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PARK, RECREATION AND COMMUNITY SERVICES BOARD

THURSDAY, April 10, 2008

A regular meeting of the Park, Recreation and Community Services Board was held this date in the Council Chambers in City Hall of Burbank, 275 East Olive Avenue, Burbank, California. The meeting was called to order at 6:09 pm by Whit Prouty, Acting Chairperson.

ROLL CALL	
Present.....	Members Prouty, Talamantes, and Ferguson
Absent.....	Members Layfer and Yegparian
Staff Present.....	Director Chris Daste, Deputy Directors Linda Oseransky, Garth Nelson, Teri Stein, Administrative Analyst Marisa Garcia; Recreation Supervisor Carol Mercado; Recording Secretary Caroline Arrechea
APPROVAL OF MINUTES	March meeting minutes were not approved due to lack of a quorum (item postponed to May meeting)
PLEDGE OF ALLEGIANCE	The pledge of allegiance was recited
WRITTEN COMMUNICATIONS	None
ORAL COMMUNICATIONS	Dennis Sorenson spoke on the Stadium.
ANNOUNCEMENTS	Announcements included the following: Earth Day at Stough Canyon Nature Center will take place on April 19 th ; Senior Games application deadline is April 23 rd ; Senior Games will take place the week of May 12; Focus on the Future program will take place on May 20 th at the Buena Vista Library; Registration continues for the Caregivers class on May 8th; Burbank on Parade is scheduled for April 26; Dodger Night will take place May 9 th ; Memorial Day Ceremony is scheduled for May 26 th at McCambridge Park; the Youth Art Expo will take place from April 3-18 at the Creative Arts Center.
NEW BUSINESS	1. <u>Park Patrol</u> Ms. Oseransky reported that the City will receive a \$235,000 grant supporting the Park Patrol program via an appropriation request through Congressman Schiff's office. We will have three years to spend the funds. Staff will meet internally to prioritize departmental concerns and then will meet with Police Department staff.

Mr. Talamantes asked what the parameters were for the grant. Ms. Oseransky noted that the money could only be spent for the Park Patrol program. One option could be to add one day per week to the patrol schedule (currently Monday through Thursday only). Staff did not know what the salary structure for these Officers was, therefore, were not sure how far the money would go. Another option may be to add an additional officer. The grant money received would serve to augment what we currently have in place. Mr. Prouty asked if we could reapply for a similar grant after three years. Ms. Oseransky hoped that we would be in a better position at that time to support a larger program but added that staff continuously seeks funding resources. Mr. Ferguson asked if the current program's funds were pulled from the City's budget. Ms. Oseransky confirmed that they were. Mr. Talamantes asked if the money could be used for educational youth programs. Ms Garcia did not think so, however, the executed agreement with parameters had not been received yet. She felt the current needs necessitated having additional manpower at the parks and the priority would be to have additional patrols. Mr. Talamantes thought it would be good idea to have educational material in addition to additional people. Ms. Oseransky added that the Police Department realizes the benefit of having additional staff to extend the current four day program to a seven day program. It would be beneficial to extend the hours on a year round basis versus only during the busiest summer season. Mr. Talamantes suggested spreading the funds throughout the three year period. Ms. Oseransky agreed.

