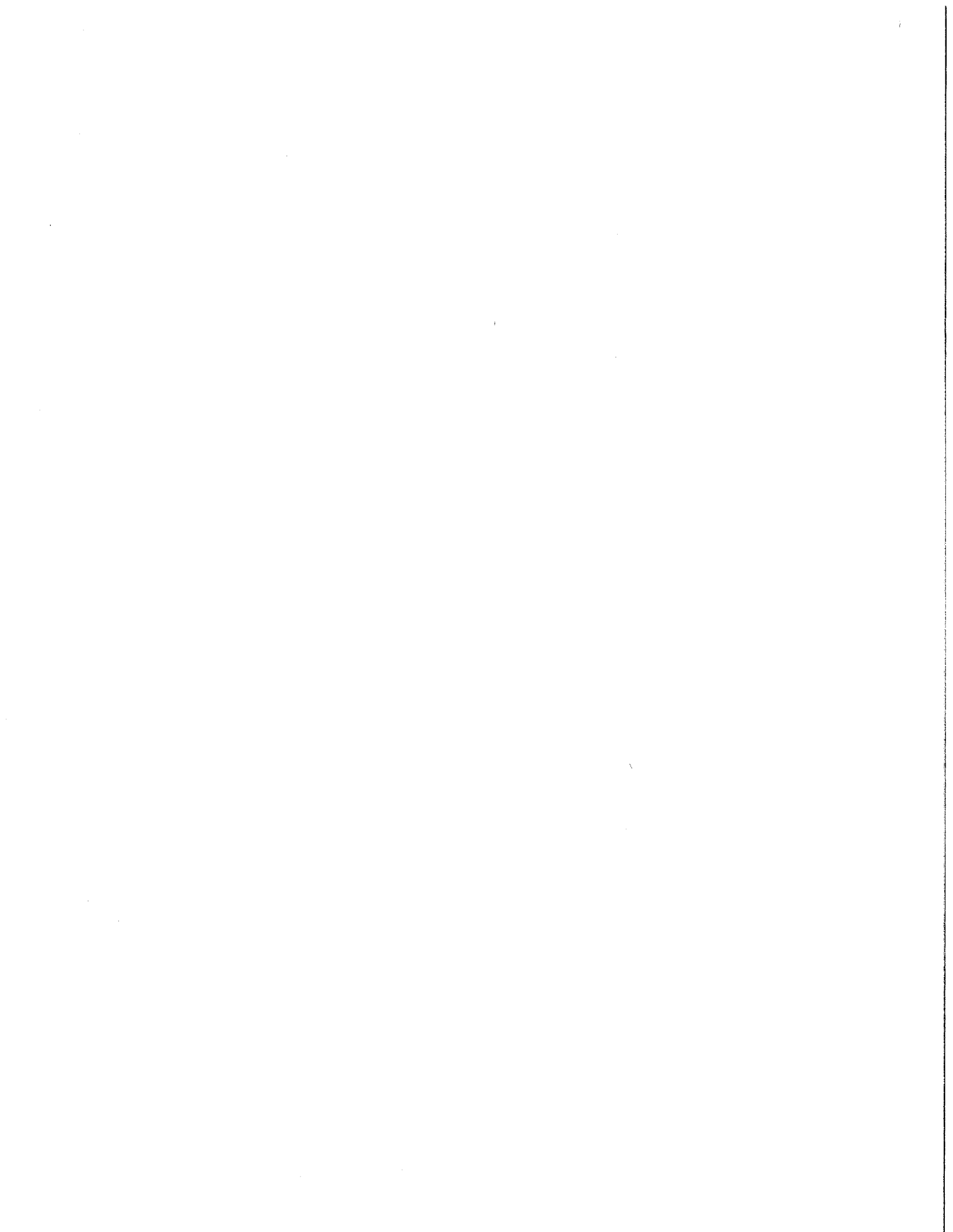




Weekly Management Report

June 28, 2024

- 1. Minutes** Civil Service Board
Meeting on June 5, 2024
Management Services Department
- 2. Synopsis** Landlord-Tenant Commission Meeting
on June 20, 2024
Community Development Department
- 3. Summary** Parks and Recreation Board
Meeting on June 13, 2024
Parks and Recreation Department



