



# Weekly Management Report

## November 17, 2023

- 1. Memo**                      Recruitment Report – End of October 2023  
**Management Services Department**
- 2. Memo**                      Information on Sandbag Deployment  
**Public Works Department**



# MEMORANDUM



**MANAGEMENT  
SERVICES**



**DATE:** November 8, 2023

**TO:** Justin Hess, City Manager

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

**SUBJECT: RECRUITMENT REPORT – End of October 2023**

## **Vacancies open to the public (24)**

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

(4) Account Clerk* (2-BWP, 2-FS)	Kennel Attendant (As-Needed)
(2) Assistant City Clerk	(10) Lifeguard*
(5) Communications Operator*	(6) Lifeguard-Instructor*
(4) Crossing Guard	Manager Technology* (IT)
Custodial Supervisor* (PW)	Network Support Analyst III (IT)
(5) Custodian (PW)*	(8) Police Recruit or Police Officer*
(7) Facility Attendant II (PT) (Temp)*	(2) Tree Trimmer*
(6) Firefighter Recruit or Firefighter*	Veterinarian*
(2) Fleet Maintenance Technician* (BWP, PW)	Veterinary Technician*
(5) Groundskeeper*	(11) Work Trainee I* (10-PR, MS)
(4) Groundskeeper Helper*	Workers' Compensation Representative II*
(7) Jailer*	Youth Services Worker (BEST)*

\*Continuous opening/open until filled

## **Vacancies open to City employees (1)**

*MS is currently accepting applications from City employees only for this position.*

Fire Engineer

## **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 Transportation Planner (Nov 2023)	Police Lieutenant (Nov 2023)
Carpenter (Nov 2023)	Principal Data Engineer (IT) (Nov 2023)
(4) Civil Engineering Associate (PW) (Nov 2023)	Records Technician (Nov 2023)
Customer Service Representative III (Nov 2023)	(2) Senior Clerk (BWP, PR) (Nov 2023)
Forensic Specialist (Nov 2023)	Senior Fleet Maintenance Tech (PW) (Dec 2023)
(7) Jailer (Nov 2023)	(5) Solid Waste Truck Operator (Nov 2023)
(8) Police Recruit or Police Officer (Nov 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.*

(4) Account Clerk (2-BWP, 2-FS)	(2) Library Page-PT
Administrative Analyst I (LS)	(10) Lifeguard
(2) Assistant Planner	(6) Lifeguard-Instructor
Associate Transportation Planner	(4) Police Cadet (PT)
(2) Clerical Worker (CM, PR)	(2) Police Records Technician
Code Enforcement Manager	(8) Police Recruit or Police Officer
Communications Network Engineer	Power Plant Maintenance Trainee
Communications Operator (As-Needed)	Power Plant Operator Trainee
(5) Communications Operator	Power Resources Planning Associate I
(5) Custodian (PW)	Property and Evidence Technician
(4) Electrical Engineering Associate I	Release Train Engineer
(7) Facility Attendant II (PT) (Temp)	Senior Civil Engineer
(6) Firefighter Recruit or Firefighter	Senior Electrical Engineer
(3) Fire Captain	Senior Groundskeeper
Fire Inspector I	(2) Senior Secretary (Temp) (PW, BWP)
Food Services Aide	(3) Senior Tree Trimmer
(5) Groundskeeper	Senior Utility Accounting Analyst
(4) Groundskeeper Helper	(2) Tree Trimmer Helper
Heavy Truck Driver	(6) Utility Worker (5-PR, PW)
(6) Intermediate Clerk (FD, 2-PW, IT, CDD, CT)	(11) Work Trainee I (10-PR, MS)
(7) Jailer	Workers' Compensation Administrator
(2) Library Associate	Work Trainee I (MS)

### **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.*

Assistant City Manager

Assistant GM – Utility Administrative Services

### **Upcoming job openings (18)**

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

Capital Projects Program Manager (PW)	(2) Librarian
(2) Civil Engineering Assistant	Library Assistant
(2) Customer Service Supervisor	Police Sergeant
Duplicating Machine Operator	Principal Technology Product Manager (IT)
Financial Planning and Risk Manager	(2) Recreation Coordinator
(3) Human Resources Technician I	Senior Control Operator
(3) Intermediate Clerk (CDD, CT, PW)	Sign Language Interpreter
Lead Systems Engineer (IT)	Storekeeper
Legal Secretary	Systems Engineer (BWP)

### **Recruitment Plan Update – Police Recruit/Police Officer**

There are currently eight (8) Police Recruit/Police Officer vacancies. There was one candidate 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 seven (7) candidates in the onboarding process and following are updates for Police Recruits attending police academies:

- Six (6) Police Recruits are attending the Los Angeles Sheriff's Department Academy. Three (3) are scheduled to graduate in January 2024, two (2) in March 2024, and one (1) in April 2024.

