



## 2023 Employee of the Year Nominations

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1. Carly Lott (BPD non-sworn employee) – Nominated by Chief Albanese
2. Stela Kalomian (BWP) – Nominated by Dawn Roth Lindell
3. Karen Pan (CDD) – Nominated by Patrick Prescott
4. Tony Rodriguez (P&R) – Nominated by Marisa Garcia
5. Raul Sada (PW) – Nominated by Sandy George
6. Firefighter/ Paramedic Garrett Miller (FD) – Firefighter of the Year
7. Police Officer Robert Martinez (PD) – Police Officer of the Year

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## Selection Criteria

### 1. **Dedication to Duty & Customer Service**

Through unselfish dedication to duty, has contributed significant service to his or her department and the community. The employee should have displayed leadership qualities and taken initiative in their work. This includes going above and beyond their job description, taking on additional responsibilities, and actively contributing to the success of the team.

### 2. **Innovation**

Has initiated and successfully established new and outstanding methods, practices, plans, or designs having fundamental value to the community. The employee should have shown innovative thinking and creativity in solving problems, improving processes, or implementing new ideas. They should have contributed to the city's/ department's growth through their innovative approach.

### 3. **Teamwork**

Works with and influences others to high performance through his or her enthusiasm, collaboration and willingness to go above and beyond his or her responsibilities to achieve results. The employee should have demonstrated excellent teamwork and collaboration skills. They should have been supportive of their colleagues, contributed to a positive work environment, and shown the ability to work effectively in a team setting.

### 4. **Other Achievements/Accomplishments**

For outstanding contributions of significance to the City to fulfill its mission. The employee should have consistently demonstrated exceptional performance and achieved outstanding results in their role.

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### 1. **Carly Lott**

Forensic Supervisor Carly Lott merits recognition as the 2023 Burbank Police Department Non-Sworn Employee of the Year. Her dedication, professionalism, and leadership make her worthy of recognition.

The Department hired Carly in 2002 and promoted her to Forensic Specialist (FS) in August 2005. She exceeded expectations consistently and regularly in her role as an FS over the years. Burbank Police investigators and supervisors have held Carly in high regard as a top-tier FS for many years. She is well versed in her field and investigators trust her to supply sound guidance on forensic evidence.

Carly is a member of several industry associations. Most notably, the International Association for Identification (IAI) has certified her as a Crime Scene Investigator, a very distinguished accreditation.

Carly has instructed classes, both formal and informal. She has shared her passion for forensics with the Burbank Police Department Community Academy and Youth Academy. Numerous members of the community who have attended these academies recognized her as one of the highlights of their experience.

In 2021, the Department hired two new employees in the Forensics Section at the same time. Both employees were young and inexperienced. Without hesitation, Carly took responsibility for their training and mentoring without any added compensation. Her energy and commitment toward her craft placed both employees onto a path for success.

In April 2022, Carly stepped into a new role as the "Acting Supervisor" when the assigned supervisor took a leave of absence. Carly assumed this new challenge, seemingly with ease. She brought stability to the unit and made strides in several areas but most importantly, she was a steward and advocate for her team. Carly was the easy choice as a successor to the full-time supervisor in February 2023, when the position became available.

Since promoting to supervisor, Carly has continued mentoring and training her staff, and they are flourishing. She leads by example. Carly encourages her personnel to

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train regularly and empowers them to develop new, innovative ideas to improve processes and help further investigations.

Carly implemented many improvements to the Forensics Section, including the creation of streamlined unit logs, case checklist/folders, and most impressively, the creation of a contemporary Forensic Specialist Training Manual. The manual is comprehensive and will be the guiding document as we look forward to onboarding a new FS in the future.

As a leader, Carly continually seeks out current training for her staff to attend and, she seeks modern technology that can aid the unit in excelling in their mission. With Carly's recommendation, the Chief of Police recently approved the purchase of video enhancement software (InputAce) and the Foster & Freeman Crime Lite Auto1, which will both advance the capabilities of the Burbank Police Department to solve crime and hold criminals responsible for their actions.

