Weekly Management Report
December 22, 2023

1. Memo	Recruitment Report – End of November 2023 **Management Services Department**
2. Summary	Cultural Arts Commission Special Meeting on December 14, 2023 **Parks and Recreation Department**
3. Memo	Landlord-Tenant Commission Meeting on December 4, 2023 **Community Development Department**

MEMORANDUM

MANAGEMENT SERVICES

DATE: December 11, 2023

TO: Justin Hess, City Manager

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

SUBJECT: RECRUITMENT REPORT – End of November 2023

Vacancies open to the public (27)

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

(2) Account Clerk* (BWP)
(2) Administrative Analyst I* (FD, PW)
(2) Administrative Analyst II* (PW)
(7) Communications Operator*
Custodial Supervisor* (PW)
(5) Custodian* (PW)
Engineering Technician (BWP)
(12) Facility Attendant II (PT)* (Temp)
(6) Firefighter Recruit or Firefighter*
(2) Fleet Maintenance Technician* (BWP, PW)
(4) Groundskeeper*
(3) Groundskeeper Helper*
(5) Intermediate Clerk* (CD, CT, IT, 2-PW)
(7) Jailer*
(11) Lifeguard*
(6) Lifeguard-Instructor*
Manager Technology* (IT)
(11) Police Recruit or Police Officer*
Property and Evidence Technician
(2) Senior Administrative Analyst* (CD, FS)
(3) Senior Clerk* (BWP, LS, PR)
Senior Secretary* (Temp) (PW)
Systems Engineer*
(2) Tree Trimmer*
(12) Work Trainee I* (11-PR, MS)
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 (12)

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.

Assistant City Clerk (Dec 2023)
Associate Transportation Planner (Dec 2023)
Carpenter (Dec 2023)
(4) Crossing Guard (Dec 2023)
(3) Fire Engineer (Dec 2023)
Forensic Specialist (Dec 2023)
(3) Human Resources Technician I (Jan 2024)
Network Support Analyst III (IT) (Dec 2023)
(11) Police Recruit or Police Officer (Dec 2023)
Principal Data Engineer (IT) (Dec 2023)
(2) Recreation Coordinator (Jan 2024)
(4) Solid Waste Truck Operator (Dec 2023)

Recruitment examinations completed (37)

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.

(2) Account Clerk (BWP)
(2) Assistant Planner
(4) Civil Engineering Associate (PW)
(2) Clerical Worker (CM, FS)
Communications Operator (As-Needed)
(7) Communications Operator
(5) Custodian (PW)
Customer Service Representative III
(4) Electrical Engineering Associate I
(12) Facility Attendant II (PT) (Temp)
(6) Firefighter Recruit or Firefighter
Fire Inspector I
(4) Groundskeeper
(3) Groundskeeper Helper
Heavy Truck Driver
(5) Intermediate Clerk (CD, CT, IT, 2-PW)
(7) Jailer
Kennel Attendant (As-Needed)
(3) Library Associate
(11) Lifeguard
(6) Lifeguard-Instructor
(4) Police Cadet (PT)
Police Lieutenant
(2) Police Records Technician
(11) Police Recruit or Police Officer
Power Plant Operator Trainee
Records Technician
(3) Senior Clerk (BWP, LS, PR)
Senior Electrical Engineer
Senior Fleet Maintenance Technician (PW)
Senior Groundskeeper
Senior Secretary (Temp) (PW)
(3) Senior Tree Trimmer
Senior Utility Accounting Analyst
(6) Utility Worker (4-PR, 2-PW)
Veterinary Technician
(12) Work Trainee I (11-PR, 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 GM – Utility Administrative Services
Assistant Public Works Director – Fleet & Building

Upcoming job openings (15)

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

Animal Control Officer
(2) Civil Engineering Assistant (PW)
(2) Customer Service Supervisor
Duplicating Machine Operator
Financial Planning and Risk Manager
Lead Systems Engineer (IT)
Legal Secretary
(2) Librarian
(2) Library Assistant
Police Sergeant
Principal Technology Product Manager (IT)
Senior Control Operator
Sign Language Interpreter
Storekeeper
Systems Engineer (BWP)

Recruitment Plan Update – Police Recruit/Police Officer

There are currently eleven (11) 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 are seven (7) candidates in the onboarding process. The 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 three (3) candidates in the onboarding process.

