

Weekly Management Report November 6, 2015

1. **Memo** – Current Street Improvement Projects – Public Works Department
2. **Memo** – Burbank Workforce Connection – Management Services Department
3. **Memo** – Recycling Quarterly Reports – Public Works Department
4. **Staff Report** – September 2015 Operating Results – Burbank Water and Power Department
5. **Minutes** – Burbank Water and Power Board Meeting of October 1, 2015 – Burbank Water and Power Department
6. **Synopsis** – Planning Board Meeting of October 26, 2015 – Community Development Department
7. **Minutes** – Civil Service Board Meeting of October 7, 2015 – Management Services Department
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9. **Notes** – City Notes, October 30, 2015 – City Manager



**CITY OF BURBANK
PUBLIC WORKS DEPARTMENT
MEMORANDUM**

DATE: October 28, 2015

TO: Mark Scott, City Manager

FROM: Bonnie Teaford, Public Works Director *BTeaford*
By: Sean Corrigan, Chief Assistant Public Works Director/City Engineer

SUBJECT: City Manager Tracking List No. 1820 – Current Street Improvement Projects

As requested at the October 20, 2015 City Council meeting, attached is the program of planned street improvement projects and the forecast construction schedules. This list is updated routinely by Public Works on the City's website.

**Burbank 2015 - 16
Planned Street Improvement Projects**

10/28/15

Note: work on the following streets is tentative and is subject to change due to resource limitations, scheduling problems, weather, unforeseen conditions, utility project conflicts, etc.

Street	From:	To:
Winter 2016 - Federally funded Arterial Street Improvement Project		
VICTORY BLVD	ISABEL ST	VERDUGO AV
Winter 2015-16 - Local/Residential Street Improvement Project - Phase VII		
1ST ST	SANTA ANITA AV	VERDUGO AV
5TH ST	VALENCIA AV	ELMWOOD AV
5TH ST	ELMWOOD AV	CEDAR AV
ASH AV	LAKE ST	END
BROWN DR	JOLLEY DR	KENNETH RD
BRUCE LN	END	ALAMEDA AV
CEDAR AV	CHANNEL	LAKE ST
DARTMOUTH RD	GLENOAKS BLVD	5TH ST
E PROSPECT AV	END	SAN FERNANDO BLVD
ELM AV	VICTORY BLVD	CHANNEL
ELM CT	LAKE ST	MOSS ST
ETON DR	KAREN ST	RICHARD ST
FLOWER ST	VERDUGO AV	OVERPASS
GIBSON CT	TUJUNGA AV	END
GRAHAM PL	END	CITY LIMIT
HAROLD CIR	SCOTT RD	END
HAVEN WY	LAMER ST	AMIGOS DR
JAMESTOWN RD	JOLLEY DR	KENNETH RD
JOLLEY DR	IRVING DR	BROWN DR
JOLLEY DR	KENNETH RD	SCOTT RD
KAREN ST	CAMBRIDGE DR	STANFORD RD
KENNETH RD	GLENOAKS BLVD	IRVING DR
KENNETH/ETON INTERSECTION		
KENNETH/UCLAN INTERSECTION		
KEYSTONE ST	TULARE AV	KENNETH RD
KINGSWAY DR	KENNETH RD	END
LAKE ST	SPAZIER AV	ALAMEDA AV
LINCOLN ST	GLENOAKS BLVD	SCOTT RD
MANSFIELD DR	BROWN DR	END
MOSS ST	LINDEN CT	SPAZIER AV
MOSS ST	VALENCIA AV	ASH AV
MYERS ST	GLENOAKS BLVD	SCOTT RD
OMER LN	END	ALAMEDA AV
PARISH PL	HAVEN WY	END
PASEO REDONDO	LA RAMBLA	VIA ALTA
PURVIS DR	END	KENNETH RD
RICHARD ST	CAMBRIDGE DR	STANFORD RD
SANTA ANITA AV	BONNYWOOD PL	SAN FERNANDO BLVD
SCOTT RD	BUENA VISTA ST	TULARE AV
SPAZIER AV	VICTORY BLVD	CHANNEL
SPAZIER AV	CHANNEL	MOSS ST
STEPHEN RD	KENNETH RD	GROTON DR
THURBER PL	CITY LIMIT	END
TULARE AV	BUENA VISTA ST	6TH ST
VALENCIA AV	LAKE ST	MOSS ST
VALENCIA AV	VICTORY BLVD	CHANNEL
VERDUGO AV	FLOWER ST	RAILROAD
VERDUGO DR	PROVIDENCIA AV	VERDUGO AV
VIA ALTA	PASEO REDONDO	THURBER PL
VICTORIA PL	AMBER LN	END
Spring/Summer 2016 - CDBG Streets Project		
THORNTON AV	NAOMI ST	HOLLYWOOD WAY
TUJUNGA AV	VICTORY BLVD	LAKE ST
ELMWOOD AV	MAIN ST	VICTORY BLVD



CITY OF BURBANK
MANAGEMENT SERVICES DEPARTMENT
MEMORANDUM

DATE: November 4, 2015

TO: Mark Scott, City Manager

FROM: Betsy Dolan, Management Services Director *Betsy Dolan*
By: Brady Griffin, Human Resources Manager

SUBJECT: BURBANK WORKFORCE CONNECTION
TRACKING LIST ITEM #1816

Burbank WorkForce Connection (BWFC), in conjunction with the Verdugo Jobs Center (VJC), located in Glendale, provides the public with viable resources in order to obtain gainful employment. Acting as an extension of the VJC, BWFC serves as a Job Resource Center and as a Business Assistance Center.

As a Job Resource Center, BWFC offers free self-serve resources to assist clients in connecting with potential employers. As a Business Assistance Center, staff outreaches to local businesses to make them aware of the services BWFC has to offer. The Center gives businesses the opportunity to promote job opportunities and post job bulletins. BWFC also allows businesses to use the Center's adjoining training room to hold recruitments, if needed.

In previous years, Tender Greens and U.S. Census held successful job fairs and recruitments at the Center's adjoining training room. Tender Greens and the U.S. census hired many of their current employees through interviews and orientations held at the training room. The U.S. Census also used the training room as a central employment services location. Potential employees turned in applications and Census supervisors held oral interviews, orientation, and weekly meetings in the training room.

The BWFC staff will continue to reach out to all new Burbank businesses including Whole Foods and Walmart, and also existing businesses, like IKEA, to notify them of the services offered by BWFC. Staff will offer to host a job fair, provide the Center's training room for interviews, orientations, or meetings, and post any job openings in BWFC or on the BWFC website. Staff will also be sure to promote their job openings through BWFC's local community outreach. Staff believes this assistance will help these businesses in their recruitment efforts and provide a central location for Burbank citizens to inquire about these job opportunities.

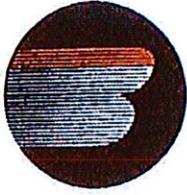


**CITY OF BURBANK
PUBLIC WORKS DEPARTMENT
MEMORANDUM**

DATE: October 30, 2015
TO: Mark Scott, City Manager
FROM: Bonnie Teaford, Public Works Director *B. Teaford*
SUBJECT: City Manager Tracking List No. 1769 – Recycling Quarterly Reports

As requested at the May 12, 2015, City Council meeting, attached is the Quarterly Director's Report – July through September 2015 for the Burbank Recycle Center. The Public Works Department sends these to you on a quarterly basis.

cc. John Molinar, Assistant Public Works Director/Street and Solid Waste
Kreigh Hampel, Recycling Coordinator
Karen McMurray, Senior Administrative Analyst



BURRTEC

WASTE INDUSTRIES, INC.

"We'll Take Care Of It"

October 14, 2015

Ms. Karen McMurray
City of Burbank
250 S. Flower
Burbank, CA 92502

Re: Quarterly Director's Report – July – September 2015

Dear Karen:

In accordance with Section 3.4.6 of the Agreement to Operate the Burbank Recycle Center and Provide Green Waste Diversion Services between the City of Burbank and Burrtec, the following information is provided:

Total Tonnage Throughput Report

1. The following table summarizes the tonnage received from all sources during the quarter and the daily average for each month. Incoming tonnage was well below the maximum allowed per Section 3.1.11 of 375 tons.

TOTAL TONNAGE THROUGHPUT

Month	Incoming Tonnage	Buy Back	Drop Off	Total Throughput	Daily Average
July	1,718.46	19.07	39.31	1,776.84	71.07
August	1,668.64	20.57	33.72	1,722.93	68.92
September	1,658.32	17.83	33.36	1,709.51	65.75
Qtr Total	5,045.42	57.47	106.39	5,209.28	

2. The following table summarized the tonnage received from the City of Burbank allocated between residential and commercial.

PRODUCTION REPORT

Month	Incoming Tons	Residential	Commercial	Recycled Tonnage	Residue Tonnage	% Recycled
July	824.31	663.50	160.81	777.19	47.12	94.28
August	767.52	601.41	166.11	723.84	43.68	94.31
September	782.30	626.65	155.65	737.62	44.68	94.29
Qtr Total	2,374.13	1,891.56	482.57	2,238.65	135.48	

Production Report

1. A residential characterization was performed in July and use for the quarter; a commercial characterization was performed in June and used for the quarter.
2. The following table summarized the tonnage shipped to market.

TONNAGE SHIPPED	
Month	Shipped
July	1,551.80
August	1,617.51
September	1,496.27
Qtr Total	4,665.58

3. The following table summarizes the residue shipped to the Burbank Landfill. Any (under ship/over ship will be made up in the following month.

RESIDUAL REPORT/LANDFILL RECONCILIATION REPORT

Month	City of Burbank Landfill	Tons of Residue Generated	(Over)/ Under	Total City of Burbank Tonnage (Inbound)
July	57.39	47.12	5.34	824.31
August	53.66	43.68	(4.64)	767.52
September	44.29	44.68	(4.25)	782.30
Qtr Total	155.34	135.48		2,374.13

Residual Report/Landfill Reconciliation Report
Summarized in Section 3 above.

Green Waste Transportation Report

The following table summarized the green waste shipped to West Valley MRF.

Month	Green Waste	
	Shipped (tons)	Loads
July	1,491.87	69
August	1,172.71	54
September	1,311.08	60
Qtr Total	3,975.66	183

Log of Special Occurrences

No major incidents to report. Details reports are provided with the monthly report.

Site Inspection Report

No major incidents to report. Details reports are provided with the monthly report.

Outreach Activity Report

During the preceding quarter, Burrtec participated in the following outreach activities:

- July 7th – Workshop planning with Burbank Staff (Business Waste Reduction, part two)
- July 13th – BRC Appreciation Lunch
- July 14th – Safety Committee Meeting
- July 14th – Business Waste Reduction Workshop (Part Two)
- July 24th – CRRA presentation preparation/America Recycles Day planning
- August 7th – CRRA Conference & Tradeshow Presentation on Burbank Master Recycler program with Kreigh Hampel
- August 11th – Public Works Safety Committee Meeting
- August 11th – Planning meeting for Burbank Recycles Day (11/15) with Burbank Master Recyclers and Burbank Staff
- August 17th – Sustainable Commission Meeting
- August 28th – Planning meeting for Burbank Recycles Day with Burbank Staff (agenda, guest speakers, event logistics/promotion). Also discussed recognition of Burbank Master Recycler at October Council Meeting and a Proclamation for Burbank Recycles Day
- September 15th – Safety Committee Meeting
- September 15th – Planning meeting with Master Recyclers for Burbank Recycles Day Event scheduled for November 15th
- September 29th – worked with staff on Burbank Recycles Day, press release and other logistics. Worked on Burbank Master Recycler Program 2016 classes and schedule. Recognize Master Recyclers at City Council meeting on November 3rd.

Market Board Pricing

Market Board pricing provided as part of the monthly report.

If you have any questions or require additional information, please do not hesitate to contact me.

Sincerely,



Steve Kanow
Director of Recycling



BURRTEC

WASTE INDUSTRIES, INC.

"We'll Take Care Of It"

August 11, 2015

Ms. Karen McMurray
City of Burbank
500 S. Flower
Burbank, CA 92502

Re: Monthly Report – July 2015

Dear Karen:

In accordance with Section 3.4.5 of the Agreement to Operate the Burbank Recycle Center and Provide Green Waste Diversion Services between the City of Burbank and Burrtec, the following information is provided:

Total Tonnage Throughput Report

1. During the month, Burrtec received 1,776.84 tons of material from all sources, for a daily average of 71.07, well below the maximum allowed per Section 3.1.11 of 375.
2. Of the tonnage received, 824.31 tons of material was from the City of Burbank. This consisted of 663.50 residential and 160.81 commercial. A detailed ticket log is attached.

Production Report

1. Utilized waste characterization performed in July (copy attached) for residential and in June for commercial.
2. During the month, 1,551.80 tons of material was shipped to market. A summary is included.
3. During the month we shipped 57.39 tons of residue to the Burbank Landfill. Of this amount, 47.12^B equates to residue for the month of July and 15.61^A tonnage under shipped during the month of June. This results in an under shipment to the Burbank Landfill of 5.34 tons, which will be adjusted in subsequent shipments.

A.	Residue – (Over)/Under – June Report	15.61
B.	Residue – July	47.12
C.	Residue – Shipped	57.39
D.	(Over)/Under	5.34

Residual Report

During the month, Burrtec hauled 57.39 tons of residue to the Burbank Landfill.

Landfill Reconciliation Report

Burrtec billed the City for 57.39 tons of residual shipped to the landfill during the month. The difference between the production report and the actual landfill report will be made up in subsequent month. A copy of the invoice is included for reference.

Green Waste Transportation Report

All green waste was taken to Agromin. Attached is a copy of the green waste report previously submitted to the City on August 4th.

Activity Report (Drop-Off/Buyback Material)

No mulch was delivered to the facility during the month.

During the month the facility received 78,623.50 pounds (39.31 tons) of drop-off recyclable material and 38,148.13 pounds (19.07 tons) of buy-back material. A detailed summary is attached.

Log of Special Occurrences

There are no major incidents during the month. A copy of the report is attached for reference.

Site Inspection Report

The Facility Safety Inspection Checklist and Facility/Equipment Inspection Checklist are attached for reference.

Outreach Activity Report

During the month, Burrtec participated in the following outreach activities:

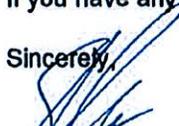
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- July 13th – BRC Appreciation Lunch
- July 14th – Safety Committee Meeting
- July 14th – Business Waste Reduction Workshop (Part Two)
- July 24th – CRRRA presentation preparation/America Recycles Day planning

Market Board Pricing

Attached is a copy of the pricing for the month.

If you have any questions or require additional information, please do not hesitate to contact me.

Sincerely,



Steve Kanow
Director of Recycling

**City of Burbank Monthly Commodity Fee
CS23128.001**

Residential Recycling

Quarterly Composition Study				7/01/2015 - 7/31/15			
Last Study Performed 7/24/15				Inbound Ton		663.50	
Material Type	Pounds	Tons	Percentage	Scrap Value (Per Ton)	Pounds	Tons	Total Value per Ton
Aluminum Cans	300.00	0.15	0.281%	\$ 1,320.00	3,728.00	1.86	\$ 2,460.48
Glass - Amber	740.00	0.37	0.717%	\$ (0.15)	9,514.00	4.76	\$ (0.71)
Glass - Flint	1,500.00	0.75	1.454%	\$ 7.31	19,294.00	9.65	\$ 70.52
Glass - Green	1,760.00	0.88	1.693%	\$ (13.46)	22,466.00	11.23	\$ (151.20)
Glass - 3 Mix	13,920.00	6.96	13.407%	\$ (61.15)	177,910.00	88.96	\$ (5,439.60)
HDPE Mixed Color	700.00	0.35	0.683%	\$ 490.00	9,064.00	4.53	\$ 2,220.68
HDPE Natural	720.00	0.36	0.697%	\$ 700.00	9,250.00	4.63	\$ 3,237.50
Mixed Injection Plastic	3,560.00	1.78	3.426%	\$ 15.55	45,464.00	22.73	\$ 353.48
Mixed Paper	55,520.00	27.76	53.459%	\$ 100.50	709,400.00	354.70	\$ 35,647.35
Mixed Scrap Metal	1,720.00	0.86	1.653%	\$ 3.77	21,936.00	10.97	\$ 41.35
Old Corrugated Cardboard	13,660.00	6.83	13.148%	\$ 144.71	174,474.00	87.24	\$ 12,624.07
Old New Print	-	-	0.000%	\$ 122.31	-	0.00	\$ -
PET	1,220.00	0.61	1.179%	\$ 398.20	15,646.00	7.82	\$ 3,115.12
Res. Film	1,260.00	0.63	1.207%	\$ 60.06	16,016.00	8.01	\$ 480.96
Residual (Burbank LF)	6,160.00	3.08	5.939%	\$ -	78,810.00	39.41	\$ -
Tin Cans	1,100.00	0.55	1.056%	\$ 45.00	14,014.00	7.01	\$ 315.32
Total	103,840.00	51.92	100.00%		1,326,986.00	663.49	\$ 54,975.32
Scrap Value per Inbound Ton							\$ 82.86

