

**CITY OF BURBANK/BURBANK UNIFIED SCHOOL DISTRICT
City Council/School Board
Athletic Fields Oversight Committee**

**Meeting Room
Buena Vista Library
300 N. Buena Vista Street
Burbank, California 91505**

**February 6, 2013
1:00 P.M.**

This facility is disabled accessible. In compliance with the Americans with Disabilities Act (ADA), if any special assistance is needed to participate in this meeting, please contact the City's ADA Coordinator at (818) 238-5002 (voice) or (818) 238-5035 TDD. Advance notification of 48 hours will permit the City to make reasonable accommodations to assure accessibility.

This agenda lists each item of business that the Athletic Fields Oversight Committee may discuss or take action on at this meeting. Copies of staff reports and all other written documentation relating to each agenda item can be made available by calling (818) 238-3915. Copies are available for public inspection and review at the Public Works Engineering counter in the Community Services Building located at 150 N. Third Street.

I. CALL TO ORDER

II. ROLL CALL

III. ORAL COMMUNICATIONS

(Limited to items on the printed agenda or items regarding the business of the Committee. The City Council has adopted rules to limit oral communications to 5 minutes; however, the Committee reserves the right to modify this time period.)

- A. Public Communication
- B. Committee Member Communication
- C. Staff Communication

IV. APPROVAL OF MINUTES OF SEPTEMBER 12, 2012 MEETING

District staff will provide the Committee with proposed minutes for review and approval.

Recommendation: Approve and file

V. STATUS OF MEMORIAL STADIUM PROJECT PUNCHLIST ITEMS

During the last meeting, District staff discussed the correction of punchlist items from the third and final joint project, Memorial Stadium. District staff will provide an updated status to the Committee.

Recommendation: Note and file.

VI. PROPOSED APPROVAL OF ADDITIONAL DISTRICT EXPENSES FOR REIMBURSEMENT FROM JOINT PROJECT FUNDS

District has purchased two items and requests reimbursement from the capital funds appropriated by the District and City:

1. Walk off mats to protect synthetic track, and
2. Additional speakers to improve sound quality at Memorial Stadium

Recommendation: Review and decide on reimbursement.

VII. UPDATE ON KEYSTONE STREET TREES

District staff will update the Committee on the status of maintenance and cleanliness issues presented by the mature camphor trees at the western edge of the Memorial Stadium.

Recommendation: Note and file.

VIII. FINAL PROJECT ACCOUNTING AND DISTRIBUTION OF FUNDS

City and District staff will apprise the Committee of the current status of remaining funds and the proposed final distribution of funds to the two agencies.

Recommendation: Review and recommend to the full Board of Education and City Council the proposed final distribution of funds.