



Weekly Management Report

February 03, 2023

1. **Memo** Downtown Burbank Partnership (PBID)
Meeting on January 19, 2023
Community Development Department
2. **Minutes** Civil Service Board Meeting
on January 4, 2023
Management Services Department
3. **Memo** Recruitment Report – End of January 2023
Management Services Department
4. **Notice** Burbank-Glendale-Pasadena Airport Authority
Meeting on February 2, 2023
Burbank-Glendale-Pasadena Airport Authority

MEMORANDUM



COMMUNITY DEVELOPMENT



DATE: January 27, 2023

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director
VIA: Simone McFarland, Asst. Community Development Director
Mary Hamzoian, Economic Development Manager
BY: Aida Ofsepan, Economic Development Analyst I

SUBJECT: Downtown Burbank Partnership (PBID) Meeting – January 19, 2023

- At the request of the PBID Board, a representative from the Burbank Police Department (BPD) provided an update regarding crime, safety, and monitoring of Downtown Burbank. The Board requested that a representative from the BPD join the Board on a quarterly basis to share information and answer questions as needed.
- The Board approved the annual 2023 Budget for the PBID Board.
- The PBID's marketing consultant provided a wrap-up of the 2022 marketing efforts and presented a Marketing Strategy for 2023.
- Staff provided a review of a 2022 year-end survey that was distributed to Downtown Burbank property and business owners. The survey reviewed the PBID's 2022 activities, and sought feedback on programs for 2023. In general, the results of the survey were positive with feedback indicating a request to focus on events and marketing in 2023 while seeking solutions for homelessness and safety.

January 4, 2023
4:30 p.m.

The regular meeting of the Civil Service Board was held in the Council Chambers of City Hall.

Roll Call

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

Also present: Daniel Amaya, Administrative Analyst I
Sean Aquino, Ast General Mgr – Cust Serv & Marketing
Stela Kalomian, Financial Accounting Manager - BWP
Marlene Kim, Acting Senior Administrative Analyst
David Lasher, Administrative Analyst II
Betsy McClinton, Management Services Director
Paula Ohan, Acting Administrative Officer - BWP
April Rios, Human Resources Manager
Rene Sanchez, Acting Human Resources Manager
Jessica Sandoval, Executive Assistant
Julianne Venturo, Ast Management Services Director
Kevin Woodruff, Ast IT Director – Application Services

Future Agenda Items

None.

Open Public Comment Period of Oral Communications

There was one speaker, Mr. Joel Schlossman

Approval of Minutes

MOTION CARRIED: It was moved by Ms. Barnes, seconded by Mr. Ramos and carried 5-0 to approve the minutes of the regular meeting of December 7, 2022.

Proposed Amendments to Classification Plan

None

Recruitment and Selection Report – December 2022

RECOMMENDATION: Note and file.

Expedited Recruitment Quarterly Report

RECOMMENDATION: Note and file.

Appointments and Assignments

For the month of January 2023, there was one temporary appointment extension and five temporary assignment extensions. The extensions were being sought on behalf of the Management Services Department, Information Technology Department, and the Burbank Water and Power Department.

MOTION CARRIED: It was moved by Mr. Doyle, seconded by Ms. Ovsepyan and carried 5-0 to approve the Appointments and Assignments for the month of January 2023.

Additional Leave Quarterly Report

RECOMMENDATION: Note and file.

Adjournment

The regular meeting of the Civil Service Board was adjourned at 5:10 p.m.

Julianne Venturo
Assistant Management Services Director

APPROVED:

Jacqueline Waltman, Chairperson

DATE _____

Matthew Doyle, Secretary

DATE _____

STAFF REPORT



MANAGEMENT SERVICES



DATE: February 1, 2023

TO: Civil Service Board

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

SUBJECT: Recruitment and Selection Report – January 2023

RECOMMENDATION

Note and file the recruitment and selection report for the month of January 2023.

BACKGROUND

This report is an informational item to keep the Civil Service Board informed of the various recruitment and selection activities for the month of January 2023.

DISCUSSION

The attachments to this report provide a snapshot of the recruitments that were conducted during the month of January 2023. The following is a summary of this information:

- 27 Requisitions received
- 278 Requisitions in process
- 1444 Applications received
- 41 Recruitments being conducted
- 8 Employment Lists created

CONCLUSION

This report is for informational purposes only and there is no action required.

ATTACHMENT

Attachment 1 – Recruitment Examination Report – January 2023
Attachment 2 – Monthly Requisition Status Report – January 2023

ATTACHMENT 1

RECRUITMENT EXAMINATION REPORT – JANUARY 2023

<u>EXAMINATION TITLE</u>		<u>RESULTS OF EXAMINATION</u>
ADMINISTRATIVE ANALYST II (M) (Expedited)	68 35	Applications received Qualified and pending dept testing
ADMINISTRATIVE ANALYST II (M) (Expedited)	65 34	Applications received Qualified and pending dept testing
ADMINISTRATIVE ANALYST II (M) (Expedited)	55	Applications received
ASSISTANT CITY CLERK (Exempt)	66 7 2	Applications received Qualified and pending dept testing Pending Selection
COLLECTION SYSTEMS LEADWORKER (Departmental Promotional)	3 3 3	Applications received Qualified and pending app eval Passed and on Employment List
COMMUNICATIONS OPERATOR (Open Competitive)	86 24 12 8 8 3	Applications received Qualified and scheduled for written Appeared for written Passed and scheduled for performance Appeared for performance Passed and pending orals
CONSTRUCTION INSPECTOR I (Open Competitive)	33 10 6	Applications received Qualified and pending dept testing Passed and pending orals
CONSTRUCTION INSPECTOR I (Interdepartmental Promotional)	1 0	Application received Qualified

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CUSTODIAN (Open Competitive)	102 10 2 1	Applications received Qualified and scheduled written Appeared for written Passed and on Employment List
CUSTODIAL SUPERVISOR (Expedited)	33 20	Applications received Qualified and pending dept testing
FORENSIC SPECIALIST SUPERVISOR (Departmental Promotional)	1 1 1	Application received Qualified and pending app eval Passed and on Employment List
HEAVY TRUCK DRIVER (Open Competitive)	39 35	Applications received Qualified and pending dept testing
HEAVY TRUCK DRIVER (Interdepartmental Promotional)	1 1	Application received Qualified and pending dept testing
INTERMEDIATE CLERK (Interdepartmental Promotional)	1 1 1	Application received Qualified and pending app eval Passed and on Employment List
INTERMEDIATE CLERK (Departmental Promotional)	1 0	Application received Qualified
LABORER (Open Competitive)	218	Applications received
LABORER (Interdepartmental Promotional)	4	Applications received
LIBRARIAN (Expedited)	78	Applications received
MANAGER TECHNOLOGY (Expedited)	14 7	Applications received Qualified and pending dept testing

