



# Weekly Management Report

## June 14, 2024

- 1. Memo**                      Downtown Burbank Partnership (PBID)  
Meeting on May 2, 2024  
**Community Development Department**
  
- 2. Notice**                    Burbank-Glendale-Pasadena Airport Authority  
Meeting on June 17, 2024  
**Burbank-Glendale-Pasadena Airport Authority**
  
- 3. Memo**                      Recruitment Report – End of May 2024  
**Management Services Department**
  
- 4. Memo**                      CM Tracking List Item No. 2611- City's Naming of Public  
Facilities Ordinance  
**Parks and Recreation Department**



# MEMORANDUM



## COMMUNITY DEVELOPMENT



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**DATE:** June 11, 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 Ofsepian, Economic Development Analyst I

**SUBJECT:** Downtown Burbank Partnership (PBID) Meeting – May 2, 2024

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- Staff presented the 2024 Downtown Burbank Annual Report to the Board for their approval. The report highlights the achievements of the PBID in 2023 and the strategies for 2024.
- Sam Merritt from StreetPlus provided a summary of the 1st Quarter 2024 Hospitality and Social Outreach Services Program (Program) statistics. Board members discussed the services offered through the Program and expressed concerns about the increase of individuals violating the no smoking policy in Downtown. Staff explained that a flyer will be created to distribute to the public for awareness.
- Staff from the Tourism Business Improvement District (TBID) aka Visit Burbank made a presentation regarding the Elephant Parade Burbank 2024. The Elephant Parade is the world's largest art exhibit of painted and decorated elephant statues and Visit Burbank has attracted the event to Burbank. The statues are created by local artists, public figures, and celebrities, and each one is a unique work of art. Several Elephants will be placed in Downtown such as the City Hall, Burbank Town Center, and AMC walkway. All of the elephants displayed in Downtown are at no cost to the PBID. The Board welcomed the parade and expressed excitement for the showcase.





June 13, 2024

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

NOTICE is hereby given that a regular meeting of the Burbank-Glendale-Pasadena Airport Authority will be held on Monday, June 17, 2024, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 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

Regular Meeting of June 17, 2024

9.00 A.M.

*The public comment period is the opportunity for members of the public to address the Commission on agenda items and on airport-related non-agenda matters that are within the Commission's subject matter jurisdiction. 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, June 17, 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. CONSENT CALENDAR (Includes Minutes. Items on the Consent Calendar are generally routine in nature and may be acted upon by one motion unless removed for separate consideration.)
  - a. Committee Minutes  
(For Note and File)
    - 1) Finance and Administration Committee
      - (i) May 20, 2024 **[See page 1]**
      - (ii) May 28, 2024 **[See page 3]**
    - 2) Legal, Government and Environmental Affairs Committee
      - (i) March 18, 2024 **[See page 4]**
  - b. Commission Minutes  
(For Approval)
    - 1) June 3, 2024 **[See page 6]**
  - c. Employment Agreement with Deputy Police Chief **[See page 10]**
  - d. Professional Services Agreement  
Conway Consulting **[See page 16]**
6. ITEMS FOR COMMISSION APPROVAL
  - a. Replacement Passenger Terminal Program Manager  
Jacobs Project Management Company Task Order Authorization **[See page 18]**
  - b. Commissioner Code of Conduct **[See page 33]**
7. ITEMS FOR COMMISSION INFORMATION
  - a. Introduction of the New Airport Fire Department Chief
  - b. Introduction of the Deputy Chief of Police

- c. Airport Academy – Class of 2024
- 8. ITEMS PULLED FROM CONSENT CALENDAR
- 9. EXECUTIVE DIRECTOR COMMENTS
  - a. Quarterly Noise Complaint Update
  - b. Part 150 Citizens Advisory Committee Update
  - c. Airport Senior Staff Organizational Chart Update
- 10. COMMISSIONER COMMENTS  
(Commissioners may make a brief announcement, make a brief report on their activities, and request an agenda item for future meeting.)
- 11. PUBLIC COMMENT
- 12. ADJOURNMENT



## COMMISSION NEWSLETTER

Monday, June 17, 2024

*[Regarding agenda items]*

### 5. CONSENT CALENDAR

*(Consent Calendar items may be enacted by one motion. There will be no separate discussion on these items unless a Commissioner so requests, in which event the item will be removed from the Consent Calendar and considered in its normal sequence on the agenda.)*

- a. COMMITTEE MINUTES. Approved minutes of the Finance and Administration Committee meeting of May 20, 2024; approved minutes of the Finance and Administration Committee special meeting of May 28, 2024; and approved minutes of the Legal, Government and Environmental Affairs Committee meeting of March 18, 2024, are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. A draft copy of the minutes of the Commission regular meeting of June 3, 2024, are included in the agenda packet for Commission review and approval.
- c. EMPLOYMENT AGREEMENT WITH DEPUTY POLICE CHIEF. A staff report is included in the agenda packet. This item seeks Commission authorization to execute an employment agreement with Mr. Aniello ("Neil") Gallucci, as Deputy Chief of Police of the Burbank-Glendale-Pasadena Airport Authority Police Department. The agreement is for a two-year term effective June 17, 2024, with an initial annual salary starting at \$235,125.00. Additionally, the proposed agreement provides benefits including POST Executive Level Certificate pay of \$24,000 per year, paid in the monthly amount of \$2,000.
- d. PROFESSIONAL SERVICES AGREEMENT – CONWAY CONSULTING, LTD. A staff report is included in the agenda packet. Subject to the recommendation of the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff seeks approval of a Professional Services Agreement with Conway Consulting, Ltd. in a not to exceed amount of \$150,000 to provide for continued design and support services for the Replacement Passenger Terminal and related airport projects.

