



## 2024 Employee of the Year Nominations

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1. David Chambers (BWP) – Nominated by Mandip Samra
2. Monina Marin (Finance) – Nominated by Jennifer Becker
3. Pedro Munoz (P&R) – Nominated by Graciela Coronado
4. Maribel Leyland (CDD) – Nominated by Simone McFarland
5. Police Sergeant Brent Fekety (Police)- Police Officer of the Year
6. Firefighter Adam Boyd (Fire)- Firefighter of the Year

# 2024 Employee of the Year Nominations

## 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.

# 2024 Employee of the Year Nominations

## 1. David Chambers

Over the past year, David has consistently demonstrated exceptional dedication, innovation, and pride in his role within the organization. His contributions have not only advanced our team's goals but have also significantly enhanced the overall workplace culture.

David Chambers started working for the City as a temporary employee in 2016 and came on board in 2018 as Construction & Maintenance Worker and was promoted to a Carpenter at Public works. BWP was lucky enough to recruit David as the Construction and Maintenance Worker in 2023. Since David has been working for BWP he has made a huge difference here on the BWP Campus. His professional "find a way" attitude is a direct reflection of BWP values, mission, and vision. David's expertise in the field, knowledge of City processes, and relationship with City vendors, is a huge benefit to the BWP Facilities team.

Throughout the year, David Chambers has consistently demonstrated exceptional work ethic and commitment to excellence. His ability to tackle challenges head-on and deliver results has set a benchmark for all employees. Notably, he played a pivotal role in adoption of the new Facilities Workorder and Asset Management tool "Limble". Where his innovative ideas led to better safety and efficiency. This not only enhanced team productivity but also contributed to our overall facilities goals. David has pride in his work and is on a clear path to leadership.

David has been on incredibly helpful with several key projects. Projects include critical HVAC, Fire, Life and Safety repairs at the Energy Control Center (ECC), the Magnolia Services Building Roofing & Waterproofing Project, the backup ECC Project and the Environmental Health and Safety Buildout Project.

In addition to his project contributions, David has been a source of inspiration for his colleagues. He has taken the time to mentor team members, fostering an environment of collaboration and support. His positive attitude and willingness to go above and beyond has made a lasting impression on everyone in the department.

What sets David apart is his unwavering dedication to his work. He consistently meets deadlines while maintaining high-quality standards. His punctuality and reliability

## 2024 Employee of the Year Nominations

make him an invaluable asset to our team. Furthermore, he embodies our City values through his integrity, respect for others, and commitment to continuous improvement.

In conclusion, I wholeheartedly recommend David Chambers for the Employee of the Year award. His exceptional contributions, unwavering professionalism, and inspiring skills make him an invaluable asset to our organization. Recognizing his achievements through this award would not only honor his hard work but also motivate others to strive for excellence.

### **2. Monina Marin**

The Financial Services Department requests to nominate Monina Marin as 2024 City of Burbank Employee of the Year. Monina is a Senior Accountant in the Financial Services Department and a 19-year employee with the City of Burbank. In her current job, she oversees the day-to-day activities of Burbank Water and Power (BWP) Funds and acts as BWP's main point of contact, accounts for all Transportation Funds, submits the State Controller's annual Street Report, manages the Metropolitan Transit Authority (MTA) Audit process, and assists in the preparation of the Annual Comprehensive Financial Report (ACFR) and the corresponding annual audit. Her position and level of responsibility requires a high level of analytical skills, knowledge, and time management.

The Financial Services Department is a deadline-driven department with numerous reports that are required to be filed with outside agencies in a timely manner or fines/penalties will be imposed. When the Financial Services Project Accountant was promoted to another department, this left a huge void in the Accounting Division that had to be filled. All reporting, Oracle processes, and documents created must be accurate, as City Departments rely on this information to use for Council meetings, budget projections, and the overall health and position of their funds. Even with all her current responsibilities, Monina volunteered to take on this entire vacated position's duties while keeping up with all the tasks in her existing position, basically doing the work of two people. The Oracle Projects Module requires very detailed processes that run daily to accurately report all capital and non-capital projects in the City with a current budget of \$121 million. This module is the most difficult and time-consuming in the Oracle Financial System. She is managing over 1,400 projects, running the daily processes; reviewing, reconciling, troubleshooting, and correcting every opened project; and meticulously analyzing the closing, capitalizing, and billing of every closed

## 2024 Employee of the Year Nominations

project. She just completed the year-end close process for Projects in the Oracle Financial Systems, which requires a high level of detail and verification, and closed more than 270 BWP and General City Projects for June 2024.

