

**Senior Citizen Board  
(Unexpired Term)**

# Application Form

## Profile

JAMES

First Name

M

Middle Initial

SARTORIS

Last Name

[Redacted]

Email Address

[Redacted]

Home Address

Suite or Apt

BURBANK

City

CA

State

91506

Postal Code

[Redacted]

Primary Phone

Alternate Phone

Glendale Community College

Employer

Professor of Health and Physical Education / Athletic Coach/Administrator

Job Title

Teacher/Coach/Administrator

Occupation

## Which Boards would you like to apply for?

Senior Citizen Board: Submitted

## Length of time as a Burbank Resident:

81 years

## Burbank Registered Voter?

Yes  No

## Interests & Experiences

Please tell us about yourself and why you want to serve.

### Why are you interested in serving on a board, commission or committee?

Would like to serve the Burbank community in some capacity, as a longtime resident of our great city.

## Education

B.A. - University of Washington M.A - Cal State University -- Los Angeles

## Additional Pertinent Courses or Training

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Have served on several Board of Directors, including Providence High School, California Community College Athletic Association, California Community College Athletic Directors and Football Coaches Associations. Alos served as Commissioner to the Southern California Football Association for 17 years.

## Other Pertinent Skills, Experience or Interests

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Interested in providing meaningful activities for senior citizens of Burbank.

Upload a Resume 

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## Community Involvement

**Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:**

None

**List Community activities in which you are involved:**

Pickleball Ambassador to Burbank Parks and Recreation Department.

**If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.**

N/A

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## Conflict of Interest

**Conflict of Interest:**

**Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?**

Yes  No

**If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)**

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## **AB 1234 Training**

Some Boards, Commissions, and Committees may receive City reimbursement for attending trainings or conferences. Therefore, under State Law, all members of the Board of Library Trustees, Burbank Water and Power Board, Infrastructure Oversight Board, Planning Commission, and Police Commission must receive at least two hours of ethics training, as prescribed by the Fair Political Practices Commission, within one year of appointment and once every two years thereafter.

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### **First Choice**

**FIRST choice for Board/Commission/Committee appointment:**

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Senior Board

**Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.**

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Multiple administrative positions, as well as teaching/coaching positions in various activities and sports.

**What are your goals in serving on this Board/Commission/Committee?**

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Interested in providing meaningful activities for senior citizens of Burbank.

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### **Second Choice**

**SECOND choice for Board/Commission/Committee appointment:**

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**Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position**

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**What are your goals in serving on this Board/Commission/Committee?**

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**Supplemental Questions (Infrastructure Oversight Board Only)**

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**Acknowledgment**

**Please Read**

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  - o In the event a member of a board, commission, or committee is absent for three (3) regularly scheduled meetings of the board, commission, or committee to which they have been appointed during the 12-month period, the attendance record of such member shall be reviewed by the board, commission, or committee to which the member was appointed. Should the Council excuse the member's three absences, and the member misses a fourth meeting, the City Clerk may proceed with the member's automatic removal by City staff. (See BMC Section 2-1-403, 2-1-405, 2-1-406, 2-1-407)

**I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.**

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I Agree

**James (Jim) Sartoris**

**Burbank, CA 91506**

## Background Profile

### Personal

- Residency : Burbank, California – 1944 to present
- Family : Wife – Karen – Married 51 years
- Children: Lisa, Nicholas, Steven

### Education

- ST Finbar Elementary School 1951-1958
- Notre Dame High School 1958-1962
- Glendale College 1962-1963
- Univ. of Washington 1964-1967 – B.A. History
- Cal State Los Angeles 1971 – M.A. Physical Education

### Employment/ Organizations

Glendale Community College 1967 – 2007

- Professor of Health and Physical Education 1969-2007
- Asst. Football and Baseball Coach – 1967-1971
- Head Football Coach – 1972- 1987
- Physical Education Department Chairperson- 1985-2007
- Athletic Director 1985- 2007

California Community College Athletic Association (3C2A) Administrative positions/memberships

- 3C2A Management Council – Football Rep 1999-2007
- 3C2A Management Council Chair 2006-2007
- Past- President of Western State Athletic Conference - 1991
- California Community College Athletic Directors Association – member 1988-2006
- Member of the California Community College Football Coaches Association – 1978 to present
- Past President – California Community College Football Coaches Association – 1987
- Commissioner of the Southern California Football Association (SCFA) 2008-2025

