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PARK, RECREATION AND COMMUNITY SERVICES BOARD

THURSDAY, January 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 6:05 pm by Todd Layfer, Chairperson.

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| ROLL CALL | |
| Present..... | Members Layfer, Talamantes, Yegparian, and Mr. Prouty |
| Absent..... | Mr. Ferguson |
| Staff Present..... | Director Eric Hansen; Deputy Directors Garth Nelson, Teri Stein, and Linda Oseransky; Administrative Analyst Marisa Garcia; Recreation Supervisor Carol Mercado; Recording Secretary Jessica Sandoval |
| | Mr. Layfer reported that Mr. Ferguson was absent due to the loss of his mother. |
| APPROVAL OF MINUTES | November meeting minutes approved (4-0) |
| PLEDGE OF ALLEGIANCE | The pledge of allegiance was recited |
| WRITTEN COMMUNICATIONS | None |
| ORAL COMMUNICATIONS | None |
| ANNOUNCEMENTS | Announcements included the following: The Mayor's Tree Lighting Ceremony was a great success, as was Breakfast with Santa at the mall and the Burbank Tennis Center's Christmas Party; this year's Rose Float, Oktoberfest, won the Founders Trophy; City Council asked staff to return at the 2008/09 fiscal budget with a discussion paper on the Aquatics issue previously discussed with this Board; tomorrow is deadline for the RFP for a consultant for the Aquatics process; Burbank Skatepark will be having a 3 day celebration in honor of their 5th anniversary starting January 11 (free entrance, contests, giveaways and food); Youth Board will be having a book fair at Barnes and Noble on February 9; Youth Recognition Award Program continues and seeks nominations for outstanding youth by January 25. |
| | Mr. Yegparian asked that a copy of the pools report given to Council be sent to the Board. |

NEW BUSINESS

1. Colony Theatre Annual Report

Barbara Beckley, Artistic Director and Trent Steelman, Managing Director were present to provide their annual report. The Colony's core objectives included: consistently providing high quality productions, selecting plays that appeal to the common humanity, creating a welcoming environment, fostering a community of artists, providing customer service, maintaining equipment and assets, offering an array of discounts to the community, and continuing to foster relationships with senior and youth organizations. They attracted 25,163 patrons from December 2006 to November 2007. Their subscription renewal rate was 84%. Five productions were presented, including Stage Struck, Rounding Third, The Thousandth Night, Trying, and Master Harold and the Boys. A financial audit was conducted in November 2007. The Colony launched a new look for 2008-09 with a new website and revised thematic print materials to coincide with the new exterior building façade. An advertising brochure was prepared during the current season, and mailed to local businesses. Colony staff has been restructured; one fulltime position was eliminated in order to bring a professional Marketing Manager on board. Some items falling within the Colony's community participation included: hosting the Arroyo Verdugo Regional Forum, providing space for City of Burbank trainings, Shakespeare at Play events, Burbank Toastmasters monthly meetings, and Coldstone Creamery auditions, offering employment and educational opportunities to local high school students, and offering discounted and free/donated tickets to local senior groups, for the Taste of Burbank event and to many other organizations.

Mr. Talamantes asked about the Colony's involvement with the PerformArts Association. Ms. Beckley stated that she was unaware of their activities and was not involved with the Association. Mr. Layfer asked about the annual audit. Mr. Steelman reported that the financial health of the Colony has improved dramatically from last year. In response to findings from the audit, they have cut expenses by over \$225,000 from the previous year (which affected revenue to some degree), they reduced accounts payable in workers compensation, and paid down \$47,000 of Colony loans, among other expenses. Auditor's recommendations from two years ago were implemented; there were no recommendations this year. Mr. Yegparian asked for clarification on some of the financial numbers. Mr. Steelman reviewed the numbers for the Board. Ms. Beckley added that one of the major areas where expenses were cut was in production costs (i.e. sets). Mr. Layfer asked about the City's relationship with the Colony Theatre. Mr. Nelson noted that the previous 18-24 months were very difficult for the Colony. They set their course and worked hard to achieve their goals. Working with the Theatre is a pleasure; they are very responsive. Barbara and Trent are excellent communicators. Public Works is currently going out to bid for painting the exterior of the building, and signage which has been developed with a lighting component. Mr. Hansen gave his kudos to the Colony. He added that they are inventive, creative and enthusiastic. Their productions are outstanding and he encouraged everyone to attend. Ms. Beckley added that Mr. Hansen has been helpful, supportive and a wonderful partner. Mr. Hansen assured the Board that staff would look into

