



Weekly Management Report

May 08, 2020

- 1. Report** March 2020 Operating Results
Water and Power Department
- 2. Memo** BurbankBus Service Reduction
Community Development Department



WATER AND POWER

8A.



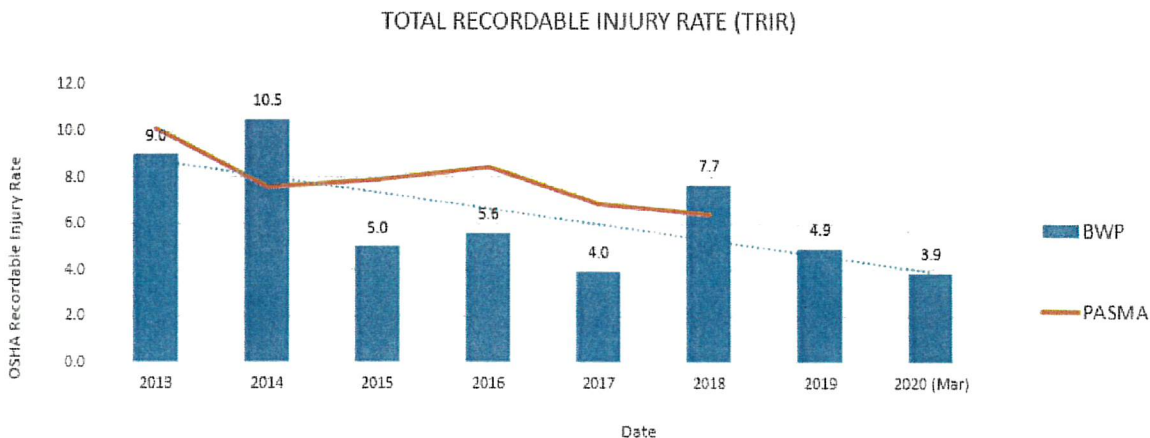
CITY OF BURBANK BURBANK WATER AND POWER STAFF REPORT

DATE: May 7, 2020
TO: BWP Board
FROM: Jorge Somoano, General Manager, BWP
SUBJECT: March 2020 Operating Results

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

SAFETY

For the month of March, BWP experienced zero OSHA recordable injuries. BWP's 12 month rolling rate for end of March is 3.9.



OSHA Recordable Injury Rate = No. of recordable cases per 100 full time employees. Current year expressed as 12 month rolling average
PASMA - Public Agency Safety Management Association (Utilities only Data)
APPA - American Public Power Authority - All Members

Water Estimated Financial Results

For the month of March, Potable Water usage was 1% (3 million gallons) lower than budgeted and Potable Water Revenues were \$151,000 lower than budgeted. Recycled Water usage was 24% (15 million gallons) lower than budgeted and Recycled Water Revenues were \$51,000 lower than budgeted. March Water Supply Expenses were \$62,000 higher than budgeted due to a coordinated shutdown of Valley Pumping Plant, and work performed on the B-5 connection, in tandem with work performed at the Valley Forebay, resulting to no local water production from February through early part of the March. March's Gross Margin was \$316,000 lower than budgeted. Net Income was a loss of \$578,000, which was \$316,000 lower than budgeted.

March fiscal-year-to-date (FYTD) Potable Water usage was 1% (28 million gallons) higher than budgeted. FYTD March Potable Water Revenues were \$55,000 higher than budgeted. FYTD Recycled Water usage was 5% (36 million gallons) lower than budgeted and Recycled Water Revenues were \$75,000 lower than budgeted. FYTD Water Supply Expenses were \$275,000 higher than budgeted. The FYTD March Gross Margin was \$333,000 lower than budgeted. Operating Expenses were \$1,473,000 lower than budgeted. Net Income was \$1,188,000, which was \$1,207,000 better than budgeted.

Electric Estimated Financial Results

For the month of March, electric loads were 15% lower than budget. Retail Sales were \$1,859,000 lower than budgeted. March Power Supply Expenses were \$476,000 lower than budgeted. March's Wholesale Margin was \$56,000 lower than budgeted. March's Gross Margin was \$1,603,000 lower than budgeted. Net Income was a loss of \$1,923,000, which was \$1,603,000 lower than budgeted.

FYTD March electric loads were 6% lower than budget. Retail Sales were \$6,789,000 lower than budgeted. FYTD Power Supply Expenses were \$8,440,000 lower than budgeted primarily due to lower energy prices and economic dispatch (the managing and optimizing of resources to meet system load), higher than planned annual true up, and lower retail load. FYTD Wholesale Margin was \$323,000 lower than budgeted. FYTD Gross Margin was \$512,000 better than budgeted. March FYTD Operating Expenses were \$2,031,000 lower than budgeted. Net Income was \$3,143,000, which was \$2,693,000 better than budgeted.

COVID-19 Pandemic Financial Forecast

While it is certain that the COVID-19 pandemic and the "Safer at Home" order issued by Los Angeles County officials and California Governor Newsom on March 19, 2020 will have substantial impact on BWP's financial forecast, the extent and duration of the impact are largely unknown at this time. However, staff estimated the financial impact created by COVID-19 if the "Safer at Home" order were to remain in effect until July 1, 2020. From the beginning of the "Safer at Home" order to June 30, staff anticipates an additional 9% reduction in potable water sales, resulting in a \$700k loss in revenues and a gross margin that is \$400k lower than originally anticipated in the Water Fund. For the Electric Fund, staff anticipates an

additional 12% reduction in energy sales, resulting in a \$4.2 million loss in revenues and a gross margin that is \$3.6 million lower than originally anticipated.

WATER DIVISION

State Water Project Update

On January 24, 2020 the Department of Water Resources (DWR) increased the State Water Project (SWP) Allocation Table A amounts from 10% to 15%. Allocations are reviewed monthly based on snowpack and runoff information and are typically finalized by May. **Precipitation in the Northern Sierra is at 56% of average to date. Statewide snowpack is 54% of normal for this date. The state gets about 30% of its annual water supply from snowpack.** Snow water content is one factor in determining allocation amounts along with reservoir storage and releases necessary to meet water supply and environmental demands.

Lake Oroville, the SWP's largest reservoir, is currently at 65% of capacity and 85% of average for this time of year. Shasta Lake, the Central Valley Project's (CVP) largest reservoir, is at 80% of capacity and 94% of average. In Southern California, SWP's Castaic Lake is at 89% of capacity and 99% of average.

The 15% allocation amounts to 635,434 acre-feet of water.

Burbank's Water Use

The table below shows water use in Burbank during March 2020 compared to March 2019 measured in gallons per capita per day (gpcd). Also shown is a comparison of Burbank's water use based on a 12-month rolling average.

	Average Monthly Use	Rolling 12-Month Average
March 2019	101 gpcd	134 gpcd
March 2020	102 gpcd	136 gpcd

These figures show annual water use is well below the target average use of 157 gpcd that must be met by the year 2020.

Burbank Operating Unit (BOU) Water Production

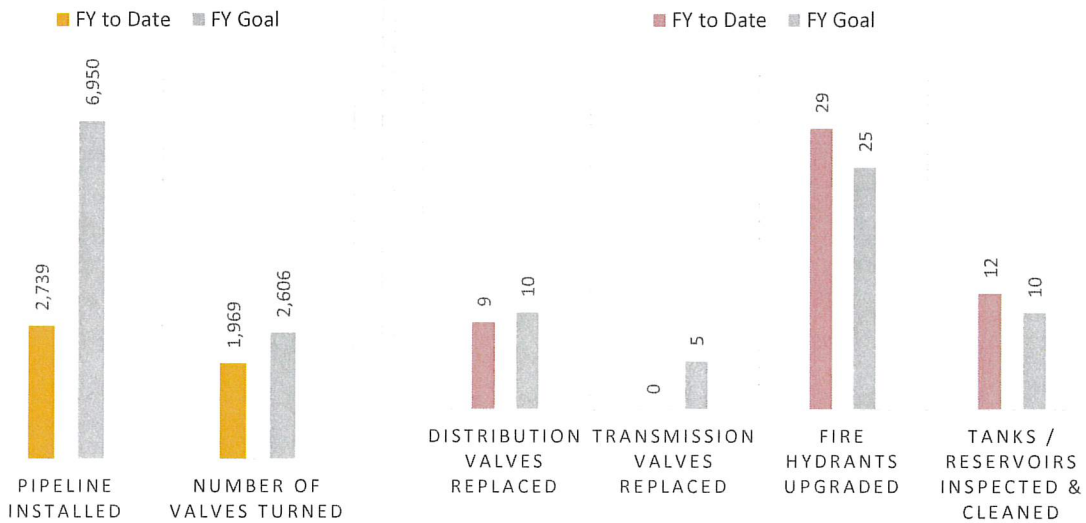
The table below provides the operational data for the BOU for the rolling quarter of January through March.

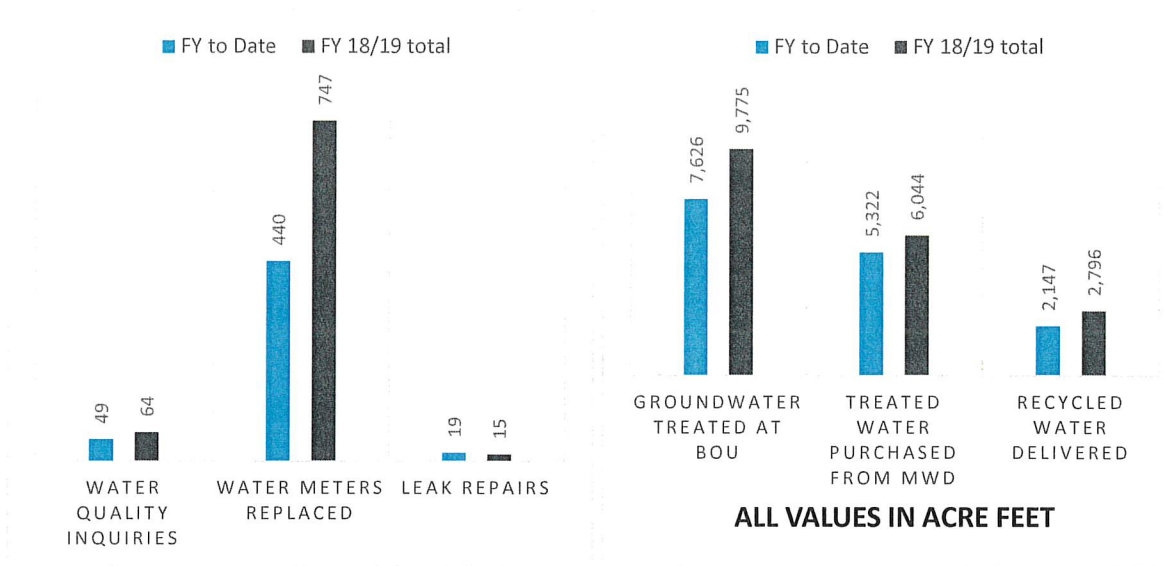
	Capacity Factor	Average Flow Rate (FY Total)
Jan '20	91.4%	8226 gpm
Feb '20	.76%	69 gpm
Mar '20	38.16%	3435 gpm

The BOU was off from February 1 through March 11 due to planned maintenance activities of both MWD and BWP. The BOU began producing water on March 11, 2020.

