than in 2020.

Average SoCal Citygate Spot Market Natural Gas Prices

Calendar Year	\$/MMBtu
2017	\$3.41
2018	\$5.14
2019	\$4.08
2020	\$3.01
2021	\$6.99
2022	\$9.27
2023	\$6.78
2024	\$2.47
2025 (YTD)	\$3.60
Change since 2020	1.2X

We procure much of our natural gas needs well before delivery. This is done to follow our risk policy and to guard against potential price spikes, which could have a major impact on the budget. This is referred to as hedging. As a result of hedging, our procurement cost is more aligned with forward (delivery in the future, typically 1-3 years out) prices. The table below provides the average annual price (\$/MMBtu) of natural gas delivered in the future, as of specific dates in time at SoCal Citygate, from FY 2025-26 through FY 2028-29.

SoCal Citygate Future Delivery Pricing
Average \$/MMBtu

As of date:	FY 25/26	FY 26/27	FY 27/28	FY 28/29
3/5/2025	\$6.30	\$6.50	\$6.90	\$7.15
4/2/2025	\$6.30	\$6.60	\$6.20	\$6.40
5/6/2025	\$6.65	\$6.80	\$6.85	\$6.95
6/3/2025	\$6.10	\$6.74	\$6.45	\$6.40

*Monthly Market Quotes

ELECTRICITY GENERATION:

BWP Generating Facilities

Unit	Availability	Operating Hrs	MWH (Net)	Net Heat Rate (Btu/kWh)	Number of Starts
Lake 1	80.3%	14.4	608	10,059	1
MPP	93.5%	695.9	115,543	7,955	0

Lake 1 was placed online one time during the month of May.

Magnolia Power Project (MPP)

	May	FYTD	YTD
Availability	93.5%	79.2%	61.4%
Unit Capacity Factor (240 MW)	64.7%	62.1%	44.3%

MPP was shut down on May 29, 2025, due to a gas leak on fuel gas compressor “B”. MPP was made available for use on June 2, 2025, and went into service on June 3, 2025. MPP will be operating without a standby fuel gas compressor until repairs of fuel gas compressor “B” are completed.

Tieton Hydropower Project (Tieton)

Generation for 2025 began on April 25 with a single generator. Water flow in May was sufficient for low generation levels with a single generator. Flow increased for several brief periods and two generators were put into operation during those periods. Total generation for May was 3,335 MWh.

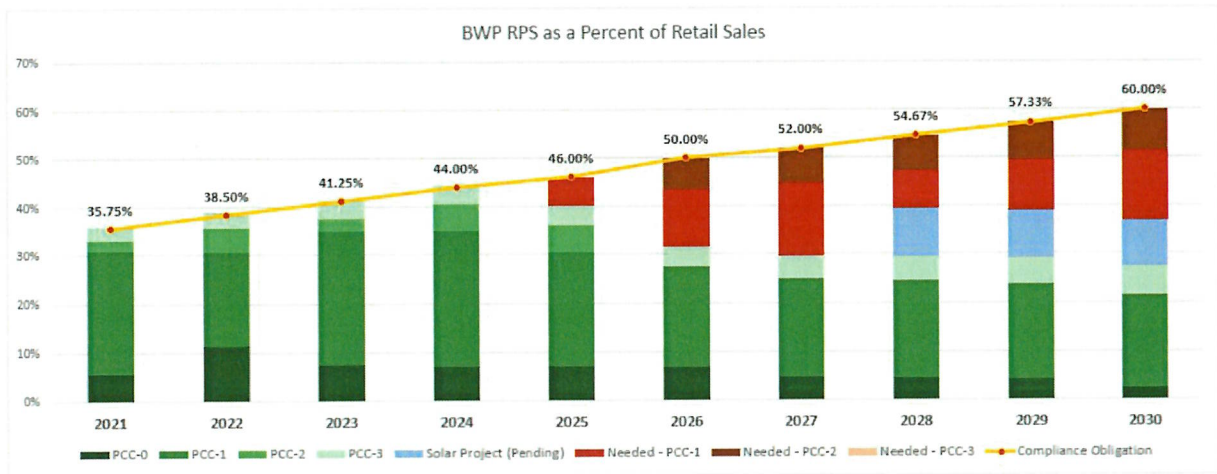
ENVIRONMENTAL

Air Quality

The Lake 1, Magnolia Power Plant, and Landfill Microturbines required air quality tests, which were completed in May 2025. The test reports are pending and will be submitted to the SCAQMD once finalized. The landfill flare annual source test was rescheduled to August 12, 2025.

Power Resources

Renewable Portfolio Standard (RPS) Compliance



The chart above shows RPS progress to date through calendar year 2030 where we must meet 60% of our retail sales with renewable energy. We continue to experience challenges with negotiations and delivery of new long-term contracts for renewables, which will likely cause BWP to fall short of the 65% Long Term Requirement (LTR) in RPS for calendar year 2025 through 2027.

Staff continues to negotiate long-term renewable contracts. These projects anticipate commercial operation in calendar year 2027 or 2028. The blue sections on the chart above represent the recently approved Milford Solar Phase II (Milford) project, which was approved by City Council on June 10th, 2025. In order for the project to move forward, all other project participants must also execute their separate Power Sales Agreement by September 30, 2025. A second project that has been in negotiations may be delayed 12 to 18 months due to issues with the interconnection studies and may incur a price increase. Staff will evaluate any changes to determine if it is still a viable project. The Milford project is expected to add about 99,000 MWh annually and the other project is expected to add approximately 46,000 PCC1 MWh annually to our renewable energy supply and would count towards the 65% minimum LTR once they begin production. This is likely to occur after 2027.

