Weekly Management Report
June 16, 2023

1. Memo	Recruitment Report – End of May 2023 **Management Services Department**
2. Memo	Rate of Assistance Program Applications **Water and Power Department**
3. Summary	Park and Recreation Board Meeting on May 11, 2023 **Parks and Recreation Department**
4. Notice	Cancellation of Regular Meeting of the Burbank-Glendale-Pasadena Airport Authority on June 19, 2023 **Burbank-Glendale-Pasadena Airport Authority**
5. Minutes	Police Commission Meeting on May 17, 2023 **Police Department**

MEMORANDUM

MANAGEMENT SERVICES

DATE: June 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 May 2023

Vacancies open to the public (18)

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

Collection Systems Journeyman
Custodial Supervisor
(5) Custodian (PW)*
Electrical Engineer*
Engineering Assistant/Traffic
(14) Facility Attendant II (PT) (Temp)*
Firefighter Recruit or Firefighter*
(2) Fleet Maintenance Technician (BWP)
(7) Jailer*
Kennel Attendant (As-Needed)
Legal Assistant
(7) Lifeguard*
(8) Lifeguard-Instructor*
Painter
(12) Police Recruit or Police Officer*
(3) Senior Recreation Leader
Veterinary Technician*
Youth Services Worker (BEST)*

*Continuous opening/open until filled

Vacancies open to City employees (2)

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

(2) Lead Technology Product Manager (IT)
(6) Technology Product Manager (IT)

Recruitment examinations in process (17)

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.

Asst Management Services Director (Jun 2023)
Asst Mgmt Services Director-Risk Mgmt and Safety (Jun 2023)
Collection Systems Worker (Jul 2023)
Construction Inspector I (Jun 2023)
(3) Customer Service Rep II (Jun 2023)
Data Engineer (BWP) (Jun 2023)
Electrical Engineering Associate I (Jul 2023)
Food Services Aide (Jun 2023)
(7) Jailer (Jul 2023)
(6) Line Mechanic Apprentice (Jun 2023)
Manager Technology (IT) (Jun 2023)
Permit Technician (CDD) (Jun 2023)
(2) Pipefitter Apprentice (Jun 2023)
(12) Police Recruit or Police Officer (May 2023)
Recreation Supervisor (Jun 2023)
Senior Administrative Analyst (BWP) (Jun 2023)
Water Plant Operator (Jun 2023)

Recruitment examinations completed (50)

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) (PR)
Administrative Analyst I (M) (PD)
Administrative Analyst II (M) (BWP)
Administrative Analyst II (M) (LS)
Assistant City Clerk
Associate Transportation Planner
Civil Engineering Assistant-BWP
Collection Systems Leadworker
Communications Operator (As-Needed)
(3) Communications Operator
(4) Crossing Guard
(5) Custodian (PW)
(14) Facility Attendant II (PT) (Temp)
Fire Battalion Chief
(4) Fire Captain
Fire Engineer
Firefighter Recruit or Firefighter
Forensic Specialist
Groundskeeper
Groundskeeper Helper
(2) Heavy Truck Driver
(2) Intermediate Clerk (CDD, IT)
Laborer
(2) Librarian
Library Monitor (PT)
(7) Lifeguard
(8) Lifeguard-Instructor
Manager Technology (IT)
Police Cadet (PT)
(12) Police Recruit or Police Officer
Police Sergeant
(2) Police Records Technician
Police Technician
Power Plant Maintenance Trainee
Power Plant Operator Trainee
(2) Principal Civil Engineer (M)
(6) Recreation Leader
(2) Senior Clerk (BWP, PR)
(2) Senior Electrician
Senior Groundskeeper
(4) Senior Secretary (3-BWP, 1-PW)
(3) Senior Tree Trimmer
(2) Storekeeper
(2) Tree Trimmer
(3) Tree Trimmer Helper
(3) Utility Worker (PR)
Veterinarian
Veterinary Technician
Water Supervisor
(5) Work Trainee I (PR)

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 (15)

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

Civil Engineering Assistant
(2) Customer Service Supervisor
Financial Planning and Risk Manager
(2) Intermediate Clerk (CT, PR)
Lead Systems Engineer (IT)
Librarian
Library Assistant
Library Clerk
(3) Library Page-PT
Network Support Analyst III (IT)
Police Captain
Senior Civil Engineer–BWP
Senior Control Operator
Sign Language Interpreter
Workers' Compensation Representative II

Recruitment Plan Update – Police Recruit/Police Officer

There are currently 12 Police Recruit/Police Officer vacancies. There were three 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:

- 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.