ATTACHMENT 1

PLANNING TECHNICIAN (Open Competitive)	73	Applications received
	36	Qualified and pending dept testing
	11	Passed and scheduled for orals
	6	Appeared for orals
	6	Passed and on Employment List
PLANNING TECHNICIAN (Interdepartmental Promotional)	2	Applications received
	1	Qualified and pending dept testing
	1	Passed and scheduled for orals
	0	Appeared
POLICE OFFICER/LATERAL (Open Competitive)	9	Applications received
	1	Qualified and scheduled for orals
	1	Appeared for orals
	0	Passed
POLICE OFFICER/LATERAL (Open Competitive)	9	Applications received
	2	Qualified and scheduled for orals
	1	Appeared for orals
	1	Passed and scheduled for agility
POLICE RECRUIT (Exempt)	56	Applications received
	10	Qualified and scheduled for agility
	3	Appeared for agility
	1	Passed and scheduled for orals
	1	Appeared for orals
	1	Passed and pending selection
POLICE RECRUIT (Exempt)	54	Applications received
	12	Qualified and scheduled for agility
	8	Appeared for agility
	7	Passed and scheduled orals
	7	Appeared for orals
	4	Passed and pending selection
POLICE SERGEANT (Departmental Promotional)	8	Applications received
	8	Qualified and scheduled for written
	6	Appeared for written
	3	Passed and pending orals

ATTACHMENT 1

POWER RESOURCES PLN ASSOC II (Open Competitive)	3 3 3 1 1	Applications received Qualified and pending dept testing Passed and scheduled for orals Appeared for orals Passed and on Employment List
POWER RESOURCES PLN ASSOC II (Interdepartmental Promotional)	1 1 1 1 1	Application received Qualified and pending dept testing Passed and scheduled for orals Appeared for orals Passed and on Employment List
SENIOR CLERK (Open Competitive)	37	Applications received
SENIOR CLERK (Interdepartmental Promotional)	9	Applications received
SENIOR ENGINEERING TECHNICIAN (Departmental Promotional)	3 2 2	Applications received Qualified and pending app eval Passed and on Employment List
SKILLED WORKER (Open Competitive)	60 30	Applications received Qualified and pending dept testing
SKILLED WORKER (Interdepartmental Promotional)	5 4	Applications received Qualified and pending dept testing

Monthly Reporting to Civil Service Board

Promotional Examinations (CSR III-5-B and BCEA MOU Exhibit E) – During the month of January 2023, Collection Systems Leadworker, Forensic Specialist Supervisor, Intermediate Clerk, and Senior Engineering Technician were the only promotional examinations scheduled for fewer than four eligible employees. The Human Resources Manager processed an application evaluation and created Employment Lists.

ATTACHMENT 2

MONTHLY REQUISITION STATUS REPORT January 2023

CITY ATTORNEY

Date Req Approved	Position Title	Vacancies	Recruitment Type	Req #	Pos #	PRS	Status
3/23/2021	Legal Secretary	1	OC	21070	CA.0030	117	Hired: John Martinez
5/20/2022	Legal Assistant	1	OC	22215	CA.0023	117	Open Until Filled

CITY CLERK

Date Req Approved	Position Title	Vacancies	Recruitment Type	Req #	Pos #	PRS	Status
10/26/2022	Assistant City Clerk	1	Exempt	22445		126	Bulletin Closes 2-3-23
12/19/2022	Intermediate Clerk	1	DP	22458		126	Promo: Maria Sanchez

CITY MANAGER

Date Req Approved	Position Title	Vacancies	Recruitment Type	Req #	Pos #	PRS	Status
6/1/2021	Clerical Worker (PT)	1	Exempt	21145	CM.0019	100	Pending Selection
12/16/2022	Administrative Analyst II (M)	1	Expedited	22506		100	Pending Selection

CITY COUNCIL

Date Req Approved	Position Title	Vacancies	Recruitment Type	Req #	Pos #	PRS	Status
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CITY TREASURER

Date Req Approved	Position Title	Vacancies	Recruitment Type	Req #	Pos #	PRS	Status
2/25/2021	Intermediate Clerk	1	DP	21059		131	Pending Recruitment
12/5/2022	Clerical Worker	1	Exempt	22490		131	Hired: Sarahi Belmont

ATTACHMENT 2

COMMUNITY DEVELOPMENT

Date Req Approved	Position Title	Vacancies	Recruitment Type	Req #	Pos #	PRS	Status
8/2/2019	Transportation Services Driver (PT)	1	Expedited	19222	CD.0212	153	Pending Selection
6/2/2022	Transportation Operations Supervisor	1	DP	22238	CD.0205	157	Promo: Robert Peren
6/7/2022	Permit Technician	1	OC	22243	CD.0602	155	Certified 12-2-22
6/7/2022	Senior Administrative Analyst (Z)	1	Exempt	22244	CD.0600	151	Pending Selection
6/10/2022	Planning Technician	1	OC	22261	CD.0295	152	Certified 1-10-23
7/20/2022	Senior Transportation Planner	1	Expedited	22329	CD.0304	153	Pending Recruitment
8/25/2022	License & Code Services Inspector II	1	OC	22362	CD.0268	155	Hired: Jordan Hill
8/25/2022	Associate Transportation Planner	1	OC	22366	CD.0298	153	Bulletin Opens 2-10-23
11/2/2022	Building Inspector III	1	Expedited	22447	CD.0144	155	Hired: Adam Othman
12/2/2022	Clerical Worker	1	Exempt	22450	CD.0254	152	Pending Selection
11/17/2022	Senior Administrative Analyst (M)	1	Expedited	22472	CD.0286	153	Bulletin Closes 2-3-23
11/17/2022	Assistant Planner	1	OC	22473	CD.0019	152	Hired: Karen Chavez
12/6/2022	Transportation Scheduler	1	DP	22592	CD.0207	157	Bulletin Opens 2-17-23
12/6/2022	Permit Technician	1	DP	22494	CD.0602	155	Certified 12-12-22
12/19/2022	Housing Assistant	1	Expedited	22505	CD.0240	154	Pending Selection

