



Weekly Management Report

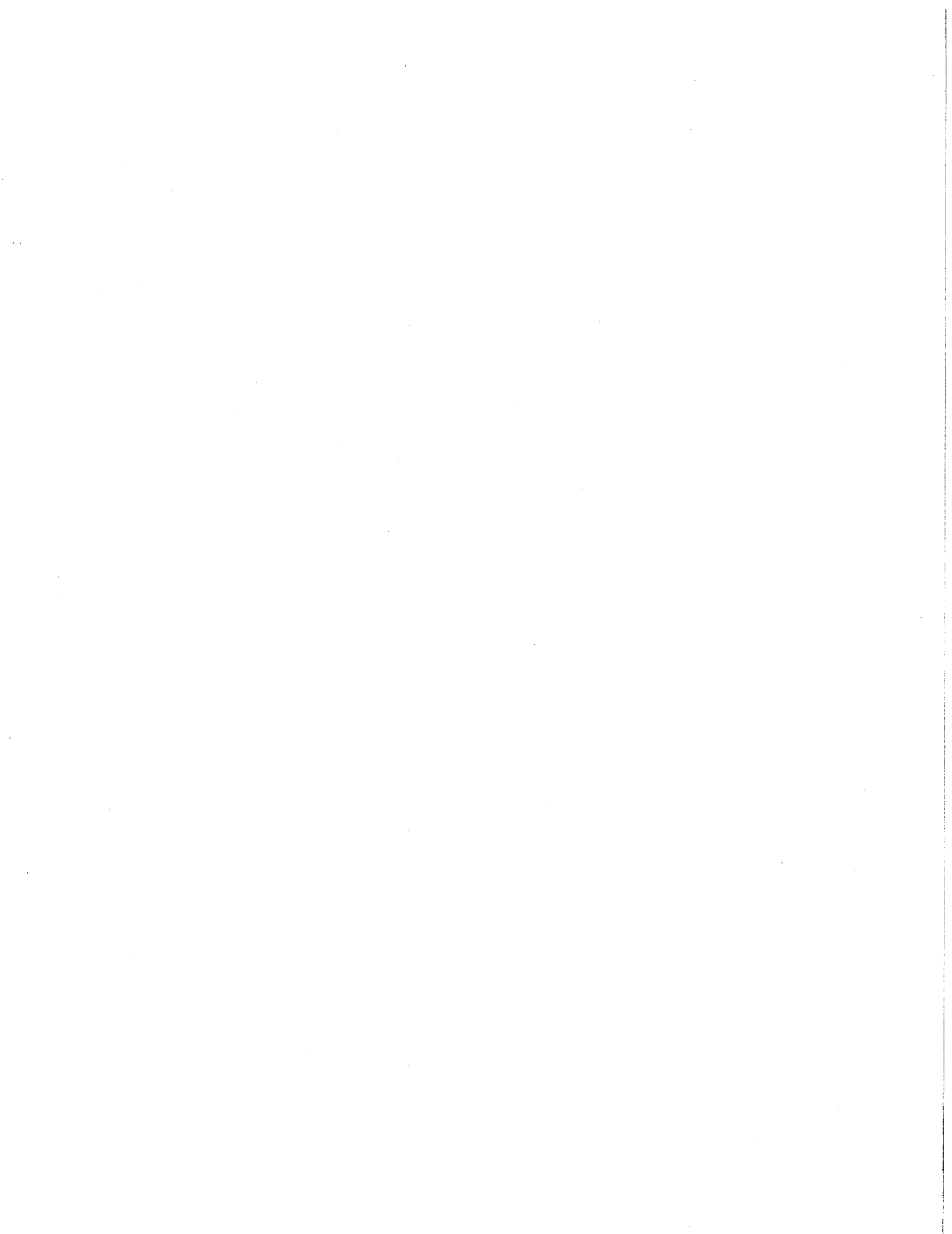
March 10, 2023

- 1. Memo** Downtown Burbank Partnership
(PBID) Meeting on February 2, 2023
Community Development Department