MEMORANDUM

WATER AND POWER

DATE: June 16, 2023

TO: Justin Hess, City Manager

FROM: Dawn Roth Lindell, General Manager, Burbank Water and Power
BY: Sean Aquino, Assistant General Manager, Customer Service

SUBJECT: Summary of Rate Assistance Program Applications

At the June 6, 2023, public hearing on utility rates, Vice Mayor Schultz requested information on the number of applications submitted to Burbank Water and Power's (BWP) low-income assistance programs and the number of customers who have applied for these programs, but were declined based on eligibility.

BWP offers three low-income assistance programs funded by the public benefits fund:

1. The Lifeline Program offers a reduction of 40% on the electric service rate and an exemption from the monthly customer service charge and the utility user's tax. To qualify for Lifeline, the household must have either a senior or permanently disabled resident and meet income requirements. For example, the income requirement for a one-person household is $41,700, a two-person household is $47,650, and a four-person household is $59,550. Applications are accepted through BWP customer service via mail or in person.

2. The Burbank Utility Service Subsidy (BUSS) offers a reduction of 12% on the electric service rate for residents making less than 80% below the area median income. For example, the income requirement for a four-person household is $92,610. The income requirement will be raised by approximately 7% starting July 1, 2023. Applications are accepted through BWP customer service via mail or in person.

3. Project Share provides a $100 bill credit to income-qualified residents. The program was developed to assist residents who are experiencing temporary difficulties such as job loss. The program is partially funded by BWP customer donations, which can be either a one-time donation or a recurring round-up addition to their utility bill. In May 2023, 260 BWP customers donated over $1,500 collectively towards this program. Applicants to Project Share must have past due balances on their utility accounts, provide proof of temporary job loss, and have not received prior assistance via this program in the last 12 months. The income

requirement for a four-person household is $70,500. Applications are accepted through the Burbank Temporary Aid Center or BWP customer service via mail or in person.

Below is a summary of the number of applications received in fiscal year (FY) 2022-23 for each program:

Lifeline Program
In FY 2022-2023, 356 customers applied for the Lifeline Program, and 97 did not qualify. Sixty-one of these customers did not provide proper documentation on their application, and 27 exceeded the income requirement guidelines. Six customers did not meet the age requirement or were not permanently disabled. Two submitted new applications but were already receiving the Lifeline rate, and one applicant lived outside of Burbank. There are currently 1,839 customers enrolled in Lifeline.

BUSS Program
For FY 2022-2023, 720 BUSS applications were received, and only three did not qualify. One customer did not meet the income requirements, one did not provide the necessary information on their application, and a third was disqualified because they were on the Lifeline program. Staff reached out to the customer who required additional documentation for their application but have not heard back from the applicants. There are currently 723 customers enrolled in BUSS.

Project Share
For FY 2022-2023, 88 applications for Project Share were received, and 75 applications were approved. The 13 applications which did not qualify for the program were due to staff receiving incomplete application information. Staff requested additional information but did not hear back from the applicants. Since 2005, 4,700 customers have received Project Share support.

CITY OF BURBANK

PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: Parks and Recreation Board

Date: Thursday, May 11, 2023

Staff Present: Marisa Garcia, Director; Kristen Smith, Deputy Director; Diego Cevallos, Deputy Director; Grace Coronado, Administrative Officer; Paula Ohan, Senior Administrative Analyst; Chad Thompson, Executive Assistant; Jennifer Lev, Recreation Manager; Doug Fowler, Recreation Supervisor; Jenny Galvan, Clerical Worker