### **2. Stela Kalomian**

Stela Kalomian has served BWP for fourteen years in several roles including Financial Analyst, Senior Utility Accounting Analyst, and Accounting Manager. She has been in the trenches and knows her way through any financial issue that BWP faces. She certainly proved that this past year.

While Stela was on maternity leave, she responded to a call from Dawn Lindell, wondering if she would like the opportunity to step into the role of Acting CFO. Without hesitation, she responded yes. In the eight days of overlap that she had with the exiting CFO, she identified the critical issues, prioritized them, and communicated with the leadership team on the many short- and long-term strategic issues needed to be addressed. Stela set about tackling them in her calm, methodical, creative way.

Stela led BWP in creating the first ever two-year budget/rate case. Stela had started on this prior to taking maternity leave – setting the stage in identifying the system changes needed, assigning the right person to cover for herself and charting the path for the budget schedule and deliverables. Upon returning, she assessed status, identified some pitfalls and set about addressing them, ultimately creating a budget

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that is reversing years of under collection and will result in filling BWP's depleted reserves over five years.

Stela spent countless hours, including nights and weekends, meeting with staff in every division of BWP to patiently answer questions, redirect their efforts and helped create budgets that accurately reflected the needed work while maintaining affordability. She, the General Manager and Rates Manager met one on one with every BWP Board member and every Burbank Council Member, to inform them of the drivers behind the budget, their impact and to answer questions in an environment tailored to meet their individual needs. Post budget season, she embarked on a Kaizen effort for budget process improvement, involving every division, demonstrating BWP's value of continuous improvement.

Concurrent to creating the two-year budget, an additional challenge was to issue \$120,000,000 in bonds to meet upcoming electric capital needs. This was a huge undertaking that required working over several months with an external financing team. Stela also spent considerable time presenting at both board and council, determining the right amount and right time to issue the required documentation that goes with such an endeavor.

Stela quietly demonstrates notable leadership. She readily forged a new partnership with the city's CFO, something the previous CFO did not accomplish ever. Her responsiveness is legendary, exemplifying the BWP motto: Always there for you. She demonstrates the BWP values of respecting others in every conversation she holds, always striving to create a better future for BWP. She consistently brings to the workplace a high standard of both ethics and customer service. When the CFO, Joe Lillio, started, Stela stepped up to ensure that he had a training plan in place, understood the core issues, could see where we have been and where we are headed. In her usual selfless way, her only goal was to help him be successful.

### **3. Karen Pan**

Karen exemplifies positivity, trustworthiness, and solution-orientated attributes that are an asset to the City of Burbank. For a little over 10 years, Karen has worked for the City in various capacities and departments. Since 2016, she has dedicated herself to serving Burbank through CDD as its Administrative Officer (AO) and most recently as the Transportation Services Manager. Prior to CDD, Karen worked for the Management Services Department (MSD) as an Administrative Analyst II and then

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Senior Administrative Analyst in 2015. While in MSD, Karen oversaw major projects for the Management Services Director, including the annual Employee Service Awards and Breakfast.

- 1) **Dedication to Duty and Customer Service** - Karen has unselfishly dedicated herself to the success of the City, taking on additional responsibilities and actively serving others. Karen volunteered to conduct the research, plan the development, and the public outreach for potential short-term rental regulations. Karen also held her hand high when the City needed updates to the Citywide Greenhouse Gas Reduction Plan. Karen led a two-year, citywide effort to coordinate all City departments, conduct extensive outreach to City boards and commissions, held numerous community meetings, facilitated new goals and metrics to track compliance with legal requirements, and helped to establish City policy to address climate change at a community level. She was able to complete the herculean task by masterfully crafting a robust community engagement process that included all the diverse community voices and interests on this subject matter. The plan's completion has facilitated the entitlement of 1,000 housing units and helped provide a state-compliant greenhouse gas reduction plan that assisted in the development of a state-certified Housing Element.
- 2) **Innovation** – Karen exemplifies the City's ongoing effort to innovate and do things better. Through Karen's ability to create consensus, understand processes, and to problem solve, she led the ProjectDox plan check software upgrade effort that enabled the City to be one of the first municipalities to enact a 100% online plan check process. Karen led the plan check Dashboard working group that yielded the establishment of valuable analytical tools that have enabled the City to meet Assembly Bill 2234 plan review timelines with an over 90% success rate.
- 3) **Teamwork** – Karen's dedication to ensuring that the City team is successful, and deadlines are met is extraordinary. She has been often known to finish her work, place Hanna (her daughter), into bed and then continue working on high-priority projects. Karen can often be found in the office on her days off to assist others with their heavy workloads because she does not want anyone to struggle or have projects to fall behind. She does this quietly without acknowledgement and because she cares.