June 5, 2024
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: Matthew Doyle, Vice-Chairperson
Linda Barnes, Secretary
Iveta Ovsepyan
Jacqueline Waltman

Members not present: Richard Ramos, Chairperson

Also present: Daniel Amaya, Administrative Analyst II
David Burke, Fire Battalion Chief
Russell Freesland, Plan Check Manager
Mark Hatch, Deputy Fire Chief
David Hernandez, Mgr Transmission & Dist Engineering
Betsy McClinton, Management Services Director
Alex Prestia, Ast Gen Mgr-Utility Administrative Services
April Rios, Human Resources Manager
Rene Sanchez, Administrative Analyst II
Griselda Sandoval, BCEA President
Jessica Sandoval, Executive Assistant
Erik Sartuche, BCEA Vice-President
Asif Sheikh, Manager Water Engineering-Planning
Jill Vander Borgh – Senior Assistant City Attorney

Open Public Comment Period of Oral Communications

There were four speakers, Carolyn Alves, Hubert Kozak, Lisa Palombi, and David Donahue.

Future Agenda Items

None.

Approval of Minutes

MOTION CARRIED: It was moved by Ms. Barnes, seconded by Ms. Ovsepyan and carried 4-0 to approve the minutes of the regular meeting of April 3, 2024.

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 not only meet the needs of the departments, but also the needs of the City. For the month of June 2024, the Fire Department and the Burbank Water and Power Department were proposing changes to the Classification Plan.

MOTION CARRIED: It was moved by Ms. Ovsepyan, seconded by Ms. Barnes and carried 4-0 to approve the revision of the specification for the classification of Fire Captain, revision of the specification for the classification of Fire Engineer, establishment of the title and specification for the classification of Principal Engineering Technician, establishment of the title and specification for the classification of Utility Locator, establishment of the title and specification for the classification of Senior Utility Locator, and establishment of the title and specification for the classification of Utility Project Manager.

Recruitment and Selection Report – April and May 2024

RECOMMENDATION: Note and file.

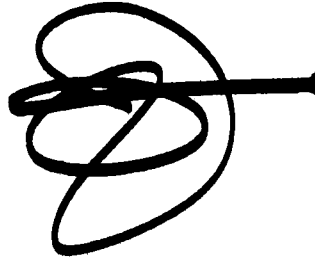
Appointments and Assignments

There were no extensions for the month of June 2024. However, there were retroactive extensions due to a lack of a quorum at the May 1, 2024, Civil Service Board Meeting. This included two temporary appointment extensions and four temporary assignment extensions. The extensions were being sought on behalf of the Financial Services Department, Community Development Department, and the Burbank Water and Power Department.

MOTION CARRIED: It was moved by Ms. Waltman, seconded by Ms. Barnes and carried 4-0 to approve the Appointments and Assignments for the month of May 2024.

Adjournment

The regular meeting of the Civil Service Board was adjourned at 5:35 p.m.



