

Weekly Management Report

March 22, 2019

1. Synopsis Art in Public Places Meeting
March 4, 2019
Parks and Recreation Department

2. Memo History and Status of BurbankBus Hydrogen Fuel Cell
Bus Demonstration Project
Community Development Department

3. Notice Planning Board Meeting on March 25, 2019 has been
Cancelled
Community Development Department

4. Synopsis Sustainable Burbank Commission Meeting on
March 18, 2019
Public Works Department

5. Synopsis Parks and Recreation Board Meeting on
March 14, 2019
Parks and Recreation Department

CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: *Art in Public Places* **Date:** *3-4-19*

Members Present: Gordon Haines, Dink O’Neal, Kat Olson, Diane Eaton, Carolyn Jackson

Members Absent: Teri O’Connor, Lara Saikali

Staff Present: Judie Wilke – Parks and Recreation Director, Marisa Garcia – Assistant Parks and Recreation Director, Paula Ohan-Administrative Analyst, Daniel Amaya – Clerical Worker, Megan Anghel – Management Intern, Doug Fowler – Recreation Coordinator, Erin Barrows – Recreation Services Manager

Council Liaison Present: *none*

| Item Discussed | Summary | Direction or Action, if any |
|--|---|--|
| 1 BURBANK CULTURAL ARTS COMMISSION – BURBANK BEAUTIFICATION PROGRAM PHASE III | Burbank Cultural Arts Commission (BCAC) staff liaisons, Doug Fowler and Erin Barrows, reported to the Committee on phase I & II of the Burbank Beautification Program. Mr. Fowler provided the Committee with information on phase III of this project: phase III will include painting 14 traffic signal boxes costing \$1,500 each, with \$1,000 for artist supplies and cost of art work, and \$500 for future maintenance. Ms. Barrows advised members that this project is sponsorship based and requested to partner with the Art in Public Places Committee for phase III. Ms. Barrows requested \$14,000 from the Committee to help sponsor the artist supplies and cost of artwork portion of the project. She advised that BCAC would continue to seek sponsorships to allocate the remaining \$7,000 for the maintenance cost for the 14 traffic signal boxes. | Motion made by Ms. Jackson, seconded by Mr. O’Neal, and carried (5-0) to appropriate \$14,000 from the Public Art Fund to sponsor Phase III of the Burbank Beautification Program, and select Ms. Olson as the Art in Public Places representative for the site specific selection committee of the project. |


| | | | |
|---|--|---|---|
| 2 | 2300 EMPIRE – BURBANK EMPIRE CENTER | <p>Ms. Ohan provided the Committee with a brief summary of the Burbank Empire Center art piece relocation and introduced Kristen Stolle, a representative on behalf of the property owner. Ms. Stolle informed the Committee that the property owner and the artist have agreed on the relocation of the art pieces, and presented the Committee with the new locations of the pieces. Two of the three pieces would be installed in their original locations; one piece would be reinstalled near Target and Marshall's (originally located on Empire Ave and Victory Blvd). Ms. Stolle advised members that there had been a delay in the relocation process due to debate on property lines between the property and Caltrans.</p> | <p>Motion made by Ms. Jackson, seconded by Ms. Olson, and carried (5-0) to approve the relocation of the art pieces at 2300 Empire Ave.</p> |
| 3 | MCCAMBRIDGE RECREATION CENTER GYM MURAL | <p>The Committee discussed this project to select a representative for the site specific selection committee of the McCambridge Recreation Center gym mural.</p> | <p>Motion made by Mr. O'Neal, seconded by Mr. Haines, and carried (5-0) to select Ms. Jackson as the Art in Public Places representative for the McCambridge Recreation Center gym mural project.</p> |
| 4 | PUBLIC ART FUND – ART IN PUBLIC PLACES POLICY UPDATE | <p>Ms. Ohan provided the Committee with a list of City-owned art pieces with information on the current condition and last maintenance of each piece. Ms. Ohan also advised members that staff had received quotes on art appraisers for all the City owned art pieces. She also informed the Committee that the pieces are insured under the City of Burbank's general fund umbrella.</p> | <p>None</p> |
| 5 | ART IN PUBLIC PLACES ORDINANCE UPDATE | <p>Ms. Garcia updated the Committee on the status of the Art in Public Places ordinance revisions. She advised that Staff had been meeting with the Community Development Department and informed members of a developed impact fee for tenant renovations to be allocated for the Public Art Fund.</p> | <p>None</p> |