FINANCIAL SERVICES

Date Req Approved	Position Title	Vacancies	Recruitment Type	Req #	Pos #	PRS	Status
3/1/2022	Buyer I	1	OC	22117		105	Hired: Stephanie Encinias
8/22/2022	Principal Accountant	1	Expedited	22219		107	Promo: Angela O'Connor

FIRE

Date Req Approved	Position Title	Vacancies	Recruitment Type	Req #	Pos #	PRS	Status
2/26/2019	Fire Captain	4	DP	19054		235	Certified 8-15-22
1/6/2021	Firefighter Recruit / Firefighter	2	Exempt	21006		235	Pending Selection
4/7/2022	Senior Clerk	1	DP	22165		236	Pending Recruitment
5/13/2022	Fire Inspector I	2	OC	22203		236	Hired: Scott Lyons and Karina Wakefield

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5/25/2022	Fire Battalion Chief	1	DP	22232	235	Certified 9-21-22
5/25/2022	Fire Engineer	1	DP	22233	235	Certified 10-19-22
7/5/2022	Firefighter Recruit / Firefighter	4	Exempt	22298	235	Pending Selection
10/14/2022	Intermediate Clerk	3	OC	22434	236	Hired: Julio Olivares

INFORMATION TECHNOLOGY

Date Req Approved	Position Title	Vacancies	Recruitment Type	Req #	Pos #	PRS	Status
8/2/2022	Manager Technology	1	Expedited	22295		110	Pending Dept. Testing
9/7/2022	Manager Technology	1	Expedited	22396		110	Pending Recruitment
10/3/2022	Technology Product Manager	6	Expedited	22426		110	Pending Recruitment
10/3/2022	Lead Technology Product Manager	2	Expedited	22430		110	Pending Recruitment
11/29/2022	Assistant Chief Information Officer	1	Exempt	22478		110	Bulletin Closes 1-27-23
12/1/2022	Principal Technology Production Manager (Temp)	1	Exempt	22485		110	Pending Selection
12/1/2022	Capital Projects Program Manager (Temp)	1	Exempt	22486		110	Pending Selection
12/1/2022	Intermediate Clerk	1	IDP	22487		110	Certified 1-5-23

LIBRARY

Date Req Approved	Position Title	Vacancies	Recruitment Type	Req #	Pos #	PRS	Status
12/17/2021	Senior Library Assistant	1	OC	21392	LB.0263	710	Cancelled
7/20/2022	Library Assistant	1	OC	22317	LB.0116	710	Pending Recruitment
8/17/2022	Library Monitor (PT)	1	Exempt	22356	LB.0256	710	Bulletin Opens 1-27-23
11/10/2022	Library Clerk	1	OC	22452	LB.0250	710	Pending Recruitment
12/5/2022	Librarian	1	Expedited	22488	LB.0096	710	Pending Dept. Testing
12/19/2022	Administrative Analyst II (M)	1	Expedited	22507	LB.02967	710	Pending Dept. Testing
1/6/2023	Senior Librarian	1	Expedited	23004		710	Pending Recruitment

MANAGEMENT SERVICES

Date Req Approved	Position Title	Vacancies	Recruitment Type	Req #	Pos #	PRS	Status
6/1/2021	Workers' Compensation Representative III	1	Expedited	21133		106	Open Until Filled

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11/16/2021	Workers' Compensation Representative III (Temp)	1	Exempt	21355	MS.4014	106	Open Until Filled
2/3/2022	Clerical Worker	1	Exempt	22020		108	Pending Selection
4/15/2022	Administrative Analyst II (M) (Temp)	2	Exempt	22172		109	Hired: Amy Castro
12/19/2022	Workers' Compensation Representative II	1	OC	22432	MS.0044	106	Pending Recruitment
12/19/2022	Sign Language Interpreter	1	OC	22444	MS.0086	109	Pending Recruitment
12/19/2022	Senior Administrative Analyst (Z)	1	Exempt	22476	MS.4013	106	Bulletin Closes 2-3-23
12/19/2022	Intermediate Clerk	2	OC	22484	MS.4003	109	Certified 1-4-23
1/12/2023	Work Trainee I	1	Exempt	23008		109	Pending Selection

PARKS AND RECREATION

Date Req Approved	Position Title	Vacancies	Recruitment Type	Req #	Pos #	PRS	Status
8/7/2018	Tree Trimmer	1	OC	18183	PR.0234	603	Cancelled
8/7/2018	Tree Trimmer	1	OC	18184	PR.0793	603	Cancelled
5/6/2019	Tree Trimmer	1	OC	19135	PR.0241	603	Certified 7-11-22
2/26/2020	Senior Tree Trimmer	1	OC	20082	PR.0232	603	Certified 6-2-22
10/22/2020	Lifeguard Instructor (PT) (Temp)	1	Exempt	20201	PR.6065	623	Pending Selection
7/15/2021	Work Trainee I (PT) (Temp)	1	Exempt	21200	PR.0914	621	Pending Selection
7/15/2021	Lifeguard - Instructor (PT) (Temp)	1	Exempt	21205	PR.6048	622	Pending Selection
7/15/2021	Lifeguard - Instructor (PT) (Temp)	1	Exempt	21206	PR.6070	623	Pending Selection
7/15/2021	Lifeguard - Instructor (PT) (Temp)	1	Exempt	21207	PR.6115	623	Pending Selection
7/15/2021	Lifeguard - Instructor (PT) (Temp)	1	Exempt	21210	PR.6074	623	Pending Selection
10/20/2021	Lifeguard (PT) (Temp)	1	OC	21315	PR.0258	606	Hired: Robert Roca III
11/29/2021	Groundskeeper Helper	1	OC	21362	PR.0820	600	Certified 5-20-22
12/1/2021	Senior Recreation Leader	1	OC	21368	PR.0235	603	Certified 6-2-22
12/29/2021	Senior Tree Trimmer	1	OC	21395	PR.0011	621	Open Until Filled
1/11/2022	Facility Attendant II (PT) (Temp)	1	OC	22003	PR.0931	621	Bulletin Closes 1-27-23
1/25/2022	Recreation Coordinator	1	OC	22018	PR.0260	606	Certified 9-29-22
2/1/2022	Groundskeeper Helper	1	OC	22054	PR.0236 PR.0242	603	Hired: Estaban Robles
2/1/2022	Tree Trimmer	2	OC	22055	PR.0792	603	Pending Recruitment
2/1/2022	Tree Trimmer Helper	3	OC	22056	PR.0793 PR.0794	603	Certified 6-2-22
2/10/2022	Senior Tree Trimmer	1	OC	22081	PR.0021	621	Open Until Filled
2/10/2022	Facility Attendant II (PT) (Temp)	1	Exempt				