### 6. ITEMS FOR COMMISSION APPROVAL

- a. REPLACEMENT PASSENGER TERMINAL PROGRAM MANAGER – JACOBS PROJECT MANAGEMENT COMPANY TASK ORDER AUTHORIZATION. A staff report is included in the agenda packet. At its meeting on June 5, 2024, the Executive Committee voted (2–0, 1 absent) to recommend that the Commission authorize Task Order #4 in the amount of \$11,726,841 with Jacobs Project Management Co. for Replacement Passenger Terminal Project program management services.

- b. COMMISSIONER CODE OF CONDUCT. A staff report is included in the agenda packet. At its meeting on May 1, 2024, the Executive Committee voted unanimously (3–0) to approve a further revised draft Code of Conduct to formally establish policies on appropriate conduct by Commissioners with the media and at Authority meetings.

## 7. ITEMS FOR COMMISSION INFORMATION

- a. INTRODUCTION OF THE NEW AIRPORT FIRE DEPARTMENT CHIEF. No staff report attached. On June 4, 2024, Lewis Pianka was promoted to Fire Chief of the Hollywood Burbank Airport and will report to the Executive Director. Chief Pianka will also report/coordinate with the Director of Public Safety/Chief of Police Edward Skvarna on operational matters of the Airport. Chief Pianka began his career at the Airport as a firefighter 10 years ago, rising to the rank of Assistant Fire Chief. Prior to joining the Airport, he served with the South Tucson Fire Department for 20 years rising to the rank of Battalion Chief.
- b. INTRODUCTION OF THE DEPUTY CHIEF OF POLICE. No staff report attached. Mr. Neil Gallucci, as Deputy Chief of Police of the Burbank-Glendale-Pasadena Airport Authority Police Department will be reporting to Director of Public Safety/Chief of Police Edward Skvarna. Mr. Gallucci will assist Chief Skvarna with the safety and security requirements of the Airport as well as preparations for the Replacement Passenger Terminal. Previously Mr. Gallucci served as Chief of Police for the City of Carlsbad and served as the responsible person in charge of the City's Emergency Operations Center. He also holds a Peace Officer Standards Training ("P.O.S.T.") Executive Level Certificate.
- c. AIRPORT ACADEMY – CLASS OF 2024 – No staff report attached. Staff will present a recap of this year's award-winning "Airport Academy." High school students from Burbank, Glendale and Pasadena were introduced to jobs and careers in the airport and aviation industries. Along with onsite visits, students heard from guest speakers, including Staff members and representatives from local colleges, TSA, FAA, and Avelo Airlines.



# MEMORANDUM



**MANAGEMENT  
SERVICES**



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**DATE:** June 10, 2024

**TO:** Justin Hess, City Manager

**FROM:** Betsy McClinton, Management Services Director  
By: Joy Casucci, Acting Human Resources Manager

**SUBJECT: RECRUITMENT REPORT – End of May 2024**

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## **Vacancies open to the public (28)**

*The Management Services Department (MS) is currently accepting applications from the public for these positions.*

Account Clerk*	Library Associate
Buyer I	(13) Lifeguard*
Buyer II	(2) Lifeguard-Instructor*
(2) Civil Engineering Assistant – BWP	(7) Police Recruit or Police Officer*
(9) Communications Operator*	(2) Senior Assistant City Attorney*
(2) Custodian*	(5) Senior Clerk*
(3) Electrical Engineering Associate I*	Senior Lifeguard
Engineering Technician*	Senior Secretary*
(5) Facility Attendant II*	Tree Trimmer*
(14) Firefighter Recruit or Firefighter**	Tree Trimmer Helper*
(2) Fleet Maintenance Technician*	Veterinarian*
(6) Groundskeeper*	Veterinary Technician*
(2) Groundskeeper Helper*	Workers' Compensation Representative II*
(2) Intermediate Clerk*	Youth Services Worker (BEST)*

\*Continuous opening/open until filled

\*\* Open continuously and these are anticipated vacancies for the year.

