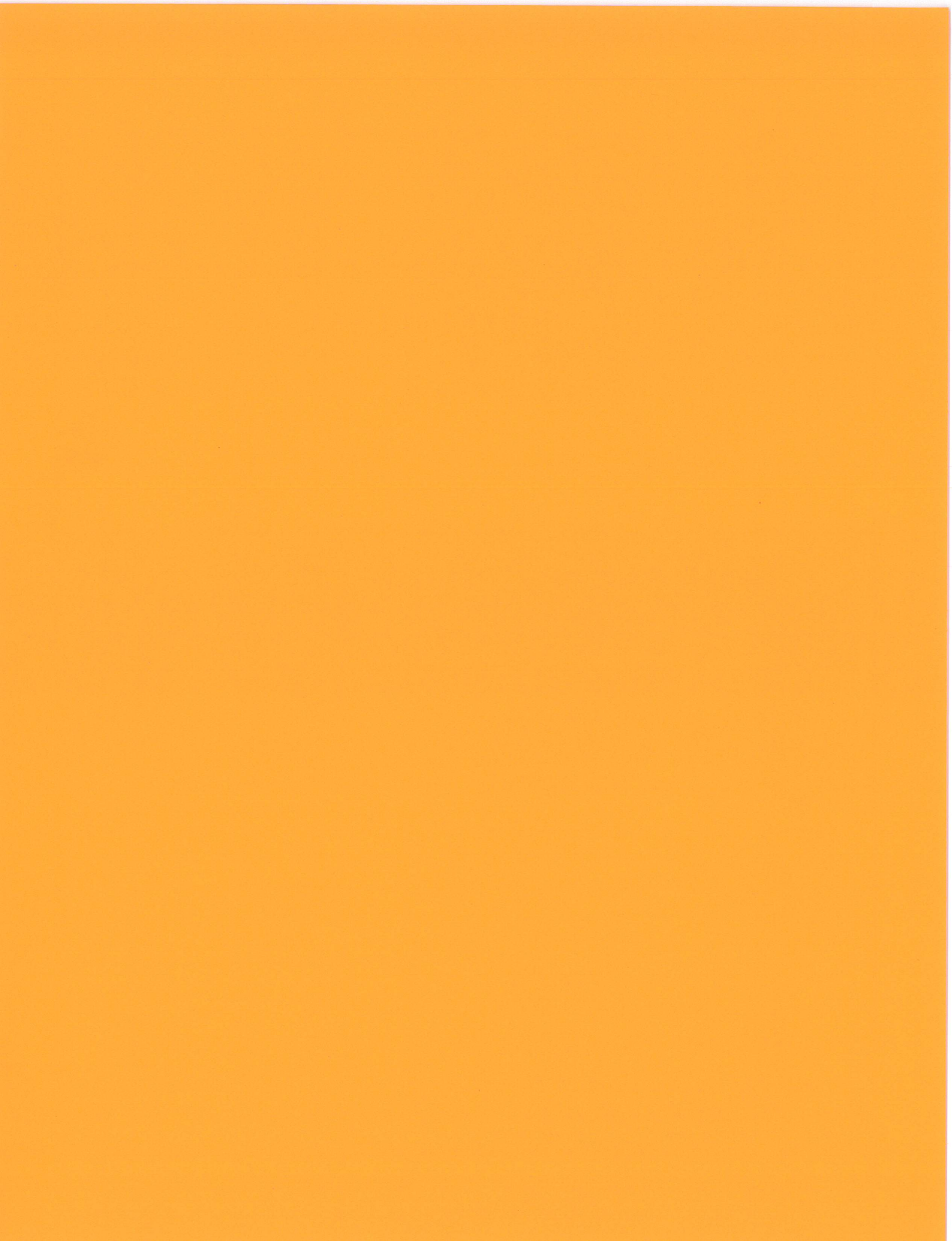




Weekly Management Report

August 11, 2023

- 1. Memo** Recruitment Report – End of July 2023
Management Services Department
- 2. Memo** Burbank-Glendale-Pasadena Regional
Housing Trust Meeting on
July 12, 2023
Community Development Department
- 3. Minutes** Burbank Police Commission
Meeting on July 19, 2023
Police Department



MEMORANDUM



**MANAGEMENT
SERVICES**



DATE: August 7, 2023

TO: Justin Hess, City Manager

FROM: Betsy McClinton, Management Services Director
By: Brady Griffin, Human Resources Manager

