Weekly Management Report
June 3, 2022

1. Memo
   Recruitment Report – End of April 2022
   Management Services Department

2. Notice
   Burbank-Glendale-Pasadena Airport Authority
   Meeting on June 6, 2022
   Burbank-Glendale-Pasadena Airport Authority

3. Synopsis
   Parks and Recreation Board
   Meeting on May 12, 2022
   Parks and Recreation Department
MEMORANDUM

DATE: May 10, 2022

TO: Justin Hess, City Manager

FROM: Betsy McClinton, Management Services Director
       By: Rene Sanchez, Acting Human Resources Manager

SUBJECT: RECRUITMENT REPORT – End of April 2022

Vacancies open to the public (number of vacancies)
The Management Services Department (MS) is currently accepting applications from the public for these positions.

(4) Crossing Guard*
Crime Analyst
(8) Custodian
Electrical Engineering Associate II
(5) Firefighter Lateral
(5) Facility Attendant II (PT) (Temp)*
(2) Fleet Maintenance Technician (PW)
Instrument Controls Technician*
(15) Lifeguard*
(8) Lifeguard-Instructor*

(7) Locker Room Attendant*
(7) Police Recruit or Police Officer Lateral*
(2) Senior Lifeguard*
(3) Senior Tree Trimmer
(4) Tree Trimmer
Workers’ Comp Representative III (Temp)*
(4) Youth Employment Team Leader
(4) Youth Employment Junior Team Leader
(4) Youth Services Worker (BEST)*

*Continuous opening/open until filled

Vacancies open to City employees (number of vacancies)
MS is currently accepting applications from City employees only for these positions.

Administrative Analyst I (M) (MS)

Recruitment examinations in process
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.

Account Clerk (May 2022) Power Plant Maintenance Trainee (Jun 2022)
Administrative Analyst II (Z) (MS) (May 2022) Power Plant Operator Trainee (Jun 2022)
Assistant Planner (May 2022) Senior Administrative Analyst (M) (PW) (May 2022)
(4) Communications Operator (Jun 2022) Senior Civil Engineer (PW) (May 2022)
Electrical Service Planner (May 2022) Senior Engineering Technician (May 2022)
(3) Electrician Apprentice (Jun 2022) Senior Planner (May 2022)
(5) Line Mechanic Apprentice (Jun 2022) (3) Senior Recreation Leader (May 2022)
Pipefitter Apprentice (Jun 2022) Test Technician Apprentice (Jun 2022)
(7) Police Recruit or Police Officer Lat (May 2022) Water Quality Analyst (May 2022)
**Recruitment examinations completed**

MS completed the examination process for these positions. MS gave names of candidates eligible for hire to the hiring department for their internal selection process (typically a final interview). MS is awaiting notice of selection.

(3) Administrative Analyst I (M) (PD)  
(2) Locker Room Attendant  
Administrative Analyst II (Temp) (MS)  
(2) Marketing Associate  
Building Inspector I  
(3) Parking Control Officer  
Building Inspector III  
Pipefitter/Operator  
Clerical Worker (PT) (CM)  
(2) Police Cadet (PT)  
Communications Operator (As-Needed)  
(7) Police Recruit or Police Officer Lateral  
(8) Custodian (BWP, PW - 7)  
Recreation Coordinator  
Electrical Service Planner  
(4) Recreation Leader  
Executive Assistant (CD)  
Senior Administrative Analyst (M) (PW)  
Financial Accounting Manager – BWP (Temp)  
Senior Electrician  
Fleet Maintenance Technician (BWP)  
(2) Solid Waste Operator  
Food Services Supervisor  
Transportation Services Driver (PT)  
(4) Forensic Specialist (As-Needed)  
Utility Worker (BWP)  
Jailer  
Water Plant Operator  
(5) Jailer (As-Needed)  
(9) Work Trainee I (PR)  
Legal Secretary  
(2) Work Trainee I (Temp) (MS)  
(2) Library Assistant  
Youth Employment Coordinator (Temp)  
(2) Library Clerk  
(19) Youth Services Worker (CREST)  
(5) Lifeguard  
(19) Youth Services Worker (STEP)  
(8) Lifeguard-Instructor  

**Recruitments by outside recruitment firms**

The City sometimes uses outside firms for certain difficult-to-fill positions and also managerial and executive positions because outside firms have expertise in specific fields, use established networks of quality candidates, and proactively reach out to prospective candidates.

- Assistant CD Director - Building Official  
- Manager Energy Control Center  
- Instrument Controls Technician  
- Marketing Manager  
- Power Resources Manager  
- Purchasing Manager  
- Sustainability Officer

**Upcoming job openings**

MS received notice that these positions are vacant, and they will be open to accept applications soon.