### Honors and Distinctions

- Honored by Glendale Community College for 40 years of service by having their new on-campus stadium named ; SARTORIS FIELD. 2005
- Selected to the California Community College Football Coaches Hall of Fame – 2008
- Recipient of the California Community College Athletic Director's Distinguished Service Award - 2009
- Selected to the Glendale Community College Athletic Hall of Fame – March 2012
- Selected to the California Community College Athletic Association (3C2A) – Hall of Fame – 2023

### **Community**

Member of the Board of Regents – Providence High School (Burbank, Ca)  
2003-2015

Member of the Board of Directors – American Red Cross – Glendale Chapter  
2005-2008

Member of the Board of Directors – Glendale Community College Foundation  
2009 -Present

Pickleball Liaison to Burbank Parks and Recreation Dept. 2016 - present

**Application Form****Profile**

**John** \_\_\_\_\_ **Medici** \_\_\_\_\_  
 First Name Middle Initial Last Name

\_\_\_\_\_  
 Email Address

\_\_\_\_\_  
 Home Address Suite or Apt

**Burbank** \_\_\_\_\_ **CA** \_\_\_\_\_ **91505** \_\_\_\_\_  
 City State Postal Code

\_\_\_\_\_  
 Primary Phone

\_\_\_\_\_  
 Alternate Phone

**Retired.** \_\_\_\_\_ **Adjunct Associate Professor** \_\_\_\_\_ **Instructor LA City College** \_\_\_\_\_  
 Employer Job Title Occupation  
 ... Actor, SAG/AFTRA,  
 Actors Equity Assoc. a

**Which Boards would you like to apply for?**

Board of Library Trustees: Submitted

**Length of time as a Burbank Resident:**

29 + years in June 2026

**Burbank Registered Voter?**

Yes  No

**Interests & Experiences**

Please tell us about yourself and why you want to serve.

**Why are you interested in serving on a board, commission or committee?**

My education and work have involved me intimately with Reading, Expression, Research, and Writing. A library is where people, no matter what age, learn these tools, get a chance to practice them. If I can assist people to better appreciate and/or to better develop skills in these areas, that would be a good fit for me. As a member of the Burbank Senior Citizen Board, the same principle has applied; to use my skills to make life better for Seniors. I've attended monthly Board meetings since January 2023, as well as attended special events at the Tuesday City Council meetings. As a result, I've learned a lot about the needs of many Burbank residents. Serving people directly is definitely a learned skill, which I've experienced.

## Education

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Fordham University, School of Education: BS Secondary Education. New York University, Master of Arts in Educational Theater. California State University, Northridge. Master of Arts in English.

## Additional Pertinent Courses or Training

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My familiarity with theater, movies and TV has helped me as a teacher and as a literate person. I have acted and directed, in NYC, Los Angeles, Chicago and in other regions. I have studied acting with Lee Strasberg, in NYC, in Los Angeles with Allan Miller (90 + is still active), I have been an intern at the Actors Studio, NYC.

## Other Pertinent Skills, Experience or Interests

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I taught English, with an emphasis on writing, in community colleges: Pierce, Santa Monica and LA City. I taught Theater history. Directing and Acting in community colleges. I wrote a memoir of childhood, self published in 2017. "Pleasant Avenue, A place, A boy, A family." It is still selling and available on Amazon. I have directed many theater productions at schools and professionally.

Upload a Resume

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## Community Involvement

**Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:**

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I have been serving on the Burbank Senior Board (Commission) since January 2023.

**List Community activities in which you are involved:**

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I have been evaluating written essays for a Scholarship committee at the SAG Foundation. I've done volunteer work with Union committees, especially SAG-AFTRA. I have been a poll worker for elections. I walked the streets and did door to door US Census interviews.

**If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.**

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No relationships with any Burbank city employees.

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## Conflict of Interest

**Conflict of Interest:**

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Yes  No

**If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)**

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### **AB 1234 Training**

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### **First Choice**

**FIRST choice for Board/Commission/Committee appointment:**

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Board of Library Trustees.

**Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.**

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In the earlier part of this application, I expressed how my education, a professional life in teaching English and Writing at an adult level and my personal work in Theater, were situations in which I learned to work with others and to help people to express themselves. My experience in writing a memoir is very pertinent in library work. I have published a memoir available on Amazon, "Pleasant Avenue ...A Place, A Boy, A Family ... An Italian American Story." I have two Master of Arts, 1. New York University, 2. California State University, Northridge May I mention that a teacher is taught by their students; I like to be challenged, and to share whatever experiences I have, back to others.

**What are your goals in serving on this Board/Commission/Committee?**

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Serving on Library Commission/Committee, I would want to expand the library's outreach to communities which are lacking in either knowledge of what a library has to offer, and/or for those who may need encouragement to use the library. In short, I'd like assist library management in whatever its goals are.

