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PARK, RECREATION AND COMMUNITY SERVICES BOARD

THURSDAY, March 13, 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 6:10 pm by Todd Layfer, Chairperson.

ROLL CALL	
Present.....	Members Layfer, Talamantes, Prouty, and Yegparian (arrived at 6:15 p.m.)
Absent.....	Member Ferguson
Staff Present.....	Deputy Directors Linda Oseransky, Garth Nelson, Teri Stein, Administrative Analyst Marisa Garcia; Recreation Supervisor Carol Mercado; Recording Secretary Caroline Arrechea
APPROVAL OF MINUTES	February meeting minutes approved (4-0, member Yegparian not present))
PLEDGE OF ALLEGIANCE	The pledge of allegiance was recited
WRITTEN COMMUNICATIONS	None
ORAL COMMUNICATIONS	Dennis Sorenson commented on the clock and mural.
ANNOUNCEMENTS	Announcements included the following: Middle School Teen Dance March 22 at Verdugo Recreation Center; Spring Camp (K-5) has been filled at McCambridge; openings available at Nature Camp; Earth Day celebration will take place April 19 at Nature Center; Summer Daycamp registration will take place April 19; Spring Eggstravaganza will take place March 22 at McCambridge Park; Burbank on Parade will take place on April 26; Dodger Night will be held May 9 th ; Spring recreation Guides are available online and at City facilities; Healthy Community Fair on April 5 th , 9:00 a.m. at Chandler Bikeway; Aquatics registration will take place May 3 (lottery tickets will be drawn in advance); Sports Registrations begin March 17; the Creative Arts Center will showcase the works of Burbank youth from April 3-18 at the Youth Art Expo; free tax return assistance is available for seniors at Joslyn Adult Center; Burbank Senior Games will take place May 12-17; March is Arbor Month; the Plant a Tree ceremony will take place on March 18; the Arbor Day ceremony will take place on March 19 at Verdugo Park; a participant of both events for many years, Burbank mounted unit horse, Bourbon, was put down due to cancer. Boardmember Layfer announced

that Ms. Oseransky is sitting in for Mr. Daste, the new Director, who was on vacation.

NEW BUSINESS

1. Little Theater Annual Report

Mr. Nelson introduced Kevin Cochrane who gave the theater's annual report. The theater won another Ovation Award. Some successes included Among the many productions at the theater, Film Chinios received 3 Ovation Award nominations and won for Best World Premiere play. Some others included Straight Up with a Twist, the Accomplices, and Blake... da Musical. There are several companies in residence who produce an array of successful shows. The City has completed two major abatement programs in the facility. There were many plays, classes and workshops scheduled during the season. The shows played at approximately 60% capacity. Completed goals and objectives included: maintaining on-site ticket and administration areas in the theater; maintaining all equipment in good order; presenting at least six full scale productions produced by GTC; presenting at least four children's productions (Family Fun Days and Youth Matinee programs); continued series of classes and workshops; offered youth and senior discounts; continued to provide annual reports; offer resident discounts; maintained positive image in the press and public (through Ovation Awards, articles, and listings).

