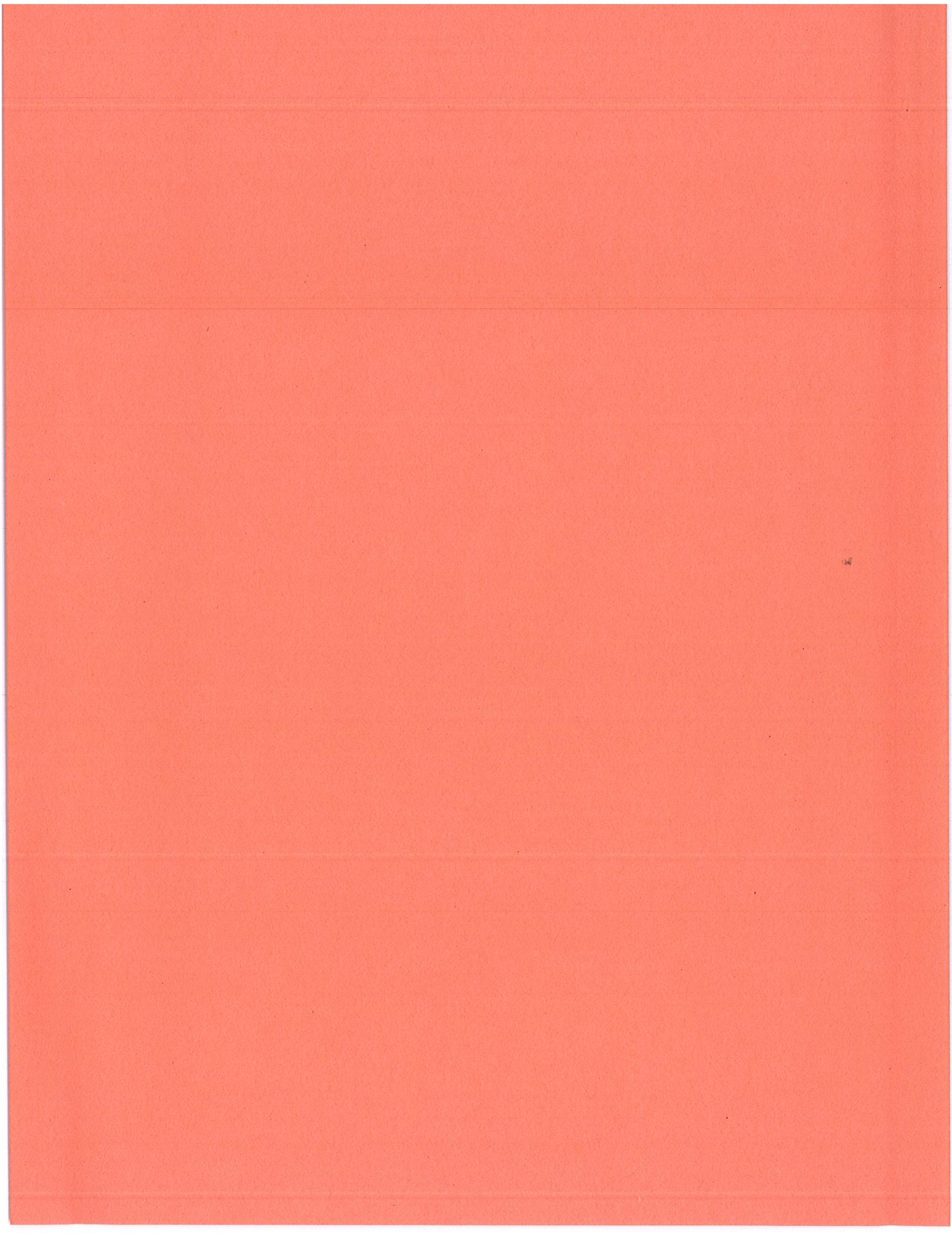


Weekly Management Report June 3, 2016

1. **Memo** - Burbank on Parade 2016 Itemized Costs - Parks and Recreation Department
2. **Report** - Recycling Quarterly Reports - Public Works Department
3. **Memo** - Place “No Bike Riding” Signs on Mariposa Bridge - Public Works Department
4. **Synopsis** - Planning Board Meeting of May 23, 2016 - Community Development Department
5. **Staff Report** - April 2016 Operating Results - Burbank Water and Power Department
6. **Minutes** - Burbank Water and Power Board Meeting of May 5, 2016 - Burbank Water and Power Department
7. **Minutes** - Civil Service Board Meeting of May 4, 2016 - Management Services Department
8. **Synopsis** - Civil Service Board Meeting of June 1, 2016 - Management Services Department
9. **Synopsis** - Traffic Commission Meeting of May 26, 2016 - Public Works Department
10. **Notes** - City Notes, May 27, 2016 - City Manager





Memorandum

Date: May 31, 2016

To: Ron Davis, Interim City Manager

From: Judie Wilke, Parks and Recreation Director *Judie Wilke*

Subject: **CITY MANAGER TRACKING LIST NO. 1852 – BURBANK ON PARADE
2016 ITEMIZED COSTS**

In response to the April 26, 2016 City Council meeting, the purpose of this memo is to provide a breakdown of the City's and overall parade costs for the 2016 Burbank on Parade event.

The Burbank on Parade (BOP) started as a parade down Olive Avenue to celebrate the end of World War II. In 1945, the Burbank Junior Chamber of Commerce organized a parade that was held in conjunction with an annual spring festival. The festival took place for twelve years. In 1981, a group of Burbank residents who had previously enjoyed attending the festival decided to revive the tradition through a community parade with special themes annually selected by BOP organizers.

While Burbank businesses and residents have continuously supported BOP, since 1985, significant financial funding and in-kind support has been contributed by multiple City departments including Parks and Recreation (PR), Police Department (PD), Public Works (PW), Burbank Water and Power (BWP), Public Information Office (PIO), Fire Department (FD), City Attorney's Office (CAO) and Management Services Department (MS). Notably, while some Departments have recently started charging for specific costs, most Departments continue to provide extensive in-kind support (staff facilitation during planning meetings, parade day support, and waiver of facility fees).

As part of the Fiscal Year 2013-2014 Budget process, at the May 16, 2013 City Council meeting, staff brought forward a discussion paper (Exhibit A) regarding citywide support of BOP. At that meeting, BWP agreed to absorb the cash contribution. Additionally, the Council approved a motion for the City to continue providing the same level of in-kind support to the BOP, excluding Police Department's costs. The City's cash and in-kind support to BOP in 2013 was \$29,587.

The total expense for the 2016 Burbank on Parade is approximately \$88,474.47 (Exhibit B). The BOP non-City required costs for 2016 is approximately \$23,985. These costs include their general event, operating, and advertising expenses. The incurred cost for

City requirements is \$37,664.64. These costs include barricades, dewatering of the water barricades, PD personnel for day of traffic control, a portion of the cost for special event insurance, street sweeping services, and porta potties. The City's total contribution including cash and in-kind support is \$37,759.83. The City's in-kind support includes advertising, special event insurance, staff time from the multiple departments for preparation and day of support, and miscellaneous costs.

BOP is a longstanding Burbank tradition that the City has supported for many years, financially contributing to it for the last 30 years. The 2017 parade is tentatively scheduled for Saturday, April 29, 2017.

LIST OF EXHIBITS

Exhibit A: Discussion Paper – Burbank on Parade Citywide Support

Exhibit B: 2016 Burbank on Parade Itemized Cost Breakdown

EXHIBIT A



CITY OF BURBANK

Park, Recreation and Community Services Department

STAFF REPORT

DATE: May 16, 2013

TO: Ken Pulskamp, Interim City Manager

FROM: Judie Wilke, Park, Recreation and Community Services Director

SUBJECT: DISCUSSION PAPER – BURBANK ON PARADE CITYWIDE SUPPORT

RECOMMENDATION

Elimination of the Park, Recreation, and Community Services (PRCS) Department's \$10,935 Burbank On Parade cash contribution line item. Staff also recommends that City Council consider the information presented regarding the City's overall support of the parade and direct staff as appropriate.

BACKGROUND

The Burbank On Parade (BOP) started as a parade down Olive Avenue to celebrate the end of World War II. In 1945, the Burbank Junior Chamber of Commerce organized a parade that was held in conjunction with an annual spring festival. The festival took place for twelve years and included parties, a pageant, contests, dancing, and other means of celebrating community in Burbank.

In 1981, a group of Burbank residents who had previously enjoyed attending the festival decided to revive the tradition through a community parade with special themes annually selected by BOP organizers. The parade now consists of decorated floats, high school and independent marching bands, antique and vintage cars, Burbank VIP's, Burbank organizations, and a parade Grand Marshal. Since then, the only year the parade was not held was in 2005 when it was cancelled due to an unmet need for Committee and volunteer support. While Burbank businesses and residents have continuously supported BOP, significant financial funding has been contributed by multiple City Departments including PRCS.

PRCS has supported the event since 1985 with varying cash contributions. Moreover, PRCS and other City Departments support BOP with significant staff and in-kind support. For many years, PRCS' fiscal impact relating to the annual parade included a cash contribution of \$13,500. Unfortunately, for the past few years, the Department could not meet its required reductions without proposing impacts to community partners such as BOP. During the Fiscal Year (FY) 2010–2011 Budget process, City Council approved a 10% reduction of BOP's annual cash contribution to \$12,150. The Council

approved an additional 10% reduction during the FY 2011-2012 Budget process to the current \$10,935 cash contribution.

DISCUSSION

During the PRCS Department's FY 2013-2014 Budget presentation, staff outlined a proposed elimination of the cash contribution to the parade. Moreover, as part of its presentation, the PRCS Department deemed it important that the Council have a comprehensive discussion regarding overall City support of the parade. The Department recognizes that reductions of past years and the current proposal(s) may affect the organization's ability to coordinate the annual community event. However, the Department also acknowledges that BOP has been successful in fundraising efforts to support additional costs presented. Notably, while other Departments have recently started charging for specific costs, PRCS continues to provide extensive in-kind support (staff facilitation during planning meetings, parade day support, and waiver of facility fees). This level of support has been longstanding. Since the cash contribution line item is currently in the PRCS Department's budget; upon staff's consideration of possible reductions, it annually considers placing BOP's cash contribution as a potential proposal in addition to its programs, services, and staffing.

Since 2011, due to a new City policy on hard closures, the parade had to incur additional expenses once absorbed by the City (street closure and barricade costs). Since it was the City's Centennial year and BOP organizers were not notified with much anticipation of the changes in policy requirements; the City provided one-time additional cash support in the amount of \$7,320 to address those costs. In 2011, the total cost associated with the street closure was \$12,420 with BOP addressing \$5,100. In 2012, BOP addressed *all* street closure costs and most recently this year, Police personnel costs. In 2013, the cost for Police personnel once absorbed by the City was \$11,814.97 and total costs for street closures (now contracted out to JCL) decreased to \$8,660 due to staff's work with BOP to adjust the traffic plan and staffing needs as viable.

At one point, the PRCS Department also supported BOP by incurring a cost of \$850 to install American Flags along Olive Avenue and providing shuttle services (last provided in 2011 at approximately \$450 for two buses for two hours). While neither the City nor BOP no longer addresses the former; the City waives all facility rental fees (Olive Recreation Center, Olive Park, and associated parking lots for the event total \$3,010.06), a street use permit fee (\$50), and No Parking signage costs (\$1,000). The Management Services Department also supports the parade by addressing the cost associated with Additional Special Event Insurance. Included in Management Services' FY 2013-2014 Budget, staff is proposing the elimination of BOP insurance coverage that is presently a line item for \$5,000. This year, the insurance coverage premium was \$245. This is a considerable reduction from previous years (estimated premium of \$2,000) as staff took a closer look at event attendance numbers and risk mitigation measures (waivers).

In the past two years, staff has worked closely with parade organizers to adjust the traffic plan to reduce costs. In fact, the plan was trimmed down significantly in 2013 from previous years. Police and Public Works agree that the current configuration ensures safety while not compromising the operational aspects of the parade. However, discussion regarding initiating the parade at different points has taken place in the past. Although a shorter or different parade route will still require barricades, Police personnel, and may present traffic control issues; it is essential that the City and BOP consider other potential options. Staff is currently reviewing an alternative of holding the parade on Clark, between Keystone and Lomita. This route may be secured with fewer officers and far fewer traffic control devices. While this may not be the first choice for the BOP Committee, it is an option that should be reviewed. Staging could be set up at John Burroughs High School (JBHS), allowing the parade to access Keystone from a gate near the baseball field. The parade could begin on Keystone and continue westbound on Clark, with judging in front of JBHS. Bleachers for spectators could potentially be erected in the JBHS parking lots. By using Clark, the total time of the overall staff detail may be reduced. This combined with reduced staffing numbers could yield a substantial savings, yet still provide for a safe and secure route. Certainly, using this route may impact residents living along Clark, potentially causing disruptions. However it is important to note that similarly, the closure on Olive Avenue or any other street impacts immediate areas including businesses and residences.

The Department recognizes that the proposals to be discussed may affect BOP's ability to coordinate a 2014 parade; however a comprehensive overview of City support is important to review so as to have a big picture discussion of the City's value of this long-time special event. In 2013, City in-kind costs and staff support totaled \$18,652.31 addressing: insurance coverage; facility, parking, and permit fees; key event planning and coordination; and day of set-up and cleanup needs. This does not include the costs that BOP has recently addressed and that the City once absorbed including street closures and Police personnel costs totaling \$20,474.97 in 2013. In 2013 the City provided a total of \$29,587.31 in overall monetary and in-kind support (Exhibit A),

Notwithstanding the options described in Exhibit B, as a new policy, the PRCS Department intends to charge for day-of staff services (and potentially in-kind services depending on request) incurred during special event partnerships with non-profit organizations. In addition, should Council decide to move forward with keeping the General Fund contribution to BOP, the PRCS Department requests that the funds be placed in a non-departmental account so this will no longer be included in the Department's total budget; thereby no longer affecting the total amount to be cut during times of budget reductions. Council should consider additional options particularly noting that the cash contribution does not cover the costs currently incurred by all City Departments.

FISCAL IMPACT

The total cost of support presented to BOP during FY 2012-2013 including the cash contribution, staff support, facility fee waivers, and special event insurance is \$29,587.31. This year BOP addressed street closure and Police personnel costs at

\$20,474.97. As part of PRCS Department's FY 2013-2013 budget reductions, staff has proposed the elimination of the \$10,935 cash contribution. The FY 2013-2014 Budget will be affected as directed pending Council's final decision.

CONCLUSION

BOP is a longstanding Burbank tradition that the City has supported for many years, financially contributing to it for the last 28 years. Unfortunately, there are no available funds in the PRCS Department's FY 2013-2014 Budget to support a cash contribution to BOP without impacting the Department's own programming. As a focal Burbank event, BOP has the ability to continue successful community fundraising for future parades as has been exemplified in recent years. The 2014 parade has already been tentatively scheduled for Saturday, April 24th.

LIST OF EXHIBITS

- Exhibit A: Fiscal Year 2012 – 2013 City Support of Burbank On Parade (BOP)
- Exhibit B: Alternative Options to Consider

2013 Burbank On Parade Citywide Support

Public Information Office (Day Of/Editorial)	\$ 1,340.00
Public Works (Day Of/Traffic Plan Review/Street Use & No Parking Sign Fees Waived)	\$3,566.75
Management Services (Special Event Insurance) *	\$245.00
PRCS Facility Fees (Olive Rec Center, Park, & Parking)	\$3,010.06
Parade Planning Meetings (PRCS/FIRE/PD/PW Staff Support for 8, 2 Hour Meetings)	\$7,319.84
PRCS Day Of Support (Parks Division)	\$3,170.66
PRCS Cash Contribution Line-Item	\$10,935.00
Total:	\$29,587.31

- **Total City Support without Cash Contribution - \$18,652.31**
- In 2013, Burbank On Parade addressed costs for:
 - Police Personnel - \$11,814.97
 - Street Closure/Barricades (JCL) - \$8,660.00
 - **Total - \$20,474.97**
- * BOP Insurance Coverage \$5,000.00 Line –Item proposed to be eliminated as part of Management Services' FY 2013-2104 Budget

ALTERNATIVE OPTIONS TO CONSIDER

OPTION A	Similar to what is proposed for the Burbank Tournament of Roses Association (BTORA); redirect the BOP cash contribution to Burbank Water and Power's budget.
OPTION B	Approve the PRCS Department's proposal to eliminate the cash contribution and suggest BOP organizers review route alternatives with staff for 2014 (to potentially reduce costs further), and engage additional sponsors and volunteers to support total funding needs to coordinate future parades. PRCS intends to charge for day-of staffing and services (\$3,170.66 in 2013) similar to Police in all options.
OPTION C	Approve the PRCS Department's proposal to eliminate the cash contribution and consider that instead of an annual cash contribution, the City address up to a certain amount for example \$20,000 of overall costs for the parade that may include Police personnel costs, facility use and street use waivers, insurance coverage, citywide planning support (staff), PRCS day-of costs, and street closure costs etc.
OPTION D	Approve the PRCS Department's proposal to eliminate the annual cash contribution <i>and</i> require that BOP address all City support costs from planning stages to event day. BOP will also have to continue addressing the street closure costs from a contracted vendor (2013 cost was \$8,660) for a total cost of \$39,127.28 in 2013.
OPTION E	Approve the PRCS Department's proposal to eliminate the annual cash contribution and direct City Departments to absorb <i>all</i> costs including those recently incurred by BOP (street closure and Police personnel costs). In this option, the City would absorb a total of approximately \$39,127 in staffing (pre-event and day-of event), street closure, facility use and street use, and insurance premium costs, as well as address payment for an outside contractor to establish a street closure and required barricades.
OPTION F	Not approve the cash contribution elimination and in addition direct the City to address up to a certain amount for example \$15,000 of overall costs for the parade that may include Police personnel costs, facility use and street use waivers, insurance coverage, citywide planning support (staff), PRCS day-of costs, and street closure costs etc.
OPTION G	Not approve the cash contribution elimination and continue requiring BOP to solely address street closure and Police personnel costs. In 2013, the total costs addressed by BOP for services were \$20,474.97. In this option, there would be no impact to BOP's existing costs other than a potential reduction in incurred expenses if the traffic plan is adjusted and/or route is shortened or changed for future parades.
OPTION H	Not approve the cash contribution elimination and direct City Departments to absorb <i>all</i> costs including those recently incurred by BOP (street closure and Police personnel costs). In this option, the City would absorb a total of approximately \$39,127 in staffing (pre-event and day-of), street closure, facility use and street use, insurance premium costs, and continue addressing the monetary contribution for a total of \$50,152.28.