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

Board Members Absent: None

Item Discussed		Summary	Direction or Action, if any
1	Announcements	Ms. Galvan provided announcements for the P&R programs and facilities.	
2	Presentations	Ms. Garcia facilitated the recognition of Barry Gussow for his years of dedicated service to the Parks board and the Burbank community.	
3	Department Director Report	None.	
4	Oral Communications	Fourteen members of the community spoke during public comment requesting expansion of the City's pickleball program. Most members requested that the hours at Olive Rec. be expanded.	
5	Response to Oral Communications	Mr. Gussow addressed the community's concerns regarding the time that is allotted for pickleball, he would like to see something that does not affect the tennis players. He would like to see a community survey that would help address the community's need for more pickleball courts and hours. Ms. Ramsey thanked everyone for their comments, and she believes that it would be reasonable for the board to look at expanding the time for pickleball on the courts. Mr. Messerlian shared his love for pickleball and would like to see what can be done with the joint use agreement with the schools. He would also like to see the Burbank Tennis Center increase their amount of pickleball courts. Ms. Durbin shared her experience with tennis and pickleball and expressed her thoughts on the health benefits that pickleball has on the community. Ms. Gamiño - She looks forward to helping the pickleball community and thanked everyone for coming out and speaking on pickleball.	
6	Written Communications	There were four public comments that were submitted through the E-Comment on the City website.	
7	Park Board Comments	Ms. Gamiño shared her experience at the Memorial Day event. She was honored to be at the park surrounded by many veterans. She also attended the Burbank Cultural Arts festival.	
8	Appointment of Liaison from the Parks and Recreation Board to the Sustainable	Ms. Coronado presented a report requesting the Board consider accepting a liaison from the Sustainable Burbank Commission (SBC) and consider appointing a Board member to the SBC. Ms. Ramsey asked if a liaison were to be appointed from the Parks board, she would like to know when they would start. Mr. Messerlian expressed his support for appointing a liaison. Mr. Gussow also showed his support for appointing a liaison. Ms. Durbin asked if there has ever been a liaison	It was motioned by Mr. Gussow, seconded by Ms. Ramsey and carried 5-0.

	Burbank Commission	appointed to the Parks board. Ms. Gamiño is supportive of appointing a liaison to the SBC when a new Board member is elected.	
9	Pickleball Program Update	Ms. Lev provided a PowerPoint sharing the history of pickleball in Burbank and shared an overview of the master plan for pickleball. Mr. Messerlian expressed his concerns regarding the timeframe of the community survey. He also would like to look at the infrastructure of the Burbank Tennis Center. Mr. Gussow shared his thoughts on the Burbank Tennis Center and would like to be able to please both tennis players and pickleball players. Ms. Durbin questioned the process of the survey and the timeframe. Ms. Ramsey asked about the timeline of the survey and when it would be reviewed. Staff reduced the timeline of the survey from 60 days to 30 days with a two week review before adjusting the times of pickleball play at the Olive Rec. center.	
10	Youth Board Annual Update	Mr. Fowler introduced the secretary of the Youth Board, Neha Ramesh. Ms. Ramesh provided an overview of the Youth Boards accomplishments over the last 10 months. Mr. Gussow commented on how great the Youth Board is. Ms. Durbin commended the Youth Board for all their achievements.	
11	Consent Calendar	<u>Approval of Minutes</u> Minutes of the May 11, 2023, meetings were approved. <u>City Council Agenda Items Update</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.	It was motioned by Mr. Gussow, seconded by Ms. Durbin and carried 5-0 "to approve the Consent Calendar as presented."
10	Tabled Items	None.	
11	Additional Comments from the Board and staff	Mr. Messerlian thanked Mr. Gussow for everything he has done for the community and the Board. Mr. Gussow expressed his gratitude for the Board members and thanked the community for their support.	
12	Introduction of New Agenda Items	None.	
13	Adjournment	The meeting was adjourned at 9:33 p.m.	

June 14, 2023

CANCELLATION OF A REGULAR MEETING
OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

The Airport Authority administrative offices will recognize the observance of the Juneteenth holiday on Monday, June 19, 2023. Therefore, notice is hereby given that the regular meeting of the Burbank-Glendale-Pasadena Airport Authority scheduled for Monday, June 19, 2023, in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, CA 91505, has been cancelled.

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

2627 N. Hollywood Way • Burbank, California 91505 • (818) 840-8840 • Fax: (818) 848-1173

May 17, 2023

A regular meeting of the Burbank Police Commission was held in the Council Chamber of City Hall, 275 East Olive Avenue, on the above date. The meeting was called to order at 1800 hours by Commission Chair Coomes.

CALL TO ORDER

Present: Commissioners Chapman, Coomes, Elman, Forouzan, Hacobian, Lu, and McKenna

Also Present: Chief Albanese, Captain Cornils, Lieutenant Green, Sergeant Baumgartner, Officer Haratonian, Chief Assistant City Attorney Oh, and Executive Assistant Nakamura. (Liaison Schultz)

FLAG SALUTE
The flag salute was led by Ms. Marlowe Jones.

COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION AD HOC SUBCOMMITTEES
Commissioners reported out on events/meetings attended.

Chair Coomes announced that all correspondence and recommendations designated from last month's meeting have been disseminated.

FIRST PERIOD OF ORAL COMMUNICATIONS
Appearing before the Commission was Ms. Marlowe Jones, who thanked the Commission for helping the community.

RESPONSE TO ORAL COMMUNICATIONS
Commissioners thanked Ms. Jones for her comments.

APPROVAL OF MINUTES FROM APRIL 19, 2023
A motion was made by Commissioner Hacobian, with a second by Commissioner McKenna, to approve the minutes from the April 19th meeting. Motion carried by consensus.

ITEMS OF BUSINES

1. **Presentation, discussion, and action, if any, of the Department's Peer Support and Wellness program by Dr. Gina Gallivan**

Dr. Gina Gallivan, a licensed psychologist, specializing in law enforcement and public safety personnel, described the psychological services her organization provides, including pre-employment screening, trauma counseling, and fitness for duty. Sergeant Gabe Lira, who works with Dr. Gallivan as the Director of the Police Officer Wellness Program, described what the wellness program involves, including building a peer support team, proactive training and education to build morale, lower stressors, and build resiliency.

Commissioners support the newly approved (by the International Association of Chiefs of Police) mandatory annual wellness visits for all personnel; a status update will be provided in a couple of months on the progress of implementation.

2. **Presentation, discussion, and action, if any, of the Department's Recruitment Strategic Plan**

Lieutenant Green, of the COPS Bureau, described the development and implementation of a 2-year strategic plan to improve officer recruitment. Current staffing levels (the department is down 12 officers currently), factors affecting recruitment, recruitment goals and initiatives, and contemporized recruitment advertising were presented.

A motion was made by Commissioner Lu, seconded by Commissioner Hacobian, to recommend that the Department adopt the "30 by 30" pledge (30% recruitment of women by 2030). Motion was carried by consensus.

3. **Presentation and discussion on the Department's budget**

Police Administrator Padgett provided an overview of the current budget, the budget process, the proposed budget (yet to be approved by Council) for the next fiscal year, and a description of the Department's ongoing larger scale projects.

Recommendations by Chair Coomes for future meetings:

- September dashboard – creation of an Ad Hoc Budget Subcommittee to work with the Department to provide input/receive feedback on the next budget cycle
- November dashboard – discussion and possible recommendations for the budget

4. **Announcements by the Police Chief - brief announcements regarding upcoming events and/or items of note related to the police department**

Chief Albanese acknowledged the staffs' presentations this evening.

INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS

Chair Coomes made a motion, seconded by Commissioner McKenna, for a brief discussion about participation and attendance at the NACOLE conference to be held in November this year in Chicago. Motion carried by consensus of six votes (Commissioner Chapman left the dais at 8:41 pm).

Previously agendized from the March meeting for the June meeting

- Presentation and discussion on the effects of SB357 (the Safer Streets for All Act, enacted into law in July 2022, which will decriminalize loitering for the purposes of prostitution)

Appearing on the Commission's dashboard calendar for June

- Commissioner McKenna made a motion, seconded by Commissioner Elman, to add the discussion of the Commission's annual self-review (dashboard calendar item) to the June agenda. Motion carried by consensus.

For a future meeting:

- Commissioner Hacobian made a motion, seconded by Commissioner McKenna, for an update from the Department on AB2147 (allows people to jaywalk or cross outside of an intersection without being ticketed, provided there is no immediate danger of a motor vehicle crash). Motion passed with five votes, with an abstention by Commissioner Elman.

(Commissioner Chapman returned to the dais at 8:44 pm)

Commissioner Forouzan made a motion, seconded by Commissioner Elman, for a report out by the Data/Statistics Ad Hoc Subcommittee, followed by a discussion, and action, if any, of the recommendations in the report. Motion carried by consensus.

NEXT MEETING DATE
The next scheduled meeting of the Police Commission will be Wednesday, June 21, 2023, at 1800 hours.

ADJOURNMENT
There being no further business to come before the Commission, the meeting adjourned at 2050 hours.

James Coomes
Chair, Burbank Police Commission