

PARKS AND RECREATION BOARD

***City Council Chambers
275 E. Olive Ave.
Burbank, California 91502***

**NOVEMBER 10, 2022
06:00 P.M.**

This agenda contains a summary of each item of business which the Committee may discuss or act on at this meeting. The agenda packet consisting of the staff reports and all other documentation relating to each item on this agenda are on file in the office of the Parks and Recreation Department located at 150 N. Third St., and will be posted on the City's website at www.burbankusa.com. Any writings or documents provided to the Committee regarding any item on this agenda subsequent to distribution of the agenda packet will be made available for public inspection in the office of Parks and Recreation Department located at 150 N. Third St., during normal business hours. If you have a question about any matter on the agenda, please call the office of the Parks and Recreation Department at (818) 238-5300. The facility is disabled accessible. Auxiliary aids and services are available for individuals with speech, vision, or hearing impairments (48-hour notice is required). Please contact the ADA Coordinator at (818) 238-5424 voice or (818) 238-5035 TDD with questions or concerns.

NOTICE IS HEREBY GIVEN that a Regular Parks and Recreation Board Meeting will be held on **Thursday, November 10, 2022, at 06:00 P.M. in the City Hall Council Chambers – 275 East Olive Avenue**. Support documents of items on this Agenda may be obtained from the Parks, Recreation and Community Services Department or by visiting the City's website at www.burbankca.gov.

Members of the public will have a total of three minutes to speak and have the option to participate in the meeting via in-person and/or telephone for General Public Comment. They may also submit their written comments regarding the business of the Parks and Recreation Board using the eComment feature on the City website.

Auxiliary aids and services are available for individuals with speech, vision, or hearing impairments (48-hour notice is required). For more information, please contact the ADA Coordinator at (818) 238-5051.

How to View the Meeting: Local Cable: Spectrum Channel 6 or AT&T Uverse Channel 99. YouTube Live Streaming Channel: [Click here](#). City Website Live Streaming: [Click here](#).

Public Comment Options: 1. To speak during Public Comment during the meeting, members of the public may speak in-person in the Council Chamber or call (818) 238-3335. Calls received will be placed in a queue and forwarded to the Chair in real time after in-person comments have been received. 2. eComment will remain open until

4:00 p.m. the night of the meeting. Any correspondence received after this time will be distributed the following business day.

AGENDA

FLAG SALUTE

ROLL CALL

ANNOUNCEMENTS

PRESENTATIONS Haunted Adventure Volunteer Recognition

DEPARTMENT DIRECTOR REPORT

DEPARTMENT DIRECTOR REPORT

PUBLIC COMMENT

RESPONSE TO PUBLIC COMMENT

WRITTEN COMMUNICATIONS

PARK BOARD COMMENTS (including reporting on Liaison Assignments*):

NEW BUSINESS

1. DeBell Golf Course Annual Report for Fiscal Year 2021-2022 The Board will receive an annual report on the DeBell Golf Course operations for Fiscal Year 2021-2022.

Recommendation: Discuss, note, and file.

Staff Report

2. Burbank Tennis Center Annual Report for Fiscal Year 2021-2022 The Board will receive an annual report on the Burbank Tennis Center operations for Fiscal Year 2021-2022.

Recommendation: Discuss, note, and file.

Staff Report

Attachment 1

Attachment 2

Attachment 3

3. Brace Canyon Park Ballfield Life Cycle Assessment and Triple Bottom Line Analysis The Board will receive a report from Citadel EHS on the Brace Canyon Ballfield Improvements Project.

Recommendation: Discuss and recommend the most viable surface type for the multi-sport fields at Brace Canyon Park.

Staff Report

Attachment 1

Attachment 2

Memorandum

Attachment 1

CONSENT CALENDAR - All matters listed under the Consent Calendar are considered routine by Department staff and may be enacted on by the Board by one motion. There will be no separate discussion of these items unless, before the Board votes on the motion to approve the recommendations, Board Members, staff, or public request specific items be removed from the Consent Calendar for separate action. Removed consent items will be discussed separately.

4. Approval of Minutes Approval of October 13, 2022 and October 27, 2022 Minutes.

Recommendation: Approve minutes as submitted.

Minutes

Special Meeting Minutes

5. Aquatic Program Annual Report Report on annual Aquatic Section operations and programing updates.

Recommendation: Note and File.

Staff Report

Attachment 1

Attachment 2

Attachment 3

Attachment 4

6. Capital Improvement Program for Fiscal Year 2023-2024 Report on Parks and Recreation Department Capital Improvement Program for Fiscal Year 2023-2024.

Recommendation: Note and file.

Staff Report

Attachment 1

7. City Council Agenda Items Update Recent or upcoming City Council items pertaining to the Parks and Recreation Department.

Recommendation: Note and File.

Staff Report

8. Contract Compliance Monthly Contract Compliance Report on contracts overseen by the Parks and Recreation Department.

Recommendation: Note and File.

Memorandum

Report

9. Park Patrol Report Park Patrol Report for August and September provided by the Burbank Police Department.

Recommendation: Note and File.

Memorandum

Report

10. **Departmental Operations Update** Departmental operations, such as budgetary issues, projects and programs Aquatics Program Grants Special Projects Animal Shelter LA River Project Sports Program Art in Public Places Program Landscape Services Starlight Bowl Budget Nature Programs Supplemental Nutrition Program Capital Improvement Program Park Vandalism Tennis Center Operations Colony Theatre Partnership Programs Trail Operations Commercial/Special Events Program Recreation and Community Centers Volunteer Programs Cultural Arts Program RISE Burbank Work Program Daycamp and Afterschool Program Roller Hockey Program Youth/Teens Program Forestry Services Senior and Human Services Programs Golf Operations Skate/BMX Program (This section is meant to provide brief updates. Any substantive discussion and/or direction must be agendized for future meetings).

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brief updates. Any substantive discussion and/or direction must be agendaized for future meetings).

TABLED ITEMS

ADDITIONAL COMMENTS FROM THE BOARD

ADJOURNMENT

*Liaison Assignments: Art in Public Places: Ms. Gamiño; Burbank Athletic Federation: Ms. Durbin (alternate - Mr. Messerlian); Burbank Cultural Arts Commission: Mr. Gussow (alternate – Ms. Durbin); Golf Course Greens Committee: Mr. Messerlian (alternate – Mr. Gussow); Senior Board: Ms. Ramsey (alternate – Mr. Gussow); Youth Board: Ms. Ramsey (alternate – Ms. Durbin)

Memorandum