



CITY OF GLENDALE CALIFORNIA
REPORT TO CITY COUNCIL

April 25, 2007

AGENDA ITEM

Report - Discussion of filling a vacancy for the City of Glendale on the Burbank, Glendale, Pasadena Airport Authority

- (1) Motion to appoint an individual, including an elected official, to serve the unexpired term of former Council member/Commissioner Rafi Manoukian
(2) Motion to direct staff regarding a recruitment and selection process.

COUNCIL ACTION

Public Hearing [ ] Ordinance [ ] Consent Calendar [ ] Action Item [ X ] Report Only [ ]

Approved for April 25, 2007 calendar

ADMINISTRATIVE ACTION

Submitted

Scott H. Howard, City Attorney

Signature [Handwritten Signature]

Prepared

James E. Starbird, City Manager

[Handwritten Signature]

Approved

James E. Starbird, City Manager

Reviewed

Scott H. Howard, City Attorney

[Handwritten Signature]

RECOMMENDATION

Staff has no recommendation. The matter was agendized due to the loss of eligibility to serve or "automatic resignation of Glendale Commissioner Rafi Manoukian following the April 2007 council election.

REPORT

Under the current Joint Powers agreement (JPA) between the three cities, if a council member no longer retains a seat on the council, he/she automatically forfeits his/her seat on the Airport Commission (JPA page 6, sec 2.2). As of April 16th Glendale had three commissioners, council member Rafi Manoukian, council member Bob Yousefian and police lieutenant Carl Povalaitis. On April 3, 2007 Glendale held a Municipal election where individuals seeking two council seats were to be voted into office. The certified results have John Drayman and Dave Weaver filling the two seats. Since Airport commissioner Rafi Manoukian is no

longer a council member, his position on the Airport Authority was automatically terminated and it is necessary for the council to fill the now vacant position.

No qualifications are established for appointment of commissioners by any of the cities under the JPA (See JPA paragraph 2.2). Each city appoints commissioners based upon their own policies and criteria.

With the vacancy it would be appropriate for the council to consider appointing an individual so Glendale can maintain full representation on the Commission.

To fill a vacancy the council can appoint, by majority vote, any individual, including re-appointing Mr. Manoukian (see JPA page 6 sec. 2.2). When appointed, the appointee will serve out the remainder of the unexpired term.

Commissioners serve a four year term commencing on June 1. The current terms expire on May 31, 2009.

There are a number of options for the Council to consider regarding filling the vacancy to the Airport Authority:

(1) The council can appoint/reappoint Mr. Manoukian to continue serving.

(2) the council can immediately, by motion appoint an elected official to fill the vacancy and serve as one of the Glendale appointees. Ordinance number 5455, adopted May 31, 2005 amended the Municipal Code to provide authorization for elected officials to serve on the Airport Authority and that appointment may be by motion.

(3) the council can immediately appoint an individual (non elected official) to serve the unexpired term of Commissioner Manoukian (Until May 31, 2009).

(4) the council can direct staff to establish a recruitment and selection process to fill the vacancy. This process can be similar to the process used to permanently fill a vacancy in 1999 (Exhibit attached).

It should be noted that the next Airport Commission meeting is scheduled for May 7, 2007.

Staff will be available to provide further information and otherwise assist the council with this matter.

### **FISCAL IMPACT**

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None

### **BACKGROUND**

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See Report

### **EXHIBITS**

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Motions establishing procedure for recruitment and selection of an individual to serve as a Commissioner on the Airport Authority

**MOTION**

Moved by Council Member \_\_\_\_\_,  
seconded by Council Member \_\_\_\_\_, that  
is hereby selected and appointed to the  
Burbank-Glendale-Pasadena Airport Authority to fill the vacancy  
created when, as a result of the April 2007 city council election  
and Joint Powers Agreement, council member Rafi Manoukian was  
required to vacate his seat as a commissioner. The unexpired term  
runs until May 31, 2009. Said appointment shall be effective  
April 26, 2007.

Vote as follows:

Ayes:

Noes:

Absent:

Abstain:

**APPROVED AS TO FORM**



CITY ATTORNEY

DATE 4-16-07

**MOTION**

Moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_, that with regard to appointment of a commissioner to the Burbank Glendale Pasadena Airport Authority to fill a vacancy created as required by the Joint Powers Agreement (automatic resignation of Rafi Manoukian since he no longer serves as a council member), staff is directed as follows:

Vote as follows:

Ayes:

Noes:

Absent:

Abstain:

**APPROVED AS TO FORM**



**CITY ATTORNEY**

DATE 4-16-07

**MOTION**

Moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_, that the following procedure for recruitment and selection of individuals to serve as Commissioners on the Burbank-Glendale-Pasadena Airport Authority is hereby established:

**QUALIFICATIONS:**

- (1) Citizen of the United States
- (2) Registered voter of Glendale.
- (3) Individual resides in Glendale during period of service.
- (4) Individual have an interest in the Airport, familiarity with the Airport and the issues, operations, background, and the role of the Airport in the region.

**EXHIBIT**

**RECRUITMENT:**

wide advertisement of vacancy for two weeks, including televising on the Government access channel

**SELECTION:**

Process to be determined

Vote as follows:

Ayes:

Noes:

Absent:

Abstain:

**EXHIBIT**

**MOTION**

Moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_, that the following procedure for interviewing and selecting a commissioner to fill the unexpired term of Carl Raggio, Jr. on the Burbank-Glendale-Pasadena Airport Authority is hereby established:

**.SELECTION:**

Interviews:

18 candidates; shall be public and televised. Each council member shall develop questions. The city manager will review same for duplication.

Selection of Finalists:

Number of finalists to be determined after interviews of the candidates.

Interview of Finalists:

Shall be public and televised

Selection of successful candidate:

Method for selection (matrix or other form) to be determined after interview of finalists.

Vote as follows:

Ayes:

Noes:

Absent:

Abstain:

**EXHIBIT**

**EXHIBIT**