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### **Second Choice**

**SECOND choice for Board/Commission/Committee appointment:**

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I have already served on The Senior Commission/Committee for the past 4 years ...

**Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position**

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I have a resume of my teaching career. It lists how I started teaching in Community College as far back as 1978, all the places I taught at and the varieties of subjects in English (mostly Writing) and Theater, acting and directing. Thank you very much for your attention to this present application.

**What are your goals in serving on this Board/Commission/Committee?**

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To be of service in any way I can; to use my literary skills in helping others; in short, I enjoy working with other people.

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**Supplemental Questions (Infrastructure Oversight Board Only)**

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**Acknowledgment**

**Please Read**

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**I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.**

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I Agree

John Medici

# JOHN MEDICI

AFTRA SAG, AEA

Mobile: [REDACTED]

Home: [REDACTED]

E: [REDACTED]

## TELEVISION:

<i>Comedy Central: Kroll show</i>	<i>Murphy Brown</i>	<i>Benson</i>
<i>Moonlighting</i>	<i>Who's The Boss</i>	<i>Daddy Dearest</i>
<i>Oh Madeline</i>	<i>General Hospital</i>	<i>Quincy</i>
<i>Soap</i>	<i>Cagney and Lacey</i>	<i>Hill Street Blues</i>
<i>Washington</i>	<i>Mike Hammer</i>	<i>Baby Comes Home</i>
<i>Gangster Chronicles</i>	<i>Jayne Mansfield Story</i>	

**FILM:** Serpico My Favorite Year The Mask

**STAGE:** L.A.

**Solo Performances, Self – written.**

AKA MEDICI PASTA, DREAD & MAZEL @ Back Alley Theater, Theater East, No Ho Renegade

Are You Now or Have You Ever Been The Journalists @ Back Alley Theater.

Dead End at Sunset @ Theater East I Won't Pay You @ Renegade West Theater.

The Lucky O'Learys @ El Portal Theater. Skaters @ L A Actors Theater.

St. Jack @ Matrix Theater. Nevada @ Taper Forum LA.

Director: 40<sup>th</sup> Anniversary, 2008 Lovers and Other Strangers @ 69 Cent Theater.

**BROADWAY: NYC.** Lenny Lovers and Other Strangers

**A D R:** Rapid Fire IKE Rhinestone

## REGIONAL & OFF-B'WAY:

<u>Scapin</u>	<u>The Odd Couple</u>	<u>The Apple Tree</u>
<u>The Owl &amp; The Pussycat</u>	<u>Cactus Flower</u>	<u>Torchbearers</u>
<u>Magic of Jolson</u>	<u>The Typists</u>	<u>Star Spangled Girl</u>
<u>The Mandrake</u>	<u>Arms and The Man</u>	<u>The Knack</u>

# Application Form

## Profile

Jason \_\_\_\_\_ Napolitano \_\_\_\_\_  
 First Name Middle Initial Last Name

\_\_\_\_\_ \_\_\_\_\_  
 Email Address

\_\_\_\_\_ \_\_\_\_\_  
 Home Address Suite or Apt

Burbank \_\_\_\_\_ CA \_\_\_\_\_ 91505 \_\_\_\_\_  
 City State Postal Code

\_\_\_\_\_ \_\_\_\_\_  
 Primary Phone Alternate Phone

Self Employed \_\_\_\_\_ Therapist \_\_\_\_\_ Clinical Hypnotherapy \_\_\_\_\_  
 Employer Job Title Occupation

## Which Boards would you like to apply for?

Senior Citizen Board: Submitted

## Length of time as a Burbank Resident:

24 years

## Burbank Registered Voter?

Yes  No

## Interests & Experiences

Please tell us about yourself and why you want to serve.

### Why are you interested in serving on a board, commission or committee?

I am interested in serving because I would like to give back to the community and help make a great city even better. I am concerned about our economic, ecological and political future in the U.S. and I believe that positive change starts at home.

## Education

BA communications, MA in Comparative Theology From Loyola Marymount. Currently studying for MS in Psychology.

## Additional Pertinent Courses or Training

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Courses in Human Lifespan, Gerontology and Aging, Midlife Issues, Social Advocacy and Therapy. I am currently studying to be a licensed MFT and plan on working with older folks in my work. I am over 55 myself so I also have lived experience.

## Other Pertinent Skills, Experience or Interests

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Midlife issues, Aging, Library and Research Skills, Writing, Group Therapy, Advocacy, Public Speaking, Communications.