CRV Material	Tons	CRV Rebate	Processing Fee	Admin Fee	Gross CRV Rebate	% CRV	Net CRV Rebate
Aluminum Cans	1.86	\$3,160.00	\$0.00	\$15.00	\$5,918.20	89.62%	\$5,303.89
Glass - Brown	4.76	\$210.00	\$97.12	\$15.00	\$1,532.32	39.88%	\$611.09
Glass - Clear	9.65	\$210.00	\$97.12	\$15.00	\$3,107.49	39.88%	\$1,239.27
Glass - Green	11.23	\$210.00	\$97.12	\$15.00	\$3,618.37	38.88%	\$1,406.82
Glass - Mixed	88.96	\$210.00	\$97.12	\$15.00	\$28,654.18	39.88%	\$7,542.01
HDPE Mixed Color	4.53	\$1,180.00	\$225.32	\$15.00	\$6,436.89	9.07%	\$583.83
HDPE Natural	4.63	\$1,180.00	\$225.32	\$15.00	\$6,568.98	9.07%	\$595.81
PET	7.82	\$2,340.00	\$116.03	\$15.00	\$19,330.87	56.87%	\$10,993.46
Total							\$28,276.18
CRV Value per Inbound Ton							\$42.62

Commodity Fee Calculation	Per Inbound Ton	Monthly Amount
Scrap Value	\$ 82.86	\$ 54,975.32
CRV Rebate	\$42.62	\$28,276.18
Total Material Value	\$ 125.48	\$ 83,251.50
Processing Cost	\$ 121.00	\$ 80,283.50
Net Material Value	\$ 4.48	\$ 2,968.00
Revenue / Cost Share	50.00%	50.00%
Commodity Fee	\$ 2.24	\$ 1,484.00

**City of Burbank Monthly Commodity Fee
SP23128.001**

Commerical Recycling

Quarterly Composition Study				7/01/2015 - 7/31/15			
Last Study Performed 06/29/15				Inbound Ton		160.81	
Material Type	Pounds	Tons	Percentage	Scrap Value (Per Ton)	Pounds	Tons	Total Value per Ton
Aluminum Cans	140.00	0.07	0.141%	\$ 1,320.00	454.00	0.23	\$ 299.64
Glass - Amber	260.00	0.13	0.246%	\$ (0.15)	792.00	0.40	\$ (0.06)
Glass - Flint	-	-	0.000%	\$ 7.31	-	0.00	\$ -
Glass - Green	520.00	0.26	0.493%	\$ (13.46)	1,586.00	0.793	\$ (10.67)
Glass - 3 Mix	6,400.00	3.20	6.162%	\$ (61.15)	19,818.00	9.91	\$ (605.94)
HDPE Mixed Color	140.00	0.07	0.141%	\$ 490.00	454.00	0.23	\$ 111.23
HDPE Natural	220.00	0.11	0.211%	\$ 700.00	678.00	0.34	\$ 237.30
Mixed Injection Plastic	2,380.00	1.19	2.289%	\$ 15.55	7,362.00	3.68	\$ 57.24
Mixed Paper	45,260.00	22.63	43.589%	\$ 100.50	140,190.00	70.10	\$ 7,044.55
Mixed Scrap Metal	1,980.00	0.99	1.901%	\$ 3.77	6,114.00	3.06	\$ 11.52
Old Corrugated Cardboard	39,660.00	19.83	38.202%	\$ 144.71	122,866.00	61.43	\$ 8,889.97
Old New Print	-	-	0.000%	\$ 122.31	-	0.00	\$ -
PET	540.00	0.27	0.528%	\$ 398.20	1,698.00	0.85	\$ 338.07
Res. Film	1,360.00	0.68	1.303%	\$ 60.06	4,190.00	2.10	\$ 125.83
Residual (Burbank LF)	4,980.00	2.49	4.793%	\$ -	15,416.00	7.71	\$ -
Tin Cans	-	-	0.000%	\$ 45.00	-	0.00	\$ -
Total	103,840.00	51.92	100.00%		321,618.00	160.81	\$ 16,498.68
Scrap Value per Inbound Ton							\$ 102.60

CRV Material	Tons	CRV Rebate	Processing Fee	Admin Fee	Gross CRV Rebate	% CRV	Net CRV Rebate
Aluminum Cans	0.23	\$3,160.00	\$0.00	\$15.00	\$720.73	99.06%	\$713.95
Glass - Brown	0.40	\$210.00	\$97.12	\$15.00	\$127.56	57.02%	\$72.73
Glass - Clear	0.00	\$210.00	\$97.12	\$15.00	\$0.00	57.02%	\$0.00
Glass - Green	0.79	\$210.00	\$97.12	\$15.00	\$255.44	57.02%	\$145.65
Glass - Mixed	9.91	\$210.00	\$97.12	\$15.00	\$3,191.89	57.02%	\$1,201.21
HDPE Mixed Color	0.23	\$1,180.00	\$225.32	\$15.00	\$322.41	17.72%	\$57.13
HDPE Natural	0.34	\$1,180.00	\$225.32	\$15.00	\$481.49	17.72%	\$85.32
PET	0.85	\$2,340.00	\$116.03	\$15.00	\$2,097.90	78.01%	\$1,636.58
Total							\$3,912.57
CRV Value per Inbound Ton							\$24.33

Commodity Fee Calculation	Per Inbound Ton	Monthly Amount
Scrap Value	\$ 102.60	\$ 16,498.68
CRV Rebate	\$24.33	\$3,912.57
Total Material Value	\$ 126.93	\$ 20,411.25
Processing Cost	\$ 121.00	\$ 19,458.01
Net Material Value	\$ 5.93	\$ 953.24
Revenue / Cost Share	50.00%	50.00%
Commodity Fee	\$ 2.97	\$ 476.62



BURRTEC

WASTE INDUSTRIES, INC.

"We'll Take Care Of It"

September 17, 2015

Ms. Karen McMurray
City of Burbank
500 S. Flower
Burbank, CA 92502

Re: Monthly Report – August 2015

Dear Karen:

In accordance with Section 3.4.5 of the Agreement to Operate the Burbank Recycle Center and Provide Green Waste Diversion Services between the City of Burbank and Burrtec, the following information is provided:

Total Tonnage Throughput Report

1. During the month, Burrtec received 1,702.36 tons of material from all sources, for a daily average of 68.09, well below the maximum allowed per Section 3.1.11 of 375.
2. Of the tonnage received, 767.52 tons of material was from the City of Burbank. This consisted of 601.41 residential and 166.11 commercial. A detailed ticket log is attached.

Production Report

1. Utilized waste characterization performed in July (copy attached) for residential and in June for commercial.
2. During the month, 1,617.51 tons of material was shipped to market. A summary is included.
3. During the month we shipped 53.66 tons of residue to the Burbank Landfill. Of this amount, 43.68^B equates to residue for the month of August and 5.34^A tonnage under shipped during the month of July. This results in an over shipment to the Burbank Landfill of 4.64 tons, which will be adjusted in subsequent shipments.

A.	Residue – (Over)/Under – July Report	5.34
B.	Residue – August	43.68
C.	Residue – Shipped	(53.66)
D.	(Over)/Under	(4.64)

Residual Report

During the month, Burrtec hauled 53.66 tons of residue to the Burbank Landfill.

Landfill Reconciliation Report

Burrtec billed the City for 53.66 tons of residual shipped to the landfill during the month. The difference between the production report and the actual landfill report will be made up in subsequent month. A copy of the invoice is included for reference.

Green Waste Transportation Report

All green waste was taken to Agromin. Attached is a copy of the green waste report previously submitted to the City on September 3rd.

Activity Report (Drop-Off/Buyback Material)

No mulch was delivered to the facility during the month.

During the month the facility received 67,438.60 pounds (33.72 tons) of drop-off recyclable material and 41,145.73 pounds (20.57 tons) of buy-back material. A detailed summary is attached.

Log of Special Occurrences

There are no major incidents during the month. A copy of the report is attached for reference.

Site Inspection Report

The Facility Safety Inspection Checklist and Facility/Equipment Inspection Checklist are attached for reference.

Outreach Activity Report

During the month, Burrtec participated in the following outreach activities:

- August 7th – CRRA Conference & Tradeshow Presentation on Burbank Master Recycler program with Kreigh Hampel
- August 11th – Public Works Safety Committee Meeting
- August 11th – Planning meeting for Burbank Recycles Day (11/15) with Burbank Master Recyclers and Burbank Staff
- August 17th – Sustainable Commission Meeting
- August 28th – Planning meeting for Burbank Recycles Day with Burbank Staff (agenda, guest speakers, event logistics/promotion). Also discussed recognition of Burbank Master Recycler at October Council Meeting and a Proclamation for Burbank Recycles Day

Market Board Pricing

Attached is a copy of the pricing for the month.

If you have any questions or require additional information, please do not hesitate to contact me.

Sincerely,


Steve Kanow
Director of Recycling

**City of Burbank Monthly Commodity Fee
CS23128.001**

Residential Recycling

Quarterly Composition Study Last Study Performed 7/24/15				8/01/2015 - 8/31/15			
Material Type	Pounds	Tons	Percentage	Scrap Value (Per Ton)	Inbound Ton		Total Value per Ton
					Pounds	Tons	
Aluminum Cans	300.00	0.15	0.281%	\$ 1,060.00	3,380.00	1.69	\$ 1,791.40
Glass - Amber	740.00	0.37	0.717%	\$ 3.59	8,624.00	4.31	\$ 15.48
Glass - Flint	1,500.00	0.75	1.454%	\$ 8.85	17,490.00	8.75	\$ 77.39
Glass - Green	1,760.00	0.88	1.693%	\$ (15.34)	20,364.00	10.18	\$ (156.19)
Glass - 3 Mix	13,920.00	6.96	13.407%	\$ (61.80)	161,262.00	80.63	\$ (4,983.00)
HDPE Mixed Color	700.00	0.35	0.683%	\$ 490.00	8,216.00	4.11	\$ 2,012.92
HDPE Natural	720.00	0.36	0.697%	\$ 700.00	8,384.00	4.19	\$ 2,934.40
Mixed Injection Plastic	3,560.00	1.78	3.426%	\$ 15.55	41,208.00	20.60	\$ 320.39
Mixed Paper	55,520.00	27.76	53.459%	\$ 92.43	643,016.00	321.51	\$ 29,716.98
Mixed Scrap Metal	1,720.00	0.86	1.653%	\$ (4.99)	19,882.00	9.94	\$ (49.61)
Old Corrugated Cardboard	13,660.00	6.83	13.148%	\$ 141.78	158,146.00	79.07	\$ 11,210.97
Old New Print	-	-	0.000%	\$ 122.31	-	0.00	\$ -
PET	1,220.00	0.61	1.179%	\$ 345.00	14,182.00	7.09	\$ 2,446.40
Res. Film	1,260.00	0.63	1.207%	\$ 30.00	14,518.00	7.26	\$ 217.77
Residual (Burbank LF)	6,160.00	3.08	5.939%	\$ -	71,436.00	35.72	\$ -
Tin Cans	1,100.00	0.55	1.056%	\$ 40.00	12,702.00	6.35	\$ 254.04
Total	103,840.00	51.92	100.00%		1,202,810.00	601.41	\$ 45,809.34
Scrap Value per Inbound Ton							\$ 76.17

CRV Material	Tons	CRV Rebate	Processing Fee	Admin Fee	Gross CRV Rebate	% CRV	Net CRV Rebate
Aluminum Cans	1.69	\$3,160.00	\$0.00	\$15.00	\$5,365.75	89.62%	\$4,808.79
Glass - Brown	4.31	\$210.00	\$97.12	\$15.00	\$1,388.98	39.88%	\$553.93
Glass - Clear	8.75	\$210.00	\$97.12	\$15.00	\$2,816.94	39.88%	\$1,123.40
Glass - Green	10.18	\$210.00	\$97.12	\$15.00	\$3,279.83	38.88%	\$1,275.20
Glass - Mixed	80.63	\$210.00	\$97.12	\$15.00	\$25,972.86	39.88%	\$6,836.26
HDPE Mixed Color	4.11	\$1,180.00	\$225.32	\$15.00	\$5,834.67	9.07%	\$529.20
HDPE Natural	4.19	\$1,180.00	\$225.32	\$15.00	\$5,953.98	9.07%	\$540.03
PET	7.09	\$2,340.00	\$116.03	\$15.00	\$17,522.07	56.87%	\$9,964.80
Total							\$25,631.60
CRV Value per Inbound Ton							\$42.62

Commodity Fee Calculation	Per Inbound Ton	Monthly Amount
Scrap Value	\$ 76.17	\$ 45,809.34
CRV Rebate	\$42.62	\$25,631.60
Total Material Value	\$ 118.79	\$ 71,440.94
Processing Cost	\$ 121.00	\$ 72,770.61
Net Material Value	\$ (2.21)	\$ (1,329.67)
Revenue / Cost Share	100.00%	100.00%
Commodity Fee	\$ (2.21)	\$ (1,329.67)

**City of Burbank Monthly Commodity Fee
SP23128.001**

Commerical Recycling

Quarterly Composition Study				8/01/2015 - 8/31/15			
Last Study Performed 06/29/15				Inbound Ton		166.11	
Material Type	Pounds	Tons	Percentage	Scrap Value (Per Ton)	Pounds	Tons	Total Value per Ton
Aluminum Cans	140.00	0.07	0.141%	\$ 1,060.00	468.00	0.23	\$ 248.04
Glass - Amber	260.00	0.13	0.246%	\$ 3.59	818.00	0.41	\$ 1.47
Glass - Flint	-	-	0.000%	\$ 8.85	-	0.00	\$ -
Glass - Green	520.00	0.26	0.493%	\$ (15.34)	1,638.00	0.819	\$ (12.56)
Glass - 3 Mix	6,400.00	3.20	6.162%	\$ (61.80)	20,472.00	10.24	\$ (632.58)
HDPE Mixed Color	140.00	0.07	0.141%	\$ 490.00	468.00	0.23	\$ 114.66
HDPE Natural	220.00	0.11	0.211%	\$ 700.00	700.00	0.35	\$ 245.00
Mixed Injection Plastic	2,380.00	1.19	2.289%	\$ 15.55	7,604.00	3.80	\$ 59.12
Mixed Paper	45,260.00	22.63	43.589%	\$ 92.43	144,812.00	72.41	\$ 6,692.49
Mixed Scrap Metal	1,980.00	0.99	1.901%	\$ (4.99)	6,316.00	3.16	\$ (15.76)
Old Corrugated Cardboard	39,660.00	19.83	38.202%	\$ 141.78	126,914.00	63.46	\$ 8,996.93
Old New Print	-	-	0.000%	\$ 122.31	-	0.00	\$ -
PET	540.00	0.27	0.528%	\$ 345.00	1,754.00	0.88	\$ 302.57
Res. Film	1,360.00	0.68	1.303%	\$ 30.00	4,328.00	2.16	\$ 64.92
Residual (Burbank LF)	4,980.00	2.49	4.793%	\$ -	15,924.00	7.96	\$ -
Tin Cans	-	-	0.000%	\$ 40.00	-	0.00	\$ -
Total	103,840.00	51.92	100.00%		332,216.00	166.11	\$ 16,064.30
Scrap Value per Inbound Ton							\$ 96.71

CRV Material	Tons	CRV Rebate	Processing Fee	Admin Fee	Gross CRV Rebate	% CRV	Net CRV Rebate
Aluminum Cans	0.23	\$3,160.00	\$0.00	\$15.00	\$742.95	99.06%	\$735.97
Glass - Brown	0.41	\$210.00	\$97.12	\$15.00	\$131.75	57.02%	\$75.12
Glass - Clear	0.00	\$210.00	\$97.12	\$15.00	\$0.00	57.02%	\$0.00
Glass - Green	0.82	\$210.00	\$97.12	\$15.00	\$263.82	57.02%	\$150.43
Glass - Mixed	10.24	\$210.00	\$97.12	\$15.00	\$3,297.22	57.02%	\$1,240.85
HDPE Mixed Color	0.23	\$1,180.00	\$225.32	\$15.00	\$332.35	17.72%	\$58.89
HDPE Natural	0.35	\$1,180.00	\$225.32	\$15.00	\$497.11	17.72%	\$88.09
PET	0.88	\$2,340.00	\$116.03	\$15.00	\$2,167.09	78.01%	\$1,690.55
Total							\$4,039.90
CRV Value per Inbound Ton							\$24.32

Commodity Fee Calculation	Per Inbound Ton	Monthly Amount
Scrap Value	\$ 96.71	\$ 16,064.30
CRV Rebate	\$24.32	\$4,039.90
Total Material Value	\$ 121.03	\$ 20,104.20
Processing Cost	\$ 121.00	\$ 20,099.31
Net Material Value	\$ 0.03	\$ 4.89
Revenue / Cost Share	50.00%	50.00%
Commodity Fee	\$ 0.02	\$ 2.44



BURRTEC

WASTE INDUSTRIES, INC.

"We'll Take Care Of It"

October 14, 2015

Ms. Karen McMurray
City of Burbank
500 S. Flower
Burbank, CA 92502

Re: Monthly Report – September 2015

Dear Karen:

In accordance with Section 3.4.5 of the Agreement to Operate the Burbank Recycle Center and Provide Green Waste Diversion Services between the City of Burbank and Burrtec, the following information is provided:

Total Tonnage Throughput Report

1. During the month, Burrtec received 1,709.51 tons of material from all sources, for a daily average of 65.75, well below the maximum allowed per Section 3.1.11 of 375.
2. Of the tonnage received, 782.30 tons of material was from the City of Burbank. This consisted of 626.65 residential and 155.65 commercial. A detailed ticket log is attached.

Production Report

1. Utilized waste characterization performed in July for residential and in June for commercial.
2. During the month, 1,496.27 tons of material was shipped to market. A summary is included.
3. During the month we shipped 44.29 tons of residue to the Burbank Landfill. Of this amount, 44.68^B equates to residue for the month of September and 4.25^A tonnage over shipped during the month of August. This results in an over shipment to the Burbank Landfill of 4.25 tons, which will be adjusted in subsequent shipments.