SUBJECT: RECRUITMENT REPORT – End of July 2023

Vacancies open to the public (27)

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

(3) Account Clerk (2-FS, 1-BWP)	Legal Assistant*
Assistant City Attorney or Deputy City Attorney*	(12) Lifeguard*
Communications Network Engineer	(8) Lifeguard-Instructor*
(5) Custodian (PW)*	(9) Police Recruit or Police Officer*
(11) Facility Attendant II (PT) (Temp)*	Power Resources Planning Associate I
Firefighter Recruit or Firefighter*	Principal Electrical Engineer
Fire Inspector I	Property and Evidence Technician
Fleet Maintenance Technician (BWP)	Release Train Engineer
Food Services Aide	Senior Assistant City Attorney*
(5) Groundskeeper*	(2) Tree Trimmer Helper*
(8) Intermediate Clerk (2-FD, 2-PW, IT, PR, CT, BWP)	Veterinarian*
(6) Jailer*	Veterinary Technician*
Kennel Attendant (As-Needed)	Workers' Compensation Representative II
	Youth Services Worker (BEST)*

*Continuous opening/open until filled

Vacancies open to City employees (0)

There are currently no positions that MS is accepting applications from City employees only.

Recruitment examinations in process (7)

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.

Customer Service Supervisor (Aug 2023)	Senior Accountant (Aug 2023)
Engineering Assistant/Traffic (Aug 2023)	Senior Civil Engineer (Aug 2023)
Heavy Equipment Operator (Sep 2023)	Tire Maintenance Worker (Aug 2023)
(9) Police Recruit or Police Officer (Aug 2023)	

Recruitment examinations completed (44)

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 II (M) (BWP)	(6) Jailer
Assistant City Clerk	Librarian
Associate Planner	(2) Library Monitor (PT)
Associate Transportation Planner	(12) Lifeguard
Civil Engineering Assistant-BWP	(8) Lifeguard-Instructor
Collection Systems Journeyman	(6) Line Mechanic Apprentice
Collection Systems Worker	Painter
Communications Operator (As-Needed)	Police Cadet (PT)
(7) Communications Operator	(9) Police Recruit or Police Officer
Construction Inspector I	Power Plant Maintenance Trainee
(4) Crossing Guard	Power Plant Operator Trainee
(5) Custodian (PW)	Principal Civil Engineer -BWP
(4) Customer Service Representative II	(6) Recreation Leader
Electrical Engineering Associate I	(2) Senior Clerk (PW, PR)
(11) Facility Attendant II (PT) (Temp)	Senior Electrical Engineer
Fire Battalion Chief	Senior Groundskeeper
(3) Fire Captain	Senior Secretary (PW)
Firefighter Recruit or Firefighter	(3) Senior Tree Trimmer
Forensic Specialist	(2) Tree Trimmer
(5) Groundskeeper	(4) Utility Worker (PR)
(4) Groundskeeper Helper	Water Plant Operator
(2) Heavy Truck Driver	(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 (32)

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

Administrative Analyst I (M) (LS)	Librarian
Administrative Analyst I (M) (PW)	Library Assistant
Administrative Analyst II (M) (PW)	Library Associate
Assistant Planner	(3) Library Page-PT
Associate Planner	Network Support Analyst III (IT)
Capital Projects Program Manager	Police Captain
Civil Engineering Assistant	(2) Police Records Technician
(2) Civil Engineering Associate	Police Sergeant
Code Enforcement Manager	Principal Data Engineer (IT)
Construction & Maintenance Worker	Recreation Leader
Construction Inspector II	Senior Administrative Analyst (CDD)
Custodial Supervisor	Senior Control Operator
Financial Planning and Risk Manager	Senior Utility Accounting Analyst
(3) Fire Captain	Sign Language Interpreter
Lead Systems Engineer (IT)	Systems Engineer (BWP)
Legal Secretary	Workers' Compensation Administrator

Recruitment Plan Update – Police Recruit/Police Officer

There are currently nine 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.

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MEMORANDUM



COMMUNITY DEVELOPMENT

DATE: August 2, 2023

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
VIA: Simone McFarland, Assistant Community Development Director 

**SUBJECT: BURBANK-GLENDALE-PASADENA REGIONAL HOUSING TRUST
BOARD MEETING – JULY 12, 2023**

The third meeting of the BGPRHT was held on July 12, 2023, in Burbank. The following is a summary of the meeting.