For most Accountants, managing projects is a full-time position without any room for other tasks. Monina has worked numerous hours above and beyond her 40-hour work week and has never complained, as she understands the importance of this work. As an internal service department, the behind-the-scenes work done by Finance is heavy and detailed, and often does not receive recognition from the departments who benefit from these efforts. Monina has continued to perform all these duties with a smile while training new staff, reconciling the City's prepaid expenditures with Accounts Payable, keeping up with her tasks as a Senior Accountant, supervising staff, helping other coworkers with questions, and always being available to pitch in with any special tasks that come up. She has an amazing positive attitude, and she builds confidence in everyone around her. She is that person her coworkers rely on in a pinch to complete a deadline and the first to volunteer when someone needs help. Monina is an invaluable asset for the City and an outstanding team player within the Financial Services Department. This exceptional employee is more than worthy of this nomination, and we thank you for your consideration.

### **3. Pedro Munoz**

For over fifteen years, Pedro Munoz has embodied the Department's mission in being the heart of the community by being an exemplary member of the City of Burbank Parks and Recreation Department. As a Landscape Services Supervisor, Pedro is responsible for overseeing the landscaping at park facilities grounds maintenance on the valley side of Burbank, as well as managing a dedicated crew. He has consistently demonstrated an unyielding commitment to his duties, going beyond his job description to ensure the success of his team and the satisfaction of the community. This year, Pedro's leadership and initiative were evident as he took on numerous additional responsibilities, such as leading and assisting on park projects. His dedication to improving the community's outdoor spaces has made a significant impact, showcasing his deep commitment to his role and the community he serves. Pedro is incredibly proud to work for the Department, and his passion for his work is evident in everything he does.

## 2024 Employee of the Year Nominations

Pedro is not only dedicated but also innovative in his approach to landscape management. This year, he was instrumental in the successful completion of several key projects that brought fresh ideas and improvements to the city's parks. One notable example is the installation of the cornhole project at Mountain View Park, where Pedro led the team in adding decomposed granite and removing poles to enhance the space. He was also crucial in coordinating various irrigation projects, including the conversion of potable water to recycled water at City Hall. Pedro's ability to think creatively and help implement effective solutions has contributed significantly to the Department's growth and the community's benefit.

Pedro has been successful in keeping his team focused, motivated, and productive despite the vacancies, and this is truly commendable. It's clear that his guidance has been instrumental in maintaining both morale and high performance. His leadership has been instrumental in helping guide his team in implementing citywide sustainable practices such as the continuing the conversion of gas powered to electric tools and working with organics. These practices are an important step towards more sustainable and eco-friendly landscape practices.

Pedro is a team player who leads by example, influencing others to achieve high performance through his enthusiasm and collaboration. He consistently goes above and beyond his responsibilities to support his team, the Department, and others in the City. Pedro's teamwork was particularly evident during the Burbank Central Library landscaping project, where he provided support to his fellow Landscape Supervisor. The crew worked tirelessly on multiple weekends to enhance the outdoor space. His efforts in plant removal and the introduction of new hardscape and landscape elements have significantly improved the function and aesthetic appeal of the library grounds, creating a more inviting environment for employees and the community.

Pedro is always welcoming when working with others. His polite, respectful demeanor makes him well-liked by everyone, including the public. Pedro's positive attitude and strong work ethic make him a pleasure to work with and a good influence on all the employees he oversees.