A.	Residue – (Over)/Under – August Report	(4.64)
B.	Residue – September	44.68
C.	Residue – Shipped	(44.29)
D.	(Over)/Under	(4.25)

Residual Report

During the month, Burrtec hauled 44.29 tons of residue to the Burbank Landfill.

Landfill Reconciliation Report

Burrtec billed the City for 44.29 tons of residual shipped to the landfill during the month. The difference between the production report and the actual landfill report will be made up in subsequent month. A copy of the invoice is included for reference.

Green Waste Transportation Report

All green waste was taken to Agromin. Attached is a copy of the green waste report previously submitted to the City on October 2nd.

Activity Report (Drop-Off/Buyback Material)

No mulch was delivered to the facility during the month.

During the month the facility received 66,714.90 pounds (33.36 tons) of drop-off recyclable material and 35,656.10 pounds (17.83 tons) of buy-back material. A detailed summary is attached.

Log of Special Occurrences

There are no major incidents during the month. A copy of the report is attached for reference.

Site Inspection Report

The Facility Safety Inspection Checklist and Facility/Equipment Inspection Checklist are attached for reference.

Outreach Activity Report

During the month, Burrtec participated in the following outreach activities:

- September 15th – Safety Committee Meeting
- September 15th – Planning meeting with Master Recyclers for Burbank Recycles Day Event scheduled for November 15th
- September 29th – worked with staff on Burbank Recycles Day, press release and other logistics. Worked on Burbank Master Recycler Program 2016 classes and schedule. Recognize Master Recyclers at City Council meeting on November 3rd.

Market Board Pricing

Attached is a copy of the pricing for the month.

If you have any questions or require additional information, please do not hesitate to contact me.

Sincerely,



Steve Kanow
Director of Recycling

**City of Burbank Monthly Commodity Fee
CS23128.001**

Residential Recycling

Quarterly Composition Study Last Study Performed 7/24/15				9/01/2015 - 9/30/15			
				Inbound Ton		626.65	
Material Type	Pounds	Tons	Percentage	Scrap Value (Per Ton)	Pounds	Tons	Total Value per Ton
Aluminum Cans	300.00	0.15	0.281%	\$ 1,060.00	3,522.00	1.76	\$ 1,866.66
Glass - Amber	740.00	0.37	0.717%	\$ (2.20)	8,986.00	4.49	\$ (9.88)
Glass - Flint	1,500.00	0.75	1.454%	\$ 9.14	18,222.00	9.11	\$ 83.27
Glass - Green	1,760.00	0.88	1.693%	\$ (11.27)	21,218.00	10.61	\$ (119.56)
Glass - 3 Mix	13,920.00	6.96	13.407%	\$ (60.67)	168,030.00	84.02	\$ (5,097.19)
HDPE Mixed Color	700.00	0.35	0.683%	\$ 320.00	8,560.00	4.28	\$ 1,369.60
HDPE Natural	720.00	0.36	0.697%	\$ 520.00	8,736.00	4.37	\$ 2,271.36
Mixed Injection Plastic	3,560.00	1.78	3.426%	\$ 15.55	42,938.00	21.47	\$ 333.84
Mixed Paper	55,520.00	27.76	53.459%	\$ 98.87	670,002.00	335.00	\$ 33,121.55
Mixed Scrap Metal	1,720.00	0.86	1.653%	\$ (7.92)	20,718.00	10.36	\$ (82.04)
Old Corrugated Cardboard	13,660.00	6.83	13.148%	\$ 143.54	164,784.00	82.39	\$ 11,826.55
Old New Print	-	-	0.000%	\$ 122.31	-	0.00	\$ -
PET	1,220.00	0.61	1.179%	\$ 290.00	14,776.00	7.39	\$ 2,142.52
Res. Film	1,260.00	0.63	1.207%	\$ 30.00	15,128.00	7.56	\$ 226.92
Residual (Burbank LF)	6,160.00	3.08	5.939%	\$ -	74,434.00	37.22	\$ -
Tin Cans	1,100.00	0.55	1.056%	\$ 35.00	13,234.00	6.62	\$ 231.60
Total	103,840.00	51.92	100.00%		1,253,288.00	626.64	\$ 48,165.20
Scrap Value per Inbound Ton							\$ 76.86

CRV Material	Tons	CRV Rebate	Processing Fee	Admin Fee	Gross CRV Rebate	% CRV	Net CRV Rebate
Aluminum Cans	1.76	\$3,160.00	\$0.00	\$15.00	\$5,591.18	89.62%	\$5,010.81
Glass - Brown	4.49	\$210.00	\$97.12	\$15.00	\$1,447.29	39.88%	\$577.18
Glass - Clear	9.11	\$210.00	\$97.12	\$15.00	\$2,934.84	39.88%	\$1,170.41
Glass - Green	10.61	\$210.00	\$97.12	\$15.00	\$3,417.37	38.88%	\$1,328.67
Glass - Mixed	84.02	\$210.00	\$97.12	\$15.00	\$27,062.91	39.88%	\$7,123.17
HDPE Mixed Color	4.28	\$1,180.00	\$225.32	\$15.00	\$6,078.97	9.07%	\$551.36
HDPE Natural	4.37	\$1,180.00	\$225.32	\$15.00	\$6,203.96	9.07%	\$562.70
PET	7.39	\$2,340.00	\$116.03	\$15.00	\$18,255.97	56.87%	\$10,382.17
Total							\$26,706.48
CRV Value per Inbound Ton							\$42.62

Commodity Fee Calculation	Per Inbound Ton	Monthly Amount
Scrap Value	\$ 76.86	\$ 48,165.20
CRV Rebate	\$42.62	\$26,706.48
Total Material Value	\$ 119.48	\$ 74,871.68
Processing Cost	\$ 121.00	\$ 75,824.65
Net Material Value	\$ (1.52)	\$ (952.97)
Revenue / Cost Share	100.00%	100.00%
Commodity Fee	\$ (1.52)	\$ (952.97)

**City of Burbank Monthly Commodity Fee
SP23128.001**

Commerical Recycling

Quarterly Composition Study				9/01/2015 - 9/30/15			
Last Study Performed 06/29/15				Inbound Ton			155.65
Material Type	Pounds	Tons	Percentage	Scrap Value (Per Ton)	Pounds	Tons	Total Value per Ton
Aluminum Cans	140.00	0.07	0.141%	\$ 1,060.00	438.00	0.22	\$ 232.14
Glass - Amber	260.00	0.13	0.246%	\$ (2.20)	766.00	0.38	\$ (0.84)
Glass - Flint	-	-	0.000%	\$ 9.14	-	0.00	\$ -
Glass - Green	520.00	0.26	0.493%	\$ (11.27)	1,534.00	0.767	\$ (8.64)
Glass - 3 Mix	6,400.00	3.20	6.162%	\$ (60.67)	19,182.00	9.59	\$ (581.89)
HDPE Mixed Color	140.00	0.07	0.141%	\$ 320.00	438.00	0.22	\$ 70.08
HDPE Natural	220.00	0.11	0.211%	\$ 520.00	656.00	0.33	\$ 170.56
Mixed Injection Plastic	2,380.00	1.19	2.289%	\$ 15.55	7,126.00	3.56	\$ 55.40
Mixed Paper	45,260.00	22.63	43.589%	\$ 98.87	135,692.00	67.85	\$ 6,707.93
Mixed Scrap Metal	1,980.00	0.99	1.901%	\$ (7.92)	5,918.00	2.96	\$ (23.44)
Old Corrugated Cardboard	39,660.00	19.83	38.202%	\$ 143.54	118,922.00	59.46	\$ 8,535.03
Old New Print	-	-	0.000%	\$ 122.31	-	0.00	\$ -
PET	540.00	0.27	0.528%	\$ 290.00	1,644.00	0.82	\$ 238.38
Res. Film	1,360.00	0.68	1.303%	\$ 30.00	4,056.00	2.03	\$ 60.84
Residual (Burbank LF)	4,980.00	2.49	4.793%	\$ -	14,920.00	7.46	\$ -
Tin Cans	-	-	0.000%	\$ 35.00	-	0.00	\$ -
Total	103,840.00	51.92	100.00%		311,292.00	155.65	\$ 15,455.55
Scrap Value per Inbound Ton							\$ 99.30

CRV Material	Tons	CRV Rebate	Processing Fee	Admin Fee	Gross CRV Rebate	% CRV	Net CRV Rebate
Aluminum Cans	0.22	\$3,160.00	\$0.00	\$15.00	\$695.33	99.06%	\$688.79
Glass - Brown	0.38	\$210.00	\$97.12	\$15.00	\$123.37	57.02%	\$70.35
Glass - Clear	0.00	\$210.00	\$97.12	\$15.00	\$0.00	57.02%	\$0.00
Glass - Green	0.77	\$210.00	\$97.12	\$15.00	\$247.07	57.02%	\$140.88
Glass - Mixed	9.59	\$210.00	\$97.12	\$15.00	\$3,089.45	57.02%	\$1,162.66
HDPE Mixed Color	0.22	\$1,180.00	\$225.32	\$15.00	\$311.05	17.72%	\$55.12
HDPE Natural	0.33	\$1,180.00	\$225.32	\$15.00	\$465.86	17.72%	\$82.55
PET	0.82	\$2,340.00	\$116.03	\$15.00	\$2,031.19	78.01%	\$1,584.53
Total							\$3,784.87
CRV Value per Inbound Ton							\$24.32

Commodity Fee Calculation	Per Inbound Ton	Monthly Amount
Scrap Value	\$ 99.30	\$ 15,455.55
CRV Rebate	\$24.32	\$3,784.87
Total Material Value	\$ 123.62	\$ 19,240.42
Processing Cost	\$ 121.00	\$ 18,833.65
Net Material Value	\$ 2.62	\$ 406.77
Revenue / Cost Share	50.00%	50.00%
Commodity Fee	\$ 1.31	\$ 203.39



7A.

CITY OF BURBANK BURBANK WATER AND POWER STAFF REPORT

DATE: November 12, 2015
TO: BWP Board
FROM: Ron Davis, General Manager, BWP
SUBJECT: September 2015 Operating Results

SAFETY

Burbank Water and Power had one new reportable lost time injury during September 2015.

Water Estimated Results of Operations

For the month of September, water usage was 26% (146 million gallons) lower than budgeted due to conservation, once again meeting the State mandated conservation standard that went into effect June 1, 2015. September Potable Water Revenues were \$764,000 worse than budgeted and Recycled Water Revenues were \$138,000 worse than budgeted. September Water Supply Expenses were \$472,000 better than budgeted, corresponding to lower demand. September's Gross Margin was \$472,000 worse than budgeted. Net Income was \$45,000, which was \$472,000 worse than budgeted.

September fiscal-year-to-date (FYTD) water usage was 25% (429 million gallons) lower than budgeted due to conservation efforts by customers; since June 1st Burbank has been in compliance with the State mandated conservation standard. FYTD September Potable Water Revenues were \$1,757,000 worse than budgeted and Recycled Water Revenues were \$267,000 worse than budgeted. FYTD Water Supply Expenses were \$1,159,000 better than budgeted, corresponding to lower demand. The FYTD Gross Margin was \$1,079,000 worse than budgeted. Operating Expenses were \$590,000 better than budgeted. Net Income was \$1,182,000, which was \$82,000 worse than budgeted.

Electric Estimated Results of Operations

For the month of September, electric loads were 6% larger than budgeted and Retail Sales were \$1,702,000 better than budgeted, due to warmer than normal temperatures. September Power Supply Expenses were \$273,000 better than budgeted due to the Power Supply team optimizing the procurement of energy and underperformance of biogas and wind, offset in part by larger than planned load and higher renewable costs related to receiving more energy from Copper Mountain than planned. September's Gross Margin was \$1,927,000 better than budgeted. Net Income was \$2,406,000, which was \$1,813,000 better than budgeted.

FYTD September electric loads were 1% lower than budgeted primarily due to conservation that was offset in part by a very warm month of September. Retail Sales

were \$829,000 better than budgeted. FYTD Power Supply Expenses were \$2,170,000 better than budgeted. This was due to the ability of the Power Supply team to hedge price risk and optimize the procurement of resources (natural gas vs. power) to achieve better than budget results. Underperformance of biogas and wind, and lower energy prices also contributed to the positive variance. Offsetting the lower power cost was higher renewable costs related to receiving more energy from Copper Mountain than planned. FYTD Gross Margin was \$2,679,000 better than budgeted. September FYTD Operating Expenses were \$1,573,000 better than budgeted. Net Income was \$8,018,000 which was \$4,192,000 better than budgeted.

WATER DIVISION

State Water Projects and Burbank Operating Unit (BOU) Water Production

The State Natural Resources Agency released the preliminary draft chapters of the Bay Delta Conservation Plan (BDCP) in 2013. The State Natural Resources Agency later released a revised plan/tunnel alignment for the BDCP that would reduce the impact of the project to private property both during and after construction. Governor Brown supports the approval of the BDCP. The State Agencies have received public comments and will recirculate the revised documents for further public comment during 2015. The final documents will then be ready for adoption and any proposed actions.

The State Department of Water Resources released the Environmental Impact Statement (EIS) for the revised/recirculated BDCP (CA Water Fix) on July 10, 2015. Public meetings were held on July 28 and 29. Public comments were due October 30, 2015. The final EIR/S is anticipated to be released in early 2016. The release of the EIS has not changed anyone's mind as responses align with political and economic interests in the Delta and the water users outside of the Delta. The process will continue with governmental agency environmental reviews, possible opposition lawsuits and discussions among the potential users about project costs.

The final State Water Project (SWP) Allocation for 2015 was released on March 2, 2015 at 20%. Most precipitation has come as rain with very little contributing to the Sierra snowpack. Fortunately, the reservoirs had the capacity to capture the storm flows. The final snow pack measurement for the year was done on April 1 and found the snowpack to be 5% of normal. Concurrently, Governor Brown issued an Executive Order mandating a 25% reduction in urban water use statewide. The State Water Resources Control Board (SWRCB) finalized the regulations. The regulations were approved by the State Office of Administrative Law on May 18, 2015. These cover mandatory restrictions and reductions, reporting requirements, and possible fines (\$10,000/day) for non-compliance.

In the final Executive Order regulations issued May 18, 2015, Burbank was in Tier 7 requiring a 28% reduction in overall water use from June 1, 2015 through the end of February 2016 (as measured against the same periods in 2013-14 and 2015-16). Residential per capita per day use was used to set the tier (conservation standard). Burbank staff challenged it, resulting in a Tier 6 or a 24% reduction standard on June 1. Data from June through February for 2014-15 showed a 7% reduction, requiring Burbank to find ways to reduce use by another 17%.

Burbank implemented Stage II of the Sustainable Water Use Ordinance on August 1, 2014; and Stage III was implemented effective June 1, 2015. Stage III limits outdoor watering to two days a week, April thru October, and one day a week November thru March. Pools are also required to be covered and hand watering is limited to early morning and evening. Strictly adhering to the watering restrictions and conservation practices, rapidly completing remaining recycled water (RW) conversions and continuing to educate and remind the public will be necessary to meet the Conservation Standard. Enforcement through fines is being conducted with any funds received set aside to assist conservation efforts for low income customers during the drought.

The Metropolitan Water District (MWD) Board adopted a Water Supply Allocation Plan (WSAP) at a level 3 (15%) reduction at their monthly Board meeting on April 14. This is a 15% reduction on water deliveries based on a 15% reduction of retail sales. BWP was expecting this and was positioned to handle the reduced deliveries and avoid having to pay penalties for excess water deliveries. The Governor's order restricts much more deeply than this. The table below shows the gallons per capita day (GPCD) goals before and after the Governor's orders. The MWD Board also voted on May 28 to extend funding for Conservation rebates, particularly turf removal, for residences. MWD funds allocated to residential turf removal were fully committed by early July.