- 2. Memo** Landlord-Tenant Commission
Meeting on February 6, 2023
Community Development Department

- 3. Memo** Call-In Studio Technical Issue at
February 28, 2023 Council Meeting
City Manager's Office

- 4. Memo** Recruitment Report
End of February 2023
Management Services Department



MEMORANDUM



COMMUNITY DEVELOPMENT



DATE: February 24, 2023

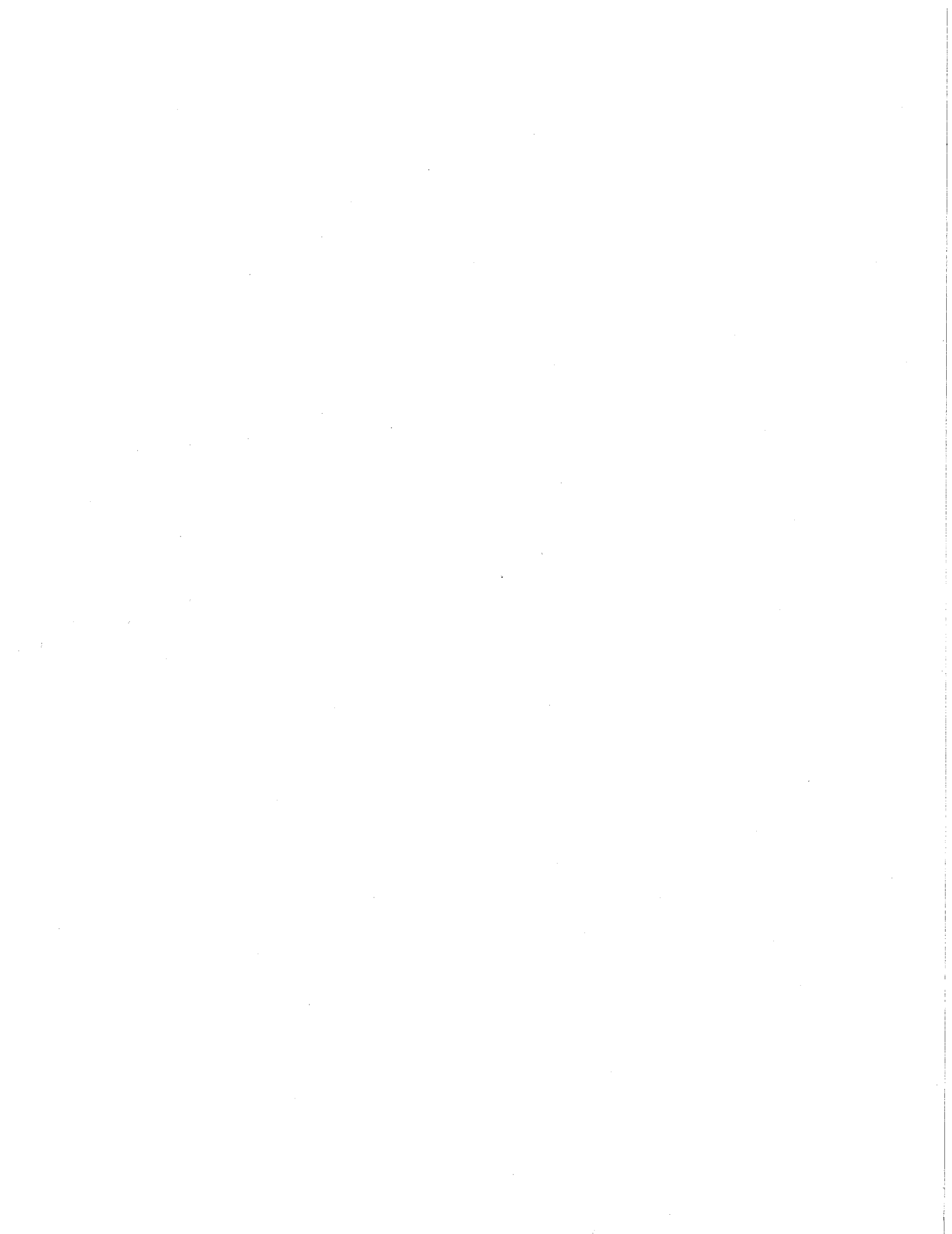
TO: Justin Hess, City Manager

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

For P. Prescott

SUBJECT: Downtown Burbank Partnership (PBID) Meeting – February 2, 2023

- Elizabeth Goldman, Library Services Director provided an update on the proposed Civic Center Project including plans for revitalized public assets and private development.
- Staff provided options to build out two (2) semi-permanent parklets in the communal in-street dining areas currently managed by the PBID. The Board approved the build out, and selected AJ Hospitality Group to install the quick-build all-weather laminate composite. Installation is planned to begin in March 2023.
- Aleks R. Giragosian, Legal Counsel for the PBID, provided a Brown Act training for new and current Board members.



MEMORANDUM



COMMUNITY DEVELOPMENT

DATE: February 28, 2023

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director

VIA: Simone McFarland, Assistant Community Development Director

For P. Prescott



SUBJECT: Landlord-Tenant Commission Meeting – February 6, 2023

- Four members of the public attended the meeting in person. One person attended online for oral communications. Five members of the public had questions for the Commission related to legal resources, lease agreements, past-due rent, AB 1482, and LA County's Tenant Protections Resolution. The Commission provided information and resources to the tenants.
- Jina Oh, Chief Assistant City Attorney conducted a training on the Brown Act and the Public Records Act.
- The Commission provided intake form updates to seven cases received in the last month related to: evictions, AB 1482, amenities, habitability issues, security deposits, renovations, and leases.
- The Commission approved the draft minutes of January 9, 2023.
- The meeting adjourned at 9:17 p.m.






**CITY OF BURBANK
CITY MANAGER'S OFFICE
MEMO**

DATE: March 8, 2023

TO: Justin Hess, City Manager

FROM: Jonathan Jones, Communications Manager 