Accountant  
(5) Firefighter Recruit  
Administrative Analyst I (M) (PR)  
(3) Groundskeeper Helper  
Administrative Analyst II (Z) (CD)  
Heavy Equipment Operator  
Animal Control Officer  
Intermediate Clerk (CT)  
Assistant City Attorney  
Junior Engineering Aide-BWP  
Associate Transportation Planner  
(2) Library Page (PT)  
Buyer I  
Motor Sweeper Operator  
Cement Finisher  
Offset Press Operator  
Communications Technician Aide  
Parking Control Supervisor  
Communications Technician Supervisor  
Plan Check Engineer  
Custodial Supervisor (PW)  
(7) Police Recruit or Police Officer Lateral  
Customer Service Supervisor  
(2) Police Technician  
(2) Customer Service Representative II  
Principal Civil Engineer  
(2) Engineering Technician (BWP, PW)  
(2) Principal Clerk (PD, FD)
Senior Fleet Maintenance Technician
Senior Groundskeeper
Senior Library Assistant
Technical Support Analyst I

(3) Tree Trimmer Helper
Welder (PW)
Workers’ Compensation Representative II

Recruitment Plan Update – Police Recruit/Police Officer

There are currently seven Police Recruit/Police Officer vacancies. Last month there were eight Police Recruit/Police Officer vacancies. One candidate was hired this month. 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 pace is to complete 12 this year.

Currently there are no candidates in the onboarding process and following are updates for Police Recruits attending police academies:

• Three Police Recruits graduated the Rio Hondo Police Academy.
• Four Police Recruits are attending the Los Angeles Sherriff’s Department (LASD) Academy. Anticipated graduation date is September 2022
• One Police Recruit is attending the Rio Hondo Police Academy. Anticipated graduation date is October 2022.

Recruitment Plan Update – Firefighter Recruit/Firefighter

There are currently five Firefighter Recruit/Firefighter vacancies. Firefighter Lateral opened April 2022 and staff anticipate opening Firefighter Recruit in June 2022.
June 2, 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, June 6, 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

[Signature]

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

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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.

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The following activities are prohibited:

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

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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.

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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 6, 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) May 2, 2022 [See page 1]
      2) Legal, Government and Environmental Affairs Committee
         (i) May 2, 2022 [See page 3]
   b. Commission Minutes
      (For Approval)
      1) May 16, 2022 [See page 5]
      2) May 2, 2022 [See page 11]
   c. Treasurer’s Report
      1) March 2022 [See page 15]
   d. Determinations Regarding AB 361 Findings for
      Special Brown Act Requirements for
      Teleconference Meetings [See page 44]

6. ITEMS FOR COMMISSION APPROVAL
   a. Delux Public Charter Hangar Lease
      Ameriflight Sublease Consent and Hangar Lease Amendment
      [See page 46]
   b. Review of the Proposed Fiscal Year 2022/2023 ("FY 2023")
      Annual Budget; and Proposed Resolution 494, A Resolution
      of the Burbank-Glendale-Pasadena Airport Authority
      Commission Adopting the Fiscal Year 2022/2023 ("FY 2023")
      Annual Budget [See page 50]
7. CLOSED SESSION

a. THREAT TO PUBLIC SERVICES OR FACILITIES
   (California Government Code Section 54957(a))
   Consultation with Director of Public Safety

b. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
   (California Government Code Section 54956.9(d)(1))

   Name of Case: City of Los Angeles v. FAA et al. (Case No. 21-71170)

   Name of Case: Burbank-Glendale-Pasadena Airport Authority v. California High
   Speed Rail Authority (Case No. 34-2022-80003821).

8. EXECUTIVE DIRECTOR COMMENTS

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

10. ADJOURNMENT
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 May 2, 2022; and approved minutes of the Legal, Government and Environmental Affairs Committee meeting of May 2, 2022, are included in the agenda packet for information purposes.

b. COMMISSION MINUTES. Draft minutes of the May 2, 2022, and May 16, 2022, Commission meetings are attached for the Commission’s review and approval.

c. TREASURER’S REPORT. The Treasurer’s Report for March 2022 is included in the agenda packet. At its meeting on May 16, 2022, the Finance and Administration Committee voted unanimously (3–0) to recommend that the Commission note and file this report.

d. DETERMINATIONS REGARDING AB 361 FINDINGS FOR SPECIAL BROWN ACT REQUIREMENTS FOR TELECONFERENCE MEETINGS. A staff report is included in the agenda packet. Staff has placed this item on the agenda to give the Commission an opportunity to make the findings specified in AB 361 (2021) for special Brown Act requirements for teleconference meetings. These special requirements give local public agencies greater flexibility to conduct teleconference meetings when there is a declared state of emergency and either social distancing is mandated or recommended, or an in-person meeting would present imminent risks to the health and safety of attendees.

