



Weekly Management Report

April 1, 2022

- 1. Minutes** Civil Service Board Meeting
on March 2, 2022
Management Services Department
- 2. Summary** Cultural Arts Commission Meeting
on March 10, 2022
Parks and Recreation Department
- 3. Notice** Burbank-Glendale-Pasadena Airport Authority
Meeting on April 4, 2022
Burbank-Glendale-Pasadena Airport Authority

March 2, 2022
4:30 p.m.

The regular meeting of the Civil Service Board was held by video conference/teleconference on the above date.

Roll Call

Members present: Jacqueline Waltman, Vice-Chairperson
 Richard Ramos, Secretary
 Linda Barnes
 Matthew Doyle

Members not present: Iveta Ovsepyan, Chairperson

Also present: Daniel Amaya, Administrative Analyst I
 Sean Aquino, Administrative Officer - BWP
 Brady Griffin, Human Resources Manager
 David Lasher, Administrative Analyst II
 Betsy McClinton, Management Services Director
 Jina Oh, Senior Assistant City Attorney
 Karen Pan, Administrative Officer
 Fred Ramirez, Ast CD Director -Transportation & Planning
 April Rios, Human Resources Manager
 Rene Sanchez, Administrative Analyst II
 Jessica Sandoval, Executive Assistant
 Julianne Venturo, Ast Management Services Director

Future Agenda Items

None

Open Public Comment Period of Oral Communications

None

Approval of Minutes

MOTION CARRIED: It was moved by Ms. Barnes, seconded by Mr. Doyle and carried 3-0 to approve the minutes of the regular meeting of February 2, 2022.

Proposed Amendments to Classification Plan

Revision of the Title and Specification for the Classification of Deputy City Planner to Planning Manager

MOTION CARRIED: It was moved by Mr. Doyle, seconded by Ms. Waltman and carried 4-0 to approve the revision of the title and specification for the classification of Deputy City Planner to Planning Manager.

RECOMMENDATION: Discuss and approve.

Recruitment and Selection Report – February 2022

RECOMMENDATION: Note and file.

Appointments and Assignments

For the month of March, 2022, there were two provisional appointment extensions and three temporary assignment extensions. The extensions were being sought on behalf of the Public Works Department and the Burbank Water and Power Department.

MOTION CARRIED: It was moved by Ms. Barnes, seconded by Mr. Doyle and carried 4-0 to approve the Appointments and Assignments for the month March 2022.

Adjournment

The regular meeting of the Civil Service Board was adjourned at 4:58 p.m.

Julianne Venturo
Assistant Management Services Director

APPROVED:

Iveta Ovsepyan, Chairperson

DATE _____

Richard Ramos, Secretary

DATE _____

**CITY OF BURBANK
CULTURAL ARTS COMMISSION - ANNOTATED AGENDA/MEETING SUMMARY**

Meeting: Burbank Cultural Arts Commission Date: March 10, 2022
 Members Present: Leah Harrison, Eric Conner, Cynthia Pease, Katherine Zoraster, Rajasri Malikarjuna, Suzanne Weerts, Lucy Simonyan, Jackie Brenneman, Stefanie Girard
 Members Absent:
 Staff Present: Marisa Garcia, Kris Smith, Erin Barrows, Noah Altman, Bryce Burton
 Liaisons: Jess Talamantes

Item Discussed	Summary	Direction or Action, if any
1. Kristin Sakoda, Director of the Los Angeles County Department of Arts and Culture	Kristin Sakoda, the founding Director of L.A. County Department of Arts and Culture, discussed the organization, its mission and programs. She briefly spoke about grants and development; Arts education; Civic arts; Creative career pathways; Research and evaluation; Cross-sector initiatives; L.A. County arts ecosystem; Investment in the arts; Advancing cultural and racial equity through programs and policy; Countywide cultural policies; COVID-19 response and recovery; Internships; Free concert series; Arts education; the Californians for the Arts program; and April is Arts month	
2. Virtual Art Gallery Discussion	Ms. Simonyan made a presentation on the Virtual Arts Gallery augmented reality program, including visual samples, that the Commission is working on to begin April. Costs, locations, and sponsorship opportunities were briefly discussed.	
3. Downtown Burbank Arts Festival	Staff reported that the Downtown Burbank Arts Festival was returning this May. There was a discussion regarding participating in the event, booth fees, volunteering at the event, and other logistics. After discussion, the Commission members agreed to participate in the event.	Motion made by Ms. Pease, seconded by Ms. Weerts and passed 9-0 to participate in the spring Downtown Burbank Arts Festival.
4. Cultural Arts Funding Update	Staff reported that the Park Board decided to table the item at their February meeting, and bring back the item to their March meeting.	
The Cultural Arts Commission subcommittees provided brief updates on their goals: Goal 1: EVENTS	GOAL 1: The subcommittee is working on the March 31 artist mixer at the Nitecap.	

