



Weekly Management Report

July 7, 2023

- 1. Notice** Special Meeting of the Burbank-
Glendale-Pasadena Airport Authority on
July 10, 2023
Burbank-Glendale-Pasadena Airport Authority

- 2. Memo** Recruitment Report – End of June 2023
Management Services Department



July 6, 2023

CALL AND NOTICE OF A SPECIAL MEETING
OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTICE is hereby given that a special meeting of the Burbank-Glendale-Pasadena Airport Authority will be held on Monday, July 10, 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

Special Meeting of July 10, 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.



Members in-person attendance or participation at meeting 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, July 10, 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) Operations and Development Committee
 - (i) June 5, 2023 **[See page 1]**
 - 2) Finance and Administration Committee
 - (i) May 15, 2023 **[See page 4]**
 - (ii) May 24, 2023 **[See page 7]**
 - 3) Legal, Government and Environmental Affairs Committee
 - (i) May 1, 2023 **[See page 8]**
 - (ii) June 5, 2023 **[See page 10]**
 - b. Commission Minutes
(For Approval)
 - 1) June 26, 2023 **[See page 13]**
 - c. Treasurer's Report
 - 1) March 2023 **[See page 21]**
 - d. Office Space Sublease – Atlantic Aviation **[See page 51]**
 - e. Award of Contract – Vehicle Barricade Equipment and Training Services **[See page 60]**

- f. Award of Contract – Self-Park Management, Valet Parking and Courtesy Shuttle Services **[See page 66]**
 - g. Award of Professional Services Agreement Airport Marketing Consulting Services **[See page 71]**
 - h. May 2023 Passenger and Air Cargo Statistics **[See page 86]**
 - i. May 2023 Ground Transportation Statistics
 - j. May 2023 Parking Revenue Statistics
6. ITEMS FOR COMMISSION APPROVAL
- a. Election of Officers **[See page 92]**
 - b. Committee Assignments
 - c. Replacement Passenger Terminal Artwork Procurement Program Authorization for Request for Proposals for Sculpture Solicitations Preliminary Consideration of Additional Artwork Opportunity **[See page 93]**
 - d. Regional Intermodal Transportation Center Public Artwork Design Concept Selection **[See page 96]**
7. ITEMS FOR COMMISSION DISCUSSION
- a. Replacement Passenger Terminal Project Introduction of Sustainability Options
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 future meeting.)
11. PUBLIC COMMENT
12. ADJOURNMENT

COMMISSION NEWSLETTER

Monday, July 10, 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 Operations and Development Committee meeting of June 5, 2023; approved minutes of the Finance and Administration Committee meeting of May 15, 2023, and special meeting of May 24, 2023; and approved minutes of the Legal, Government and Environmental Affairs Committee meetings of May 1, 2023, and June 5, 2023, are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. A draft copy of the June 26, 2023, Commission meeting minutes is attached for the Commission's review and approval.
- c. TREASURER'S REPORT. The Treasurer's Report for March 2023 is included in the agenda packet. At its meeting on June 26, 2023, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission note and file this report.
- d. OFFICE SPACE SUBLEASE – ATLANTIC AVIATION. A staff report is included in the agenda packet. At its meeting on June 26, 2023, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission approve a proposed Office Space Sublease with Mercury Air Center – Burbank, Inc., dba Atlantic Aviation.
- e. AWARD OF CONTRACT – VEHICLE BARRICADE EQUIPMENT AND TRAINING SERVICES. A staff report is included in the agenda packet. Subject to the recommendation of the Operations and Development Committee ("Committee") at its meeting immediately preceding the Commission meeting, Staff seeks approval from the Commission to award an Equipment and Training Services Agreement ("Agreement") to MERIDIAN Rapid Defense Group Rentals LLC ("Meridian") for equipment and training services related to emergency response conditions and vehicle barricade deployment. Based on the comments and questions received by the Committee at its June 26, 2023, meeting, staff is returning to provide further information for the Committee's consideration.

The proposed contract is for a three-year base term from July 10, 2023, through July 9, 2026, with two one-year extension options available to the Commission at its discretion. The total contract price for the base term will be \$180,000 plus a fee for actual deployments. The deployment fee is scaled based on the amount of notice provided to Meridian.

- f. AWARD OF CONTRACT – SELF-PARK MANAGEMENT, VALET PARKING AND COURTESY SHUTTLE SERVICE. A staff report is included in the agenda packet. At its meeting on June 26, 2023, the Operations and Development Committee voted (3–0) to recommend that the Commission award an Agreement for Self-Park Management, Valet Parking and Courtesy Shuttle Services to ACE Parking III, LLC.