*Copies to: Council
Justin H.
Amy A.
Jose S.
Muel H.*

memorandum

DATE: March 14, 2019

TO: Ron Davis, City Manager

FROM: Patrick Prescott, Community Development Director 

SUBJECT: City Manager Tracking List No. 2194 – History and Status of BurbankBus Hydrogen Fuel Cell Bus Demonstration Project

In March, 2007, the City applied to a California Air Resources Board (CARB) Alternative Fuel Incentive grant opportunity to develop a hydrogen-powered fuel cell bus. In applying for the grant the City partnered with Proterra (www.proterra.com), an alternative fuel bus manufacturer and Martin Marietta, a bus fabricator, in applying for the grant. The purpose of the grant was to fund the development of a hydrogen-hybrid (electric) demonstration bus to help promote and gather data to expand California's hydrogen alternative fuel infrastructure and study how transit buses could be powered by alternative fuels. The grant required that Proterra develop and construct a prototype composite-body, fuel cell bus, and required that the City place the bus in operation on its BurbankBus transit routes for one year to collect data. The CARB grant provided funding in the amount of \$1,985,982 via State of California via Assembly Bill 1811. The project funding breakdown was as follows:

2007 Alternative Fuel Incentive Grant – Burbank Hydrogen Fuel Cell Bus

| Funding Source | Funding Amount |
|------------------------------|----------------|
| CARB Grant | \$1,370,000 |
| Proterra Contribution | \$226,982 |
| Martin Marietta Contribution | \$250,000 |
| Bubank In-Kind Contribution | \$139,000 |
| TOTAL | \$1,985,982 |

The City's contribution was not cash, but was to be an in-kind contribution that represented the costs necessary to operate the bus in revenue service for one year. In addition to the grant funds, in 2013 the City was subsequently required to pay California State use tax (sales tax) on the bus in the amount of approximately \$150,000, which was paid using City transportation funds.

Upon award of the grant, Proterra and its subcontractor fabricated the bus body, drivetrain, and other components. The project was delayed due to issues involving construction of the bus, fitment issues and quality of the exterior of the bus, and the City took delivery in April, 2010. Additional ongoing difficulties with the battery, charging and fuel cell systems on the bus resulted in limited

service range and reliability of the vehicle. Based on a review of the project records, below is an approximate timeline of the project:

Project Timeline

- June 2007: City accepts CARB grant for hydrogen fuel cell bus.
- Nov. 2008: City and Proterra execute bus purchase agreement.
- Jan. 2010: Bus delivered to City. Based on initial inspection, Proterra conducts additional modifications to bus.
- Jun. 2012: Final acceptance inspection, bus accepted by City.
- Jan. 2013: Maintenance and data collection procedures for demonstration project approved by City and Proterra. Bus testing begins.
- Nov. 2014: Bus testing terminated. Proterra and City determines bus reliability prevents bus from being placed into revenue service.
- Nov. 2017: Close-out report sent to CARB with request to close the project.
- Jan. 2019: CARB contacts the City and requests minor modifications to report.
- March 2019: CARB accepts project report and grant is closed.

CARB, the City, and Proterra acknowledged that the construction of a prototype bus project would encounter some manufacturing and operational hurdles to overcome before the bus was put into revenue service. Throughout the project each of the parties involved exercised cooperation, communication and patience including extending milestones associated with the project's timeline. Even with allotting additional time to address shortcomings and unforeseen circumstances, the manufacturer's support team could not achieve powertrain reliability at a level essential for revenue service. Because of these reliability issues, the City was not able to place the bus into revenue service because the poor reliability would impact daily BurbankBus transit riders.