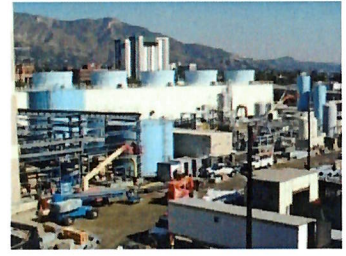
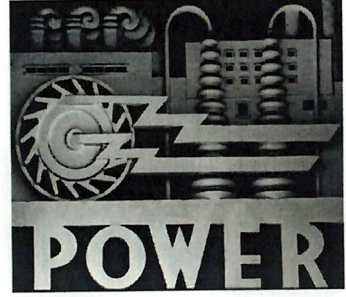
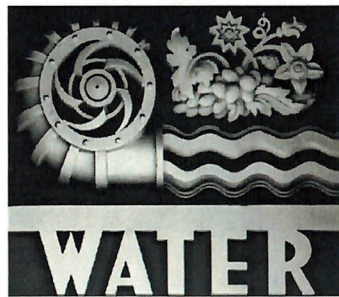
Intermountain Power Project (Delta, UT) Renewal Progress

The IPP coal facility converts to the IPP Renewal project, composed of natural gas and hydrogen, in **late 2025**. Below are details of the contract and estimated costs.

Item	Existing Contract (1987-2027)	Renewable Contract (2027-2077)	Cost (BWP)
STS total share	2400 MW	2400 MW	\$2.5 billion total project cost in 2019, now \$5 billion. BWP's share was \$86.5 million in 2019 and now is \$183 million (without debt service, interest and hydrogen component)
BWP % share of STS	4.49%	4.2%	
BWP MW of STS	107.95 MW	101.4 MW	
BWP % share of generation	4.17%	3.33%	
BWP MW of generation	89.28 MW coal, 35.028 MW of natural gas	28 MW	

The current plan is for one of the IPP coal units to remain online through September 2025. Due to delays in reaching commercial operations on the natural gas generators, discussions continue to determine the operations of the coal plants through their end of life and when they will be taken out of service. IPP Natural Gas Unit 3 achieved its first fire in February 2025, and Unit 4 achieved its first fire in April 2025. IPA has procured enough additional coal to allow for one of the coal units to remain in operation through the summer to ensure that they are available to support energy demand and the Southern Transmission System through September 2025.

Burbank Water and Power



**Financial Report
April 2025**

**Burbank Water and Power
Electric Fund (496)
Statement of Changes in Net Assets ^{(1) (2)}
MTD and FYTD April 2025
(\$ in 000's except MWh Sales)**

MTD Actual FY 24-25	MTD Budget FY 24-25	\$ Variance	% Variance		YTD Actual FY 24-25	YTD Budget FY 24-25	\$ Variance	% Variance
73,690	87,447	(13,757)	(16%) ^(a)	NEL MWh	843,514	921,876	(78,362)	(9%) ^(A)
				Retail				
\$ 13,918	\$ 16,100	\$ (2,182)	(14%) ^(b)	Retail Sales	\$ 161,130	\$ 173,711	\$ (12,581)	(7%)
355	633	(278)	(44%) ^(c)	Other Revenues ⁽³⁾	7,093	6,331	762	12% ^(B)
11,536	12,048	512	4% ^(d)	Retail Power Supply & Transmission	109,865	123,641	13,776	11% ^(C)
2,737	4,685	(1,949)	(42%)	Retail Margin	58,358	56,401	1,957	3%
				Wholesale				
194	1,629	(1,435)	(88%)	Wholesale Sales	7,656	28,072	(20,417)	(73%)
160	1,597	1,436	90%	Wholesale Power Supply	6,281	27,511	21,230	77%
34	33	1	4%	Wholesale Margin	1,374	561	813	145%
2,771	4,718	(1,947)	(41%)	Gross Margin	59,732	56,962	2,770	5%
				Operating Expenses				
222	958	736	77% ^(e)	Distribution	10,286	9,577	(708)	(7%) ^(D)
147	148	1	1%	General Manager's Office	1,284	1,484	200	13% ^(E)
72	96	24	25% ^(f)	Utility Administrative Services	702	962	259	27% ^(F)
(73)	(98)	(25)	(25%) ^(g)	Utility Administrative Services - Allocation	(721)	(979)	(257)	(26%) ^(G)
223	390	167	43% ^(h)	Finance, Fleet & Materials	3,996	3,914	(82)	(2%)
617	618	0	0%	Transfer to General Fund for Cost Allocation	6,173	6,177	5	0%
448	533	85	16% ⁽ⁱ⁾	Customer Service	5,518	5,586	68	1%
70	260	189	73% ^(j)	Marketing & Sustainability	1,187	2,598	1,411	54% ^(H)
262	534	272	51% ^(k)	Public Benefits	2,310	5,339	3,029	57% ^(I)
252	160	(92)	(58%) ^(l)	Security/Oper Technology	2,536	1,609	(927)	(58%) ^(J)
180	150	(30)	(20%) ^(m)	Telecom	1,661	1,497	(164)	(11%) ^(K)
212	274	62	23% ⁽ⁿ⁾	Facilities	2,270	2,742	471	17% ^(L)
1,707	2,017	310	15%	Depreciation	17,523	20,175	2,651	13%
4,339	6,039	1,700	28%	Total Operating Expenses	54,727	60,682	5,955	10%
\$ (1,568)	\$ (1,321)	\$ (247)	(19%)	Operating Income/(Loss)	\$ 5,006	\$ (3,720)	\$ 8,725	235%