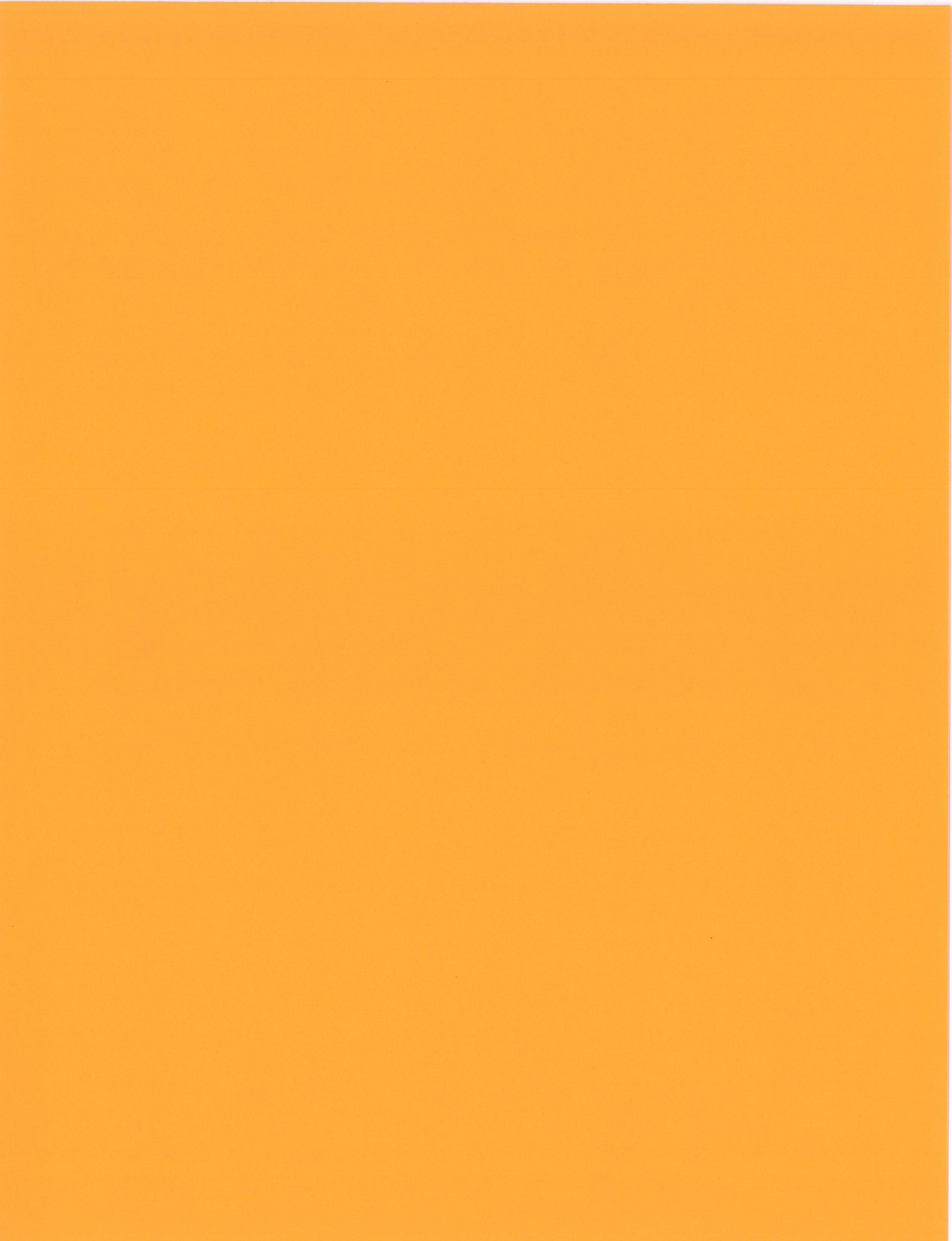
BGPRHT BOARD MEETING SUMMARY

- ✓ Roll Call:
Board members in attendance were Pasadena Mayor Victor Gordo; Burbank City Councilmember Nikki Perez; and Glendale Mayor Dan Brotman.
- ✓ Oral Communications:
No one attended the meeting in person or called in to provide public comment via the call-in number.
- ✓ Approval of Minutes:
Board Member Brotman moved approval of the June 7th meeting minutes. Minutes were approved by 3-0.
- ✓ Review of Two Proposed Grant Applications:
Consultant, Civic Home, provided an overview of the two grant applications (ADU Loan Program & Pre-Development Loan Program) the BGPRHT could apply from SCAG (Southern California Association of Governments). The Board agreed to apply for both and to prioritize the Pre-Development Loan Program and leave it up to the staff to make the final decision regarding the amounts. The application deadline is July 31, 2023. Civic Home, along with the three cities, will put together the application and route it to the Board before submission. Motion approved 3-0.

