



Weekly Management Report

January 17, 2025

- 1. Summary** Parks and Recreation Board
Meeting on January 9, 2025
Parks and Recreation Department

CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: Parks and Recreation Board

Date: Thursday, January 9, 2025

Staff Present: Marisa Garcia, Park, Recreation and Community Services Director; Kristen Smith, Assistant Park, Recreation and Community Services Director; Diego Cevallos, Assistant Park, Recreation and Community Services Director; Grace Coronado, Assistant Park, Recreation and Community Services Director; Dena Moon, Senior Administrative Analyst, Megan Wilke, Administrative Analyst II; Jon McGinley, Acting Recreation Service Manager; Erin Barrows, Recreation Services Manager; Kim Freed, Recreation Supervisor; Chad Thompson, Executive Assistant; Ryan Lipscomb, Facility Attendant II.

Board Members Present: Mr. Messerlian, Mr. Brody, Ms. Gamiño and Mr. DePalo

Board Members Absent: Ms. Ramsey

Council Liaison Present: None.

Council Liaison Absent: Konstantine Anthony and Vacant (Alternate)

Item Discussed		Summary	Direction or Action, if any
1	Announcements	Mr. Lipscomb provided announcements for the P&R programs and facilities.	
2	Presentations	Ms. Barrows and Ms. Freed presented the Parks and Recreation Department Centennial Kickoff.	
3	Department Director Report	Ms. Garcia updated the Board on the significant impact of the high winds on the City's trees. Ms. Garcia also provided an update on the facilities and recreation activities that are impacted.	
4	Oral Communications	None.	
5	Response to Oral Communications	None.	
6	Written Communications	None.	
7	Park Board Comments	Mr. DePalo thanked the staff for all of their hard work and collaboration during the high wind weather.	
8	Replacement of the Santa Anita Playlot Playground	Ms. Moon provided a presentation on the proposed replacement playground equipment at the Santa Anita Playlot. Mr. Brody inquired about using funds to clean up storm damage instead of replacing playground. Ms. Moon explained how the funds are specifically allocated for the project. Mr. Messerlian questioned how playgrounds are selected, and Ms. Garcia explained how the selection process works.	Discussed and provided feedback on the proposed replacement of the Santa Anita Playlot Playground.
9	Burbank Athletic Federation (BAF) Board Appointments	Mr. McGinley shared the Parks and Recreation Departments recommendation of appointing Glenn Hamanka and Elise Stearns-Niesen to fill the two vacancies for a three-year term on the Burbank Athletic Federation Board of Directors.	It was motioned by Ms. Gamiño, seconded by Mr. DePalo, and carried 4-0 to Appointed Glenn Hamanka and Elise Stearns-Niesen to

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			the BAF Board. Absent- Ms. Ramsey
10	Parks and Recreation Calendar of Board Meetings	Ms. Wilke presented a report to discuss dark meeting dates for July and December 2025.	Discussed the Park and Recreation Board's (Board) upcoming calendar of Board meetings.
11	Consent Calendar	<p><u>Approval of Minutes</u> Minutes of the November 14, 2024 meetings were approved.</p> <p><u>City Council Agenda Items Update</u> Noted and Filed.</p> <p><u>Contract Compliance</u> Noted and Filed.</p> <p><u>Police Park Patrol Reports</u> The Police Park Patrol Report for October and November was noted and filed.</p> <p><u>Departmental Operations Update</u> Noted and Filed.</p>	It was motioned by Ms. Gamiño, seconded by Mr. Brody, and carried 3-0 to approve the Consent Calendar. Ms. Ramsey and Mr. DePalo absent.
12	Tabled Items	None.	
13	Additional Comments from the Board and staff	None.	
14	Introduction of New Agenda Items	An update on the trees on Niagara will be shared with the Board during the February meeting.	
15	Adjournment	The meeting was adjourned at 7:02.	