**Burbank Water and Power
Electric Fund (496)
Statement of Changes in Net Assets ^{(1) (2)}
MTD and FYTD April 2025**

				(\$ in 000's)				
MTD Actual FY 24-25	MTD Budget FY 24-25	\$ Variance	% Variance		YTD Actual FY 24-25	YTD Budget FY 24-25	\$ Variance	% Variance
\$ (1,568)	\$ (1,321)	\$ (247)	(19%)	Operating Income/(Loss)	\$ 5,006	\$ (3,720)	\$ 8,725	235%
				Other Income/(Expenses)				
539	284	256	90% ^(o)	Interest Income	5,505	2,838	2,667	94% ^(M)
(67)	113	(179)	(159%) ^(p)	Other Income/(Expense) ⁽⁴⁾	5,314	(858)	6,172	719% ^(N)
(635)	(763)	128	17% ^(a)	Bond Interest/ (Expense)	(9,461)	(7,633)	(1,828)	(24%) ^(O)
(162)	(367)	205	56%	Total Other Income/(Expense)	1,358	(5,653)	7,012	124%
(1,730)	(1,688)	(43)	(3%)	Net Income	6,364	(9,373)	15,737	168%
981	807	174	22% ^(r)	Capital Contributions (AIC)	1,691	8,067	(6,376)	(79%) ^(P)
\$ (750)	\$ (881)	\$ 131	15%	Net Change in Net Assets	\$ 8,055	\$ (1,306)	\$ 9,361	717%

¹ This report may not foot due to rounding.

² () = Unfavorable.

³ Other Revenues include transmission, telecom and internet revenues as well as other items such as revenues related to Low Carbon Fuel Standard credits, damaged property recovery, connection fees, late fees, and tampering fees.

⁴ Other Income/(Expense) includes a one-time payment to CalPERS (for pension) and miscellaneous revenue from the sale of scrap materials, inventory, and assets, as well as BABS subsidy.

**Burbank Water and Power
Electric Fund (496)
Statement of Changes in Net Assets - Footnotes
MTD April 2025
(\$ in 000's)**

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
(a)	Electric Usage in MWh	73,690	87,447	(13,757)	- NEL is 16% lower than budget. The average high temperature in April was 71°F, compared to the 15-year average high temperature of 75°F. The average low temperature was 48°F, compared to the 15-year average low temperature of 51°F. MTD CDD was 12 versus the 15-year average of 42. HDD was 177 versus the 15-year average of 163. NEL (demand) is lower than expected due to an aggressive FY 2024-25 load forecast that did not align with actual trends.
(b)	Retail Sales	13,918	16,100	(2,182)	- Retail sales correspond with lower NEL (demand).
(c)	Other Revenues	355	633	(278)	- Other revenues include transmission, telecom and internet revenues as well as other items such as damaged property recovery, connection fees, late fees, and tampering fees, which tend to fluctuate.
(d)	Retail Power Supply & Transmission	11,536	12,048	512	- The favorable variance is attributable to various components within Retail Power Supply and Transmission. Please refer to page 5 for additional details.
(e)	Distribution	222	958	736	- The favorable variance is primarily attributable to higher than planned capital work and work for other departments, offset by higher than planned overtime work.
(f)	Utility Administrative Services	72	96	24	- The favorable variance is primarily attributable to higher than planned capital work, work for other departments, and to the timing of training expenses.
(g)	Utility Administrative Services - Allocation	(73)	(98)	(25)	- Utility Admin Services is allocated entirely to the three major operating units; therefore, lower month-to-date costs lead to a proportionally lower month-to-date allocation.
(h)	Finance, Fleet & Materials	223	390	167	- The favorable variance is primarily attributable to salary savings due to two vacancies, as well as to the timing of warehouse expense allocations.
(i)	Customer Service	448	533	85	- The favorable variance is primarily attributable to the timing of professional services and higher than planned work for other departments. Additionally, moving Customer Service staff to the newly created BWVP IT Applications cost center with its existing vacancies is creating a favorable variance in salaries.
(j)	Marketing & Sustainability	70	260	189	- The favorable variance is primarily attributable to vacancies and to the timing of professional services and customer rebates.
(k)	Public Benefits	262	534	272	- The favorable variance is primarily attributable to lower than planned program spending.
(l)	Security/Operations Technology	252	160	(92)	- The unfavorable variance is primarily due to unbudgeted salaries from staff transferred from Customer Service to the newly established BWVP IT Applications department, as well as lower-than-expected capital work and interdepartmental project, offset by the timing of software and hardware support.
(m)	Telecom	180	150	(30)	- The unfavorable variance is primarily attributable to higher than planned private contractual services.
(n)	Facilities	212	274	62	- The favorable variance is primarily attributable to two departmental vacancies, higher than planned capital work, and to the timing of building grounds maintenance and private contractual services, offset by the timing of custodial services.
(o)	Interest Income	539	284	256	- The favorable variance is attributable to interest earned on the funds from the 2023 Electric Revenue Bonds, based on higher than planned balances related to the timing of bond drawdowns as well as an increasing interest rate environment resulting in higher investment returns.
(p)	Other Income/(Expense)	(67)	113	(179)	- Other Income/(Expense) includes miscellaneous revenue from the sale of scrap materials, inventory, and assets. Miscellaneous revenue from the sale of scrap materials, inventory, and assets tend to fluctuate. Primarily due to Pcard expenses offset by revenue from MPP power plant.
(q)	Bond Interest Expense	(635)	(763)	128	- The favorable variance is primarily attributable to interest expense changes associated with the refunding of the 2010B revenue bonds.
(r)	Capital Contributions (AIC)	981	807	174	- The favorable variance is attributable to the timing of AIC projects.