Mr. Talamantes inquired about increasing attendance and advertising. Mr. Cochran noted that they were careful not to get too driven by attendance percentages. Their intention was not to compromise artistic risk in favor of shows which would produce larger crowds. He was more in favor of presenting opportunities for experimental plays. Each company in residence as well as GTC itself maintained their own mailing lists which were merged when sending out materials. Advertisements were also placed at other theaters and coffee shops. Articles in The Leader, as well as reviews in newspapers helped promote performances. Mr. Cochran felt that reviews and word of mouth were very effective. Mr. Talamantes asked if advertising on Channel 6 had been discussed. It had, however, the theater's production schedule had not allowed sufficient time to make it to the scroll. Mr. Talamantes asked if the theater had youth training-type programs with the School District. They did not at the moment have any such programs but had done publicity for the youth matinees. Mr. Talamantes felt it would be beneficial to have program where youth could spend a couple of weeks on location obtaining experience in theater (the production aspect versus acting). Mr. Cochran responded that being they are a small company, they cannot afford to push certain programs forward even though they would like to. Mr. Layfer asked what the average ticket price was. The amount varied from show to show. The average ticket price is from \$20-\$30, however, the average price paid is approximately \$15 (given the discounts available). Mr. Layfer asked what the financial situation was for the Grove. Mr. Nelson responded they paid \$500 per month in rent (or rent credit). If the company was interested in enhancing the theater, the City would give a rent credit and the improvement/equipment would stay with the theater at the termination of the agreement. Mr. Layfer asked if the City received a copy of their financial statement. They did not but the City conducted an audit every 3-5 years according to Mr. Nelson. He added that GTC collaborated

<p>ACTION</p>	<p>in the Summer Art Camp at the Creative Arts Center where they did a theater component as part of the program.</p> <p>Note and File</p> <p>2. <u>Aquatics Design Update</u> Ms. Garcia reported that the Aquatic Facilities Study Group Sub-Committee interviewed four firms that submitted proposals in response to the City's request to redesign/refurbish the aquatic facilities at Verdugo and McCambridge Parks. The Subcommittee eliminated two firms and directed staff to conduct reference checks on the other two firms. Staff is in the process of completing this process. Upon completion, the Subcommittee will reconvene to make a selection. Once a firm is on board the Aquatic Facilities Study Group will begin meeting to assist the City in evaluating our facilities and propose new facilities to meet the community's needs.</p> <p>Mr. Yegparian asked for a copy of the four proposals electronically. Ms. Garcia did not have them electronically but could provide hardcopies. Mr. Talamantes asked why the other two were eliminated. Ms. Garcia noted that it was based on the Subcommittees evaluation of various factors including the actual proposals, questions answered, and their opinion about the firm's ability to connect with the community and staff. He asked if the City had worked with either of the two firms in the past. Ms. Garcia did not believe so. Neither did Mr. Nelson who added that the firms specifically focused on aquatics. All firms came to table with expertise and had done projects throughout the state and country. They were both local Southern California firms.</p>
<p>ACTION</p>	<p>Note and File</p> <p>3. <u>Work Program</u> Highlights from the Department's Divisions were presented: The RSVP program continues to be quite successful. Volunteers are challenged to exceed 100 hours per year working at many non-profit and local organizations (Bob Hope Airport, Police Department, Burbank Temporary Aid Center, City Hall). In 2007, 375 volunteers did exceed that number. As part of a recognition event, Mayor Ramos was presented with a symbolic check for \$3,118,011 representing the value of the time volunteers donated (153,144 hours). The Senior section continued to work collaboratively with the Burbank Adult School to offer classes for older adults at the Joslyn Center by BUSD teachers. The program started a year ago as an attempt to to encourage various other activities at the adult centers and provide value to seniors. Classes are provided at a reduced rate. The Teens in Action group completed their 7th show which appears on Channel 6 called "Under Pressure: Teen Body Image and Eating Disorders". The show was created and produced by 15 middle and high school students, who are supervised by Victoria O'Neil. The show interviewed two women, a recovering anorexic and a recovering Bulemic, as well as expert guests (a doctor and a registered dietician). DVDs will be distributed next week to schools and libraries. The Skatepark celebrated its 5th Anniversary with a three day event that began</p>