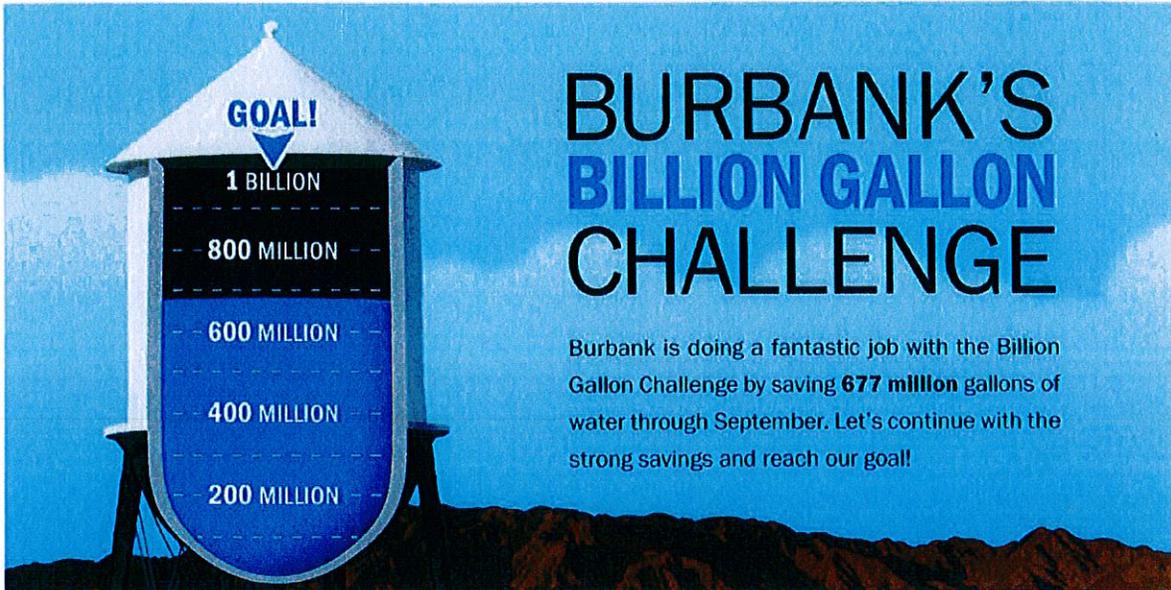
Year	20% by 2020 (Baseline)	20% by 2020 (Goal)	2012 (Actual)	2014 (Actual)	2015 (Actual)	2016 (Gov.'s goal)
GPCD	193	155	149	162	139	125
Reduction of Baseline %	0%	20%	29%	16%	28%	35%

Year end data for FY 14/15 showed water use by the City was reduced by 10.65% from budget for the fiscal year. Given that temperatures have been generally higher than normal in the fiscal year, the 10.65% reduction in use can reasonably be attributed to conservation efforts by our customers. This totals to 680 million gallons of potable water saved in the fiscal year. **More specifically, the trend for reduced use by month in 2015 compared to 2013 for the months January through May are 3.95%, 6.32%, 14.65%, 14.22% and 22.62%, respectively was encouraging.**

The actual measurement period dictated by the Governor's Executive order began June 1. **In the months of June, July, August and September potable water use was 26%, 28%, 27% and 30% respectively, below the 2013 benchmark meeting the 24% state mandated conservation standard for the month. GPCD usage for September was 126 GPCD.** The two day a week watering restriction is playing a part in water use reduction. The heaviest water use months are through October but continued effort will enable Burbank to meet the reduction goal.

September 2015 data shows a continued downward trend in water usage, a 30.45% decline in usage compared to September 2013, meeting the state mandated conservation standard. As the water tower graphic shows, through September, our community has saved 677 million gallons against our nine-month one billion gallon reduction goal.

Continued early morning patrols by Customer Service personnel for enforcement of watering restrictions indicates a significant number of violations. Letters and fines are being issued per policy. It appears that if watering restrictions were practiced by all customers, Stage III of the Sustainable Water Use Ordinance may not have been totally necessary.



The BOU was 87.23% available for service in September. Four Liquid Phase Granulated Activated Carbon Filters were off-line at some time during the month for carbon change out. Well V-05 was offline for the month due to electrical problems. The effects of the 2/1 (Summer/Winter) day a week landscape watering restrictions are having an impact on demand. We are maximizing BOU production by optimizing the blend with MWD treated water.

Availability	Production	Average Flow Rate (gallons per minute)
87.23%	74.89%	6,798

Project Updates:

Work began in August to install two RW services for the Disney Animation and ABC 7 facilities on Riverside Drive. This also required some main extension to accommodate the desired location for the services. Installation of the services was completed the first week of September.

Work began in September to install 1,100 l.f. of 8-inch ductile iron recycled water main in Warner Blvd from Riverside Dr. to Cordova St. The main installation continues 500 l.f. in Cordova St. from Warner Blvd. to Olive Ave. This work is anticipated to be complete by mid-November. This main will provide RW service to several new customers.

Work began and was completed in October to transfer domestic services in Ontario St. from an existing 4-inch main to an existing 12-inch main prior to abandoning the 4-inch main.

The Joint Service Agreement (JSA) between BWP and the Los Angeles Department of Water and Power (LADWP) has finally been executed by LADWP, (1/28/15). This agreement covers the construction of RW mains in the City of Los Angeles by Williams Brothers Contractors under contract to BWP with all costs for the work to be reimbursed to BWP from LADWP. The work under the agreement is three extensions into Los Angeles from points of metered connection to the BWP RW system for delivery of RW to end use customers in Los Angeles. Once active, BWP will receive an equal volume of ground water pumping credits for the water delivered to Los Angeles. The estimated current value of this exchange is \$180,000, annually. Contract discussions are complete with Williams Brothers and the project cost has been accepted by LADWP. The BWP Board awarded the contract for the first two extensions at the June Board meeting. Construction on these two extensions began in October and will be complete by March 2016. Total construction time to complete all three extensions is 18-24 months. The Notice to Proceed for the first two phases was issued at the beginning of September. Actual construction started in mid-October.

Three of the four large booster pumps ("D", "A" and "C") from the Valley Pumping plant have been overhauled and are back in operation. Pump "B" went out for work in February and was back in service at the beginning of September.

The Wedgewood Reservoir was out of service for inspection and possible repair of cracks and joints. Although not significant, repairs to cracks and joints were more work than staff could perform at the time. Therefore, the reservoir was put back into service and a bid package for the repair work went out in mid-June. Bids were opened June 30. Work started on the "A" side the beginning of September. The "A" side is expected to be back in service in early November at which point the "B" side will be taken out of service and worked on.

The Governor's emergency order to reduce potable water use by 25% motivated the Burbank School District and others to take action. All Burbank schools that were scheduled to receive RW have been converted with the exception of Jefferson school. Jefferson is unconverted but is not irrigating because of excavation work on the property; it will be converted before irrigation resumes.

The Warner Brothers Pacific Ave. office and the Crane Co. offices on Winona Ave. were converted to RW in August.

Irrigation at the WB Ranch Child Care Center, Century Link on Winona Ave, Crane Aerospace, the Little White Chapel and the Medians at 6th & Scott were converted in late September.

Irrigation system conversion to RW began in October at Burbank Studios Phase III, Fry's Electronics, Warner Bros. Music, Warner Bros. Tour Bldg., @800 Winona and 3601 Verdugo (Parc Pointe).

Cooling towers at Disney Main Lot, Media Studios North, and The Pointe are slated for conversion in mid-November.

Cooling towers at Crane Aerospace and Century link were completed in October.

The Burbank Avalon Media Center (Oak & Pass) is in process for conversion to RW. FotoKem is preparing to convert some film processing to RW.

Some cooling towers have remained an issue. As noted above, most will be done by the end of the year. Disney remains uncooperative. Stiff letters went out to Disney about their need to convert their cooling towers (RW has been available at their site for more than two years). The education of property owners about the use of RW in cooling towers is an ongoing effort and a major factor in getting the conversions done. An ordinance is being prepared for City Council that would allow fining customers that do not convert appropriate use to RW per City Policy. Achieving these recycled conversions is essential to meeting the mandated potable water use reductions in the Governor's order.

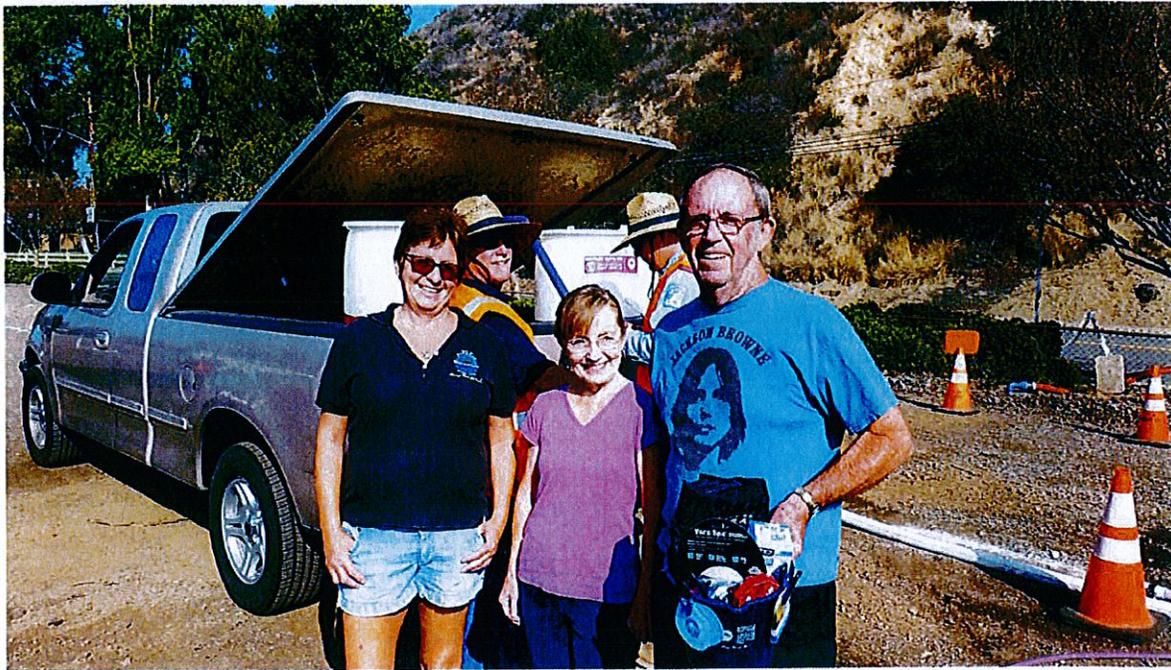
BWP continues to work with Valhalla Memorial Park to coordinate their conversion of the larger portion of its property to RW for irrigation. At the end of September, Valhalla finished the water year using all of their "right to pump" 300 acre of physical solution water. The Upper Los Angeles River Area Watermaster was in communication with Valhalla about ceasing to pump when their pumping right had been reached and not to begin again until their pumping right reset on October 1. Valhalla significantly cut back on pumping and let their grass go brown. BWP continues to discuss RW conversion with Valhalla.



Hydrant valve replacement at 1447 North Catalina



New 8" RW main on Warner Avenue near Avon



First customer for the "H2o To Go" Public RW Distribution program

DISTRIBUTION

ELECTRIC RELIABILITY

Outages

BWP experienced one sustained feeder outage in September 2015. In the past twelve months, automatic reclosing has reduced customer outage time by approximately 1,890,155 customer minutes.

Reliability Measurement	Oct 2013-Sep 2014	Oct 2014-Sep 2015
Average Outages Per Year (SAIFI)	0.2430	0.1878
Average Outage Duration (CAIDI)	24.40 minutes	36.48 minutes
Average Service Availability	99.9989%	99.9987%
Average Momentary Outages Per Year (MAIFI)	0.2302	0.4514
No. of Sustained Feeder Outages	11	11
No. of Sustained Outages by Mylar Balloons	0	1
No. of Sustained Outages by Animals	1	0
No. of Sustained Outages by Palm Fronds	1	1

PROJECT UPDATES:

Substructure Maintenance Program

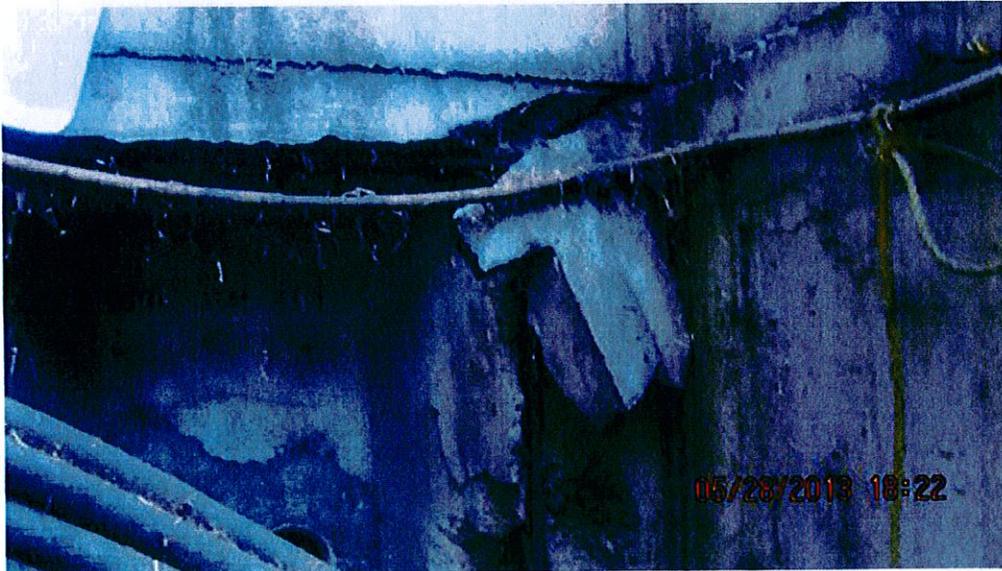
BWP's electrical substructure maintenance program identifies substructure conditions through inspections and repairs or replaces deteriorated substructures that pose risks to safety and reliability. In early 2014, Parkia Inc. was hired to inspect 35 manholes throughout the City that had visible signs of deterioration. From the inspections, 35 detailed condition assessment reports were created. Combining the detailed condition ratings in the inspection reports with the reliability risk rating of the circuits in the manholes, the repairs were prioritized and scheduled for construction (the below photos show an example of such a repair completed in September).



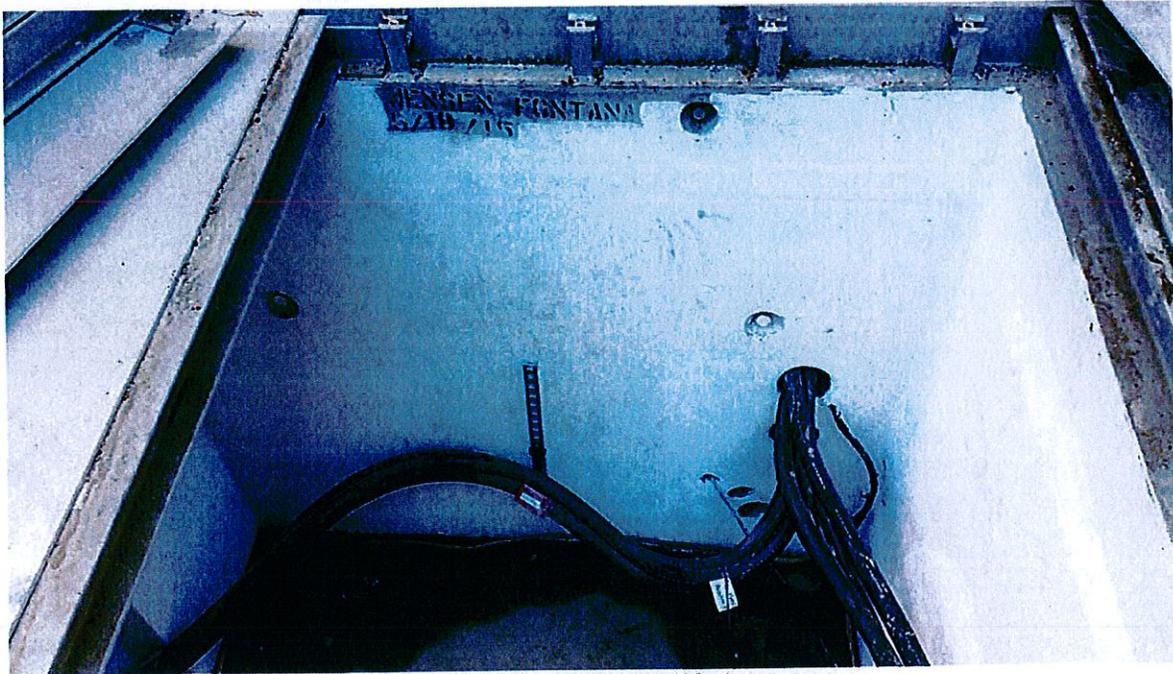
MH-261 – Lid (Before)



MH-261 – Lid (After)



MH-261 – North Wall (Before)

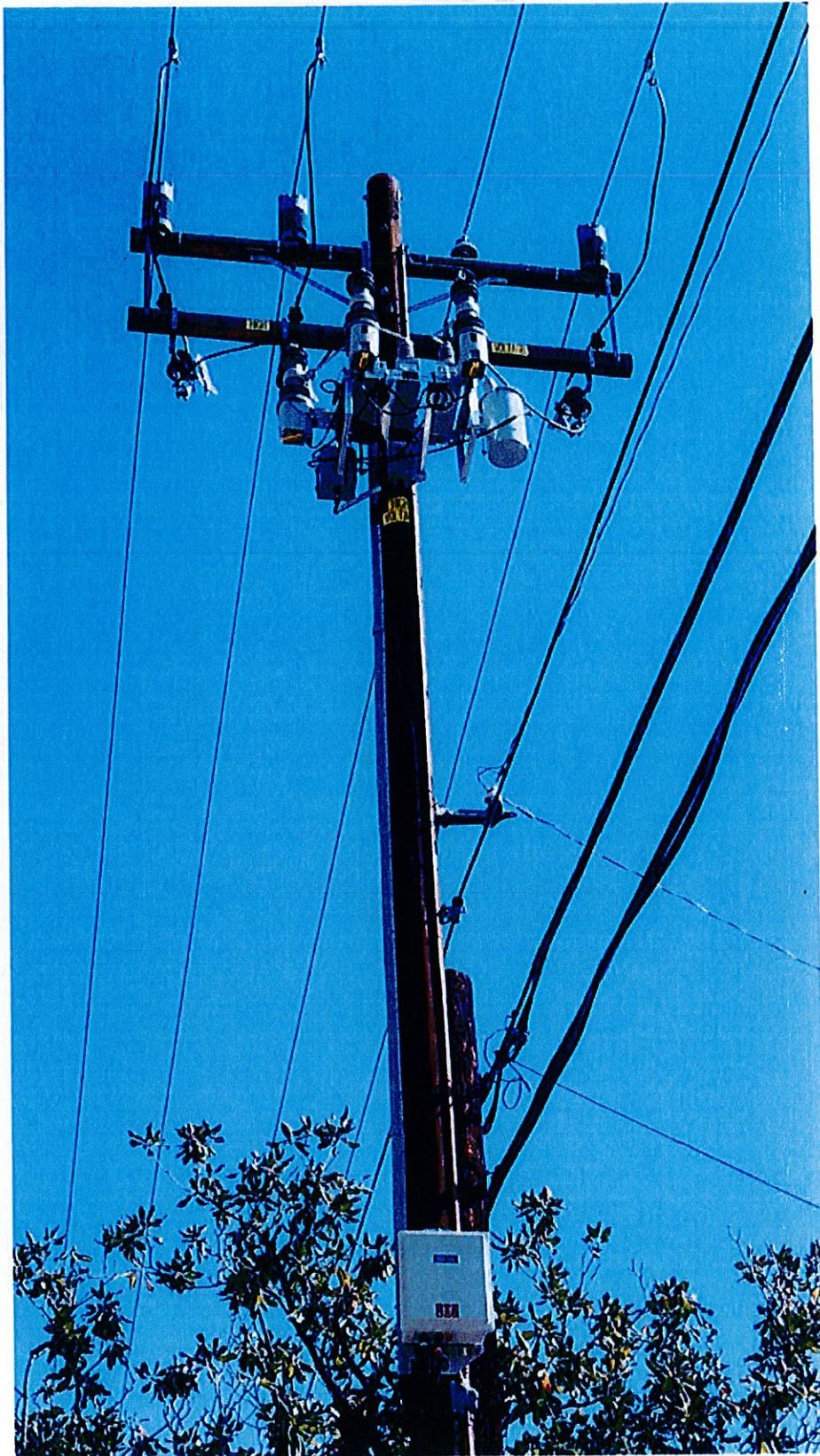


MH-261 – North Wall (After)

Capacitor Bank Installations

BWP has been installing pole mounted distribution capacitor banks to mitigate the impact of low voltage on customers being fed by our 4kV distribution feeders. To date, nine capacitor banks have been installed on various feeders from McCambridge, Town, and Victory Substations.

