

Weekly Management Report

March 28, 2025

- 1. Summary** Parks and Recreation Board
Meeting on March 13, 2025
Parks and Recreation
- 2. Synopsis** Transportation Commission
Meeting on February 26, 2025
Community Development Department

CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: Parks and Recreation Board (Board)

Date: Thursday, March 13, 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; Noah Altman, Recreation Services Manager; Chad Thompson, Executive Assistant; Alexa Reyes, Food Services Supervisor.

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

Board Members Absent: None.

Council Liaison Present: None.

Council Liaison Absent: Konstantine Anthony and Christopher Rizzotti.

Item Discussed		Summary	Direction or Action, if any
1	Announcements	Ms. Reyes provided announcements for the P&R programs and facilities.	
2	Presentations	Mr. Altman introduced Burbank Adaptive Sports Expo (BASE) Volunteers and Sponsors to receive a certificate of recognition from the Board.	
3	Department Director Report	None.	
4	Oral Communications	Mr. Hawk shared upcoming Burbank Community Band events with the Board. Mr. Donahue shared his thoughts on the Starlight Bowl and shared his appreciation for BASE. Mr. Buckingham expressed his concerns with the timeline of the Dick Clark Dog Park. Mr. Gregos commended staff on their dedication to bringing adaptive sports to Burbank.	
5	Response to Oral Communications	Staff addressed concerns of the Dick Clark Dog Park. Ms. Gamiño thanked Mr. Donahue for his comments in regard to the Starlight Bowl. Mr. Messerlian mentioned he was looking forward to what the Department comes up with for Summer 2025.	
6	Written Communications	Two e-comments were received and distributed.	
7	Park Board Comments	None.	
8	Budget Update for the Fiscal Year 2025-26	Ms. Moon provided an update on the Fiscal Year 2025-26 Budget Planning Process.	Discussed, noted and filed.
9	Update on Facility or Future Park Naming in Honor	Ms. Wilke provided an update on the potential naming of a park or facility in honor of Dewey Kruckeberg. Mr. DePalo emphasized the importance of moving forward with a dedication as soon as possible. Mr. Brody suggested naming a section of Olive Park after Mr. Kruckeberg. Ms. Ramsey	The Board requested a list of potential parks and facilities for dedication to Mr.

**CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY**

	of Dewey Kruckeberg	proposed dedicating an aspect of an existing park. Mr. Messerlian advocated for naming an entirely new park in his honor.	Kruckeberg at an upcoming meeting.
10	Consent Calendar	<u>Approval of Minutes</u> Minutes of the February 13, 2025 meetings were approved. <u>City Council Agenda Items Update</u> Noted and Filed. <u>Contract Compliance</u> Noted and Filed. <u>Police Park Patrol Reports</u> The Police Park Patrol Report for January was noted and filed. <u>Departmental Operations Update</u> Noted and Filed.	It was motioned by Ms. Gamiño, seconded by, Mr. DePalo and carried 5-0 to approve the Consent Calendar.
11	Tabled Items	None.	
12	Additional Comments from the Board and staff	Ms. Ramsey thanked staff again for all their hard work on the BASE event. Mr. DePalo recognized the Betsy Leuke Creative Arts Center for their art show.	
13	Introduction of New Agenda Items	The Board requested an update on the Dick Clark Dog Park to be presented at an upcoming Board meeting.	
14	Adjournment	The meeting adjourned at 7:23pm.	


MEMORANDUM



COMMUNITY DEVELOPMENT

DATE: March 19, 2025

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
VIA: David Kriske, Assistant Community Development Director –
Transportation
BY: Natalie Burns, Intermediate Clerk

COUNCIL MEMBER LIASIONS PRESENT: Zizette Mullins
Christopher Rizzotti

SUBJECT: Transportation Commission Meeting Synopsis – February 26, 2025

The Commission received a status update on the implementation of its parking strategies for Downtown Burbank as approved by the City Council in December 2024. The update will include details of how the paid parking system will operate. Operations are expected to begin in March 2025.

- Commissioner Dionysian asked about the breakdown of the expense of a ticket given, and how much of every dollar goes to which party.
- Staff noted there are various rates to the structure of it:
 - Enforcement is based on the parking enforcement representative to make sure their total compensation is covered.
 - For Paid Parking, there is a flat cost for implementation for infrastructure; flat rate for the two representatives; a supervisor and a technician, who handle customer service; as well as, collecting the coins.
 - Monthly rates to cover the cost of the hardware and the subscription to continuously update it.
- Commissioner Dionysian mentioned the Ordinance that was passed regarding the adjustment to fees.
- Staff noted the City Council gave authority to the Director of Community Development to adjust the fee, based on occupancy.
- Commissioner Polon asked if the software had the ability to offer discounts or promotions.

- Staff stated that the platform does allow for discounts, promotions or validations, and could possibly be used in the future.
- Commissioner Lewis asked if there will be any coordination with police when it comes to special circumstances, such as, vehicles with no license plates.
- Staff reassured that both Police and LAZ have the authority to give a ticket to any vehicle not displaying a license plate, as it is a CVC violation.
- Commissioner Ehrhardt asked what happens when the kiosks are vandalized and stop working.
- Staff ensured that the parking operator's will be notified immediately.
- Staff pointed out that there are other ways to pay, such as, calling the phone number, text to pay, or using the App.
- Staff noted that PD can be notified and could halt citations in the area until the kiosk is back up and running.
- Vice Chair Pipher asked if patrons were allowed to park every two hours, per zone, or two hours total.
- Staff stated that any patron can park in one zone for two hours and then move to the next zone and park an additional two hours.

The Commission received an overview and an update on the City's residential permit parking program including the changes made to the program to address improved administration and enforcement.

- Commissioner Lewis brought up the issue of residential neighborhoods needing permitted parking due to businesses nearby – asking for Staff to come up with different ways to go about it, rather than the Residents needing to get permitted parking.
- Commissioner Lewis questioned whether we ask our city contractors to comply with permitted parking and the public right-of-way and Staff assured that they should unless they are conducting work in the street on behalf of the City.
- Commissioner Dionysian brought up the LNCV (Large Non-Commercial Vehicle) Permits, stating that going from \$2 to \$6 seems to be unfair to residents. Asking for the reasoning for the price increase.
- Staff said it was to align it with Day Use Permit Fees, and because there needs to be a fee-per-day, not a fee for every three days.
- Commissioner Dionysian suggested to make a recommendation to Council and shift from \$6 per day down to \$2 per day fee for the LNCV Permits.