**CITY OF BURBANK
CULTURAL ARTS COMMISSION - ANNOTATED AGENDA/MEETING SUMMARY**

<p>Goal 2: BURBANK ARTS BEAUTIFICATION Goal 3: MARKETING AND COMMUNICATIONS Goal 4: COMMUNITY ENGAGEMENT</p>	<p>GOAL 2: The subcommittee discussed the success of the February 26 event to celebrate sponsors/artists from Phases 4 and 5 of the Beautification project.</p> <p>GOAL 3: The subcommittee continues to work on marketing the Commissions events, and website, as well as an upcoming event the Burbank Eco Council.</p> <p>GOAL 4: The subcommittee is focusing on reaching out to venues and encouraging artist collaborations. They will be meeting with the Chamber, Victory Theatre, and Animal Shelter. They have also met with representatives from the airport regarding placing art in their case and possibly launching a pilot program in collaboration with their Board. They also noted discussion of participating in a food festival at Johnny Carson Park from a group that had approached the City Managers office and was referred to the Commission.</p>	
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March 31, 2022

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, April 4, 2022, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

Pursuant to Government Code Section 54953(e), members of the Commission may participate in this meeting via teleconference. In the interest of maintaining appropriate social distancing, a physical location is not being provided for the public to attend or comment. 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

Airport Skyroom

Regular Meeting of Monday, April 4, 2022

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.



When in-person attendance or participation at meetings 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 five 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, April 4, 2022

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT
5. CONSENT CALENDAR
 - a. Committee Minutes
(For Note and File)
 - 1) Operations and Development Committee
(i) February 7, 2022 **[See page 1]**
 - 2) Finance and Administration Committee
(i) February 22, 2022 **[See page 3]**
 - 3) Legal, Government and Environmental Affairs Committee
(i) February 22, 2022 **[See page 5]**
 - b. Commission Minutes
(For Approval)
 - 1) March 21, 2022 **[See page 7]**
 - c. Treasurer's Report
 - 1) January 2022 **[See page 12]**
 - d. Salary Memorandum No. 5 for
Amended and Restated Employment Agreement
With Director of Public Safety/Chief of Police **[See page 37]**
6. ITEMS FOR COMMISSION APPROVAL
 - a. TBI Airport Management Cost Reimbursement **[See page 40]**
 - b. Award of Professional Services Agreement
External Auditing Services **[See page 42]**
 - c. Annual Review and Adjustment of Noise Violation Fines **[See page 45]**

7. ITEMS FOR COMMISSION DISCUSSION

- a. Presentation – Southwest Airlines
Mr. Steve Sisneros, Vice President, Airport Affairs

8. ITEMS FOR COMMISSION INFORMATION

- a. Airport Police Department - Police Officer of the Year
- b. Airport Fire Department - Firefighter of the Year

9. EXECUTIVE DIRECTOR COMMENTS

10. COMMISSIONER COMMENTS

(Commissioners may make a brief announcement, make a brief report on their activities, and request an agenda item for a future meeting.)

11. ADJOURNMENT

COMMISSION NEWSLETTER

Monday, April 4, 2022

[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 Operations and Development Committee meeting of February 7, 2022; approved minutes of the Finance and Administration Committee special meeting of February 22, 2022; and approved minutes of the Legal, Government and Environmental Affairs Committee special meeting of February 22, 2022, are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. Draft minutes of the March 21, 2022, Commission meeting are attached for the Commission's review and approval.
- c. TREASURER'S REPORT. The Treasurer's Report for January 2022 is included in the agenda packet. At its meeting on March 21, 2022, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission note and file this report.
- d. SALARY MEMORANDUM NO. 5 FOR AMENDED AND RESTATED EMPLOYMENT AGREEMENT WITH DIRECTOR OF PUBLIC SAFETY/CHIEF OF POLICE. A staff report is included in the agenda packet. This item seeks Commission authorization to execute a salary memorandum for the Authority's amended and restated employment agreement with the Director of Public Safety/Chief of Police. The salary memorandum will provide a 6% salary increase (retroactive to April 1, 2022) resulting in a base salary of \$203,257.51.