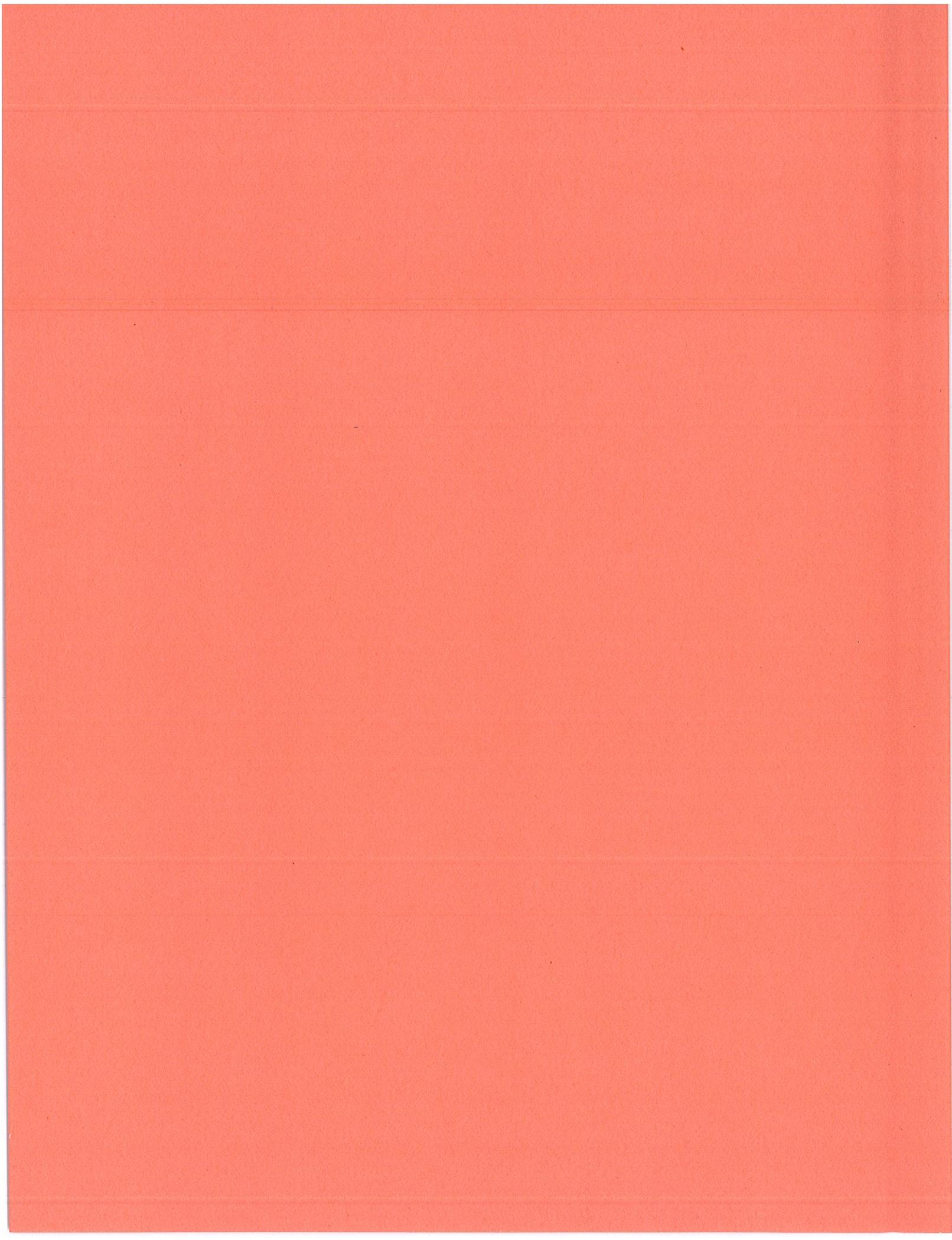
EXHIBIT B

EXHIBIT B

2016 Burbank on Parade Itemized Cost Breakdown

City Support	
Public Information Office (Day Of/Editorial)	\$ 1,398.19
Burbank Channel Ad	\$ 17.98
Public Works (Day of/Traffic Plan Review/ Street Use & No Parking Signs)	\$ 1,103.00
PR Facility Fees (Parking Lots) *Recreation Center, Joslyn, Creative Arts Center, and ballfields closed to public. (no fee assessed)	\$ 1,351.00
Parade Planning Meetings (PR/FIRE/PD/PW Staff Support for 8, 2 hour Meetings)	\$ 8,940.20
Fire Department Day of Support	\$ 1,320.00
PR Parks Division Support (Prep & Day of)	\$ 1,559.00
Police Personnel Prep	\$ 3,600.00
City Attorney - Entry Agreements	\$ 539.46
Management Services (Special Event Insurance)	\$ 5,396.00
PR Rec Guide Ad	\$ 1,000.00
Misc Costs (Reprographics - printing of 6,000 flyers for BUSD schools; Fire Department frisbee giveaway)	\$ 600.00
City Support (In-Kind Contribution)	\$ 26,824.83
BWP Cash Contribution	\$ 10,935.00
City Support (Cash Contribution)	\$ 10,935.00
City's Total Contribution	\$ 37,759.83
BOP Expenses	
JCL Traffic (Barricades)	\$ 11,350.00
Police Personnel Day of Parade	\$ 20,917.67
PW Water Barricades Dewater	\$ 1,920.00
Special Event Insurance	\$ 950.00
Misc. Items (porta potties, street sweeper)	\$ 2,526.97
BOP Incurred costs per City's requirements	\$ 37,664.64
BOP Incurred Event Cost (non-City required) Advertising, operating expenses, general event expenses	\$ 23,985.00
BOP Total Incurred Costs	\$ 61,649.64
BOP Total Event Costs * (including City in-kind support)	\$ 88,474.47

*Total cost does not include City's cash contribution (\$10,935) and BOP Fundraising (\$1,750)





**CITY OF BURBANK
PUBLIC WORKS DEPARTMENT**

DATE: June 1, 2016
TO: Ron Davis, Interim City Manager
FROM: Bonnie Teaford, Public Works Director 
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 - January through March 2016, for the Burbank Recycle Center.

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"

April 18, 2016

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

Re: Quarterly Director's Report – January – March 2016

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
January	2,207.87	15.74	41.39	2,265.00	90.60
February	1,880.05	14.39	38.18	1,932.62	77.30
March	2,059.68	17.07	34.46	2,111.21	78.19
Qtr Total	6,147.60	47.20	114.03	6,308.83	

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
January	827.07	670.67	156.40	786.64	40.43	95.11
February	757.01	598.08	158.93	720.03	36.98	95.11
March	840.91	662.06	178.85	799.83	41.08	95.11
Qtr Total	2,424.99	1,930.81	494.18	2,306.50	118.49	

Production Report

1. A residential characterization was performed in December and used for January - March tonnages. Commercial characterization were performed in November and used for January – March tonnages.
2. The following table summarized the tonnage shipped to market.

TONNAGE SHIPPED

Month	Shipped
January	2,084.48
February	2,138.36
March	2,067.96
Qtr Total	6,290.80

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)
January	37.96	40.43	(5.81)	827.07
February	31.60	36.98	(0.43)	757.01
March	37.06	41.08	3.59	840.91
Qtr Total	106.62	118.49		2,424.99

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
January	1,298.83	61
February	1,195.79	58
March	1,745.80	84
Qtr Total	4,240.42	203

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:

- January 29th – attended Public Works Safety Committee Meeting
- February 17th – provided Mattress Recycling training to City staff
- March 2nd – City conducted diesel tank training
- March 18th – City and Burrtec with KPCC radio station on Sharps hazards for employees

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"

February 11, 2016

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

Re: Monthly Report – January 2016

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 2,265.00 tons of material from all sources, for a daily average of 90.60, well below the maximum allowed per Section 3.1.11 of 375.
2. Of the tonnage received, 827.07 tons of material was from the City of Burbank. This consisted of 670.67 residential and 156.40 commercial. A detailed ticket log is attached.

Production Report

1. Utilized waste characterization performed in December for residential (copy attached) and in November for commercial.
2. During the month, 2,084.48 tons of material was shipped to market. A summary is included.
3. During the month we shipped 37.96 tons of residue to the Burbank Landfill. Of this amount, 40.43^B equates to residue for the month of January and 8.28^A tonnage over shipped during the month of December. This results in an over shipment to the Burbank Landfill of 5.81 tons, which will be adjusted in subsequent shipments.

A.	Residue – (Over)/Under – December Report	(8.28)
B.	Residue – January	40.43
C.	Residue – Shipped	(37.96)
D.	(Over)/Under	(5.81)

Residual Report

During the month, Burrtec hauled 37.96 tons of residue to the Burbank Landfill.

Landfill Reconciliation Report

Burrtec billed the City for 37.96 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 February 3rd.

Activity Report (Drop-Off/Buyback Material)

No mulch was delivered to the facility during the month.

During the month the facility received 82,784.10 pounds (41.39 tons) of drop-off recyclable material and 31,478.76 pounds (15.74 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:

- January 29th – attended Public Works Safety Committee Meeting

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

Material Type	Quarterly Composition Study				10/1/2016 - 1/31/16				Total Value per Ton
	Pounds	Tons	Percentage	Scrap Value (Per Ton)	Pounds	Tons	Inbound Ton	670.67	
Aluminum Cans	220.00	0.11	0.214%	\$ 1,040.00	2,870.00	1.44	\$ 1,492.40		
Glass - Amber	800.00	0.40	0.779%	\$ 3.77	10,450.00	5.23	\$ 19.70		
Glass - Flint	1,440.00	0.72	1.394%	\$ 13.17	18,698.00	9.35	\$ 123.13		
Glass - Green	1,920.00	0.96	1.849%	\$ (9.03)	24,802.00	12.40	\$ (111.98)		
Glass - 3 Mix	13,120.00	6.56	12.632%	\$ (79.86)	169,438.00	84.72	\$ (6,765.66)		
HDPE Mixed Color	620.00	0.31	0.602%	\$ 430.00	8,074.00	4.04	\$ 1,735.91		
HDPE Natural	680.00	0.34	0.652%	\$ 490.00	8,746.00	4.37	\$ 2,142.77		
Mixed Injection Plastic	2,760.00	1.38	2.667%	\$ (64.22)	35,774.00	17.89	\$ (1,148.70)		
Mixed Paper	57,600.00	28.80	55.472%	\$ 68.12	744,068.00	372.03	\$ 25,342.96		
Mixed Scrap Metal	1,660.00	0.83	1.596%	\$ 20.00	21,408.00	10.70	\$ 214.08		
Old Corrugated Cardboard	13,760.00	6.88	13.255%	\$ 125.58	177,794.00	88.90	\$ 11,163.69		
Old New Print	-	-	0.000%	\$ 122.31	-	0.00	\$ -		
PET	1,020.00	0.51	0.986%	\$ 162.17	13,226.00	6.61	\$ 1,072.43		
Res. Film	1,420.00	0.71	1.362%	\$ 36.34	18,270.00	9.14	\$ 331.97		
Residual (Burbank LF)	5,120.00	2.56	4.924%	\$ -	66,048.00	33.02	\$ -		
Tin Cans	1,680.00	0.84	1.615%	\$ 10.00	21,662.00	10.83	\$ 108.31		
Total	103,820.00	51.92	100.00%		1,341,328.00	670.66	\$ 35,721.01		

Scrap Value per Inbound Ton

CRV Material	Tons	CRV Rebate	Processing Fee	Admin Fee	Gross CRV Rebate	% CRV	Net CRV Rebate
Aluminum Cans	1.44	\$3,140.00	\$0.00	\$15.00	\$4,527.43	90.13%	\$4,080.57
Glass - Brown	5.23	\$208.00	\$101.07	\$15.00	\$1,693.27	41.63%	\$704.91
Glass - Clear	9.35	\$208.00	\$101.07	\$15.00	\$3,029.73	41.63%	\$1,261.28
Glass - Green	12.40	\$208.00	\$101.07	\$15.00	\$4,018.79	41.63%	\$1,673.02
Glass - Mixed	84.72	\$208.00	\$101.07	\$15.00	\$27,454.89	41.63%	\$8,000.63
HDPE Mixed Color	4.04	\$1,160.00	\$183.01	\$15.00	\$5,482.27	6.13%	\$336.06
HDPE Natural	4.37	\$1,160.00	\$183.01	\$15.00	\$5,938.56	6.13%	\$364.03
PET	6.61	\$2,420.00	\$165.96	\$15.00	\$17,200.15	53.80%	\$9,253.68
Total							\$25,674.18

CRV Value per Inbound Ton

Commodity Fee Calculation	Per Inbound Ton	Monthly Amount
Scrap Value	\$ 53.26	\$ 35,721.01
CRV Rebate	\$38.28	\$25,674.18
Total Material Value	\$ 91.54	\$ 61,395.19
Processing Cost	\$ 121.00	\$ 81,151.07
Net Material Value	\$ (29.46)	\$ (19,755.88)
Revenue / Cost Share	100.00%	100.00%
Commodity Fee	\$ (29.46)	\$ (19,755.88)

City of Burbank Monthly Commodity Fee
SP23128.001

Commerical Recycling

Material Type	Quarterly Composition Study				1/01/2016 - 1/31/16			
	Pounds	Tons	Percentage	Scrap Value (Per Ton)	Pounds	Tons	Total Value per Ton	Inbound Ton
Aluminum Cans	120.00	0.06	0.12%	\$ 1,040.00	376.00	0.19	\$ 195.52	156.40
Glass - Amber	320.00	0.16	0.31%	\$ 3.77	970.00	0.49	\$ 1.83	
Glass - Flint	500.00	0.25	0.49%	\$ 13.17	1,532.00	0.77	\$ 10.09	
Glass - Green	640.00	0.32	0.62%	\$ (9.03)	1,940.00	0.970	\$ (8.76)	
Glass - 3 Mix	7,060.00	3.53	6.80%	\$ (79.86)	21,270.00	10.64	\$ (849.31)	
HDPE Mixed Color	180.00	0.09	0.18%	\$ 430.00	564.00	0.28	\$ 121.26	
HDPE Natural	260.00	0.13	0.26%	\$ 490.00	814.00	0.41	\$ 199.43	
Mixed Injection Plastic	1,200.00	0.60	1.15%	\$ (64.22)	3,598.00	1.80	\$ (115.53)	
Mixed Paper	36,320.00	18.16	34.97%	\$ 68.12	109,386.00	54.69	\$ 3,725.69	
Mixed Scrap Metal	1,320.00	0.66	1.28%	\$ 20.00	4,004.00	2.00	\$ 40.04	
Old Corrugated Cardboard	48,000.00	24.00	46.22%	\$ 125.58	144,576.00	72.29	\$ 9,077.93	
Old New Print	-	-	0.00%	\$ 122.31	-	0.00	\$ -	
PET	460.00	0.23	0.44%	\$ 162.17	1,376.00	0.69	\$ 111.57	
Res. Film	1,460.00	0.73	1.41%	\$ 36.34	4,410.00	2.21	\$ 80.13	
Residual (Burbank LF)	4,920.00	2.46	4.74%	\$ -	14,826.00	7.41	\$ -	
Tin Cans	1,040.00	0.52	1.01%	\$ 10.00	3,160.00	1.58	\$ 15.80	
Total	103,800.00	51.92	100.00%		312,802.00	156.40	\$ 12,605.69	
Scrap Value per Inbound Ton								

CRV Material	Tons	CRV Rebate	Processing Fee	Admin Fee	Gross CRV Rebate	% CRV	Net CRV Rebate
Aluminum Cans	0.19	\$3,140.00	\$0.00	\$15.00	\$593.14	99.03%	\$587.39
Glass - Brown	0.49	\$208.00	\$101.07	\$15.00	\$157.17	77.94%	\$122.50
Glass - Clear	0.77	\$208.00	\$101.07	\$15.00	\$248.24	77.94%	\$193.48
Glass - Green	0.97	\$208.00	\$101.07	\$15.00	\$314.35	77.94%	\$245.00
Glass - Mixed	10.64	\$208.00	\$101.07	\$15.00	\$3,446.48	77.94%	\$1,880.33
HDPE Mixed Color	0.28	\$1,160.00	\$183.01	\$15.00	\$382.96	15.19%	\$58.17
HDPE Natural	0.41	\$1,160.00	\$183.01	\$15.00	\$552.71	15.19%	\$83.96
PET	0.69	\$2,420.00	\$165.96	\$15.00	\$1,789.46	80.92%	\$1,448.03
Total							\$4,618.86
CRV Value per Inbound Ton							

Commodity Fee Calculation	Per Inbound Ton	Monthly Amount
Scrap Value	\$ 80.60	\$ 12,605.69
CRV Rebate	\$29.53	\$4,618.86
Total Material Value	\$ 110.13	\$ 17,224.55
Processing Cost	\$ 121.00	\$ 18,924.40
Net Material Value	\$ (10.87)	\$ (1,699.85)
Revenue / Cost Share	100.00%	100.00%
Commodity Fee	\$ (10.87)	\$ (1,699.85)



BURRTEC

WASTE INDUSTRIES, INC.

"We'll Take Care Of It"

March 16, 2016

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

Re: Monthly Report – February 2016

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 1,932.62 tons of material from all sources, for a daily average of 77.30, well below the maximum allowed per Section 3.1.11 of 375.
2. Of the tonnage received, 757.01 tons of material was from the City of Burbank. This consisted of 598.08 residential and 158.93 commercial. A detailed ticket log is attached.

Production Report

1. Utilized waste characterization performed in December for residential (copy attached) and in November for commercial.
2. During the month, 2,138.36 tons of material was shipped to market. A summary is included.
3. During the month we shipped 31.60 tons of residue to the Burbank Landfill. Of this amount, 36.98^B equates to residue for the month of February and 5.81^A tonnage over shipped during the month of January. This results in an over shipment to the Burbank Landfill of 0.43 tons, which will be adjusted in subsequent shipments.

A.	Residue – (Over)/Under – January Report	(5.81)
B.	Residue – February	36.98
C.	Residue – Shipped	(31.60)
D.	(Over)/Under	(0.43)

Residual Report

During the month, Burrtec hauled 31.60 tons of residue to the Burbank Landfill.

Landfill Reconciliation Report

Burrtec billed the City for 31.60 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 March 4th.

Activity Report (Drop-Off/Buyback Material)

No mulch was delivered to the facility during the month.

