



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

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial statements. This includes not only sales and purchases but also expenses, transfers, and adjustments.

The second part of the document provides a detailed explanation of the accounting cycle. It outlines the ten steps involved in the process, from identifying the accounting entity to preparing financial statements. Each step is described in detail, with examples provided to illustrate the concepts.

The third part of the document focuses on the classification of accounts. It explains how to distinguish between assets, liabilities, and equity accounts, and how to further categorize them into current and non-current items. This classification is essential for preparing the balance sheet and the statement of financial position.

The fourth part of the document discusses the importance of the double-entry system. It explains how every transaction affects at least two accounts, and how this system ensures that the accounting equation remains balanced. The document provides examples of journal entries to demonstrate the double-entry process.

The fifth part of the document covers the preparation of the income statement. It explains how to calculate net income by matching revenues with expenses. The document also discusses the importance of adjusting entries to ensure that the income statement reflects the correct period's results.

The sixth part of the document discusses the preparation of the statement of financial position. It explains how to determine the company's assets, liabilities, and equity at a specific point in time. The document provides a template for the balance sheet and explains how to fill it out with the appropriate data.

The seventh part of the document discusses the importance of the statement of cash flows. It explains how to track the company's cash inflows and outflows, and how this information is used to assess the company's liquidity and solvency. The document provides a template for the cash flow statement and explains how to prepare it.

The eighth part of the document discusses the importance of the statement of retained earnings. It explains how to calculate the company's retained earnings over time, and how this information is used to determine the company's equity. The document provides a template for the retained earnings statement and explains how to prepare it.

The ninth part of the document discusses the importance of the statement of owner's equity. It explains how to track the changes in the owner's equity over time, and how this information is used to determine the company's financial position. The document provides a template for the owner's equity statement and explains how to prepare it.

The tenth part of the document discusses the importance of the statement of comprehensive income. It explains how to calculate the company's comprehensive income, which includes not only net income but also other comprehensive income items. The document provides a template for the comprehensive income statement and explains how to prepare it.

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

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

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

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.

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

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 Mueiting, 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.	

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial statements. This includes not only sales and purchases but also expenses, income, and any other financial activity. The text explains that proper record-keeping is essential for identifying trends, managing cash flow, and complying with tax regulations. It also notes that clear records can help in resolving disputes and providing evidence in legal proceedings.

The second part of the document focuses on the classification of assets and liabilities. It provides a detailed breakdown of how different types of assets, such as cash, accounts receivable, inventory, and property, should be categorized and valued. Similarly, it discusses the classification of liabilities, including accounts payable, loans, and other obligations. The text highlights the importance of using consistent accounting methods and standards to ensure that the financial statements are comparable and reliable. It also mentions the need for regular audits and reconciliations to verify the accuracy of the records.

The final part of the document addresses the preparation of financial statements. It outlines the steps involved in calculating net income, determining the balance sheet, and preparing the cash flow statement. The text provides practical advice on how to organize the data and use accounting software to streamline the process. It also discusses the importance of presenting the information in a clear and concise manner, using appropriate terminology and formatting. The document concludes by emphasizing that accurate and timely financial reporting is crucial for the success of any business and for maintaining the trust of stakeholders.

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.