#### **4. Maribel Leyland**

**1. Dedication to Duty and 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**

## 2024 Employee of the Year Nominations

**initiative in their work (going above and beyond their job description, taking on additional responsibilities, and actively contributing to the success of the team).**

Maribel Leyland has been a City of Burbank Employee since 1998, when she started as a Redevelopment Project Analyst. In her first six-month employee appraisal, it notes that Maribel “has excellent listening skills... great initiative...exemplary follow up... and... stellar potential” none of this has changed and in fact, Maribel has used these praiseworthy skills to serve the City and Burbank residents for the last 26 years.

In her ‘early’ years, Maribel worked on and oversaw project development of some of the City’s most prized and valuable assets such as the Senior Artist Colony, the Airport Marriott and Convention Center, Media Studios North, and the Buena Vista Library. She has also been involved with the Burbank Housing Corporation (BHC) since their inception 25 years ago. The contributions and hard work by Maribel in conjunction with BHC improved several neighborhoods within the City and enhanced the overall quality of life those who live there. To date, Maribel has helped BHC build 326 units, which provided, and continues to provide, housing opportunities for countless families. These affordable homes and her work on implementing the City’s superlative services have changed these tenants’ lives for the better.

In 2000, Maribel was promoted to Redevelopment Manager and then to Senior Redevelopment Manager in 2003. In 2010, Maribel became Deputy Housing and Redevelopment Manager, taking responsibility for HOME and Community Development Block Grant (CDBG) programs. About the time Redevelopment was dissolved in 2013, Maribel reinvented her professional self, adding Section 8 to her duties and becoming the Housing Authority Manager. In 2016/2017, the Homeless team was in its inception and Maribel’s responsibilities grew once again to oversee homeless programs and projects.

Recently, Maribel’s Section 8 team added additional housing vouchers available to the community to their current portfolio. The City now offers 1,027 Section 8 vouchers plus 15 Veteran vouchers with 20 Permanent Supportive Housing (PSH) and 67 Emergency Housing Vouchers (EHV). With additional affordable units being built by developers, Maribel’s team is creating a program that will oversee selection of tenants, which includes monitoring to ensure those in need are able to find a home.

Currently, Maribel oversees HOME, CBDG, Section 8 and Homelessness. She has 15 staff and a budget of almost \$16M. Through it all Maribel has always had a

## 2024 Employee of the Year Nominations

proactive and positive approach. She doesn't say 'no'; Maribel figures out a way to do it, and then gets it done!

**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 demonstrated innovative thinking and creativity in solving problems, improving processes, or implementing new ideas.**

Maribel is innovative and is always looking for ways to expand her program for the betterment of the Burbank community. Two years ago, she partnered with the Cities of Pasadena and Glendale to create the Burbank-Glendale-Pasadena Regional Housing Trust. The Trust focuses on affordable housing including homeless transitional housing. Through Maribel's efforts, the Trust was formed through the State legislature and Senator Portantino allocated \$21M to the Trust. From these Funds, Burbank can apply for approximately \$7M. Already \$3.4M has been approved for the development of the Homeless Solutions Center on Front Street.

These past two years have been demanding for housing and homelessness staff. Not only has the Section 8 team gone through an overall software and process update with HUD but tenant protections have become a high priority for the City Council. In the last 18 months, Maribel and team have taken eight separate reports on this concern to Council. This has included a renter relocation program, adoptions of urgency ordinances, study sessions, and strategy reports. Maribel's group has also held roundtables, housing subcommittee meetings, oversaw changes to the Landlord Tenant Commission and is currently working on five outreach meetings and a public survey to explore the options for a potential rent cap. This level and amount of work would take many cities years to achieve.

If this wasn't enough, Maribel is also overseeing changes to the Master Loan Agreement for the BHC and advising the City on BHC's funding request for their first large housing development since the end of Redevelopment.

**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. They should be supportive of their colleagues, have contributed to a positive work environment, and shown the ability to work effectively in a team setting.**



## 2024 Employee of the Year Nominations

For 26 years, Maribel has gone above and beyond. She has successfully led her team through significant changes during the years and they appreciate her for it. All of this work couldn't be achieved without a high-performing team and a terrific leader. The Division has seven attributes ("Lucky Seven") we strive to embody, and Maribel exemplifies them all. The Lucky Seven are: Resourceful and Innovative, Professional, Proactive, Communication, Positivity, Trustworthy and Solution-Orientated.