The Agreement will have a 60-month term beginning on October 1, 2023 and ending September 30, 2028. The budget for the first year of the contract would be \$7,547,764. For the full contract term, Ace's total operating budget would be \$41,705,102 and the management fee would be \$268,378. This proposed operating budget is subject to change, however, based on changes in the Authority's parking and shuttle operation needs as parking configurations are revised during construction of the Replacement Passenger Terminal.

- g. AWARD OF PROFESSIONAL SERVICES AGREEMENT – AIRPORT MARKETING CONSULTING SERVICES. A staff report is included in the agenda packet. Subject to the recommendation of the Operations and Development Committee ("Committee") at its meeting immediately preceding the Commission meeting, Staff seeks Commission approval to award a Professional Services Agreement ("Agreement") to Anyone Collective, LLC ("Anyone Collective") for airport marketing consulting services, website support and media purchases. These services are in support of the continued branding, marketing, and advertising efforts of Hollywood Burbank Airport. These services, as detailed below, are for a not-to-exceed amount of \$880,000 inclusive of media purchases and a task order-based program for airline and destination marketing.
- h. MAY 2023 PASSENGER AND AIR CARGO STATISTICS. Included in the agenda packet is a presentation updating the Commission on the passenger and air cargo statistics for the month of May 2023. The May 2023 passenger count of 512,937 was up 3% compared to May of 2019's 499,289 passengers. Also compared to May 2019, air carrier aircraft operations in May 2023 were up 4%, while cargo volume was down 36% at 6.2 million pounds.
- i. May 2023 GROUND TRANSPORTATION STATISTICS. No staff report attached. Included in the agenda packet is a presentation updating the Commission on Ground Transportation activities for the month of May 2023.
- j. MAY 2023 PARKING REVENUE STATISTICS. No staff report attached. Included in the agenda packet is a presentation updating the Commission on parking revenue data for the month of May 2023.

6. ITEMS FOR COMMISSION APPROVAL

- a. ELECTION OF OFFICERS. A staff report is included in the agenda packet. The joint powers agreement requires the Commission to elect or re-elect a President, a Vice President, and a Secretary at the first meeting of July every year. Although not required to do so, the Commission traditionally also has chosen an Assistant Secretary, Treasurer, and Auditor at the first July meeting. Staff recommends that the Commission elect or re-elect all of its officers, including an Assistant Secretary, Treasurer, and Auditor.

- b. APPOINTMENT OF COMMITTEES. No staff report is attached. This item is included in the agenda to provide the Commission President the opportunity to make any standing or ad hoc committee appointments that he or she may wish to make.
- c. REPLACEMENT PASSENGER TERMINAL ARTWORK PROCUREMENT PROGRAM AUTHORIZATION FOR REQUEST FOR PROPOSALS FOR SCULPTURE SOLICITATIONS - PRELIMINARY CONSIDERATION OF ADDITIONAL ARTWORK OPPORTUNITY. A staff report is included in the agenda packet. Staff, Jacobs Project Management Co. and Susan F. Gray & Co., are implementing an artwork procurement program for the Replacement Passenger Terminal ("RPT") Project to satisfy the City of Burbank's Art in Public Places requirement. This agenda item seeks the Commission's authorization for issuance of two Request for Proposals to short-listed artists, one for an exterior plaza sculpture and one for an interior suspended sculpture. This item also provides a preliminary consideration of an additional RPT artwork opportunity that will be open to a broad field of the regional artist community.
- d. REGIONAL INTERMODAL TRANSPORTATION CENTER - PUBLIC ARTWORK DESIGN CONCEPT SELECTION. A staff report is included in the agenda packet. Staff seeks the Commission's approval of a conceptual design for public artwork to be displayed on six panels of the Regional Intermodal Transportation Center.

7. ITEMS FOR COMMISSION DISCUSSION

- a. REPLACEMENT PASSENGER TERMINAL PROJECT – INTRODUCTION OF SUSTAINABILITY OPTIONS. No staff report attached. Trifiletti Consulting will provide an informational overview of certifications and accreditations available in the building industry that may be pursued as part of the Replacement Passenger Terminal program.

MEMORANDUM



**MANAGEMENT
SERVICES**



DATE: July 6, 2023

TO: Justin Hess, City Manager

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

SUBJECT: RECRUITMENT REPORT – End of June 2023

Vacancies open to the public (19)

The Management Services Department (MS) is currently accepting applications from the public for these positions.

