



# Weekly Management Report

## July 27, 2018

- 1. Minutes** Civil Service Board Meeting  
June 6, 2018  
**Management Services Department**
- 2. Synopsis** Landlord-Tenant Commission Meeting  
July 2, 2018  
**Community Development Department**



June 6, 2018  
4:30 p.m.

The regular meeting of the Civil Service Board was held in the City Council Chambers of City Hall.

**Roll Call**

Members present: Miguel Porras, Chairperson  
Jacqueline Waltman, Vice-Chairperson  
Matthew Doyle, Secretary  
Susan Widman

Members not present: Steve Baghoomian

Also present: Stacey Adams, Ast Mgt Srvs Dir – Rk Mgt & Sfty  
Sean Aquino, Administrative Officer - BWP  
Steven Chulak, Attorney for Michael Guitard  
Eric Deroian, Police Captain  
Marisa Garcia, Ast Park, Rec and Community Serv Dir  
Brady Griffin, Human Resources Manager  
Michael Guitard, Fire Fighter  
Charmaine Jackson, Senior Assistant City Attorney  
David Lasher, Administrative Analyst II  
April Moreno, Human Resources Manager  
Monica O'Brien, Ast Mgr Customer Service Operations  
Sherry Richardson, Administrative Officer  
Rene Sanchez, Human Resources Technician II  
Jessica Sandoval, Executive Assistant  
Julianne Venturo, Acting Management Services Director

**Additional Agenda Items**

None

**Open Public Comment Period of Oral Communications**

None

**Approval of Minutes**

MOTION CARRIED: It was moved by Mr. Doyle, seconded by Ms. Widman and carried 4-0 to approve the minutes of the regular meeting of May 2, 2018.

**Examniation Appeal**

MOTION CARRIED: Mr. Porras asked the Board members if they were all in favor of adopting a recommendation to the City Manger to deny the examination appeal for Mr. Guitard, all Board members concurred. The motion carried 4-0 to adopt a recommendation to the City Manager to deny the examination appeal for Mr. Guitard.

**Proposed Amendments to Classification Plan**

None

**Recruitment and Selection Report – May 2018**

RECOMMENDATION: Note and file.

**Appointments and Assignments – June and 2018**

For the month of June 2018, there was one temporary appointment extension and two temporary assignment extensions needed. The extensions were sought on behalf of the Police Department, Parks and Recreation Department, and the Public Works Department. For the month of July 2018 there was one provisional appointment extension, three temporary appointment extensions, and one temporary assignment extension needed. The extensions were sought on behalf of the Burbank Water & Power Department, Management Services Department, and the Police Department.

MOTION CARRIED: It was moved by Mr. Doyle, seconded by Ms. Widman and carried 4-0 to approve the Appointments and Assignments for the months of June and July 2018.

**Adjournment**

The regular meeting of the Civil Service Board was adjourned at 6:05p.m.

Julianne Venturo  
Acting Management Services Director

APPROVED:

\_\_\_\_\_  
Miguel Poras, Chairperson

DATE \_\_\_\_\_

\_\_\_\_\_  
Matthew Doyle, Secretary

DATE \_\_\_\_\_



# memorandum

**DATE:** July 13, 2018

**TO:** Ron Davis, City Manager

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

**SUBJECT:** Landlord-Tenant Commission Meeting – July 2, 2018

- One commissioner was absent during the meeting.
- Staff will follow-up with Commission regarding commercial landlord tenant issues.
- The Commission approved the amended minutes of June 4, 2018.
- The Commission suggested changes to the 20 Most Frequently Asked Questions, to clarify the difference between a lease and a month-to-month agreement. Staff will make draft changes of the document for final approval by the Commission.
- The Commission approved name change of the Landlord Tenant Questionnaire to Landlord Tenant Information Form.
- The meeting was adjourned at 6:38 pm.