- ✓ The Website and Bank Account for the Trust has been created. A Bank of America account has been created for the trust and the website is now live.

- ✓ Board/Staff Comments:
Board Members discussed holding the next BGPRHT Board Meeting on September 6, 2023, in Glendale. August meeting is to be canceled.

- ✓ Meeting Adjourned at 5:11 PM.



July 19, 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, Hacobian, Lu, and McKenna

Also Present: Chief Albanese, Captains Cornils and Ruiz, Sergeants Fekety and Stone, Chief Assistant City Attorney Oh, and Executive Assistant Nakamura. (Liaison Mullins)

FLAG SALUTE

The flag salute was led by Commission Lu.

COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION AD HOC SUBCOMMITTEES

Commissioners reported out on events/meetings attended.

Commissioner Lu thanked the Commissioners for the work they have accomplished during the past year.

Commissioners thanked Commissioner Lu for her contributions and congratulated Ms. Anne Wendell following her selection to the Commission at last night's Council meeting.

FIRST PERIOD OF ORAL COMMUNICATIONS

None

RESPONSE TO ORAL COMMUNICATIONS

None

APPROVAL OF MINUTES FROM JUNE 21, 2023

A motion was made by Commissioner McKenna, with a second by Commissioner Chapman, to approve the minutes from the June 21st meeting. Motion carried by consensus.

ITEMS OF BUSINESS

- 1. Presentation, discussion and action, if any, on police enforcement of bicycle and e-bike regulations per the CA vehicle and Burbank municipal code**

Sergeant Stone described the classes of e-bikes, locations they can be ridden, licensing/registration requirements, common CA Vehicle and Burbank Municipal code violations, stats associated with bike crashes (no distinction between bicycles and e-bikes until this year), and submitted that changes need to be made to the codes to keep up with the increasing technology and other micro-mobility devices (scooters, skateboards, etc.) on sidewalks.

A motion was made by Chair Coomes, seconded by Commissioner Elman, to establish an ad hoc subcommittee, consisting of Commissioners Elman, Hacobian, and McKenna, which will review law enforcement and public safety issues related to use of bikes, e-bikes, and other

July 19, 2023

Meeting of the Burbank Police Commission

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micro-mobility devices in the City; they will report out in January 2024 and propose any recommendations to present to the City Council.

2. Discuss and prioritize recommendations from the Racial and Identity Profiling Advisory (RIPA) Board 2023 Annual Report for potential future presentations and discussions

A motion was made by Commissioner Chapman, seconded by Commissioner Hacobian, for a report from the BPD in November (and subsequent meetings, as needed) on the recommendations and best practices listed in the RIPA report, specific to the Burbank Police Department, to include the following:

- a) Does our policy match the recommendations?
- b) Does the Department agree with the recommendations?
- c) Do the recommendations affect the effectiveness of the Department?

Motion approved by consensus.

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

Chief Albanese announced:

- 8/1 National Night Out
- 8/5 Take a Scoop Out of Crime
- 9/26 Joint Council/Commission meeting (OIR Report)

Chief Albanese announced recent promotions and reassignments within the organization. Effective Sunday, 7/23, promotions include:

Captain Eddie Ruiz	Support Services Division
Lieutenant Adam Baumgarten	Patrol Division
Sergeants Kris Totemwongs and Aaron Denning	Patrol Division

INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS

Previously agendized: Discussion to create an annual dashboard calendar

Chair Coomes made a motion, seconded by Commissioner Mckenna, to conduct elections of new officers. Motion carried.

Commissioner Hacobian made a motion, seconded by Commissioner Elman, for an update on catalytic converter thefts.

Commissioner Hacobian made a motion, seconded by Commissioner Elman, for a presentation on Street Plus efforts.

NEXT MEETING DATE

The next scheduled meeting of the Police Commission will be Wednesday, August 16, 2023, at 1800 hours.

July 19, 2023

Meeting of the Burbank Police Commission

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ADJOURNMENT

There being no further business to come before the Commission, the meeting adjourned at 7:58 p.m.

Romik Hacobian
Burbank Police Commission