



Weekly Management Report

January 9, 2026

- 1. Minutes** Civil Service Board Meeting on
December 3, 2025
Management Services Department

- 2. Memo** Landlord-Tenant Commission Meeting on
December 1, 2025
Community Development Department

December 3, 2025
4:30 p.m.

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

Roll Call

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

Also present: Linus Abegg, Supervising Offset Press Operator
Daniel Amaya, Administrative Analyst II
Sean Aquino, Ast Gen Mgr-Cust Service & Marketing
Adam Cornils, Police Captain
Betsy McClinton, Management Services Director
Mary Movsesyan, Public Information Specialist
Melanie O'Brien, Administrative Analyst II
Jina Oh, Chief Assistant City Attorney
Brooke Oldaker, Acting Administrative Analyst II
Katie Picha, Administrative Officer
Alex Prestia, Ast Gen Mgr-Utility Administrative Services
April Rios, Human Resources Manager
Rene Sanchez, Acting Human Resources Manager
Randy Rodriguez, Acting Duplicating Machine Operator
Jessica Sandoval, Executive Assistant
Anna Ter-Yegishyan, Administrative Analyst II
Julianne Venturo, Ast Management Services Director
Angela Zhamkochian, Administrative Analyst I

Open Public Comment Period of Oral Communications

None

Future Agenda Items

None

Approval of Minutes

MOTION CARRIED: It was moved by Ms. Waltman, seconded by Ms. Ovsepyan and carried 4-0 to approve the minutes of the regular meeting of November 5, 2025, with

the following roll call vote: Ayes: Brady Griffin, Iveta Ovsepyan, Jacqueline Waltman, and Linda Barnes. NOES: None and Matthew Doyle abstained.

Proposed Amendments to Classification Plan

Ongoing updates and changes to the Classification Plan assists the departments in ensuring that titles and specifications for the City's classifications remain relevant and include the necessary essential functions and employment standards in order to meet the needs of the departments and the City. For the month of December 2025, the Police Department was proposing changes to the Classification Plan.

MOTION CARRIED: It was moved by Ms. Ovsepyan, seconded by Mr. Griffin and carried 5-0, to approve the revision of the specification for the classification of Police Officer with the following roll call vote: Ayes: Matthew Doyle, Brady Griffin, Iveta Ovsepyan, Jacqueline Waltman, and Linda Barnes. NOES: None.

Recruitment and Selection Report – November 2025

Noted and filed

Appointments and Assignments

For the month of December 2025, there were three temporary appointment extensions, and three temporary assignment extensions needed. The extensions were being sought on behalf of the Burbank Water and Power Department, Management Services Department, City Manager's Office, and the Community Development Department.

MOTION CARRIED: It was moved by Mr. Griffin, seconded by Ms. Ovsepyan and carried 5-0 to approve the Appointments and Assignments for the month of December 2025 with the following roll call vote: AYES: Matthew Doyle, Brady Griffin, Iveta Ovsepyan, Jacqueline Waltman, and Linda Barnes. NOES: None.