Burbank Water and Power
Electric Fund (496)
Statement of Changes in Net Assets - Footnotes
FYTD April 2025
(\$ in 000's)

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
(A)	Electric Usage in MWh	843,514	921,876	(78,362)	- NEL is 9% lower than budget. The YTD average high temperature was 78°F, compared to the 15-year average high temperature of 78°F. The YTD average low temperature was 49°F, compared to the 15-year average low temperature of 52°F. YTD CDD were 1,179 versus the 15-year average of 1,418. NEL (demand) is lower than expected due to an aggressive FY 2024-25 load forecast that did not align with actual trends.
(B)	Other Revenues	7,093	6,331	762	- Other revenues include transmission, telecom and internet revenues as well as other items such as damaged property recovery, connection fees, late fees, and tampering fees which tend to fluctuate. Included in this year-to-date analysis, proceeds from energy and emissions credits were substantial, accounting for a significant portion of the observed variance.
(C)	Retail Power Supply & Transmission	109,865	123,641	13,776	- The favorable variance is attributable to various components within Retail Power Supply & Transmission. Please refer to page 6 for additional details.
(D)	Distribution	10,286	9,577	(708)	- The unfavorable variance is primarily attributable to higher than planned overtime, BCEA Retro Payroll adjustments and unplanned meter replacement costs, offset by savings in salaries due to vacancies, higher than planned capital work and work for other departments, and to the timing of planned private contractual and professional services.
(E)	General Manager's Office	1,284	1,484	200	- The favorable variance is primarily attributable to the timing of memberships & dues, professional services, training, and miscellaneous expenses, offset by higher than planned private contractual services, as well as higher than planned work performed by other departments.
(F)	Utility Administrative Services	702	962	259	- The favorable variance is primarily driven by higher than expected electrical capital work and work for other departments performed by the Electrical Services trainer, who is budgeted in this division. Additionally, the favorable variance is due to the timing of professional services and training, offset by higher than expected safety program spending, salaries, and overtime due to unplanned temporary labor costs.
(G)	Utility Administrative Services - Allocation	(721)	(979)	(257)	- Utility Admin Services is allocated entirely to the three major operating units, therefore, lower year-to-date costs lead to a proportionally lower year-to-date allocation.
(H)	Marketing & Sustainability	1,187	2,598	1,411	- The favorable variance is primarily attributable to vacancies and to lower than planned customer rebates, professional services, memberships and software & hardware, offset by higher than planned spending on temporary staffing.
(I)	Public Benefits	2,310	5,339	3,029	- The favorable variance is primarily attributable to lower than planned program spending.
(J)	Security/Oper Technology	2,536	1,609	(927)	- The unfavorable variance is primarily due to unbudgeted salaries from staff transferred from Customer Service to the newly established BWP IT Applications department, as well as lower-than-expected capital work and interdepartmental projects, offset by the timing of professional and private contractual services, and software & hardware support.
(K)	Telecom	1,661	1,497	(164)	- The unfavorable variance is primarily attributable to higher than planned private contractual services and work performed by other departments, offset by salary savings due to vacancies and to the timing of other professional services and special departmental supplies.
(L)	Facilities	2,270	2,742	471	- The favorable variance is primarily attributable to vacancies, as well as higher than planned capital work, lower than planned custodial services and building grounds maintenance & repair, offset by higher than planned overtime and to the BCEA retro payroll adjustment.
(M)	Interest Income	5,505	2,838	2,667	- The favorable variance is attributable to interest earned on the funds from the 2023 Electric Revenue Bonds, based on higher than planned balances related to the timing of bond drawdowns as well as an increasing interest rate environment resulting in higher investment returns.
(N)	Other Income/(Expense)	5,314	(858)	6,172	- Other Income/(Expense) includes a one-time payment to CalPERS (for pension) and miscellaneous revenue from the sale of scrap materials, inventory, and assets, as well as BABS subsidy. Miscellaneous revenue from the sale of scrap materials, inventory, and assets tend to fluctuate. The fiscal year's insurance proceeds from claim settlements were substantial, accounting for a significant portion of the observed variance.
(O)	Bond Interest Expense	(9,461)	(7,633)	(1,828)	- The unfavorable variance to budget is attributable to the unplanned bond refunding of the 2010B Series bonds and the reissue of new debt that includes a redemption bond premium.
(P)	Capital Contributions (A/C)	1,691	8,067	(6,376)	- The unfavorable variance is attributable to the timing of A/C projects.

April 2025 Budget to Actual P&L Variance Highlights - Electric Fund
(\$ in 000's)

	Variance Month-to-Date		
	Favorable Items	Unfavorable Items	Budget to Actual Variance
<u>MTD NET INCOME/(LOSS): \$(1,730)</u>	\$ -	\$ (43)	\$ (43)
<u>MTD GROSS MARGIN VARIANCE</u>			
Retail Sales	-	(2,182)	(2,182)
Power Supply and Transmission:			
- Lower retail load	358	-	358
- Higher than planned renewables cost and other	-	(1,184)	(1,184)
- Lower transmission	253	-	253
- Lower energy prices	112	-	112
- Minimum operation for IPP and Hydrogen Betterment	-	(558)	(558)
- Lower O&M	961	-	961
- Retail load management and economic dispatch	570	-	570
- Timing True-up and prior period adjustments	-	-	-
Other Revenues	-	(278)	(278)
Wholesale Margin	1	-	1
Total	2,255	(4,202)	(1,947)
<u>MTD O&M AND OTHER VARIANCES</u>			
Distribution	736	-	736
General Manager's Office	1	-	1
Utility Administrative Services	24	-	24
Utility Administrative Services - Allocation	-	(25)	(25)
Finance, Fleet & Materials	167	-	167
Customer Service	85	-	85
Marketing & Sustainability	189	-	189
Public Benefits	272	-	272
Security/Operations Technology	-	(92)	(92)
Telecom	-	(30)	(30)
Facilities	62	-	62
Depreciation	310	-	310
All other	205	-	205
Total	2,052	(147)	1,905