Julianne Venturo
Assistant Management Services Director

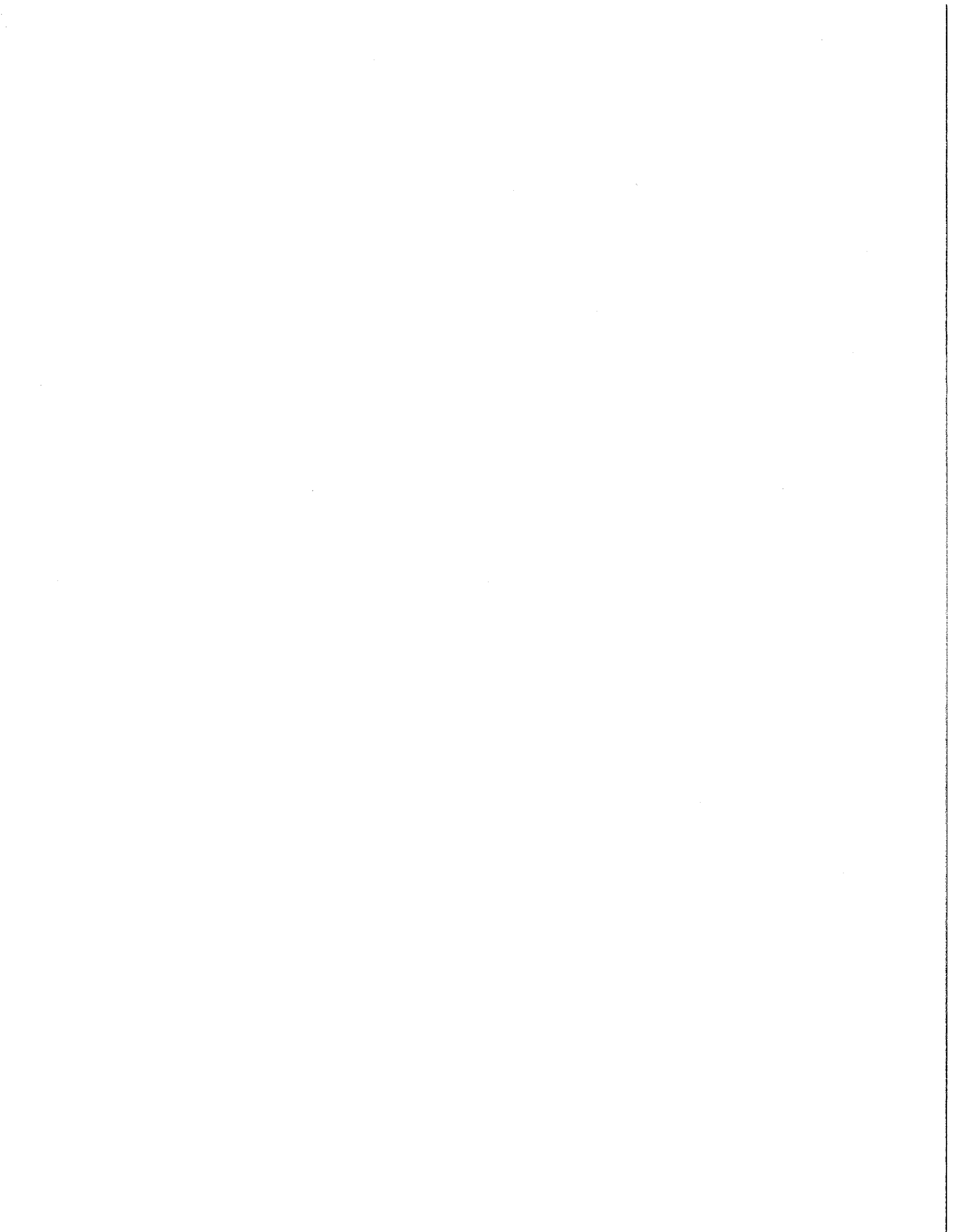
APPROVED:

Richard Ramos, Chairperson

DATE _____

Linda Barnes, Secretary

DATE _____





MEMORANDUM



COMMUNITY DEVELOPMENT

DATE: June 24, 2024

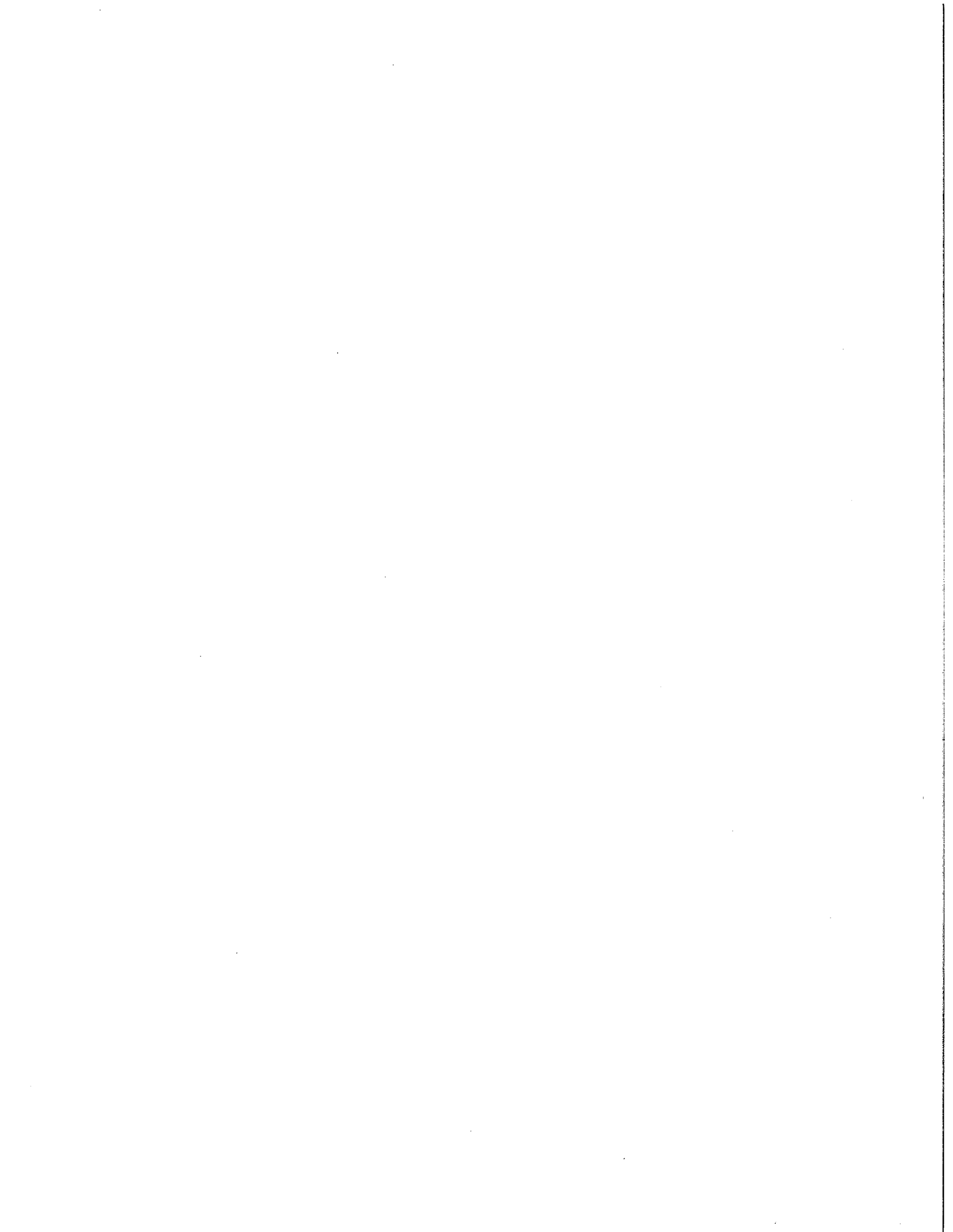
TO: Justin Hess, City Manager

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

SUBJECT: Landlord-Tenant Commission Meeting – June 20, 2024

- Twelve members of the public attended the in-person meeting. Six members had comments for the Commission summarized below:
- An elderly Burbank resident who received a no-fault eviction found a new home and thanked the commission and staff for the mediation and referrals.
- A representative with power of attorney for an elderly resident of the Maui Apartments has raised concerns about a rent increase and subsequent no-fault eviction due to renovations in a building with substandard living conditions.
- A real estate broker raised concerns about selling an investment property with long-term tenants paying below market rates and issues having the intake form submitted assigned to a Commission member.
- Another public member expressed concerns about a no-fault eviction notice due to renovations, which they believe was given to them without the proper requirements, and asked if the commission could answer if the notice was legal.
- A Burbank Tenant's Union member is concerned about displacement in Burbank and has asked the City Council to enforce tenant rights and strengthen protections to prevent displacement.
- A Burbank resident disagreed with the Burbank Tenant Union member's comments about additional tenant protections and also questioned why the commission does not say the pledge of allegiance before the meeting starts.
- In response to comments during Oral Communications, Housing Authority Manager Maribel Leyland informed an attendee that she could stay after the meeting to discuss possible housing options and available resources. Additionally, regarding the intake form for the building sale, the decision was made at the staff level because the person had already received all the available resources, such as AB1482, SB567, and the urgency ordinance.
- The Commission reported on four tenant intake forms related to no-fault evictions, tenants' rights questions, and security deposit.

