



Weekly Management Report

March 8, 2019

- 1. Notice** Cancellation Notice for Planning Board Meeting of
March 11, 2019
Community Development Department
- 2. Minutes** Civil Service Board Meeting of January 2, 2019
Management Services Department
- 3. Minutes** Civil Service Board Meeting of February 6, 2019
Management Services Department



CITY OF BURBANK
COMMUNITY DEVELOPMENT DEPARTMENT

150 North Third Street, P.O. Box 6459, Burbank, California 91510-6459
www.ci.burbank.ca.us

PLANNING BOARD MEETING OF MARCH 11, 2019.

January 2, 2019
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
Linda Barnes, Secretary
Matthew Doyle, Vice-Chairperson

Members not present: Iveta Ovsepyan
Miguel Porras

Also present: Sean Aquino, Administrative Officer – BWP
Lisa Kurihara, Assistant City Attorney
David Lasher, Administrative Analyst II
Betsy McClinton, Management Services Director
Omar Moheize, BMA President
Sherry Richardson, Administrative Officer
April Rios, Human Resources Manager
Rene Sanchez, Human Resources Technician II
Jessica Sandoval, Executive Assistant
Jonathan Yee, Assistant Public Works Director – Traffic

Additional Agenda Items

None

Open Public Comment Period of Oral Communications

None

Approval of Minutes

MOTION CARRIED: It was moved by Ms. Barnes, seconded by Mr. Doyle and carried 3-0 to approve the minutes of the regular meeting of December 5, 2018.

Proposed Amendments to Classification Plan

**a. REVISION OF THE SPECIFICATION FOR THE CLASSIFICATION OF
TRANSPORTATION MANAGEMENT CENTER MANAGER**

MOTION CARRIED: It was moved by Mr. Doyle, seconded by Ms. Barnes and carried 3-0 to approve the revision of the specification for the classification of Transportation Management Center Manger.

Recruitment and Selection Report – December 2018

RECOMMENDATION: Note and file.

Expedited Recruitment Quarterly Report

RECOMMENDATION: Note and file.

Appointments and Assignments

For the month of January 2019, there was one temporary assignment extension needed. The extension was being sought on behalf of the Burbank Water and Power Department.

MOTION CARRIED: It was moved by Mr. Doyle, seconded by Ms. Barnes and carried 3-0 to approve the Appointments and Assignments for the month January 2019.

Additional Leave Quarterly Report

RECOMMENDATION: Note and file.

Adjournment

The regular meeting of the Civil Service Board was adjourned at 4:51 p.m.

Betsy McClinton
Management Services Director

APPROVED:

Jacqueline Waltman, Chairperson

DATE _____

Linda Barnes, Secretary

DATE _____

February 6, 2019
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
Linda Barnes, Secretary
Iveta Ovsepyan
Miguel Porras

Members not present: Matthew Doyle, Vice-Chairperson

Also present: Adam Cornils, Police Lieutenant
Brady Griffin, Human Resources Manager
Charmaine Jackson, Senior Assistant City Attorney
David Lasher, Administrative Analyst II
JJ Puglisi, Police Lieutenant
April Rios, Human Resources Manager
Rene Sanchez, Human Resources Technician II
Jessica Sandoval, Executive Assistant
Julianne Venturo, Ast Management Services Director

Additional Agenda Items

None

Open Public Comment Period of Oral Communications

None

Approval of Minutes

MOTION CARRIED: It was moved by Ms. Barnes and seconded by Ms. Ovsepyan to approve the minutes of the regular meeting of January 2, 2019. Subsequently, Ms. Ovsepyan abstained and Ms. Barnes, Ms. Waltman, and Mr. Porras approved the minutes of the regular meeting of January 2, 2019.

Proposed Amendments to Classification Plan

a. REVISION OF THE SPECIFICATIONS FOR THE CLASSIFICATIONS OF SENIOR RANGEMASTER/ARMORER AND RANGEMASTER

MOTION CARRIED: It was moved by Mr. Porras, seconded by Ms. Ovsepyan and carried 4-0 to approve the revision of the specifications for the classifications of Senior Rangemanster/Armorer and Rangemaster.

Recruitment and Selection Report – January 2019

RECOMMENDATION: Note and file.

Appointments and Assignments

For the month of February 2019, there was one temporary assignment extension needed. The extension was being sought on behalf of the Police Department.

MOTION CARRIED: It was moved by Ms. Barnes, seconded by Mr. Porras and carried 4-0 to approve the Appointments and Assignments for the month February 2019.

Adjournment

The regular meeting of the Civil Service Board was adjourned at 4:47 p.m.

Julianne Ventruo
Assistant Management Services Director

APPROVED:

Jacqueline Waltman, Chairperson

DATE _____

Linda Barnes, Secretary

DATE _____