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| <p>ACTION</p> | <p>the discrepancy between the information in the Arts Commission report and Ms. Beckley's comments about the Colony not being actively involved.</p> <p>Note and File</p> <p>2. <u>Castaway – Luau Grounds Renovation</u></p> <p>Mr. Hansen reminded the Board that the City entered into agreement with Verdugo Restaurant Corporation on October 5, 2005, which was negotiated by C.D.D. The Park, Recreation and Community Services Department is responsible for approving activities held at the Luau Grounds. Activities can take place Sunday-Thursday until 9:00 pm and Friday-Saturday until 11:00 pm. A Police Officer is to be paid by the function or concessionaire to control traffic at Harvard and Sunset if the activity goes past 9:00 pm. As stated by the City Attorney's Office, a private lease does not supercede zoning regulations. A Conditional Use Permit (CUP) is required if the proposed bars are to remain permanent structures. A public hearing was required for the CUP and was scheduled for September 24 and continued to October 22. Expansion of the restroom and stage does not require a CUP. Joy Forbes, Deputy City Planner from C.D.D. reported that, as of yesterday, the Castaways withdrew their application for a CUP for the bars (2 proposed in the Luau Grounds and 2 in the atrium area). Because of the withdrawl they need to remove all plumbing fixtures involved with bar service.</p> <p>Mr. Layfer asked if this was now a non issue. Ms. Forbes noted that a CUP was no longer required. Mr. Prouty asked the timeline for removal of the plumbing. Ms. Forbes explained that there is a permit for the structures that will expire. Castaway has expressed the desire to remove all plumbing immediately, at which time they will call for an inspection. If they do not call, an inspector will be sent out to the location for inspection. Mr. Yegparian noted that the concern was raised by Ms. Jackson and wondered if the other construction on-site is still a relative concern. Ms. Forbes' understanding was that Ms. Jackson's concerns extended beyond the bar structures, and also included the renovated and expanded bathrooms, stage area, and storage area. The lease is poorly worded and can lead the reader to believe these types of expansions require a CUP. However, the City Attorney's Office has opined that such structures are not expanding the actual Luau Grounds. The lease agreement cannot supercede zoning and zoning does not require a CUP for bathroom structures and a stage in an open space zone. Mr. Yegparian was concerned about encroachment upon the hills and wild lands. Ms. Forbes noted that you could have an agreement that follows zoning and, in addition, require Park, Recreation and Community Services approval to hold events there with hours exceeding zoning allowances. It can add conditions to a private agreement but it cannot tell you you have to go through a zoning process. The lease agreement says you have to follow zoning. The agreement is more restrictive than BMC but you cannot require a CUP process. Mr. Yegparian did not understand why the CUP could not be viewed as another condition of the agreement, such as changing the hours of use. Ms. Forbes noted that the City Attorney's office would disagree.</p> <p>Mr. Yegparian asked how they could ensure that future Boards have some</p> |
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| <p>ACTION</p> | <p>input in the process of drafting future contracts. He felt specific language should be incorporated when things are being done in areas of interest to this Board. Mr. Hansen noted that historically, our department has not negotiated the Castaway's contracts but could bring it to the attention of the City Managers Office. It would not be the role of this Board to make decisions but could make recommendations in an advisory role in future situations Mr. Layfer emphasized that this Board has limited authority except for sending a letter via staff to the respective board involved in the project with input. Mr. Yegparian requested that staff contact the City Attorney's Office to clarify why a CUP could not be regarded as another condition of a lease. Mr. Hansen would ask that City Attorney's office address Mr. Yegparian's question.</p> <p>Note and File</p> <p>3. Mylar Balloon</p> <p>Ms. Garcia and Assistant General Manager Greg Simay (BWP) were in attendance to address this issue. Ms. Garcia reported that the City has one of the most reliable electric utilities in the nation, however, one of the most common problems causing interruption of service are mylar balloons. They are the fourth leading cause of outages in the City. They are coated with thin metallic coating deposited in their outer surfaces which are great conductors. When they come in contact with electrical lines, they can cause unnecessary power outages to thousands of homes and businesses. In 1988, City Council amended the Burbank Municipal Code requiring businesses that sell these balloons to post warning signs concerning the potential hazards that could occur from their release. Two years later, California enacted a law that requires retailers to fix weights on balloons and use non-metallic strings. In 2007, there was a rash of mylar balloon outages. In September 2007, the BWP Board met and discussed the issue of mylar balloons. They recommended that City Council restrict or prohibit the sale of these balloons in the City. Based on conversations with the City Attorney's Office Park, Recreation and Community Services can also prohibit the use of mylar balloons in City parks. Outages vary wildly among Southern California Public Utilities. Cities with a higher percent of overhead lines are more vulnerable. Mylar balloons can drift in and out of cities so banning mylar balloons from public parks might not produce noticeable positive effects. It is staff's opinion that the use of mylar balloons is best addressed at the State level. Staff intends to recommend to City Council that they direct staff to work with Senator Jack Scott, the California Municipal Utilities Commission, the Southern California Public Power Authority, the League of California Cities and the California Public Utility Commission to pursue a Statewide ban on the balloons. Ms. Garcia also noted that the item was discussed at the Youth Board meeting and there were concerns over the impact it would have on schools (since they use mylar balloons for fundraising activities. Staff is requesting that the Board discuss the issue and give input to be included in the staff report to City Council.</p> <p>Mr. Prouty commented that State regulation seemed appropriate. He asked if staff had any thoughts or statistics on what would help (locally) to reduce the number of outages. Mr. Simay responded that once in a while an outage</p> |
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could be traced to a backyard party but a lot of balloons drift from outside the City. If there was a ban on mylar balloons in the parks, there would be no guarantee of mylar related outages since there could still be balloons drifting in. There would also be potential negative impacts on retailers and schools without necessarily producing benefits. Mr. Talamantes wondered if the industry has become involved in changing the balloons. Mr. Simay pointed out that there were some industry representatives present when Council was debating the issue but their emphasis has been on education and enforcement of laws already on the books. There was a noticeable decrease when the regulations were initially passed, but over time the effectiveness decreases. Mr. Talamantes felt that the industry would become more proactive once regulations were in place. Mr. Simay noted that the utilities have been renewing their systems and they become less prone to outages. Mr. Talamantes asked about getting Paul Krikorian involved. Ms. Garcia responded that Jack Scott had offered to author the bill. Mr. Yegparian felt the issue should be addressed from a park perspective. He felt we ought to implement a ban here which may trigger a necessary response from the industry to address the problem. Given the nuisance and hazard they pose in the hills and to wildlife, he felt that Burbank should be proactive. Mr. Simay added that they are also particularly hazardous to aquatic life. If the City chose to go through with a ban, it would probably not be an immediate improvement to outage statistics. Mr. Layfer asked for a summary of what laws are in the books currently. Mr. Simay reported that the balloons need to be weighted, retailers need to have notice that they are an electrical hazard, they need to be clearly tied, and cannot have metallic ties. Ms. Garcia added that balloons must have a printed i.d. from the manufacturer of the balloon, you cannot tie a latex balloon with a mylar balloon, and other additional legal restrictions. Mr. Layfer felt the current approach was to look to the manufacturers and retailers to enforcement, not the users. He agreed with Mr. Yegparian that there was something the City could do to make a statement. Mr. Prouty asked if we restrict the sale in the City of Burbank, could someone purchase from Glendale and come into the City with a balloon? He wondered how that could be policed. Mr. Talamantes noted that it would be similar to the ban on fireworks in Burbank; offenders would be prosecuted. He also had a concern with the enforcement aspect of any such ban and how difficult it would be (similar to the smoking ban). Mr. Talamantes would rather the State deal with it and then tell the cities how to proceed. Mr. Simay suggested that a statewide remedy could be pursued while pursuing a local remedy. He personally felt that it would be worthwhile to bring the issue to the State level. Mr. Layfer asked if there was a utility trade group. Mr. Simay noted that there were several as well as national utility organizations. There have been discussions and it is on the radar. Mr. Yegparian asked if any of the park associations had discussed the issue. Mr. Hansen was not aware of any. He added that Board's comments would be included in the staff report to City Council. Mr. Yegparian would like to address it locally and pursue statewide solutions as well. He also wanted specific input from relevant associations included as well as information from other States with such bans. Mr. Prouty agreed to go forward on the State level and separately go forward locally since it was a much more complicated matter on that level. Mr. Talamantes agreed with Mr. Prouty and noted his first