Upload a Resume

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## Community Involvement

**Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:**

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N/A

**List Community activities in which you are involved:**

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Mental Health Volunteer, Recovery Coach (12 Step), Pro Bono Therapeutic Coaching.

**If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.**

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N/A

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## Conflict of Interest

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Yes  No

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### **First Choice**

#### **FIRST choice for Board/Commission/Committee appointment:**

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Senior Citizen

#### **Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.**

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Psychology classes, Aging and Advocacy classes, volunteer experience at Jewish Family Services Adult Facility, Peer Support training.

#### **What are your goals in serving on this Board/Commission/Committee?**

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To serve the needs of the board. I would also be very interested in working on providing more outdoor and interactive experiences for Seniors. In addition, I would be interested in working with local farmers to get free or affordable fresh fruit and produce to Seniors.

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### **Second Choice**

#### **SECOND choice for Board/Commission/Committee appointment:**

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Library Trustees

#### **Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position**

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Leadership and speaking skills, Research and Library skills, Master's degree, experienced with technology and research tools online. Previous experience as a bookseller and book collector.

#### **What are your goals in serving on this Board/Commission/Committee?**

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I would like to serve on this board an ethical and committed member. I would also like to see more in person events for families and children. I would love to see people reading physical books again and would like to create some sort of program to encourage reading among all ages.

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### **Supplemental Questions (Infrastructure Oversight Board Only)**

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## Acknowledgment

### Please Read

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I Agree



# MENTAL HEALTH COUNSELOR

## JASON NAPOLITANO

Counselor-in-training and researcher pursuing a Master's in Psychology at Western Association of Social Research, WISR, with dual emphasis in Marriage and Family Therapy (MFT) and Licensed Professional Clinical Counseling (LPCC).

### CONTACT



[REDACTED]



[REDACTED]



Burbank, CA

### ASSOCIATIONS

- California Association of MFTs
- American Hypnosis Association

### CERTIFICATIONS

- Meditation Teacher
- Medi-Cal Peer Support Specialist
- Trauma Recovery Hypnosis
- Hypnosis and Pain Mgmt
- Motivational Interviewing for Adolescents.

### SKILLS

- 12-Step work
- Comparative Religion & Multicultural Knowledge
- Folk/Traditional Healing
- Drama, Writing, Media

### EDUCATION

**2025- Present**

**WESTERN INSTITUTE OF SOCIAL RESEARCH, BERKELEY, CA**

Master's in Psychology. MFT / PPC

**2018 - 2019**

**HMI COLLEGE OF HYPNOTHERAPY, TARZANA, CA**

Diploma in Clinical Hypnotherapy

**2012 - 2016**

**LOYOLA MARYMOUNT UNIVERSITY, LOS ANGELES, CA**

Master's in Comparative Theology

**2009 - 2012**

**THOMAS EDISON UNIVERSITY, TRENTON, NJ**

Bachelor's in Communication with a Minor in Religious Studies

### VOLUNTEER EXPERIENCE

**2025 - 2026**

**CRISIS TEXT LINE**

- Crisis and suicide prevention volunteer

**2024 - 2025**

**7CUPS OF TEA MENTAL HEALTH SUPPORT**

- Online mental health peer support

**2024 - 2025**

**PINEAPPLE SUPPORT**

- Online mental health support for sex workers

# Application Form

## Profile

MICHAEL

First Name

A

Middle Initial

CAGGIANO

Last Name

[Redacted] Email Address

[Redacted] Home Address

Suite or Apt

BURBANK

City

CA

State

91506

Postal Code

[Redacted] Primary Phone

Alternate Phone

retired

Employer

Forensic architect (most recent professional activity).  
Job Title

architect, general contractor, realtor-associate  
Occupation

## Which Boards would you like to apply for?

Senior Citizen Board: Submitted

## Length of time as a Burbank Resident:

75 years

## Burbank Registered Voter?

Yes  No

## Interests & Experiences

Please tell us about yourself and why you want to serve.

### Why are you interested in serving on a board, commission or committee?

Contribute to quality environment for seniors in our community.

## Education

See attached resume.

## Additional Pertinent Courses or Training

See attached resume, i.e., gerontological architect, forensic architect (20 years).

## Other Pertinent Skills, Experience or Interests

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Gerontologist.

[Upload a Resume](#)

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## Community Involvement

**Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:**

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Media District/West Olive Blue Ribbon Committee, Chairman. Design Review Board, Chairman. Transportation Board. Various others listed in attached resume.

**List Community activities in which you are involved:**

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Most recent previous activities: Burbank Sunrise Kiwanis: Mayors Cup Golf Tournament (20 year committee member). Providence Saint Joseph Foundation Board member. Developer: portion of Burbank Hills Estates. Burbank Chamber of Commerce, President, 1987.