Below is a picture of a capacitor bank installed on McCambridge (M-13) feeder on Kenneth Road just east of Irving Dr.



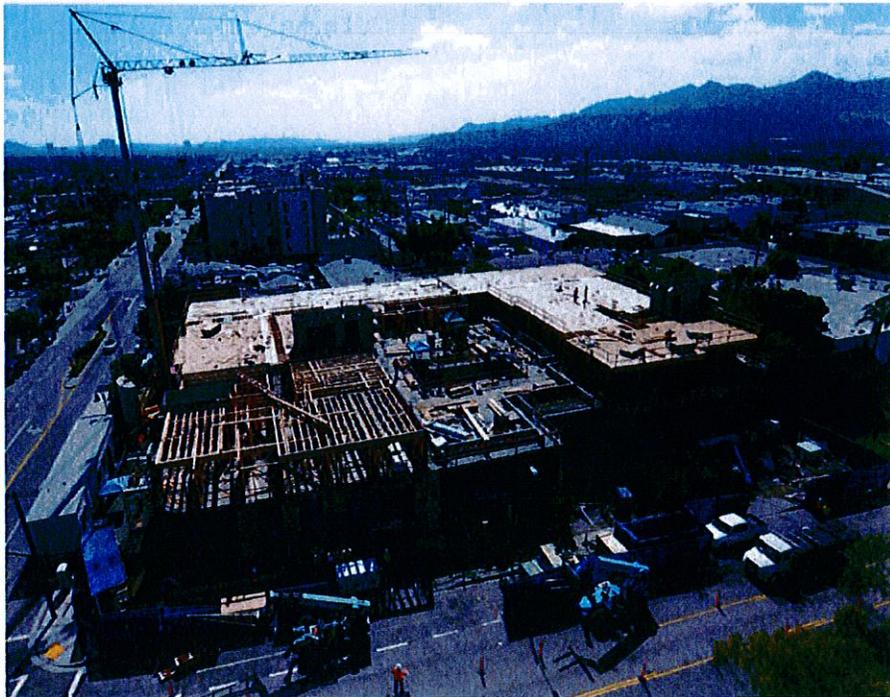
Customer Projects

IKEA

IKEA's contractor has completed the installation of offsite electric underground substructure on First Street and the future IKEA Way. BWP crews have installed a padmount switch and are converting the adjacent customers on Cedar Avenue to the new underground circuit. The contractor will continue working on the onsite substructure for the permanent service and upon completion, BWP will install and energize one transformer for temporary electric power (for the duration of construction).

Hilton Garden Inn

Hilton's contractor has completed the installation of the offsite electric underground on Verdugo Avenue and a new padmount switch and transformer have been installed. BWP crews have converted the adjacent customers on Santa Anita Avenue to the new underground circuit. The contractor is finishing up the work on the electric room and upon completion, BWP will energize the Hilton's permanent service.





Springhill Suites by Marriott

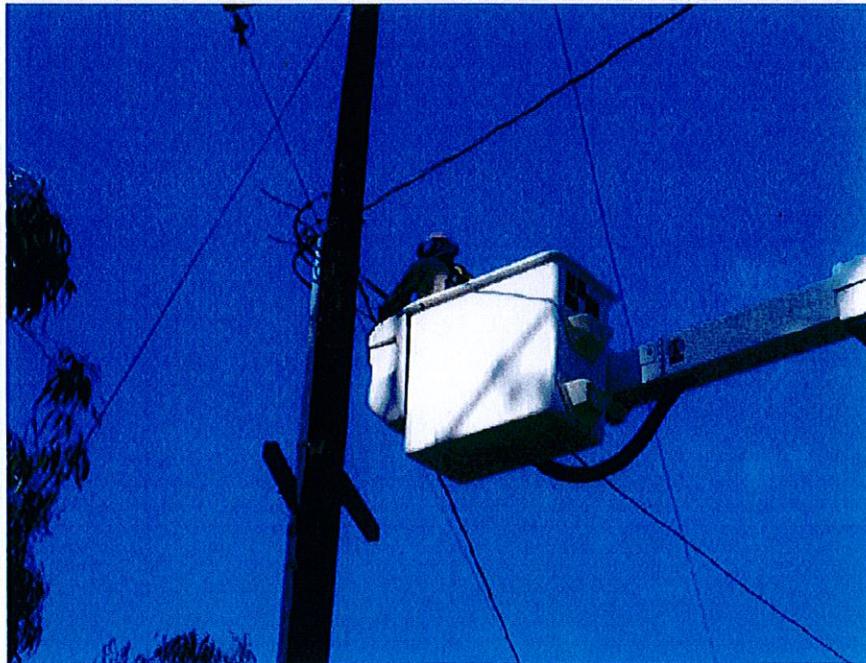
Construction of the new Springhill Suites Hotel by Marriott has been completed and the permanent electric service is energized. There is a new padmount switch and transformer serving the property. All work by BWP has been completed.

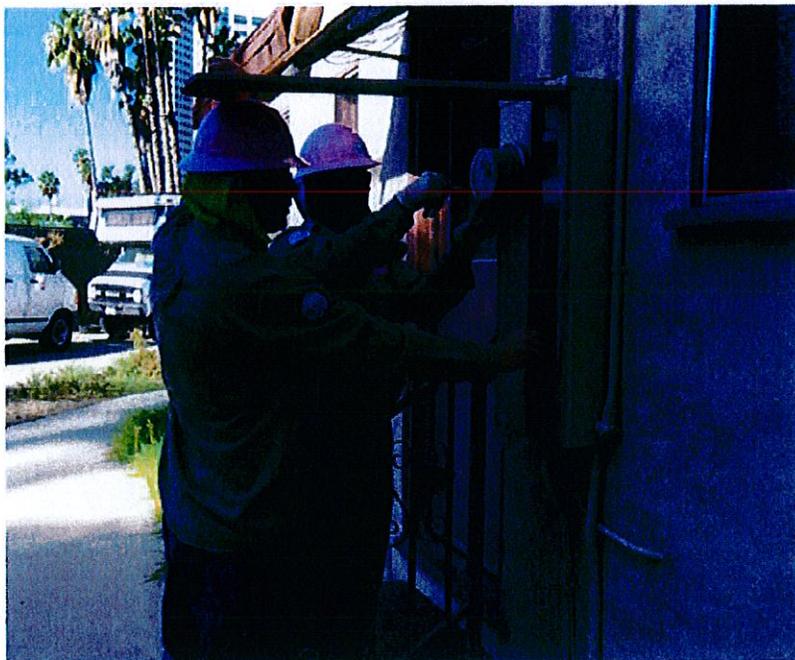




Talaria

This is a 5-story mixed-use residential and commercial project. A total of 86 existing meters were removed from the Talaria site in preparation for the contractor's demolition.





STREET LIGHTING

LED Replacement Program

In accordance with the 2014 Street lighting Master Plan, BWP began replacing 100W and 250W HPS streetlight luminaires with LED luminaires. Replacement is carried out on a maintenance basis and LEDs are installed daily as the HPS luminaires burn out. Currently, the CREE XSPR LED 42W has been selected to replace the 100W HPS luminaire and the CREE XSP2 LED 102W replaces the 250W HPS luminaire. To date, 14.67% of the total streetlight luminaires have been converted to LEDs and Table 1 below details the breakdown of the light in the City's street lighting system as a percentage of the total.

TYPE OF LAMP	# OF LIGHTS MAY 2014	# OF LIGHTS TO DATE	UNIT CHANGE	% OF TOTAL # OF LIGHTS
<u>HIGH PS SODIUM</u>				
70W	19	19	0	0.20
100W	3,664	2,825	-839	29.72
150W	17	17	0	0.18
200W	3	3	0	0.03
250W	2,979	2,523	-456	26.54
360W	14	14	0	0.15
400W	2,157	2,070	-87	21.78
<u>LOW PS SODIUM</u>				
55W	137	137	0	1.44
<u>FLUORESCENT</u>				
85W	128	128	0	1.35
<u>INCANDESCENT</u>				
2500 LUMEN	10	10	0	0.11
4000 LUMEN	1	1	0	0.01
100W INC.	74	74	0	0.78
<u>METAL HALIDE</u>				
250W	190	190	0	2.00
400W	10	10	0	0.11
<u>LED</u>				
42W	1	857	856	9.02
102W	1	546	545	5.74
120W	63	63	0	0.66
150W	18	18	0	0.19
TOTAL # OF LAMPS	9,486	9,505	19	100
<u>ENERGY</u>				
Annualized Mwh	9,267	8,461	-807.09	
Average Mwh/lamp	0.98	0.89	-0.09	

Table 1: Breakdown of streetlight luminaires in City of Burbank's Street Lighting System, September 2015.

CUSTOMER SERVICE

Plug-In Electric Vehicle (PEV) Charging Program.

27 PEV charging stations are in service, including 16 new curbside stations. On July 1, 2015, new Time of Use (TOU) pricing for public EV charging commenced with a rate of 17.44 cents per kilowatt hour (kWh) for Level 1 and Level 2 charging during off-peak hours. Between the hours of 4pm and 7pm during the summer, pricing has increased to 30.53 cents per kWh. Staff is monitoring usage. The 133 E. Orange Grove location recorded the most sessions (287) with 407 total charging hours of usage. The 301 E. Olive location recorded the fewest sessions (61) with 101 total charging hours of usage.

Month of usage	KWh	GHG savings in kilograms (kg)	Charging time (hours)*
September 2015	12,514	5,256	3,155
August 2015 **	11,045	4,639	2,715
July 2015	8,771	3,684	2,095
June 2015	8,500	3,570	2,022
May 2015	7,462	3,134	1,786
April 2015	7,136	2,997	1,587
March 2015	6,440	2,705	1,545
February 2015	4,411	1,852	1,115
January 2015	6,434	2,702	1,526
December 2014	6,778	2,847	1,623
November 2014	5,820	2,444	1,368
October 2014	6,401	2,688	1,533
September 2014	5,364	2,253	1,310
August 2014	4,154	1,745	1,005
July 2014	3,858	1,621	873
June 2014	3,009	1,264	876
May 2014	3,144	1,320	856
April 2014	3,276	1,376	888
March 2014	2,725	1,145	746
February 2014	2,323	976	632
January 2014	2,524	1,060	681

* With the new curbside chargers, and given the City's new ordinance regarding electric vehicle parking, we are now reporting total charging hours instead of occupied time.

** In August 2015, the number of public chargers increased from 11 to 27.

Rooftop Solar

Not so many years ago, residential rooftop solar was priced beyond the reach of most households. Falling prices, rebates and tax incentives, and no-money-down leasing

arrangements have created a new solar reality for many Californians. In a November 2014 survey, just under a third of Burbank homeowners said they plan to install solar energy at their home in the next two years. The following table will be updated monthly to report on Burbank's rooftop solar impact.

Month	Number of Solar Systems Installed This Month	Number of Solar Systems Installed FYTD	Total Solar Systems in Burbank	Total Solar Kilowatts
September 2015	15	36	329	3,598
August 2015	11	21	314	3,525
July 2015	10	10	303	3,467
June 2015	11	91	293	3,431
May 2015	5	80	282	3,368
April 2015	14	75	277	3,341
March 2015	8	61	263	3,257
February 2015	14	53	255	3,215
January 2015	7	39	241	3,155

TECHNOLOGY

Broadband Services (ONE Burbank)

	September New Orders	Revenues for September 2015	FYTD 2015-16 Revenues	FYTD Budget
Lit	2	\$97,651	\$292,094	\$212,500
Dark	0	\$175,831	\$530,593	\$637,500
Total	2	\$273,482	\$822,687	\$850,000

BWP WiFi

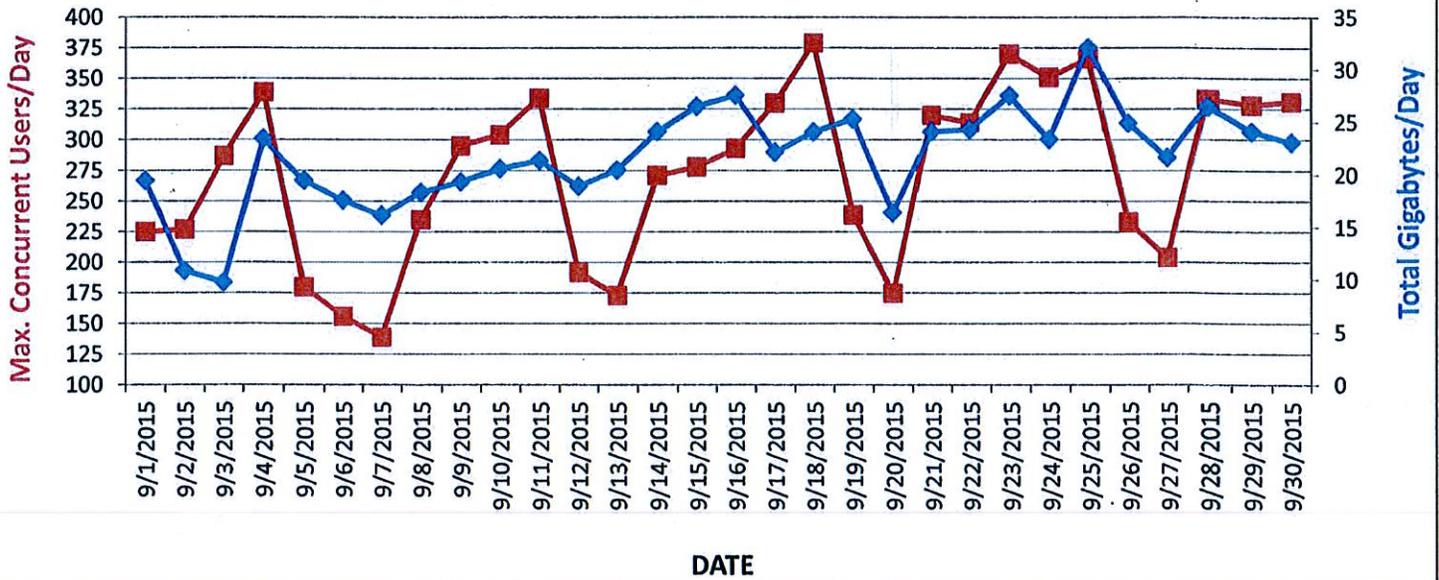
On August 17, 2015, BWP WiFi launched throughout the City of Burbank as a free citywide wireless community broadband service.