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| <p>ACTION</p> | <p>priority would be to pursue it on a state level. Mr. Prouty felt that possession and sale would need to be discussed further.</p> <p>Note and File</p> |
| <p>OLD BUSINESS</p> | <p>1. Griffith Park Masterplan /Los Angeles River Revitalization Update Ms. Garcia reported that the Griffith Park Masterplan Working Group met on Monday. They are finalizing the Management Chapter, which is their last. There is no update on the L.A. River Revitalization.</p> <p>Mr. Layfer noted that Adam Schiff proposed a bill in congress about a Rim park but did not have details. Mr. Yegparian was not aware of it but knew there was a new piece of legislation regarding the Rim of the Valley trail.</p> <p>Note and File</p> |
| <p>ACTION</p> | <p>2. DeBell Clubhouse Ms. Bartolo reported that they have been excavating the area and have hit bedrock and fill. There was a bit of an unexpected delay due to the rains. Completion is scheduled for September of 2008.</p> <p>Mr. Talamantes asked if they had put plastic in the area. Ms. Bartolo reported that they had but it was impossible to cover the entire area.</p> |
| <p>ACTION</p> | <p>Note and File</p> <p>3. Trails Committee Carol Mercado, Recreation Supervisor, provided background information and an update on the Trails Committee. In 2006, a request was made by Member Yegparian to study various issues associated with the Verdugo Trails. A Committee was formed consisting of Mr. Yegparian, representatives from the Sierra Club, Boy Scouts, mountain biking groups, American Hiking Society, nature docents, Ms. Stein, Ms. Bartolo and Ms. Mercado. The first meeting was held in February 2007. They discussed current and future trails, got input on improvements and enhancements, studied trail maps, discussed mixed use and educational outreach. There have been four subsequent meetings consisting on discussions regarding educational outreach, trail signage, restoration updates, updates on campground feasibility study, Glendale Trails Masterplan, as well as new and existing trails. Copies of the trails survey was provided. Staff and volunteers continue to educate the public about the trails. There are twelve new directional signs in the area. The Glendale Trails Masterplan has been completed and approved by Glendale's City Council, which has helped them obtain a grant for the Verdugo Mountains Trail Coordination that will affect our trails. The committee will reconvene after Glendale makes its presentation to this Board and after meeting with National Park Service and other Verdugo Mountain agencies.</p> <p>Mr. Yegparian reported that some holders (MRCA) of large pieces of land in the Verdugos have decided to donate their lands. One of these pieces of</p> |