VIA: Nareg Garabedian, Network Support Analyst II

SUBJECT: Call-In Studio Technical Issue at February 28, 2023 Council Meeting

The purpose of this memo is to provide a summary of the technical issue that occurred during the public comment portion of the February 28, 2023 City Council meeting.

The City uses the cloud-based conferencing platform, Call-In Studio, to facilitate telephonic public comment. Unfortunately, during the meeting, Call-In Studio experienced a technical glitch that prevented audio transmission and reception by callers. IT and PIO staff were quick to respond to the issue and resolved it within 10 minutes.

To ensure that such an incident does not happen again, Call-In Studio's technical support team will be closely monitoring their systems during the next Council meeting on March 14, 2023. The BWP Communications Shop along with IT staff will be monitoring the City's internal phone and audio systems. In addition, staff will be ready to implement one of several backup solutions to quickly restore audio transmission in the unlikely event of another technical glitch.

MEMORANDUM



**MANAGEMENT
SERVICES**



DATE: March 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 February 2023

Vacancies open to the public (26)

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

Associate Transportation Planner	(16) Lifeguard-Instructor*
Civil Engineering Assistant-BWP	(6) Line Mechanic Apprentice
(4) Communications Operator*	Mail Room Assistant
Construction Inspector	Manager Technology (IT)
(4) Custodian (PW)*	(2) Pipefitter Apprentice
Data Engineer (BWP)*	(18) Police Recruit or Police Officer*
Electrical Engineer*	Power Plant Maintenance Trainee
(18) Facility Attendant II (PT) (Temp)*	Power Plant Operator Trainee
Firefighter Recruit or Firefighter*	Senior Librarian
(4) Fleet Maintenance Tech (2-BWP, 2-PW)	(2) Senior Secretary (BWP)
Forensic Specialist	(3) Tree Trimmer Helper
Kennel Attendant (As-Needed)	Workers' Comp Representative III (Temp)*
(10) Lifeguard*	Youth Services Worker (BEST)*

*Continuous opening/open until filled

Vacancies open to City employees (5)

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

Facility Technology Coordinator	Senior Control Operator
GIS Specialist	Transportation Scheduler
Public Works Journeyman	

Recruitment examinations in process (15)

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.