For the month of September 2015, staff reports the following metric highlights:

Maximum Concurrent Users: 379 users on 9/18/15
Maximum Bandwidth Consumed: 32.09 GB on 9/25/15
Maximum Sessions by Device Type: Android Tablets with 43% of all sessions

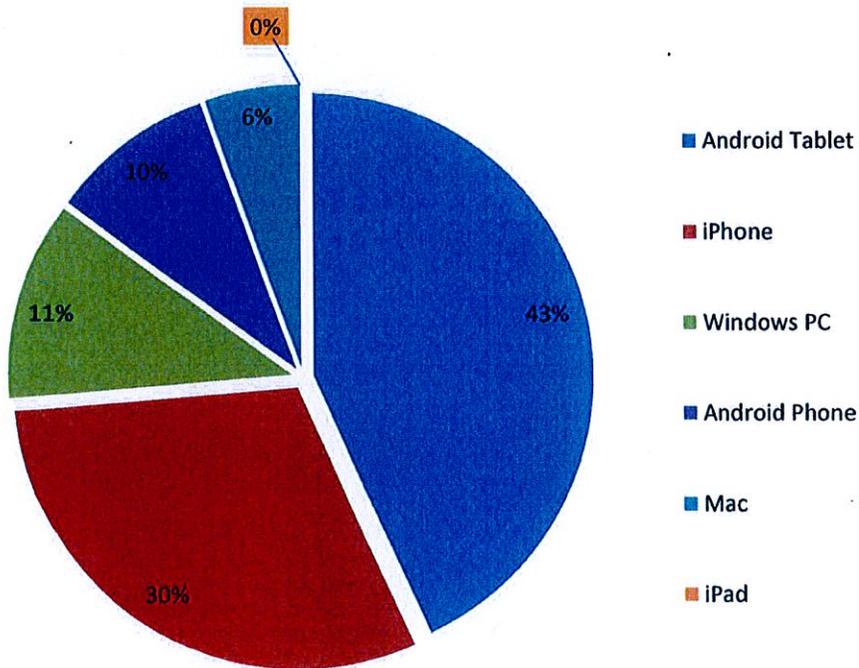
BWP WiFi

(9/1/15 - 9/30/15)



BWP WiFi - Sessions by Device Type

(9/1/15 - 9/30/15)



POWER SUPPLY

Project Updates:

Power Supply Engineering

Variable Frequency Drive Project

This project has an approved budget to engineer, procure, and install a Variable Frequency Drive (VFD) system on the Fuel Gas Compressors (FGC) at the Magnolia Power Plant (MPP) to save energy and improve the system's reliability. The existing FGC equipment consists of two fully redundant reciprocating gas compressor skids that operate at a fixed motor speed and are configured with a gas recirculation control valve to accommodate fluctuations in service demand. This recirculation loop normally transfers about one-third of the compressed fuel volume flow, which represents a significant amount of wasted energy that can effectively be mitigated through implementation of the proposed VFD system.

The VFD equipment was delivered to the MPP site on April 9, 2015. BWP mechanics moved the VFD equipment to its final location inside the MPP Steam Turbine Generator (STG) building. A Black & Veatch (B&V) engineering representative was onsite during the week of October 5, 2015 to survey field conditions and develop the installation details for structural, control, and auxiliary power schematics that will include interfaces to existing systems. B&V has issued the seismic restraint details and will complete the power and control interface details by November 6, 2015. BWP mechanics will be leveling the VFD equipment, adding a housekeeping pad, and installing seismic restraints. After the B&V details are issued for construction, BWP electricians will run the power and control cables needed to complete the VFD installation. The specific date for commissioning of this equipment is yet to be determined, as it depends on acceptance of an updated planned outage schedule by the MPP participants.

Materials Handling Area and Central Laboratory Project

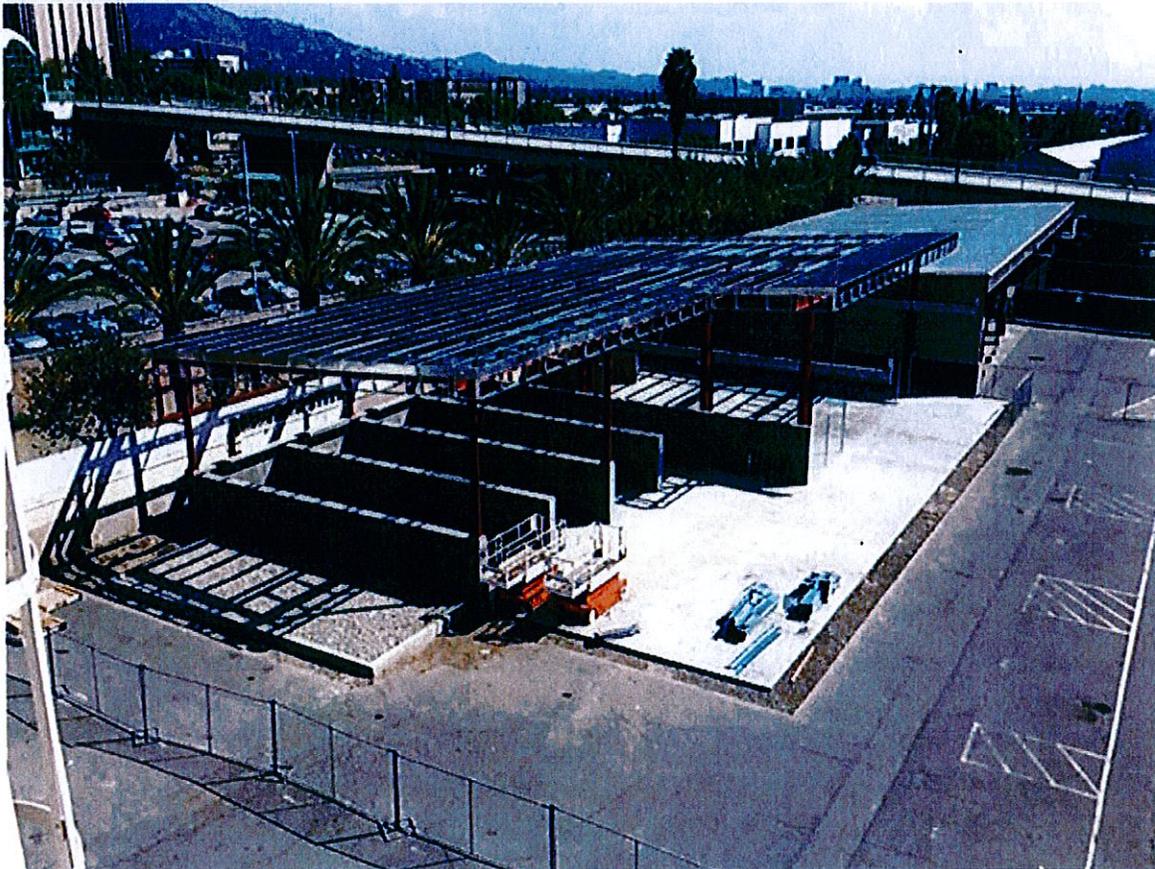
The Material Handling Area (MHA) will be comprised of segregated areas for material storage and waste handling. Four discrete storage compartments will be constructed for temporary handling and storage of dirt, asphalt, gravel, and rubbish. This covered storage area will eliminate the current use and cost of off-site storage containers, improve logistical control and efficiencies, prevent material migration and storm water contamination due to weather conditions, and improve site cleanliness and organization.

An adjacent portion of this facility is dedicated for temporary covered storage of oil-filled electrical equipment that contains waste by-products. This area will include two separate recessed concrete containment pits with sumps to control any potential waste material releases. The covered area with secondary containment will mitigate potential soil and storm water contamination by providing a higher level of protection from adverse weather conditions to meet regulatory requirements and best practices.

The Central Laboratory will support operational requirements to verify proper water chemistry. This new facility provides space for determining water quality, storage for operator's safety gear, as well as an operator work station and any necessary fixtures and equipment (FF&E) to support stand-alone operations. The new Central Laboratory will improve operator safety and productivity, and can be used to augment the Zero

Liquid Discharge (ZLD) water quality laboratory as needed. The construction contract for the Central Laboratory was combined with the Material Handling Area effort to promote contractor interest and reduce overall projected construction costs through economy of scale. This joint construction effort is scheduled to be complete by the end of December 2015.

Construction activities for both the MHA and Central Laboratory are moving forward smoothly with no anticipated issues. For the MHA, all structural steel work was completed on October 9. Light gage steel work for roof framing with curtain walls was completed on October 15. Installation of metal siding, roofing, and gutters followed during the week of October 19. The enclosed photos show the results of progress in work on the structural steel, light gage steel, and roofing/siding; the photos were taken on October 15th.



Roof and Curtain Wall Framing is complete.

For the Central Laboratory, rough mechanical, electrical and plumbing is complete. All the framing work has passed inspection. Water proofing of the exterior is complete, and installation of metal siding and roofing is in progress (shown in the Lab photo). The cabinetry for the Lab interior has been delivered and placed in temporary storage onsite, as it will be installed 30 days from now. Concurrently, insulation and drywall will be installed on the interior. Drywall taping/finish occurred during the week of October 19.



Installation of metal siding and roofing on the Central Lab is in progress



Rough mechanical, electrical, and plumbing work is complete

Power Resources

Intermountain Power Project (Delta, UT) Renewal Progress

The Intermountain Power Project (IPP) participants, including BWP, have reached agreement on post-coal repowering (called "renewal") for IPP. At its June 4, 2015 meeting, the BWP Board recommended the renewal contracts for approval by the Burbank City Council; the Burbank City Council approved the contracts at its June 30, 2015 meeting.

At the same time, the other California participants in IPP – Anaheim, Glendale, Los Angeles, and Riverside – [and IPP's Utah participants] have completed their respective approval processes.

In light of these approvals, the IPP participants held the first organizational meeting of the committee charged with recommending the definition of and implementation plan for

the renewal (including potential upgrades to the Southern Transmission System), called the Renewal Generation & Transmission Sub-Committee, on October 8. Once organized, the Committee intends to meet monthly.

Compressed Air Energy Storage Initiative

BWP staff continues to work with Pathfinder (developer of the CAES project) to explore a possible compressed air energy storage (CAES) project at the IPP site. While due diligence is ongoing, such a project has the potential to enable BWP to significantly increase its use of renewable energy while maintaining reliable electric service and affordable rates for BWP's customers. In particular, CAES at the IPP site may be able to firm and shape cost-effective renewable energy, brought to IPP by a new transmission project and transmitted to Southern California by the existing Southern Transmission System, the transmission line that brings IPP's output to our area. Such a project might also absorb excess California solar generation during peak solar hours, helping to mitigate the anticipated "Duck Curve" of over-generation and fast-ramping requirements in California resulting from increased solar penetration.

In this connection, in March 2015, BWP, Pathfinder, and CAES equipment manufacturer Dresser-Rand submitted a non-binding, preliminary "Part One" loan guarantee application to the US Department of Energy for the financing of a 317 MW (gross) CAES pilot project at Delta. On August 19, 2015, that Part One application was approved, allowing the project proponents to submit a much more detailed "Part Two" application by February 17, 2016. BWP, Pathfinder, and Dresser-Rand are working to further develop the project in anticipation of that Part Two submission. That work includes front-end engineering and design, further defining the commercial structure for the project, siting issues, and further stakeholder development. In the meantime, major western utility, PacifiCorp, has begun working with us to develop the project. BWP and Pathfinder are also discussing the project with the California Independent System Operator (the "CAISO") so that CAISO participants (such as fellow SCPPA members Riverside and Pasadena) could also participate in the project. On a parallel path, BWP and Pathfinder are actively working to bring LADWP, Intermountain Power Agency (the State of Utah instrumentality that owns IPP), and IPP participants into the effort, perhaps as a component of IPP renewal.

BWP is also assessing other energy storage opportunities and technologies to best serve its customers with reliable, affordable, and sustainable power. As noted above, BWP is also pursuing a comprehensive IRP process. The IRP will assist BWP in determining the appropriate solution for BWP at IPP.

Balancing Authority Services

In 2011, LADWP had cancelled the Southern California Utility Power Pool (SCUPP) agreement, which governed the participation of LADWP, BWP, and Glendale Water and Power (GWP) in LADWP's balancing authority. Operations do not appear to have been affected by the cancellation of the SCUPP agreement.

In July 2014, LADWP revised its OATT. LADWP intended to use the rates in this new OATT to charge BWP and GWP under a balancing authority (BA) agreement. BWP and GWP determined that the OATT was improperly developed and would result in \$4.5 million to \$20 million in additional costs to each of BWP and GWP under such a BA agreement. To protect ratepayer interests, in April 2015 BWP and GWP jointly filed a

complaint before the Federal Energy Regulatory Commission (FERC) challenging LADWP's OATT.

In response, LADWP asked for an opportunity to revise its OATT. BWP and GWP agreed to settle the complaint, giving LADWP two years to develop a new OATT in exchange for (1) restoration of BWP's and GWP's respective rights at the Sylmar Substation and (2) negotiation of a BA agreement reflecting current industry policy and practice and cost-based services.

These agreements will be presented to the Board for review and recommendation to the City Council.

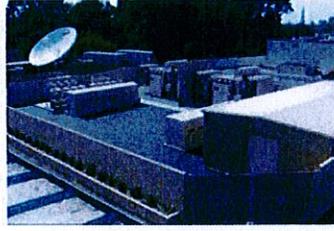
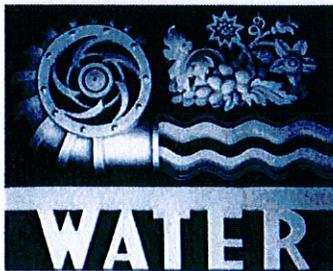
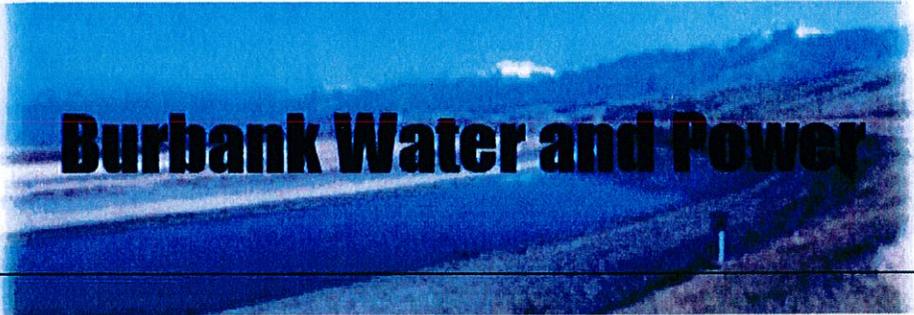
Power Resources

Integrated Resource Planning (IRP) Process

BWP is in the midst of a comprehensive IRP process. An IRP is a comprehensive planning process by which a utility communicates with its stakeholders about the opportunities and challenges associated with the community's projected energy demands and the alternative power supply and conservation demand management resources, as well as the environmental issues related to reliably meeting the demand for energy.

BWP's IRP team shaped an IRP process to meet Burbank's needs, with a significant emphasis on public outreach. Following preliminary public outreach in Spring 2014, focused on helping the public understand BWP's business and the issues it faces, and to seek public feedback, BWP engaged Liedos (formerly SAIC and R.W. Beck), a major power industry engineering and consulting firm, to assist in detailed scenario modeling.

This modeling is now complete and staff reported its preliminary conclusions to the Board and Council in December 2014 and January 2015 respectively. In the meantime, BWP staff is working to integrate public feedback, modeling results, and other considerations into detailed planning observations and conclusions. These observations and conclusions, along with the IRP process and public feedback, will be reflected in a comprehensive IRP document. This document is expected late in the fourth quarter of 2015.



**Estimated Financial Report
September-15**

Electric Fund (496)
Estimated Statement of Changes in Net Assets
MTD and FYTD September 2015
(\$ in 000's except MWh Sales)

MTD FY 15-16	MTD Sep-15		FYTD Sep-15		FYTD FY 15-16	FYTD Sep-15		%
	Budget	Variance	Budget	Variance		Budget	Variance	
116,826	109,800	7,026	348,003	(2,297)	345,706			(0.7%) (A)
\$ 18,720	\$ 17,017	\$ 1,702	\$ 53,459	\$ 829	\$ 54,288			1.5% (B)
511	511	-	1,533	(319)	1,214			(20.8%)
10,815	11,088	273	33,473	2,170	31,303			6.5% (C)
8,416	6,440	1,976	21,519	2,679	24,198			12.5%
1,814	6,874	(5,060)	26,847	(18,449)	8,398			(68.7%)
1,748	6,759	5,011	26,400	18,459	7,941			69.9%
65	115	(49)	447	10	457			2.2%
8,481	6,555	1,927	21,967	2,589	24,656			12.2%
1,026	1,026	-	3,124	434	2,690			13.9%
154	154	-	429	53	376			12.3%
231	231	-	678	110	568			16.2%
444	444	-	1,333	(0)	1,333			(0.0%)
484	484	-	1,538	684	854			44.5% (D)
390	390	-	1,164	(20)	1,184			(1.7%)
164	164	-	493	82	411			16.6%
92	92	-	306	71	235			23.3%
159	159	-	476	82	394			17.2%
1,545	1,545	-	4,636	77	4,559			1.7%
4,690	4,690	-	14,177	1,573	12,605			11.1% (E)
3,791	1,865	\$ 1,927	\$ 7,789	\$ 4,262	12,051			54.7%

* Other revenues are primarily ONE Burbank, dark and lit fiber.

**Burbank Water and Power
Electric Fund (496)
Estimated Statement of Changes in Net Assets
MTD and FYTD September 2015**

(\$ in 000's)

	MTD		MTD Sep-15		FYTD		FYTD Sep-15		%
	FY 15-16	Budget	\$	Variance	FY 15-16	Budget	\$	Variance	
	\$ 3,791	\$ 1,865	\$ 1,927	103.3%	\$ 12,051	\$ 7,789	\$ 4,262	54.7%	
Operating Income/(Loss)									
Other Income/(Expenses)									
Interest Income	96	96	-	0.0%	221	287	(66)	(22.9%)	
Other Income/(Expense)	135	135	-	0.0%	465	412	53	12.9%	
Bond Interest Expense	(406)	(406)	-	0.0%	(1,219)	(1,219)	-	0.0%	
Total Other Income/(Expenses)	(176)	(176)	-	0.0%	(533)	(520)	(13)	(2.5%)	
Income before Contributions & Transfers	3,616	1,689	1,927	114.1%	11,518	7,269	4,249	58.5%	
In Lieu	940	851	(89)	(10.4%)	2,718	2,673	(45)	(1.7%)	
Street Lighting	270	245	(25)	(10.1%)	782	770	(12)	(1.6%)	
Total Contributions & Transfers	1,210	1,096	(114)	(10.4%)	3,500	3,443	(57)	(1.7%)	
Net Income	2,406	593	1,813	305.6%	8,018	3,826	4,192	109.5%	
Capital Contributions (AIC)	355	355	-	0.0%	440	1,064	(624)	(58.6%)	(F)
Net Change in Net Assets	\$ 2,761	\$ 948	\$ 1,813	191.3%	\$ 8,458	\$ 4,890	\$ 3,568	73.0%	

- () = Unfavorable
- This report may not foot due to rounding.