Key Performance Indicators

The graphs below illustrate the progress the Water Division has made on key performance measures.





Leak Alert Notifications

During the Fall of 2009, BWP began installing an Automated Metering Infrastructure (AMI) System by Itron. The system consists of endpoints that connect directly to the meter to get the meter read. The water use was transmitted by radio from the endpoints located in the meter box and received by 10 collectors stationed throughout the City. The data was “backhauled” or bundled using the Tropos radio system and delivered to database servers that accepted and processed the meter data. Full deployment of the system (approximately 26,000 endpoints) was completed in 18 months.

Benefits of AMI technology allow data to be collected rapidly and frequently and can be analyzed to find higher than normal usage and alert customers of leaks. BWP began providing Leak Alert service to residents who registered to receive notifications. This service, Water Smart, works by receiving hourly water usage from the meter and analyzes this data to determine if a leak might be present based on continuous usage. Since 2015, we have provided 11,756 leak alerts to customers. Unfortunately, a high volume of communication modules are not working reliably and replacement units are no longer produced.

As of March 2020, 3,290 communication modules are not working properly out of 26,992 meters (about 12%). We previously notified customers who participate in the Leak Alert Program that the failure of these communication modules prevents the sending of Leak Alert Notifications, and due to continued failures, we are now in the process of notifying additional customers.

Projects

The water crew shown here are removing dirt and loose debris from around Water Reservoir # 2 due to previous rainfall. Burbank has many above and below ground water reservoirs throughout the city. This work is part of BWP's ongoing maintenance program to keep water reservoirs accessible and safe at all times.



ELECTRIC DISTRIBUTION

ELECTRIC RELIABILITY

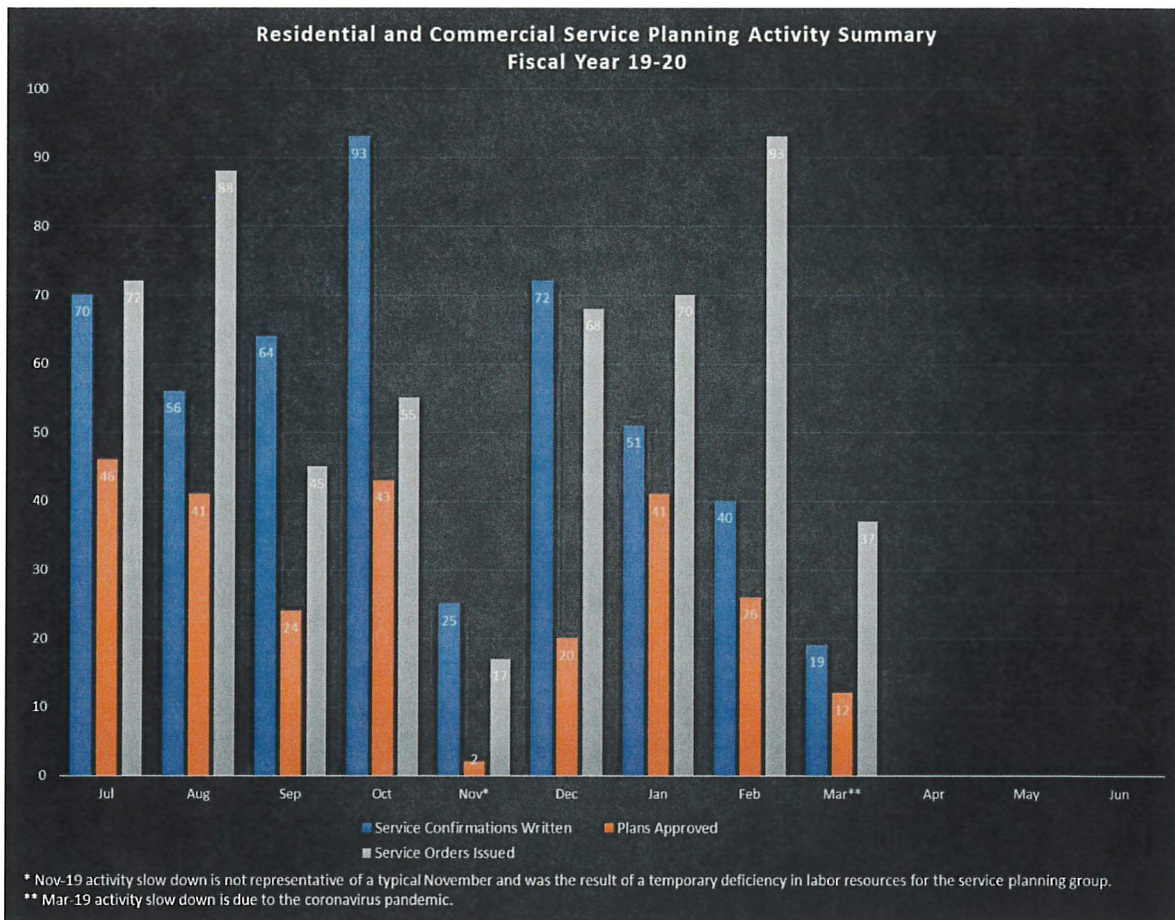
In March 2020, BWP experienced four sustained feeder outages. In the past 12 months, automatic reclosing has reduced customer outage time by approximately 1,390,760 customer minutes.

Reliability Measurement	April 2018 – March 2019	April 2019 – March 2020
Average Outages Per Year (SAIFI)	0.4590	0.3356
Average Outage Duration (CAIDI)	45.43 minutes	18.73 minutes
Average Service Availability	99.996%	99.999%
Average Momentary Outages Per Year (MAIFI)	0.2873	0.3322
No. of Sustained Feeder Outages	13	5
No. of Sustained Outages by Mylar Balloons	2	2
No. of Sustained Outages by Animals	0	0
No. of Sustained Outages by Palm Fronds	3	0

PROJECT UPDATES

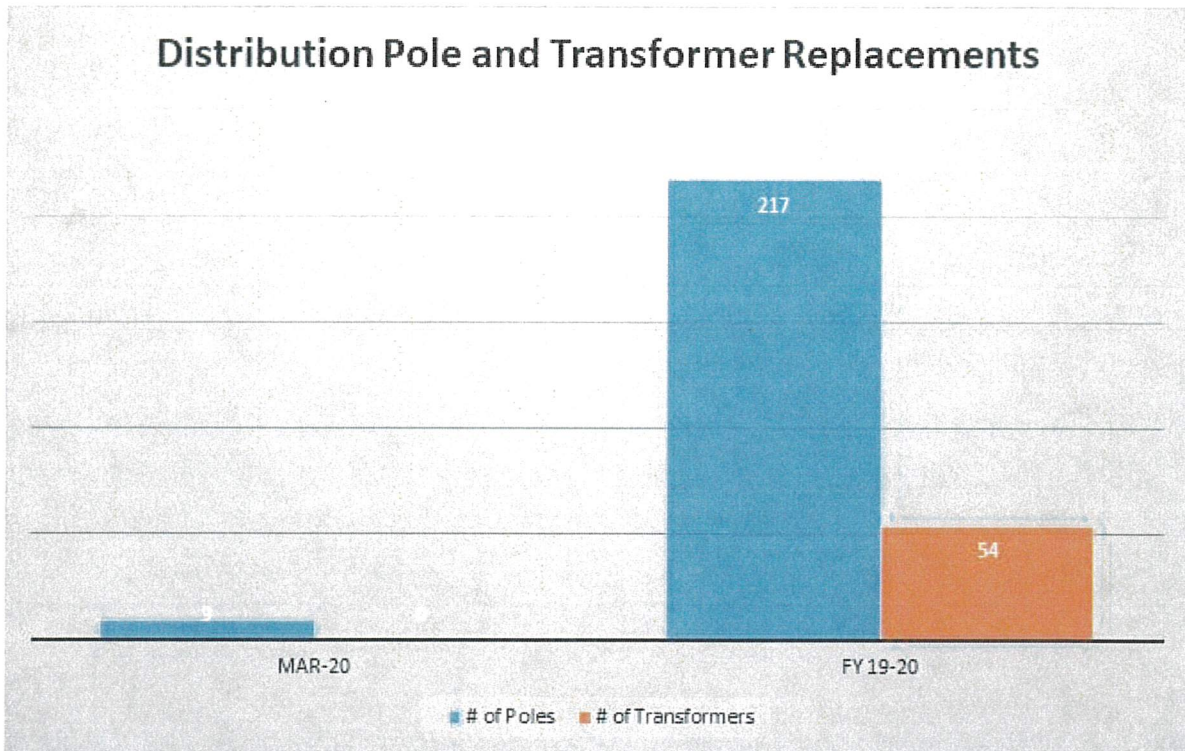
Residential and Commercial Service Planning Activities

BWP provides our residential and commercial customers with the electrical power they need for new services or upgrades to their existing service. In order for a customer to obtain a Building Permit for their construction, BWP Service Planners must visit the customer's facility and fill out an electric service confirmation form which details what type of service is required and how it will be served. After reviewing and approving a customer's electrical plans, BWP Service Planners issue service orders to our field crews to carry out the inspections and electrical service work. The graph below summarizes monthly activity for our Residential and Commercial Service Planning group within the Electrical Engineering Section.