During the month the facility received 76,363.20 pounds (38.18 tons) of drop-off recyclable material and 28,776.16 pounds (14.39 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:

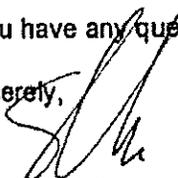
- February 17th – provided Mattress Recycling training to City Staff

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 Kaniow
Director of Recycling

City of Burbank Monthly Commodity Fee
CS23128.001

Material Type	Quarterly Composition Study Last Study Performed 12/15/15				2/01/2016 - 2/29/16				Total Value per Ton
	Pounds	Tons	Percentage	Scrap Value (Per Ton)	Pounds	Tons	Inbound Ton	598.08	
Aluminum Cans	220.00	0.11	0.214%	\$ 1,040.00	2,560.00	1.28		\$ 1,331.20	
Glass - Amber	800.00	0.40	0.779%	\$ 4.35	9,318.00	4.66		\$ 20.27	
Glass - Flint	1,440.00	0.72	1.394%	\$ 11.31	16,674.00	8.34		\$ 94.29	
Glass - Green	1,920.00	0.96	1.849%	\$ (11.90)	22,116.00	11.06		\$ (131.59)	
Glass - 3 Mix	13,120.00	6.56	12.632%	\$ (81.36)	151,098.00	75.55		\$ (6,146.67)	
HDPE Mixed Color	620.00	0.31	0.602%	\$ 430.00	7,200.00	3.60		\$ 1,548.00	
HDPE Natural	680.00	0.34	0.652%	\$ 480.00	7,798.00	3.90		\$ 1,871.52	
Mixed Injection Plastic	2,760.00	1.38	2.667%	\$ (64.37)	31,902.00	15.95		\$ (1,026.77)	
Mixed Paper	57,600.00	28.80	55.472%	\$ 66.53	663,534.00	331.77		\$ 22,072.46	
Mixed Scrap Metal	1,660.00	0.83	1.596%	\$ 20.00	19,090.00	9.55		\$ 190.90	
Old Corrugated Cardboard	13,760.00	6.88	13.255%	\$ 121.39	158,552.00	79.28		\$ 9,623.31	
Old New Print	-	-	0.000%	\$ 122.31	-	0.00		\$ -	
PET	1,020.00	0.51	0.986%	\$ 246.00	11,794.00	5.90		\$ 1,450.66	
Res. Film	1,420.00	0.71	1.362%	\$ 39.21	16,292.00	8.15		\$ 319.40	
Residual (Burbank LF)	5,120.00	2.56	4.924%	\$ -	58,898.00	29.45		\$ -	
Tin Cans	1,680.00	0.84	1.615%	\$ 10.00	19,318.00	9.66		\$ 96.59	
Total	103,820.00	51.92	100.00%		1,196,144.00	598.07		\$ 31,313.57	

Scrap Value per Inbound Ton

CRV Material	Tons	CRV Rebate	Processing Fee	Admin Fee	Gross CRV Rebate	% CRV	Net CRV Rebate
Aluminum Cans	1.28	\$3,140.00	\$0.00	\$15.00	\$4,038.40	90.13%	\$3,639.81
Glass - Brown	4.66	\$208.00	\$101.07	\$15.00	\$1,509.84	41.63%	\$628.55
Glass - Clear	8.34	\$208.00	\$101.07	\$15.00	\$2,701.77	41.63%	\$1,124.75
Glass - Green	11.06	\$208.00	\$101.07	\$15.00	\$3,583.57	41.63%	\$1,491.84
Glass - Mixed	75.55	\$208.00	\$101.07	\$15.00	\$24,483.16	41.63%	\$7,134.64
HDPE Mixed Color	3.60	\$1,160.00	\$183.01	\$15.00	\$4,888.82	6.13%	\$299.68
HDPE Natural	3.90	\$1,160.00	\$183.01	\$15.00	\$5,294.87	6.13%	\$324.58
PET	5.90	\$2,420.00	\$165.96	\$15.00	\$15,337.86	53.80%	\$8,251.77
Total							\$22,895.61

CRV Value per Inbound Ton

Commodity Fee Calculation	Per Inbound Ton	Monthly Amount
Scrap Value	\$ 52.36	\$ 31,313.57
CRV Rebate	\$38.28	\$22,895.61
Total Material Value	\$ 90.64	\$ 54,209.18
Processing Cost	\$ 121.00	\$ 72,367.68
Net Material Value	\$ (30.36)	\$ (18,158.50)
Revenue / Cost Share	100.00%	100.00%
Commodity Fee	\$ (30.36)	\$ (18,158.50)

City of Burbank Monthly Commodity Fee
SP23128.001

Commerical Recycling		Quarterly Composition Study				2/01/2016 - 2/29/16				158.93	
		Last Study Performed 11/04/15		Inbound Ton		Inbound Ton		Inbound Ton		Total Value per Ton	
Material Type	Pounds	Tons	Percentage	Scrap Value (Per Ton)	Pounds	Tons	Percentage	Scrap Value (Per Ton)	Pounds	Tons	Total Value per Ton
Aluminum Cans	120.00	0.06	0.12%	\$ 1,040.00	382.00	0.19	0.12%	\$ 1,040.00	382.00	0.19	\$ 198.64
Glass - Amber	320.00	0.16	0.31%	\$ 4.35	986.00	0.49	0.31%	\$ 4.35	986.00	0.49	\$ 2.14
Glass - Flint	500.00	0.25	0.49%	\$ 11.31	1,558.00	0.78	0.49%	\$ 11.31	1,558.00	0.78	\$ 8.81
Glass - Green	640.00	0.32	0.62%	\$ (11.90)	1,970.00	0.985	0.62%	\$ (11.90)	1,970.00	0.985	\$ (11.72)
Glass - 3 Mix	7,060.00	3.53	6.80%	\$ (81.36)	21,614.00	10.81	6.80%	\$ (81.36)	21,614.00	10.81	\$ (879.26)
HDPE Mixed Color	180.00	0.09	0.18%	\$ 430.00	572.00	0.29	0.18%	\$ 430.00	572.00	0.29	\$ 122.98
HDPE Natural	260.00	0.13	0.26%	\$ 480.00	826.00	0.41	0.26%	\$ 480.00	826.00	0.41	\$ 198.24
Mixed Injection Plastic	1,200.00	0.60	1.15%	\$ (64.37)	3,656.00	1.83	1.15%	\$ (64.37)	3,656.00	1.83	\$ (117.67)
Mixed Paper	36,320.00	18.16	34.97%	\$ 66.53	111,156.00	55.58	34.97%	\$ 66.53	111,156.00	55.58	\$ 3,697.60
Mixed Scrap Metal	1,320.00	0.66	1.28%	\$ 20.00	4,068.00	2.03	1.28%	\$ 20.00	4,068.00	2.03	\$ 40.68
Old Corrugated Cardboard	48,000.00	24.00	46.22%	\$ 121.39	146,914.00	73.46	46.22%	\$ 121.39	146,914.00	73.46	\$ 8,916.95
Old New Print	-	-	0.00%	\$ 122.31	-	0.00	0.00%	\$ 122.31	-	0.00	\$ -
PET	460.00	0.23	0.44%	\$ 246.00	1,398.00	0.70	0.44%	\$ 246.00	1,398.00	0.70	\$ 171.95
Res. Film	1,460.00	0.73	1.41%	\$ 39.21	4,482.00	2.24	1.41%	\$ 39.21	4,482.00	2.24	\$ 87.87
Residual (Burbank LF)	4,920.00	2.46	4.74%	\$ -	15,066.00	7.53	4.74%	\$ -	15,066.00	7.53	\$ -
Tin Cans	1,040.00	0.52	1.01%	\$ 10.00	3,210.00	1.61	1.01%	\$ 10.00	3,210.00	1.61	\$ 16.05
Total	103,800.00	51.92	100.00%		317,858.00	158.93			317,858.00	158.93	\$ 12,453.26

Scrap Value per Inbound Ton

CRV Material	Tons	CRV Rebate	Processing Fee	Admin Fee	Gross CRV Rebate	% CRV	Net CRV Rebate
Aluminum Cans	0.19	\$3,140.00	\$0.00	\$15.00	\$602.61	99.03%	\$596.76
Glass - Brown	0.49	\$208.00	\$101.07	\$15.00	\$159.77	77.94%	\$124.52
Glass - Clear	0.78	\$208.00	\$101.07	\$15.00	\$252.45	77.94%	\$196.76
Glass - Green	0.99	\$208.00	\$101.07	\$15.00	\$319.21	77.94%	\$248.79
Glass - Mixed	10.81	\$208.00	\$101.07	\$15.00	\$3,502.22	77.94%	\$1,910.74
HDPE Mixed Color	0.29	\$1,160.00	\$183.01	\$15.00	\$388.39	15.19%	\$59.00
HDPE Natural	0.41	\$1,160.00	\$183.01	\$15.00	\$560.86	15.19%	\$85.19
PET	0.70	\$2,420.00	\$165.96	\$15.00	\$1,818.07	80.92%	\$1,471.18
Total							\$4,692.95

CRV Value per Inbound Ton

Commodity Fee Calculation	Per Inbound Ton	Monthly Amount
Scrap Value	\$ 78.36	\$ 12,453.26
CRV Rebate	\$29.53	\$4,692.95
Total Material Value	\$ 107.89	\$ 17,146.21
Processing Cost	\$ 121.00	\$ 19,230.53
Net Material Value	\$ (13.11)	\$ (2,084.32)
Revenue / Cost Share	100.00%	100.00%
Commodity Fee	\$ (13.11)	\$ (2,084.32)



BURRTEC

WASTE INDUSTRIES, INC.

"We'll Take Care Of It"

April 18, 2016

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

Re: Monthly Report – March 2016

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 2,111.21 tons of material from all sources, for a daily average of 78.19, well below the maximum allowed per Section 3.1.11 of 375.
2. Of the tonnage received, 840.91 tons of material was from the City of Burbank. This consisted of 662.06 residential and 178.85 commercial. A detailed ticket log is attached.

Production Report

1. Utilized waste characterization performed in December for residential and in November for commercial.
2. During the month, 2,067.96 tons of material was shipped to market. A summary is included.
3. During the month we shipped 37.06 tons of residue to the Burbank Landfill. Of this amount, 41.08^B equates to residue for the month of March and 0.43^A tonnage over shipped during the month of February. This results in an under shipment to the Burbank Landfill of 3.59 tons, which will be adjusted in subsequent shipments.

A.	Residue – (Over)/Under – February Report	(0.43)
B.	Residue – March	41.08
C.	Residue – Shipped	(37.06)
D.	(Over)/Under	3.59

Residual Report

During the month, Burrtec hauled 37.06 tons of residue to the Burbank Landfill.

Landfill Reconciliation Report

Burrtec billed the City for 37.06 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 April 5th.

Activity Report (Drop-Off/Buyback Material)

No mulch was delivered to the facility during the month.

During the month the facility received 68,913.10 pounds (34.46 tons) of drop-off recyclable material and 34,144.42 pounds (17.07 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:

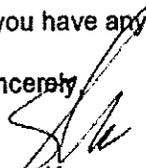
- March 2nd – City conducted diesel tank training
- March 18th – City and Burrtec with KPCC radio station on Sharps hazards for employees

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				3/01/2016 - 3/31/16			
	Last Study Performed 12/15/15				Inbound Ton			
Material Type	Pounds	Tons	Percentage	Scrap Value (Per Ton)	Pounds	Tons	Total Value per Ton	
Aluminum Cans	220.00	0.11	0.214%	\$ 1,040.00	2,834.00	1.42	\$ 1,473.68	
Glass - Amber	800.00	0.40	0.779%	\$ (0.45)	10,314.00	5.16	\$ (2.32)	
Glass - Flint	1,440.00	0.72	1.394%	\$ 8.18	18,458.00	9.23	\$ 75.49	
Glass - Green	1,920.00	0.96	1.849%	\$ (12.20)	24,482.00	12.24	\$ (149.34)	
Glass - 3 Mix	13,120.00	6.56	12.632%	\$ (71.41)	167,262.00	83.63	\$ (5,972.09)	
HDPE Mixed Color	620.00	0.31	0.602%	\$ 270.00	7,972.00	3.99	\$ 1,076.22	
HDPE Natural	680.00	0.34	0.652%	\$ 480.00	8,634.00	4.32	\$ 2,072.16	
Mixed Injection Plastic	2,760.00	1.38	2.667%	\$ (8.96)	35,314.00	17.66	\$ (158.21)	
Mixed Paper	57,600.00	28.80	55.472%	\$ 71.72	734,516.00	367.26	\$ 26,339.74	
Mixed Scrap Metal	1,660.00	0.83	1.596%	\$ 20.00	21,132.00	10.57	\$ 211.32	
Old Corrugated Cardboard	13,760.00	6.88	13.255%	\$ 120.38	175,512.00	87.76	\$ 10,564.07	
Old New Print	-	-	0.000%	\$ 122.31	-	0.00	\$ -	
PET	1,020.00	0.51	0.986%	\$ 246.00	13,056.00	6.53	\$ 1,605.89	
Res. Film	1,420.00	0.71	1.362%	\$ 39.96	18,034.00	9.02	\$ 360.32	
Residual (Burbank LF)	5,120.00	2.56	4.924%	\$ -	65,200.00	32.60	\$ -	
Tin Cans	1,680.00	0.84	1.615%	\$ 10.00	21,384.00	10.69	\$ 106.92	
Total	103,820.00	51.92	100.00%		1,324,104.00	662.05	\$ 37,603.85	
Scrap Value per Inbound Ton							\$ 56.80	

CRV Material	Tons	CRV Rebate	Processing Fee	Admin Fee	Gross CRV Rebate	% CRV	Net CRV Rebate
Aluminum Cans	1.42	\$3,140.00	\$0.00	\$15.00	\$4,470.64	90.13%	\$4,029.38
Glass - Brown	5.16	\$208.00	\$101.07	\$15.00	\$1,671.23	41.63%	\$695.73
Glass - Clear	9.23	\$208.00	\$101.07	\$15.00	\$2,990.84	41.63%	\$1,245.09
Glass - Green	12.24	\$208.00	\$101.07	\$15.00	\$3,966.94	41.63%	\$1,651.44
Glass - Mixed	83.63	\$208.00	\$101.07	\$15.00	\$27,102.30	41.63%	\$7,897.88
HDPE Mixed Color	3.99	\$1,160.00	\$183.01	\$15.00	\$5,413.01	6.13%	\$331.82
HDPE Natural	4.32	\$1,160.00	\$183.01	\$15.00	\$5,862.51	6.13%	\$359.37
PET	6.53	\$2,420.00	\$165.96	\$15.00	\$16,979.07	53.80%	\$9,134.74
Total							\$25,345.45
CRV Value per Inbound Ton							\$38.28

Commodity Fee Calculation	Per Inbound Ton	Monthly Amount
Scrap Value	\$ 56.80	\$ 37,603.85
CRV Rebate	\$38.28	\$25,345.45
Total Material Value	\$ 95.08	\$ 62,949.30
Processing Cost	\$ 121.00	\$ 80,109.26
Net Material Value	\$ (25.92)	\$ (17,159.96)
Revenue / Cost Share	100.00%	100.00%
Commodity Fee	\$ (25.92)	\$ (17,159.96)

City of Burbank Monthly Commodity Fee
SP23128.001

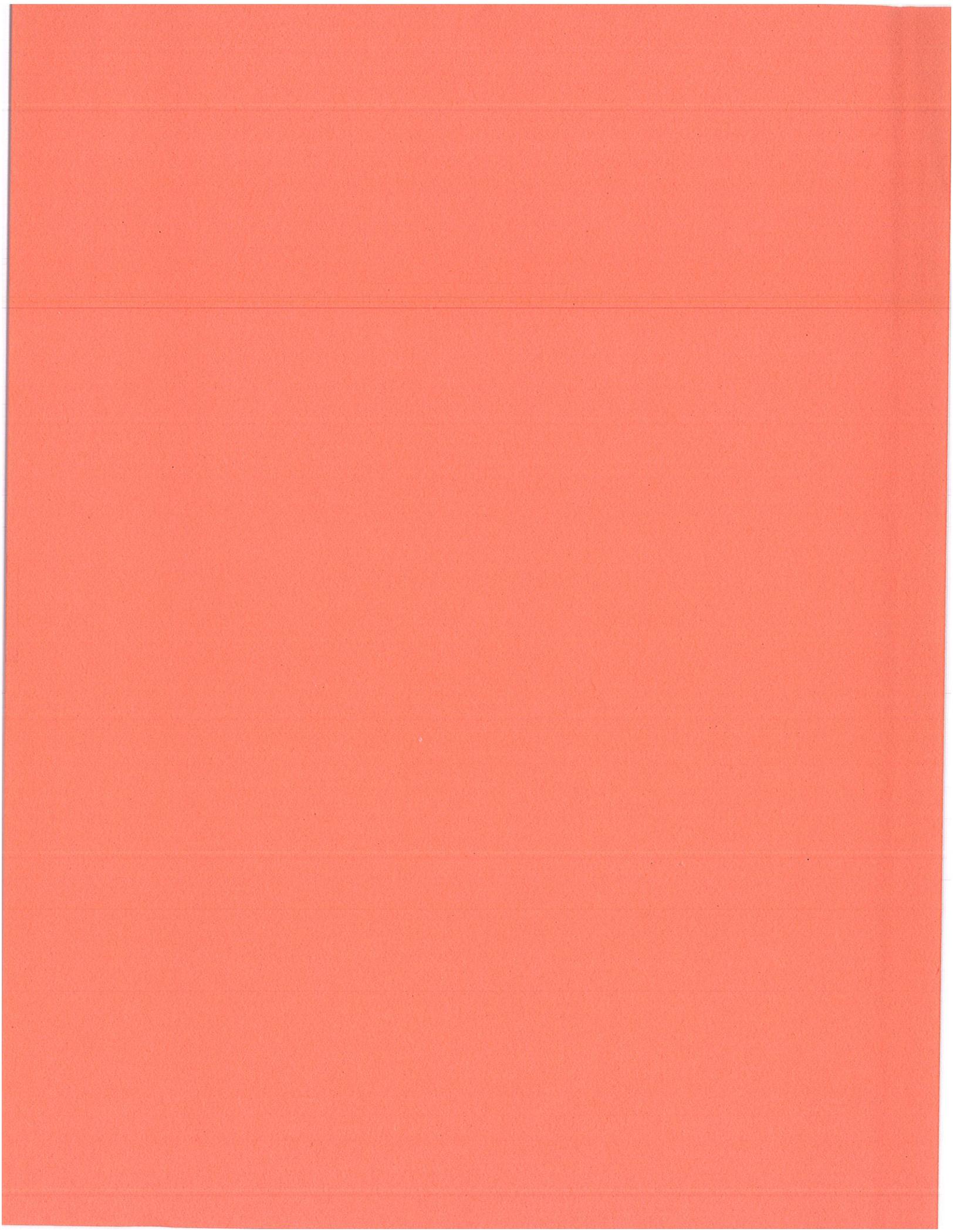
Material Type	Quarterly Composition Study				3/01/2016 - 3/31/16				Total Value per Ton
	Pounds	Tons	Percentage	Scrap Value (Per Ton)	Pounds	Tons	Inbound Ton	178.85	
Aluminum Cans	120.00	0.06	0.12%	\$ 1,040.00	430.00	0.22	\$	223.60	
Glass - Amber	320.00	0.16	0.31%	\$ (0.45)	1,108.00	0.55	\$	(0.25)	
Glass - Flint	500.00	0.25	0.49%	\$ 8.18	1,752.00	0.88	\$	7.17	
Glass - Green	640.00	0.32	0.62%	\$ (12.20)	2,218.00	1.109	\$	(13.53)	
Glass - 3 Mix	7,060.00	3.53	6.80%	\$ (71.41)	24,324.00	12.16	\$	(868.49)	
HDPE Mixed Color	180.00	0.09	0.18%	\$ 270.00	644.00	0.32	\$	86.94	
HDPE Natural	260.00	0.13	0.26%	\$ 480.00	930.00	0.47	\$	223.20	
Mixed Injection Plastic	1,200.00	0.60	1.15%	\$ (8.96)	4,114.00	2.06	\$	(18.43)	
Mixed Paper	36,320.00	18.16	34.97%	\$ 71.72	125,088.00	62.54	\$	4,485.66	
Mixed Scrap Metal	1,320.00	0.66	1.28%	\$ 20.00	4,578.00	2.29	\$	45.78	
Old Corrugated Cardboard	48,000.00	24.00	46.22%	\$ 120.38	165,328.00	82.66	\$	9,951.09	
Old New Print	-	-	0.00%	\$ 122.31	-	0.00	\$	-	
PET	460.00	0.23	0.44%	\$ 246.00	1,574.00	0.79	\$	193.60	
Res. Film	1,460.00	0.73	1.41%	\$ 39.96	5,044.00	2.52	\$	100.78	
Residual (Burbank LF)	4,920.00	2.46	4.74%	\$ -	16,954.00	8.48	\$	-	
Tin Cans	1,040.00	0.52	1.01%	\$ 10.00	3,612.00	1.81	\$	18.06	
Total	103,800.00	51.92	100.00%		357,698.00	178.85	\$	14,435.18	

Scrap Value per Inbound Ton

CRV Material	Tons	CRV Rebate	Processing Fee	Admin Fee	Gross CRV Rebate	% CRV	Net CRV Rebate
Aluminum Cans	0.22	\$3,140.00	\$0.00	\$15.00	\$678.33	99.03%	\$671.75
Glass - Brown	0.55	\$208.00	\$101.07	\$15.00	\$179.53	77.94%	\$139.93
Glass - Clear	0.88	\$208.00	\$101.07	\$15.00	\$283.89	77.94%	\$221.26
Glass - Green	1.11	\$208.00	\$101.07	\$15.00	\$359.39	77.94%	\$280.11
Glass - Mixed	12.16	\$208.00	\$101.07	\$15.00	\$3,941.34	77.94%	\$2,150.32
HDPE Mixed Color	0.32	\$1,160.00	\$183.01	\$15.00	\$437.28	15.19%	\$66.42
HDPE Natural	0.47	\$1,160.00	\$183.01	\$15.00	\$631.47	15.19%	\$95.92
PET	0.79	\$2,420.00	\$165.96	\$15.00	\$2,046.96	80.92%	\$1,656.40
Total							\$5,282.10

CRV Value per Inbound Ton

Commodity Fee Calculation	Per Inbound Ton	Monthly Amount
Scrap Value	\$ 80.71	\$ 14,435.18
CRV Rebate	\$ 29.53	\$ 5,282.10
Total Material Value	\$ 110.24	\$ 19,717.28
Processing Cost	\$ 121.00	\$ 21,640.85
Net Material Value	\$ (10.76)	\$ (1,923.57)
Revenue / Cost Share	100.00%	100.00%
Commodity Fee	\$ (10.76)	\$ (1,923.57)



**CITY OF BURBANK
PUBLIC WORKS DEPARTMENT
MEMORANDUM**

DATE: May 31, 2016

TO: Ron Davis, Interim City Manager

FROM: Bonnie Teaford, Public Works Director
By: Ken Johnson, Assistant Public Works Director - Traffic



SUBJECT: ITEM NO. 1832 – PLACE “NO BIKE RIDING” SIGNS ON MARIPOSA BRIDGE

At the Council meeting of February 9, 2016, the City Council approved an ordinance instituting new traffic control signage for the Mariposa Bridge. The ordinance became effective on March 25, 2016. Signs were installed on the bridge that prohibited bicycles on the bridge on March 28, 2016. The signs included the new Burbank Municipal Code prohibiting the bicycles (BMC 6-1-2802). The completed Work Order to install the signs is attached.