Despite the bus not achieving a goal of being placed into revenue service, construction of the bus was instrumental in the development of components including a composite body, battery innovations and aerodynamic advances that have been incorporated on later iterations of alternative fuel buses being used today. Based on this effort, Proterra and other alternative fuel bus manufactures have moved to more traditional battery electric hybrid drivetrains for the newer technology electric buses. CARB has recently issued rules requiring that small transit agencies like BurbankBus prepare a plan by 2023 to introduce electric-powered buses into its fleet, and will require all new bus purchases to be electric buses by 2029.

Because the bus was never placed into revenue service, the City's \$139,000 in-kind contribution to operate the bus and to collect data was not spent towards the grant project. The City was required to pay the use tax, and thus total cost to the City was \$150,000 which was paid from Proposition C Local Return funds in 2013. Pursuant to City financial records, the City received the full \$1,370,000 grant payments from CARB.

Now that the grant has been closed, the City is free to use or dispose of the vehicle in any manner it sees fit. Staff is currently investigating options for reusing, auctioning or otherwise disposing of the vehicle per policies regarding dispensing of City assets.



CITY OF BURBANK
COMMUNITY DEVELOPMENT DEPARTMENT

150 North Third Street, P.O. Box 6459, Burbank, California 91510-6459
www.ci.burbank.ca.us

THE PLANNING BOARD MEETING OF MARCH 25, 2019, HAS BEEN CANCELED.

ADMINISTRATION

818.238.5176



BUILDING

818.238.5220



HOUSING, ECONOMIC DEVELOPMENT
& SUCCESSOR AGENCY

818.238.5180



PLANNING

818.238.5250



SECTION 8 & CDBG

818.238.5160



TRANSPORTATION

818.238.5270

SUSTAINABLE BURBANK COMMISSION

March 18, 2019

SYNOPSIS OF ITEMS ARE IN BOXES BELOW

I. GREEN SPOTLIGHT AWARD:

The Green Spotlight Award was presented to Tony's Darts Away for their sustainable practices of using reusable beer kegs, vegan menu options, and locally sourced ingredients. Andrew Phillip, General Manager, accepted the award on behalf of the company.

II. ORAL COMMUNICATIONS:

A. Public Communication:

None.

B. Commission Member Communication:

Ms. Kirschenbaum stated that the Los Angeles Mayor and City Council agreed to not repower three gas plants.

Ms. Robb announced that Burbank Parks and Recreation staff is asking for a volunteer to lead the Dig Day at Verdugo Park scheduled for Saturday, March 23, 2019. Ms. Robb volunteered and Ms. Kirschenbaum agreed to help.

Ms. Robb also noted that she attended a webinar regarding grants for LEED certification.

C. Staff Communication:

John Molinar, Assistant Public Works Director – Street & Sanitation, stated that per the City Attorney's Office, attendance on a Metropolitan Water District trip must be limited to less than a quorum. He referred to a handout he provided to the group from the City Attorney's Office.

Mr. Molinar noted that he is working with the City's Public Information Office (PIO) regarding the Commission's request to advertise events on the City's website and the Commission's request to create a Sustainable Burbank Commission Instagram account. He announced the creation of the Master Calendar and reminded the group to provide staff with additions to the calendar.

In response to Mr. Molinar's water trip announcement, Mr. Yegparian stated that the City Attorney's over caution is disrupting the Commission's ability to function.

III. APPROVAL OF MINUTES:

Minutes from the February 4, 2019 meeting were approved with edits. Mr. Goodman moved and Mr. Yegparian seconded a motion to approve the minutes. The minutes were approved by Mr. Gamino, Mr. Goodman, Mr. Hagobian, Ms. Kirschenbaum, Ms. Robb, Ms. Tenenbaum, and Mr. Yegparian. Ms. Zimskind abstained.

IV. INTEGRATED RESOURCE PLAN (IRP) PRESENTATION BY BWP

Staff from Burbank Water and Power will give a brief presentation on the IRP and provide the group with updates for discussion. The Commission may ask questions, engage in discussion, and provide feedback.