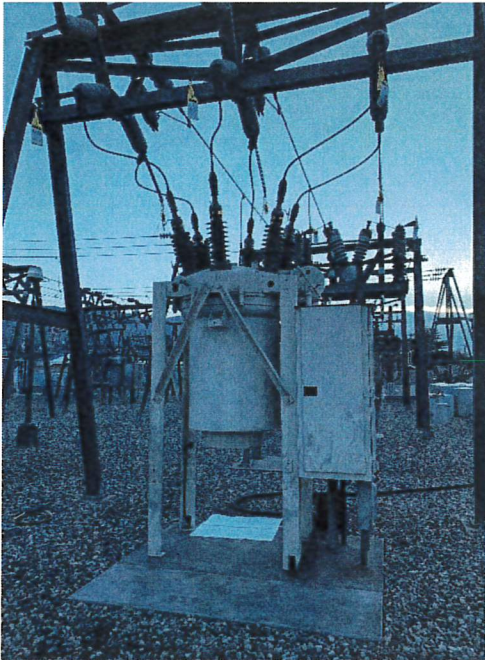
Electric Asset Data Report - Distribution Poles and Transformers

Distribution poles and transformers are installed or replaced as part of the overall improvement of the electric system. Staff performs pole-loading and transformer-loading analysis to determine if poles and transformers need to be replaced preemptively and when we plan to “touch” them, such as during 12 kV conversion projects. In addition, deteriorated poles are identified from the pole inspection program and prioritized for replacement based on condition. The following poles and transformers have been installed and/or replaced this fiscal year:



34.5 kV Circuit Breaker Replacement for Lincoln 352-1 and 352-10

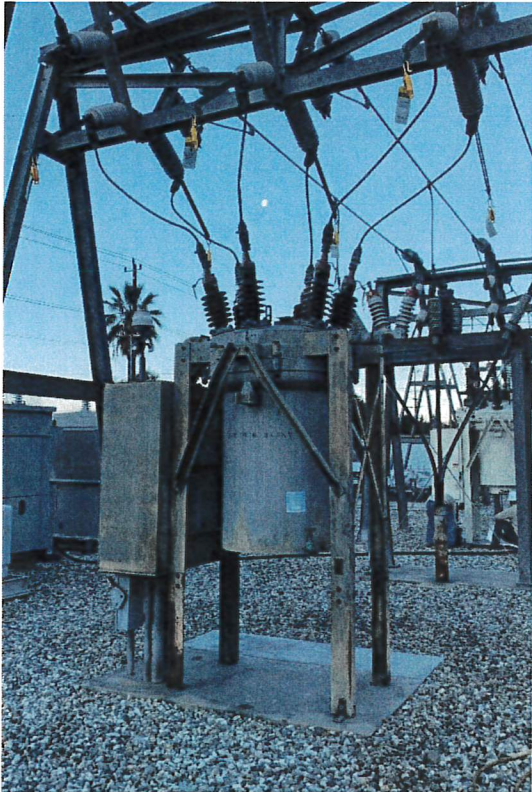
These two 34.5 kV oil-filled circuit breakers (OCB) are part of the 34.5 kV ring bus at Lincoln Substation and are partially responsible for isolating two of BWP's subtransmission lines that were not operating as originally designed. These circuit breakers were originally manufactured and installed around 1963 and 1971. After performing additional maintenance on these circuit breakers, it was determined that they could not be brought back to original design specifications. As such, these circuit breakers were removed and replaced with new vacuum circuit breakers (VCBs). The new VCBs open faster than the original OCBs, which means they do a better job of protecting equipment and reducing arc flash exposure to personnel.



Original 352-1 OCB



New 352-1 VCB



Original 352-10 OCB



New 352-10 VCB

STREET LIGHTING

LED Replacement Program

In accordance with the Street Lighting Master Plan, BWP is replacing high-pressure sodium (HPS) streetlight luminaires with light-emitting diode (LED) luminaires. Replacement is carried out on a maintenance basis, and LEDs are installed daily as the HPS luminaires burn out. The LED replacements consume approximately 60% less energy. To date, 64.43% of the total streetlight luminaires have been converted to LEDs, which translates to an annualized energy savings of 3,643 MWh or a 39.31% reduction in energy consumption. LED conversions have also reduced evening load by 832 kW, which shortens the “neck of the duck curve” and reduces the amount of energy generation that BWP needs.

Streetlight Painting

The painting of 210 streetlights on Magnolia Blvd. (from Clybourn Ave. to Keystone St.) and Burbank Blvd. (from Clybourn Ave. to Victory Blvd.) was completed. This annual work is part of BWP’s commitment to maintain the City’s streetlight assets.

CUSTOMER SERVICE

Customer Service Operations

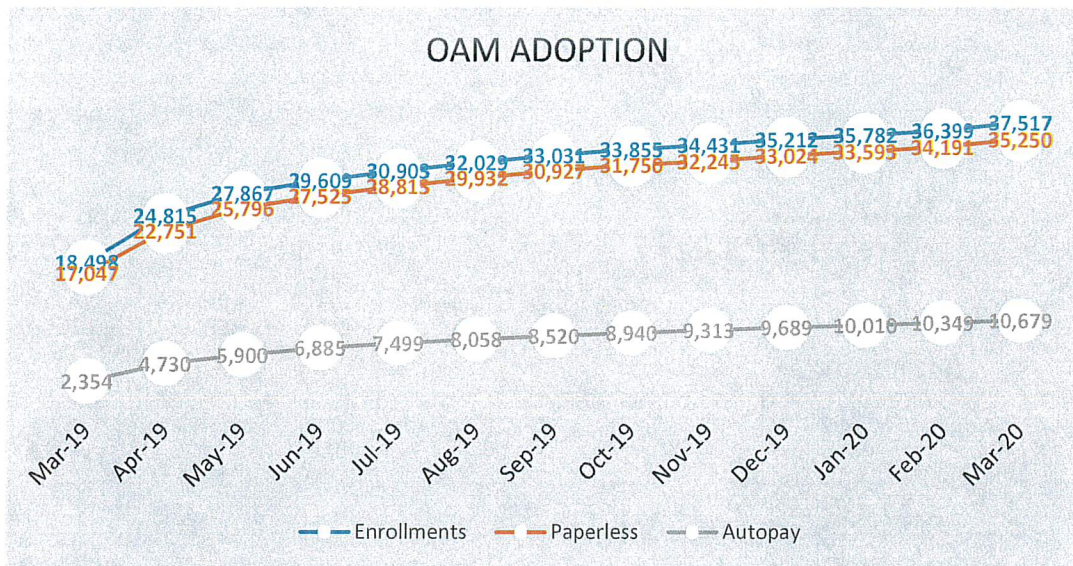
BWP closed the lobby to the public in March due to COVID-19, which mainly affected in-person payments. Customer Service staff continues to process utility payments received via mail, electronic submissions, and drop boxes throughout the City. The amount of cash payments has decreased by 80% and check payments increased by 50%. There has also been an increase in electronic payments by 11%. Call volumes remain consistent, with a reduction of less than half a percent.

Call Types	% of Calls
Balance	33%
Account#/Pin Request	8%
CC Line Transfer	5%
Payment Extension	4%
Residential Start Service	4%

	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	% Inc/Dec
Call Volume	7,227	5,740	6,310	5,029	5,507	5,417	4,675	5,374	4,330	5,389	4,778	4,337	4,320	-0.4%

Online Account Manager

The adoption of the Online Account Manager (OAM) continues to be 50% of all active accounts. Of all registered accounts, close to 90% are paperless customers helping BWP reduce costs and reduce carbon emissions. BWP will continue its efforts to drive Customers to the OAM, paperless, and auto pay. These initiatives will continue to drive down costs. BWP's second milestone is to have 80% of all active accounts registered on the OAM by 2021. **Below is the chart outlining activity for the Online Account Manager:**

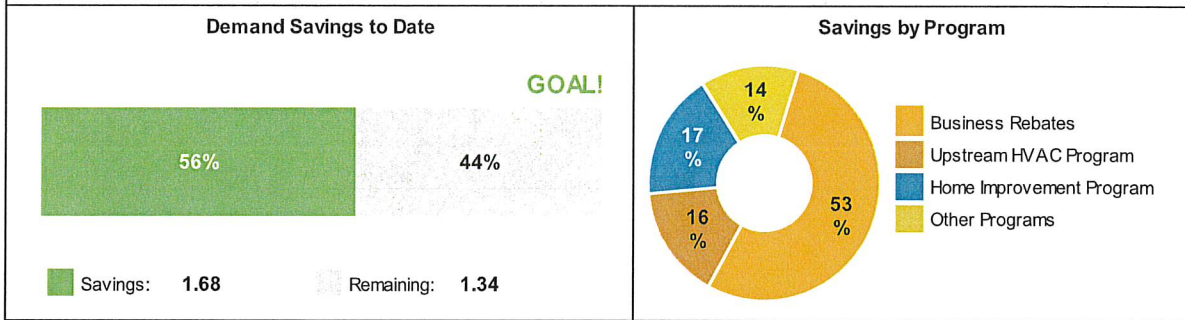


	Active	% of Total Active Accounts
Enrollments	25,997	50%
Paperless	22,172	42%
Autopay	14,493	26%

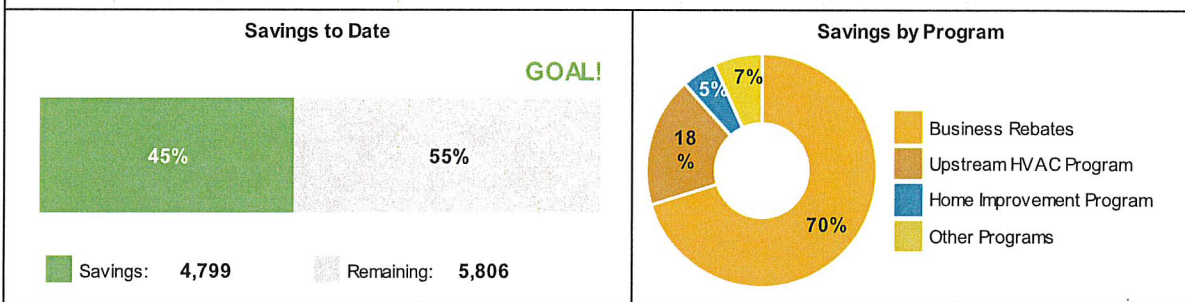
BWP's Energy Efficiency and Water Savings – Fiscal Year to 3/31/20