Attachment:

A. Work Order of March 1, 2016



**CITY OF BURBANK
PUBLIC WORKS DEPARTMENT
TRAFFIC DIVISION WORK ORDER**

TO: Signs and Painting **DATE:** March 1, 2016 **W.O.NO:** _____
ATTN: Jerry Anderson **PRIORITY:** Normal **P.W. FILE:** Location File

LOCATION: Mariposa Street Bridge across the Los Angeles River

DESCRIPTION: Refresh/update the signage on both sides of the bridge. Add modified R5-10c "BICYCLES PROHIBITED" SIGN to existing sign assembly. *3/10/16*

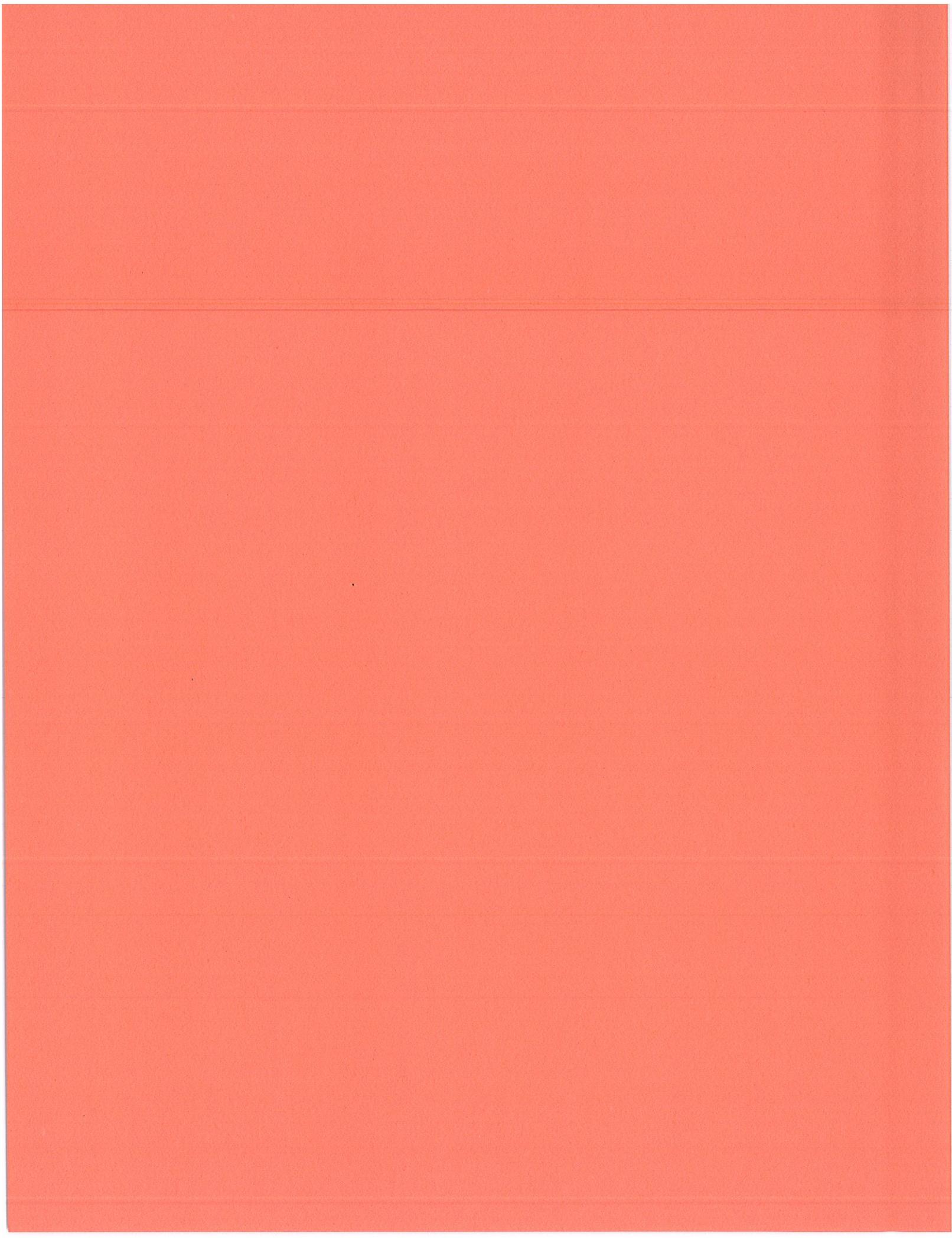


*Keep existing signs
and add
Bicycles Prohibited
Sign*

AFTER MARCH 25

Note: Ordinance passed by Council – second reading on February 9, 2016. Re-sign on March 10, 2016

Requested by : City Council	Date: February 9, 2016
Approved by: Ken Johnson <i>Ken Johnson</i>	Date: March 1, 2016
Completed by: <i>B. Tevark</i>	Date: <i>3/28/2016</i>
Copy sent to Police Department <i>B. Tevark</i>	Date: <i>4/5/16</i>



memorandum

DATE: May 24, 2016

TO: Ron Davis, Interim City Manager

FROM: Patrick Prescott, Community Development Director 

SUBJECT: **Planning Board Actions of May 23, 2016**

At the regular meeting of May 23, 2016, the Planning Board discussed the following items:

Public Hearings

1. Project No. 15-0008944 | Conditional Use Permit | 3000 West Olive Ave

The Board was presented with a request by Simmzy's restaurant for a Conditional Use Permit (CUP) for a Type 75 Alcohol Beverage Control license to implement a 340 square foot brewing component that will be incidental to the existing restaurant. The Board voted to approve the CUP with a 4-1 vote, with minor amendments made to the Conditions of Approval to allow additional flexibility for the applicant.

The Board's decision on this item is final. Modifications may not be made, nor the decision of the Board reversed, unless the Board's decision is appealed by the public or the City Council as a body decides to set the matter for a public hearing in lieu of an appeal. Any City Council Member requesting City Council review of this matter must submit a request in writing to the City Clerk by June 7, 2016.

2. Project No. 2005-24 | Conditional Use Permit | 1042 East Orange Grove Ave

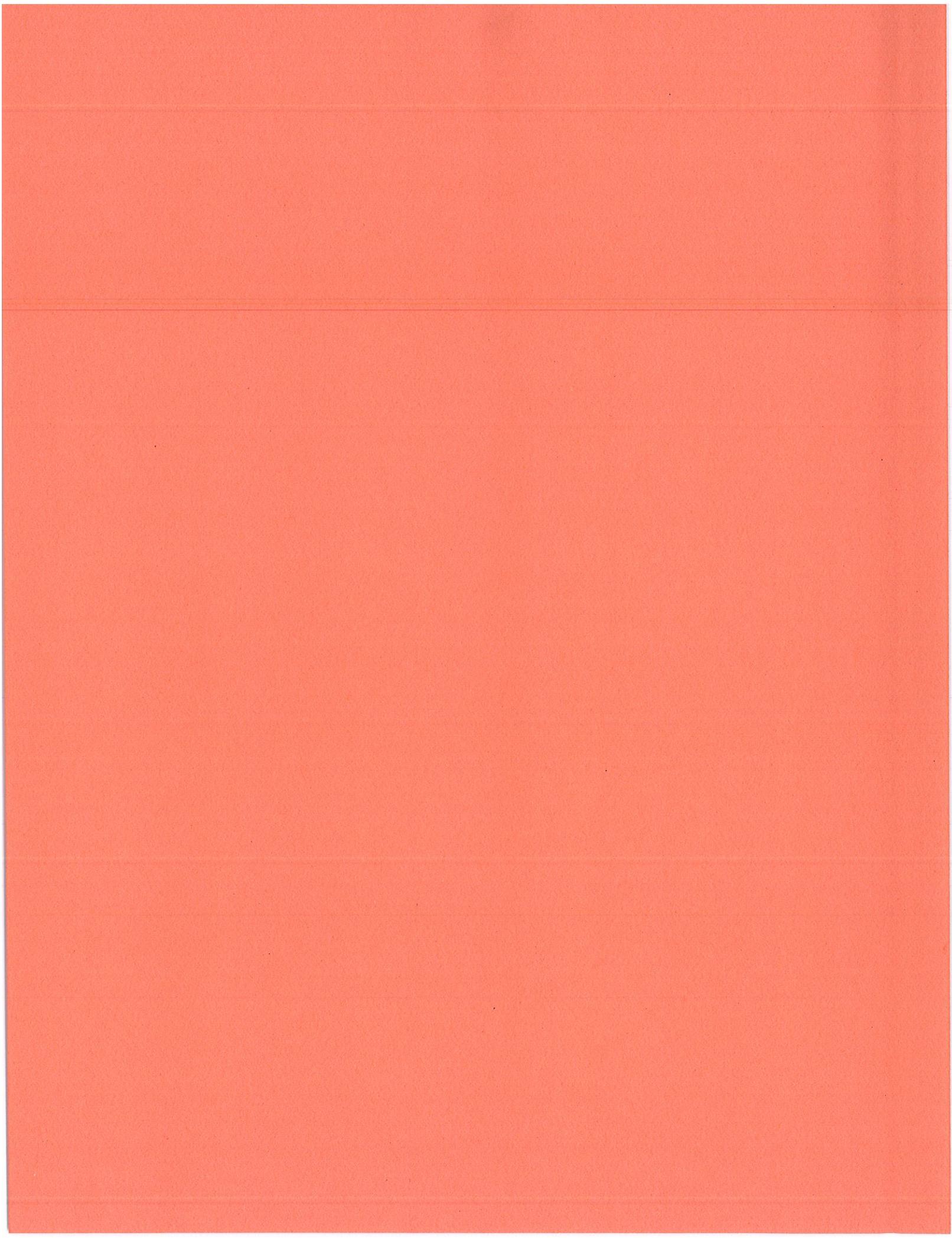
The Board was presented with a request to modify a CUP to convert a garage and attic into a habitable space and add an interior staircase. The Board approved the project 5-0.

The Board's decision on this item is final. Modifications may not be made, nor the decision of the Board reversed, unless the Board's decision is appealed by the public or the City Council as a body decides to set the matter for a public hearing in lieu of an appeal. Any City Council Member requesting City Council review of this matter must submit a request in writing to the City Clerk by June 7, 2016.

Attendance

Present: Rizzotti, Jo, Atteukenian, Eaton, Petrulis.

Absent:



8A.



**CITY OF BURBANK
BURBANK WATER AND POWER
STAFF REPORT**

DATE: June 2, 2016
TO: BWP Board
FROM: Jorge Somoano, Acting General Manager, BWP
SUBJECT: April 2016 Operating Results

SAFETY

Burbank Water and Power had no new reportable lost time injuries during April 2016.

Water Results of Operations

For the month of April, water usage was 16% (64 million gallons) lower than budgeted due to conservation; and usage was 30% (target 24%) below the April 2013 standard. April Potable Water Revenues were \$12,000 better than budgeted and Recycled Water Revenues were \$44,000 better than budgeted. April Water Supply Expenses were \$2,000 higher than budgeted. April's Gross Margin was \$34,000 worse than budgeted. Net Income was a loss of \$329,000, which was \$34,000 worse than budgeted.

April fiscal-year-to-date (FYTD) water usage was 20% (891 million gallons) lower than budgeted due to conservation efforts by customers; and since June 1st, Burbank has been meeting the overall volumetric reduction required to be in compliance with state mandated conservation by being below 24% of the 2013 standard. FYTD April Potable Water Revenues were \$2,964,000 worse than budgeted and Recycled Water Revenues were \$283,000 worse than budgeted. FYTD Water Supply Expenses were \$1,828,000 better than budgeted, corresponding to lower demand and aided by optimizing use of the BOU. The FYTD Gross Margin was \$1,846,000 worse than budgeted. Operating Expenses were \$1,240,000 better than budgeted. Net Income was a loss of \$519,000, which was \$537,000 worse than budgeted.

Electric Results of Operations

For the month of April, electric loads were 4.5% lower than budgeted and Retail Sales were \$283,000 lower than budgeted, primarily due to conservation and warmer than normal temperatures. April Power Supply Expenses were \$860,000 better than budgeted due to economic dispatch, the managing and optimizing of resources to take advantage of lower energy and fuel prices to meet system load; receiving less biomethane, rescheduling the MPP hot gas path outage, lower load, offset in part by receiving more renewable energy than planned and higher transmission expenses than planned. April's Gross Margin was \$876,000 better than budgeted. Net Income was a loss of \$852,000 which was \$895,000 better than budgeted.

FYTD April electric loads were 2.6% lower than budgeted and reflect conservation efforts offset in part by warmer than normal months of September and October. Retail Sales were \$2,011,000 lower than budgeted. FYTD Power Supply Expenses were \$10,592,000 better than budgeted due to economic dispatch, the managing and optimizing of resources to take advantage of lower energy and fuel prices to meet

system load; prior period true up credits, receiving less renewable energy than planned, lower O&M expenses than planned, lower load, and lower transmission expenses than planned. FYTD Gross Margin was \$8,746,000 better than budgeted. April FYTD Operating Expenses were \$2,325,000 better than budgeted. Net Income was \$10,999,000 which was \$11,314,000 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 comment and have recirculated the revised documents for further public comment. 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 State Water Resources Control Board is holding hearings on the Petition to add points of diversion in the Sacramento River to put water in the proposed under delta tunnels. The Bureau of Reclamation (Central Valley Project) and the Department of Water Resources (State Water Project) are the petitioners. Resolution of the proposed California Water Fix will culminate in late 2016.

Governor Brown issued an Executive Order on March 2, 2015 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 from 2013, 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.

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, 2015. 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 MWD Board rescinded the WSAP on May 10, 2016 while calling for continued conservation. The Governor's order restricts much more deeply than this and has always been the controlling element. The table below shows the gallons per capita day (GPCD) goals before and after the Governor's orders.

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%

The measurement period dictated by the Governor's Executive order began June 1st, 2015. In the months of **June, July, August, September, October, November, December of 2015 and January, February of 2016, potable water use was 26%, 28%, 27%, 30%, 26%, 24%, 20%, 20% and 17% respectively, below the 2013 benchmark and just meeting the 24% state mandated overall volumetric reduction for the nine month period.** GPCD usage for February was 96 GPCD, although the benchmark was missed. The two day a week watering restriction played a large part in water use reduction in the warmer months. The heaviest water use months are through October. Outdoor watering is limited to one day a week November through March. Because watering limitations were not in effect in 2013, significant reduction in water use from 2013 enabled Burbank to meet the mandated reduction goal.

The SWP allocation for 2016 was set at 15% on January 26, 2016. It was increased to 30% on February 24, 2016 and then to 45% on March 18, 2016. The SWRCB decided in January to extend the Governor's Executive Order thru October of 2016 but will reconsider this decision in May in light of subsequent precipitation that has and still may occur in April. Burbank's Conservation Standard was revised to 22%, giving some buffer but the extension from March thru October is still a billion gallon reduction compared to water use in the same period in 2013. The SWP allocation for 2016 was increased to 60% on April 21. The Governor issued a new Executive Order on May 9 discussing making water conservation a California way of life while stating that the State Water Resource Control Board (SWRCB) would adjust emergency water conservation regulations as soon as practicable. The Executive Order made the prohibition of a number of water wasting practices permanent but these practices were already prohibited at all times in the Burbank Sustainable Water Use Ordinance. The SWRCB is meeting on May 16 to accept comments on the new Executive Order, but clear direction on requirements will not be available for at least six weeks. In the interim, the existing 22% reduction requirement through October, 2016 is still in effect.

It is not expected that one year of more than average precipitation will break the drought. MWD is planning to add 400,000 acre-feet of water to storage in 2016 to combat the continuing drought in 2017.

Moving into this extended eight month conservation period, March and April 2016 show a continued trend in lower water usage of approximately 30% compared to March and April of 2013. Water volumes of 142 and 149 million gallons, respectively, were conserved for a total volume of 291 million gallons for the two months. The goal for the new period will be achieved by strictly adhering to the watering restrictions of Stage III and conservation practices, completing remaining recycled water (RW) conversions and continuing to educate and remind the public of the need to conserve. Enforcement through fines has been conducted and will continue, with any funds received set aside to assist conservation efforts for low income customers during the drought.

In compliance with our agreement with MWD, 155 acre-feet of untreated water was taken through the B-6 connection in Pacoima and spread in the Pacoima Spreading grounds in April. The agreement with MWD requires the water volume in the tunnel be "turned over" every six months to maintain water quality. The 155 acre-feet will be added to our ground water inventory.

The BOU was 71.6% available for service in April. The Plant was off-line for 8 days (April 4 thru April 11) due to an MWD shutdown of the trunk line serving the B-5 connection and consequently no blending water was available. All Liquid Phase Granulated Activated Carbon Filters were available for service. All BOU wells were available for service. The effects of the 2/1 (Summer/Winter) day a week landscape watering restrictions have a significant impact on demand. BWP is maximizing BOU production by optimizing the blend with MWD treated water.