ATTACHMENT 2

2/10/2022	Facility Attendant II (PT) (Temp)	1	Exempt	22082	PR.0021	621	Open Until Filled
2/10/2022	Facility Attendant II (PT) (Temp)	1	Exempt	22087	PR.6141	621	Open Until Filled
3/15/2022	Lifeguard- Instructor (PT) (Temp)	1	Exempt	22132	PR.6114	623	Pending Selection
3/15/2022	Lifeguard- Instructor (PT) (Temp)	1	Exempt	22133	PR.6073	623	Pending Selection
3/31/2022	Locker Room Attendant (PT) (Temp)	1	Exempt	22156	PR.6060	622	Pending Selection
5/13/2022	Work Trainee I (PT) (Temp)	1	Exempt	22198	PR.6093	624	Pending Selection
5/13/2022	Work Trainee I (PT) (Temp)	1	Exempt	22200	PR.2004	605	Pending Selection
5/25/2022	Facility Attendant II (PT) (Temp)	1	Exempt	22225	PR.5005	621	Open Until Filled
5/25/2022	Facility Attendant II (PT) (Temp)	1	Exempt	22226	PR.6097	621	Open Until Filled
5/25/2022	Facility Attendant II (PT) (Temp)	1	Exempt	22227	PR.6099	621	Open Until Filled
5/25/2022	Facility Attendant II (PT) (Temp)	1	Exempt	22228	PR.6134	621	Open Until Filled
5/25/2022	Facility Attendant II (PT) (Temp)	1	Exempt	22229	PR.6131	621	Open Until Filled
5/25/2022	Facility Attendant II (PT) (Temp)	1	Exempt	22231	PR.0846	621	Open Until Filled
5/25/2022	Recreation Leader (PT)	1	Exempt	22241	PR.6169	609	Hired: Omar Avila
6/2/2022	Veterinary Technician	1	OC	22248	PR.6102	623	Certified 12-6-22
6/10/2022	Lifeguard (PT) (Temp)	1	Exempt	22249	PR.6103	623	Pending Selection
6/10/2022	Lifeguard (PT) (Temp)	1	Exempt	22270	PR.6020	620	Pending Selection
6/10/2022	Recreation Leader (PT)	1	Exempt	22271	PR.6021	620	Pending Selection
6/10/2022	Recreation Leader (PT)	1	Exempt	22274	PR.6078	623	Pending Selection
6/20/2022	Locker Room Attendant (PT) (Temp)	1	Exempt	22275	PR.6022	623	Pending Selection
6/20/2022	Lifeguard (PT) (Temp)	1	Exempt	22276	PR.6072	622	Pending Selection
6/20/2022	Lifeguard - Instructor (PT) (Temp)	1	Exempt	22277	PR.6071	622	Pending Selection
6/20/2022	Lifeguard - Instructor (PT) (Temp)	1	Exempt	22278	PR.6069	623	Pending Selection
6/20/2022	Lifeguard - Instructor (PT) (Temp)	1	Exempt	22279	PR.6068	623	Pending Selection
6/20/2022	Lifeguard - Instructor (PT) (Temp)	1	Exempt	22280	PR.6067	623	Pending Selection
6/20/2022	Lifeguard - Instructor (PT) (Temp)	1	Exempt	22281	PR.6066	623	Pending Selection
6/20/2022	Lifeguard - Instructor (PT) (Temp)	1	Exempt	22282	PR.6047	622	Pending Selection
6/20/2022	Lifeguard - Instructor (PT) (Temp)	1	DP	22287	PR.0027	600	Pending Recruitment
6/20/2022	Intermediate Clerk	1	DP	22288	PR.6175	600	Promo: Maritza Cuevas
7/21/2022	Principal Clerk	1	DP	22315	PR.6034	621	Open Until Filled
7/21/2022	Facility Attendant II (PT) (Temp)	1	Exempt	22322	PR.6170	621	Open Until Filled
7/21/2022	Facility Attendant II (PT) (Temp)	1	Exempt	22323	PR.6171	621	Open Until Filled
7/21/2022	Facility Attendant II (PT) (Temp)	1	Exempt	22324	PR.6172	621	Open Until Filled
7/21/2022	Facility Attendant II (PT) (Temp)	1	Exempt	22332	PR.6147	602	Hired: Pedro Mejia-Loreto
7/21/2022	Irrigation Specialist	1	OC	22334	PR.0005	600	Pending Selection
7/21/2022	Administrative Analyst I (M)	1	Expedited	22338	PR.0792	603	Pending Selection
8/1/2022	Utility Worker	3	Exempt	22338	PR.0792	603	Pending Selection