**Burbank Water and Power
Electric Fund (496)
Estimated Statement of Changes in Net Assets - Footnotes
FYTD September 2015
(\$ in 000's)**

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
A.	Electric Usage in MWh	345,706	348,003	(2,297)	- FYTD NEL is 0.66% below budget due to conservation offset by a warmer than normal September. FYTD CDD were 1044 versus the 30 year average of 904.
B.	Retail Sales	54,288	53,459	829	Retail sales correspond to lower NEL (demand).
C.	Retail Power Supply & Transmission	31,303	33,473	2,170	- The favorable variance is primarily attributable to power supply cost management, economic dispatch by managing and optimizing resources to meet system load, biogas and wind under deliveries, and a prior period transmission expense true-up. These savings were partially offset by higher costs attributable to receiving more energy from Copper Mountain Solar Facility than planned.
D.	Customer Service, Marketing & Conservation	854	1,538	684	- The favorable variance is attributable to the timing of payments for professional services and maintenance agreements.
E.	Total Operating Expenses	12,605	14,177	1,573	The favorable variance is attributable primarily to project credits for capital work. Expenses, other than retail power supply and transmission, wholesale power supply, in-lieu, and street lighting, have not closed for September 2015 and are budgeted values.
F.	Capital Contributions (AIC)	440	1,064	(624)	The unfavorable variance is attributable to the timing of Aid in Construction projects.

Burbank Water and Power
Electric Fund (496)
Estimated Statement of Changes in Net Assets - Footnotes
MTD September 2015
(\$ in 000's)

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
a.	Electric Usage in MWh	116,826	109,800	7,026	NEL is 6.40% above budget due to warmer than normal temperatures. MTD CDD were 379 versus the 30 year average of 272.
b.	Retail Sales	18,720	17,017	1,702	Retail revenues are higher primarily due to warmer than average September temperatures.
c.	Retail Power Supply & Transmission	10,815	11,088	273	The favorable variance is attributable to economic dispatch by managing and optimizing resources to meet system load, biogas and wind under deliveries, and receiving less energy than planned from Tieton. These savings are partially offset by higher load and higher costs attributable to receiving more energy from Copper Mountain Solar Facility than planned.
d.	Total Operating Expenses	4,690	4,690	-	Expenses, other than retail power supply and transmission, wholesale power supply, in-lieu, and street lighting, have not closed for September 2015 and are estimated at budgeted values.

**Burbank Water and Power
Electric Fund (496)
Estimated Statement of Cash Balances
(\$ in 000's)**

	Sep-15	Aug-15	Jul-15	Jun-15	Mar-15	Dec-14	Sep-14	Jun-14	Recommended Reserves	Minimum Reserves
Cash and Investments										
General Operating Reserve	\$ 53,124	\$ 54,687	\$ 54,055	\$ 52,655	\$ 53,399	\$ 53,108	\$ 48,449	\$ 41,945	\$ 54,060	\$ 36,340
Capital & Debt Reduction Fund	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	15,000	3,000
BWP Projects Reserve Deposits at SCPPA	15,814	15,789	15,781	15,772	15,749	15,703	15,682	15,637 (a)		
Sub-Total Cash and Investments	<u>78,938</u>	<u>80,476</u>	<u>79,835</u>	<u>78,427</u>	<u>78,148</u>	<u>78,811</u>	<u>74,131</u>	<u>67,582</u>	<u>69,060</u>	<u>39,340</u>
Capital Commitments	(17,000)	(17,000)	(17,000)	(17,000)	(17,000)	(17,000)	(17,000)	(17,000)		
Public Benefits Obligation	(4,943)	(4,429)	(4,629)	(4,144)	(4,704)	(4,922)	(4,842)	(4,390)		
Cash and Investments (less Commitments)	<u>56,996</u>	<u>59,047</u>	<u>58,207</u>	<u>57,283</u>	<u>57,444</u>	<u>56,889</u>	<u>52,289</u>	<u>46,292</u>	<u>69,060</u>	<u>39,340</u>
Restricted Cash										
Debt Service Fund & Other Restricted Cash (b)	2,523	1,893	1,264	6,104	3,471	4,404	2,488	622	1,893	1,893
Parity Reserve Fund (c)	4,454	4,362	4,362	4,362	4,268	4,268	4,268	4,268	4,362	4,362
Sub-Total Restricted Cash	<u>6,977</u>	<u>6,255</u>	<u>5,626</u>	<u>10,466</u>	<u>7,739</u>	<u>8,672</u>	<u>6,757</u>	<u>4,890</u>	<u>6,255</u>	<u>6,255</u>
Total Cash	<u>\$ 85,916</u>	<u>\$ 86,731</u>	<u>\$ 85,461</u>	<u>\$ 88,893</u>	<u>\$ 86,888</u>	<u>\$ 87,483</u>	<u>\$ 80,887</u>	<u>\$ 72,472</u>	<u>\$ 75,315</u>	<u>\$ 45,595</u>

* Statement of Cash Balances may not foot due to rounding.

(a) Decrease in April cash due to the refunding of high interest rate bonds for the Hoover Visitor Center.

(b) Debt Service Funds are funds used to pay principal and interest on Fund 496 Bonds. This balance increases monthly to cover the semi-annual bond interest payments, which are paid in December and June of each year, and the annual bond principal payments, which are paid in June of each year.

(c) Parity Reserve Funds are funds restricted for debt service defaults in case revenues are insufficient to satisfy debt service requirements.

Estimated September 2015 Budget to Actual P&L Variance Highlights - Electric Fund
(in 000's)

	Month-to-Date		Budget to Actual Variance
	Favorable Items	Unfavorable Items	
<u>MTD NET INCOME - \$2,406</u>	\$ 1,813		\$ 1,813
<u>MTD GROSS MARGIN VARIANCE</u>			
Retail Sales	1,702		1,702
Power Supply Expenses - biogas and wind under deliveries, a prior period transmission expense true-up and lower energy prices; offset by receiving more energy from Copper Mountain Solar Facility than planned.	273		273
Wholesale Margin		(49)	(49)
Other			-
Total	1,975	(49)	1,927
<u>MTD EXPENSE AND OTHER VARIANCES</u>			
In-lieu and street lighting		(114)	(114)
Total	-	(114)	(114)



	Fiscal Year-to-Date		Budget to Actual Variance
	Favorable Items	Unfavorable Items	
<u>FYTD NET INCOME - \$8,018</u>	4,192		4,192
<u>FYTD GROSS MARGIN VARIANCE</u>			
Retail Sales	829		829
Power Supply Expenses - biogas and wind under deliveries, a prior period transmission expense true-up, and lower retail load and energy prices; offset by receiving more energy from Copper Mountain Solar Facility than planned.	2,170		2,170
Wholesale Margin	10		10
Other		(319)	(319)
Total	3,009	(319)	2,690
<u>FYTD EXPENSE AND OTHER VARIANCES</u>			
Operating expenses - primarily due to the timing of Customer Service's PSA's and Maintenance.	1,573		1,573
In-lieu and street lighting		(57)	(57)
Other		(13)	(13)
Total	1,573	(70)	1,503

**Burbank Water and Power
Water Fund (497)
Estimated Statement of Changes in Net Assets
MTD and FYTD September 2015**

(\$ in 000's except Gallons)

MTD FY 15-16	MTD Sep-15 Budget	\$ Variance	% Variance	FYTD FY 15-16	FYTD Sep-15 Budget	\$ Variance	% Variance
428	575	(146)	(25.5%) (a)	1,263	1,692	(429)	(25.3%) (A)
86	124	(38)	(30.5%)	265	338	(73)	(21.5%)
Operating Revenues							
\$ 2,017	\$ 2,781	\$ (764)	(27.5%) (b)	\$ 6,367	\$ 8,124	\$ (1,757)	(21.6%) (B)
305	443	(138)	(31.2%) (c)	942	1,209	(267)	(22.1%) (C)
72	114	(42)	(36.5%)	128	341	(214)	(62.6%)
2,395	3,338	(944)	(28.3%)	7,436	9,674	(2,238)	(23.1%)
829	1,301	472	36.3% (d)	2,652	3,811	1,159	30.4% (D)
1,565	2,037	(472)	(23.2%)	4,784	5,862	(1,079)	(18.4%)
Operating Expenses							
549	549	-	0.0%	1,458	1,646	188	11.4%
155	155	-	0.0%	401	464	62	13.5%
229	229	-	0.0%	491	725	235	32.3% (E)
123	123	-	0.0%	368	368	-	0.0%
351	351	-	0.0%	949	1,054	105	9.9%
1,406	1,406	-	0.0% (e)	3,667	4,257	590	13.9% (F)
159	631	(472)	(74.8%)	1,117	1,606	(489)	(30.4%)
Other Income/(Expenses)							
13	13	-	0.0%	39	40	(0)	(1.2%)
42	42	-	0.0%	163	127	35	27.7%
(170)	(170)	-	0.0%	(512)	(509)	(3)	(0.5%)
-	-	-	0.0%	375	-	375	100.0% (G)
(114)	(114)	-	0.0%	65	(342)	407	119.0%
45	517	(472)	(91.2%)	1,182	1,264	(82)	(6.5%)
31	31	-	0.0%	105	92	13	14.4%
\$ 76	\$ 548	\$ (472)	(86.1%)	\$ 1,287	\$ 1,356	\$ (68)	(5.0%)

Water put into the system in Millions of Gallons

Metered Recycled Water in Millions of Gallons

Operating Revenues

Potable Water

Recycled Water

Other Revenue

Total Operating Revenues

Water Supply Expense

Gross Margin

Operating Expenses

Operations & Maintenance - Potable

Operations & Maintenance - Recycled

Allocated O&M

Transfer to General Fund for Cost Allocation

Depreciation

Total Operating Expenses

Operating Income/(Loss)

Other Income/(Expenses)

Interest Income

Other Income/(Expense)

Interest Expense

Transfers In/(Out) - (In Lieu)

Total Other Income/(Expenses)

Net Income

Aid in Construction

Net Change in Net Assets

• () = Unfavorable
• This report may not foot due to rounding.

Burbank Water and Power
Water Fund (497)
Estimated Statement of Changes in Net Assets - Footnotes
FYTD September 2015
(\$ in 000's except Gallons)

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
A.	Water put into the system in Millions of Gallons	1,263	1,692	(429)	- YTD Potable water demand was lower than planned due to conservation and enactment of Governor Brown's Water Restriction Legislation effective June 1st. The City is under the Stage III Burbank Sustainable Water Use Ordinance which limits the irrigation to no more than two days per week. FYTD CDD were 1044 versus the 30 year average of 901.
B.	Potable Water Revenue	6,367	8,124	(1,757)	- The WCAC impact decreased potable water revenues by \$231k FYTD. Without this adjustment, potable water revenues would be unfavorable by 18.8%.
					WCAC revenue
					WCAC Expenses:
					Purchased water, chemicals, and electricity
					Total WCAC Expenses
					WCAC revenue deferral (increased revenues)
C.	Recycled Water Revenue	942	1,209	(267)	- Recycled water sales are lower than planned possibly due to conservation (e.g. two days per week water restriction).
D.	Water Supply Expense	2,652	3,811	1,159	- The favorable variance is attributable to lower demand and staff maximizing BOU production by optimizing the blend with MWD treated water.
E.	Allocated O&M	491	725	235	- The favorable variance is attributable to lower than planned cost allocations from the Electric Fund.
F.	Total Operating Expenses	3,667	4,257	590	- The favorable variance is attributable primarily to project credits for capital work. Expenses have not closed for September 2015 and are at budgeted values.
G.	Transfers In/(Out) - (In Lieu)	375	-	375	- The favorable variance is attributable to the settlement terms of the in-lieu transfer agreement.
					FYTD Actual
					2,884
					2,652
					2,652
					\$ 231

Burbank Water and Power
Water Fund (497)
Estimated Statement of Changes in Net Assets - Footnotes
MTD September 2015
(\$ in 000's except Gallons)

Foot- note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
a.	Potable Water Usage in Millions of Gallons	428	575	(146)	- Potable water demand in September was lower than planned due to conservation, and enactment of Governor Brown's Water Restriction Legislation effective June 1st. The City is under the Stage III Burbank Sustainable Water Use Ordinance which limits the irrigation to no more than two days per week. MTD CDD were 379 versus the 30 year average of 272.
b.	Potable Water Revenue	2,017	2,781	(764)	- The WCAC impact decreased potable water revenues by \$139k MTD. Without this adjustment, potable water revenues would be unfavorable by 22.5%.
					WCAC Revenue
					WCAC Expenses:
					Purchased water, chemicals, and electricity
					Total WCAC Expenses
					<u>MTD Actual</u>
					<u>\$ 968</u>
					829
					<u>829</u>
					<u>\$ 139</u>
c.	Recycled Water Revenue	305	443	(138)	- WCAC revenue deferral (increased revenues) - Recycled water sales are lower than planned possibly due to conservation (e.g. two days per week water restriction).
d.	Water Supply Expense	829	1,301	472	- The favorable variance is attributable to lower demand and staff maximizing BOU production by optimizing the blend with MWD treated water.
e.	Total Operating Expenses	1,406	1,406	-	- Expenses have not closed for September 2015 and are at budgeted values.

**Burbank Water and Power
Water Fund (497)
Estimated Statement of Cash Balances
(\$ in 000's)**

	Sep-15	Aug-15	Jun-15	Mar-15	Dec-14	Sep-14	Jun-14	Recommended Reserves	Minimum Reserves
Cash and Investments									
General Operating Reserves	\$ 11,563	\$ 11,181	\$ 10,021	\$ 10,415	(a) \$ 15,464	\$ 13,285	\$ 10,767	\$ 9,760	\$ 5,240
WCAC	1,118	979	890	565	267	257	392	2,000	1,000
Capital Reserve Fund	2,220	2,220	2,220	2,220	2,220	2,220	2,220	4,000	1,000
Sub-Total Cash and Investments	<u>14,902</u>	<u>14,381</u>	<u>13,131</u>	<u>13,200</u>	<u>17,952</u>	<u>15,762</u>	<u>13,379</u>	<u>15,760</u>	<u>7,240</u>
Capital Commitments	(1,585)	(1,757)	(2,101)	(2,617)	(3,133)	(3,486)	(3,480)		
Public Benefits Obligation	0	0	0	(220)	(415)	(479)	(485)		
Cash and Investments (less commitments)	<u>13,317</u>	<u>12,623</u>	<u>11,030</u>	<u>10,583</u>	<u>14,403</u>	<u>11,797</u>	<u>9,414</u>	<u>15,760</u>	<u>7,240</u>
Restricted Cash									
Debt Service Funds (b)	695	522	1,838	1,063	1,216	682	171	522	522
Sub-Total Restricted Cash	<u>695</u>	<u>522</u>	<u>1,838</u>	<u>1,063</u>	<u>1,216</u>	<u>682</u>	<u>171</u>	<u>522</u>	<u>522</u>
Total Cash	<u>\$ 15,997</u>	<u>\$ 14,902</u>	<u>\$ 14,969</u>	<u>\$ 14,263</u>	<u>\$ 19,168</u>	<u>\$ 16,444</u>	<u>\$ 13,550</u>	<u>\$ 16,282</u>	<u>\$ 7,762</u>

* Statement of Cash Balances may not foot due to rounding.

(a) Payment of \$4.358M to Metropolitan Water District (MWD) for the purchase of untreated water for Los Angeles Department of Water and Power in exchange for groundwater credits.

(b) Debt Service Funds are funds used to pay principal and interest on Fund 497 Bonds. This balance increases monthly to cover the semi-annual bond interest payments, which are paid in December and June of each year, and the annual bond principal payments, which are paid in June of each year.

(c) Parity Reserve Funds represent funds set aside to cover average annual debt service on Fund 497 Bonds.

Estimated September 2015 Budget to Actual P&L Variance Highlights - Water Fund
(In 000's)

	Month-to-Date		Budget to Actual Variance
	Favorable Items	Unfavorable Items	
<u>MTD NET INCOME - \$45</u>		(472)	(472)
<u>MTD GROSS MARGIN VARIANCE</u>			
Potable Revenues driven by conservation		(625)	(625)
Potable Revenues WCAC adjustment		(139)	(139)
Recycled Revenues - delays on customer connections		(138)	(138)
Water Supply expenses driven by lower demand	472		472
Other		(42)	(42)
Total	472	(944)	(472)



	Fiscal Year-to-Date		Budget to Actual Variance
	Favorable Items	Unfavorable Items	
<u>FYTD NET INCOME - \$1,182</u>		(82)	(82)
<u>FYTD GROSS MARGIN VARIANCE</u>			
Potable Revenues lower than planned due to conservation		(1,526)	(1,526)
Potable Revenues WCAC adjustment		(231)	(231)
Recycled Revenues lower than planned possibly due to conservation		(267)	(267)
Water Supply (lower demand and optimizing BOU blending)	1,159		1,159
Other		(214)	(214)
Total	1,159	(2,238)	(1,079)

FYTD O&M AND OTHER VARIANCES

Direct O&M (PSA's, Supplies, Maintenance and Utilities)	250		250
Lower than planned allocations from Electric Fund	235		235
Annual repayment of in-lieu from General Fund	375		375
Other	137		137
Total	997	-	997

GA.