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Additionally, Karen is a mentor and confident to others throughout the City. She is always willing to listen, make suggestions, and help someone through their day. She exemplifies CDD's core values and always responds using positivity, trustworthiness, and by being solution-oriented. Karen knows how to get things accomplished and who to collaborate with to meet the goals of the department and City. Because she never says no to a project and always goes out of her way to help, she is a valuable contributor to her CDD team and the City.

- 4) Other Achievements/Accomplishments – Because of Karen's success as an AO, she was recently promoted to Transportation Services Manager in 2022 and assigned to oversee the BurbankBus drivers and a variety of transportation programs. This is a new challenge for Karen as she is now leading a team of 16 people. Karen has made this transition with the firmness and grace she is known for while working together to build a safe, beautiful, and thriving community.

CDD is proud of Karen and is honored to have her on the team. CDD believes the City should recognize this honor and Karen's contributions to City and the community by selecting her as the 2023 Employee of the Year. We would be recognizing not only her hard work but the quintessential qualities of which our City team is built upon. We are excited to see what Karen accomplishes next and how Burbank will continue to flourish from her dedication and contributions.

### **4. Tony Rodriguez**

Tony Rodriguez embodies the Parks and Recreation Department's mission of being the heart of the community. Tony, an Administrative Analyst I and three-year Department employee, is an integral part of the Marketing team. He is responsible for producing content/materials and ensuring that the Department continues to market all activities, programs, and services by continually enhancing the public's experience.

This year, with the departure of his counterpart, Tony seamlessly assumed the demanding leadership role and additional Marketing assignments and responsibilities to meet the Department's and community's ongoing needs; including handling community complaints, gathering feedback, nurturing relationships, and more.

Tony demonstrates his dedication, professionalism, and willingness to grow by accepting assignments that showcase his graphic design talent and marketing

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expertise. Tony is a true leader and models behavior of an exceptional team player. His service and commitment to the City was demonstrated by his role as an active contributor to the George Izay Park Master Plan. He assisted in the development of marketing collateral to promote the Virtual Townhall Presentations and Online Surveys, which collectively produced over 1,400 responses. He developed marketing materials for a City Pop-up Event that generated 300 participants, and in-person community workshops with 127 participants combined. Tony's efforts were recognized by RJM Design Group Inc., for producing the highest level of survey results in their firm's history!

Tony also embodies the spirit of collaboration by lending his talent and skillset to departments such as: BWP to support their Sustainable Water Use Ordinance marketing campaign; Community Development by designing and integrating their Bike Map in the Department's facilities and parks map; Public Information Office by capturing video footage with aerial drones; and Management Services with recruitment advertisement templates. Tony actively seeks input, embraces constructive feedback, and fosters a collaborative environment. Notably, Tony looks forward to these collaborations, where he willingly goes above and beyond his normal responsibilities to support his colleagues across departments.

Tony takes the time to illustrate the value of volunteers by capturing beautiful photographs and captivating video of their valuable contributions to the City. Recently, Tony hiked several miles on the Wildwood Trail to capture photos of trail repair work that was completed by a volunteer group. He felt it was important to capture these images to appropriately recognize the group for their efforts.

Tony consistently challenges himself by extending boundaries of conventional design, infusing each marketing element with a unique and fresh perspective. His ability to transform and pivot abstract ideas into captivating visual representations is inspiring. Tony often works late nights and weekends to complete assignments. Working in a robust Department lends itself to being adaptable and flexible, both of which Tony excels in. For example, with this year's historical storm, Tony was immediately and consistently updating the City's website and social media outlets to ensure the community was informed of impacts to programs, facilities, services, and activities.

