



# Weekly Management Report

## July 05, 2019

- 1. Notice**            Civil Service Board Meeting for June 5, 2019 –  
Cancelled due to lack of a quorum.  
**Management Services Department**
  
- 2. Minutes**        Civil Service Board Meeting for May 1, 2019  
**Management Services Department**
  
- 3. Notice**            Coloredge Facility Closure  
**City Manager's Office**



June 5, 2019  
4:30 p.m.

The regular meeting of the Civil Service Board for June 5, 2019 was scheduled to be held in the Council Chambers of City Hall. The meeting was canceled due to lack of a quorum.

Julianne Venturo  
Assistant Management Services Director

APPROVED:

\_\_\_\_\_  
Jacqueline Waltman, Chairperson

DATE \_\_\_\_\_

\_\_\_\_\_  
Linda Barnes, Secretary

DATE \_\_\_\_\_



**May 1, 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: Matthew Doyle, Vice-Chairperson  
Linda Barnes, Secretary  
Iveta Ovsepyan

Members not present: Jacqueline Waltman, Chairperson  
Miguel Porras

Also present: Sean Aquino, Administrative Officer - BWP  
Grace Coronado-Cervantes, Sr. Administrative Analyst  
Marisa Garcia, Ast Park, Rec and Community Serv Dir  
Brady Griffin, Human Resources Manager  
Charmaine Jackson, Senior Assistant City Attorney  
David Lasher, Administrative Analyst II  
Betsy McClinton, Management Services Director  
April Rios, Human Resources Manager  
Rene Sanchez, Human Resources Technician II  
Jessica Sandoval, Executive Assistant  
Arineh Sarkissian, Customer Services Supervisor  
Ron Takiguchi, Ast Community Dev Dir – Building Official  
Julianne Venturo, Ast Management Services Director  
Judie Wilke, Park, Recreation & Community 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, seconded by Ms.Ovsepyan and carried 3-0 to approve the minutes of the regular meeting of April 3, 2019.

**Proposed Amendments to Classification Plan**

**a. REVISION OF THE SPECIFICATION FOR THE CLASSIFICATION OF FIELD SERVICE REPRESENTATIVE**

MOTION CARRIED: It was moved by Ms. Barnes, seconded by Ms. Ovsepyan and carried 3-0 to approve the revision of the specification for the classification of Field Service Representative.

**b. REVISION OF THE SPECIFICATION FOR THE CLASSIFICATION OF RECREATION COORDINATOR**

MOTION CARRIED: It was moved by Ms. Ovsepyan, seconded by Ms. Barnes and carried 3-0 to approve the revision of the specification for the classification of Recreation Coordinator.

**Recruitment and Selection Report – April 2019**

RECOMMENDATION: Note and file.

**Appointments and Assignments**

For the month of May 2019, there was one provisional appointment extension, three temporary assignment extensions, and three temporary appointment extensions needed. The extensions were being sought on behalf of the Community Development Department, Parks & Recreation Department, Management Services Department, and the Burbank Water and Power Department.

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

**Adjournment**

The regular meeting of the Civil Service Board was adjourned at 5:03 p.m.

Julianne Venturo  
Assistant Management Services Director

APPROVED:

\_\_\_\_\_  
Jacqueline Waltman, Chairperson

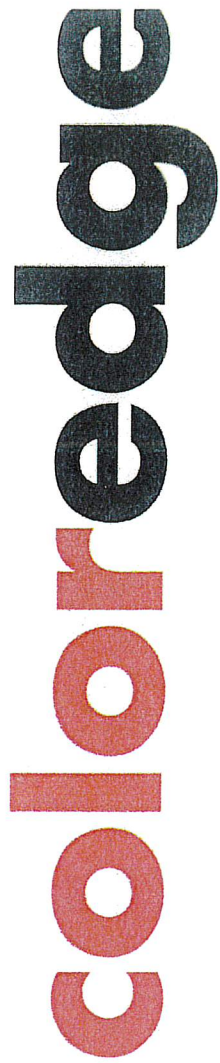
DATE \_\_\_\_\_

\_\_\_\_\_  
Linda Barnes, Secretary

DATE \_\_\_\_\_







June 28, 2019

CITY OF BURBANK  
CITY COUNCIL OFFICE  
2019 JUN 28 P 3:06

VIA EMAIL AND HAND-DELIVERY  
egabel-luddy@burbankca.gov

Mayor Emily Gabel-Luddy  
275 East Olive Avenue  
Second Floor  
Burbank, CA 91502

Re: Notice of Facility Closing

Dear Mayor Gabel-Luddy:

This is to provide notice that Coloredge, Inc. (“Coloredge” or the “Company”) will be permanently closing its facility located at 1919 W. Empire Avenue, Burbank, CA 91504 (the “Facility”) due to a strategic realignment of the Company’s operations and resulting reduction and/or relocation of the work currently being performed at that Facility.

This action is expected to result in the permanent termination of employment for 46 employees working for Coloredge at the Facility. The Company will close the Facility no later than November 29, 2019. In anticipation of this closing, the Company expects to begin employee layoffs on August 30, 2019 and they will continue in phases until November 29, 2019.

Coloredge provided the first termination notifications as part of this Facility closing to 32 employees on June 27, 2019, with the elimination of those positions scheduled for August 30, 2019. An additional 14 layoffs are planned to take place before November 29, 2019 and those affected employees will receive a separate notice at least 60 days before their layoff date. Coloredge will provide an updated notification to you for these additional layoffs.

Attached is a list of the job titles of positions for those employees to be laid off on August 30, 2019 and the number of affected employees in each job classification. Affected employees do not have bumping rights. The affected employees are not represented by a union.

The information provided in this letter represents the best information available to the Company at the time this notice was issued. For further information, please contact Minerva Garcia, Chief Human Resources for Coloredge at 212-502-6547 or [Minerva.Garcia@Coloredge.com](mailto:Minerva.Garcia@Coloredge.com).

Sincerely,

Minerva Garcia  
Chief Human Resources

LIST OF AFFECTED POSITIONS

<u>Job Title</u>	<u>Number to be Affected</u>
Custodian	1
Cutter Operator	1
Designer	1
Finisher	5
Fulfillment Assistant	1
Fulfillment Coordinator	3
Lambda Operator	1
Packer	2
Preflight Technician	1
Premedia Technician	4
Print Operator	2
Printer	1
Processor Maintenance Tech	1
Production Manager	1
Prototype/Temp	1
Prototype Premedia Technician	1
Prototype Printer	1
Retoucher	1
Quality Control Specialist	1
Shipping & Receiving Coordinator	1
Sr. Fulfillment Coordinator	1
<b><u>Total:</u></b>	<b>32</b>