April 2025 Budget to Actual P&L Variance Highlights - Electric Fund
(\$ in 000's)

	Variance Fiscal Year-to-Date		
	Favorable Items	Unfavorable Items	Budget to Actual Variance
<u>FYTD NET INCOME/(LOSS): \$6,364</u>	\$ 15,737	-	\$ 15,737
<u>FYTD GROSS MARGIN VARIANCE</u>			
Retail Sales	-	(12,581)	(12,581)
Power Supply and Transmission			
- Lower retail load	1,313		1,313
- Lower than planned renewables cost and other	917		917
- Lower transmission	1,529		1,529
- Lower energy prices	409		409
- Lower O&M	6,215		6,215
- Retail load management and economic dispatch	2,822		2,822
- SCPPA True-up and prior period adjustments	571		571
Other Revenues	762	-	762
Wholesale Margin	813	-	813
Total	\$ 15,351	\$ (12,581)	\$ 2,770
<u>FYTD O&M AND OTHER VARIANCES</u>			
Distribution	-	(708)	(708)
General Manager's Office	200	-	200
Utility Administrative Services	259	-	259
Utility Administrative Services - Allocation	-	(257)	(257)
Finance, Fleet & Materials	-	(82)	(82)
Customer Service	68	-	68
Marketing & Sustainability	1,411	-	1,411
Public Benefits	3,029	-	3,029
Security/Oper Technology	-	(927)	(927)
Telecom	-	(164)	(164)
Facilities	471	-	471
Depreciation	2,651	-	2,651
All other	7,016	-	7,016
Total	\$ 15,106	\$ (2,139)	\$ 12,967

Electric Fund (496)
Statement of Changes in Cash and Investment Balances ^(a)

	Apr-25	Mar-25	Dec-24	Sep-24	Jun-24	Jun-23	Recommended Reserves		Minimum Reserves
							Low	High	
Cash and Investments									
General Operating Reserve	\$ 142,061 ^(c)	\$ 139,245	\$ 145,741	\$ 102,069	\$ 101,785	\$ 52,200	\$ 82,003	\$ 123,004 ^(c)	\$ 53,814 ^(c)
BWP Projects Reserve Deposits at SCPPA	5,020	5,002	4,947	4,848	4,808	4,580	-	-	-
Sub-Total Cash and Investments	147,081	144,247	150,687	106,918	106,593	56,780	82,003	123,004	53,814
Commitments									
Customer Deposits	(42,084)	(43,017)	(46,027)	(27,946)	(22,519)	(10,976)	-	-	-
Public Benefits Obligation	(10,730)	(10,690)	(11,192)	(11,322)	(10,829)	(10,710)	-	-	-
Low Carbon Fuel Standard ^(b)	(2,146)	(2,162)	(2,295)	(2,460)	(2,469)	(3,289)	-	-	-
Sub-Total Cash and Investments (less Commitments)	92,121	88,377	91,173	65,191	70,777	31,806	82,003	123,004	53,814
Bond Proceeds									
Bond Proceeds on Deposit with Trustee	42,117	44,028	49,559	66,209	71,430	120,107	-	-	-
Total Cash and Investments and Bond Proceeds (less Commitments)	\$ 134,238	\$ 132,405	\$ 140,733	\$ 131,399	\$ 142,207	\$ 151,913	\$ 82,003	\$ 123,004	\$ 53,814

^(a) The Statement of Cash Balances may not add up due to rounding.

^(b) Denotes funds reserved related to the sale of Low Carbon Fuel Standard (LCFS) credits, net of Electric Vehicle charger infrastructure expenditures.

^(c) New financial reserve policy was adopted by City Council on April 25, 2023.

**Burbank Water and Power
Water Fund (497)
Statement of Changes in Net Assets ^{(1) (2)}
MTD and FYTD April 2025
(\$ in 000's except Gallons)**