Administrative Analyst I (M) (PR) (Mar 2023)	Engineering Aide (Mar 2023)
Assistant Chief Information Officer (Mar 2023)	Engineering Technician (Mar 2023)
(2) Civil Engineering Associate (Mar 2023)	Human Resources Tech I (Temp) (Mar 2023)
(4) Communications Operator* (Mar 2023)	Intermediate Clerk (FD) (Mar 2023)
Construction and Maint Worker (Mar 2023)	Library Monitor (PT) (Mar 2023)

(18) Police Recruit or Police Officer (Mar 2023)
Principal Civil Engineer (M) (Mar 2023)
(3) Recreation Coordinator (Mar 2023)

Senior Admin Analyst (M) (CDD) (Mar 2023)
Senior Admin Analyst (Z) (MS) (Mar 2023)

Recruitment examinations completed (40)

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.

Account Clerk (BWP)
(2) Administrative Analyst I (M) (PD)
(2) Administrative Analyst II (M) (BWP)
Administrative Analyst II (M) (LS)
Assistant City Clerk
Collection Systems Leadworker
Communications Operator (As-Needed)
(4) Crossing Guard
Custodial Supervisor
(18) Facility Attendant II (PT) (Temp)
Fire Battalion Chief
(4) Fire Captain
Fire Engineer
Firefighter Recruit or Firefighter
Groundskeeper Helper
(2) Heavy Truck Driver
Intermediate Clerk (IT)
(8) Jailer
(3) Laborer
(2) Librarian

(10) Lifeguard
(16) Lifeguard-Instructor
Police Cadet (PT)
(18) Police Recruit or Police Officer
Police Sergeant
(2) Police Records Technician
Police Technician
Power Resource Planning Assoc II
(16) Recreation Leader
(4) Senior Clerk (2-BWP, PR, PW)
(2) Senior Electrician
Senior Engineering Technician
Senior Groundskeeper
Senior Recreation Leader
(3) Senior Tree Trimmer
(5) Skilled Worker (PW)
(2) Tree Trimmer
(3) Utility Worker (PR)
Veterinary Technician
(18) Work Trainee I (PR)

Recruitments by outside recruitment firms (2)

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.

Manager Technology (BWP)
Chief Financial Officer (BWP)

Upcoming job openings (21)

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

Administrative Analyst I (M) (CC)
Administrative Analyst II (M) (BWP)
Clerical Worker (FS)
Electrical Engineering Associate II
Financial Planning and Risk Manager
(5) Groundskeeper
(2) Intermediate Clerk (CT, PR)
(2) Lead Technology Product Manager (IT)
Library Assistant
Library Clerk
Library Page-PT

Manager Technology (BWP)
Police Captain
(18) Police Recruit or Police Officer
Senior Clerk (FD)
Senior Administrative Analyst (PR)
Sign Language Interpreter
(2) Storekeeper
(6) Technology Product Manager
Veterinarian
Workers' Compensation Representative II

Recruitment Plan Update – Police Recruit/Police Officer

There are currently 18 Police Recruit/Police Officer vacancies. There were no 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 is one candidate in the onboarding process and following are updates for Police Recruits attending police academies:

- One Police Recruit is attending the Rio Hondo Police Academy. Anticipated graduation date is May 2023.
- One Police Recruit is attending the Los Angeles Sherriff's Department Academy. Anticipated graduation date is May 2023.

Recruitment Plan Update – Firefighter Recruit/Firefighter

There is currently one Firefighter Recruit/Firefighter vacancy. MS staff is proctoring two recruitments. For the purposes of this report, they will be listed as Firefighter Recruitment 1 (FF1) and Firefighter Recruit Recruitment 2 (FF2).

- In FF1, the City is currently accepting applications for the position of Firefighter. This application submittal period will be open continuously until vacancies are filled.
- In FF2, there is currently one candidate in the onboarding process.