Energy Efficiency Savings FYTD 2019-2020 Period ending on 03/31/2020

1% Demand Goal = 3.02 MW

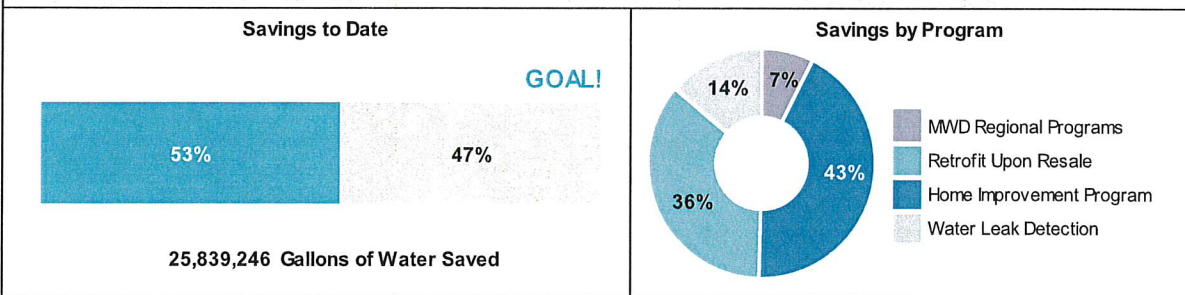


1% Consumption Savings Goal = 10,605 MWh



Water Savings Goal FYTD 2019-2020

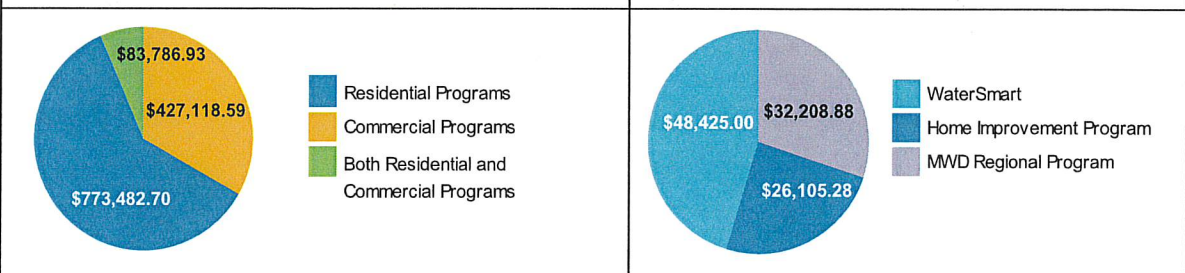
1% (48,457,099 Gallons) Potable Water Savings Goal



Efficiency Investments FYTD 2019-2020

Electric Programs: \$1,284,388

Water Programs: \$106,739



Electric Vehicle (EV) Charging Program

Forty-seven public EV charging ports are installed in Burbank, including 2 DC Fast Chargers and 18 curbside chargers. As of November 1, 2019, pricing for public EV charging is \$0.1753 per kilowatt-hour (kWh) for Level 1 and Level 2. For the DC Fast Chargers, the charging rate is \$0.2817 per kWh. **Reduced public charger usage can likely be attributed to the shelter-in-place order issued in March.**

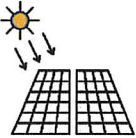
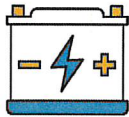
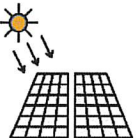
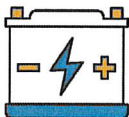
Month of usage	Chargers Available	Usage in kWh	Gross Revenue	GHG reduced in kg	kWh/ Station/ Day	% Peak Sessions	Charging Occupancy
Mar 2020	46	19,872	\$3,536	8,346	14.9	21%	17%
Feb 2020	46	32,566	\$5,081	13,674	26.1	22%	22%
Jan 2020	39	27,675	\$4,792	11,623	20.8	22%	18%
Dec 2019	40	23,910	\$4,463	10,042	17.9	22%	17%
Nov 2019	42	17,028	\$3,336	7,152	13.2	23%	14%
Oct 2019	35	16,847	\$3,175	7,076	13	22%	14%
Sep 2019	34	15,978	\$3,099	6,711	12	24%	16%
Aug 2019	36	17,738	\$3,638	7,450	13	24%	14%
Jul 2019	41	19,804	\$3,765	8,318	15	22%	16%
Jun 2019	42	24,374	\$4,303	10,237	19	21%	23%
May 2019	42	25,756	\$4,783	10,818	19	21%	22%
Apr 2019	42	26,501	\$4,981	11,131	20	21%	20%
Mar 2019	42	24,810	\$4,507	10,420	18	20%	17%
Feb 2019	44	20,127	\$3,277	8,453	17	23%	17%
Jan 2019	44	20,706	\$3,511	8,696	16	22%	18%

One charging port was out of service during March. The DC Fast Charger at the Hollywood-Burbank Airport had a malfunctioning modem. BWP staff attempted to troubleshoot the modem with technicians from Greenlots. Eventually it was decided that the modem needed to be replaced. BWP staff received the modem on April 6, and the unit was placed back in service the same day.

Port Location	# of Ports	Out of Service Date	Issue	Expected Back in Service Date	Back in Service Date
Hollywood-Burbank Airport	1	20-Jan	Malfunctioning Modem	20-Mar	6-Apr

Rooftop Solar and Battery Installations

The table below tracks the total number and capacity of installed customer-owned rooftop solar photovoltaic systems and battery installations in Burbank.

Customer Rooftop Solar Installations						
March 2020						
 Solar Installations	4	5.60	0.02	 Battery Installations	0	
	Residential	Avg. Size (kW)	Installed Capacity (MW)		Total Installations	
	0	0.00	0.00		0	0.0
	Commercial	Avg. Size (kW)	Installed Capacity (MW)		Power (kW)	Energy (kWh)
Total Installations in Burbank (All Time)						
 Solar Installations	825	4.83	4.19	 Battery Installations	14	
	Residential	Avg. Size (kW)	Installed Capacity (MW)		Total Installations	
	50	87.05	4.35		110	306.0
	Commercial	Avg. Size (kW)	Installed Capacity (MW)		Power (kW)	Energy (kWh)

TECHNOLOGY

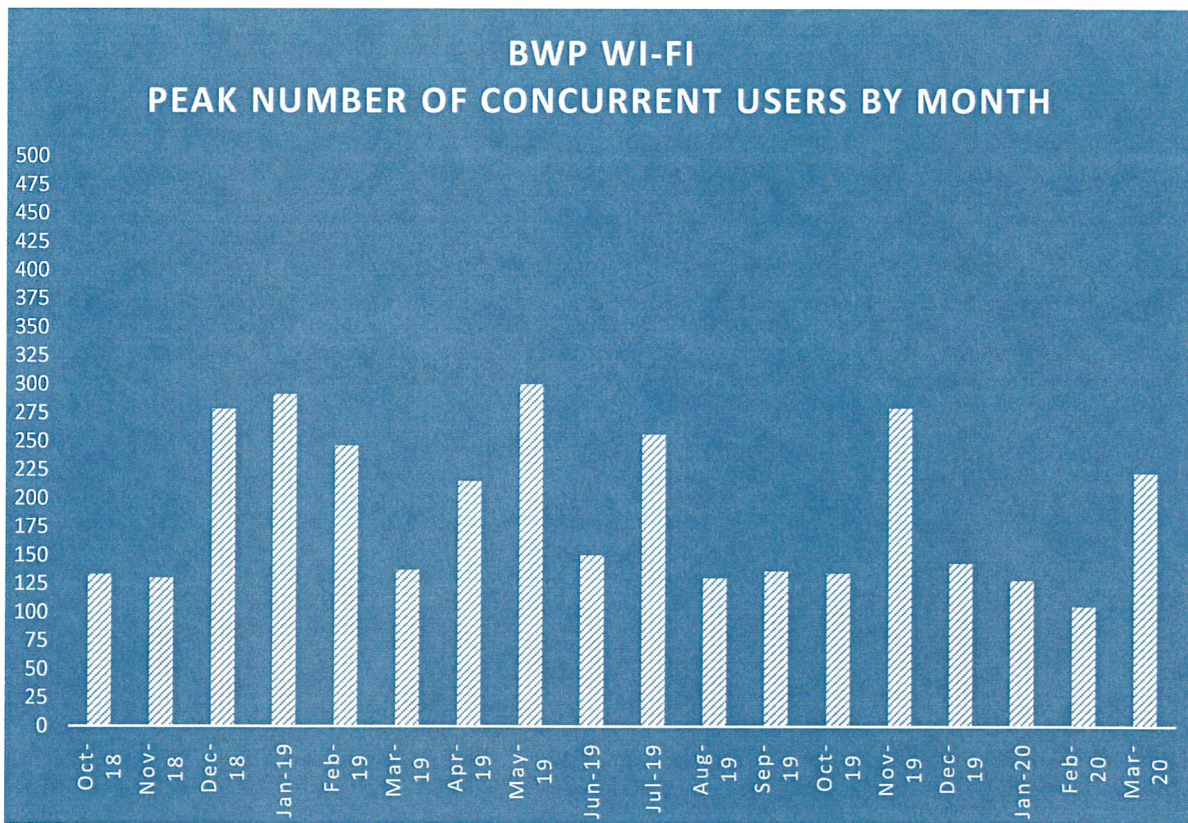
Broadband Services (ONE Burbank)

	March 2020 New Orders	Revenues for March 2020	FYTD 2019-20 Revenues	FYTD Budget
Lit	3	\$114,544	\$1,021,436	\$1,155,000
Dark	2	\$193,791	\$1,837,236	\$1,732,500
Total	5	\$308,335	\$2,858,672	\$2,887,500

BWP WiFi

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

The table below reports the number of users that are active and communicating to the internet (email, browsing, streaming, etc.)



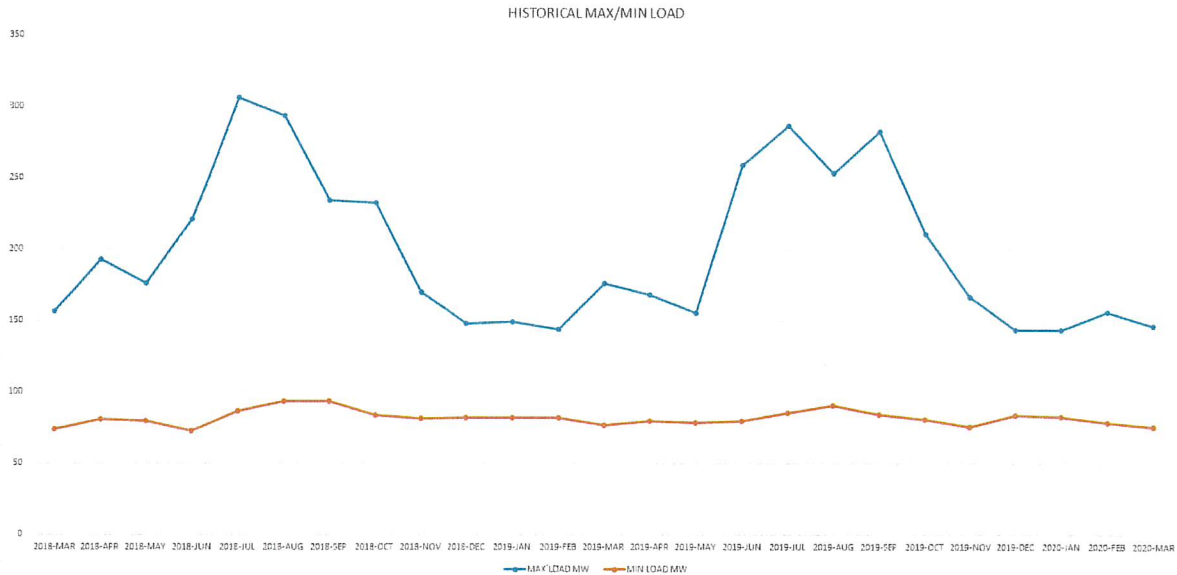
Cyber Security Update – March 2020

BWP is currently implementing technology improvements which will impact the way cyber security data is gathered and metrics are reported going forward. BWP will make every effort to provide accurate and relevant data within these reports, however, as necessary technology improvements are required, these reports and the data referenced within them may change.