**If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.**

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N/A

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Yes  No

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### **First Choice**

**FIRST choice for Board/Commission/Committee appointment:**

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Senior Citizen Board

**Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.**

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See resume attached.

**What are your goals in serving on this Board/Commission/Committee?**

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Contribute to quality environment for seniors in our community.

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### **Second Choice**

**SECOND choice for Board/Commission/Committee appointment:**

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**Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position**

---

**What are your goals in serving on this Board/Commission/Committee?**

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**Supplemental Questions (Infrastructure Oversight Board Only)**

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---

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I Agree

# **MAC Associates** CONSTRUCTION CONSULTANTS, Inc

Los Angeles



Portland

January 2017

[REDACTED]  
Closed Corporation 2014]

**MICHAEL A. CAGGIANO, AIA**  
**President**

## **PROFESSIONAL LICENSES/REGISTRATION (CURRENT):**

**Registered Architect** -California (1980), Oregon (1981) (Both Licenses Retired/Inactive 2014)

**General Contractor** - California (1980) Retired License 2014

**Real Estate Salesman** - California (1975) Retired License 2005

**Community College Life Teaching Credential [Architecture]** - California (1971)

**Governor's Office of Emergency Services (OES) Building Inspector/Structural**

**Engineering Associate** - California ( 1996) License Allowed to Expire/Not Renewed

## **EDUCATION**

**Associate of Arts**, Glendale City College (1964)

**Bachelor of Architecture**, University of Southern California (1969)

**Master of Architecture**, University of Southern California (1971)

**Post-graduate: Gerontology**, Ethel Percy Andrus Gerontology Center, University of Southern California (1971-73)

**AIA Continuing Education:** Various resources, annually

## **PROFESSIONAL EXPERIENCE**

**MAC Associates (1998 -2014) - Forensic Architect/Contractor/Realtor**

*formerly VP of CCL Construction Consultants, Inc. (1991 - 1998) - Forensic Architect/Contractor/Realtor*

Trial experience: California & Oregon courts qualified. Construction defects and claims analysis. California Civil Code §2079 transfer disclosure & Realtor<sup>®</sup> standard of care. Evaluate designers', contractors' and Realtors'<sup>®</sup> respective performance to determine responsibilities for

design and construction defects; evaluate planned v. as-built conditions with cost accounting and scope analysis; determine compliance and non-compliance with applicable building codes and ASTM & industry standards; evaluate foundation-to-rooftop building problems; and prepare remedial recommendations with repair cost estimates. Specialties: meteorological analysis, soil/grading, concrete, framing, stucco/drywall, siding, roofing, and water intrusion.

Review of design for quality control and constructability; monitor construction project compliance with plans and specifications and construction loan disbursements; preparation of management schedules and construction repair cost estimates. Owner's representative/construction management services.

Forensic investigation, testing and inspection of residential, commercial, industrial and institutional buildings to collect and analyze documentary evidence for construction litigation, real estate matters, and construction-related climatology matters, personal injury cases & safety issues; engage in arbitration, mediation, depositions, trial testimony; and negotiate claims involving ADR mediation and arbitration. Court- & AAA/JAMS-qualified. Testified more than 400 occasions (trials, mediations and depositions).

Evaluate documentation for delay analysis; analyze construction scheduling using Critical Path Method Scheduling to prove and refute delay.

#### SC Construction & Architecture - President (1983 - 1991) - Architect/Contractor

Responsible for ***Pre-development Services***: site search/selection, feasibility analysis, subdivision, coordination of consultants, discretionary approval application and presentations; ***Development Services***: planning, programming, design and estimating, bid processing, general contracting & construction management; construction administration; ***Post-development Services***: model design, sales and leasing.

Project types include:

- |              |   |
|--------------|---|
| RESIDENTIAL: | Single-family tracts, single-family custom, apartments, condominiums, PUDs. |
| COMMERCIAL:  | Retail buildings, office buildings, tenant improvements.                    |

INDUSTRIAL: Manufacturing, warehouse.  
INSTITUTIONAL: Hospitals, churches, medical office buildings.

Total budget for projects approximately \$50 million.

**DMT International USA - Vice President (1980 - 1983) - Developer/Architect/Contractor**

Responsible as owner-developer for ***Pre-development Services***: site search/selection, feasibility analysis, subdivision, coordination of consultants, discretionary approval application and presentations; ***Development Services***: planning, programming, design and estimating, bid processing, general contracting & construction management, construction administration; ***Post-development Services***: model design, sales and leasing.