January 11. The event featured free skating, clinics, a live DJ, free food, giveaways, etc. The 2007 Customer Service Survey was implemented this past Fall. Data was collected for contract classes, which included a 12% return from participants. The programs received a 9.6 (out of 10) average rating per the surveys. Surveys were made available to all students in every classroom. The next survey will be conducted in summer 2008. The Starlight Bowl customer service questionnaire and spot surveys during the shows reflected an average rating of 3.65 (out of 4). There was a very positive response, ratings, and suggestions on music among the input from those participating. The Sports and Aquatics webpage has become a very popular site. It has been enhanced to provide more information to the community: participants can access information on youth sports, youth sports camps, adult sports, open gym, Walk of Fame, aquatics programs and registration, swim lessons, swim team, water polo team, aquatics, employment, rules, registration, etc. Some new features include the Walk of Fame video and sports camp information. The Summer 2008 Aquatics brochure will be distributed April 1st but an advance view is available on the website now. This construction process was initiated to accommodate disabled access at the Bel Aire Ballfield entrance. Improvements included removing existing roadway, new drainage, a meandering path, completely new landscaping, new irrigation, new park signage, new gate and fencing, new disabled parking. Park staff are working with the Sports Office to regain some practice time use, although the project will not be completed for another month or so. The Tuttle Shuffleboard area is in the process of being redesigned into an outdoor fitness area and multi-use space. The existing shade structure, older benches and shuffleboard courts were removed. A new drainage system was installed. New landscaping, irrigation, concrete flooring, benches, and two shade structures are also being installed. The project is anticipated for completion by April 19.

Mr. Layfer saluted the RSVP volunteers for their commitment and time. He also wondered if the Teens in Action productions had ever been syndicated outside of the City. Ms. Stein reported that they had not, however, Marisa Rosoff had shared the DVDs at conferences that she has attended. She added that staff has just applied for a grant with Americas Promise Alliance to obtain funding for the show. Mr. Talamantes asked if the dvds could be sold. According to Ms. Stein, there has not been that much of a request and it is not that costly to provide free DVDs. Mr. Talamantes suggested it may be a revenue source. Mr. Layfer felt that they were provided as a community service and not a for-profit venture. Mr. Prouty asked how many students were sought for these productions. Ms. Stein reported that approximately 25 student s were usually involved who meet weekly and sometimes at night. Students can obtain volunteer hours for participating. Mr. Prouty asked how the Recreation class ratings compared to previous years. Mr. Nelson felt the numbers were close. Mr. Talamantes asked about the item which referred to evaluating the trends in roller hockey. Mr. Nelson explained that the staff member that this was assigned to went out on maternity leave and has just recently returned. Roller hockey does not attract the same interest as it did when the Department built the site. The facility has also been made available to a soccer program for youth contracted through the Big Red Machine. In response to a question by Mr. Talamantes on the athletic fields

at Burbank High, Burroughs High and Jordan Middle School, Ms. Bartolo noted that she was familiar to some extent on the projects but was not the liaison. She was hesitant to provide potentially incorrect information since Mr. Hansen had been attending the meetings. Mr. Nelson was not involved in the meetings either but added that staff would be meeting with the School District regarding attempting to accommodate movement of some athletic programs at the campuses. Mr. Talamantes noted that he would contact the City Manager's Office for an update. Ms. Bartolo reported that she was in possession of bids for the Reconstruction of stairs at the Starlight Bowl. There was a slight concern with the timing of the project. The Contractor was 99.9% sure that the project would be done within 60 days, however, any delay (such as inclement weather) could potentially become problematic. The BUSD school year has changed and graduation will take place the first week of June this year. Rather than risk the possibility of a delay that would compromise commitments already made at the Bowl, staff decided to proceed with the project at the completion of the summer season. Mr. Talamantes asked if the RFP went out on time. Ms. Bartolo reported that she had been working with the Purchasing Division on a concern regarding the technical specifications. As such, some time was lost between the Architect's office, the Park, Recreation and Community Services Department, Purchasing and the City Attorney's Office in order to create an approved bid-able document. The process consumed more time than anticipated. Mr. Talamantes asked about the completion of the solicitation for grant funding for the development of a youth campground. Ms. Bartolo responded that staff continues to look for prospective funding (in addition to the funding received from the Santa Monica Mountains Conservancy grant) to proceed with the project. Mr. Yegparian had discovered that the project was more likely to move up the list of priorities for the Congressman to help fund if an Environmental Impact Report was completed and asked if it was possible to request that City Council approved funding for an EIR. Ms. Bartolo mentioned that she would pursue (with the Consultant) the possibility of incorporating the area into the CEQA report recently completed for the Wildwood Canyon area. Mr. Yegparian suggested that perhaps, for a small fee, they may consider revisiting the area and providing the necessary reports. Ms. Bartolo would inquire as to the possibility. Mr. Talamantes supported Mr. Yegparian's suggestion and asked how much the project would cost and how much funding was received from the grant. According to Ms. Bartolo, the grant application was for approximately \$50,000, and the Professional Services Agreement for the Feasibility Study was approximately \$34,000 (leaving some funds still available. Ms. Stein thought the approximate cost for plans was \$80,000 and Mr. Yegparian noted that the cost of construction was near \$750,000. Ms. Stein added that her staff had recently attended a grants workshop where it was discovered that some funding may be available for nature programs and facilities. They would pursue the possibility. Mr. Layfer asked staff to provide some progress photos of the Ovrom and DeBell Clubhouse projects at the May meeting