**Recruitment Plan Update – Firefighter Recruit/Firefighter**

There are currently six (6) Firefighter Recruit/Firefighter vacancies. The recruitment for Firefighter is continuously accepting applications. Currently there are five (5) candidates in the onboarding process.



# MEMORANDUM



## PUBLIC WORKS

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**DATE:** November 13, 2023

**TO:** Justin Hess, City Manager

**FROM:** Ken Berkman, Public Works Director <sup>KB</sup>  
John Molinar, Asst. Public Works Director/Streets & Waste Management

**SUBJECT:** Information on Sandbag Deployment

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### **BACKGROUND**

During Tropical Storm Hilary in August, there were several complaints from the public that sandbags were not available at the Public Works Yard (Yard). This is a follow-up memo to help explain what happened at that time as well as Public Works' overall public assistance strategy for sandbags during the wet and dry seasons.

Sandbags are typically made available to residents for emergency purposes during the rainy season (generally October to April) and Public Works typically has approximately 2,000 on hand during those months and about 1,000 at other times. The stock of 2,000 served as a good baseline during the 2017 through 2020 mudflows caused by the La Tuna Fire and is what can be feasibly stored in the Yard. Sandbags are also maintained at that level to ensure they are deployed before the liners degrade and become unusable.

On the Public Works' Street Maintenance Flood Control webpage (<https://www.burbankca.gov/web/public-works/flood-control>), it is recommended that residents obtain sandbags at local home improvement stores or online retailers, noting that the sandbags available at the Yard are emergency resources. Additionally, residents and business owners are reminded that early preparation is the most effective way to protect properties; for example, clearing their properties' drainage benches, gutters and roof drains, and checking sump pumps and drain lines to subterranean parking areas prior to storm events.

If significant rain is forecasted, Burbank residents and businesses may receive up to 25 sandbags (with proof of residency and while supplies last), depending upon the number in stock at the time. Numbers are limited as supplies get low. The sandbags are available 48 hours prior to the rain event from 8:00AM to 3:00PM Monday through Friday, and over the weekend if the event is slated early the following week.

### **DISCUSSION**

Tropical Storm Hilary was forecasted to pass over Burbank on the weekend of August 20<sup>th</sup>. In preparation of the storm, Public Works staged the existing stock of sandbags to distribute to the public. Staff assessed how many could be distributed of the ~1,000 on hand based upon the Department's own forecasted needs, and began passing them out.

On Thursday and Friday August 17<sup>th</sup> and 18<sup>th</sup>, 871 sandbags were passed out to 62 residents until 4:00pm, past the normal service time. After the Yard closed on Friday, another 240 sandbags were left on palettes for residents to pick up on their own outside the gates. Given the minimal amount and after-hours distribution, coupled with the fact that there are no security cameras or a guard shack, staff believes individuals may have taken more than their fair share. Staff determined that the 240 sandbags had been taken in only a couple of hours on Friday afternoon based upon the time complaints started.

### **CONCLUSION**

Public Works consistently encourages residents to plan for rain events and disasters by obtaining sandbags in advance of wet weather. During this unusual summer rain event, Public Works provided emergency sandbags for the residents as is done during winter rain events. Since the allotment of sandbags available to the public had not been exhausted, they were placed outside the gates for those that had not planned ahead and unfortunately appear to have been taken by only a few members of the public.

Public Works closely collaborates with the Emergency Management Coordinator and the Public Information Office to ensure proper preparation and messaging for pending storm events to ensure the general public understands their (and Public Works) role in preparing for significant rain events. We will ensure this level of preparation and messaging occurs in the future during dry season forecasts for significant rainfall as well going forward, and will carefully consider the need to staff sandbag dispersal in the future as opposed to leaving them openly available to the public outside the gates.