



Weekly Management Report

July 2, 2021

- 1. Memo** Landlord-Tenant Commission Meeting
 on June 7, 2021
Community Development Department

- 2. Minutes** Civil Service Board Meeting
 on June 2, 2021
Management Services Department

MEMORANDUM



COMMUNITY DEVELOPMENT

DATE: June 22, 2021

TO: Justin Hess, City Manager

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

SUBJECT: Landlord-Tenant Commission Meeting – June 7, 2021

- Three members of the public attended the Zoom meeting. Two of the three members had questions regarding: 1) the current California eviction moratorium, the enforcement of evictions, and if there have been recent updates; and 2) Burbank Water and Power's (BWP) COVID-19 Job Loss Bill Credit Program. The third member was listening for educational purposes.
- Staff provided the following announcements:
 - The Economic Recovery Taskforce Outreach has a new meeting date scheduled for Monday, June 21, 2021.
 - Housing staff is looking into incorporating both the website submission and fillable PDFs for the Landlord-Tenant Commission intake forms on the new website.
- Commissioners discussed and agreed to continue review of the FAQ form questions. The FAQ is a summary of the most common inquiries received by the Commission. The Commission will discuss the second redlined version before the document is finalized in future meetings.
- Commissioners provided updates on three cases related to security deposits, repairs, and no fault evictions. The Commission provided mediation and others decided to pursue legal action to resolve their issues.
- The meeting adjourned at 7:05 pm.

June 2, 2021
4:30 p.m.

The regular meeting of the Civil Service Board was held by video conference/teleconference on the above date.

Roll Call

Members present: Linda Barnes, Chairperson
Iveta Ovsepyan, Vice-Chairperson
Jacqueline Waltman, Secretary
Matthew Doyle
Richard Ramos

Also present: Jeannine Edwards, Manager Customer Service
Nareg Garabedian, Administrative Analyst I
Brady Griffin, Human Resources Manager
David Lasher, Administrative Analyst II
Betsy McClinton, Management Services Director
Jina Oh, Senior Assistant City Attorney
Katie Picha, Administrative Analyst II
Melissa Potter, Assistant Library Services Director
April Rios, Human Resources Manager
Rene Sanchez, Human Resources Technician II
Julianne Venturo, Ast Management Services Director

Future Agenda Items

None

Open Public Comment Period of Oral Communications

None

Approval of Minutes

MOTION CARRIED: It was moved by Ms. Ovsepyan, seconded by Mr. Doyle and carried 5-0 to approve the minutes of the regular meeting of May 5, 2021.

Proposed Amendments to Classification Plan

a. Abolishment of Inactive Classifications

MOTION CARRIED: It was moved by Ms. Waltman, seconded by Ms. Ovsepyan and carried 5-0 to recommend to City Council to approve the abolishment of inactive classifications.

Recruitment and Selection Report – May 2021

RECOMMENDATION: Note and file.

Appointments and Assignments

For the month of June 2021, there was one temporary assignment extension. The extension was being sought on behalf of the Burbank Water and Power Department.

MOTION CARRIED: It was moved by Ms. Ovsepyan, seconded by Mr. Doyle and carried 5-0 to approve the Appointments and Assignments for the month June 2021.

Adjournment

The regular meeting of the Civil Service Board was adjourned at 4:44 p.m.

Julianne Venturo
Assistant Management Services Director

APPROVED:

Linda Barnes, Chairperson

DATE _____

Jacqueline Waltman, Secretary

DATE _____