Availability	Production	Average Flow Rate (gallons per minute)
71.6%	48.26%	4,343

The Public Works Dept. lift station at Beachwood Dr. suffered a failure on April 22 that flooded the dry well side of the lift station and submerged their pump motors and control panels. Recycled water flow from the BWRP was cut in half and required potable make up flow to keep the RW system full during periods of high use. Well water was fed to the Magnolia Power Plant from BWP on-site wells to limit the use of potable make up water. BWP Water Division staff coordinated with the BWRP staff to minimize the use of potable makeup water. Near normal flow from the Beachwood lift station was restored on May 10.

Project Updates:

Work started at the end of January on an 8-inch ductile iron RW main extension in Alameda Ave from Lima St. to Avon St. and then across Alameda Ave. and up Avon St.

to Oak Ave. to support the Talaria project. Work was completed at the beginning of April.

Work started on 650 l.f. of 8-inch ductile iron potable water main in Frederic Street from Clark Ave. to Verdugo Ave. Work is scheduled to be complete in early June.

Work was started and completed on 600 l.f. of 6-inch ductile iron potable water line to connect a portion of Brighton Street to the distribution grid at Pacific Ave.

Interior painting of the Vis Montana #2 began the last week of April. The exterior will also be painted when the interior is done. Painting will be completed by mid- June.

Council awarded the Seismic retrofit of the McClure Tank to Crosno Construction April 26, 2016. Work started in May and is projected to be complete by April 2017.

The Joint Service Agreement (JSA) between BWP and the Los Angeles Department of Water and Power (LADWP) was 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 2015 Board meeting. Construction on these two extensions began in October 2015 and will be complete by early May 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 2015. Actual construction started in mid-October 2015. The first two phases along the Chandler Bikeway and the Whitnall Hwy. at Burbank Blvd. were completed in March. Phase three, along Verdugo Ave (17,000 l.f. of pipe) began in late April. The BWP Board awarded the first portion of the Phase Three contract to Williams Brothers at the April Board meeting. LADWP is acquiring approval from their Board in June to increase the contract cost on phase three because of additional cost due to reduced work hours and street repairs required by the City of L.A. This will fully fund Phase Three.

A new Waste Discharge Requirements and Water Recycling Requirements Permit was granted to the City of Burbank on April 14, 2016. This brought the City into full compliance by recognizing the use of RW in cooling towers. A Waste Water Change Petition was submitted to amend Burbank's water rights to our RW account for our recent expansion of use and for our plans of additional use 10 years into the future.

333 Screenland (condos) was converted in April. The submittal of the Water Rights Change Petition mentioned above will clear the way for conversion of the following cooling towers and associated landscape at the sites in May and June: 3400 Olive (The Pinnacle Irrigation), 3601 Olive (Business Arts Plaza cooling tower), 3500 Olive (Central Park cooling tower), 2100 Riverside Dr. (Disney Animation cooling tower), 3300 Olive (The Pinnacle cooling tower), 3400 Olive (The Pinnacle cooling tower and St. Joseph's Urgent Care). Other landscape sites scheduled for conversion are 1100 Olive Ave.

(Senior Living), 2509 Naomi (Condos), 1928 Jewelry Co. parking lot and 1928 Jewelry Co. Main Building.

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



Preparing to abandon inactive 12" lateral on Hollywood Way at Tulare



New water main installation in progress on Frederic Street from Clark to Verdugo



Installing new water services on Frederic from Verdugo to Clark

DISTRIBUTION

ELECTRIC RELIABILITY

OUTAGES

In April 2016, BWP experienced no sustained feeder outages. In the past twelve months, automatic reclosing has reduced customer outage time by approximately 1,107,010 customer minutes.

Reliability Measurement	May 2014-April 2015	May 2015-April 2016
Average Outages Per Year (SAIFI)	0.1596	0.3976
Average Outage Duration (CAIDI)	30.83 minutes	48.76 minutes
Average Service Availability	99.999%	99.996%
Average Momentary Outages Per Year (MAIFI)	0.3885	0.2644
No. of Sustained Feeder Outages	8	13
No. of Sustained Outages by Mylar Balloons	1	0
No. of Sustained Outages by Animals	1	1
No. of Sustained Outages by Palm Fronds	2	3

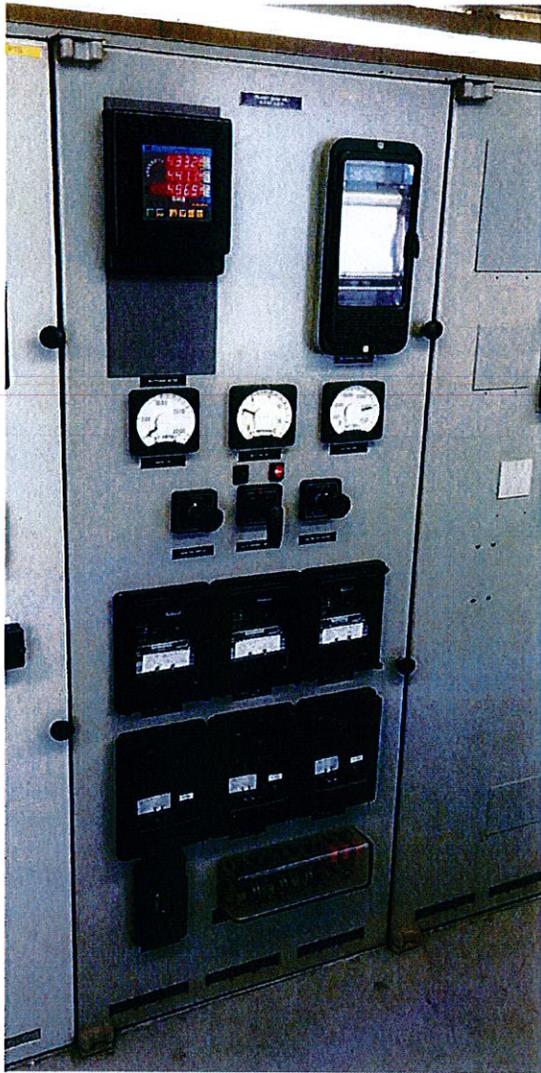
PROJECT UPDATES:

SUBSTATIONS

Transformer Relay Replacement at Town Substation

BWP is continuing its efforts to modernize its protective relays from electromechanical to microprocessor relays in order to enhance arc flash safety, improve equipment reliability, and reduce overall maintenance costs. In addition to replacing transformer relays at San Jose Substation last month, BWP recently completed relay replacements at Town Substation for two of three substation transformers, Town A-1 and A-2 .

Detailed engineering design and procurement of equipment began in September 2015. BWP's Electrical Equipment Section installed and tested the new relays in April 2016.



Bank A-1 Panel Before Replacement

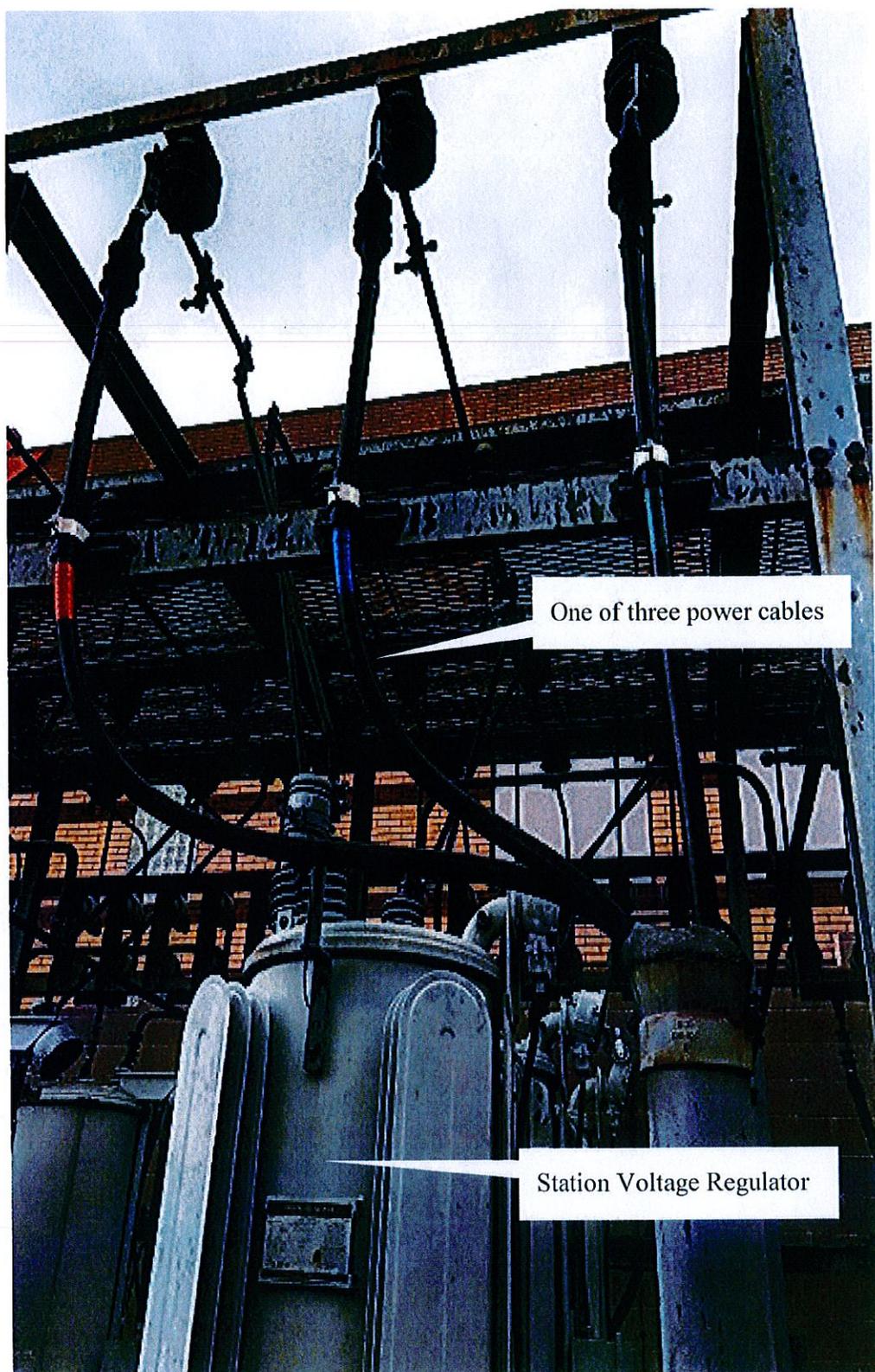


Bank A-1 Panel After Replacement

T-14 Feeder Ampacity Upgrade at Town Substation

BWP upgraded the capacity of 4kV feeder number 14 from Town Substation (T-14) in order to improve voltage and reliability to BWP customers. As part of the project, BWP upgraded cable and current sensors inside Town Substation to match the capacity of the distribution cables leaving the station. Replacement of the cable inside the station between the voltage regulator and switchgear also reduced the risk of a potential failure from power cable that was in poor condition. Photo on next page.

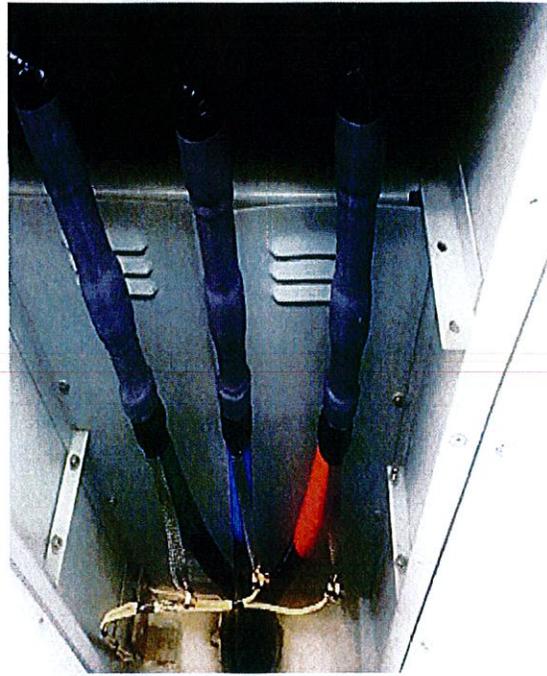
Detailed engineering design and procurement of equipment for installation of the new power cable and current sensors began in December 2015. BWP's Electrical Equipment and Electrical Distribution replaced and tested the new cable and current sensors in April 2016.



New Power Cable at Regulator End



Old Power Cable at Switchgear End



New Power Cable at Switchgear End

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 101W replaces the 250W HPS luminaire. To date, 22.11% 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
HIGH PS SODIUM				
70W	19	19	0	0.20
100W	3,664	2,460	-1,204	25.94
150W	17	17	0	0.18
200W	3	3	0	0.03
250W	2,979	2,304	-675	24.29
360W	14	14	0	0.15
400W	2,157	2,022	-135	21.32
LOW PS SODIUM				
55W	137	137	0	1.44
FLUORESCENT				
85W	128	128	0	1.35
INCANDESCENT				
2500 LUMEN	10	10	0	0.11
4000 LUMEN	1	1	0	0.01
100W INC.	74	74	0	0.78
METAL HALIDE				
250W	190	190	0	2.00
400W	10	10	0	0.11
LED				
42W	1	1,219	1,218	12.85
101W	1	799	798	8.42
120W	63	63	0	0.66
150W	18	16	-2	0.17
TOTAL # OF LAMPS	9,486	9,485	-1	100.00
ENERGY				
Annualized Mwh	9,268	8,151	-1,116.27	
Average Mwh/lamp	0.98	0.86	-0.12	

Table 1: Breakdown of streetlight luminaires in City of Burbank's Street Lighting System, April 2016.

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 Ave location recorded the most sessions (269) with 418 total charging hours of usage.

Month of usage	KWh	GHG savings in kilograms (kg)	Charging time (hours)*
April 2016	15,212	6,389	3,617
March 2016	15,717	6,601	3,747
February 2016	13,595	5,710	3,371
January 2016	13,011	5,465	3,028
December 2015	12,378	5,199	2,959
November 2015	12,853	5,398	3,076
October 2015	13,058	5,485	3,509
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

* 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
April 2016	5	150	443	4,178
March 2016	14	145	438	4,151
February 2016	20	131	424	4,053
January 2016	27	111	404	3,962
December 2015	16	84	377	3,829
November 2015	18	68	361	3,741
October 2015	14	50	343	3,667
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

BWP Wins California Municipal Utilities Association Award

BWP has won the California Municipal Utilities Association (CMUA) award for Best Water Program for a Large Water Agency for our Home Water Reports program. In April 2015, at the peak of a four year statewide drought, BWP began providing Home Water Reports to 15,000 single-family customers. The Reports contain information on the household's recent water use, a comparison with similarly sized homes, and programs and tips to reduce water use and monthly bills. Additionally, the Home Water Reports program provides online access to the resident's hourly, daily and weekly water use so that customers can best understand and work to reduce their water usage. The online portal also includes a library of water conservation tips and a leak detection module. A recent enhancement to the program has been automatic customer notification for possible leaks detected by the program.

TECHNOLOGY

Broadband Services (ONE Burbank)

	April New Orders	Revenues for April 2016	FYTD 2015-16 Revenues	FYTD Budget
Lit	5	\$120,511	\$1,076,834	\$708,333
Dark	1	\$169,081	\$1,761,085	\$2,125,000
Total	6	\$289,592	\$2,837,919	\$2,833,333

BWP WiFi

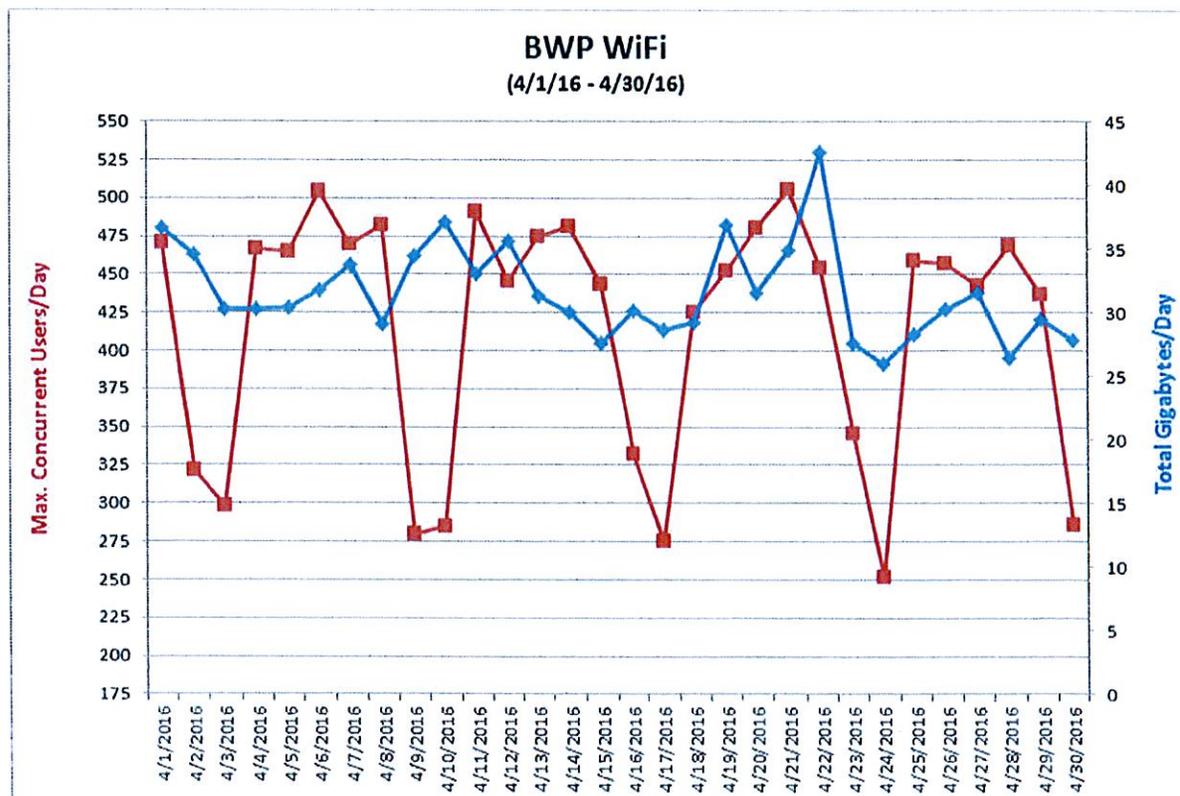
On August 17, 2015, BWP WiFi launched throughout the City of Burbank as a free citywide wireless community broadband service.