Assistant City Attorney or Deputy City Attorney*	Legal Assistant*
(4) Custodian (PW)*	(11) Lifeguard*
Customer Service Supervisor	(8) Lifeguard-Instructor*
(11) Facility Attendant II (PT) (Temp)*	(10) Police Recruit or Police Officer*
Firefighter Recruit or Firefighter*	Senior Electrical Engineer
(3) Fleet Maintenance Technician (BWP)	Veterinarian*
(5) Groundskeeper*	Veterinary Technician*
Heavy Equipment Operator	Workers' Compensation Rep II
(6) Jailer*	Youth Services Worker (BEST)*
Kennel Attendant (As-Needed)	

*Continuous opening/open until filled

Vacancies open to City employees (1)

MS is currently accepting applications from City employees only for these positions.

Senior Clerk (PR)

Recruitment examinations in process (13)

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.

Associate Planner (Jul 2023)	(6) Jailer (Jul 2023)
Collection Systems Journeyman (Jul 2023)	Painter (Jul 2023)
Collection Systems Worker (Jul 2023)	(10) Police Recruit or Police Officer (Jul 2023)
Construction Inspector I (Jul 2023)	Senior Accountant (Aug 2023)
Custodial Supervisor (Jul 2023)	(3) Senior Recreation Leader (Jul 2023)
Electrical Engineering Associate I (Jul 2023)	Tire Maintenance Worker (Aug 2023)
Engineering Assistant/Traffic (Aug 2023)	

Recruitment examinations completed (49)

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.

Administrative Analyst I (M) (PD)	(11) Lifeguard
Administrative Analyst II (M) (BWP)	(8) Lifeguard-Instructor
Administrative Analyst II (M) (LS)	(6) Line Mechanic Apprentice
Assistant City Clerk	Permit Technician
Associate Transportation Planner	(2) Pipefitter Apprentice
Civil Engineering Assistant-BWP	Police Cadet (PT)
Communications Operator (As-Needed)	(10) Police Recruit or Police Officer
(3) Communications Operator	Police Sergeant
(4) Crossing Guard	(2) Police Records Technician
(4) Custodian (PW)	Power Plant Maintenance Trainee
(3) Customer Service Rep II	Power Plant Operator Trainee
Electrical Engineer*	(2) Principal Civil Engineer (M)
(11) Facility Attendant II (PT) (Temp)	(6) Recreation Leader
Fire Battalion Chief	(2) Senior Clerk (PW, PR)
(4) Fire Captain	Senior Groundskeeper
Fire Engineer	Senior Secretary (PW)
Firefighter Recruit or Firefighter	(3) Senior Tree Trimmer
Food Services Aide	(2) Tree Trimmer
Forensic Specialist	(3) Tree Trimmer Helper
(5) Groundskeeper	(3) Utility Worker (PR)
(4) Groundskeeper Helper	Veterinarian
(2) Heavy Truck Driver	Veterinary Technician
(3) Intermediate Clerk (BWP, PR, IT)	Water Plant Operator
Librarian	(7) Work Trainee I (PR)
(2) Library Monitor (PT)	

Recruitments by outside recruitment firms (1)

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.

Principal Civil Engineer-BWP

Upcoming job openings (26)

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

(3) Account Clerk (2-FS, 1-BWP)	Library Assistant
Administrative Analyst I (M) (LS)	Library Clerk
Capital Projects Program Manager	(3) Library Page-PT
Civil Engineering Assistant	Network Support Analyst III (IT)
(2) Civil Engineering Associate	Police Captain
Code Enforcement Manager	Power Resources Planning Associate I
Construction & Maintenance Worker	Property and Evidence Technician
Financial Planning and Risk Manager	Recreation Leader – Sports
(4) Fire Captain	Senior Assistant City Attorney
(2) Intermediate Clerk (CT, BWP)	Senior Civil Engineer
Lead Systems Engineer (IT)	Senior Control Operator
Legal Secretary	Sign Language Interpreter
Librarian	Video Production Associate (As-Needed)

Recruitment Plan Update – Police Recruit/Police Officer

There are currently 10 Police Recruit/Police Officer vacancies. There were two candidates 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 are attending the Los Angeles Sherriff's Department Academy and their anticipated graduation date is September 2023.

Recruitment Plan Update – Firefighter Recruit/Firefighter

There are currently no Firefighter Recruit/Firefighter vacancies; however, the recruitment is continuously open in anticipation of future vacancies.