



Weekly Management Report

October 5, 2018

1. **Minutes**

Civil Service Board
Meeting August 1, 2018
Management Services Department

2. **Synopsis**

Board of Building and Fire Code Appeals
Meeting of August 29, 2018
Community Development Department

August 1, 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: Jacqueline Waltman, Chairperson
 Matthew Doyle, Vice-Chairperson
 Linda Barnes, Secretary
 Iveta Ovsepyan
 Miguel Porras

Also present: Sean Aquino, Administrative Officer - BWP
 Brady Griffin, Human Resources Manager
 Charmaine Jackson, Senior Assistant City Attorney
 David Lasher, Administrative Analyst II
 April Moreno, Human Resources Manager
 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

Election of Officers

MOTION CARRIED: It was moved by Mr. Porras, seconded by Mr. Doyle and carried 5-0 to appoint Ms. Waltman as Chair. It was moved by Ms. Waltman, seconded by Ms. Barnes and carried 5-0 to appoint Mr. Doyle as Vice-Chair. It was moved by Ms. Waltman and seconded by Mr. Doyle and carried 5-0 to appoint Ms. Barnes as Secretary.

Approval of Minutes

MOTION CARRIED: It was moved by Mr. Doyle, seconded by Mr. Porras and carried 4-0 (with Ms. Barnes abstaining) to approve the minutes of the regular meeting of June 6, 2018.

Proposed Amendments to Classification Plan

None

Recruitment and Selection Report – June and July 2018

RECOMMENDATION: Note and file.

Expedited Recruitment Quarterly Report

RECOMMENDATION: Note and file.

Appointments and Assignments – August 2018

For the month of August 2018, there were two provisional appointment extensions needed. The extensions are being sought on behalf of the Burbank Water & Power Department and the Public Works Department. Additionally, due to a departmental oversight, staff is requesting approval of a retroactive extension for the provisional appointment in BWP for the time period of May 17, 2018 – August 17, 2018.

MOTION CARRIED: It was moved by Mr. Barnes, seconded by Ms. Ovsepyan and carried 5-0 to approve the Appointments and Assignments for the month of August 2018.

Additional Leave Quarterly Report

RECOMMENDATION: Note and file.

Adjournment

The regular meeting of the Civil Service Board was adjourned at 4:56p.m.

Julianne Venturo
Acting Management Services Director

APPROVED:

Jacqueline Waltman, Chairperson

DATE _____

Linda Barnes, Secretary

DATE _____

memorandum

DATE: September 24, 2018

TO: Ron Davis, City Manager

FROM: Patrick Prescott, Community Development Director 
VIA: Ron Takiguchi, Assistant Community Development Director

SUBJECT: Board of Building and Fire Code Appeals – August 29, 2018

- The Chair called the meeting to order at 3:01 pm.
- The Board approved the minutes of January 24, 2018.
- The Board re-elected Ernest Dellinger as Chair and Sophia Ngo-Conn as Vice Chair.
- Chair Dellinger requested to leave the frequencies of the meetings to the Building Official and Fire Marshal and to meet on an as-needed basis.
- The Board welcomed two new members, Tom Smith and Steve Baghoomian.
- Staff informed the Board that Brown Act training will be held in the fall.
- Staff informed the Board of City Council's expectations of Board, Commission and Committee members.
- Staff provided the Board with Building and Safety Division statistics for FY 2017-18, information on the California Building Standards Commission, the 2018 Intervening Code Cycle, and the timeline and process of building code adoption.
- Staff provided an overview of the duties of the Board, which include Building and Fire code appeals, and California Building Code adoption.
- No members of the public attended.
- The meeting was adjourned at 4:13 p.m.