Maribel is respected by her peers for her professionalism and her willingness to participate and lead. Her ideas, attention to detail and follow through have enabled her to create strong, lasting, and valued relationships. Just this year, Maribel demonstrated remarkable leadership and strength when the Community Development Department lost one of their colleagues. Maribel provided support to each and every person, putting aside her own needs to ensure her team had the resources, support, and help they needed in this very difficult time. While balancing this, she ensured the work got done and those in need did not go without services.

Lastly, Maribel is appreciated by her management team. With her many years, she needs little guidance and assistance and is thought more as a peer or colleague who continuously does what is best for the community and her team.

**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.**

Maribel has two of the most talked about, high priority topics that are of City Council's concerns under her purview – Housing and Homelessness. Both can be divisive subjects that tend to bring strong opinions from the community. These last two years have been extremely tough with coming out of the Pandemic, seeing rental rates and evictions increase, and our homeless numbers remaining steady.

Through it all, Maribel has risen to the occasion. Her ability to speak at Council, distilling complex rules and laws into something that everyone can understand is not an easy task and she has handled with grace and professionalism.

During her time at Burbank, Maribel has given herself tirelessly to serve our amazing community while going through major life milestones. Maribel has gotten married and raised two boys – one who is in high school and one who will start college this year. Maribel is a dynamic, enthusiastic, strong professional woman and the City of Burbank

## 2024 Employee of the Year Nominations

is very fortunate that she has served with compassion and dedication for more than 26 years.

### 5. Brent Fekety

Sergeant Fekety was tasked with two major collateral duties in 2023 and 2024. He has managed both in an outstanding manner.

The first, and most significant, duty was his appointment by the Chief of Police as the Project Manager for the implementation of the new Versaterm CAD/RMS system in October 2023. Versaterm is a multi-million-dollar police records management and dispatch system that replaced the antiquated Tiburon system. A second collateral duty was assigned to Sergeant Fekety by the Chief of Police in June of 2024. Sergeant Fekety was appointed as the Interim Manager of the Communications Center due to the long-term absence of the regularly assigned manager. Both collateral assignments involve oversight of critical operations of the Department.

As the Project Manager, Sergeant Fekety is responsible for overseeing the implementation and integration of Versaterm's records management system (RMS) and computer-aided dispatch (CAD) system within the Department. He plays a critical role in ensuring that the new CAD/ RMS system effectively supports the Department's operations and enhances the ability to serve the Burbank community.

Sergeant Fekety holds key responsibilities to ensure the project is successfully completed on time. The key responsibilities include:

#### 1. Implementation Management:

- o Oversee the installation and configuration of Versaterm software. Sergeant Fekety managed the 6-month configuration process, including multiple week-long CAD and RMS workshops involving key project stakeholders.

- o Ensure that the system is customized to meet the specific needs of the Department. Sergeant Fekety used his knowledge and years of experience in the Department to ensure the new system met the needs of the Department. He clearly understands the Department's goal to optimize on technology and ensured the Department would be utilizing all the features of the new system to improve operations and efficiencies.

## 2024 Employee of the Year Nominations

- o Work with the Information Technology Department team to manage data migration from multiple systems to the new Versaterm system.

- o Ensure successful go-live dates with minimum issues. Sergeant Fekety prepared a detailed go-live schedule with expectations, support processes, and a back-up plan. He also monitored the system closely during and after the go-live to ensure issues would be addressed quickly.

### **2. Training and Support:**

- o Coordinate mandatory training for both sworn and non-sworn members of the Department to ensure they are proficient with the new system. Using OneDrive, Sergeant Fekety implemented an electronic training sign-up process that proved to be easy to use and encouraged for future training sign-ups.

- o Assist in the development of training materials and user manuals specific to the Department's multiple operations.