Project types include:

RESIDENTIAL: Single-family tracts, single-family custom, apartments, condominiums, planned unit developments.  
COMMERCIAL: Retail buildings, office buildings, tenant improvements  
INDUSTRIAL: Manufacturing, warehouse.  
INSTITUTIONAL: Hospitals, churches, medical office buildings.

Total budget for projects approximately \$80 million.

**Sterpa Development - Vice President (1975 - 1980) - Developer/Architect/Contractor**

Responsible as owner-developer for ***Pre-development Services***: site search/selection, feasibility analysis, subdivision, coordination of consultants, discretionary approval application and presentations; ***Development Services***: planning, programming, design and estimating, bid processing, general contracting & construction management, construction administration; ***Post-development Services***: model design, sales and leasing.

Project types include:

RESIDENTIAL: Single-family tracts, single-family custom, apartments, condominiums, planned unit developments.

COMMERCIAL: Retail buildings, shopping centers, office buildings,  
tenant improvements.  
INDUSTRIAL: Manufacturing.

Total budget for projects approximately \$25 million.

Medical Planning Associates - Planner (1972 - 1975) - **Hospital Planning Consultant**

Responsible for planning and design of hospitals, health care centers, medical office buildings and related facilities; coordination of construction documents.

Project types include:

INSTITUTIONAL: Hospitals, medical centers, medical office buildings,  
intermediate- and long-term-care facilities, retirement  
villages, and residential care facilities.

Total budget for projects approximately \$100 million.

University of Southern California - Teaching Assistant (1971 - 1972) - **Architecture TA**

Assist architecture professors in administration of curriculum in design course; associate researcher in gerontological architecture, including retirement residences and health care facilities. US Administration on Aging Fellowship 1969-71; AMA/AIA research grant for effects of climate bearing on buildings used by ambulatory seniors and non-ambulatory long-term care patients.

**PROFESSIONAL AFFILIATIONS (past & present\*)**

American Institute of Architects Corporate Member (Emeritus)\*  
AIA Code & Legislative Liaison Committee Member, Health Facilities Committee Member

Architectural Guild of University of Southern California  
Building Industry Association  
Burbank Chamber of Commerce - Board Chairman; Transportation Committee;  
Development Committee  
California Chapter AIA\*  
City of Burbank Commercial & Industrial Standards Advisory Committee; Transportation  
Board; Multi-Family Housing Task Force; Media District Blue Ribbon Committee  
Construction Specifications Institute  
Gerontological Society  
International Conference of Building Officials (ICBO)  
National Council of Architectural Review Boards (NCARB)  
National Fire Protection Association (NFPA)  
National Frame Builders Association (NFBA)  
National Roofing Contractors' Association (NRCA)  
San Fernando Valley Chapter AIA\*  
Western Gerontological Society

### **SELECT PROFESSIONAL PRESENTATIONS & PUBLICATIONS**

MACA Contractor & HOA Series of maintenance & repair protocol with *Master Manuals*.

MACA Seminar Series (Lawyer, Contractor, Architect, Realtor in-house presentations): *How to Read Building Plans; Avoiding Defects in Design/Build Work; Construction Delay Claims; Disclosure Without Exposure & Due Diligence Inspections for Realtors.*

*Understanding Construction Defects for Architects & Builders; CompuServe Architecture & Building Forum INTERNET ON-LINE SEMINAR, April, 1997.*

*Recognizing Construction Defects and Elements of Construction; Condo Management Magazine; September, 1996.*

*Construction Defect Claims and Litigation; Connell, Lee R Jr, and Callahan, Michael T; John Wiley & Sons, 1995, contributor.*

*Preliminary Review of Construction Defects from Foundations to Rooftops; A periodically-scheduled program of in-house seminars for insurance carriers, attorneys and property managers.*

Contributing editor: *HOA & Homeowner Maintenance Manuals* (Pacific Northwest component) for Master Manuals, Inc, 2005-2007.

*Apportioning Liability in Construction Defects Litigation for Attorneys, Property Managers,*

*Contractors & Developers*; April, 1996.

*Insurance Knowledge Can Take the Horror Out of Construction Defects*; Condo Management Magazine; January, 1996.

*Construction Defects for Attorneys and Property Managers*; April 1995, October 1995.

*Management Topics for General Contractors*; April 1995.

**Lecture Series: *Quality Assurance/Quality Control (QA/QC) in the Construction Industry; Climatic Effects on Buildings in the Persian Gulf; Total Quality Management (TQM) in the Construction Industry; Construction Defects***; Dubai, UAE; January 1995.

