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PARK, RECREATION AND COMMUNITY SERVICES BOARD

THURSDAY, August 14, 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 6:14 pm by Garen Yegparian, Chairperson.

ROLL CALL	
Present.....	Members Yegparian, Prouty, Layfer, Ferguson
Absent.....	Member Talamantes
Staff Present.....	Director Chris Dasté, Deputy Directors Linda Oseransky, Marisa Garcia, Teri Stein, Jan Bartolo; Recording Secretary Jessica Sandoval
APPROVAL OF MINUTES	June minutes were approved
PLEDGE OF ALLEGIANCE	The pledge of allegiance was recited
WRITTEN COMMUNICATIONS	None
ORAL COMMUNICATIONS	None
ANNOUNCEMENTS	<p>Mr. Dasté introduced Marisa Garcia as the new Deputy Director of Recreation Services (promoted from Administrative Officer).</p> <p>The Joslyn Adult Center will present a Disaster Preparedness Event on September 8th from 12:30-2:30 pm; Medicare Assistance Counseling is available (238-5353); a Federal Grant application was approved by City Council for the elderly nutrition program and the City will receive up to \$338,239 in Older Americans Act funding and \$906 for supportive services; Classes, in conjunction with Burbank Adult School, will begin at Joslyn in September; there are still openings at some afterschool site programs; McKinley, Providencia, Jordan, Muir and Luther have drop-in programs; the Nature Center will host the Haunted Adventure on October 17-18; the final concert at the Starlight Bowl, featuring the Fab Four, will take place this Sunday; Kiwanis is having a benefit concert featuring Captain Cardiac the following Sunday; the Fall Recreation Guide is available online; the aquatic season has been extended (Verdugo Pool 238-5391 and McCambridge Pool 238-5381); the Community Services Building will have a grand opening celebration on August 19.</p>

NEW BUSINESS

1. Bike Masterplan

David Kriske, Senior Planner of the Community Development Department, reported that the Bike Masterplan was developed in 2003 as a result of City Council's direction to increase bike travel through the City. The plan guides policies, goals, and objectives that the City wants to achieve. The overall goal is to increase the number of people using bikes to 5% of all trips by the year 2025. Estimates, currently, are around .7-1%. Goals include maintaining accessibility through Burbank, having bike parking, the ability to access points in Burbank easily and the ability to connect destinations. Currently, there are many barriers for bicyclists as freeways, rail lines, a wash, flood control channels, and major arterials. The plan reflects the desire to make strategic improvements to bridge the gaps throughout the City. Another important goal is to extend the reach of the transit system. Staff has ensured that the local transit system have bike racks on board. General health, fitness and sustainability are supported through bike travel. The plan is broken up into several major components: identifying bike routes through the City, closing gaps in areas that hinder bike use, bike parking, education and safety. The final goal is to open the door for the City to be eligible for funding. The Bike Transportation Account is the primary source of funding for some of these improvements; the State of California sets aside \$7.2 million annually. Caltrans is the Administrator of the program and applications can only be submitted by cities with bike plans in place. Burbank is then able to apply for a yearly cycle of funds. There has also been success in a related program, Safe Routes to School. Mr. Kriske showed a map of routes and explained progress within the last five years. The City has received total grant funding of \$2.5 million. They have been able to match that with some local funds and Transportation Development Act funds to fund improvements. A total of \$7 million was received to complete a class I facility (bike path), the San Fernando Bikeway Project, which completes a large regional path under development extending from Sylmar to Burbank. Class I paths are separated paths (such as Chandler), Class II paths have bike lines striped in roadway, and Class III paths are signed routes with bike detection features. There is currently a project in the design stage for a bike station at the Downtown Metrolink station. There are currently a limited amount of bike lockers; there is a waiting list and the demand is great. A grant was received for this enclosed bike station to house 50-100 bicycles, which will contain a flexible space for future use. Construction is anticipated to begin early 2009. Staff is looking at ways to address traffic congestion, including bike and pedestrian planning. In addition, they are looking at retrofitting bridges or changing walkway spaces to accommodate bikes in order to connect the downtown area to the rest of the City. Long-term projects are also being looked at, such as creating a bike/pedestrian bridge. This would be a significant capital expenditure and would need to be connected to a redevelopment of the area. Staff welcomes input and they have traditionally reported out regularly to the Transportation Commission and to the Traffic and Transportation Committee. Public outreach is also a priority and staff has created a survey (currently online at www.burbankbike.org) to obtain input. Community meetings will be planned over the next few months as well. The Bike Masterplan will eventually be rolled into the General Plan, which updates policies and objectives for the

entire City's land use and transportation system.

