

SATURDAY, JULY 20, 2002

A special meeting of the Council of the City of Burbank was called to order this date at the YMCA, 321 East Magnolia Boulevard, Burbank, at 10:10 a.m., by Mr. Laurell, Mayor.

ROLL CALL

Present- - - - Council Members Golonski, Ramos, Vander Borgh and Laurell.
Absent - - - - Council Member Murphy.
Also Present - Ms. Alvord, Assistant City Manager; Ms. Scott, Chief Assistant City Attorney; Mrs. Georgino, Community Development Director; Mr. Flad, Park, Recreation and Community Services Director; Mr. Feng, Public Works Director; and Mrs. Campos, City Clerk.

Oral Communications There was no response to the Mayor's invitation for oral communications.

South San Fernando Park Design Charette Mayor Laurell stated the purpose of this meeting was to discuss the South San Fernando Park Design.

Ms. White, facilitator for the charette, introduced Daria Martin, graphic recorder, explained the agenda to the group and discussed the desired outcomes of the meeting, including: setting the vision for the park; addressing compatibility issues and site constraints; identifying criteria for services to be provided; gaining consensus regarding the types of service to be provided; identifying a process for selecting a service provider, if necessary; and determining a service provider, if necessary and possible. She discussed several working premises for the participants, explaining that the participation of individuals was necessary to create a broad vision for the park.

The participants were divided into six-member working groups and the members of each group took turns serving in the capacity of Discussion Leader, Timekeeper, Recorder, Reporter and Data Manager for various exercises. The groups' first exercise was to identify each individual member's unique attributes, things the members had in common, and the groups wishes, and each Reporter presented their group's findings to the entire audience.

Mr. Flad presented an overview of the proposed South San Fernando Park site, and summarized site visits to existing facilities in the cities of Duarte, Claremont and Yorba Linda. Mr. Flad also presented a brief overview of site constraints and assumptions identified thus far with regard to site usage. Upon conclusion of the presentations, there was group discussion about issues and concerns with regard to the site plan, including: moving the green space to front on San Fernando Boulevard; making the basketball court more visible from San Fernando Boulevard; moving the parking to Cedar Avenue rather than in the center of the site; flipping the green space so the tot lot is closer to Cedar Avenue; security issues and police visibility; making the area look inviting; keeping in mind that the site may very well be expanded to a 5-7 acre site in future phases; the possibility of relocating the existing recording studio in the future; possible Spanish or 50's automotive theme; separation of the tot lot from the community school and basketball court; keeping the tot lot visible and not hidden behind a building; setting the tone on San Fernando Boulevard with a nice building; assessing appropriate parking needs; and compatibility of usable green space on a busy street.

Next, the groups took part in an exercise designed to create a vision for the proposed facility and were instructed to discuss what opportunities this project created, what excited the participants most about the project and what existing needs might this site fulfill, given its constraints. With regard to what excited participants most about the facility, the groups reported their findings and it was the consensus that the facility was "doable," afforded partnering opportunities with the Burbank Unified School District and potential service providers, would revitalize the neighborhood and would provide green space which will be used by everyone. With regard to opportunities created by the facility, it was the consensus of the groups that the facility afforded the potential for providing all-encompassing teen services at a teen center, a permanent home for the community school, park space in an under-served area, weaving a piece of history into the facility, and the opportunity to custom build the facility from the ground up. With regard to what needs might be fulfilled at the site, the groups highlighted the greatest needs potentially being met were a teen-specific program and recreational space for families.

12:00 P.M. Ms. Scott left the meeting at this time. She was replaced by
 Ms. Scott Left Ms. Ungar, Senior Assistant City Attorney.
 the Meeting

7/20/02

12:20 P.M.
Recess

The Council recessed at this time. The meeting reconvened at 12:40 p.m. with the same members present.

The groups reorganized and explored what they would consider to be fair and relevant criteria by which to evaluate and identify what kinds of services should be provided at the facility, and identified the following criteria: the facility should be for multiple ages and for multiple purposes with separate but equal access; balancing drop-in programs with program space; ensuring that the facility is accessible and safe; meeting the needs of the residents; joint use of facility (compatibility issues); identify unmet needs of residents; inclusive of the entire community; stick to basic services; linkage of needs; use of tools we have, including surveys; democracy of concerns; engage groups successful in attracting kids; availability of classroom space; seek input of Child Care Committee; demonstrate need from interested parties, look at best practices and what works; site constraints, compatibility with the school; conform to the needs of the surrounding neighborhood.

The next group exercise required participants to identify services which they felt should be offered at this facility. Of the twenty-seven suggestions proposed by the group, the following six received the majority of support from the group: usable outdoor space; after school activities; critical need for a teen center; multi-purpose facility; park-like appearance of the facility should be emphasized; and, providing service for families.

Finally, the groups were asked to discuss unresolved issues and service providers. The group suggested more emphasis be placed on safety issues, that police input be sought and the possibility of officers dropping by the facility on a regular basis as opposed to locating a police substation at the site, and also that additional discussion be held with regard to joint use and multipurpose programs. The discussion of unresolved issues included resident v. community needs, that the design needed to be practical, that staff seek earlier input from the neighborhood, that focusing too much on a single need creates conflict, scheduling issues, accessibility and maintenance issues, funding, and compatibility of adjacent businesses.

Group discussion with regard to service providers focused on whether a jigsaw puzzle approach, where individual service providers independently provided services at the facility, or an

umbrella approach, where one agency such as the City coordinated the activities of all service providers at the facility, would work best for the site. The discussion also identified potential barriers to the success of the facility, including: the need to educate the community on the school; narrowing the focus to make the goal achievable; additional funding may be needed; compatibility issues with regard to the hierarchy of needs; ensuring the vision meshes with the City/residents/neighborhood; Burbank Unified School District commitment; land acquisition for future phases; and, parking needs. The group discussed different components for moving the project forward including drafting a Request for Proposals for site operators as well as service providers, exploring the preparation of a "request for concepts", defining services, encouraging collaboration, involving all stakeholders, making the commitment to proceed with the project, scheduling a community charette within 30 days to draw the community in to educate and seek their input.

Adjournment There being no further business to come before the Council, the South San Fernando Park Design Charette meeting was adjourned at 2:27 p.m.

Margarita Campos, City Clerk

APPROVED SEPTEMBER 10, 2002

Mayor of the Council
of the City of Burbank