ATTACHMENT 2

8/3/2022	Facility Attendant II (PT) (Temp)	3	Exempt	22339	PR.0793 PR.0794 PR.6143 PR.5005 PR.6097	621	Open Until Filled
8/16/2022	Groundskeeper	3	OC	22353	PR.0254 PR.0256 PR.0269	606	Pending Recruitment
8/17/2022	Groundskeeper	2	OC	22354	PR.0266 PR.0329	605	Pending Recruitment
8/17/2022	Senior Groundskeeper	1	OC	22358	PR.0248	606	Certified 9-1-22
8/30/2022	Work Trainee I (PT) (Temp)	1	Exempt	22368	PR.0887	621	Pending Selection
8/30/2022	Work Trainee I (PT) (Temp)	1	Exempt	22370	PR.0899	621	Pending Selection
8/31/2022	Lifeguard-Instructor (PT) (Temp)	1	Exempt	22376	PR.6043	622	Pending Selection
8/31/2022	Lifeguard-Instructor (PT) (Temp)	1	Exempt	22377	PR.6044	622	Pending Selection
8/31/2022	Lifeguard-Instructor (PT) (Temp)	1	Exempt	22378	PR.6045	622	Pending Selection
8/31/2022	Lifeguard	1	Exempt	22379	PR.6054	622	Pending Selection
8/31/2022	Lifeguard	1	Exempt	22380	PR.6055	622	Pending Selection
8/31/2022	Lifeguard	1	Exempt	22381	PR.6056	622	Pending Selection
8/31/2022	Lifeguard	1	Exempt	22382	PR.6076	622	Pending Selection
8/31/2022	Lifeguard	1	Exempt	22383	PR.6077	622	Pending Selection
8/31/2022	Lifeguard	1	Exempt	22384	PR.6104	622	Pending Selection
8/31/2022	Lifeguard	1	Exempt	22384	PR.6105	622	Pending Selection
8/31/2022	Lifeguard	1	Exempt	22386		622	Pending Selection
8/31/2022	Lifeguard	1	Exempt	22387	PR.6113	622	Pending Selection
8/31/2022	Lifeguard	1	OC	22416	PR.0238	603	Certified 7-11-22
9/27/2022	Tree Trimmer	1	Exempt	22417	PR.6015	620	Pending Selection
9/27/2022	Recreation Leader (PT)	1	Exempt	22418	PR.0008	621	Open Until Filled
9/27/2022	Facility Attendant II (PT) (Temp)	1	Exempt	22419	PR.0021	621	Open Until Filled
9/27/2022	Facility Attendant II (PT) (Temp)	1	Exempt	22420	PR.0500	621	Open Until Filled
10/3/2022	Facility Attendant II (PT) (Temp)	1	Expedited	22431	PR.6087	600	Bulletin Closes 1-27-23
10/14/2022	Administrative Analyst I (M)	1	Exempt	22435		621	Hired: Bailey Barrows
10/14/2022	Work Trainee I (PT) (Temp)	1	Exempt	22436		621	Pending Selection
10/14/2022	Work Trainee I (PT) (Temp)	1	Exempt	22437		621	Pending Selection
10/14/2022	Work Trainee I (PT) (Temp)	1	Exempt	22438		621	Pending Selection
10/14/2022	Work Trainee I (PT) (Temp)	1	Exempt	22439		621	Pending Selection
11/2/2022	Work Trainee I (PT) (Temp)	1	Exempt	22451	PR.0801	624	Pending Selection
11/17/2022	Work Trainee I (PT) (Temp)	1	Exempt	22462	PR.0849	621	Pending Selection
11/17/2022	Recreation Leader (PT)	1	Exempt	22462		621	Pending Selection

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11/17/2022	Recreation Leader (PT)	1	Exempt	22463	PR.0852	621	Pending Selection
11/17/2022	Recreation Leader (PT)	1	Exempt	22464	PR.0847	621	Pending Selection
11/17/2022	Recreation Leader (PT)	1	Exempt	22465	PR.0833	621	Pending Selection
11/17/2022	Work Trainee I (PT) (Temp)	1	Exempt	22466	PR.6091	621	Pending Selection
11/28/2022	Principal Clerk	1	DP	22474	PR.0382	624	Promo: Angela Attaryan
11/28/2022	Principal Clerk	1	DP	22475	PR.0360	620	Promo: Rena Ghamelian
12/1/2022	Recreation Supervisor	1	OC	22479	PR.0353	621	Promo: Bryce Burton
12/6/2022	Kennel Attendant	3	Exempt	22497		609	Open Until Filled
12/21/2022	Work Trainee I (PT) (Temp)	1	Exempt	22509	PR.0879	621	Pending Selection
12/21/2022	Work Trainee I (PT) (Temp)	1	Exempt	22510	PR.0893	621	Pending Selection
12/21/2022	Work Trainee I (PT) (Temp)	1	Exempt	22511	PR.0887	621	Pending Selection
12/21/2022	Work Trainee I (PT) (Temp)	1	Exempt	22512	PR.0889	621	Pending Selection
12/21/2022	Work Trainee I (PT) (Temp)	1	Exempt	22513	PR.0909	621	Pending Selection
12/21/2022	Work Trainee I (PT) (Temp)	1	Exempt	22514	PR.0914	621	Pending Selection
12/21/2022	Work Trainee I (PT) (Temp)	1	Exempt	22515	PR.0916	621	Pending Selection
12/21/2022	Work Trainee I (PT) (Temp)	1	Exempt	22516	PR.0917	621	Pending Selection
12/21/2022	Work Trainee I (PT) (Temp)	1	Exempt	22517	PR.0920	621	Pending Selection
12/21/2022	Work Trainee I (PT) (Temp)	1	Exempt	22518	PR.0933	621	Pending Selection
12/21/2022	Work Trainee I (PT) (Temp)	1	Exempt	22519	PR.0922	621	Pending Selection
12/21/2022	Work Trainee I (PT) (Temp)	1	Exempt	22520	PR.0923	621	Pending Selection
12/21/2022	Work Trainee I (PT) (Temp)	1	Exempt	22521	PR.0934	621	Pending Selection
12/21/2022	Work Trainee I (PT) (Temp)	1	Exempt	22522	PR.0935	621	Pending Selection
12/21/2022	Work Trainee I (PT) (Temp)	1	Exempt	22523	PR.0905	621	Pending Selection
12/21/2022	Work Trainee I (PT) (Temp)	1	Exempt	22524	PR.0927	621	Pending Selection
12/21/2022	Work Trainee I (PT) (Temp)	1	Exempt	22525	PR.0937	621	Pending Selection
12/21/2022	Recreation Leader (PT)	1	Exempt	22526	PR.0825	621	Hired: Diana Fowler
1/4/2023	Recreation Coordinator	1	OC	22530	PR.0391	621	Bulletin Closes 1-27-23
1/4/2023	Work Trainee I (PT) (Temp)	1	Exempt	22533	PR.0817	624	Pending Selection
1/4/2023	Recreation Coordinator	1	OC	23000	PR.0087	620	Bulletin Closes 1-27-23
1/12/2023	Executive Assistant	1	Exempt	23007	PR.0004	600	Pending Recruitment

POLICE

Date Req Approved	Position Title	Vacancies	Recruitment Type	Req #	Pos #	PRS	Status
12/24/2020	Communications Operator	1	Exempt	20256		356	Pending Selection
5/27/2021	Administrative Analyst I (M)	1	Expedited	21122	PD.0187	355	Pending Selection