For the month of April 2016, staff reports the following metric highlights:

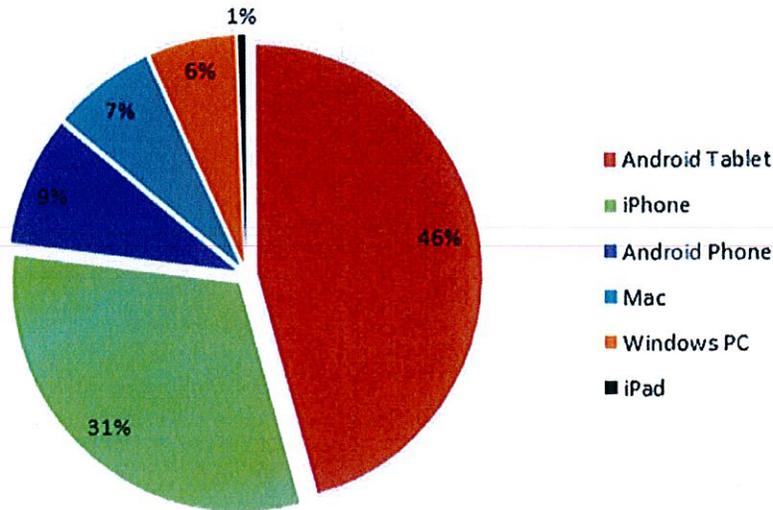
Maximum Concurrent Users: 506 users on 4/21/16

Maximum Bandwidth Consumed: 42.52 GB on 4/22/16

Maximum Sessions by Device Type: Android Tablets with 46% of all sessions



BWP WiFi - Sessions by Device Type (4/1/16 - 4/30/16)



POWER SUPPLY

Project Updates:

Aliso Canyon

Southern California Gas Company (SoCalGas) owns and operates the natural gas infrastructure in most of Southern California, including supply to natural gas-fired power plants operated by BWP, GWP, LADWP, and others in the LA Basin. For many years, SoCalGas has used its Aliso Canyon natural gas storage facility, located near Porter Ranch, CA, to ensure reliable natural gas supply in the Basin, including to these generators. Aliso Canyon is the largest such facility in the Western US. On October 23, 2015, one of Aliso Canyon's 115 wells began to leak and the facility was shut down and mostly emptied. The leak was plugged on February 18, 2016 after significant leakage of natural gas into the atmosphere.

SoCalGas, the California Governor's Office, the California legislature, numerous federal and state agencies, electric utilities (including BWP), and other stakeholders have been working since the leak was discovered to understand the leak's potential impact on electric reliability and develop mitigation plans. In this connection, an Action Plan was jointly developed by the California Public Utilities Commission, the California Energy Commission, the California Independent System Operator, SoCalGas, and LADWP. The Action Plan proposes 18 steps that utilities can take to mitigate the risk of outages. The Action Plan anticipates, as a base case, 14 days of Aliso-related electric outages in this summer and an unknown number this winter (when natural gas demand is greater). On a parallel path, Governor Brown just signed SB380 (Pavley) into law. SB380 dictates, among other things, the testing and certification required at Aliso

Canyon before it may resume operations. At the same time, SoCalGas is working with its generator-customers, including BWP. Finally, BWP has asked its balancing authority, LADWP, for detailed discussions regarding BA-wide operations planning for Aliso Canyon-related risks.

Unfortunately, the full impact of the Aliso Canyon shut-down is not yet known and thus, while these steps are helpful, they fall short of a fully formed plan to maintain electric reliability in the LA Basin.

In light of these developments, a new BWP staff committee, the Electric Reliability Committee, is working to prudently and responsibly plan for and address the Aliso Canyon situation and any related issues as BWP seeks to maintain reliable electric service to its customers.

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 by Rockwell was delivered to the MPP site in April 2015 and moved into place July 2015. BWP mechanics leveled and anchored the VFD equipment inside the MPP Steam Turbine Generator (STG) building. Black and Veatch (B&V) engineers have developed the electrical construction deliverables, denoting areas which are on HOLD pending information from GE Industrial regarding switchgear modifications. The BWP electricians are now installing conduits and cable trays to accommodate the pending electrical wiring and cables, and the BWP mechanics are constructing a cover over the equipment to protect it from deluge. Over the next few weeks, BWP will continue electrical and mechanical installation, including cable procurement and terminations. The scheduled 3-day water wash outages in July and October will be used to make DCS tie-ins to allow checkout activities to proceed prior to the final tie-ins and commissioning of the VFD system that will coincide with the 5.5 week planned outage (hot gas path inspection) that will start on February 4, 2017. Project completion is anticipated in March 2017.

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 are holding the organizational meetings 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. The Committee meets monthly.

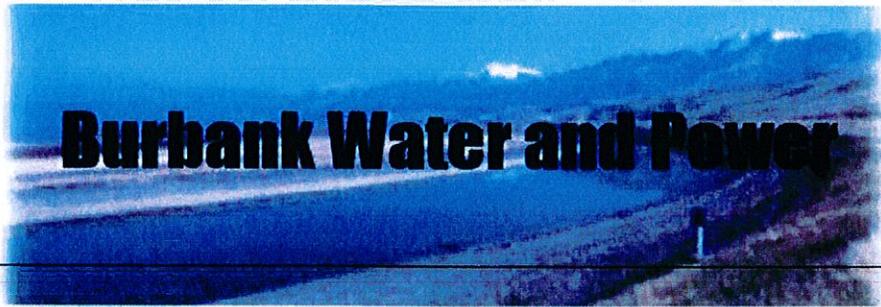
Compressed Air Energy Storage Initiative

BWP staff continues to work with project development firm Pathfinder 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. In August 2015, that Part One application was approved, allowing the project proponents to submit a much more detailed "Part Two" application as soon as mid May. 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 SCLPPA 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.

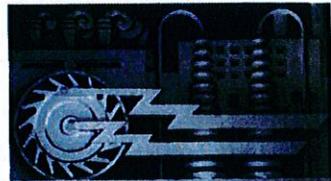
As a key component of its long-term planning, BWP is also assessing other energy storage opportunities and technologies to best serve its customers with reliable, affordable, and sustainable power.



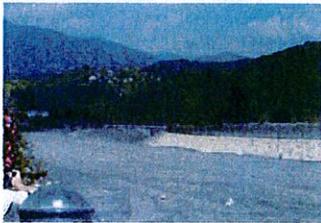
WATER



LIGHT



POWER



**Estimated Financial Report
April-16**

UNAUDITED

Electric Fund (496)
Statement of Changes in Net Assets
MTD and FYTD April 2016
(\$ in 000's except MWh Sales)

MTD FY 15-16	MTD Mar-16 Budget	\$ Variance	%	%	FYTD FY 15-16	FYTD Mar-16 Budget	\$ Variance	%	%
84,382	88,389	(4,007)	(4.5%) ^(a)	(2.6%) ^(A)	953,901	979,859	(25,958)	(2.6%)	(2.6%)
\$ 13,021	\$ 13,304	\$ (283)	(2.1%) ^(b)	(1.3%)	\$ 147,514	\$ 149,525	\$ (2,011)	(1.3%)	(1.3%)
511	511	-	0.0%	(9.7%)	4,617	5,111	(493)	(9.7%)	(9.7%)
9,229	10,088	860	8.5% ^(c)	10.7% ^(B)	88,060	98,652	10,592	10.7%	10.7%
4,304	3,727	577	15.5%	14.4%	64,071	55,984	8,087	14.4%	14.4%
773	5,419	(4,646)	(85.7%)	(71.0%)	17,997	62,028	(44,031)	(71.0%)	(71.0%)
383	5,329	4,946	92.8%	73.3%	16,305	60,994	44,690	73.3%	73.3%
390	90	299	331.6%	63.7%	1,693	1,034	659	63.7%	63.7%
4,694	3,817	876	23.0%	15.3%	65,764	57,017	8,746	15.3%	15.3%
968	968	-	0.0%	4.7% ^(C)	9,709	10,183	474	4.7%	4.7%
207	207	-	0.0%	0.7%	1,361	1,371	9	0.7%	0.7%
247	247	-	0.0%	11.5% ^(D)	2,077	2,348	270	11.5%	11.5%
444	444	-	0.0%	2.8%	4,319	4,445	126	2.8%	2.8%
332	332	-	0.0%	16.1% ^(E)	3,239	3,863	624	16.1%	16.1%
342	342	-	0.0%	2.9%	3,784	3,897	112	2.9%	2.9%
164	164	-	0.0%	5.5%	1,554	1,644	91	5.5%	5.5%
84	84	-	0.0%	19.6% ^(F)	787	979	192	19.6%	19.6%
190	190	-	0.0%	14.1% ^(G)	1,470	1,711	241	14.1%	14.1%
1,545	1,545	-	0.0%	1.2%	15,266	15,452	186	1.2%	1.2%
4,522	4,522	-	0.0% ^(d)	5.1%	43,566	45,891	2,325	5.1%	5.1%
\$ 171	\$ (705)	\$ 876	124.3%	99.5%	\$ 22,198	\$ 11,126	\$ 11,071	99.5%	99.5%

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

Burbank Water and Power
Electric Fund (496)
Statement of Changes in Net Assets - Footnotes
FYTD April 2016
(\$ in 000's)

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
A.	Electric Usage in MWh	953,901	979,859	(25,958)	- FYTD NEL is 2.6% below budget due to conservation offset by a warmer than normal September and October. FYTD CDD were 1,437 versus the 30 year average of 1,135.
B.	Retail Power Supply & Transmission	88,060	98,652	10,592	- The favorable variance is primarily attributable to economic dispatch, the managing and optimizing of resources by taking advantage of lower fuel and energy prices to meet system load; prior period true up credits, receiving less renewable energy than planned, lower O&M expenses than planned, lower load, and lower transmission expenses than planned.
C.	Distribution	9,709	10,183	474	- The favorable variance is primarily attributable to lower than planned spending on private contractual services.
D.	Finance, Fleet, & Warehouse	2,077	2,348	270	- The favorable variance is attributable to lower than planned spending on professional services and property insurance, as well as, lower than planned charges on services of the city. The estimated savings for FY 2015-16 for these expenses is \$300k.
E.	Customer Service, Marketing & Conservation	3,239	3,863	624	- The favorable variance is partially attributable to the timing of payments for professional services and maintenance agreements. Also included in the variance, Customer Service estimates it will not spend at least \$300k of its budgeted PSAs for maintenance agreements.
F.	Telecom	787	979	192	The favorable variance is primarily attributable to lower than planned costs for software, hardware, professional services, and overtime.
G.	Construction & Maintenance	1,470	1,711	241	The favorable variance is primarily attributable to lower than planned costs for private contractual services.
H.	Other Income/Expense	1,422	1,296	127	- The favorable variance is attributable to un-budgeted miscellaneous revenue from the sale of scrap materials, inventory, and assets. Also included are the BABS subsidy and MPP Site Lease Fees, which are near or on budget.
I.	Capital Contributions (AIC)	1,913	3,546	(1,632)	- The unfavorable variance is attributable to the timing of the IKEA, Hilton Hotel, and Nickelodeon Aid in Construction projects.

Burbank Water and Power
Electric Fund (496)
Statement of Changes in Net Assets - Footnotes
MTD April 2016
(\$ in 000's)

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
a.	Electric Usage in MWh	84,382	88,389	(4,007)	NEL is 4.5% below budget due to conservation and warmer than normal temperatures. MTD HDD were 73 versus the 30 year average of 117.
b.	Retail Revenues	13,021	13,304	(283)	Retail revenues are lower primarily due to conservation and warmer than normal temperatures.
c.	Retail Power Supply & Transmission	9,229	10,088	860	The favorable variance is primarily attributable to economic dispatch, the managing and optimizing of resources by taking advantage of lower fuel and energy prices to meet system load; the delivery of less biomethane gas than planned, rescheduling of the hot gas path maintenance outage, and lower load. These savings are partially offset by receiving more energy than planned from Copper Mountain, Tieton, and Don Campbell and higher than planned transmission expenses.
d.	Total Operating Expenses	4,522	4,522	-	Expenses, other than retail power supply and transmission, wholesale power supply, in-lieu, street lighting and public benefits, have not closed for April 2016 and are estimated at budgeted values.

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

	Apr-16	Mar-16	Feb-16	Dec-15	Jun-15	Dec-14	Recommended Reserves	Minimum Reserves
Cash and Investments								
General Operating Reserve	\$ 58,805	\$ 59,092	\$ 59,786	\$ 60,093	\$ 51,426	\$ 53,109	\$ 54,060	\$ 36,340
Capital & Debt Reduction Fund	10,000	10,000	10,000	10,000	10,000	10,000	15,000	3,000
BWP Projects Reserve Deposits at SCPPA	15,876	15,872	15,848	15,837	15,778	15,703		
Sub-Total Cash and Investments	<u>84,781</u>	<u>84,964</u>	<u>85,633</u>	<u>85,929</u>	<u>77,204</u>	<u>78,811</u>	<u>69,060</u>	<u>39,340</u>
Capital Commitments	(17,000)	(17,000)	(17,000)	(17,000)	(17,000)	(17,000)		
Public Benefits Obligation	(4,910)	(4,553)	(4,424)	(4,514)	(4,144)	(4,922)		
Biogas Commitment	(7,751)	(7,751)	(7,723)	(7,528)				
Cash and Investments (less Commitments)	<u>55,121</u>	<u>55,661</u>	<u>56,487</u>	<u>56,888</u>	<u>56,060</u>	<u>56,889</u>	<u>69,060</u>	<u>39,340</u>

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

Estimated - April 2016 Budget to Actual P&L Variance Highlights - Electric Fund

(in 000's)

	Variance Month-to-Date		Budget to Actual Variance
	Favorable Items	Unfavorable Items	
<u>MTD NET INCOME - \$(852)</u>	\$ 895		\$ 895
<u>MTD GROSS MARGIN VARIANCE</u>			
Retail Sales		(283)	(283)
Power Supply and Transmission			
- Economic dispatch and lower energy prices	560		560
- Lower biomethane gas delivery than planned	530		530
- Rescheduling MPP hot gas path maintenance outage	250		250
- Lower load	90		90
- Received more energy than planned from Copper Mountain, Tieton, and Don Campbell		(460)	(460)
- Higher transmission expenses than planned		(110)	(110)
Wholesale Margin	299		299
Total	1,730	(853)	877
<u>MTD EXPENSE AND OTHER VARIANCES</u>			
In-lieu and Street lighting	18		18
Total	18	-	18

Estimated April 2016 Budget to Actual P&L Variance Highlights - Electric Fund
(in 000's)

	Variance Fiscal Year-to-Date		Budget to Actual Variance
	Favorable Items	Unfavorable Items	
<u>FYTD NET INCOME - \$10,999</u>	11,314		11,314
<u>FYTD GROSS MARGIN VARIANCE</u>			
Retail Sales		(2,011)	(2,011)
Power Supply and Transmission			
- Economic dispatch and lower energy prices	3,698		3,698
- Prior period true up credits	3,094		3,094
- Receiving less renewable energy than planned	2,050		2,050
- Lower O&M expenses than planned	760		760
- Lower load	630		630
- Lower transmission expenses than planned	360		360
Wholesale Margin	659		659
Other Revenues		(493)	(493)
Total	<u>11,251</u>	<u>(2,504)</u>	<u>8,747</u>
<u>FYTD EXPENSE AND OTHER VARIANCES</u>			
Customer Service - savings on professional services	624		624
Distribution - savings on private contractual services	474		474
Finance, Fleet, and Warehouse - savings on professional services and property insurance	270		270
Construction & Maintenance (Facilities) - savings on private contractual services	241		241
In-lieu and street lighting	165		165
All other	793		793
Total	<u>2,567</u>	<u>-</u>	<u>2,567</u>

**Burbank Water and Power
Water Fund (497)
Statement of Changes in Net Assets
MTD and FYTD April 2016**
(\$ in 000's except Gallons)

MTD FY 15-16	MTD Mar-16 Budget	\$ Variance	% Variance	FYTD FY 15-16	FYTD Mar-16 Budget	\$ Variance	% Variance
335	400	(64)	(16.1%) (a)	3,653	4,544	(891)	(19.6%) (A)
69	57	12	20.1%	697	771	(74)	(9.6%)
\$ 1,738	\$ 1,725	\$ 12	0.7% (b)	\$ 18,202	\$ 21,166	\$ (2,964)	(14.0%) (B)
249	205	44	21.7% (c)	2,474	2,757	(283)	(10.3%) (C)
25	114	(89)	(78.4%) (d)	711	1,138	(427)	(37.5%)
2,011	2,044	(33)	(1.6%)	21,387	25,061	(3,674)	(14.7%)
868	866	(2)	(0.2%)	8,339	10,167	1,828	18.0% (D)
1,143	1,178	(34)	(2.9%)	13,047	14,893	(1,846)	(12.4%)
549	549	-	0.0%	4,817	5,487	671	12.2% (E)
130	130	-	0.0%	1,215	1,411	196	13.9% (F)
206	206	-	0.0%	2,191	2,099	(92)	(4.4%)
123	123	-	0.0%	1,230	1,225	(5)	(0.4%)
351	351	-	0.0%	3,043	3,513	470	13.4%
1,358	1,358	-	0.0% (e)	12,496	13,735	1,240	9.0%
(215)	(181)	(34)	(18.9%)	552	1,158	(607)	(52.4%)
13	13	-	0.0%	139	133	6	4.4%
42	42	-	0.0%	488	424	64	15.0% (G)
(170)	(170)	-	0.0%	(1,697)	(1,697)	0	0.0%
-	-	-	0.0%	-	-	-	0.0%
(114)	(114)	-	0.0%	(1,071)	(1,140)	70	6.1%
(329)	(295)	(34)	(11.6%)	(519)	18	(537)	(2971.4%)
31	31	-	0.0%	1,810	307	1,503	489.1% (H)
\$ (298)	\$ (264)	\$ (34)	(12.9%)	\$ 1,291	\$ 325	\$ 966	296.9%

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)

Bond Interest/(Expense)

Transfers In/(Out) - (In Lieu)

Total Other Income/(Expenses)

Net Income

Aid in Construction

Net Change in Net Assets (Net Income)

• () = Unfavorable

• This report may not foot due to rounding.

Burbank Water and Power
Water Fund (497)
Statement of Changes in Net Assets - Footnotes
FYTD April 2016
(\$ 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	3,653	4,544	(891)	- YTD Potable water demand was lower than planned due to conservation and enactment of Governor Brown's Water Restriction Legislation effective last June 1st. The City is under the Stage III Burbank Sustainable Water Use Ordinance which limits irrigation to two days per week through October and two days per week from April to October. FYTD CDD were 1,437 versus the 30 year average of 1,135.
B.	Potable Water Revenue	18,202	21,166	(2,964)	- The WCAC impact increased potable water revenues by \$54k FYTD. Without this adjustment, potable water revenues would still closely correspond to lower water put into the system and be unfavorable by 14.26%.
					WCAC Revenue
					WCAC Expenses
					<u>WCAC revenue deferral (increased revenues)</u>
C.	Recycled Water Revenue	2,474	2,757	(283)	- Recycled water sales are lower than planned and likely impacted by conservation.
D.	Water Supply Expense	8,339	10,167	1,828	- The favorable variance is attributable to lower demand and staff optimizing the blend of BOU groundwater with MWD treated water.
E.	Operations & Maintenance - Potable	4,817	5,487	671	- The favorable variance is attributable primarily to lower than planned costs utilities, special department supplies, and uncollectible receivables.
F.	Operations & Maintenance - Recycled	1,215	1,411	196	- The favorable variance is attributable primarily to lower than planned costs for electricity for recycled water pumping due to lower sales.
G.	Other Income/(Expense)	488	424	64	- The favorable variance is attributable primarily to proceeds from the sale of obsolete equipment at auctions.
H.	Aid in Construction	1,810	307	1,503	- The favorable variance is attributable primarily to the LADWP Recycled Water Pipeline project.
					<u>FYTD Actual</u>
					<u>8,285</u>
					8,339
					<u>\$ (54)</u>

**Burbank Water and Power
Water Fund (497)
Statement of Changes in Net Assets - Footnotes
MTD April 2016
(\$ in 000's except Gallons)**

Foot- note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
a.	Potable Water Usage in Millions of Gallons	335	400	(64)	- Potable water demand in April 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 irrigation to two days per week. MTD HDD were 73 versus the 30 year average of 117.
b.	Potable Water Revenue	1,738	1,725	12	- The WCAC impact increased potable water revenues by \$109k MTD. Without this adjustment, potable water revenues would be unfavorable by 5.63%.
					WCAC Revenue
					WCAC Expenses:
					868
					<u>MTD Actual</u> \$ 758
c.	Recycled Water	249	205	44	WCAC revenue deferral (increased revenues) Recycled water sales are higher than planned due to increased demand, which was primarily driven by Valhalla's updated irrigation system and the Studios' additional cooling towers, which resulted in significant increases in the amount of recycled water taken in April compared to last year and compared to the last few months.
d.	Other Revenue	25	114	(89)	- Other revenues include items such as damaged property recovery, connection fees, late fees, and tampering fees which tend to fluctuate and are well under budget.
e.	Operating Expenses	130	130	-	- Expenses, other than water supply expense, have not closed for April 2016 and are estimated at budgeted values.