Ongoing Candidate Pool (OCP)

The OCP is an alternative recruitment process being used for certain classifications that the City usually recruits for multiple times annually. These recruitments are identified on the job posting as OCP and posted without a closing date. MS staff conducts frequent reviews of new candidates that have applied for these recruitments. Those who meet the Minimum Qualifications (MQs) for the respective classification they applied for, and who successfully pass the recruitment examination(s) as determined by the City, will be added to that OCP. Below is a list of departments that have received an OCP this month.

CD – Senior Administrative Analyst
FS – Senior Administrative Analyst
PW – Administrative Analyst I, Administrative Analyst II (2)

There have been no candidates hired this month from an OCP.

CITY OF BURBANK

CULTURAL ARTS COMMISSION SPECIAL MEETING
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: Cultural Arts Commission Special Meeting Date: Thursday, December 14, 2023

Staff Present: Marisa Garcia, Director; Kristen Smith, Assistant Director; Diego Cevallos, Assistant Director; Erin Barrows, Recreation Services Manager; Bryce Burton, Recreation Supervisor; Jocelyn Navarro, Recreation Coordinator; Andrea Del Rio, Recording Secretary.

Board Members Present: Mr. Conner, Ms. Harrison, Ms. Pease, Ms. Girard, Ms. Molina, Ms. Pa Moye, Ms. Zoraster

Board Members Absent: Ms. Brenneman, Ms. Abnous

Item Discussed		Summary	Direction or Action, if any
1	Oral Communications	Three members of the community spoke during public comment. Public comments were regarding utilizing a space for theatre and the arts to perform.	
2	Burbank Little Theater Discussion	Mr. Cevallos conducted a tour of the Burbank Little Theatre and introduced the Commission to the SVA architects to discuss the design and future layout of the facility. The Commission was able to provide valuable input and recommendations for improvements.	Discuss, provide feedback, note and file
3	Burbank City Parks Master Plan	Zachary Mueting, RJM consultant provided the Commission with a brief overview on the upcoming Burbank City Parks Master Plan. The Commission was encouraged to attend community outreach meetings and share the website with the community.	Discuss, provide feedback, note and file
4	Burbank Center Stage	Ms. Garcia provided the Commission with an update on Burbank Center Stage negotiations and multi-year agreement. Heather Provost representative of the Colony Theatre gave an update to the Commission on their management operations. The Commission provided recommendations of use for the Burbank Center Stage and would like to make the Burbank Cultural Arts Commission part of the final agreement for joint use.	
5	Adjournment	The meeting was adjourned at 11:00am.	

MEMORANDUM

COMMUNITY DEVELOPMENT

DATE: December 15, 2023

TO: Justin Hess, City Manager

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

SUBJECT: Landlord-Tenant Commission Meeting – December 4, 2023

- Six members of the public, all tenants of the same landlord, reported issues related to code enforcement and the Los Angeles Health Department. They complained about a lack of communication, retaliation from the on-site manager, and high rent increases. All six tenants requested that Burbank pass rent stabilization laws and tenant protections for renters.

- The Commission informed all members of the public that complaints about housing units that are out of code compliance and concerns for the health of tenants living in a property need to be submitted to the Burbank Code Enforcement Department and the Los Angeles Health Department.

- Due to Commissioner Toth's absence, the Commission made a motion to update the Frequently Asked Questions (FAQ) Document in the upcoming Landlord-Tenant meeting on January 8, 2024.

- The Commission provided updates on a landlord form received in the last month related to an eviction notice for a tenant who refused to move out.

- Commission members explained the need for business cards, discussed and made a motion to approve the submission of the board and commission business card justification. All members agreed to abide by the code of conduct provided at the last commission meeting. Commission Vice Chair Smith seconded the motion, followed by a third motion by Commissioner Nahabedian. One commission member abstained from voting.

- The Commission approved the draft minutes of November 6, 2023.

- The meeting adjourned at 07:13 p.m.