MTD Actual FY 24-25	MTD Budget FY 24-25	\$ Variance	% Variance		YTD Actual FY 24-25	YTD Budget FY 24-25	\$ Variance	% Variance
377	371	6	2%	Water put into the system in Millions of Gallons	4,017	4,216	(199)	(5%)
66	41	25	59% ^(a)	Metered Recycled Water in Millions of Gallons	806	824	(18)	(2%)
				Operating Revenues				
\$ 2,754	\$ 2,820	\$ (65)	(2%)	Potable Water	\$ 29,183	\$ 31,199	\$ (2,016)	(6%)
374	233	141	60% ^(b)	Recycled Water	4,385	4,648	(263)	(6%)
136	118	18	15%	Other Revenue ⁽³⁾	1,236	1,177	58	5%
3,264	3,171	93	3%	Total Operating Revenues	34,804	37,024	(2,220)	(6%)
1,271	1,074	(197)	(18%)	Water Supply Expense	11,939	12,939	1,000	8% ^(A)
1,993	2,097	(104)	(5%)	Gross Margin	22,866	24,085	(1,219)	(5%)
				Operating Expenses				
855	932	77	8% ^(c)	Operations & Maintenance - Potable	9,832	9,322	(510)	(5%)
58	144	86	60% ^(d)	Operations & Maintenance - Recycled	885	1,438	552	38% ^(B)
367	421	53	13% ^(e)	Operations & Maintenance - Shared Services	3,387	4,139	752	18% ^(C)
125	125	0	0%	Transfer to General Fund for Cost Allocation	1,248	1,248	0	0%
382	397	15	4%	Depreciation	3,851	3,968	116	3%
1,786	2,018	232	11%	Total Operating Expenses	19,203	20,114	911	5%
207	79	128	161%	Operating Income/(Loss)	3,663	3,971	(308)	(8%)
				Other Income/(Expenses)				
73	33	40	120% ^(f)	Interest Income	477	333	144	43% ^(D)
15	41	(26)	(63%) ^(g)	Other Income/(Expense) ⁽⁴⁾	(861)	8	(869)	(10597%) ^(E)
(172)	(229)	57	25% ^(h)	Bond Interest/(Expense)	(1,874)	(2,291)	417	18% ^(F)
(84)	(155)	71	46%	Total Other Income/(Expenses)	(2,257)	(1,950)	(308)	(16%)
123	(76)	199	262%	Net Income/(Loss)	1,406	2,021	(616)	(30%)
141	53	88	168% ⁽ⁱ⁾	Capital Contributions (AIC)	468	528	(60)	(11%) ^(G)
\$ 264	\$ (23)	\$ 288	1243%	Net Change in Net Assets	\$ 1,873	\$ 2,549	\$ (676)	(27%)

^{1.} This report may not foot due to rounding.

^{2.} () = Unfavorable

^{3.} Other Revenue includes items such as fire protection services, damaged property recovery, connection fees, late fees, and tampering fees.

^{4.} Other Income/(Expense) includes a one-time payment to CalPERS (for pension) and miscellaneous revenue from the sale of scrap materials, inventory, and assets.

Burbank Water and Power
Water Fund (497)
Statement of Changes in Net Assets - Footnotes
MTD April 2025
(\$ in 000's except Gallons)

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
(a)	Recycled Water Usage in Millions of Gallons	66	41	25	- Recycled water usage is significantly higher than average due to higher than planned consumption by Studio District.
(b)	Recycled Water Revenue	374	233	141	- Due to timing differences, there may be temporary variations in reported sales figures compared to recycled water volume. However, these differences tend to balance out on a year-to-date basis, providing a more consistent reflection of overall performance.
(c)	Operations & Maintenance - Potable	855	932	77	- The favorable variance is primarily attributable to vacancies.
(d)	Operations & Maintenance - Recycled	58	144	86	- The favorable variance is primarily attributable to lower than planned electricity for water pumping and higher than planned work for other departments.
(e)	Operations & Maintenance - Shared Services	367	421	53	- The favorable variance is attributable to lower than planned shared expenses (Marketing & Sustainability, Operations Technology and Security, and GM Admin & Utility Admin Services) from the electric fund.
(f)	Interest Income	73	33	40	- The favorable variance is primarily attributable to interest earned on a higher than planned cash balance.
(g)	Other Income/(Expense)	15	41	(26)	- Other Income/(Expense) includes miscellaneous revenue from the sale of scrap materials, inventory, and assets, which tend to fluctuate.
(h)	Bond Interest/(Expense)	(172)	(229)	57	- The favorable variance is primarily attributable to interest expense changes associated with the refunding of the 2010B revenue bonds.
(i)	Capital Contributions (AIC)	141	53	88	- The favorable variance is attributable to the timing of AIC projects.

Burbank Water and Power
Water Fund (497)
Statement of Changes in Net Assets - Footnotes
FYTD April 2025
(\$ in 000's except Gallons)

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
(A)	Water Supply Expense	11,939	12,939	1,000	- The favorable variance is a result of lower demand and using less imported MWD water than planned and using more BOU water.
(B)	Operations & Maintenance - Recycled	885	1,438	552	- The favorable variance is primarily attributable to higher than planed work performed for other departments and lower than planned planned electricity for water pumping.
(C)	Operations & Maintenance - Shared Services	3,387	4,139	752	- The favorable variance is attributable to lower than planned shared expenses (Marketing & Sustainability, Construction & Maintenance, and GM-Admin & Utility Admin Services) from the electric fund.
(D)	Interest Income	477	333	144	- The favorable variance is attributable to a correction to accrued interest for the 2021 Water Revenue Bonds.
(E)	Other Income/(Expense)	(861)	8	(869)	- The unfavorable variance is due primarily to the accounting loss on the 2010B Series bond refunding.
(F)	Bond Interest/(Expense)	(1,874)	(2,291)	417	The favorable variance to budget is attributable to the unplanned bond refunding of the 2010B Series bonds and the reissue of new debt that includes a redemption bond premium.
(G)	Capital Contributions (AIC)	468	528	(60)	- The unfavorable variance is attributable to the timing of AIC projects.