- o Serve as a point of contact for troubleshooting and resolving issues during and after implementation.

### **3. Vendor Liaison:**

- o Sergeant Fekety is the primary point of contact (POC) between the Department and Versaterm. In addition, he is the POC for the project's Consultant and the IT Department team members.

- o In collaboration with Versaterm's Project Manager and the Consultant, Sergeant Fekety ensures all required technical support for system updates are completed on time.

### **4. Reporting and Documentation:**

- o Sergeant Fekety provides regular progress reports to the Chief of Police and Command Staff. He also presented a thorough update at the spring Management Team meeting.

- o Sergeant Fekety maintains detailed project documentation, including project plans, status reports, and issue logs.

To date, the transition from the Tiburon system to the Versaterm system has been exceptionally smooth. This is due in no small measure to Sergeant Fekety's dedication, attention to detail and outstanding interpersonal skills.

Those same skills were major factors in Sergeant Fekety's selection as the Interim Manager of the Communications Center. In February of 2024, the Communications Manager experienced medical issues that ultimately kept her out of the workplace for several months. Her protracted absence had a negative impact upon daily operations.

## 2024 Employee of the Year Nominations

On June 16, 2024, the Chief of Police appointed Sergeant Fekety as the Interim Manager of the Department's Communications Center.

Sergeant Fekety's appointment to this second collateral duty proved to be particularly beneficial to the Department because of the nexus between the communications center and the Versaterm CAD system. As the newly appointed Interim Manager, Sergeant Fekety immediately set clear expectations for his subordinate personnel and looked for opportunities to improve operations. Despite his primary assignment as an internal affairs investigator, Sergeant Fekety attended Versaterm meetings and checked in with the Communication Center on a daily basis. He put forth a significant effort that ensured a free flow of information at all times.

Sergeant Fekety attended and oversaw the training of all the Communications Center personnel. Additionally, he personally trained all sworn personnel concerning the functions and use of the new mobile digital computers (MDCs). Recognizing the need for equipment upgrades, Sergeant Fekety upgraded the Communications Center workstations with new computer monitors, keyboards, mice, "push-to-talk" microphones, headsets, and ergonomic chairs.

Sergeant Fekety continued to anticipate technology needs associated with the implementation of the new CAD/RMS. He secured funding and purchased cellphones for officers to utilize the vMobile component of the Versaterm system. He also successfully sought funding and purchased the necessary hardware to display all calls for service in the report writing room. He did not limit his innovations to the patrol function. Sergeant Fekety purchased laptops for all the Forensic Specialists to simplify and streamline their field operations. Lastly, in terms of equipment acquisition, he procured cellphones and an MDC for the jointly operated BPD/GPD Air Support Unit. In summary, Sergeant Fekety was called upon to assume responsibility for two demanding and complex tasks in service to the Burbank community. Both tasks were in addition to his regular assignment. He did not flinch or complain; instead, he willingly took on both missions with determination and enthusiasm. Sergeant Fekety developed a formal cutover plan for each "go-live" operation associated with the CAD and the RMS. He attended all roll calls and made himself completely available for assistance during the "go-live" weeks. The success of this major endeavor is directly linked to the planning, preparation, and training carried out by Sergeant Fekety. He is to be recognized and commended for his diligence, dedication, professionalism, and overall commitment to excellence. Sergeant Fekety's actions as the Project Manager of the Versaterm conversion in conjunction with his simultaneous role as the Interim Communications Center Manager provide ample evidence to support his nomination as the 2024 Sworn Employee of the Year.

## 2024 Employee of the Year Nominations

### **6. Adam Boyd**

Adam was nominated by a peer for his mentorship of rookies, investment in those around him, passion for the job and great attitude.

Firefighter Boyd is not only exceptionally passionate about his job, but he has an exceptionally positive attitude—always found with a smile on his face, a joke to tell, or a magic trick to display as entertainment for the crew. Although this might sound unrelated to the typical jobs and duties of a firefighter, it is a fundamental part of establishing and fostering valuable traditions and camaraderie within the Department.