Tony's visionary approach has set a new benchmark for excellence. His exceptional and ongoing contributions have left a permanent mark in our Department and City.



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### 5. Raul Sada

Public Works Custodian Raul Sada has a diverse background. Originally from Cuba and having grown up in nearby Glendale, he served for 12 years as a United States Marine prior to coming to work for the City of Burbank.

Raul has an incredibly strong work ethic and takes tremendous pride in everything he does. No matter how big or small the task, Raul is there to get it done, and sometimes without any ability to plan. Most recently he was instrumental in assisting with setting up chairs and creating a welcoming environment when a larger than expected crowd showed up to a Council meeting. He dropped everything to ensure this got done immediately and the public appreciated his efforts.

In his position in City Hall, he has to assist weekly (sometimes several times a week) with Council member deliveries as well as Council meeting set-up and clean-up. Raul always goes above and beyond by ensuring everything is set up perfectly and on time, and he even puts all the leftover food away and does the dishes. His willingness to make the Council meeting nights smooth is of great help to the City Manager/City Council staff. It is of great comfort to know that Raul has the situation covered.

Raul is always polite, respectful, and responsive to questions and requests. He regularly interacts with Council Members, Executives and City Hall staff as well as members of the public and shows the same courtesy and friendliness to all. He proved himself trustworthy and consistent, having served as custodian to the Police Department for several years before coming back to City Hall and the City Manager/City Council offices.

Raul is one of the best custodians we have had in City Hall, he is conscientious, focused and never leaves any area or project incomplete. He is incredibly reliable and has the best positive-can do attitude. He consistently makes our environment a place we feel comfortable working in and is so pleasant to work with. We all enjoy seeing him and appreciate his hard work.

There are certain people who are quiet heroes, these are the people who never complain, do things without being asked, and always do the right thing, even if it isn't the easiest thing to do. Raul is for sure a quiet hero, who day in and day out does the work without expecting any recognition.

He is a proud grandfather of five, a passionate surfer, and has been with the City for 13 years. Having a Custodian as employee of the year will let employees know that they are seen, heard and appreciated, even if their work is not necessarily high-profile.

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### 6. **Firefighter/ Paramedic Garrett Miller (selected as Firefighter of the Year)**

Firefighter Garret Miller was a unanimous selection by the awards committee as he reflects the Burbank Fire values within the community and between the members of the department. This is exemplified in his patient care as countless messages have been shared regarding his outstanding service. He takes every opportunity to improve the department, as well as help others perfect their craft, such as precepting paramedic trainees and as a peer instructor for the recruit academies. Garret has a deep passion for firefighter behavioral health and wellness. He recently assumed the BFD PEER Support Program and will be launching the department's first chaplain program. He exhibits humility and epitomizes the very essence of excellence in all he does.

### 7. **Police Officer Robert Martinez (selected as Officer of the Year)**

Officer Martinez joined the Burbank Police Department in March 2018 as a Police Recruit. He completed the Academy and promoted to a Police Officer in September 2018. After a few years in the Patrol Division and training new officers as a Field Training Officer, Officer Martinez joined the Investigation Division / Gang Detail in June 2022.

During the last year, Officer Martinez has personally authored dozens of search warrants. His efforts have led to the Gang Unit's arrest of 126 suspects and recovery of 40 firearms from the City of Burbank and surrounding areas. All the arrests have been gang members from Burbank and surrounding San Fernando Valley cities. This is an incredible number of arrests and firearms seized by Officer Martinez and his partner.

In further dedication to his profession, Officer Martinez gathers intelligence during work and off-hours from social media to put together complex gang-related cases that have led to the recovery of narcotics and firearms from various gang members, resulting in lengthy prison sentences.

Officer Martinez comes to work every day with a positive attitude and determination to effectively serve the community. As a Field Training Officer, he has offered his guidance to younger officers, mentoring, and teaching them the proper techniques they need to succeed in the field. As a member of the BPD's Swat Team, Officer

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Martinez's training and commitment to the team has assisted him in various operations and tactical maneuvers utilized by the Gang Unit during the arrest of dangerous criminals. His statistics in the Gang Unit are impressive and demonstrate his determination to keep the community safe and free from the negative impacts associated with gang activity.