April 2025 Budget to Actual P&L Variance Highlights - Water Fund
(\$ in 000's)

	Variance Month-to-Date		
	Favorable Items	Unfavorable Items	Budget to Actual Variance
<u>MTD NET INCOME (LOSS): \$123</u>	\$ 199	\$ -	\$ 199
<u>MTD GROSS MARGIN VARIANCE</u>			
Potable Revenues	-	(65)	(65)
Recycled Revenues	141	-	141
Other Revenue	18	-	18
Water Supply Expense	-	(197)	(197)
Total	159	\$ (263)	\$ (104)
<u>MTD O&M AND OTHER VARIANCES</u>			
Potable O&M	77	-	77
Recycled Water O&M	86	-	86
Allocated O&M	53	-	53
Depreciation	15	-	15
All Other	71	-	71
Total	\$ 303	\$ -	\$ 303

April 2025 Budget to Actual P&L Variance Highlights - Water Fund
(\$ in 000's)

	Variance Fiscal Year-to-Date		
	Favorable Items	Unfavorable Items	Budget to Actual Variance
<u>FYTD NET INCOME: \$1,406</u>	\$ -	\$ (616)	\$ (616)
<u>FYTD GROSS MARGIN VARIANCE</u>			
Potable Revenues	-	(2,016)	(2,016)
Recycled Revenues	-	(263)	(263)
Other Revenue	58	-	58
Water Supply Expense	1,000	-	1,000
Total	\$ 1,059	\$ (2,278)	\$ (1,219)
<u>FYTD O&M AND OTHER VARIANCES</u>			
Potable O&M	-	(510)	(510)
Recycled Water O&M	552	-	552
Allocated O&M	752	-	752
Depreciation	116	-	116
All Other	-	(308)	(308)
Total	\$ 1,421	\$ (817)	\$ 604

Water Fund (497)
Statement of Changes in Cash and Investment Balances ^(a)
(\$ in 000's)

	Apr-25	Mar-25	Dec-24	Sep-24	Jun-24	Jun-23	Recommended Reserves		Minimum Reserves
							Low	High	
Cash and Investments									
General Operating Reserves	\$ 23,550 ^(d)	\$ 23,466	\$ 26,730	\$ 23,030	\$ 19,184	\$ 23,924	\$ 18,878	\$ 28,316 ^(b)	\$ 11,327
Sub-Total Cash and Investments	23,550	23,466	26,730	23,030	19,184	23,924	18,878	28,316	11,327
Commitments									
Customer Deposits	(532)	(705)	(555)	(655)	(585)	(511)	-	-	-
Sub-Total Cash and Investments (less Commitments)	23,018	22,761	26,174	22,375	18,599	23,413	18,878	28,316	11,327
Bond Proceeds									
Bond Proceeds on Deposit with Trustee	-	-	-	3,074	6,545 ^(c)	19,465			
Total Cash and Investments and Bond Proceeds (less Commitments)	\$ 23,018	\$ 22,761	\$ 26,174	\$ 25,449	\$ 25,144	\$ 42,878	\$ 18,878	\$ 28,316	\$ 11,327

^(a) The Statement of Cash Balances may not add up due to rounding

^(b) New financial reserve policy was adopted by City Council on April 25, 2023

^(c) Reduction in bond proceeds primarily related to VRDN Investment

MEMORANDUM



COMMUNITY DEVELOPMENT

DATE: June 25, 2025

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
VIA: Simone McFarland, Assistant Community Development Director 

SUBJECT: Landlord-Tenant Commission Meeting – June 2, 2025

- One member of the public made comments on the attorney from the Housing Rights Center being helpful regarding them wanting to get out of their lease early due to issues with a neighbor.
- Commissioner Ingalsbee expressed appreciation for a member of the public who provided feedback regarding the outcome of a recent case, as they don't always hear back.
- Maribel Leyland, Housing Authority Manager, provided several updates during the meeting related to the ongoing efforts of the Housing Enforcement Unit (HEU) and new provisions in the Tenant Protection Ordinance (TPO). She also mentioned the Budget Discussion Papers on multi-family housing database and the expanded renter relocation program are currently on hold pending information the City Attorney's office has requested.
- Ms. Leyland also reported that the City Attorney's Office has hired mediators as part of the free mediation and low-income services program, and that a low-income services grant will be available beginning July 1, 2025. Lastly, she noted that the department is looking to continue the Housing Clinics as a complementary program to the HEU.
- Commissioner Ingalsbee commended the Housing Department for the significant progress it has achieved in a short period and emphasized the Commission's continued commitment to working in partnership with the department.
- The minutes were approved as amended.
- The meeting was adjourned at 6:55 p.m.

MEMORANDUM



MANAGEMENT SERVICES



DATE: July 7, 2025

TO: Justin Hess, City Manager

FROM: Betsy McClinton, Management Services Director
By: Rene Sanchez, Acting Human Resources Manager

SUBJECT: RECRUITMENT REPORT – End of June 2025

Vacancies open to the public (28)

The Management Services Department (MS) is currently accepting applications from the public for these positions.

(4) Account Clerk*	(3) Lifeguard-Instructor (PT)(Temp)*
Administrative Analyst I (Z)	Planning Technician
Communications Operator*	(21) Police Recruit or Police Officer**
Cross Connection Control Specialist*	Senior Assistant City Attorney*
(3) Custodian*	(6) Senior Clerk*
Electrical Service Planner	Senior Secretary*
(16) Facility Attendant II (PT)(Temp)	Senior Utility Locator
Fleet Services Supervisor	Sign Language Interpreter (Temp)*
Graphics Media Designer	(6) Solid Waste Truck Operator
(2) Groundskeeper*	(2) Tree Trimmer*
(4) Groundskeeper Helper*	(2) Tree Trimmer Helper*
(2) Intermediate Clerk*	Utility Locator
(2) Legal Assistant*	Veterinarian*
(7) Lifeguard (PT)(Temp)*	Youth Services Worker (BEST)(Temp)*

*Continuous opening/open until filled

**Includes anticipated vacancies

Vacancies open to City employees (0)

There are currently no positions that MS is accepting applications from City employees only.