POWER SUPPLY

BWP SYSTEM OPERATIONS:

The maximum load for March 2020 was 146.5 MW at 2:56 PM on Thursday, March 5, and the minimum load was 75.9 MW at 3:27 AM on Tuesday, March 31.



Minimum load values corrected for Sept & Dec 2018.

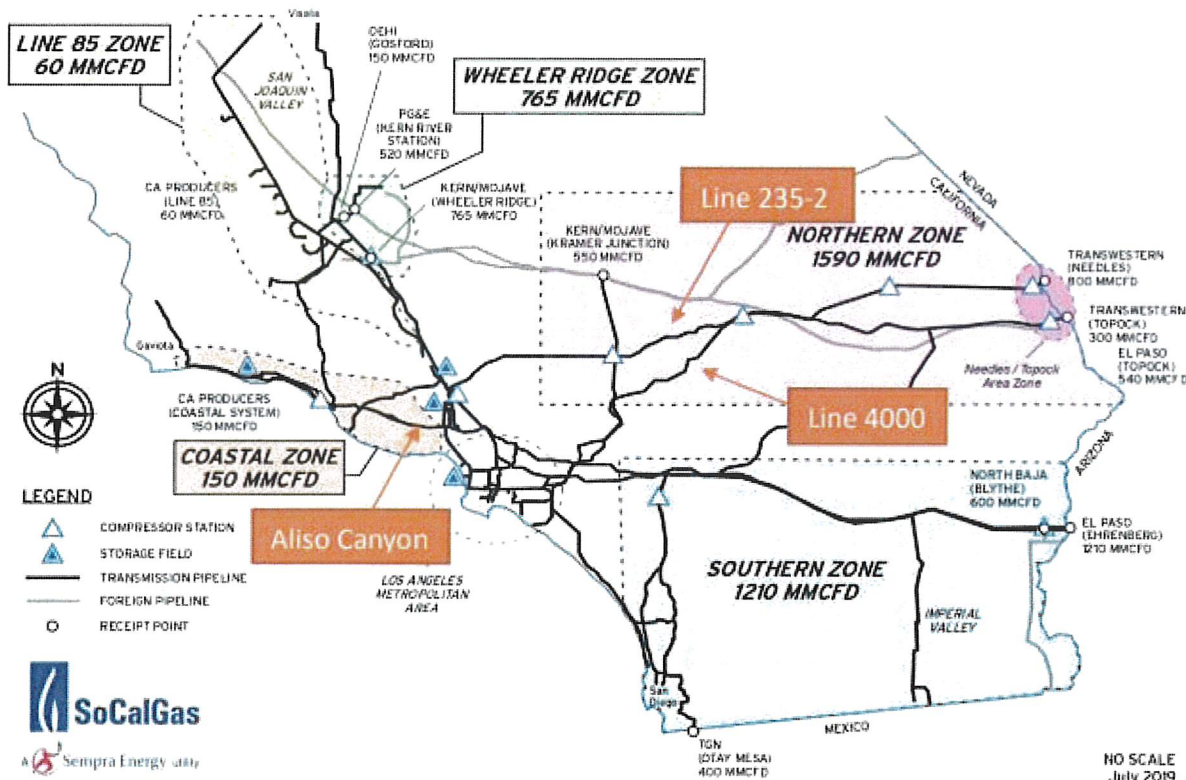
YEAR	MAX LOAD	MAX DATE
2020	156.1 MW	28-Feb-20 14:55:08
2019	282.66 MW	04-Sep-19 15:31:17
2018	306.3 MW	06-Jul-18 16:41:28
2017	322.1 MW	31-Aug-17 16:02:52
2016	308.52 MW	20-Jun-16 16:46:20

The Burbank power system did not experience abnormal weather or natural gas supply issues for March 2020.

Southern California continues to experience natural gas reliability and affordability challenges because of supply and demand mismatches. SoCal Gas' system capacity and supply are primarily a function of two components: (1) transmission pipelines, which bring gas into and then transport it throughout the system; and (2) underground natural gas storage connected to transmission pipelines near system load. While one component of the system's limited supply is the transmission pipeline reductions and outages, the other critical component is storage operating constraints from the CPUC restricting the

use of the Aliso Canyon Storage Facility. The current effective withdrawal protocol is restrictive but is less restrictive than the previous protocol, in that Aliso Canyon was only allowed to be withdrawn from if curtailment was imminent, but now can occur under less acute circumstances. The CPUC has begun posting redacted reports from SoCal Gas on 2019-20 winter withdrawals from Aliso Canyon. **Aliso Canyon was used 9 days in March without any operational anomalies or any Smart Therm demand response event declared. This likely reduces the number and severity of single day gas price swings in the SoCal Gas system.**

Image 1: Receipt Points & Transmission Zone Firm Capacities



Line 235-2

Line 235-2 (largely a 1957 vintage pipeline) was again removed from service on January 27, 2020 after a preliminary report was received indicating a single location that needed to be immediately remediated. **The repair has been completed and the pipeline was returned to service at a reduced pressure on February 17.**

Line 4000

Following the Line 235-2 rupture, SoCal Gas reduced the pressure of Line 4000 (largely a 1960 vintage pipeline) because it is in the same “family” of pipelines as Line 235-2. SoCal Gas lowered the pressure to increase the factor of safety on the pipeline until SoCal Gas can conduct further analysis of Line 4000 based on what is learned from Line 235-

2. In addition, this increased safety margin reduced the safety risk to employees working on Line 235-2, which is in close proximity to Line 4000 for the first 5-6 miles.

Line 4000 was taken out of service on September 19 for validation digs. Line 4000 returned to service on October 24 at reduced pressure.

ELECTRICITY GENERATION:

BWP Generating Facilities

Unit	Availability	Operating Hrs	MWH (Net)	NO _x (lbs)	Starts
Olive 1	0%	0	0	0	0
Olive 2	0%	0	0	0	0
Lake 1	100%	13	408	97	1
MPP	75%	560	96,363	4,019	1

Olive 1 and 2 remained in dry storage, with a 120-day notice required to restart. Olive 1 and 2 have been in dry storage since 2011 and 2012, respectively. **Lake One was placed online one time during the month of March.**

Magnolia Power Project (MPP)

	March	FYTD	YTD
Availability	75%	84%	58%
Unit Capacity Factor (240 MW)	54%	65%	42%

Magnolia Power Plant (MPP) was shut down on March 4, 2020 for removal of the Axial Fuel Staging (AFS) hardware which will be revised and installed during the 2021 major inspection outage. MPP was successfully restarted on March 12, 2020 and released to the participants for dispatch. From March 12, 2020 through March 14, 2020, tuning of the combustion turbine was performed and a new minimum combined cycle output of 112 MW was achieved.

Tieton Hydropower Project (Tieton)

Generation began April 6, 2020 with limited water flow controlled by the United States Bureau of Reclamation (USBR). Initial water flow allowed generation of about 3.7 MW from a single generation unit and was increased on April 13 to 8.1 MW. Rimrock reservoir, which supplies water to Tieton, is at 77% full and the USBR water management goal is currently storage control. This status will fluctuate reservoir output depending on the desired reservoir level as well as the rate of water input resulting from snowmelt and other contributing sources.

ENVIRONMENTAL

Air Quality

There are no air quality updates at this time.

Storm Water

All the required storm water samples for the current reporting year (July 2019 – June 2020) have been collected at the BWP Campus. No additional sampling is necessary. Storm water samples are required to be analyzed by an independent laboratory and the results submitted to the State Water Resources Control Board's online reporting tool. The sample analytical results for this reporting year continue to indicate elevated levels of zinc. BWP is in the environmental review process for a storm water improvement project to address the storm water compliance issues.

PROJECT UPDATES:

Power Resources

Transmission Update

Negotiations with LADWP, for several existing Transmission Service Agreements, including those associated with Hoover Dam and IPP generation resources are ongoing. A one-year extension of the existing Hoover Transmission Service Agreement was approved by consent by City Council on August 13, 2019. The IPP related Transmission Service Agreement expires in 2027.

Intermountain Power Project (Delta, UT) Renewal Progress

LADWP, BWP and GWP (the IPP repowering participants) are working together to create a detailed roadmap for green hydrogen production, storage, and power generation at IPP. In the medium-term, the participants are targeting 30% green hydrogen combustion by July 2025, when the repowered project is scheduled to come on-line.

Power Generation

Landfill Gas to Energy (LFGTE) Project

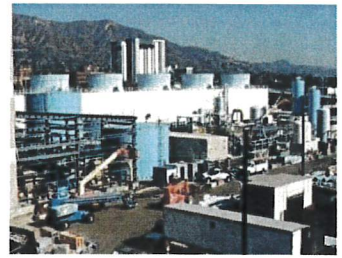
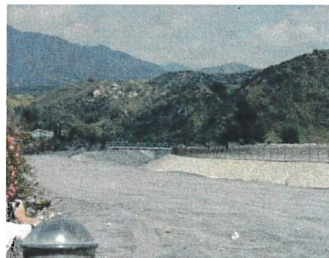
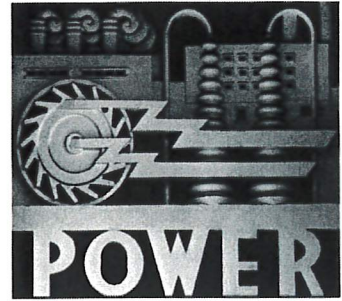
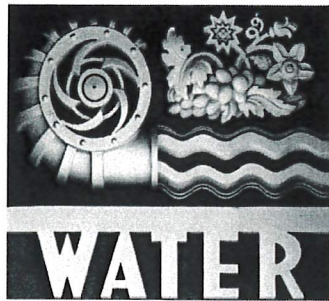
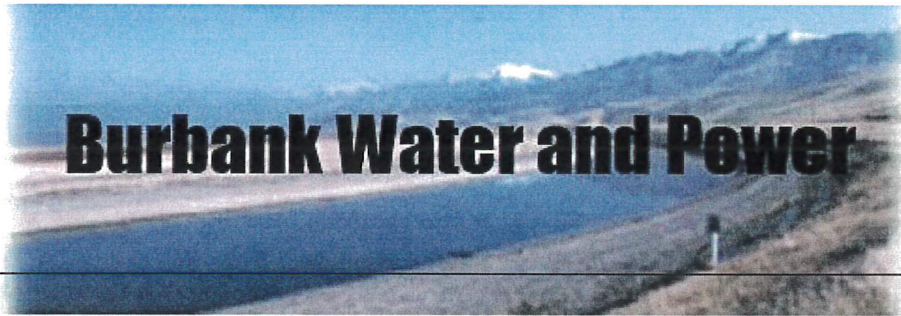
The LFGTE microturbines and gas conditioning skid are now fully operational and generating power for the Burbank Electrical System. ACCO Engineered

Systems has assumed responsibility for operating and maintaining the system for the first year.