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5/27/2021	Crossing Guard (PT)	4	Expedited	21123	PD.0256 PD.0258 PD.0451 PD.0262	356	Pending Selection
5/27/2021	Administrative Analyst I (M)	1	Expedited	21124	PD.0043	356	Pending Selection
5/27/2021	Police Cadet (PT)	3	Exempt	21127	PD.0552 PD.0365 PD.0368	356	Hired: Cielo Selva and Luis Gomez
6/1/2021	Jailer	1	OC	21143	PD.0191	356	Certified 11-17-22
6/9/2021	Senior Clerk	1	OC	21168	PD.0626	356	Certified 10-20-22
10/8/2021	Communications Supervisor	1	OC	21308	PD.0295	308	Bulletin Closes 2-3-23
10/8/2021	Communications Operator	1	OC	21309	PD.0269	358	Hired: Sandra Palomo
11/8/2021	Police Recruit / Police Officer	1	Exempt	21342	PD.0600	355	Pending Selection
1/25/2022	Police Recruit / Police Officer	1	Exempt	22025	PD.0161	355	Pending Selection
3/4/2022	Police Cadet (PT)	1	Exempt	22123	PD.0367	356	Pending Selection
4/6/2022	Police Recruit / Police Officer	1	Exempt	22163	PD.0114	355	Pending Selection
4/7/2022	Police Recruit / Police Officer	1	Exempt	22167	PD.0139	356	Pending Selection
4/25/2022	Communications Operator	1	OC	22186		358	Hired: Siran Manoukian
4/25/2022	Communications Operator	1	OC	22187		358	Open Until Filled
4/25/2022	Police Technician	1	OC	22188	PD.0332	356	Certified 10-6-22
5/5/2022	Police Recruit / Police Officer	1	Exempt	22192	PD.0059	355	Promo: George Cuillard
5/5/2022	Police Recruit / Police Officer	1	Exempt	22193	PD.0081	355	Pending Selection
7/11/2022	Police Recruit / Police Officer	1	Exempt	22301	PD.0070	355	Pending Selection
7/18/2022	Police Records Technician	1	OC	22316	PD.0229	356	Promo: Jackeline Montes
7/19/2022	Jailer	1	OC	22319	PD.0196	356	Certified 11-17-22
8/31/2022	Jailer	1	OC	22390		357	Certified 11-17-22
8/31/2022	Communications Operator	1	OC	22391	PD.0277	358	Open Until Filled
9/14/2022	Police Recruit / Police Officer	1	Exempt	22399	PD.0053	355	Pending Selection
9/14/2022	Police Recruit / Police Officer	1	Exempt	22400	PD.0066	355	Pending Selection
9/14/2022	Police Recruit / Police Officer	1	Exempt	22401	PD.0604	355	Pending Selection
9/14/2022	Police Recruit / Police Officer	1	Exempt	22405	PD.0109	355	Pending Selection
11/10/2022	Communications Supervisor	1	OC	22455	PD.0297	358	Bulletin Closes 2-3-23
11/10/2022	Communications Operator	1	OC	22457	PD.0270	358	Open Until Filled
12/1/2022	Police Captain	1	Expedited	22481	PD.0005	355	Pending Recruitment
12/1/2022	Jailer	1	OC	22482	PD.0192	356	Certified 11-17-22
12/1/2022	Police Sergeant	1	DP	22489		355	Pending Orals 2-8-23
12/5/2022	Police Recruit / Police Officer	1	Exempt	22489	PD.0083	355	Pending Selection
12/5/2022	Police Recruit / Police Officer	1	Exempt	22491	PD.0056	355	Pending Selection

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12/6/2022	Administrative Analyst II (M)	1	Expedited	22496		356	Promo: Gina Kozai
12/6/2022	Police Recruit/ Police Officer	1	Exempt	22499	PD.0623	355	Pending Selection
12/6/2022	Forensic Specialist Supervisor	1	DP	22500	PD.0252	356	Certified 1-12-23
12/6/2022	Police Recruit/ Police Officer	1	Exempt	22501	PD.0068	355	Pending Selection
1/6/2023	Police Records Technician	1	OC	23003	PD.0027	356	Certified 1-11-23
1/10/2023	Parking Control Supervisor	1	DP	23006	PD.0253	356	Pending Recruitment

PUBLIC WORKS

Date Req Approved	Position Title	Vacancies	Recruitment Type	Req #	Pos #	PRS	Status
12/10/2019	Custodian	1	OC	19387	PW.0191	511	Open Until Filled
7/16/2020	Custodian	1	OC	20154	PW.0193	511	Open Until Filled
7/13/2021	Custodian	1	OC	21192	PW.0195	511	Open Until Filled
2/15/2022	Custodial Supervisor	1	Expedited	22063	PW.0284	511	Pending Dept. Testing
3/15/2022	Heavy Equipment Operator	1	DP	22127	PW.0061	507	Certified 12-19-22
3/29/2022	Laborer	1	OC	22150	PW.0008	507	Pending Written 2-7-23
4/4/2022	Principal Civil Engineer (M)	1	Expedited	22159	PW.0095	503	Bulletin Opens 1-27-23
4/21/2022	Heavy Equipment Operator	1	DP	22181	PW.0122	507	Certified 12-19-22
5/20/2022	Custodian	1	OC	22217	PW.0181	511	Open Until Filled
6/16/2022	Skilled Worker	1	DP	22235	PW.0002	507	Pending Dept. Testing
6/22/2022	Construction Inspector I	1	OC	22292		503	Pending Orals 1-31-23
7/5/2022	Civil Engineering Associate	1	OC	22293	PW.0808	505	Bulletin Closes 1-27-23
7/8/2022	Collection Systems Leadworker	1	DP	22294	PW.0807	505	Pending Certification
7/18/2022	Civil Engineering Associate	1	OC	22305	PW.0406	503	Bulletin Closes 1-27-23
7/18/2022	Senior Engineering Technician	1	DP	22306	PW.0096	503	Certified 1-20-23
8/8/2022	Senior Clerk	1	OC	22344	PW.0013	506	Promo: Berenice Quintero
8/31/2022	Skilled Worker	1	DP	22392	PW.0045	507	Pending Dept. Testing
9/7/2022	Skilled Worker	2	OC	22394	PW.0075	503	Pending Dept. Testing
9/7/2022	Custodial Leadworker	1	DP	22395	PW.0180	511	Promo: Raul Sada
9/14/2022	Fleet Maintenance Technician	1	OC	22397	PW.0279	508	Pending Recruitment
9/14/2022	Fleet Maintenance Technician	1	OC	22406	PW.0275	508	Pending Recruitment
9/27/2022	Senior Clerk	1	OC	22415	PW.0204	506	Hired Martha Ruiz
10/3/2022	Laborer	1	OC	22425	PW.0083	507	Pending Written 2-7-23
10/24/2022	Senior Clerk (Temp)	1	Exempt	22433	PW.0626	501	Pending Selection
11/10/2022	Heavy Truck Driver	1	OC	22453	PW.0078	507	Pending Dept. Testing