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| | <p>land is in close vicinity to our trails. Mr. Talamantes commented that he was impressed with the map and recommended it be offered to the Fire and Police Departments for their use.</p> |
| <p>ACTION</p> | <p>Note and File</p> |
| <p>REPORTS</p> | <p>1. <u>Burbank PerformArts Association</u> Mr. Hansen would have staff report on which groups are attending the meetings. Mr. Nelson added that this Association was designed to help facilitate interaction between the groups. It is obvious that some players who were initially active members are not currently active. Staff's role is to support the groups, provide them opportunities to distribute their marketing information, and assist them in developing a website for their organizations.</p> <p>Mr. Talamantes noted that the majority of groups attended January-May, but wondered what happened from June-October. Mr. Nelson noted that many groups are not active during those months. He added that they call their own meetings (meetings are not mandated by the City). Mr. Talamantes asked about promotions, activities, fundraising and opportunities in which the City assisted the groups for 2007. Mr. Nelson was aware that they collectively created a discount card but was not sure of other fundraising activities they did. Mr. Talamantes felt that each group is working for themselves and that the Association is not going to work. The first year, which should have been the most successful, ended in May. Mr. Hansen noted that the groups were more active when there was money available. It is difficult to say what the dynamics of the groups are and how they operate. The groups first priority are their own functions and that limits their available time and energy to participate in the Association.</p> |
| <p>ACTION</p> | <p>Note and File</p> |
| | <p>2. <u>Ovrom Park Update</u> According to Ms. Bartolo, there may be a pre-construction meeting as early as next week. The Contractor has mobilized onto the park property and is waiting for the State authorization for a stormwater permit number.</p> |
| <p>ACTION</p> | <p>Note and File.</p> |
| | <p>3. <u>Overnight Campground</u> Ms. Bartolo reported, in response to a Boardmember's inquiry, upon completion of the feasibility report, staff contacted Santa Monica Mountains Conservancy regarding funding for the overnight campground. They would entertain possible discussions for future funding if the City could prove it had 50% matched funding. The City does not have money set aside to help offset the match. Ms. Stein and Ms. Mercado are actively looking for a variety of opportunities that may help provide grant money or a match. Mr. Yegparian asked if staff had considered talking to a Congressman about an earmark. Mr. Hansen informed the Board that staff is contacted annually by Congressman or State representatives and</p> |