- The Commission discussed the Ratio Utility Billing System presentation from the May 6, 2024, meeting. They discussed how landlords can use this system to pass on utility and other costs to tenants. However, there were concerns about the lack of regulation and monitoring.
- Commissioner Pelayo requested to amend the minutes of May 6, 2024, under Commission and Staff Announcements to read: "Commissioner Cari Pelayo asked staff to relate to the City Council that since the adoption of the urgency ordinance that they had passed, there has been a dramatic decrease in tenant complaint forms, and the City Council should consider further protections for tenants and landlords." The Commission approved the draft minutes of April 8, 2024, as amended.
- During commission and staff announcements, Housing staff announced the release of the current CPI information for new rent increases. Effective August 1, 2024, the new CPI is 3.9%, resulting in a new allowable rent increase of 8.9%.
- The meeting adjourned at 07:50 p.m.



CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: Parks and Recreation Board

Date: Thursday, June 13, 2024

Staff Present: Marisa Garcia, Parks, and Recreation Director; Diego Cevallos, Assistant Parks, and Recreation Director; Kris Smith, Assistant Parks, and Recreation Director; Grace Coronado, Assistant Parks, and Recreation Director; Paula Ohan, Senior Administrative Analyst; Chad Thompson, Executive Assistant; Andrea Del Rio, Senior Clerk; Nick Perez, Facility Attendant II; Amanda Landry, Principal Planner; Joseph Panglinan, Associate Planner

Board Members Present: Ms. Gamiño, Mr. DePalo and Ms. Ramsey

Board Members Absent: Ms. Durbin and Mr. Messerlian

Item Discussed	Summary	Direction or Action, if any
1 Announcements	Mr. Perez provided announcements for the P&R programs and facilities.	
2 Presentations	None.	
3 Department Director Report	None.	
4 Oral Communications	None.	
5 Response to Oral Communications	None.	
6 Written Communications	None.	
7 Park Board Comments	Mr. DePalo thanked staff for their efforts with the Memorial Day ceremony.	
8 Media District Specific Plan Update	Mr. Panglinan provided an update on the Media District Plan. Ms. Ramsey questioned when the Media District Plan would be implemented.	Recommendation: 1. Note and file. 2. Provide input on the draft Media District Specific Plan Update.
9 McCambridge Pool Update	Mr. Cevallos provided an update on the McCambridge Park Pool project. He shared a power point with before and after pictures of the project.	Discuss, note and file
10 Consent Calendar	<u>Approval of Minutes</u> Minutes of the May 9, 2024, meeting were approved. <u>City Council Agenda Items Update</u> Noted and Filed. <u>Contract Compliance</u> Noted and Filed.	It was motioned by Mr. Ramsey, seconded by Mr. DePalo, and carried 3-0 to approve the Consent Calendar. Note the absence of Ms. Durbin and Mr. Messerlian.

CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

		<p><u>Park Patrol Reports</u> The Park Patrol Report for April was noted and filed.</p>	
11	Tabled Items	<p><u>Departmental Operations Update</u> Noted and Filed.</p>	
12	Additional Comments from the Board and staff	<p>None.</p> <p>Mr. DePalo thanked Mr. Cevallos for the update on the McCambridge Pool.</p>	
13	Introduction of New Agenda Items	<p>None.</p>	
14	Adjournment	<p>The meeting was adjourned in memory of Ronny Edwin Mendez at 6:36.</p>	