UNAPPROVED

**BURBANK WATER AND POWER BOARD
MINUTES OF MEETING
OCTOBER 1, 2015**

Mr. Olson called the regular meeting of the Burbank Water and Power Board to order at 5:10 p.m. in the third floor Board room of the BWP Administration Building, 164 West Magnolia Boulevard, Burbank, California.

Mr. Smith led the Pledge of Allegiance to the Flag.

ROLL CALL

Board Present: Mr. Olson, Mr. Smith, Ms. Springer, Mr. Ford and Mr. Herman

Board Absent: Mr. Eskandar and Mr. Leclair,

Staff Present: Mr. Liu, Chief Financial Officer; Mr. Compton, Assistant General Manager – Chief Technology Officer; Mr. Mace, Assistant General Manager, Water; Mr. Somoano, Assistant General Manager, Electric; Mr. Fletcher, Assistant General Manager, Power; Ms. Fletcher, Assistant General Manager, Customer Service & Marketing; Ms. Meyer, Marketing Manager; Mr. Chwang, Sr. Assistant City Attorney; Mr. Thompson, Principal Civil Engineer; Ms. McGinley, Legislative Analyst; Mr. Bleveans, Power Resources Manager; Mr. Aquino, Customer Service Supervisor; Ms. Hickman, Recording Secretary.

INTRODUCTION OF ADDITIONAL AGENDA ITEMS

None requested.

ORAL COMMUNICATIONS

Mr. Olson called for oral communications at this time. No one asked to speak.

CONSENT AGENDA

MINUTES

It was moved by Mr. Smith, seconded by Mr. Herman and carried 5-0 to approve the minutes of the regular meeting of August 6, 2015.

PROFESSIONAL SERVICES AGREEMENT WITH TERRANEAR PMC, LLC FOR OPERATIONS OF THE BURBANK OPERABLE UNIT

Mr. Smith moved to pull this item for discussion. It was seconded by Mr. Ford and carried 5-0. Mr. Thompson explained to the Board that the Professional Services Agreement with Terranear PMC, LLC was for the operation and maintenance of the Burbank Operable Unit (BOU). It was moved by Ms. Springer, seconded by Mr. Ford and carried 5-0 to authorize the General Manager to approve the Professional Services Agreement with TerranearPMC, LLC for operation and maintenance of the BOU

for an amount not to exceed \$6,500,000 for labor, insurance and the contractor's authorized reimbursable indirect costs to operate the facility.

REPORTS TO THE BOARD

BWP OPERATIONS AND FINANCIAL REPORTS

Mr. Liu presented BWP's financial update for the month of August 2015. He commented that staff changed the terms in the Financial Statements; Income before Aid in Construction will now be labeled as Net Income.

Mr. Liu, Mr. Mace and Mr. Somoano responded to Board member questions.

This was an information only item. No action was taken.

AGREEMENT WITH SOUTHERN CALIFORNIA PUBLIC POWER AUTHORITY (SCPPA) TO PROVIDE RELOCATION REFERRAL SERVICES TO BURBANK CUSTOMERS AND REVENUE SHARING FOR THE CITY

Per the request of the BWP Board, Ms. Fletcher presented the revised report on relocation services provided by Kandela, LLC that was given to the City Council on September 1, 2015. She explained what relocation services are and how this will help Burbank. Kandela and one other vendor are the only businesses to provide this service, and Kandela was the only to apply. Shared funds from Kandela's referral fee revenue could go to Project Share for helping to provide assistance to low income water, sewer, and refuse customers.

This was an information only item. No action was taken.

SUSTAINABLE BURBANK COMMISSION REPORT

Ms. Springer reported that the following was discussed at the September meeting of the Sustainable Burbank Commission:

- Community garden
- Proposed recycling for multi-family residences
- November 15 Recycle Center event

COMMENTS AND REQUESTS FROM BOARD MEMBERS

Mr. Herman inquired about the H²O to Go program and commented that he would like a tour of the Burbank Operable Unit. Mr. Mace and Ms. Meyer responded.

Mr. Ryan would like more information on the solar leasing program in Burbank.

Mr. Olson commented that the MWD trip was very beneficial. He also suggested that the H²O To Go program might benefit from a change of location. Mr. Olson asked if AB 350 will have an impact on BWP's IRP. Mr. Mace responded.

Ms. Springer commented that she had gone on the MWD trip. She spoke on desalinization and asked how much it would cost to make recycled water potable. Mr. Mace responded.

INFORMATION FROM STAFF

Legislative Update. Ms. McGinley handed out legislative updates. The following was discussed:

State: The 2015 Legislative Session concluded on September 11.

- SB 350 – Governor’s 50/50/50 Plan passed although petroleum was dropped from the bill
- SB 32 – California Global Warming Solutions Act of 2006 did not pass
- AB 802 – Energy Efficiency Benchmarking is awaiting Governor’s action
- AB 1288 – Air Resources Board is awaiting Governor’s action
- AB 1164 – Water Conservation: drought tolerant landscaping is awaiting Governor’s action
- SB 555 – Urban Retail Water Suppliers: Water Loss Management is awaiting Governor’s action

Federal: First day of the new fiscal year

Ms. McGinley spoke on the upcoming IPP Plant tour.

Drought Update. Mr. Mace reported that today was the first day of the new water year. He commented that the recent rain made for the second wettest day in September, and the wettest day in four years. He presented an update on the El Nino forecast.

Ms. Meyer reported that as of September, Burbank is at 677 million gallons of its Billion Gallon Challenge. She updated the Board on the free recycled water to go program.

Mr. Mace and Ms. Meyer responded to Board member questions.

ADJOURNMENT

The meeting was adjourned at 7:30 p.m. The next meeting will be held on Thursday, November 5, 2015, at 5:00 p.m. in the third floor Board room at Burbank Water and Power.

Pat Hickman
Recording Secretary

Joanne Fletcher
Acting Secretary to the Board

Bob Olson, Chair, BWP Board

memorandum

DATE: October 27, 2015
TO: Mark Scott, City Manager
FROM: Justin Hess, Asst. City Manager/Interim Community Development Director 
SUBJECT: **Planning Board Actions of October 26, 2015**

At the regular meeting of October 26, 2015, the Planning Board discussed the following items:

Study Session

1. Historic Sign Ordinance | Project No. 14-0003761 | Zone Text Amendment

The Board was presented with a Historic Sign Ordinance that would establish development standards and preservation incentives for Historic Signs in Burbank. The Board agreed with the flexibility offered in this ordinance. This item will come back as a public hearing in November for a vote by the Planning Board.

Reports

2. Planning Applications that do not require a decision by Planning Board

The Board was presented with several types of Planning applications that the Community Development Director approves throughout the year, along with the required public notices, administrative staff reports and findings .

3. Discuss methods of calculating the prevailing front yard setback and request input

The Board was presented with Part 2 of a discussion on the prevailing front yard setback as established by the Interim Development Control Ordinance (IDCO). Staff provided examples and methods for calculating the front yard setback and illustrated what could be used as buildable space for potential projects. The Board provided their recommendations to be used while the IDCO is in effect.

Attendance

Present: Rizzotti, Jo, Eaton, Petruelis

Absent: Atteukenian

October 7, 2015
4:30 p.m.

The regular meeting of the Civil Service Board was held in the City Council Chambers of City Hall.

Roll Call

Members present: Matthew Doyle, Chairperson
David Nos, Vice-Chairperson
Miguel Porras, Secretary
Jacqueline Waltman
Susan Widman

Also present: John Cassidy, Manager Telecommunications
Betsy Dolan, Management Services Director
Brady Griffin, Human Resources Manager
Jay Hawver, Police Lieutenant
Charmaine Jackson, Senior Assistant City Attorney
Stephanie Kandt, Administrative Analyst II
Sherry Kelley, Acting Administrative Officer
April Moreno, Human Resources Manager
Zizette Mullins, City Clerk
Jessica Sandoval, Executive Assistant
Julianne Venturo, Asst. Management Services Director

Additional Agenda Items

None

Open Public Comment Period of Oral Communications

None

Approval of Minutes

MOTION CARRIED: It was moved by Ms. Widman, seconded by Mr. Porras (with Mr. Doyle abstaining) and carried 4-0 to approve the minutes of the regular meeting of August 5, 2015.

MOTION CARRIED: It was moved by Ms. Widman, seconded by Ms. Waltman (with Mr. Porras and Mr. Nos abstaining) and carried 3-0 to approve the minutes of the regular meeting of September 2, 2015.

Proposed Amendments to Classification Plan

- **REVISION OF THE TITLE AND SPECIFICATION FOR THE CLASSIFICATION OF MANAGER TELECOMMUNICATIONS AND FACILITIES TO MANAGER TELECOMMUNICATIONS**

MOTION CARRIED: It was moved by Mr. Nos, seconded by Ms. Widman and carried 5-0 to approve the revision of the title and specification for the classification of Manager Telecommunications and Facilities to Manager Telecommunications.

- **REVISION OF THE TITLE AND SPECIFICATION FOR THE CLASSIFICATION OF DEPUTY CITY CLERK TO ASSISTANT CITY CLERK**

RECOMMENDATION: Note and file.

Recruitment and Selection Report – September 2015

RECOMMENDATION: Note and file.

Expedited Recruitment Quarterly Report

RECOMMENDATION: Note and file.

Appointments and Assignments – October 2015

For the month of October 2015, there was one temporary assignment extension needed. The extension was sought on behalf of the Police Department.

MOTION CARRIED: It was moved by Mr. Nos, seconded by Mr. Porras and carried 5-0 to approve the Appointments and Assignments for the month of October 2015.

Additional Leave Report

RECOMMENDATION: Note and file.

Adjournment

The regular meeting of the Civil Service Board was adjourned at 5:05 p.m.

Julianne Venturo
Assistant Management Services Director

APPROVED:

_____ DATE _____
Matthew Doyle, Chairperson

_____ DATE _____
Miguel Porras, Secretary



**CITY OF BURBANK
CIVIL SERVICE BOARD**

NOTICE

The regular meeting of the Civil Service Board will be held on **November 4, 2015 at 4:30 p.m.** in the **City Hall Council Chambers – 275 East Olive Avenue**. Support documents of items on this Agenda may be obtained from the Management Services Department or by visiting the City’s website at www.burbankca.gov. The agenda shall include information regarding how, to whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting.

AGENDA

1. Roll Call

2. Additional Agenda Items

None

3. Open Public Comment Period of Oral Communications

None

OVERVIEW: During this period of Oral Communications, the public may comment on any matter concerning Civil Service business, and/or any items on the agenda.

4. Approval of Minutes

Approved 3-0

OVERVIEW: Regular meeting of October 7, 2015.

RECOMMENDATION: Approve as submitted.

5. Proposed Amendments to Classification and Pay Plan

None

6. Recruitment and Selection Report – October 2015

Note and file

OVERVIEW: The Recruitment and Selection Report is submitted to the Board to reflect the activity occurring during a specified month in the Recruitment and Selection section of the Management Services Department–Human Resources Division.

RECOMMENDATION: Note and file.

7. **Appointments and Assignments**

Approved 3-0

OVERVIEW: For the month of November 2015, there are two temporary appointment extensions needed. The extensions are being sought on behalf of the Public Works Department and the Police Department.

RECOMMENDATION: Discuss and approve.

8. **Management Services Department (MSD) Fiscal Year 2015-16 Budget Report**

Note and file

OVERVIEW: During the September 2014 Board meeting, the Board identified three items for the Board to review: 1) citywide training program; 2) MSD's Work Program and Performance Indicators; and 3) MSD's budget. This report will discuss the final item, MSD's Fiscal Year 2015-16 budget. The Board completed the other items in previous meetings. An overview of the citywide training program for City employees was discussed in May 2015, and the Board provided feedback on MSD's Work Program and Performance in February 2015.

RECOMMENDATION: Note and file.

9. **Adjournment**

If you have any questions about any matter on the agenda, please call the Management Services Department at (818) 238-5026. This facility is disabled accessible. Auxiliary aids and services are available for individuals with speech, vision or hearing impairments (advanced notice is required). Please contact the ADA Coordinator at (818) 238-5424 voice or (818) 238-5035 TDD with questions or concerns.

CITY MANAGER'S OFFICE CITY NOTES

Important Updates for the Burbank City Council

October 30, 2015



Paramedic Training Institute Graduation

The Paramedic Training Institute Graduation for Class 235 was held at El Camino Community College on Tuesday, October 20. The Burbank Fire Department now employs three new Firefighter Paramedics (Daniel Nare, Joel Ray and Justin Searcy). Training included three months of didactic (classroom) training, one month of hospital clinical rounds, and two months (20 - 24 hour shifts) of a paramedic internship at an LA County fire station.

Personnel return to Burbank as well rounded Paramedics excited to provide great service to the community.

“Amazing Handshakes” for Public Works

Two Public Works employees were invited to participate in St. Finbar Parish School’s “Amazing Handshake” event on Friday, October 2. Senior Civil Engineer Alvin Cruz and Senior Clerk Carolyn Scully spent about an hour with a group of eighth grade students who are preparing for their high school entrance interviews. The event gave the students an opportunity to meet adults in different industries, practice their firm handshakes, and get pointers on how to make the most of their futures. Both Alvin and Carolyn reported that it was a very rewarding experience to interact with these future leaders, and they really appreciated the heartfelt handwritten thank you notes that followed.



(Alvin Cruz back row far right - Carolyn Scully back row fifth from right)

Burbank Tech Summit

On Thursday, November 5, TechFire and the City of Burbank will be presenting the Burbank Tech Summit, featuring leading venture capital investors and entrepreneurs from Silicon Valley, Burbank, and beyond. This event will feature high-profile speakers and an opportunity to network with founders, investors, press, office brokers, and other business and civic leaders from across Southern California.

Tesla Comes to Burbank

Tesla Motors celebrated its Grand Opening at 811 S. San Fernando Road on October 22, 2015. The new Tesla center includes: a 2,400 SF showroom with up to three vehicles on display, an area dedicated for pre-delivery inspection and customer delivery, and 10 lift workstations and two alignment racks for repair and maintenance.



Talaria Construction Begins

The Talaria Mixed-Use project continues to move forward at 3401 West Olive Avenue as the developer works to comply with all Conditions of Approval related to vacations. Public Works has approved a permit for work to begin the week of Monday October 26th which will close off Avon and begin removal of utilities.

Johnny Carson Park Revitalization Project



The Johnny Carson Park Revitalization Project is now more than 70% complete. This project includes the replacement of irrigation, lights, trails, play equipment and footbridges. Stream restoration is also included in the project. The very old asphalt and concrete bottom of the Tujunga Wash streambed has been removed as part of returning the stream to a more natural state. The soft bottom stream will help infiltrate storm water, reducing runoff into the Los Angeles River. The

photograph depicts the installation of one of the new bridges over the graded stream bottom. The park is scheduled to reopen in early 2016.

Burbank Arts Utility Box Beautification Program

The Burbank Arts Beautification Program is dedicated to exhibiting visual art outside the constraints of museums and galleries. This pilot beautification program was initiated by the Cultural Arts Commission, in partnership with the Parks and Recreation Department and Burbank Water and Power, to beautify our community and enhance the lives of our residents as well as those who work in the city. To that end, seven utility boxes have been painted with original art inspired by the theme of "Just Imagine" by seven gifted artists who were selected through a competitive process, and each individual box is sponsored by a local business. The program will culminate in an artist's reception to celebrate the unique artwork and success of the program.



Starting a Path to Lifelong Learning



The Central Library is pleased to have the opportunity to connect with students in a very meaningful way this school year. In addition to occasional visits by local public schools, St. Robert Bellarmine is sending each class, K-5, to the library once a month. The librarians provide the children with their own library cards, an orientation, individual assistance in finding books, and even a story time or lesson related to their curriculum. It's a busy time and a rewarding

experience to start the kids on the path to lifelong learning.

Halloween with Parks and Rec

Parks and Rec celebrated Halloween with a number of family-friendly activities: The Burbank Skate Park hosted the annual Halloween Skatefest on Friday, October 23. The free family event featured activities for all ages, including live music from the Burbank Music Academy, food, skate contests, face painting, and of course, the annual costume contest. The Verdugo Aquatic Facility hosted its 2nd Annual Floating Pumpkin Patch on Sunday, October 25. The event was free to the public and included recreational swim in the main and activity pool, games, crafts, and pumpkin decorating. The activity pool doubled as a pumpkin patch, with 300 pumpkins to choose from. BurrBear, the Aquatics mascot, greeted guests and offered photo opportunities. The Starlight Bowl was transformed into the Annual Haunted Adventure, themed "Forgotten Fairytales", on October 16 and 17. Over 800 visitors toured the haunted maze where they encountered twisted classic tales, including: Alice in Wonderland, Little Red Riding Hood, Rapunzel, Hansel and Gretel, and Pinocchio. Guests waited for their tour at Stough Park with carnival games, photo opportunities, a Thriller flash mob and refreshments. Over 100 volunteers helped in putting this event together.



Halloween Skatefest



Floating Pumpkin Patch



Haunted Adventure