The Project will be complete following completion of the emissions test. The South Coast Air Quality Management District (SCAQMD) is currently reviewing the test protocol and upon approval, the emissions test will be scheduled.



LFGTE Installed System



**Estimated Financial Report
March-20**

**Burbank Water and Power
Electric Fund (496)
Estimated Statement of Changes in Net Assets ^{(1) (2) (5)}
MTD and FYTD March 2020
(\$ in 000's except MWh Sales)**

MTD	MTD Mar-20	\$	%		FYTD	FYTD Mar-20	\$	%
FY 19-20	Budget	Variance ⁽²⁾	Variance		FY 19-20	Budget	Variance ⁽²⁾	Variance
75,680	88,644	(12,964)	(15%) ^(a)	NEL MWh	813,753	869,682	(55,929)	(6%) ^(A)
				Retail				
\$ 11,202	\$ 13,061	\$ (1,859)	(14%)	Retail Sales	\$ 122,843	\$ 129,632	\$ (6,789)	(5%)
423	587	(164)	(28%) ^(b)	Other Revenues ⁽³⁾	4,468	5,284	(816)	(15%) ^(B)
8,854	9,330	476	5% ^(c)	Retail Power Supply & Transmission	80,835	89,275	8,440	9% ^(C)
2,771	4,319	(1,547)	(36%)	Retail Margin	46,476	45,640	835	2%
				Wholesale				
206	2,822	(2,616)	(93%)	Wholesale Sales	5,897	36,519	(30,622)	(84%)
191	2,752	2,560	93%	Wholesale Power Supply	5,307	35,606	30,299	85%
15	71	(56)	(79%)	Wholesale Margin	590	913	(323)	(35%)
2,786	4,389	(1,603)	(37%)	Gross Margin	47,066	46,553	512	1%
				Operating Expenses				
925	925	-	0%	Distribution	8,288	8,354	65	1%
115	115	-	0%	Administration/Safety	989	1,092	103	9%
228	228	-	0%	Finance, Fleet, & Warehouse	1,727	2,028	302	15% ^(D)
507	507	-	0%	Transfer to General Fund for Cost Allocation	4,565	4,565	0	0%
446	446	-	0%	Customer Service, Marketing & Conservation	3,102	4,010	908	23% ^(E)
362	362	-	0%	Public Benefits	3,362	3,592	230	6%
151	151	-	0%	Security/Oper Technology	1,735	1,474	(261)	(18%) ^(F)
143	143	-	0%	Telecom	988	1,056	68	6%
183	183	-	0%	Construction & Maintenance	1,333	1,643	310	19% ^(G)
1,575	1,575	-	0%	Depreciation	13,865	14,171	306	2%
4,633	4,633	-	0% ^(d)	Total Operating Expenses	39,953	41,985	2,031	5%
\$ (1,847)	\$ (244)	\$ (1,603)	(656%)	Operating Income/(Loss)	\$ 7,112	\$ 4,569	\$ 2,544	56%

**Burbank Water and Power
Electric Fund (496)
Estimated Statement of Changes in Net Assets ^{(1) (2) (5)}
MTD and FYTD March 2020**

(\$ in 000's)

MTD FY 19-20	MTD Mar-20 Budget	\$ Variance ⁽²⁾	% Variance		FYTD FY 19-20	FYTD Mar-20 Budget	\$ Variance ⁽²⁾	% Variance
\$ (1,847)	\$ (244)	\$ (1,603)	(656%)	Operating Income/(Loss)	\$ 7,112	\$ 4,569	\$ 2,544	56%
				Other Income/(Expenses)				
162	162	-	0%	Interest Income	1,552	1,460	92	6%
106	106	-	0%	Other Income/(Expense) ⁽⁴⁾	(2,422)	(2,480)	58	2% ^(H)
(344)	(344)	-	0%	Bond Interest/ (Expense)	(3,099)	(3,099)	-	0%
(76)	(76)	-	0%	Total Other Income/(Expenses)	(3,969)	(4,119)	150	4%
(1,923)	(320)	(1,603)	(500%)	Net Income	3,143	450	2,693	599%
372	372	-	0%	Capital Contributions (AIC)	645	1,829	(1,184)	(65%) ^(I)
<u>\$ (1,551)</u>	<u>\$ 52</u>	<u>\$ (1,603)</u>	<u>(3099%)</u>	Net Change in Net Assets	<u>\$ 3,788</u>	<u>\$ 2,278</u>	<u>\$ 1,510</u>	<u>66%</u>

1. This report may not foot due to rounding.
2. () = Unfavorable
3. Other Revenues include transmission, telecom and internet revenues as well as other items such as damaged property recovery, connection fees, late fees, and tampering fees.
4. Other Income/(Expense) includes miscellaneous revenue from the sale of scrap materials, inventory, and assets, as well as BABS subsidy.
5. MTD is estimated for March 2020; FYTD reports July 2019 through February 2020 actuals.

Burbank Water and Power
Electric Fund (496)
Estimated Statement of Changes in Net Assets - Footnotes
MTD March 2020
(\$ in 000's)

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
a.	Electric Usage in MWh	75,680	88,644	(12,964)	- NEL is 15% lower than budget, which is driven primarily by the closing of businesses within Burbank due to the "Safer at home" order issued by Los Angeles County officials and California Governor Newsom on March 19th, 2020. For the month of March, average high temperature was 66.4°F, compared to the normal of 72.5°F. MTD HDD were 265 versus the 15 year average of 111.
b.	Other Revenues	423	587	(164)	- Other revenues include transmission, telecom and internet revenues as well as other items such as damaged property recovery, connection fees, late fees, and tampering fees which tend to fluctuate.
c.	Retail Power Supply & Transmission	8,854	9,330	476	- The favorable variance is attributable to various components within Retail Power Supply & Transmission. Please refer to page 5 for additional details.
d.	Total Operating Expenses	4,633	4,633	-	- Expenses for March 2020 are estimated at budgeted values.

**Burbank Water and Power
Electric Fund (496)
Estimated Statement of Changes in Net Assets - Footnotes
FYTD March 2020
(\$ in 000's)**

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
A.	Electric Usage in MWh	813,753	869,682	(55,929)	- NEL is 6% lower than budget, which is impacted by the closing of businesses within Burbank due to the "Safer at home" order issued by Los Angeles County officials and California Governor Newsom on March 19th, 2020. FYTD actual average high temperature from July to October is 86.9°F and the 15 year summer average high temperature is 85.9°F. FYTD actual average low temperature from November to March is 43.9 and the 15 year average temperature is 44.9°F. FYTD CDD were 1,114 versus the 15 year average of 1,146. FYTD HDD were 1,237 versus the 15 year average of 1,062.
B.	Other Revenues	4,468	5,284	(816)	- Other revenues include transmission, telecom and internet revenues as well as other items such as damaged property recovery, connection fees, late fees, and tampering fees which tend to fluctuate.
C.	Retail Power Supply & Transmission	80,835	89,275	8,440	- The favorable variance is attributable to various components within Retail Power Supply & Transmission. Please refer to page 6 for additional details.
D.	Finance, Fleet, & Warehouse	1,727	2,028	302	- The favorable variance is primarily attributable to budgetary savings due to vacant positions, and less event sponsorship.
E.	Customer Service, Marketing & Conservation	3,102	4,010	908	- The favorable variance is primarily attributable to budgetary savings due to vacant positions, and lower than planned spending on professional services and office supplies.
F.	Security/Oper Technology	1,735	1,474	(261)	- The unfavorable variance is primarily attributable to less work on capital and O&M than planned, offset by lower than planned spending on professional services.
G.	Construction & Maintenance	1,333	1,643	310	- The favorable variance is primarily attributable to lower than planned work performed from Power Supply; and the timing of expenditures for private contractual services, custodial services, building grounds maintenance & repair, and regulatory expense.
H.	Other Income/(Expense)	(2,422)	(2,480)	58	- Other Income/(Expense) includes miscellaneous revenue from the sale of scrap materials, inventory and assets, as well as the BABS subsidy, which tend to fluctuate. July 2019 includes a one-time pension payment to CalPERS of \$3.43M.
I.	Capital Contributions (AIC)	645	1,829	(1,184)	- The unfavorable variance is primarily attributable to the timing of AIC projects.

Estimated March 2020 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/(LOSS): (\$1,923)</u>		\$ (1,603)	\$ (1,603)
 <u>MTD GROSS MARGIN VARIANCE</u>			
Retail Sales		(1,859)	(1,859)
Power Supply and Transmission			
- MPP was offline for turndown capacity implementation		(104)	(104)
- Lower retail load	259		259
- Lower than planned renewables	234		234
- Lower transmission	87		87
Other Revenues & Other income/(Expenses)		(164)	(164)
Wholesale Margin		(56)	(56)
 Total	 580	 (2,183)	 (1,603)

Estimated March 2020 Budget to Actual P&L Variance Highlights - Electric Fund
(\$ in 000's)

	Variance Fiscal Year-to-Date		
	Favorable Items	Unfavorable Items	Budget to Actual Variance
<u>FYTD NET INCOME / (LOSS): \$3,143</u>	\$ 2,693		\$ 2,693
<u>FYTD GROSS MARGIN VARIANCE</u>			
Retail Sales		(6,789)	(6,789)
Power Supply and Transmission			
- Lower energy prices and economic dispatch	3,280		3,280
- Lower than planned annual true up	1,529		1,529
- Lower retail load	1,403		1,403
- Lower O&M expenses than planned	1,025		1,025
- Lower than planned transmission expenses	759		759
- Lower than planned renewables	444		444
Other Revenues		(816)	(816)
Wholesale Margin		(323)	(323)
Total	8,440	(7,928)	512
<u>FYTD EXPENSE AND OTHER VARIANCES</u>			
Distribution	65		65
Administration/Safety	103		103
Finance, Fleet, & Warehouse	302		302
Customer Service, Marketing & Conservation	908		908
Public Benefits	230		230
Security/Oper Technology		(261)	(261)
Telecom	68		68
Construction & Maintenance	310		310
Depreciation expense	306		306
All other	150		150
Total	2,442	(261)	2,181

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

	Mar-20	Dec-19	Sep-19	Jun-19	Recommended Reserves	Minimum Reserves
Cash and Investments						
General Operating Reserve	\$ 63,594	\$ 67,481	\$ 62,047	\$ 67,320 ^(b)	\$ 52,010	\$ 37,570
Capital & Debt Reduction Fund	10,000	10,000	10,000	10,000	21,000	5,200
BWP Projects Reserve Deposits at SCPPA	17,062	17,014	16,912	16,817		
Sub-Total Cash and Investments	<u>90,656</u>	<u>94,495</u>	<u>88,959</u>	<u>94,137</u>	<u>73,010</u>	<u>42,770</u>
Customer Deposits	(6,300)	(6,632)	(4,822)	(5,641)		
Public Benefits Obligation	(7,067)	(7,125)	(6,607)	(6,069)		
Pacific Northwest DC Intertie	(255)	(855)	(1,389)	(2,218)		
Low Carbon Fuel Standard ^(c)	(2,267)	(2,267)	(2,267)	(2,267) ^(d)		
Cash and Investments (less Commitments)	<u>74,768</u>	<u>77,615</u>	<u>73,874</u>	<u>77,942</u>	<u>73,010</u>	<u>42,770</u>

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

^(b) Includes a \$3.95M loan to the Water Fund for the purchase of cyclic storage water.