The Burbank Water and Power (BWP) presentation occurred out of agenda sequence.

Lincoln Bleveans, Assistant General Manager of Power Supply, spoke to the group about the current status of the Integrated Resource Plan and some of the challenges BWP is facing with regard to it.

Joe Flores, BWP Marketing Associate, spoke briefly about infrastructure and incentives for electric cars. Tessa Haagenon, Power Resources Manager, also attended.

Ms. Kirschenbaum respectfully voiced her discouragement regarding the length of time the City is taking to use 100% renewable energy. Ms. Robb shared Ms. Kirschenbaum's disappointment and asked what the Commission could do to help.

V. INTEGRATED RESOURCE PLAN (IRP) FOLLOW UP

At its November 26, 2018 special meeting, the Commissioners agreed to discuss the outcome of the Integrated Resource Plan (IRP) report from the December 11, 2018 Council meeting. The Commission may ask questions, engage in discussion, and entertain a motion regarding further action on this item if desired.

Mr. Goodman asked for a vehicle replacement list. Mr. Molinar said he can provide one for Public Works vehicles.

Ms. Robb will follow up with Mr. Bleveans to obtain best practices for conversation points Commissioners may use at events.

VI. DISCUSS THE DRAFT LETTER TO COUNCIL OPPOSING HERBICIDE USE IN THE CITY

At its February 4, 2019 meeting, the Commissioners agreed to have Ms. Kirschenbaum draft a letter to Council opposing the use of herbicides in the City. The Commission may review the draft letter, ask questions, engage in discussion, provide feedback, edit the draft letter, and entertain a motion regarding further action on this item if desired.

Because the City Council Meeting agenda item was delayed to a later date, a draft letter was not created yet. Ms. Kirschenbaum will draft a letter and bring it to a future meeting.

Mr. Molinar clarified that herbicides are being used in the City but not in City parks.

VII. DISCUSS PLAN FOR EARTH DAY EVENT

At its February 4, 2019 meeting, the Commissioners agreed to authorize the Community Engagement Ad Hoc Subcommittee to develop a plan for an Earth Day event and present the plan to the group at its March 18, 2019 meeting. The Commission may ask questions, engage in discussion, revise, approve or reject the plan, and entertain a motion regarding further action on this item if desired.

Ms. Kirschenbaum announced that Ava Canon will participate in an Earth Day event and an E-waste drive at John Burroughs High School. Ms. Robb will staff a Sustainable Burbank Commission table at an event on April 20, 2019 in collaboration with the Burbank Recycle Center. Ms. Tenenbaum will lead an event at the Buena Vista Library on April 24, 2019.

VIII. AD HOC COMMUNITY ENGAGEMENT PHASE 2 SUBCOMMITTEE REPORT

At its June 18, 2018, meeting, the Commissioners agreed to form the ad hoc Community Engagement Phase 1 & Phase 2 Subcommittee. Phase 1 will determine goals for community engagement and Phase 2 will enact goals approved by the Commission. The ad hoc subcommittee will provide the Commission with an update on the group's progress and proposed future direction for discussion and Commission direction. The Commission may ask questions, engage in discussion, and provide feedback.

Ms. Tenenbaum explained that the Subcommittee focused on developing Earth Day events and creating a banner. They will investigate using the City media pages to publicize outreach events.

Mr. Molinar stated that the Commission may use Facebook, but they need to make him an administrator. He will meet with the PIO regarding an Instagram account.

IX. DISCUSS UPCOMING SUSTAINABILITY RELATED COUNCIL AGENDA ITEMS

The Commission may review and discuss upcoming Council agenda items that are related to sustainability matters. The Commission may ask questions of staff, engage in discussion, and provide feedback.

The Commission discussed upcoming sustainability related council agenda items.

Councilperson Frutos announced that there is a public hearing regarding the Avion project at the March 26, 2019 City Council Meeting. He encouraged Commissioners to attend.

X. INTRODUCTION OF ADDITIONAL AGENDA ITEMS:

At the May 14, 2009, Sustainable Burbank Task Force (now the Sustainable Burbank Commission) meeting, those present voted unanimously that members can suggest agenda items and obtain consensus from the group to have the items added to a future agenda.

