



# Weekly Management Report

## December 6, 2024

- 1. Minutes**      Civil Service Board Meeting  
on November 6, 2024  
**Management Services Department**
- 2. Synopsis**      Downtown Burbank Partnership (PBID) Meeting  
on November 7, 2024  
**Community Development Department**
- 3. Notice**      Burbank-Glendale-Pasadena Airport Authority  
Meeting on December 9, 2024  
**Burbank-Glendale-Pasadena Airport Authority**



November 6, 2024  
4:30 p.m.

The regular meeting of the Civil Service Board was held in the Council Chambers of City Hall.

**Roll Call**

Members present: Matthew Doyle, Chairperson  
Linda Barnes, Vice-Chairperson  
Jacqueline Waltman, Secretary  
Mal Kelman  
Iveta Ovsepyan

Also present: Daniel Amaya, Administrative Analyst II  
David Burke, Fire Battalion Chief  
Griselda De La Cruz,  
Russell Freesland, Plan Check Manager  
Mark Hatch, Deputy Fire Chief  
Paul Konzen, Fire Captain  
David Kriske, Ast CD Director – Transportation & Planning  
Albert Lopez, Principal Plan Check Engineer  
Teresa Lord, Assistant Chief Information Officer  
Betsy McClinton, Management Services Director  
Jina Oh, Chief Assistant City Attorney  
Mario Osuna, Ast Community Services Dir – Bldg Official  
Karen Pan, Transportation Services Manager  
Katie Picha, Administrative Officer  
Alex Prestia, Ast Gen Mgr-Utility Administrative Services  
April Rios, Human Resources Manager  
Rene Sanchez, Administrative Analyst II  
Jessica Sandoval, Executive Assistant  
Kyler Sauer, Fire Fighter  
Anna Ter-Yegishyan, Administrative Analyst II  
Julianne Venturo, Ast Management Services Director  
Chris White, BMA President

**Open Public Comment Period of Oral Communications**

None.

**Future Agenda Items**

Initially, there were no future agenda items. Following the Additional Leave Quarterly Report (agenda item #10), Board Member Kelman made a statement seeking

clarification on Board Member roles and requested additional information. In the conversation, Chair Doyle suggested revisiting the Future Agenda Items at the end of the meeting to allow for a discussion to be agendized on a future agenda.

**MOTION CARRIED:** It was moved by Ms. Ovsepyan, seconded by Ms. Barnes and carried 5-0 to put on a future agenda to discuss the scope and purview of the Civil Service Board members and a discussion on members engaging with public speakers, members of the public and staff regarding items on the agenda and non-agenda items. In addition, the City Attorney's role in commenting or redirecting conversations and discussions by the board on agenda items and public comment.

### **Approval of Minutes**

**MOTION CARRIED:** It was moved by Ms. Waltman, seconded by Ms. Barnes and carried 5-0 to approve the minutes of the regular meeting of September 4, 2024.

### **Proposed Amendments to Classification Plan**

Ongoing updates and changes to the Classification Plan assists the departments in ensuring that titles and specifications for the City's classifications remain relevant and include the necessary essential functions and employment standards in order to meet the needs of the departments and the City. For the month of November 2024, the Information Technology Department and the Community Development Department were proposing changes to the Classification Plan.

**MOTION CARRIED:** It was moved by Ms. Ovsepyan, seconded by Ms. Barnes and carried 5-0 by roll call vote, to approve the establishment of the title and specification for the classification of Client Technology Supervisor.

**MOTION CARRIED:** It was moved by Ms. Ovsepyan, seconded by Ms. Barnes and carried 4-1 by roll call vote, to approve the establishment of the title and specification for the classification of Parking Services Manager.

**MOTION CARRIED:** It was moved by Ms. Barnes, seconded by Ms. Ovsepyan and carried 5-0 by roll call vote, to approve the revision of the specification for the classification of Transportation Scheduler.

**MOTION CARRIED:** It was moved by Ms. Ovsepyan, seconded by Ms. Barnes and carried 4-1 by roll call vote, to approve the revision of the specification for the classification of Parking Analyst.

### **Recruitment and Selection Report – September and October 2024**

**RECOMMENDATION:** Note and file.

### **Expedited Recruitment Quarterly Report**

RECOMMENDATION: Note and file.

### **Appointments and Assignments**

For the month of November 2024, there was one temporary appointment extension and five temporary assignment extensions. The extensions were being sought on behalf of the Burbank Water and Power Department, Management Services Department and the Community Development Department.

MOTION CARRIED: It was moved by Mr. Kelman, seconded by Ms. Ovsepyan and carried 5-0 to approve the Appointments and Assignments for the month of November 2024.

### **Additional Leave Quarterly Report**

RECOMMENDATION: Note and file.

### **Examination Appeal**

Chair Doyle and Board Members proposed to move the Examination Appeal item to the end of the agenda in consideration of other staff in attendance for other agenda items.