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

^(d) Includes the sale of \$1.15M of LCFS credits.

**Burbank Water and Power
Water Fund (497)
Estimated Statement of Changes in Net Assets ^{(1) (2) (5)}
MTD and FYTD March 2020
(\$ in 000's except Gallons)**

MTD FY 19-20	MTD Mar-20 Budget	\$ Variance ⁽²⁾	% Variance		FYTD FY 19-20	FYTD Mar-20 Budget	\$ Variance ⁽²⁾	% Variance
336	339	(3)	(1%) ^(e)	Water put into the system in Millions of Gallons	3,979	3,951	28	1% ^(A)
46	61	(15)	(24%) ^(b)	Metered Recycled Water in Millions of Gallons	689	725	(36)	(5%) ^(B)
				Operating Revenues				
1,851	2,002	\$ (151)	(8%) ^(e)	Potable Water	21,773	21,718	\$ 55	0% ^(C)
200	251	(51)	(20%)	Recycled Water	2,897	2,972	(75)	(3%)
11	62	(51)	(83%) ^(d)	Other Revenue ⁽³⁾	519	557	(38)	(7%) ^(D)
<u>2,062</u>	<u>2,315</u>	<u>(254)</u>	<u>(11%)</u>	Total Operating Revenues	<u>25,189</u>	<u>25,247</u>	<u>(58)</u>	<u>(0%)</u>
907	845	(62)	(7%) ^(e)	Water Supply Expense	9,846	9,571	(275)	(3%) ^(E)
<u>1,154</u>	<u>1,470</u>	<u>(316)</u>	<u>(21%)</u>	Gross Margin	<u>15,343</u>	<u>15,676</u>	<u>(333)</u>	<u>(2%)</u>
				Operating Expenses				
744	744	-	0%	Operations & Maintenance - Potable	5,560	6,256	696	11% ^(F)
142	142	-	0%	Operations & Maintenance - Recycled	1,102	1,254	152	12% ^(G)
206	206	-	0%	Allocated O&M	1,598	1,866	268	14%
172	172	-	0%	Transfer to General Fund for Cost Allocation	1,552	1,552	0	0%
370	370	-	0%	Depreciation	2,970	3,328	358	11%
<u>1,634</u>	<u>1,634</u>	<u>-</u>	<u>0% ^(f)</u>	Total Operating Expenses	<u>12,783</u>	<u>14,256</u>	<u>1,473</u>	<u>10%</u>
				Other Income/(Expenses)				
21	21	-	0%	Interest Income	245	191	54	28%
39	39	-	0%	Other Income/(Expense) ⁽⁴⁾	(195)	(202)	7	4% ^(H)
(159)	(159)	-	0%	Bond Interest/(Expense)	(1,423)	(1,428)	5	0%
<u>(99)</u>	<u>(99)</u>	<u>-</u>	<u>0%</u>	Total Other Income/(Expenses)	<u>(1,373)</u>	<u>(1,440)</u>	<u>67</u>	<u>5%</u>
<u>(578)</u>	<u>(262)</u>	<u>(316)</u>	<u>(121%)</u>	Net Income/(Loss)	<u>1,188</u>	<u>(19)</u>	<u>1,207</u>	<u>6356%</u>
40	40	-	0%	Aid in Construction	63	363	(300)	(83%) ^(f)
<u>\$ (538)</u>	<u>\$ (222)</u>	<u>\$ (316)</u>	<u>(143%)</u>	Net Change in Net Assets	<u>\$ 1,250</u>	<u>\$ 344</u>	<u>\$ 907</u>	<u>264%</u>

1. This report may not foot due to rounding.

2. () = Unfavorable

3. Other Revenue includes items such as damaged property recovery, connection fees, late fees, and tampering fees.

4. Other Income/(Expense) includes miscellaneous revenue from the sale of scrap materials, inventory, and assets.

5. MTD is estimated for March 2020; FYTD reports July 2019 through February 2020 actuals.

**Burbank Water and Power
Water Fund (497)
Estimated Statement of Changes in Net Assets - Footnotes
MTD March 2020
(\$ 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	336	339	(3)	- Potable water demand was slightly lower than budget. For the month of March, average high temperature was 66.4°F, compared to the normal of 72.5°F. MTD HDD were 265 versus the 15 year average of 111. Burbank received 4.55 inches of rainfall in March as compared to the monthly norm of 2.97 inches.	
b.	Recycled Water Usage in Millions of Gallons	46	61	(15)	- Recycled water demand was lower than budget. For the month of March, average high temperature was 66.4°F, compared to the normal of 72.5°F. MTD HDD were 265 versus the 15 year average of 111. Burbank received 4.55 inches of rainfall in March as compared to the monthly norm of 2.97 inches.	
c.	Potable Water Revenue	1,851	2,002	(151)	- The WCAC impact increased potable water revenues by \$10k MTD. Without this adjustment, potable water revenues would be unfavorable by 8%.	
						<u>MTD Actual</u>
					WCAC Revenue	<u>\$898</u>
					WCAC Expenses	<u>\$907</u>
					WCAC revenue deferral/(accrual)	<u>(\$10)</u>
d.	Other Revenue	11	62	(51)	- Other revenues include items such as damaged property recovery, connection fees, late fees, and tampering fees, which tend to fluctuate.	
e.	Water Supply Expense	907	845	(62)	- Water supply expense is slightly higher than budget due to no water provided from local production in Feb-20 through the beginning of March (thus using more expensive treated water) due to a coordinated shutdown of Valley Pumping Plant, and work performed on the B-5 connection, in tandem with work performed at the Valley Forebay. Valley Pumping Plant production has since resumed.	
f.	Total Operating Expenses	1,634	1,634	-	- Expenses for March 2020 are at budgeted values.	

Burbank Water and Power
Water Fund (497)
Estimated Statement of Changes in Net Assets - Footnotes
FYTD March 2020
(\$ 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	3,979	3,951	28	- FYTD Potable water sales are slightly higher than budget. Rainfall season-to-date was 11.0 inches, 4.7 inches less than the season norm of 15.7 inches. FYTD actual average high temperature from July to October is 86.9°F and the 15 year summer average high temperature is 85.9°F. FYTD actual average low temperature from November to March is 43.9 and the 15 year average temperature is 44.9°F. FYTD CDD were 1,114 versus the 15 year average of 1,146. FYTD HDD were 1,237 versus the 15 year average of 1,062.								
B.	Metered Recycled Water in Millions of Gallons	689	725	(36)	- FYTD Recycled sales are slightly lower than budget. Rainfall season-to-date was 11.0 inches, 4.7 inches less than the season norm of 15.7 inches. FYTD actual average high temperature from July to October is 86.9°F and the 15 year summer average high temperature is 85.9°F. FYTD actual average low temperature from November to March is 43.9 and the 15 year average temperature is 44.9°F. FYTD CDD were 1,114 versus the 15 year average of 1,146. FYTD HDD were 1,237 versus the 15 year average of 1,062.								
C.	Potable Water	21,773	21,718	55	- The WCAC impact increased potable water revenues by \$291k YTD. Without this adjustment, potable revenues would be unfavorable by 1%								
					<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;"></td> <td style="text-align: right; border-top: 1px solid black;">FYTD Actual</td> </tr> <tr> <td>WCAC Revenue</td> <td style="text-align: right;">\$9,550</td> </tr> <tr> <td>WCAC Expenses</td> <td style="text-align: right;">\$9,841</td> </tr> <tr> <td>WCAC revenue deferral/(accrual)</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">(\$291)</td> </tr> </table>		FYTD Actual	WCAC Revenue	\$9,550	WCAC Expenses	\$9,841	WCAC revenue deferral/(accrual)	(\$291)
	FYTD Actual												
WCAC Revenue	\$9,550												
WCAC Expenses	\$9,841												
WCAC revenue deferral/(accrual)	(\$291)												
D.	Other Revenue	519	557	(38)	- Other revenues include items such as damaged property recovery, connection fees, late fees, and tampering fees, which tend to fluctuate.								
E.	Water Supply Expense	9,846	9,571	(275)	- Water supply expense is higher than budget due to no water provided from local production in Feb-20 through the beginning of March (thus using more expensive treated water) due to a coordinated shutdown of Valley Pumping Plant, and work performed on the B-5 connection, in tandem with work performed at the Valley Forebay. Valley Pumping Plant production has since resumed.								
F.	Operations & Maintenance - Potable	5,560	6,256	696	- The favorable variance is primarily attributable to budgetary savings due to vacant positions, and the timing of expenditures for other professional and private contractual services; offset by lower than planned capital work and work for others.								
G.	Operations & Maintenance - Recycled	1,102	1,254	152	- The favorable variance is attributable to the timing of expenditures for professional services and other operating expenses, and lower than planned compensation; offset by higher than planned work performed by others.								
H.	Other Income / (Expense)	(195)	(202)	7	- Other Income/(Expense) includes miscellaneous revenue from the sale of scrap materials, inventory and other assets, which tend to fluctuate. July 2019 includes a one-time pension payment to CalPERS of \$671k.								
I.	Aid in Construction	63	363	(300)	- The unfavorable variance is attributable to the timing of AIC projects.								