## **Vacancies open to City employees (0)**

*There are currently no positions that MS is accepting applications from City employees only.*

## **Recruitment examinations in process (7)**

*MS is conducting an examination process for these positions. MS estimates it will complete the examination process by the date indicated and will provide a list of candidates eligible for hire to the hiring department.*

(9) Communications Operator (Jun 2024)	(7) Police Recruit or Police Officer (Jun 2024)
(2) Library Assistant (Jun 2024)	(2) Senior Recreation Leader (Jun 2024)
Police Captain (Jun 2024)	Solid Waste Supervisor (Jun 2024)
Police Records Technician (Jun 2024)	

(3) Senior Tree Trimmer

Sign Language Interpreter

### **Recruitment Plan Update – Police Recruit/Police Officer**

There are currently seven (7) Police Recruit/Police Officer vacancies. There were four (4) candidates hired this month and we received one (1) personnel requisition. As indicated above, the recruitment for Police Recruit/Police Officer is open continuously. Physical agility examinations will continue to occur once a month and our goal is to complete 12 every year.

Currently there are 26 candidates in the onboarding process. The following are updates for Police Recruits attending police academies:

- Six (6) Police Recruits are attending the Los Angeles Sheriff's Department (LASD) Academy and five (5) are attending the Rio Hondo Police Academy. Six (6) are scheduled to graduate in July 2024, two (2) in August 2024, and three (3) in November 2024.

### **Recruitment Plan Update – Firefighter Recruit/Firefighter**

There are currently two (2) Firefighter Recruit/Firefighter vacancies. Currently there are no candidates in the onboarding process. The Fire Department anticipates 12 Firefighter Recruit/Firefighter vacancies this year, therefore to prepare to fill the anticipated vacancies, the recruitment for Firefighter Recruit is currently underway and Firefighter remains open continuously. Staff conducted a physical agility examination and candidates that passed were invited to the background orientation in May 2024.

### **Ongoing Candidate Pool (OCP)**

The OCP is an alternative recruitment process being used for certain classifications that the City usually recruits for multiple times annually. These recruitments are identified on the job posting as OCP and posted without a closing date. MS staff conducts frequent reviews of new candidates that have applied for these recruitments. Those who meet the Minimum Qualifications (MQs) for the respective classification they applied for, and who successfully pass the recruitment examination(s) as determined by the City, will be added to that OCP. Below is a list of departments that have received an OCP this month.

PD – Administrative Analyst I  
CC – Administrative Analyst I

There have been eight (8) candidates hired this month from OCPs.



# MEMORANDUM



## PARKS AND RECREATION

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**DATE:** June 11, 2024

**TO:** Justin Hess, City Manager

**FROM:** Marisa Garcia, Park, Recreation and Community Services Director *MG*  
BY: Grace Coronado, Park, Recreation and Community Services Assistant Director

**SUBJECT:** City Manager Tracking List No. 2611 – City’s Naming of Public Facilities Ordinance

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At the April 9, 2024, City Council (Council) meeting, Council Member Anthony requested a memo regarding the City’s Naming of Public Facilities Ordinance (Ordinance).

### **BACKGROUND**

In 1992, an Ordinance was codified by Council establishing “policies and procedures for identifying those public facilities which would be appropriate for dedication, naming, or renaming in honor of individuals who have made significant contributions to society.” On February 20, 1999, the Ordinance was amended and includes language regarding the Facility Naming nomination process (§ 2-1-1802); Board and Council procedures (§ 2-1-1803); criteria (§ 2-1-1804); and additional Council procedures as it relates to suspending the process for a naming request (§ 2-1-1805). The Ordinance also incorporates a procedure for naming Citywide facilities (Attachment 1).

### **DISCUSSION**

Under the Naming of Public Facilities Ordinance, Burbank Municipal Code (BMC) § 2-1-1802, any resident of the City may initiate requests or proposals for the dedication, naming or renaming of a City facility by completing and submitting an application/nomination form to the City Clerk’s Office, and paying a \$100 fee as established in the Burbank Fee Resolution. Nominations from a resident are only accepted between the period of January 1 and March 31 of any year. However, a request or nomination initiated by Council or any City Board or Commission may be submitted anytime.

Council or a resident may “recommend or approve the dedication, naming or renaming of a public facility for an individual where the reviewing body finds (1) the individual has made a significant contribution to Burbank, the State of California, the United States or the world, in any area including, but not limited to health, education, civic involvement,

housing, public service, employment, or the arts; and (2) such contribution has contributed to the general well-being of society. The individual, whether living or dead, need not be or have been a resident of Burbank, the State of California, or the United States.”

Facilities which may be considered as a subject for dedication, naming or renaming under this Ordinance are any public structure, building, park, park feature, reservoir, overpass, street, wall, mural, plant, lawn, garden, plaque, statue, or historical document (such as a collection of biographies). Facilities ineligible for consideration under the Ordinance include City Hall, veterans’ memorials, facilities under the jurisdiction of another governing body and streets\*.

**FISCAL IMPACT**

There is no fiscal impact associated with this memorandum. Should the Council determine to explore additional naming opportunities, there would be associated costs with the naming including but not limited to signage, plaque, etc.

**CONCLUSION**

BMC § 2-1-1802 allows any resident of the City to initiate requests or proposals for the dedication, naming, or renaming of a City facility, or a request or proposal may be initiated by Council or any City Board or Commission.

**ATTACHMENT**

Attachment 1 – Naming of Public Facilities Ordinance

\*State law reference: For the procedures governing the naming of streets, please see Sections 7-3-1001 through 7-3-1004 of this code.