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11/10/2022	Senior Secretary	1	OC	22457	PW.0005	506	Certified 11-14-22
11/17/2022	Solid Waste Truck Operator	1	OC	22469	PW.0136	510	Certified 11-21-22
11/17/2022	Utility Worker	2	Exempt	22470	PW.0621 PW.0623	510	Hired: Erwin Hernandez & Andrew Rovira
11/17/2022	Solid Waste Truck Operator	1	OC	22471	PW.0620	510	Certified 11-21-22
12/6/2022	Clerical Worker	2	Exempt	22493	PW.0328; PW.0163	506	Pending Selection
12/6/2022	Solid Waste Truck Operator	1	OC	22495	PW.0144	504	Pending Selection
12/19/2022	Utility Worker	1	Exempt	22504		504	Pending Selection
12/23/2022	Construction & Maintenance Worker	1	OC	22528	PW.0265	511	Bulletin Closes 1-27-23
1/4/2023	Intermediate Clerk	1	DP	23001	PW.0015	502	Pending Certification
1/6/2023	Laborer	1	OC	23002	PW.0085	507	Pending Written 2-7-23
1/12/2023	Custodian	1	OC	23011	PW.0800	511	Open Until Filled

WATER & POWER

Date Req Approved	Position Title	Vacancies	Recruitment Type	Req #	Pos #	PRS	Status
3/10/2020	Power Plant Maintenance Trainee	1	Exempt	20103	BP.0177	909	Pending Selection
2/10/2021	Financial Accounting Manager - BWP (Temp)	1	Exempt	21053		913	Cancelled
6/1/2021	Communications Technician Trainee	1	Exempt	21146	BP.0041	890	Pending Selection
1/10/2022	Customer Service Representative II (PT)	1	OC	22007	BP.0071	902	Pending Recruitment
1/25/2022	Account Clerk	1	OC	22022	BP.1050	913	Cancelled
3/29/2022	Customer Service Representative II (PT)	3	OC	22153	BP.0071 BP.2040	902	Pending Recruitment
5/5/2022	Junior Engineering Aide - BWP	1	OC	22194	BP.0915	908	Cancelled
5/26/2022	Senior Electrician	1	DP	22209		907	Certified 2-17-22
6/10/2022	Electrical Engineering Associate II	1	OC	22263	BP.0191	908	Cancelled
6/10/2022	Water Service Planner	1	OC	22265	BP.0921	904	Pending Recruitment
6/10/2022	Information Systems Analyst I	4	OC	22266	BP.1056 BP.0927	902	Promo: Patricia Gasparre Hired: Albert Rivas
6/10/2022	Customer Service Representative II (PT)	1	OC	22268	BP.0033	914	Pending Recruitment
6/10/2022	Manager Technology	1	Expedited	22269	BP.1016	923	Open Until Filled
7/5/2022	Utility Accounting Analyst	1	OC	22299	BP.0905	913	Certified 11-23-22
7/20/2022	Senior Clerk	1	OC	22331	BP.1000	902	Certified 1-6-23
7/20/2022	Storekeeper	2	OC	22335	BP.0314 BP.0315	915	Hired: Ismael Santiago

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7/19/2022	Data Engineer	1	Expedited	22342	BP.0900	923	Open Until Filled
8/10/2022	Field Services Representative	2	OC	22346	BP.0480 BP.0481	902	Certified 11-10-22
8/11/2022	Marketing Associate	1	Expedited	22350	BP.0019	914	Hired: Armand Canyon
9/14/2022	Senior Clerk	1	OC	22402	BP.0110	911	Certified 1-6-23
9/14/2022	Senior Secretary	1	OC	22404	BP.0190	911	Promo: Liliana Meza
9/19/2022	Senior Control Operator	1	DP	22408	BP.0144	909	Pending Recruitment
9/19/2022	Administrative Analyst II (M)	1	Expedited	22411	BP.0167	914	Pending Dept. Testing
9/30/2022	Legislative Analyst	1	Expedited	22426	BP.0622	914	Pending Selection
10/5/2022	Administrative Analyst II (M)	1	Expedited	22428	BP.0906	914	Pending Dept. Testing
10/26/2022	Senior Electrician	1	DP	22441	BP.0052	907	Certified 10-28-22
10/26/2022	Information Systems Analyst II	1	Expedited	22448	BP.0919	902	Hired: Yelena Figueroa
11/15/2022	Customer Service Representative III	1	DP	22454	BP.0491	902	Certified 1-5-23
11/15/2022	Principal Power Resources Planner	1	Expedited	22459	BP.0907	911	Pending Selection
11/15/2022	Power Resources Planning Associate II	1	OC	22460	BP.0908	911	Pending Certification
11/15/2022	Management Intern	1	Expedited	22461	BP.0915	908	Pending Selection
12/5/2022	Engineering Technician	1	OC	22468	BP.0911	908	Bulletin Closes 1-27-23
12/5/2022	Electrical Engineer	1	Expedited	22480	BP.0187	908	Open Until Filled
12/6/2022	Information Systems Analyst II	1	Expedited	22498	BP.0923	914	Hired Anthony Montero
12/6/2022	Intermediate Clerk	1	IDP	22502	BP.0013	901	Hired: Caitlyn Batchelor
12/19/2022	Engineering Aide	1	OC	22508	BP.0209		Pending Recruitment
12/23/2022	Facility Technology Coordinator	1	Expedited	22527	BP.0425	904	Pending Recruitment
12/29/2022	Manager Energy Control	1	Expedited	22531	BP.0628	911	Promo: Erik Olsen
12/29/2022	Chief Financial Officer	1	Exempt	22532	BP.0381	913	Bulletin Closes 2-10-23
1/19/2023	Civil Engineering Assistant	1	OC	23027	BP.0921	904	Pending Recruitment



February 2, 2023

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, February 6, 2023, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

In addition to attending the meeting in person, members of the public may observe the meeting telephonically and may offer comment in real time through the following number:

Dial In: (818) 862-3332

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

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
Airport Skyroom
Regular Meeting of Monday, February 6, 2023
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 three minutes or to such other period of time as may be specified by the presiding officer.*



The following activities are prohibited:

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



Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Authority to the Commission less than 72 hours prior to that meeting are available for public inspection at Hollywood Burbank Airport (2627 N. Hollywood Way, Burbank) in the administrative office during normal business hours.