ACTION

Note and File

2. Budget Update

Ms. Garcia reviewed the Fiscal Year 2007-08 Budget and mid-year appropriations approved by City Council on March 18. She noted there were no mandated budget cuts or decreases. The Department will present their budget at the study session on May 20th at 5:00 p.m. in the Council Chambers. The public budget hearing will take place on June 10 and the anticipated adoption date for the budget is June 17. Positions submitted included the following: upgrade of Supervising Clerk to a Principal Clerk (revenue offset by salary savings from a vacant clerical position); 4.6 positions under Recreation and 1 full-time position under Parks Maintenance for Ovrom Park Recreation Center; upgrading a Work Trainee in Senior Services Division to a Recreation Leader (revenue off-set by increasing Senior Activity Card by \$5.00). Changes in Materials, Supplies, and Services included: Parks Division request for \$74,800 in Private Contractual Services to cover the landscape maintenance contract for various City projects to be completed by next fiscal year (i.e. Burbank Blvd., 5 Points, South San Fernando, some medians, etc); The Recreation Division is requesting \$4,000 to enhance the Military Banner Program (the City was given \$30,000 when the program was established which has been depleted due to the success of the program, therefore, additional funds are needed to maintain and clean the banners); \$5,000 request to send a delegation to attend the 100 Best Communities Summit in Washington DC (which could possibly be partially or fully reimbursed); \$44,300 in anticipated operating

expenses for Ovrom Park. Capital Improvement Projects included: resurfacing gym floors at the Recreation Centers (paid with BAF funds); \$175,000 for renovations at Santa Anita Playlot; renovating Starlight Bowl stairs; city-wide irrigation; and renovating the restroom at Izay Park (paid through Park Development funds). There will be no fee schedule changes. The Golf Fund remains status quo. Staff will be presenting two discussion papers to add a Senior Tree Trimmer and Tree Trimmer position to the Parks Division.

Mr. Ferguson asked what positions would be assigned to Ovrom Park. Ms. Garcia explained that there would be a Supervisor, Coordinator, Clerical person, Recreation Leaders and a Groundskeeper. Mr. Talamantes asked if the \$82,000 in Recreation Contract Services was revenue off-set. Ms. Garcia confirmed that it was; part of the class fees were kept by the City and the other part was paid to the instructor. In response to a question by Mr. Talamantes, Ms. Bartolo reported that some medians are taken care of by a contractor and others by staff.

ACTION

Note and File

3. Capital Improvement Project Update

Ms. Bartolo updated the Board on various Capital Improvement projects. Some projects are done in-house and others have been done outside as Bid Schedules. Schafer Ballfield (at Ralph Foy Park) was completely renovated by in-house staff. The project included reshooting grades with a laser, new irrigation, removal of infield turf, new sod, resetting and rebuilding of a new pitcher's mound, the removal of overgrown shrubs at the parking lot, and new landscaping. The Tuttle Center project involves removing old shuffleboard courts to create an outdoor multipurpose exercise area. Drainage problems immediately adjacent are also being addressed and corrected. New irrigation has been put in, and there will be two shade structures installed. In response to the new no smoking law, staff has conducted an assessment of the parks and determined which can accommodate smoking areas. Concrete pads has been installed, irrigation has been realigned, and recycled benches have been placed in these designated areas along with ash urns. The Bel Aire Ballfield renovation included re-pouring the pavement roadway, addressing ADA concerns, new concrete curbing, a meandering walkway with pedestrian access gate, new irrigation, and two disabled parking spots. In-house crews have enhanced the project through landscaping and ballfield renovations, and brush clearance. The park will also be enhanced by new park entry signage. The project is anticipated to be completed in a couple more weeks.

Mr. Ferguson asked about the parking spots. There will only be two spaces, both for disabled patrons, within the park. Mr. Talamantes asked about the gate being open or locked and whether all the dirt and infield sod had been replaced. Ms. Bartolo responded that the pedestrian access would remain open but was not sure how the gate would be handled. She would determine whether to coordinate with Sports office staff on opening the gate in conjunction with sports practices or having the gate unlocked in the early morning for the day by her staff. Ms. Bartolo responded that all sod had

been replaced (going down between 3-6 inches) using a mix from Corona Clay called Angel Mix. Mr. Talamantes commented on the great job her crews were doing. Mr. Prouty asked if the water at Bel Aire was reclaimed. Ms. Bartolo explained that there was no resource for reclaimed water at Bel Aire, however, staff was attempting to convert the Starlight Bowl to reclaimed water, hopefully, prior to the beginning of the season. Mr. Ferguson asked if the fencing towards the hill at Bel Aire ballfield had been replaced and Mr. Talamantes asked if the fence patching over the old entrance had been fixed. Ms. Bartolo reported that the only some portions of the fence towards the hills had been changed out, due to cost restrictions, and noted there had been work done in the area that Mr. Talamantes was referring to.