MOTION CARRIED: It was moved by Ms. Ovsepyan, seconded by Mr. Kelman and carried 4-1 by roll call vote, to deny the appeal of Kyler Sauer for the following reasons: 1. Fire Department examinations often involve public-facing tasks, and a distraction-free environment cannot be guaranteed. 2. The circumstance does not amount to an unfair or unreasonable testing environment.

### **Adjournment**

The regular meeting of the Civil Service Board was adjourned at 6:52 p.m.

Betsy McClinton  
Management Services Director

APPROVED:

\_\_\_\_\_ DATE \_\_\_\_\_  
Matthew Doyle, Chairperson

\_\_\_\_\_ DATE \_\_\_\_\_  
Jacqueline Waltman, Secretary



# MEMORANDUM



## COMMUNITY DEVELOPMENT



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**DATE:** November 25, 2024

**TO:** Justin Hess, City Manager

**FROM:** Patrick Prescott, Community Development Director   
VIA: Simone McFarland, Asst. Community Development Director   
Mary Hamzoian, Economic Development Manager  
BY: Aida Ofsepan, Economic Development Analyst I

**SUBJECT:** Downtown Burbank Partnership (PBID) Meeting – November 7, 2024

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- Staff announced upgrades to this year's Downtown Burbank holiday décor install including new photo-op set pieces, the addition of nutcrackers at the entrances of the tree, and updated median décor with battery operated lighting.
- Bob Newman from the Economic Development and Housing Division provided an update on the new homeless services provider for the city.  
Mr. Newman introduced Allied staff, as the newly hired citywide homeless services provider who will now also have a presence in Parks and Recreation facilities and in Libraries. Allied will also continue to collaborate with Streetplus on homeless service initiatives for Downtown Burbank.
- StreetPlus Operations Manager Larry Miller provided a quarterly update on Hospitality and Social Outreach ambassador services in Downtown Burbank including updates on visitor engagement, graffiti removal, and coordination of homeless outreach services.
- Staff presented the Visit Burbank Elephant Parade art exhibit wrap-up, highlighting the extensive media coverage in over 35 publications with a reach of 16 million monthly views, and contributions from influencers and newsletters. The campaign successfully boosted community engagement and visibility in Downtown Burbank where 11 elephants were on display during the July – August 2024 program.







December 5, 2024

CALL AND NOTICE OF A SPECIAL MEETING  
OF THE  
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTICE is hereby given that a special meeting of the Burbank-Glendale-Pasadena Airport Authority will be held on Monday, December 9, 2024, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, CA 91505.

In addition to attending the meeting in person, members of the public may observe the meeting telephonically and may offer comment in real time through the following number:

Dial in: (818) 862-3332

Terri Williams, Board Secretary  
Burbank-Glendale-Pasadena Airport Authority

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Special Meeting of December 9, 2024

Airport Skyroom

9.00 A.M.

*The public comment period is the opportunity for members of the public to address the Commission on agenda items. At the discretion of the presiding officer, public comment on an agenda item may be presented when that item is reached.*



*Members in-person attendance or participation at meeting of the Commission is allowed, members of the public are requested to observe the following rules of decorum:*

- *Turn off cellular telephones and pagers.*
- *Refrain from disorderly or boisterous conduct, including loud, threatening, profane, or abusive language, clapping, whistling, stamping, or other acts that disrupt or otherwise render unfeasible the orderly conduct of the meeting.*
- *If you desire to address the Commission during the public comment period, fill out a speaker request card and present it to the Board Secretary.*
- *Confine remarks to agenda items or to airport-related non-agenda matters that are within the Commission's subject matter jurisdiction.*
- *Limit comments to three minutes or to such other period of time as may be specified by the presiding officer.*



*The following activities are prohibited:*

- *Allocation of speaker time to another person.*
- *Video presentations requiring use of Authority equipment.*



*Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Authority to the Commission less than 72 hours prior to that meeting are available for public inspection at Hollywood Burbank Airport (2627 N. Hollywood Way, Burbank) in the administrative office during normal business hours.*



*In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please call the Board Secretary at (818) 840-8840 at least 48 hours prior to the meeting.*

## AGENDA

Monday, December 9, 2024

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT (Public comment will be limited to a total of 20 minutes at the beginning of the meeting and will continue at the conclusion of the meeting, if necessary. Comments are limited to 3 minutes each, and the Authority President may limit this time if reasonable under the circumstances.)
5. CLOSED SESSION
  - a. PUBLIC EMPLOYEE APPOINTMENT  
(California Government Code Section 54957(b))  
Title: Executive Director
6. COMMISSIONER COMMENTS  
(Commissioners may make a brief announcement, make a brief report on their activities, and request an agenda item for a future meeting.)
7. PUBLIC COMMENT
8. ADJOURNMENT