Mr. Layfer asked about the number of bike commuters in the City. Mr. Kriske noted it was difficult to calculate. Staff is trying to use video camera footage throughout the City to count bike traffic, however, it is hard to gauge so secondary indicators such as demand for bike parking and the survey are being used. Mr. Layfer commented on the recent changes in New York and asked if staff had looked into the systems from Portland, Oregon (the most bike friendly town). Mr. Kriske was aware of the bike boxes in that City (which places bike commuters ahead of cars at intersections, making them more visible). He was not aware that California allowed that at this time but noted that Portland tend to be the leader. Staff is definitely looking into other cities/states systems. Mr. Ferguson cited a story in USA Today regarding bike rental stations. According to Mr. Kriske, City Council mentioned this as part of their Work Program. There are also free bike share programs used on the honor system, however, some of these have resulted in the loss of bikes. This is also a program the City is looking into. Mr. Yegparian asked if the racks on buses were all limited to 2 bikes. Mr. Kriske said they were the standard 2 bike units that the MTA uses and did not believe these were expandable. Mr. Yegparian asked if riding on the sidewalk was legal and asked if the bike lockers at the downtown station would be accompanied by an extension of the bike lanes. State law generally allows riding on the sidewalk unless local ordinance states otherwise. Burbank allows riding on sidewalks with the exception of the downtown area. A hardcopy map was available through the Community Development Department and a downloadable version was available online. The challenge with the train station is that it is separated from downtown by the freeway. There is one project going in on the other side (coming down Front Street) putting bike lanes in from Burbank Boulevard and the Verdugo lanes. The Engineers, however, are hesitant to put lanes along the curve because it is too tight and would not be safe. Staff is looking at how to provide protection around the curve taking into account the freeway ramps as well (possibly some sort of barrier). Staff is looking into improving that area. Several other specific areas were discussed. Mr. Yegparian suggested that a ride component be integrated into National Night out. Mr. Kriske noted that a similar event occurred in May, where riders visit different business in the Magnolia Park area. Mr. Ferguson asked if we had bike racks at the parks. There are bike racks in almost all City parks (with the exception of the smaller pocket parks).

Note and File

ACTION

2. Cultural Arts Planning

Ms. Garcia updated the Board on the Department's efforts to develop a Cultural Arts Plan and requested that the Board appoint a representative to sit on the steering committee. In March, City Council adopted a resolution endorsing the City's participation in L.A. County's Arts Commission Municipal Cultural Planning Initiative and authorized the City manager and staff to work with the L.A. Arts Commission to develop a plan for the City. The initiative is guided by community planning consultants and designed to identify and build on cultural, natural and heritage assets. The Consultant

ACTION

will provide the Committee with expertise and direction from guidance on establishing a steering committee to representing the final cultural plan. Staff is working on forming a focus group of stakeholders to be part of the process. The Steering Committee consists of a diverse group of individuals, staff, elected officials, individuals from art, business and media communities. The meetings will begin in September and it is anticipated that the planning process will take from 6-9 months to complete. Monthly meetings will focus on planning, needs assessment, data collection, goal formation and setting, and action planning. The final plan will be presented to City Council for acceptance and adoption. Staff requests that the Board appoint a representative to sit on the Steering Committee to work with the L.A. County Arts Commission in order to develop Burbank's Cultural Arts Plan.

Mr. Feguson volunteered and was appointed as the representative on the Cultural Arts Steering Committee.

3. Budget and Work Program Update

Ms. Garcia presented the Department's FY 08/09 Budget and Work Program. The Department offers a variety of programs and services to the community. The City's budget was adopted by City Council on June 17, 2008. New positions (including a Tree Trimmer, Senior Tree Trimmer, Groundskeeper, and some Recreation positions for Ovrom Park) were added to the department's budget. Funding received under Materials, Supplies and Services included: \$15,500 for the continuation of the free parkway tree program; some funding for the military banner program (to assist in cleaning the existing banners); some funding for travel costs for the 100 Best Communities Summit, some operating expenses for Ovrom Park; extension if aquatics season; \$100,000 towards the Youth Endowment; \$15,000 for the Every 15 Minutes Program administered through the School District. Capital Improvement Project funding included: refurbishing the gym floor; Starlight Bowl stairs; irrigation; and restrooms at Izay Park. Work Program goals included: desire to install new play equipment and shade structure at Maple Street Playground; City Council expressed an interest in new play equipment and shade structure at Gross Park; replacement of sports lighting at Pacific Park; the art installation at Five Points will be completed in early 2009; per City Council's request, the Department is seeking to plant an additional 1,000 street trees throughout the City to increase canopy coverage; complete renovation of the Hank Riggio playground at Izay park will be completed in October; initiation of irrigation renovation design and amenities at Carson Park; facilitate and support development of Cultural Arts Masterplan; staff is also underway with Phase I of the Aquatic Facility project and are initiating the community outreach efforts (September 6 and September 10) to obtain input regarding the 2 existing community pools and associated facilities.