*Nursing and the Aged*; Burnside, Irene M., ed.; *Environment and the Aged Person (Chapter 33)*, with R. Newcomer; McGraw-Hill; 1981, 1976.

Presentation and Professional Paper at the 25th Anniversary Gerontological Society Convention: *Bioclimate and Recreation Facilities for the Elderly; Health Care Facilities for the Elderly; Landscaping in Health Care Facilities*; San Juan, Puerto Rico; December 1972.

Delegate: White House Conference on Aging; 1971-72

Presentation Abstract at Gerontological Society Convention: *Effects of Climate on Buildings used by Seniors: Meteorological Effects on Balconies, Terraces & Decks*; Kiev, USSR; 1971.

Guest Lecturer at University of Southern California Gerontology Center: *Biology & The Elderly* [R. Weg, PhD]; *Physiology of Aging* [D. Woodruff, PhD]; *City Planning for the Elderly* [R. Newcomer PhD]; *Architecture Environment for Seniors* [E. Pawley, PhD]; *Meteorological Effects on Buildings Used By Seniors* [L Gelwicks, AIA]; et al, 1969-72.

Unpublished Master of Architecture thesis retained at Mudd Hall Library, USC (Los Angeles): *Meteorology and Bioclimate on Balconies, Terraces & Decks in Buildings for Seniors*; 1971. Masters Thesis Committee Chairman: James G Edinger, PhD, Chairman of UCLA Meteorological Department (Los Angeles).

Unpublished Design Project Report: *Wind, Rain and Sun and Their Effects on Buildings* (USC School of Architecture, Third-year Design Studio with Ralph Knowles, PhD, Pierre Koenig, FAIA); One-year project analysis of wind effects on and by topography and buildings, including comprehensive wind-tunnel testing; 1967-68.

**Application Form****Profile**

Dianna

First Name

Encarnacion

Last Name

Middle  
Initial[REDACTED]  
Email Address[REDACTED]  
Home Address

Suite or Apt

Burbank

City

CA

State

91506

Postal Code

[REDACTED]  
Primary Phone

Alternate Phone

BUSD

Employer

FSA

Job Title

Food Service

Occupation

**Which Boards would you like to apply for?**

Senior Citizen Board: Submitted

**Length of time as a Burbank Resident:**

20+

**Burbank Registered Voter?** Yes  No**Interests & Experiences**

Please tell us about yourself and why you want to serve.

**Why are you interested in serving on a board, commission or committee?**

I am currently serving on the Senior Citizen Board. My current term will come to an end on June 30th. the current board is working on some outreach projects and I would like to continue participation with this project. I also, volunteer with the nutrition program delivering food to inbound seniors there is more to do, and its important to represent the diverse and important group in Burbank, our city.

**Education**

LAVC - AS Early Child Development/Director Pre-school Administration John Marshall High School - Diploma Southern California Health Institute - Medical Massage Therapy Certification

## Additional Pertinent Courses or Training

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Just completed my Serv Safe Manager certification for restaurant and Food Service kitchens. I currently work in Food Service for the Burbank Unified School District at Dolores Huerta Middle School.

## Other Pertinent Skills, Experience or Interests

---

I have a long work history in Administration and management and feel that this experience helps any project or board i may serve currently.

---

Upload a Resume

---

## Community Involvement

**Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:**

current Senior Board Member. term ending June 2026

**List Community activities in which you are involved:**

Senior Nutrition volunteer Community Conversations (Senior Board Outreach project) Senior Board Member

**If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.**

N/A

---

## Conflict of Interest

**Conflict of Interest:**

**Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?**

Yes  No

**If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)**

N/A

## **AB 1234 Training**

Some Boards, Commissions, and Committees may receive City reimbursement for attending trainings or conferences. Therefore, under State Law, all members of the Board of Library Trustees, Burbank Water and Power Board, Infrastructure Oversight Board, Planning Commission, and Police Commission must receive at least two hours of ethics training, as prescribed by the Fair Political Practices Commission, within one year of appointment and once every two years thereafter.

---

### **First Choice**

#### **FIRST choice for Board/Commission/Committee appointment:**

---

Senior Board Member

**Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.**

---

Strong Office Administration Former Office Manager BUSD Former Event Manager Universal Studios Food Retail/Food Service Trainer Amazon Fresh

#### **What are your goals in serving on this Board/Commission/Committee?**

---

To continue work this board has started and see it to fruition. As well as other projects that this board would like to venture. Always giving a voice to our senior community in Burbank which can sometimes be silent.