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| <p>ACTION</p> | <p>submitted proposals to them. For example, Adam Schiff was able to secure money to fund an element of the park patrol program. The Campground project has been submitted and will continue to be submitted. Mr. Talamantes felt that, due to the current budget woes and the fact that the Governor is intent on closing down some state parks, we should not depend on State funding.</p> <p>Note and File</p> <p>4. Youth Board Mr. Prouty felt the Youth Recognition Program was very important and reminded the public that nominations were due by January 25. He reiterated that the Barnes and Noble book fair would take place on February 9. He reiterated that the Barnes and Noble book fair would take place on February 9th to raise money for the pack for success project, which provides materials for youth in need.</p> |
| <p>ACTION</p> | <p>Note and File</p> <p>Mr. Hansen reviewed with the Board the reports that will be going to Council: Lease Agreement with L.A. City for Johnny Carson Park which expired. Staff has been negotiating with Los Angeles for a long time and have agreed upon a document. They will be doing an amended agreement with Providence for the use of the parking lot, although nothing will change regarding the way it is currently operated. The Public Art Fund Zone Text Amendment item will go back to City Council. The Arts Commission report will soon be presented to Council as well as a Sustainability Report.</p> |
| <p>ADDITIONAL COMMENTS FROM THE AUDIENCE</p> | <p>Carolyn Jackson addressed the Board on construction at the luau grounds at the Castaway Restaurant.</p> <p>Greg Jackson addressed the Board on construction at the luau grounds at the Castaway Restaurant.</p> |
| <p>ADDITIONAL COMMENTS FROM THE BOARD</p> | <p>Mr. Yegparian thought the agendas were supposed to be on the website, per discussion at a previous meeting. Mr. Hansen thought the agendas were online and assured the Board they would be soon. The delay was due to a problem with the Department's webpage. An alternate method of placing them online has been found.</p> <p>Mr. Talamantes reminded everyone about the campaign to raise funds for the athletic fields at the high schools and asked for community support.</p> <p>Mr. Prouty asked what the time frame was, prior to the monthly meetings, for the agendas to be posted online. Mr. Hansen noted they are usually done the week before the meeting. Mr. Talamantes pointed out that the legal posting requirement is 72 hours prior to the meeting.</p> <p>In response to a comment made by Ms. Jackson during oral communications (regarding not knowing that the Luau Grounds item was on</p> |

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| ADJOURNMENT | <p>tonight's agenda), Mr. Layfer recalled deciding at the November meeting that the item would be discussed tonight. However, the agenda should be posted on the website as well.</p> <p>Mr. Layfer shared an article on a former military airport being turned in to parklands in Irvine.</p> <p>The meeting adjourned at 8:20 p.m.</p> <p>_____ Date: _____</p> <p style="text-align: center;">Secretary</p> <p>_____ Date: _____</p> <p style="text-align: center;">Chair</p> |
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