Estimated March 2020 Budget to Actual P&L Variance Highlights - Water Fund
 (\$ in 000's)

	<u>Variance Month-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>MTD NET INCOME (LOSS): (\$578)</u>		(316)	\$ (316)
 <u>MTD GROSS MARGIN VARIANCE</u>			
Potable Revenues		(151)	(151)
Recycled Revenues		(51)	(51)
Other Revenue		(51)	(51)
Water Supply Expense		(63)	(63)
Total	<u>-</u>	<u>(316)</u>	<u>(316)</u>

Estimated March 2020 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: \$1,188</u>	\$ 1,207		\$ 1,207
 <u>FYTD GROSS MARGIN VARIANCE</u>			
Potable Revenues	55		55
Recycled Revenues		(75)	(75)
Other Revenue		(38)	(38)
Water Supply Expense		(275)	(275)
Total	<u>55</u>	<u>(388)</u>	<u>(333)</u>
 <u>FYTD O&M AND OTHER VARIANCES</u>			
Potable O&M	696		696
Recycled Water O&M	152		152
Allocated O&M	268		268
Depreciation Expense	358		358
All Other	66		66
Total	<u>1,540</u>	<u>-</u>	<u>1,540</u>

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

	<u>Mar-20</u>	<u>Dec-19</u>	<u>Sep-19</u>	<u>Jun-19</u>	<u>Recommended Reserves</u>	<u>Minimum Reserves</u>
Cash and Investments						
General Operating Reserves	\$ 8,783	\$ 16,341	\$ 13,174	\$ 11,555 ^(b)	\$ 12,630	\$ 8,070
Capital Reserve Fund	2,220	2,220	2,220	2,220	5,200	1,300
Sub-Total Cash and Investments	<u>11,003</u>	<u>18,561</u>	<u>15,394</u>	<u>13,775</u>	<u>17,830</u>	<u>9,370</u>
Customer Deposits	(1,021)	(1,214)	(1,252)	(1,454)		
Cash and Investments (less commitments)	<u><u>9,983</u></u>	<u><u>17,347</u></u>	<u><u>14,142</u></u>	<u><u>12,321</u></u>	<u><u>17,830</u></u>	<u><u>9,370</u></u>

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

^(b) Includes a \$3.95M loan from the Electric Fund for the purchase of cyclic storage water.

MEMORANDUM



COMMUNITY DEVELOPMENT



DATE: May 8, 2020

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director
VIA: Scott Plambaeck, Deputy City Planner
BY: Adam Emmer, Transportation Services Manager

SUBJECT: BurbankBus Service Reduction

BACKGROUND

This memorandum provides an update on service reduction for the BurbankBus fixed-route and Senior & Disabled Transit services. These reductions have been implemented as a response to the COVID-19 pandemic. The COVID-19 pandemic has caused unprecedented disruptions to transit services throughout Los Angeles County. Most transit agencies have reported significant ridership declines as a result of California and Los Angeles County stay-at-home orders that reinforce social distancing. BurbankBus ridership has also declined due to the effects of the COVID-19 pandemic, and we have adjusted BurbankBus fixed-route and Senior & Disabled Transit services to respond to this change in transit demand.

BurbankBus Fixed Route Operations

BurbankBus fixed route service is comprised of three routes. The Pink Route (formerly the Metrolink-Media District Route), the Orange Route (Noho Red Line Station-Airport) and the Green Route (Noho Red Line Station-Media District). The service operates on weekdays. Operations and maintenance of the 17-bus fleet is performed by a contractor, MV Transportation (MV). Operations are funded from Los Angeles County Sales Tax measures, Proposition C and Measure R, which are dedicated toward transportation programs and improvements. The Orange Route also receives funds from Caltrans as part of mitigation associated with the I-5 project. These mitigation funds are anticipated to expire next year.

Impacts of Stay-at-Home Orders

Social Distancing

BurbankBus has implemented the following actions in response to social distancing policies:

- Rear-door entry and exiting of buses-disabled passengers and passengers who may not be able to navigate rear-door access may request to use the front door;
- Daily disinfecting of buses;
- Drivers wiping down interiors of buses throughout the service day;
- Limited seating to support recommended six-foot spacing;
- Suspension of fare collection; and
- Operating in accordance with local, State and Federal direction regarding essential travel and social distancing practices.

The mid-March suspension of fare collection has resulted in a loss of this revenue source. During the period of November 2019 through February 2020, the average monthly cash fare collected was \$6,600. Suspension of fares from March through December 2020 will result in an estimated revenue loss of \$59,400.

Reduction in Service

Since the State and County stay-at-home orders were imposed in March, BurbankBus has seen a decline in ridership. Prior to the March, ridership averaged 25,000 rides per month since the Pink Route Extension began in mid-December 2019. However, March 2020 monthly ridership totaled approximately 15,900 rides after the stay-at-home orders were announced in the middle of the month. Systemwide, April continued to see the downward trend with 7,402 total trips during the month.

In response to the significant decline in ridership, staff implemented a 22-percent service reduction on April 13, 2020. This reduction responds to reduced ridership while still providing basic system connectivity to support essential trips. The reduction was achieved through a combination of reductions in service frequency and in the amount of hours during the day that buses operate. Staff is minimizing service reductions on the new Pink Route because it still carries the highest ridership and best connects Burbank to regional transit at the Downtown Burbank Metrolink Station and the Metro Universal City/Studio City Metro B (Red) Line Station.

Since the implementation of the state and county stay-at-home orders, neighboring cities and transit agencies have modified service in a variety of ways to respond to the COVID-19 pandemic:

- Metro has reduced service 15 to 20 percent;
- The City of Glendale has maintained Beeline Service at pre-pandemic levels; and
- The City of Pasadena has increased Pasadena Transit Service to reduce vehicle passenger crowding.

Staff has considered a 50-percent service reduction for BurbankBus that would respond to extended decreases in ridership. Any service reductions greater than 20-percent must be coordinated with MV which has the option, per the contract, to renegotiate contract terms and pricing.

MV provided the City an hourly operation cost of \$87.89 per hour associated with a 52-percent service reduction. This cost represents a 49-percent increase from the current hourly rate of \$59.16.

	Current Rate (\$59.16/Hour)		Adjusted Rate (\$87.89/Hour)
Service Reduction Rate	Original \$59.16	22% \$59.16	52% \$87.89
Rev Hours/Day	98.57	74.03	46.51
Layover Hours/Day	12.97	12.97	11.32
Total Hrs/Day	111.54	87.00	57.83
Avg Days/Month	21	21	21
Average Monthly Cost	\$ 138,572.83	\$ 108,086.81	\$ 106,736.25
Savings	\$ -	\$ 30,486.02	\$ 31,836.58

The \$87.89 cost per hour associated with a 52-percent service reduction provides a savings of \$1,400 per month when compared to the current 22-percent service reduction. If the 52-percent reduction is pursued, total savings from the eight-month period of May 2020 through December 2020 is \$11,200.

If a need arises to subsequently increase service during the remainder of 2020, MV has the option to renegotiate the hourly rate again. However, renegotiation of subsequent rates does not guarantee a return to the current \$59.16 per hour cost. An increase above the current \$59.16 rate would impact potential savings associated with an incremental service reduction. In addition, the reduction of service could result in drivers being laid-off and there is no assurance the drivers will be available if the City needs to increase services.

The potential long-term disruption to BurbankBus operations, the possible loss of drivers who move on to other transit operators, the danger of leaving transit dependent people behind, and the possibility of a higher hourly rate in the future when we resume full operations are not justified by the marginal savings of only \$1,400 per month.

Staff continues to monitor the impacts of the COVID-19 pandemic on fixed-route transit operations regionally and specifically to BurbankBus. Staff has already made operational changes to improve public health and safety and has instituted a 22-percent service

reduction to better align service with current demand while still providing essential transit service. We will monitor ridership as the stay at home orders are loosened and ultimately lifted to gauge whether a more drastic service reduction is warranted.

BurbankBus Senior & Disabled Transit

BurbankBus Senior & Disabled Transit provides reservation-based transportation to Burbank residents 60-years of age and older and persons with disabilities. The service operates with a fleet of nine buses that are operated and maintained by City staff. The service normally operates seven days a week. Senior & Disabled Transit operations are funded through Los Angeles County sales tax measure Proposition A, which is restricted to transportation programs and improvements. Prior to stay-at-home orders, ridership averaged 4,300 trips per month. In March 2020, ridership decreased to 2,256 one-way trips and was projected to provide less than 400 total trips in April (based on 175 trips provided between April 2nd and April 15th). In conjunction with the stay at home orders and as a response to minimal ridership, Sunday service has been suspended. Furthermore, due to decreases in demand, weekday and Saturday operations are provided with one bus and one staff person in the office.

Transportation staff is also supporting the Park, Recreation and Community Services (PRCS) efforts associated with providing home-delivered meals. Meals are delivered twice a week by three Transportation drivers and buses. When drivers are not performing passenger transporting duties associated with Senior & Disabled Transit operations or supporting the meal delivery effort, they are on-call and available to respond to increased service demand or to provide support to other City operations. While staff is on-call, they are being compensated by the City at a level consistent with the hours worked during January and February 2020. Currently, two staff members are sheltering in place due to being in an identified at-risk population. They are not being called upon to perform passenger transportation or meal delivery duties until further notice. A third staff person is quarantining at home due to direction from another municipal employer and has not been cleared to return to work.

Senior & Disabled Transit has performed the following actions to respond to the COVID-19 pandemic:

- Disinfecting buses four-times per week;
- Limited passenger carrying capacity to a maximum of 50-percent of vehicle seating capacity;
- Providing trips in accordance with essential travel policies;
- Suspended fare collection;
- Suspended Sunday service; and
- Operating in accordance with local, State and Federal direction regarding essential travel and social distancing practices.

The majority of passengers eligible to use the Senior & Disabled Transit service fall into an identified at-risk group. Accordingly, reduced operation approaches are anticipated to continue while shelter-in-place policies remain in effect.

CARES Act

The Coronavirus Aid, Relief and Economic Security (CARES) Act provides funds to prevent, prepare for, and respond to COVID-19. Reimbursement of operating costs associated with providing fare-free service is an eligible activity under the CARES Act. Along with other municipal operators, Burbank continues to actively pursue CARES Act funds for reimbursement of eligible operation-related costs of BurbankBus fixed-route and Senior & Disabled Transit services.

SUMMARY

As a response to the COVID-19 pandemic, staff has looked for ways to reduce costs while maintaining bus service for the community. Staff has reduced the fixed route bus service by 22%. This level of reduction combined with maintaining an unchanged hourly rate, provides a cost savings of \$30,486 per month when compared to pre-pandemic operations. We will monitor ridership as the stay at home orders are loosened and ultimately lifted to gauge whether a more drastic service reduction is warranted. Staff is pursuing reimbursement through the CARES Act for eligible operating costs.

Senior & Disabled Transit service has been significantly restructured as a response to the COVID-19 pandemic. Weekday and Saturday service is being provided through the use of one bus and Sunday service has been suspended. Transportation staff is also providing support to the PRCS home-delivered meal effort. Increased disinfecting of buses will continue in accordance with health and safety directives. Staff continues to monitor service demand and research funding reimbursement opportunities from the CARES Act.