6. ITEMS FOR COMMISSION APPROVAL

- a. TBI AIRPORT MANAGEMENT COST REIMBURSEMENT. A staff report is included in the agenda packet. At its special meeting on February 22, 2022, the Legal, Government and Environmental Affairs Committee voted unanimously (3-0) to recommend that the Commission approve a wages and payroll cost reimbursement for TBI Airport Management, Inc. in connection with a lawsuit settlement.
- b. AWARD OF PROFESSIONAL SERVICES AGREEMENT – EXTERNAL AUDITING SERVICES. A staff report is included in the agenda packet. At its meeting on March 21, 2022, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission approve to award a Professional Services Agreement to Macias, Gini & O'Connell LLP in a not-to-exceed amount of \$595,869 for external auditing services for the fiscal years ("FY") 2022 through FY 2024 with two one-year option periods for FY 2025 and FY 2026. The contract will

have a not-to-exceed amount of \$340,027 for the three-year base period, and not-to-exceed amounts of \$124,908 and \$130,934 for each option period, respectively.

- c. ANNUAL REVIEW AND ADJUSTMENT OF NOISE VIOLATION FINES. A staff report is included in the agenda packet. At its meeting on March 21, 2022, the Legal, Government and Environmental Affairs Committee voted unanimously (3–0) to recommend that the Commission authorize an increase to the noise fines associated with certain restricted operations as detailed in Airport Noise Rules 8 and 9 as described below, in accordance with the annual adjustment of noise violation fines required by Resolution No. 382.

7. ITEMS FOR COMMISSION DISCUSSION

- a. PRESENTATION – SOUTHWEST AIRLINES. No staff report attached. Mr. Steve Sisneros, Vice President, Airport Affairs, will address the Commission regarding the Replacement Passenger Terminal Project.

8. ITEMS FOR COMMISSION INFORMATION

- a. AIRPORT POLICE DEPARTMENT - POLICE OFFICER OF THE YEAR. No staff report attached. Police Chief Skvarna will introduce two recipients for Airport Police Officer of the Year, Officer Keith Soboleski and Sergeant Brett Axton.

While Officer Soboleski has been with the Airport Police Department (“APD”) for just two years, his contributions have helped impact the standards by which the Department operates. Prior to joining the APD, Officer Soboleski served in the City of Glendale Police Department with a career that spanned over 30 years. Most recently, Officer Soboleski’s knowledge of the Body Worn Camera systems was crucial in assisting the APD with the evaluation and selection of the body worn cameras system now in use. He was also selected to become one of three APD weapons armorers and has provided training to all APD members on the 40mm Less Lethal foam projectile launcher.

Sergeant Brett Axton joined the Department five years ago, coming from the California Highway Patrol where he retired as a Sergeant. Brett is multi-talented in areas that support the APD’s capabilities. He was instrumental with the training and deployment of the Body Worn Camera systems. Sergeant Axton is also well versed in the area of law enforcement IT and ensures many of the APD’s high-tech systems are working as intended and trains new hires on how to operate the APD’s IT equipment. He is also the primary instructor for the APD’s MILO (shoot/don’t shoot) simulator training. His presence adds value to the APD every day as he shares his knowledge and varied abilities freely.

- b. AIRPORT FIRE DEPARTMENT - FIREFIGHTER OF THE YEAR. No staff report attached. Fire Chief Lenahan will introduce Airport Firefighter of the Year, Captain Marcus Domingo.

Captain Domingo coordinated the development of specifications and acquisition of the Airport Fire Department’s latest ARFF vehicle acquisition and guided the entire process from specifications, procurement, production to final acceptance. He has

also been instrumental in creating the Emergency Medical Service (EMS) Division within the Airport Fire Department, and is the Airport Fire Department's subject matter expert regarding the airfield layout and general airport knowledge/history. Captain Domingo's tenure with the Airport Fire Department spans 22 years and he recently completed his California State Fire Marshalls Company Officer training and certification.