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 held a

	<p>brief meeting on March 3rd. They discussed approval of informal minutes, the need to complete the draft EIR checklist, executive summary and appendices. Because the members are volunteers and this was initially a one year commitment which is now going on three years, many members have not been able to dedicate as much time as has been required. The next meeting is on April 7th. There is no L.A. River update.</p>
ACTION	<p>Note and File</p>
REPORTS	<p>1. Senior Board Mr. Talamantes attended the last Senior Board meeting. He reported that the Board is proposing a campaign to better educate seniors on disaster preparedness in conjunction with Fire Department which will provide important information for seniors and caretakers. Ms Oseransky added that a few local senior facilities practice fire drills, and that the Public information Office recently taped one such drill and educational session. Mr. Talamantes suggested that everyone prepare as thoroughly as possible prior to an earthquake.</p>
ACTION	<p>Note and File</p> <p>2. Transit Task Force Mr. Yegparian attended the meeting and reported that there are some changes in bus services that may be impacting us. Metro seems to be inclined to reduce services to Burbank. The Mayor is on a regional committee that has input on the subject.</p>
ACTION	<p>Note and File</p>
ADDITIONAL COMMENTS FROM THE BOARD	<p>Mr. Yegparian asked if the agendas have been loaded on the website. Ms. Garcia believed that staff had been able to do that. Ms. Stein added that there was a recent change with computer software so the latest agenda may not have been able to be loaded.</p>
ADDITIONAL COMMENTS FROM THE AUDIENCE	<p>Resident Dennis Sorenson asked how the roller skating facility is being used. Mr. Nelson clarified that the facility is not being used to the extent it was for roller hockey, however, it is still being used for drop in play. In addition, a local soccer group is using the space for play to most the most of the site.</p> <p>Mr. Yegparian and Mr. Layfer announced they will be unable to attend next month's meeting.</p> <p>Mr. Talamantes asked who had jurisdiction over maintenance at San Fernando and Interstate 5. There is a lack of maintenance. Ms Bartolo noted it did not fall within purview. Have just this past week assumed maintenance of sf road where new streetscape (between alameda and verdugo). Are overseeing contract admin for landscape and streetscape. Could find out.</p> <p>Mr talamantes asked about a program within the city to clean solar panels. Noted at cal state Northridge have program to clean because efficiency</p>

ADJOURNMENT	<p>decreases when they become weathered. Mr Nelson responded that there is a solar system to support the pool at Mccambridge and would check with BWP to find out about maintenance.</p> <p>Mr Tlamanates reminded community about fundraising activity for bpie.org for donations.</p> <p>Mr Layfer thanked PIO for their work during the meeting.</p> <p>The meeting adjourned at 8:04 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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