Adjournment

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

Julianne Venturo
Assistant Management Services Director

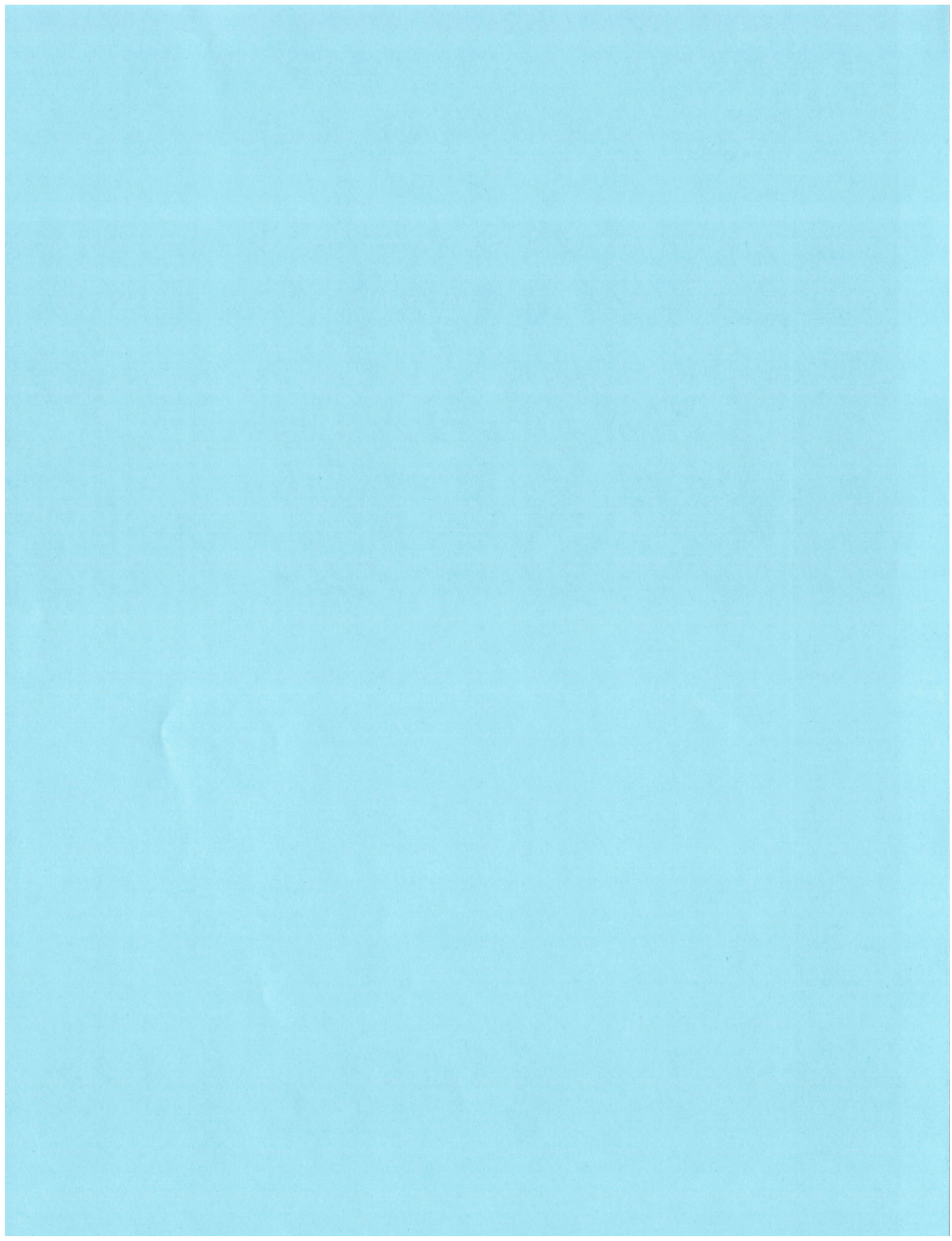
APPROVED:

Linda Barnes, Chairperson

DATE _____

Iveta Ovsepyan, Secretary

DATE _____



MEMORANDUM



COMMUNITY DEVELOPMENT

DATE: December 24, 2025

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
VIA: Maribel Leyland, Assistant Community Development Director 

SUBJECT: Landlord-Tenant Commission Meeting – December 1, 2025.

- Three members of the public attended the in-person meeting.
- Two members of the public thanked the Commission and Housing staff for their efforts during the Council meeting on October 28, 2025.
- Staff provided an overview of the Council direction during the October 28, 2025 meeting related to the City's Housing Enforcement Unit and Related Programs; and Possible Updates to Burbank's Tenant Protection Ordinance.
- The Commission Subcommittee reported on one intake form related to a tenant's request for mediation due to a reduction in amenities. The Commission facilitated the mediation, and both parties reached a mutual agreement. The case was closed.
- The next meeting will include an overview of Senate Bill 681 that affects various laws related to housing, landlord-tenant rules, planning & zoning, and accessory dwelling units (ADUs).
- The meeting adjourned at 6:45 P.M.