In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please call the Board Secretary at (818) 840-8840 at least 48 hours prior to the meeting.

AGENDA

Monday, February 6, 2023

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT (Public comment will be limited to a total of 20 minutes at the beginning of the meeting and will continue at the conclusion of the meeting, if necessary. Comments are limited to 3 minutes each, and the Authority President may limit this time if reasonable under the circumstances.)
5. CONSENT CALENDAR (Includes Minutes. Items on the Consent Calendar are generally routine in nature and may be acted upon by one motion unless removed for separate consideration.)
 - a. Committee Minutes
(For Note and File)
 - 1) Executive Committee
 - (i) January 4, 2023 **[See page 1]**
 - (ii) January 25, 2023 **[See page 4]**
 - 2) Operations and Development Committee
 - (i) November 21, 2022 **[See page 6]**
 - 3) Finance and Administration Committee
 - (i) December 19, 2022 **[See page 9]**
 - b. Commission Minutes
(For Approval)
 - 1) January 17, 2023 **[See page 11]**
 - c. Treasurer's Reports
 - 1) October 2022 **[See page 16]**
 - 2) November 2022 **[See page 40]**
 - d. Proposed Resolution No. 497
Adopting the 2023 Authority Investment Policy **[See page 64]**
 - e. Award of Professional Services Agreement
Runway Shoulders and Blast Pad Rehabilitation Design (E22-11)
and Approval of CEQA Exemption Finding **[See page 73]**

- f. Transportation Network Company Staging Lot Agreement **[See page 77]**

6. ITEMS FOR COMMISSION APPROVAL

- a. Proposed Resolution No. 498 **[See page 79]**
Replacement Passenger Terminal Design-Build Agreement
Executive Summary

- b. Proposed Resolution No. 499 **[See page 93]**
Resolution Approving a Project Charter, Designating Change Order
Approval Responsibilities, and Establishing a Conceptual Design
Selection Voting Procedure for the Replacement Passenger Terminal
Project

- c. Amendment No. 1 to Design-Build Agreement for Replacement **[See page 135]**
Passenger Terminal Project

7. CLOSED SESSION

- a. 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)

8. ITEMS PULLED FROM CONSENT CALENDAR

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. PUBLIC COMMENT

12. ADJOURNMENT

COMMISSION NEWSLETTER

Monday, February 6, 2023

[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 Executive Committee meetings of January 4, 2023, and January 25, 2023; approved minutes of the Operations and Development Committee meeting of November 21, 2022; approved minutes of the Finance and Administration Committee meeting of December 19, 2022, are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. A draft copy of the January 17, 2023, Commission special meeting minutes is attached for the Commission's review and approval.
- c. TREASURER'S REPORTS. The Treasurer's Reports for October 2022 and November 2022 are included in the agenda packet. At its special meeting on January 17, 2023, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission note and file these reports.
- d. PROPOSED RESOLUTION NO. 497 ADOPTING THE 2023 AUTHORITY INVESTMENT POLICY. A staff report is included in the agenda packet. At its special meeting held on January 17, 2023, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission adopt the attached proposed Resolution No. 497 approving the 2023 Investment Policy.
- e. AWARD OF PROFESSIONAL SERVICES AGREEMENT – RUNWAY SHOULDERS AND BLAST PAD REHABILITATION DESIGN (E22-11) AND APPROVAL OF CEQA EXEMPTION FINDING. A staff report is included in the agenda packet. At its special meeting held on January 17, 2023, the Operations and Development Committee voted unanimously (3-0) to recommend that the Commission: (i) Concur with a California Environmental Quality Act ("CEQA") exemption finding; (ii) award a Professional Services Agreement for design and engineering services in the amount of \$263,772 to RDM, International, Inc.; (iii) approve a project budget for design management services for a not-to-exceed amount of \$20,000; and (iv) approve a design contingency of \$10,000 to address changes in scope of design and engineering services resulting from information developed as part of the initial design development.
- f. TRANSPORTATION NETWORK COMPANY STAGING LOT AGREEMENT. A staff report is included in the agenda packet. At its special meeting held on January 17, 2023, the Operations and Development Committee voted unanimously (3-0) to recommend that the Commission approve the proposed Transportation Network Company Staging Lot Agreement with the Transportation Network Companies

("TNCs") serving the Airport. This Agreement allows TNCs that have executed an Airport Access and Facilities Use Agreement with the Authority to park at a designated geo-fenced staging lot located in the northeast quadrant of the Airport on Cohasset Street in Burbank.

6. ITEMS FOR COMMISSION APPROVAL

- a. PROPOSED RESOLUTION NO. 498 - REPLACEMENT PASSENGER TERMINAL DESIGN-BUILD AGREEMENT EXECUTIVE SUMMARY. A staff report is included in the agenda packet. Staff seeks the Commission's adoption of proposed Resolution No. 498 to approve an executive summary for the Replacement Passenger Terminal Project design-build agreement awarded to Holder, Pankow, TEC - A Joint Venture ("HPTJV"). The resolution also reaffirms the Commission's support for the project and its selection of HPTJV as the design-builder.
- b. PROPOSED RESOLUTION NO. 499 APPROVING A PROJECT CHARTER, DESIGNATING CHANGE ORDER APPROVAL RESPONSIBILITIES, AND ESTABLISHING A CONCEPTUAL DESIGN SELECTION VOTING PROCEDURE FOR THE REPLACEMENT PASSENGER TERMINAL PROJECT. The proposed Resolution and supporting item documentation are included in the agenda packet. At its meeting on February 1, 2023, the Executive Committee voted unanimously (3-0) to recommend that the Commission adopt proposed Resolution No. 499 approving the proposed Project Charter, designating change order approval responsibilities of the Executive Director and Commission, and establishing a voting procedure for the Commission's selection of a conceptual design for the RPT campus.
- c. AMENDMENT NO. 1 TO DESIGN BUILD AGREEMENT FOR REPLACEMENT PASSENGER TERMINAL PROJECT. Amendment is included in the agenda packet. At its meeting on February 1, 2023, the Executive Committee voted unanimously (3-0) to recommend that the Commission approve Amendment No. 1 to the Design-Build Agreement with Holder, Pankow, TEC - A Joint Venture for the RPT project. The amendment (i) memorializes threshold at which change orders must be approved by the Commission; and (ii) clarifies the contract document list.