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

	Apr-16	Mar-16	Feb-16	Dec-15	Jun-15	Recommended Reserves	Minimum Reserves
Cash and Investments							
General Operating Reserves	\$ 8,908	\$ 8,334	\$ 7,810	\$ 8,271	\$ 10,021	\$ 9,760	\$ 5,240
WCAC	865	974	1,018	1,183	890	2,000	1,000
Capital Reserve Fund	2,220	2,220	2,220	2,220	2,220	4,000	1,000
Sub-Total Cash and Investments	<u>11,992</u>	<u>11,528</u>	<u>11,048</u>	<u>11,674</u>	<u>13,131</u>	<u>15,760</u>	<u>7,240</u>
Capital Commitments	(553)	(553)	(725)	(1,069)	(2,101)		
Public Benefits Obligation	0	0	0	0	0		
Cash and Investments (less commitments)	<u>11,439</u>	<u>10,974</u>	<u>10,323</u>	<u>10,605</u>	<u>11,030</u>	<u>15,760</u>	<u>7,240</u>

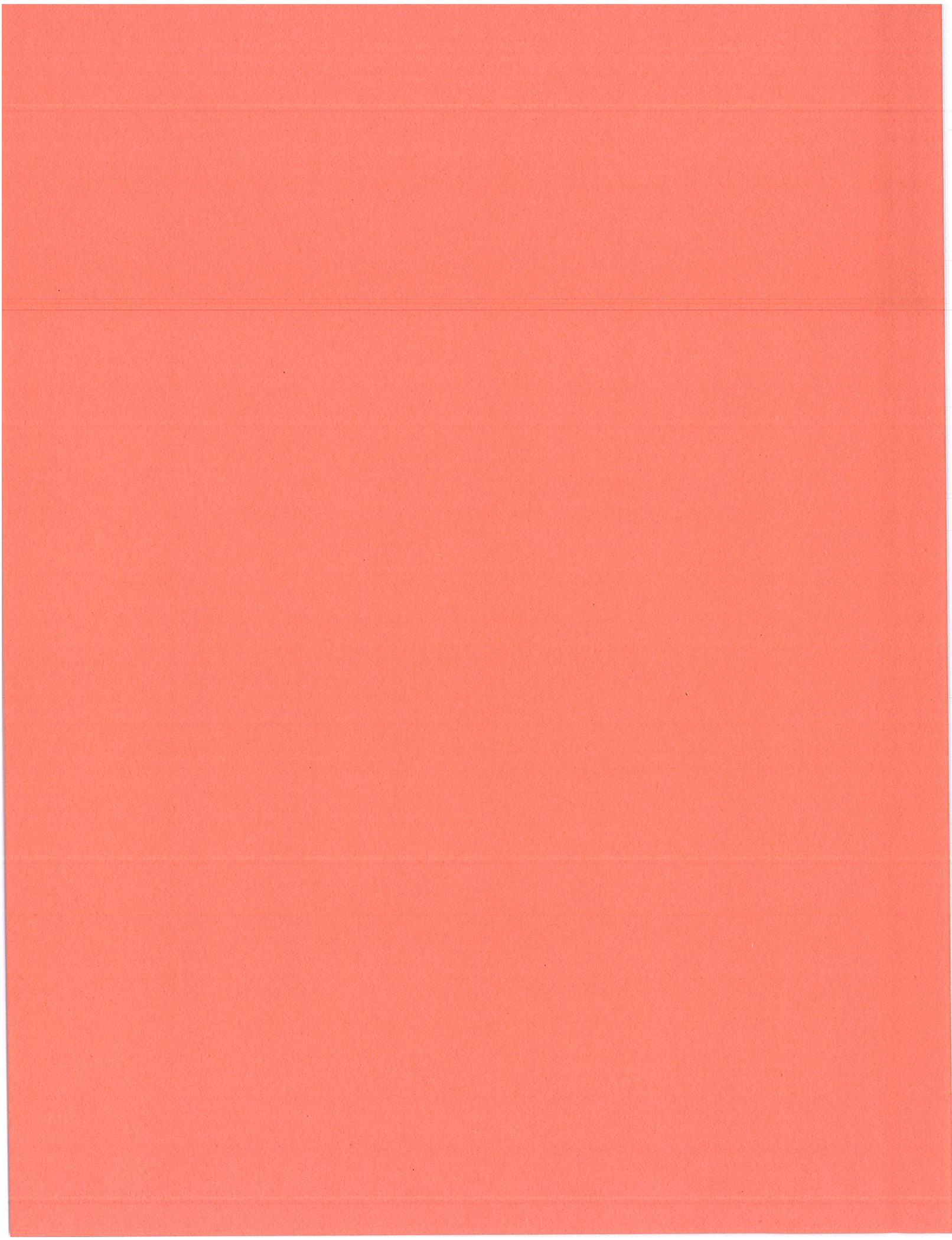
• Statement of Cash Balances may not foot due to rounding.

Estimated April 2016 Budget to Actual P&L Variance Highlights - Water Fund
(in 000's)

	Variance Month-to-Date		Budget to Actual Variance
	Favorable Items	Unfavorable Items	
<u>MTD NET INCOME - \$(329)</u>		(34)	(34)
<u>MTD GROSS MARGIN VARIANCE</u>			
Potable Revenues	12		12
Recycled Revenues	44		44
Other revenue		(88)	(88)
Water Supply Expense		(2)	(2)
Total	<u>56</u>	<u>(90)</u>	<u>(34)</u>

Estimated April 2016 Budget to Actual P&L Variance Highlights - Water Fund
(in 000's)

	<u>Variance Fiscal Year-to-Date</u>		
	<u>Favorable</u>	<u>Unfavorable</u>	<u>Budget to</u>
	<u>Items</u>	<u>Items</u>	<u>Actual</u>
			<u>Variance</u>
<u>FYTD NET INCOME - \$(519)</u>		(537)	(537)
 <u>FYTD GROSS MARGIN VARIANCE</u>			
Potable Revenues - lower than planned due to conservation		(2,964)	(2,964)
Recycled Revenues - lower than planned due to conservation		(283)	(283)
Water Supply - lower demand and optimizing BOU blending	1,828		1,828
Other		(427)	(427)
Total	<u>1,828</u>	<u>(3,674)</u>	<u>(1,846)</u>
 <u>FYTD O&M AND OTHER VARIANCES</u>			
Direct O&M - Utilities, special department supplies, uncollectible receivables	671		671
Lower than budgeted depreciation expense	470		470
All Other	261		261
Higher than planned allocations from Electric Fund		(92)	(92)
Total	<u>1,402</u>	<u>(92)</u>	<u>1,309</u>



UNAPPROVED

**BURBANK WATER AND POWER BOARD
MINUTES OF MEETING
May 5, 2016**

Mr. Olson called the regular meeting of the Burbank Water and Power Board to order at 5:05 p.m. in the third floor Boardroom of the BWP Administration Building, 164 West Magnolia Boulevard, Burbank, California.

Mr. Eskandar called for the Pledge of Allegiance to the Flag.

ROLL CALL

Board Present: Mr. Olson, Mr. Smith, Mr. Eskandar, Mr. Herman, Mr. Ford and Mr. Leclair

Board Absent: Ms. Springer

Staff Present: Mr. Somoano, Acting General Manager, BWP; Mr. Liu, Chief Financial Officer; Mr. Compton, Assistant General Manager – Chief Technology Officer; Mr. Mace, Assistant General Manager, Water; Mr. Fletcher, Assistant General Manager, Power; Mr. Chwang, Sr. Asst. City Attorney; Mr. O. Hernandez, Acting Legislative Analyst; Ms. Fletcher, Assistant General Manager, Customer Service and Marketing; Ms. O’Brien, Customer Service Supervisor; Mr. Ancheta, Acting Assistant General Manager, Electrical; Ms. Kelley, Acting Administrative Officer; Mr. Kelley, Manager Electrical Equipment; Mr. Bleveans, Power Resources Manager; Mr. Elsner, Principal Civil Engineer/BWP; Ms. Meyer, Marketing Manager; Ms. Ramos, City of Burbank MWD Director; Ms. Tashjian, 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 April 7, 2016. Mr. Eskandar abstained from voting.

MWD UPDATE

Ms. Ramos gave an update on the MWD Board and current initiatives. Ms. Ramos handed out several brochures to the Board members regarding Palo Verde, Delta Wetlands and Regional Recycled Water Supply Program.

Ms. Ramos responded to Board member questions.

WATER SUPPLEMENT COST ALLOCATION

This item was pulled from the agenda.

REPORTS TO THE BOARD

BWP OPERATIONS AND FINANCIAL REPORTS

Mr. Liu presented BWP's financial update for the month of March 2016. He noted that the Budget was to be presented to Council on May 10 and that BWP will show a higher cash balance in the Water Fund as compared to the version shown to the Board in March.

Mr. Somoano, Mr. Liu, Mr. Mace, Ms. Fletcher, Mr. Hernandez, Mr. Kelley, and Mr. Compton responded to Board member questions.

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

UPDATE ON BWP ENERGY AND WATER EFFICIENCY PROGRAMS

Ms. Meyer provided an update on BWP's Energy and Water Efficiency programs. Ms. Meyer, Mr. Somoano, Mr. Elsner and Mr. Mace responded to Board member questions. The Board voted separately on staff recommendations on two programs, the Home Rewards Residential Rebate Program and the Free Recycled H2O to Go Pilot Program.

First, a Motion was made for the Home Rewards Residential Rebate Program to:

- Eliminate six products from the program
- Add 3rd tier for central HVAC units rated 18.0 and higher
- Not remove the in/out Burbank purchase tiered rebates
- Revise the rebate recommendation for the new tier for Central HVAC as \$250/ton for in Burbank purchases and \$230/ton for outside Burbank purchases.

MOTION

It was moved by Mr. Eskandar, seconded by Mr. Herman and carried a 5-1 vote (Mr. Ford voted no).

Second, staff had recommended the following for the Free Recycled H2O to Go Pilot Program:

- Run the program the entire summer, from July through October
- Use the BWP customer parking lot for the weekly event
- Begin advertising early
- Reduce the number of filling connections to two and use one staff member to run the events

MOTION

It was moved by Mr. Eskandar, seconded by Mr. Herman and carried a 5-1 vote (Mr. LeClair voted no) not to endorse staff's recommendations to continue the H2O to Go program as recommended.

It was noted that the Free Recycled H2O to Go item might still go to Council and it was requested that the Board's decision be expressed.

ENDORSEMENT OF THE 2015 URBAN WATER MANAGEMENT PLAN

Mr. Elsner presented the 2015 Urban Water Management Plan. Mr. Elsner explained the report must be prepared every 5 years. He explained our various water supplies and our recycled water program. The plan meets the statutory requirements. Water supplies will meet our requirements through 2040.

An email from Ms. Springer was read regarding her views on the Urban Water Management Plan and she noted that she would not vote for the plan as it stands.

Mr. Elsner responded to Board Member questions.

MOTION

It was moved by Mr. Smith, seconded by Mr. LeClair and carried a 6-0 vote to endorse the 2015 Urban Water Management Plan and recommend its approval to City Council.

SUSTAINABLE BURBANK COMMISSION REPORT

Ms. Springer was absent so no report was given at this time.

COMMENTS AND REQUESTS FROM BOARD MEMBERS

Mr. Herman clarified the date of the Budget being presented to City Council and asked for an update on the B6 Property Project.

Mr. Eskandar expressed his appreciation for moving the BWP Energy and Water Efficiency Programs vote from last month to this month. He also expressed his concern for the viewership of the online Board meetings and the quality of the video. Asked if there was an alternative to the video footage.

Mr. Smith thanked Mr. Fletcher for his SCPPA interview.

Mr. Ford commented on the last issue of Currents and how great the issue was. Questions regarding bad debt vs. flash pay were answered by Ms. Fletcher. Mr. Mace answered his questions on the quality of the DeBell Golf Course grass condition.

Mr. Olsen reminded the Board of the online Ethics training they are required to take.

INFORMATION FROM STAFF

Legislative Update. Mr. Hernandez discussed the following:

State:

- AB 2339 – net energy metering bill, bill did pass on to Assembly. No scheduled hearing date as of yet.
- SB 380 (Aliso Canyon)- did pass Senate and waiting Governors decision.
- AB 1800 – Utility Compensation Claim – Post annually statistics on claims paid by Utility.
- SB 814 – Excessive water use bill.
- AB2304- Delta Conveyance – bill did not pass.
- AB1755 – Shift canal to a voter initiative – passed committee and waiting for Appropriations.

Mr. Hernandez answered questions from the Board. Mr. Olsen requested a spreadsheet with all the current pieces of legislation and their impact and status.

Drought Update. Mr. Mace reported that effective April 21 the State water allocation went to 60%. With conservation and the new allocation, MWD believes it will be able to increase their storage to 600,000 acre feet.

On May 9th, MWD is going out of the water supply allocation.

Mr. Mace reported that there would be a State Water Resource Control Board meeting on the 16th to discuss what to do with the water in storage and decide about additional modifications to the Governor's conservation mandates.

Mr. Mace responded to Board member questions.

Aliso Canyon Update. Mr. Fletcher reported on the natural gas leak at Southern California Gas Company's (SoCalGas) Aliso Canyon storage facility. Our transportation agreement with SoCal Gas is stronger provisions for SoCal gas to perform than others. We are currently waiting for LADWP to respond to our list of questions. There is a 30% chance of outages this summer. Once back in service it will be at a lower capacity than before. Mr. Fletcher discussed the notification to customers in the event of an outage.

Mr. Somoano, Ms. Fletcher and Mr. Fletcher responded to Board member questions.

IRP Update. Mr. Blevens reported on the process on the IRP. He explained what an IRP is, why we have one and our approach. He emphasized the significant use of BWP staff, rather than outside consultants, in developing the IRP. Mr. Blevens hopes to have the plan available for review in June.

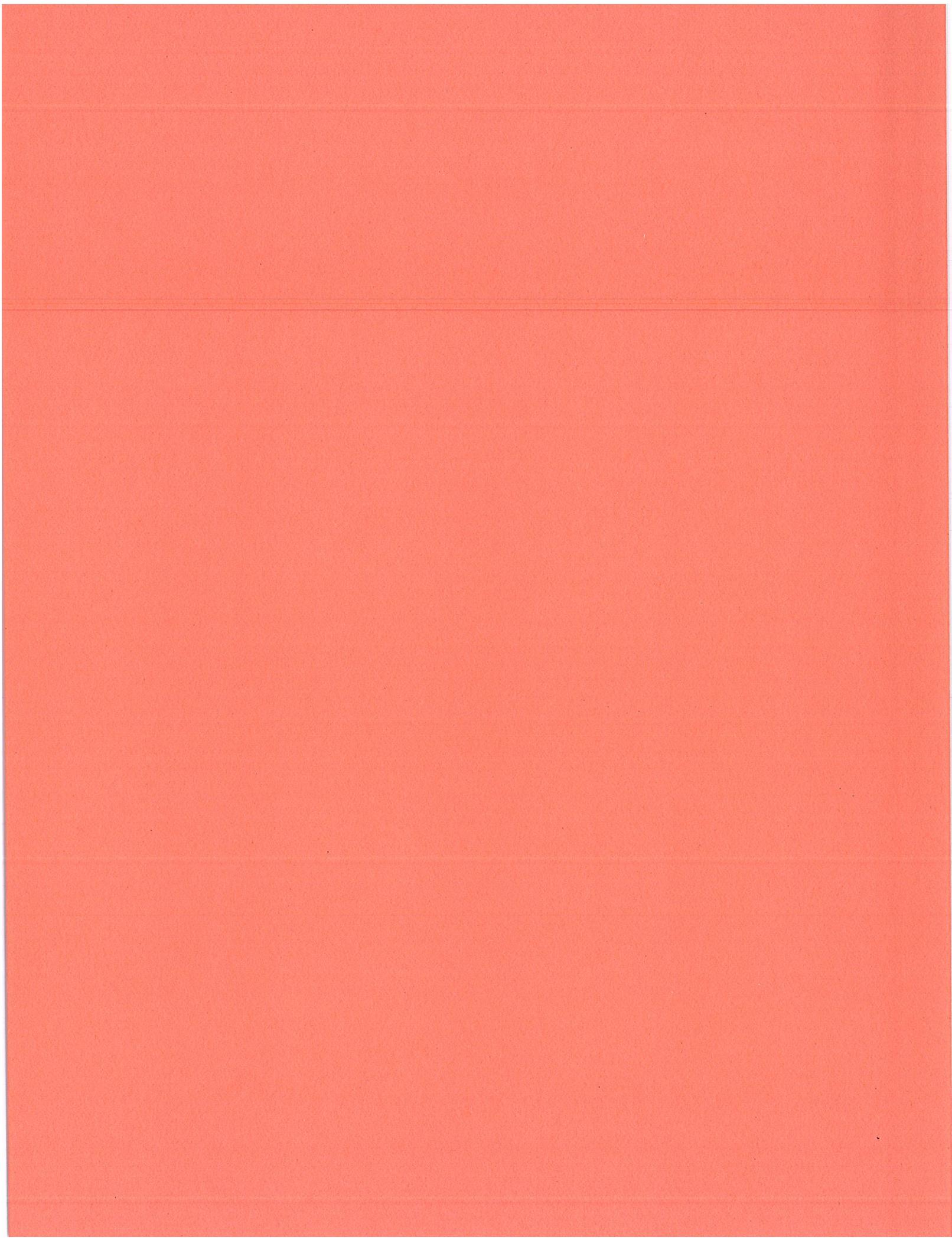
ADJOURNMENT

The meeting was adjourned at 8:40 p.m. The next meeting will be held on Thursday, June 2, 2016 at 5:00 p.m. in the third floor Boardroom at Burbank Water and Power.

Heather Tashjian
Recording Secretary

Jorge Somoano
Secretary to the Board

Bob Olson, Chair, BWP Board



May 4, 2016
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
Susan Widman

Members not present: Miguel Porras, Secretary
Jacqueline Waltman

Also present: Pete Bova, BCEA President
Brady Griffin, Human Resources Manager
Stephanie Kandt, Administrative Analyst II
Sherry Kelley, Acting Administrative Officer – BWP
April Moreno, Human Resources Manager
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. Nos and carried 3-0 to approve the minutes of the regular meeting of April 6, 2016.