Recruitment examinations in process (11)

MS is conducting an examination process for these positions. MS estimates it will complete the examination process by the date indicated and will provide a list of candidates eligible for hire to the hiring department.

Administrative Analyst II (Z) (Jul 2025)	(13) Firefighter Recruit (Jul 2025)
Building Inspection Manager (Jul 2025)	Fire Inspector I (Jul 2025)
Cross Connection Control Specialist (Jul 2025)	Irrigation Specialist (Jul 2025)
Diversity, Equity, and Inclusion Mgr (Jul 2025)	Library Associate (Jul 2025)
(2) Electrician (Jul 2025)	(2) Senior Line Mechanic - G (Jul 2025)
Engineering Aide (Jul 2025)	Water Meter Mechanic (Jul 2025)

Recruitment examinations completed (69)

MS completed the examination process for these positions. MS gave names of candidates eligible for hire to the hiring department for their internal selection process (typically a final interview). MS is awaiting notice of selection.

Accountant	(6) Jailer
Account Clerk (Temp)	Kennel Attendant
Administrative Analyst I (Z)	Laborer
Administrative Analyst II (M)	(7) Lifeguard (PT)(Temp)
(3) Administrative Analyst II (Z)	(3) Lifeguard-Instructor (PT)(Temp)
Building Inspector II	(4) Line Mechanic Apprentice
Buyer I	(2) Manager Technology
(3) Civil Engineering Associate	(2) Parking Permit Technician
Clerical Worker	Permit Technician
(2) Collection Systems Worker	(4) Pipefitter Apprentice
(4) Communications Operator	Police Communications Manager
(2) Community Service Officer	(21) Police Recruit or Police Officer
Construction & Maintenance Leadworker	(2) Power Plant Maintenance Trainee
(2) Construction & Maintenance Worker	(2) Power Plant Operator Trainee
(5) Crossing Guard	(3) Power System Operator Trainee
(3) Custodian	Records Manager (M)
(9) Customer Service Representative II	(18) Recreation Leader
(4) Customer Service Representative III	Recreation Supervisor
Electrical Engineer	(6) Senior Clerk
Electrical Engineering Associate I (Temp)	Senior Electrical Engineer
(4) Electrician Apprentice	(2) Senior Engineering Technician
Engineering Aide	(2) Senior Recreation Leader
Engineering Technician	Senior Secretary
(16) Facility Attendant II (PT)(Temp)	(2) Skilled Worker
Field Service Representative	(2) Social Services Supervisor
Financial Accounting Manager – BWP	(6) Solid Waste Truck Operator
(2) Financial Analyst	Street Maintenance Leadworker
Fire Engineer	(2) Test Technician Apprentice
(13) Firefighter Recruit or Firefighter	Transportation Scheduler
Fire Inspector I	Treasurer Technician
Fleet Manager - BWP	(2) Utility Worker
Food Services Aide (PT)	Veterinarian
(2) Groundskeeper	Water Quality Manager
(4) Groundskeeper Helper	(22) Work Trainee I (PT)(Temp)
(2) Intermediate Clerk	

Recruitments by outside recruitment firms (0)

The City sometimes uses outside firms for certain difficult-to-fill positions and also managerial and executive positions because outside firms have expertise in specific fields, use established networks of quality candidates, and proactively reach out to prospective candidates.

Upcoming job openings (23)

MS received notice that these positions are vacant, and they will be open to accept applications soon.

Assistant GM BWP (Power Supply Division)	Fire Battalion Chief
Civil Engineer – BWP	(2) Fire Captain
(2) Civil Engineering Assistant - BWP	Heavy Equipment Operator
Contracts Administrator	Heavy Truck Driver
Customer Service Representative II	Library Division Manager
Customer Service Supervisor	Library Page (PT)
Engineering Technician	Permit Technician

Purchasing Manager
Recreation Supervisor
Senior Electrical Engineer
(2) Senior Electrician
Senior Engineering Technician

(3) Senior Tree Trimmer
Solid Waste Leadworker
Technical Support Analyst II
Traffic Control Journeyman

Recruitment Plan Update – Police Recruit/Police Officer

There are currently seven (7) Police Recruit/Police Officer vacancies. There were no candidates hired this month, and we received no personnel requisitions. Physical agility examinations are tentatively scheduled to occur once a month in 2025 and our goal is to complete 12 based on need.

Currently, there are seven (7) candidates in the onboarding process. Also, the following are updates for Police Recruits attending police academies:

- Two (2) Police Recruits are attending the Los Angeles Sheriff's Department (LASD) Academy and three (3) are attending the Rio Hondo Academy. One (1) is scheduled to graduate in July 2025, three (3) in October 2025, and one (1) in November 2025.

Recruitment Plan Update – Firefighter Recruit/Firefighter

There are currently no Firefighter Recruit/Firefighter vacancies. However, to continue to prepare for anticipated vacancies due to internal promotions and retirements, we are recruiting for Firefighter Recruit and are in the process of scheduling oral interviews, which are expected to take place the week of July 14, 2025.

Ongoing Candidate Pool (OCP)

The OCP is an alternative recruitment process being used for certain classifications that the City usually recruits for multiple times annually. These recruitments are identified on the job posting as OCP and posted without a closing date. MS staff conducts frequent reviews of new candidates that have applied for these recruitments. Those who meet the Minimum Qualifications (MQs) for the respective classification they applied for, and who successfully pass the recruitment examination(s) as determined by the City, will be added to that OCP. Below are the departments that have received an OCP this month.

MSD – Intermediate Clerk
PR – Intermediate Clerk