



# 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



**MANAGEMENT  
SERVICES**



**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*	(7) Locker Room Attendant*
Crime Analyst	(7) Police Recruit or Police Officer Lateral*
(8) Custodian	(2) Senior Lifeguard*
Electrical Engineering Associate II	(3) Senior Tree Trimmer
(5) Firefighter Lateral	(4) Tree Trimmer
(5) Facility Attendant II (PT) (Temp)*	Workers' Comp Representative III (Temp)*
(2) Fleet Maintenance Technician (PW)	(4) Youth Employment Team Leader
Instrument Controls Technician*	(4) Youth Employment Junior Team Leader
(15) Lifeguard*	(4) Youth Services Worker (BEST)*
(8) Lifeguard-Instructor*	

\*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
(2) Engineering Associate/Traffic	Senior Administrative Analyst (M) (PW)
Executive Assistant (CD)	Senior Electrician
Financial Accounting Manager – BWP (Temp)	(2) Solid Waste Operator
Fleet Maintenance Technician (BWP)	Transportation Services Driver (PT)
Food Services Supervisor	Utility Worker (PW)
(4) Forensic Specialist (As-Needed)	Utility Worker (PT) (As-Needed) (PW)
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	(34) 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	Power Resources Manager
Manager Energy Control Center	Purchasing Manager
Instrument Controls Technician	Sustainability Officer
Marketing Manager	

### **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.





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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*

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

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Airport Skyroom

Regular Meeting of Monday, June 6, 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, 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 **[See page 46]**  
Ameriflight Sublease Consent and Hangar Lease Amendment
  - b. Review of the Proposed Fiscal Year 2022/2023 ("FY 2023") **[See page 50]**  
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

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

## COMMISSION NEWSLETTER

Monday, June 6, 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.)*

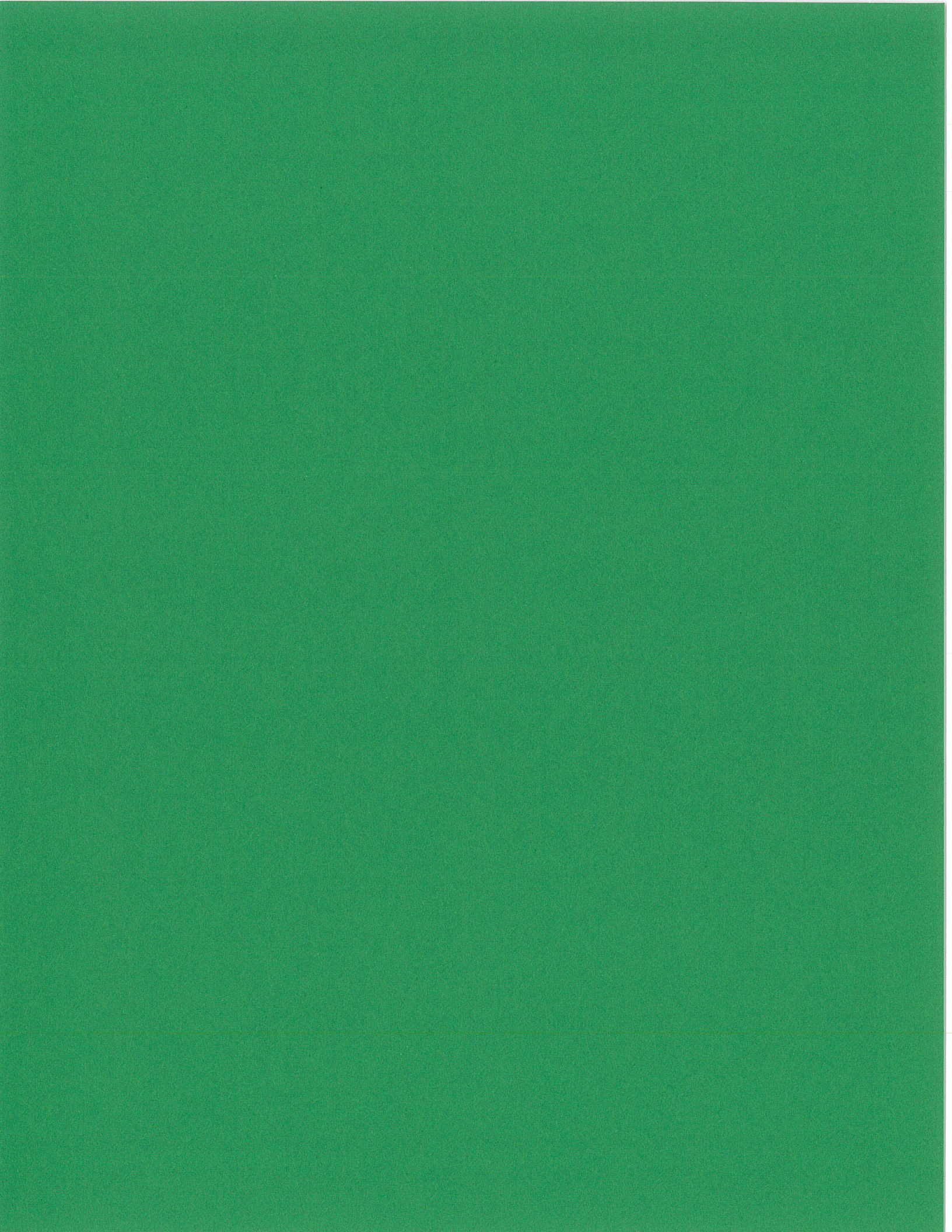
- a. COMMITTEE MINUTES. Approved minutes of the Operations and Development Committee meeting of May 2, 2022; and approved minutes of the Legal, Government and Environmental Affairs Committee meeting of May 2, 2022, are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. Draft 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.