6. ITEMS FOR COMMISSION APPROVAL

a. DELUX PUBLIC CHARTER HANGAR LEASE – AMERIFLIGHT SUBLEASE CONSENT AND HANGAR LEASE AMENDMENT. A staff report is included in the agenda packet. At its meeting on May 16, 2022, the Finance and Administration Committee voted unanimously (3–0) to recommend that the Commission approve of the following interrelated contract documents involving two tenants, Ameriflight, LLC ("Ameriflight") and Delux Public Charter, LLC ("Delux"), located in the southwest quadrant of the Airport: 1) Aviation Hangar Lease with Delux to provide for a lease of Hangar 2 until May 31, 2025, with a one-year extension option; 2) Consent to Sublease for Ameriflight’s amended and restated sublease of ramp and automobile parking lot space to Delux; and, 3) Amendment No. 1 to the Aviation Hangar Lease with Ameriflight to extend the term to January 31, 2028, memorialize that the area subleased by Delux may be used for Delux’s enplanement and deplanement operations, and incorporate Air Quality Improvement Plan measures.
b. REVIEW OF THE PROPOSED FISCAL YEAR 2022/2023 ("FY 2023") ANNUAL BUDGET, AND PROPOSED RESOLUTION NO 494, A RESOLUTION OF THE BURBANK-GLENDALE-PASADENA AUTHORITY COMMISSION ADOPTING THE FISCAL YEAR 2022/2023 ("FY 2023") ANNUAL BUDGET. A staff report is included in the agenda packet. At the May 25, 2022, Finance and Administration Committee special meeting, the Committee voted unanimously (3-0) to recommend to the Commission that it adopt the proposed FY 2023 Budget. Staff seeks Commission approval of the attached Resolution No. 494, which adopts the proposed Fiscal Year 2022/2023 ("FY 2023") budget. This proposed budget provides a comprehensive balanced financial program which identifies all anticipated expenditures for the next year including the estimated Operations and Maintenance expenditures, the proposed Facility Improvement (Capital) Program and utilization of Federal Relief grant funds. The budget identifies all proposed funding sources as detailed in the Sources of Funds Summary section of the attached documents.

Enclosed in the agenda packet is a workbook which provides detailed information regarding the proposed FY 2023 financial budget program.
<table>
<thead>
<tr>
<th>Item</th>
<th>Summary</th>
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<tbody>
<tr>
<td>1</td>
<td>Announcements for Parks and Recreation programs and facilities.</td>
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<td>2</td>
<td>Department Report from Tom provided an update on the 2022 Summer Concert Series.</td>
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<td>3</td>
<td>Orell, Robin Gennari, Representative of the Sustainable Burbank Commission Spoke on the Community Gardens in Garden.</td>
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<td>4</td>
<td>None.</td>
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<td>5</td>
<td>Communications from the Community Committee to meet with General Manager Mr. Jess Santamaria and provided an update on the neighboring golf course.</td>
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<td>6</td>
<td>Park Board Comments from the Community.</td>
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<td>7</td>
<td>Improvements to the Del Rey Park playground.</td>
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<tr>
<td>8</td>
<td>George Ivey Park update.</td>
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<tr>
<td>9</td>
<td>City Council Agendas Item Update.</td>
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Consent Calendar

- Minutes of the April 14, 2022, meetings were approved.
- Approvals of minutes.

Regular Meeting

- George Ivey Park presentation by Ms. Ramsey.
- It was moved by Ms. Ramsey, seconded by Mr. Messina.
- All members seconded. Mr. Grussow, Ms. Figueroa-Camacho, Ms. Ramsey, and Mr. Messina.

Action Items:
- None.
- City of Burbank board members absent: Miss. Durbin.
- Staff present: Maria Garcia, Director; Kristen Smith, Deputy Director; Diego Cavallio, Deputy Director; Orell Gennari; Administrative Officer; Kristen Happel; Panama Financial Analyst, Mr. Arsenault; Recreation Services Manager; Christina Lane, Recreation Coordinator, Ebony Burton, Recreation Coordinator; James Turner, Recreation Coordinator; Luke Johnson, Administrative Analyst, Mrs. Courtois.

Date: Thursday, May 12, 2022

Meeting: Parks and Recreation
<table>
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<tr>
<th>Time</th>
<th>Agenda Item</th>
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<tr>
<td>16:00-16:30</td>
<td>The meeting was adjourned at 7:00 p.m.</td>
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<td>15:00-15:30</td>
<td>Notes and Resolutions Update</td>
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<td>14:00-14:30</td>
<td>The Board and Comments from Additional Communications</td>
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<td>13:00-13:30</td>
<td>Response to Oral Second Period of Tabled Items</td>
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<td>12:00-12:30</td>
<td>None</td>
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**ANNUAL AGENDA MEETING SUMMARY**

**PARKS AND RECREATION**

**City of Burbank**