Mr. Layfer asked about the status of the YES Committee, gym floors and the Aquatics Advisory Committee. He commented that the Every 15 Minutes program is a school administered program but funded by City Council. There is an active subcommittee as part of the Youth Task Force

that is currently looking at funding alternatives and how the program is executed from a financial standpoint. Ms. Garcia responded that the YES Committee has not been active. Funding that the YES Fund had in years past, has gone towards Ovrom Park primarily and the athletic fields' projects. There has not been excess money available to offer. Ms Stein clarified that the \$100,000 mentioned is for Mayor's Youth Task Force recommendations to sustain the youth services holding account. Ms. Garcia noted that the \$13,000 cited covers resurfacing all three gym floors (not completely re-sanding them). The funds have also been used for minor repairs if needed. More extensive repairs are done on a cycle and sometimes on a need basis. Ms. Oseransky pointed out that staff will need to look at replacing the floors soon and noted that the funds come out of the BAF budget. Ms. Garcia reported that the Aquatics Committee is comprised of the City Manager, staff from the Parks Department and from Public Works, a representative from the Park Board, BAF and Senior Board, as well as the Architect. The initial meeting will serve as a starting point to obtain input from the community on their needs and wants, look at the facilities and come up with conceptual designs to present to Council for funding. The project will encompass the pools, maintenance areas, and locker rooms. There are many limitations, including funding and space. The meetings have not been schedule but the Board will be advised. Mr. Ferguson asked if a member from the Youth Board could be included on the Committee, once they begin meeting again. Mr. Dasté would note the request. Ms. Garcia provided an option of presenting the project to the Youth Board instead, once they begin meeting, to obtain their input. Mr. Ferguson felt either option would suffice as long as they were afforded an opportunity to provide input. Mr. Yegparian asked if the street tree program extended to commercial property. Ms. Garcia noted that residents could call and request trees as long as there are no issues prohibiting planting in that area. However, there are other concerns in commercial areas with businesses, such as blocking signage. Mr. Layfer asked that the Aquatic issue be placed as a recurring item under Old Business. Mr. Ferguson asked the same of the Cultural Arts issue.

ACTION

Note and File.

4. City Council Agenda Items Update

Mr. Daste reported that, at last night's City Council meeting, staff presented the first step of Council's request to place a shade structure over Gross Park's play equipment. The Department conducts summer camp there and it is quite hot. Staff had intended to replace the play equipment in 2009-2010. They recommended replacing the play equipment at the same time as installing a shade structure since it would be problematic to replace equipment with a shade structure already in place. Council agreed with the recommendation and staff will be working jointly with the Redevelopment Agency to have the project completed by next summer. On July 22nd, City Council approved funding for continuance of the Youth Task Force's school counseling program. Of the \$200,000 received, \$75,000 will be allocated towards Luther, Muir and Jordan and \$125,000 will go to John Burroughs, Burbank and Monterrey High Schools), the Police Youth

	<p>rewards program received \$5,000, the Teens in Action Media Communications Team received \$2,000. Upcoming items include: the BUSD Joint Use Agreement (there is a joint meeting in September), the appointment of a City Council person as representative on the Cultural Arts Planning Steering Committee, Youth Board Appointments, and the first step report on Community Gardens.</p> <p>Mr. Yegparian asked if there was anything new of significance on the Joint Use Agreement. Ms. Garcia responded that it is, essentially, a renewal of the previous Joint Use Agreement with some edifications and amendments such as the addition of Miller Park, remodeling of the schools and use of the swimming pools, the addition of the track and field projects, Jordan project, and funding sources that have been discussed and agreed upon but are now being put in writing. Mr. Yegparian had concerns over the availability of school facilities for community organizations use and felt that at some point the item may need to be agendized. Mr. Dasté noted that it would be a challenge for the City to involve itself in how the school district allocates its facilities, being that they have their own policies and criteria. We could attempt to be a conduit for discussion. Mr. Dasté stated that he would be happy to meet with Mr. Yegparian to discuss some ideas.</p>
ACTION	Note and File
OLD BUSINESS	None
REPORTS	<p>1. <u>Ovrom Park</u> Mr. Dasté reported that the project is going well and is on target as scheduled.</p>
ACTION	<p>Note and File.</p> <p>2. <u>Art in Public Places Committee</u> Mr. Ferguson reported that the Committee approved an art piece, called “Imagine”, to be placed at the first LEED Certified airport hangar in the Country (3030 Clybourn Ave.) during their last meeting.</p>
ACTION	Note and File
ADDITIONAL COMMENTS FROM THE AUDIENCE	None
ADDITIONAL COMMENTS FROM THE BOARD	<p>Mr. Layfer attended the National Night Out event and thanked staff for their efforts.</p> <p>Mr. Yegparian invited everyone to attend upcoming Saturday morning hikes on September 13 (with Chief Pansini) and October 11 (with Chief Stehr). They begin at 8:00 a.m. at the Nature Center. He asked staff to find out about mulching within the City.</p>

ADJOURNMENT	<p>Mr. Ferguson thanked all recreation staff for the great job they had done with the summer programs. He volunteered last summer as a counselor-in-training and realized the amount of work it entailed. Mr. Dasté appreciated Mr. Ferguson's comments and shared that he also was extremely impressed with all staff, but particularly part-time staff. He felt they were engaging and enjoyed their work tremendously.</p> <p>Mr. Layfer congratulated Ms. Garcia on her promotion and inquired as to her replacement. He felt it was excellent that a promotion was made from within and believed that it is a credit to the management team when they have developed an employee to advancement.</p> <p>The meeting was adjourned at 7:37 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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