Proposed Amendments to Classification Plan

None

Recruitment and Selection Report – April 2016

RECOMMENDATION: Note and file.

Appointments and Assignments – May 2016

For the month of May 2016, there was one temporary appointment extension and one temporary assignment extension needed. The extensions were sought on behalf of the Burbank Water and Power Department.

MOTION CARRIED: It was moved by Mr. Nos, seconded by Ms. Widman and carried 3-0 to approve the Appointments and Assignments for the month of May 2016 as amended.

Adjournment

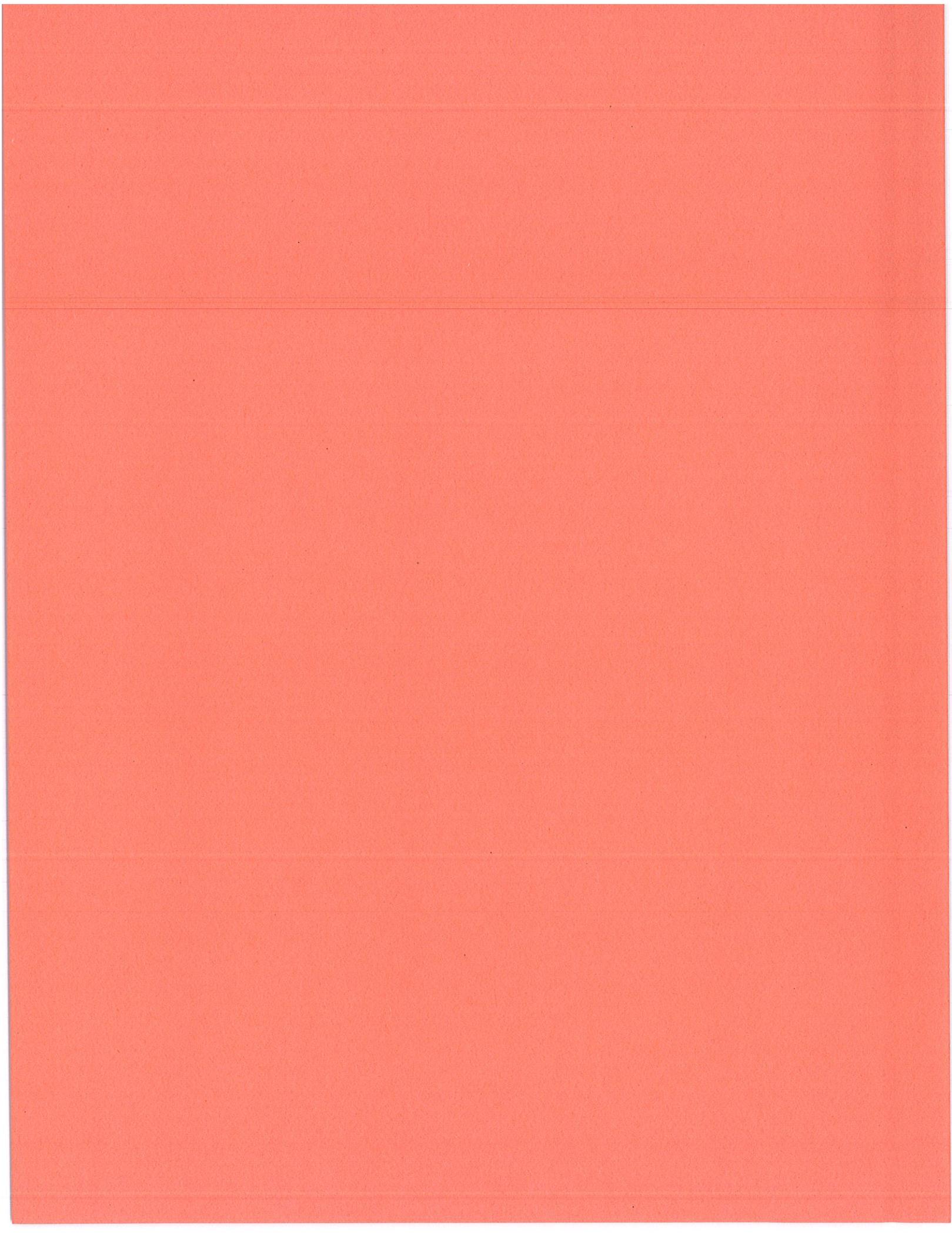
The regular meeting of the Civil Service Board was adjourned at 4:43p.m.

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 **June 1, 2016** 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**

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.

Mr. Bova, BCEA
President
commented on
item #7

4. **Election of Officers**

OVERVIEW: This is the time of year when the Board will select its new Chair, Vice-Chair and Secretary, for June 2016 - June 2017. The new terms will be in effect immediately.

Approved 5-0 for
Mr. Nos as Chair,
Mr. Porras as Vice-
Chair and Ms.
Waltman as
Secretary

5. **Approval of Minutes**

OVERVIEW: Regular meeting of May 4, 2016.

RECOMMENDATION: Approve as submitted.

Approved 5-0

6. **Proposed Amendments to Classification and Pay Plan**

**ESTABLISHMENT OF THE TITLE AND SPECIFICATION FOR
THE CLASSIFICATION OF ENERGY SERVICES MANAGER**

Approved 5-0

OVERVIEW: Burbank Water and Power is requesting the Civil Service Board approve the establishment of the title and specification for the classification of Energy Services Manager. The proposed establishment will accurately reflect current responsibilities of the position and ensure successful recruitment efforts in the future.

RECOMMENDATION: Discuss and approve.

7. **Recruitment and Selection Report – May 2016**

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.

8. **Appointments and Assignments**

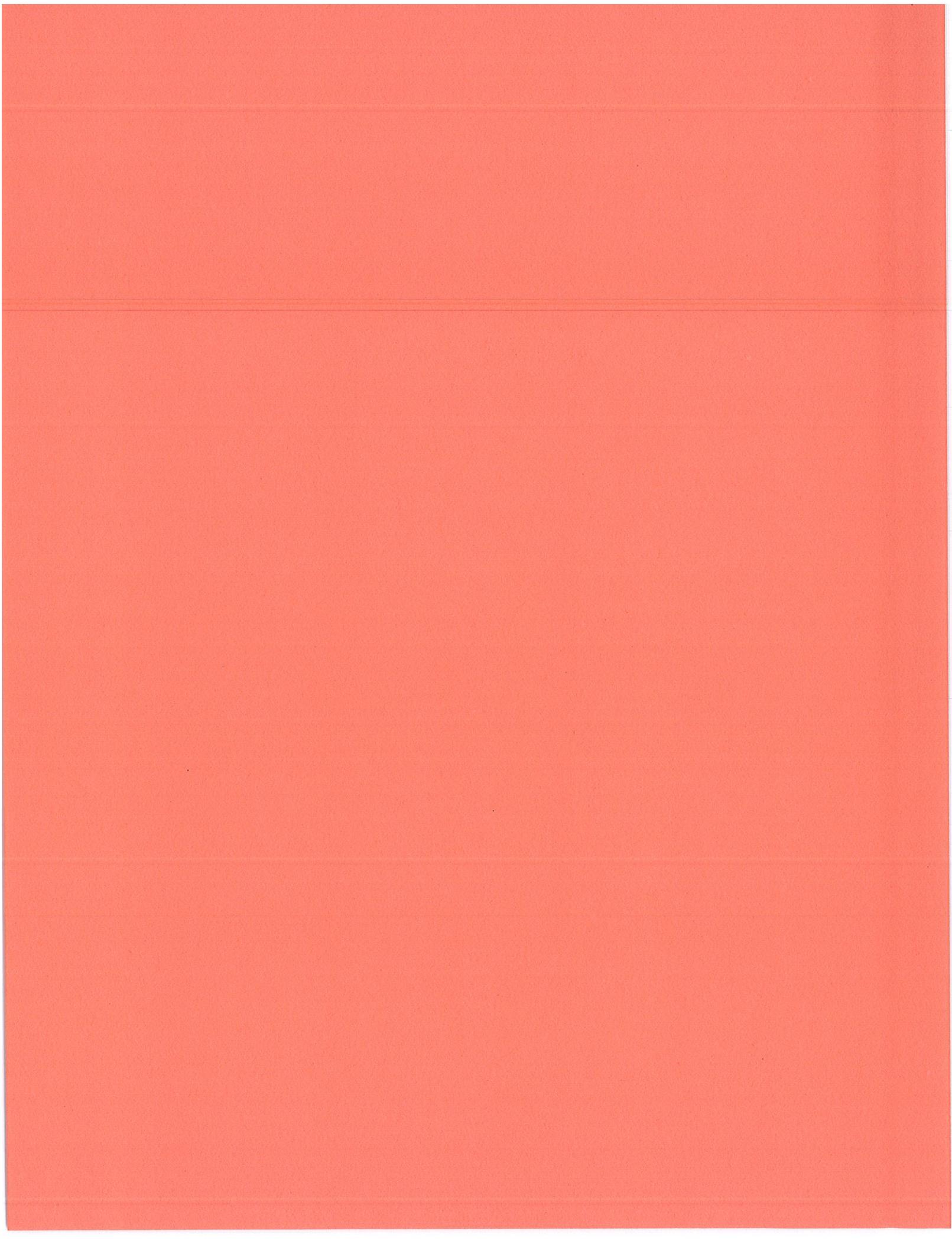
Note and File

OVERVIEW: For the month of June 2016, there are no extensions needed.

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.



TRAFFIC COMMISSION
May 26, 2016

SYNOPSIS OF ITEMS ARE IN BOXES BELOW

Members Present:

Linda Barnes, Kevin Harrop, Andre Krikorian, Brian Malone, Joe Terranova, Rebecca Granite-Johnson and Paul McKenna

Members Absent:

Vanessa Rachal and Michael Kiaman

III. ORAL COMMUNICATIONS

A. Public Communication

Representative of Senior Aerospace, the company that initially requested installation of the crosswalk discussed in **Public Hearing A.**, spoke in support of the removal of the marked crosswalk.

B. Commission Comments

Mr. Brian Malone indicated concern in regards to the northbound left turn signal at Burbank Blvd. and San Fernando Rd.

C. Staff Communication

Staff will be presenting striping plan for Edison Blvd. and Evergreen Rd. to City Council for approval on June 14, 2016 meeting.

IV. APPROVAL OF MINUTES:

Linda Barnes moved to approve the minutes from April's meeting; Rebecca Granite-Johnson seconded. Motion was approved unanimously with one abstention from Kevin Harrop.

V. PUBLIC HEARINGS:

A. Public Hearing on Removal of the Marked Crosswalk at 2930 San Fernando Boulevard

Staff provided background on existing marked crosswalk and requirement of a public hearing for its removal. Staff recommended the removal of the marked crosswalk.

Paul McKenna moved to approve staff's recommendation; Linda Barnes seconded. Motion passed unanimously.

VI. REPORTS:

A. Request by Yellow Cab, Checker Cab, and United Taxi to Extend Replacement Life to Hybrid Vehicles from 8 Years to 10 Years

Staff reported on hybrid vehicles and Taxicab Rules and Regulations of the Board of Taxicab Commissioners. Staff recommends extending the life of hybrid vehicles from 8 years to 10 years.

Representatives from local taxicab companies spoke in support of the life extension of hybrid vehicles.

After further discussion, Mr. Joe Terranova moved to approve staff's recommendation to extend the life of hybrid vehicles from 8 years to 10 years. Paul McKenna seconded. Motion was passed unanimously.

B. Presentation of Brown Act Requirements for City Commissions

City Attorney Joseph McDougall gave a brief presentation on the Brown Act.

C. Discussion of Speed Hump Criteria

Staff reported on Speed Hump Criteria.

After discussion of speed hump criteria, Linda Barnes moved to agendize the reexamination of the criteria for speed humps. Rebecca Granite-Johnson seconded. Motion passed unanimously.

D. Selection of Traffic Commission Chair and Vice Chair

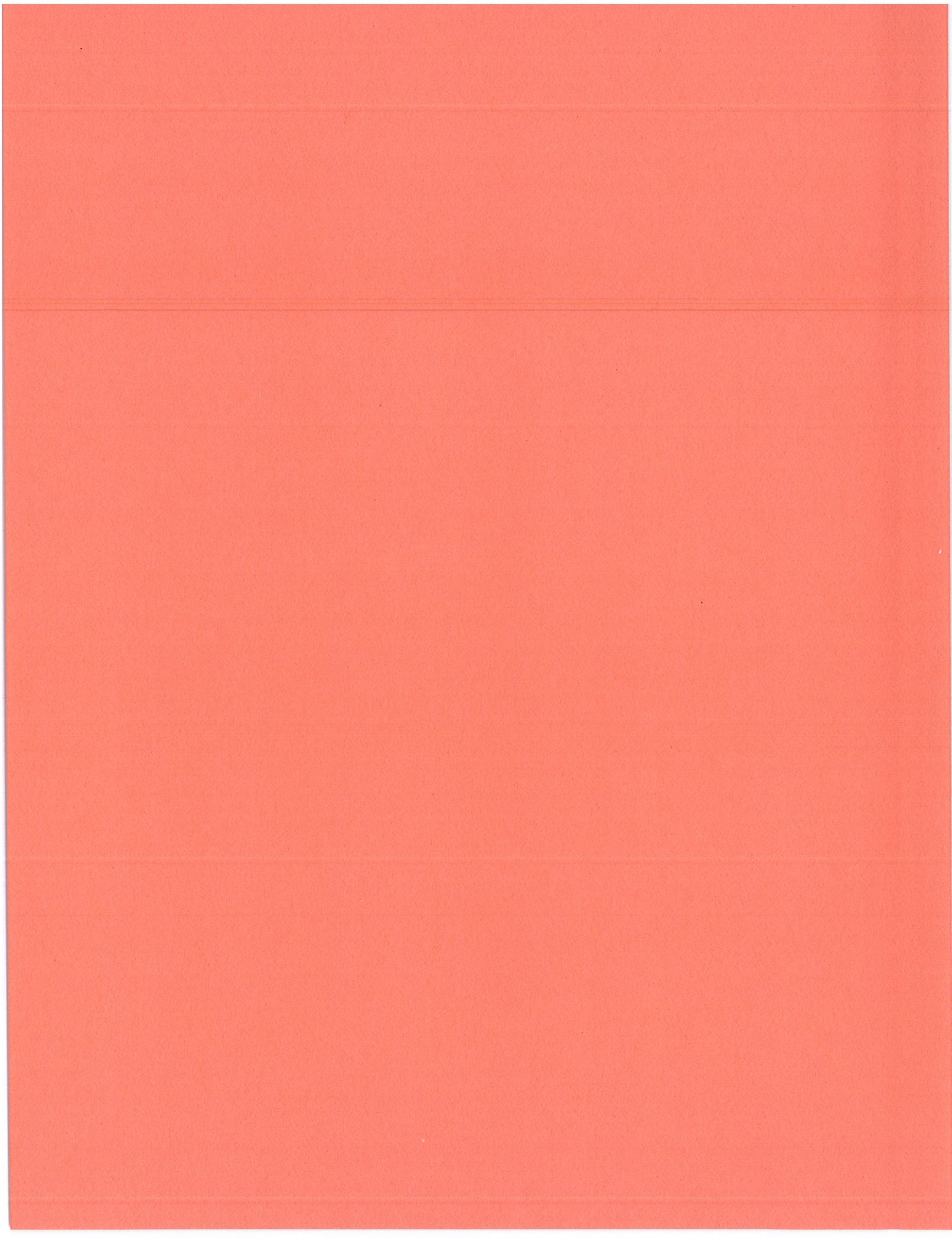
Mr. Kevin Harrop moved to postpone the selection of the Chair and Vice Chair to the August 25th meeting. Andre Krikorian seconded. Motion passed unanimously.

VII. FUTURE AGENDA ITEMS:

- 1) Discussion of speed hump criteria - July
- 2) Update on bike lanes on Edison Boulevard after installation and months of operation
- 3) Update on railroad Quiet Zones
- 4) Update on IKEA Area Signage and Freeway Exit Signage
- 5) Discuss the role of Traffic Commission as it relates to recommendations to staff.
- 6) Alameda Neighborhood Protection Program Update – July
- 7) Chair and Vice Chair selection – August

VIII. ADJOURNMENT:

5:25 pm



Important Updates for the Burbank City Council

May 27, 2016

Burbank Police and Fire Service Day a Success

The Police Department, in partnership with the Fire Department, hosted Burbank Police and Fire Service Day in the back lot of the Headquarters Building on Saturday, May 14. The community came out for a hands-on experience that included an up-close look at several pieces of equipment, and interaction with members of the department. Information booths featured the helicopter, Motor/Traffic Detail, Explorer Program, SWAT, and K9. The Burbank Police Foundation also had a booth. The California Highway Patrol was on hand helping parents properly secure car seats for their children. Everyone from kids to adults found something they were interested in, making the event a success.



Youth Leadership Program



The Youth Leadership Program held its graduation on Saturday, May 14. Guests included Mayor Jess Talamantes, Council Member Bob Frutos, participants' family and friends, City staff and Department Directors. Five graduates shared their experience in the program and reflected on the group's accomplishments. The Youth Leadership Class of 2016 entered as eager students who wanted to become better leaders and they left as graduates who now have the resources, skills, and knowledge to be excellent leaders in the community and in their future endeavors.

Starlight Bowl 2016 Summer Concert Season Underway

Tickets for the Starlight Bowl went on sale on Tuesday, May 17. Season box seats and the 4th of July spectacular box seats sold out quickly! The season runs from July 10 – August 7, with special engagements on June 25, August 13 & 14 and August 27. All information can be found on the website at starlightbowl.com.



National Public Works Week School Tour

In celebration of National Public Works Week, the Fourth Grade class from Saint Finbar Parish School was invited to tour the Public Works Yard. The students and their chaperones enjoyed learning about maintaining Police and Solid Waste vehicles, traffic signal maintenance, traffic signs and painting, and street maintenance. Public Works staff looks forward to the student tour each year when they get to share a snapshot of the world of Public Works.



Sign-ups for All Summer Reading Clubs Begin June 1



With over 2,000 sign-ups last year, the Burbank Public Library is gearing up for more in 2016! These free programs are funded by the Friends of the Burbank Public Library, and provide the perfect way to encourage reading throughout the summer. Pre-school age programs include Family Shows and Family Days where the groundwork will be laid for children to become lifelong readers and learners. Elementary school-aged children are rewarded with prizes and entertainment as they submit book reports during summer vacation. Preventing the "summer slide" continues to be the main objective of our Summer Reading Club. Last year, 564 students read five or more books. The Teen Summer Reading Program provides creative, educational, and entertaining programs. Teens complete a reading log to chart their summer reading goals and submit online book reviews, helping to prepare them for the high levels of literacy needed for higher education. Adults are also encouraged to sign up for Summer

Reading Club for Grown-Ups and attend concerts, movies, and informative programs throughout the summer.

Teen Pool Party

Approximately 70 teens, Grades 5 through 9 attended the Parks and Recreation's Teen Pool Party at the Verdugo Aquatic Center on Saturday, May 21. Teens enjoyed the activities including: swimming, activity pool with slides, dive contests, DJ music, dance contests, and food for sale. Prize giveaways were compliments of Riot Society Clothing Company.