ACTION

Note and File

OLD BUSINESS

1. Griffith Park Masterplan /Los Angeles River Revitalization Update

Ms. Garcia reported that the Griffith Park Masterplan working group met April 7th. The Consultant to the City of Los Angeles, Dan Cooper, presented the Griffith Park Wildlife Management Plan. Until 2007, few formal wildlife surveys had been conducted in the park. After the 2007 fire, Mr. Cooper's firm initiated an effort to document the park's biodiversity and provide recommendations to the City of Los Angeles for future management of its resources. The wildlife management plan represents the first step toward that goal, and establishes a baseline in terms of known threats to wildlife. The recommendations will help ensure future co-existence between the rich diversity of wildlife species supported by Griffith Park and it's thousands of human visitors each year. The Working Group also discussed the need to complete the draft Environmental Chapter or EIR checklist, executive summary and appendices. The next meeting is on May 5th. There is no L.A. River update.

ACTION

Note and File

REPORTS

1. DeBell Clubhouse

Ms. Bartolo reported that the construction deadline has been moved back to December. Delays were due partly to weather and also to the bedrock found (and concerns regarding securing footings due to this). The underground infrastructure is currently being installed. The parking lot will be closed this Tuesday and Wednesday in order for the sub-contractor to finish the work needed. The steel plates will then be removed. Due to the parking situation, a shuttle service will be provided for the golfers. Additional trees will also be planted in the parking lot. The project is moving at a better pace now and it is anticipated that the Clubhouse will be reopening at end of the year.

ACTION

Note and File

2. Art in Public Places Committee

Mr. Ferguson attended the April 2nd meeting and reported that two art pieces were approved for 200 S. Fredric. Officers were also elected.

<p>ACTION</p>	<p>Note and File</p> <p>3. <u>Burbank Youth Task Force</u> Mr. Ferguson reported that the Burbank Youth Task Force met and prioritized projects for one time funding.</p>
<p>ACTION</p>	<p>Note and File</p>
<p>ADDITIONAL COMMENTS FROM THE AUDIENCE</p>	<p>Mr. Sorenson commented on Bel Aire Park and 100 Best Communities.</p>
<p>ADDITIONAL COMMENTS FROM THE BOARD</p>	<p>Mr. Talamantes asked if the DeBell Clubhouse Oversight Committee was still in existence and, if not, asked that it be removed from his liaison list. Ms. Bartolo responded it was created to help facilitate design, development stages and once construction commenced it ceased to exist. It would be removed from the agenda.</p> <p>Mr. Talamantes asked for an update of the lack of maintenance at the I-5 and San Fernando Road which he brought up at a previous meeting. Ms. Bartolo has visited the area with staff and determined that the areas in question were Railroad Right away and Caltrans responsibility. The areas and medians that are the City's responsibility were in very good shape and kept up. She has attempted to communicate with the other two entities and has not been successful. She will continue to do so but noted that we were unable to encroach onto another jurisdictions property without their consent, other than try to get them on notice or communicate with someone. Mr. Talamantes asked to be contacted when contact is made.</p> <p>Mr. Talamantes reminded the community about the fundraising activity for the high school fields and directed anyone interested to their website, bpie.org</p> <p>Mr. Ferguson invited the community to read Rocket Boys (Burbank Reads)</p>
<p>ADJOURNMENT</p>	<p>The meeting adjourned at 7:04 p.m.</p> <p>_____ Date: _____</p> <p style="text-align: center;">Secretary</p> <p>_____ Date: _____</p> <p style="text-align: center;">Chair</p>