---

### **Second Choice**

#### **SECOND choice for Board/Commission/Committee appointment:**

---

IN/A

**Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position**

---

N/A

#### **What are your goals in serving on this Board/Commission/Committee?**

---

N/A

---

### **Supplemental Questions (Infrastructure Oversight Board Only)**

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### **Acknowledgment**

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**Please Read**

1. All information submitted is a public record and will be posted on the City's website.
2. All Board, Commission, and Committee members serve without compensation from the City.
3. No person shall serve at the same time on more than one Board, Commission or Committee.
4. Applicants must be residents of the City of Burbank.
5. Any person appointed to fill a vacancy shall hold office for the remainder of the unexpired term and must complete the term before applying to serve on another board, commission, or committee.
6. Any person appointed to a Board, Commission, or Committee shall remain in compliance with the City's **Attendance Policy**:
  - o In the event a member of a board, commission, or committee is absent for three (3) regularly scheduled meetings of the board, commission, or committee to which they have been appointed during the 12-month period, the attendance record of such member shall be reviewed by the board, commission, or committee to which the member was appointed. Should the Council excuse the member's three absences, and the member misses a fourth meeting, the City Clerk may proceed with the member's automatic removal by City staff. (See BMC Section 2-1-403, 2-1-405, 2-1-406, 2-1-407)

**I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.**

---

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I Agree

# Application Form

## Profile

Gloria \_\_\_\_\_ Salas \_\_\_\_\_  
 First Name Middle Initial Last Name

\_\_\_\_\_  
 Email Address

\_\_\_\_\_  
 Home Address Suite or Apt

Burbank \_\_\_\_\_ CA \_\_\_\_\_ 91506 \_\_\_\_\_  
 City State Postal Code

\_\_\_\_\_  
 Primary Phone Alternate Phone

Retired (Oakmont Corporation) \_\_\_\_\_ Executive Legal Assistant \_\_\_\_\_ Legal \_\_\_\_\_  
 Employer Job Title Occupation

## Which Boards would you like to apply for?

Senior Citizen Board: Submitted

## Length of time as a Burbank Resident:

28 years

## Burbank Registered Voter?

Yes  No

## Interests & Experiences

Please tell us about yourself and why you want to serve.

### Why are you interested in serving on a board, commission or committee?

I am a community service minded person who wants to participate in my local government and wants to make a personal contribution to the improvement of my city and, hopefully, results in a more responsive and effective local government.

## Education

Bachelor of Arts - Legal Studies

## Additional Pertinent Courses or Training

Corporate/General paralegal courses

## Other Pertinent Skills, Experience or Interests

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Involved in various anti-human trafficking and domestic violence education projects through nonprofits, such as National Council of Jewish Women, Journey Out and Zonta Club of Burbank Area. Volunteer in the "anti-human trafficking poster compliance" projects through the City of Los Angeles. Involved in Social Justice issues through my faith community.

Upload a Resume

---

## Community Involvement

**Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:**

---

2016-2017 - Municipal Charter Review Commission 2022-2024 - Municipal Charter Review Commission

**List Community activities in which you are involved:**

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Zonta Club of Burbank - 16 Days of Activism in which the City of Burbank lights up City Hall and BWP to bring attention to gender violence; Burbank Domestic Violence Task Force representing Zonta Club of Burbank; Host Human Trafficking presentations for the benefit of the community; Anti-gender violence march in cooperation with Burbank Police Dept; Participated in Zonta Club of Burbank's efforts to obtain a City Ordinance mirroring State of CA anti-human trafficking poster law; Participated in community Red Sand anti-human trafficking project; Participate at Farmer's Market displaying domestic violence resources (Zonta); Burbank Human Relations Council - supports and facilitates community dialogue and forums; presence at MLK Breakfast, National Night Out and Days of Remembrance

**If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.**

---

N/A

---

## Conflict of Interest

**Conflict of Interest:**

**Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?**

---

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---

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---

### **First Choice**

**FIRST choice for Board/Commission/Committee appointment:**

---

Senior Citizen Board

**Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.**

---

Previously appointed (twice) to the Municipal Charter Review Commission

**What are your goals in serving on this Board/Commission/Committee?**

---

Bring attention to the needs and concerns of older adults to our city council and pertinent departments; Raise awareness about elder abuse, fraud prevention, and safety; Provide information of existing services to older adults who may not be aware of these services.

---

### **Second Choice**

**SECOND choice for Board/Commission/Committee appointment:**

---

**Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position**

---

**What are your goals in serving on this Board/Commission/Committee?**

---

---

### **Supplemental Questions (Infrastructure Oversight Board Only)**

---

## Acknowledgment

### Please Read

1. All information submitted is a public record and will be posted on the City's website.
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**I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.**

---

I Agree