The group agreed to the following future agenda items:

- Discussion with Melanie Winter, The River Project, regarding storm water capture - April.
- Scout patches and ways to encourage Scout troops to think about sustainability and sustainability projects.
- Mr. Goodman requested the Ad Hoc Community Development Checklist Subcommittee Report be included on the next agenda.
- Discuss the Polystyrene Ban and why it is delayed.

XI. BURBANK GREEN SPOTLIGHT AWARD FOR MARCH 2019:

The Commission will review applications, if any, and select one if its members to identify a Burbank Green Spotlight Award winner for March 2019.

The proposed April 2019 Green Spotlight Award recipient is San Marco Coffee Roasters.

XII. ADJOURNMENT:

The meeting was adjourned at 6:27 p.m.

**CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY**

Meeting: Parks and Recreation Board

Date: Thursday, March 14, 2019

Staff Present: Judie Wilke, Parks and Recreation Director; Marisa Garcia, Assistant Parks and Recreation Director; Kris Smith, Deputy Director; Kristen Hauptli, Administration Analyst II; Paula Ohan, Administrative Analyst II; Virginia Causton-Keene, Program Specialist; Patty Molinar, Recording Secretary.

Board Members Present: Ms. Lowers, Ms. Burghdorf, Mr. Gussow, Mr. DePalo.

Board Members Absent: Ms. Jackson.

| Item Discussed | Summary | Direction or Action, if any |
|----------------|--|-----------------------------|
| 1 | Announcements | |
| 2 | Recognitions | |
| 3 | Oral Communications | |
| 4 | Written Communications | |
| 5 | Park Board Comments | |
| | Chair Lowers announced that Item 2 - Verdugo Aquatics Art Site-Specific Committee item would be heard before Item 1 - Budget Update Fiscal Year 2019 - 2020. | |

**CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY**

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| 6 | 2. Verdugo Aquatics Art Site-Specific Committee. | Ms. Ohan requested the Board select a representative to serve on the Verdugo Aquatics Art Site-Specific Committee. The Committee is responsible to review artists' proposals, interview semi-finalists, and ultimately select an artist for the project. | It was moved by Mr. Gussow seconded by Ms. Lowers and carried 4-0 to "select Mr. De Palo to serve on the Verdugo Aquatics Art Site - Specific Committee." |
| 7 | 1. Budget Update Fiscal Year 2019-2020. | Ms. Hauptli reported that at the City Council's Special Budget Session, staff was informed of the Fiscal Year 2019 – 2020 General Fund's top financial priorities - Pension Liability and Unfunded Infrastructure needs, with a focus on maintenance and programmatic capital. These priorities will be funded in part by revenue generated from the recent passage of Measure P and the General Fund. An Infrastructure Oversight Board will be created to assist in an advisory capacity. Projects and available funding will be presented to Council on April 16, and Budget adoption is expected to take place at the May 14 Council meeting. | Noted and Filed. |
| 8 | Consent Calendar | <p><u>Approval of Minutes</u> Minutes of the February 2019 meeting were approved.</p> <p><u>City Council Agenda Items Update</u> Noted and Filed.</p> <p><u>Contract Compliance</u> Noted and Filed.</p> <p><u>Park Patrol Reports</u> Noted and Filed.</p> <p><u>Departmental Operations Update</u> Noted and Filed.</p> | It was moved by Ms. Burghdoff seconded by Mr. De Palo and carried 4-0 "to approve the Consent Calendar." |
| 9 | Tabled Items | None. | |
| 10 | Second Period of Oral Communications | None. | |
| 11 | Additional Comments from the Board | Mr. Gussow invited the community to volunteer at the new Community Garden (Hollywood Way/Clark) on Saturday, April 13. | |
| 12 | Introduction of New Agenda Items | Mr. Gussow requested an update on roller hockey. | Staff will present an update at the May Board meeting. |

**CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY**

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| 13 | Adjournment | The meeting was adjourned at 7:15 p.m. |
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