**CITY OF BURBANK  
PARKS AND RECREATION  
ANNOTATED AGENDA/MEETING SUMMARY**

Meeting: Parks and Recreation Board

Date: Thursday, May 12, 2022

**Staff Present:** Marisa Garcia, Director; Kristen Smith, Deputy Director; Diego Cevallos, Deputy Director; Grace Coronado, Administrative Officer; Kristen Hauptli, Senior Administrative Analyst; Erin Barrows, Recreation Services Manager; Christina Lara, Recreation Coordinator; Bryce Burton, Recreation Coordinator; Lupe Santarriaga, Senior Clerk

**Board Members Present:** Mr. Gussow, Ms. Peguero Gamiño, Ms. Ramsey, and Mr. Messerlian.

**Board Members Absent:** Ms. Durbin

Item Discussed	Summary	Direction or Action, if any
1 Announcements	Ms. Lara provided announcements for Parks and Recreation programs and facilities.	
Presentations	Ms. Barrows presented the 2022 Starlight Bowl Summer Concert Series. Mr. Yoon provided an update on the past and upcoming Youth Board events and activities.	
2 Department Director Report	None.	
3 Oral Communications	Ms. Robin Gemmill, representative of the Sustainable Burbank Commission spoke on the Community Garden and shared her appreciation to the Board and Staff.	
4 Response to Oral Communications	None.	
5 Written Communications	One eComment was submitted to the Board.	
6 Park Board Comments	Board member Messerlian shared with the Board the opportunity for the Debell Golf Course Committee to meet with General Manager Mr. Jesse Sanford and provided some upcoming improvements to the Debell Golf Course	
7 Community Gardens in Burbank Summary	Diego Cevallos, Deputy Director, provided an update on the Community Gardens throughout the City of Burbank.	
8 George Izay Park Playground Update	Diego Cevallos, Deputy Director, provided the board with a report on updates to the park playground at George Izay Park.	
9 Consent Calendar	<u>Approval of Minutes</u> Minutes of the April 14, 2022, meetings were approved. <u>City Council Agenda Items Update</u> Noted and filed.	It was moved by Ms. Ramsey, seconded by Mr. Messerlian and carried 3-0 to approve the Consent Calendar as presented. Mr. Barry Gussow left after Presentations and

CITY OF BURBANK  
**PARKS AND RECREATION**  
**ANNOTATED AGENDA/MEETING SUMMARY**

	<u>City Manager's Quarterly Report</u> Noted and filed.  <u>Contract Compliance</u> Noted and filed.  <u>Park Patrol Reports</u> The Park Patrol Report for February was noted and filed.  <u>Departmental Operations Update</u> Noted and filed.	thus not included in the count.
11	Tabled Items None.	
12	Second Period of Oral Communications None.	
13	Response to Oral Communications None.	
14	Additional Comments from the Board and staff None.	
15	Introduction of New Agenda Items None.	
16	Adjournment The meeting was adjourned at 7:00 p.m.	