Weekly Management Report
July 8, 2016

1. **Synopsis** - Civil Service Board Meeting of July 6, 2016 - Management Services Department

2. **Notes** - City Notes, July 8, 2016 - City Manager

CITY OF BURBANK
CIVIL SERVICE BOARD

NOTICE

The regular meeting of the Civil Service Board will be held on **July 6, 2016** at **4:30 p.m.** in the **City Hall Council Chambers – 275 East Olive Avenue.** Support documents of items on this Agenda may be obtained from the Management Services Department or by visiting the City's website at www.burbankca.gov. The agenda shall include information regarding how, to whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting.

AGENDA

1. **Roll Call**

2. **Additional Agenda Items** — **None**

3. **Open Public Comment Period of Oral Communications** — **None**

   OVERVIEW: During this period of Oral Communications, the public may comment on any matter concerning Civil Service business, and/or any items on the agenda.

4. **Approval of Minutes** — **Approved 4-0**

   OVERVIEW: Regular meeting of June 1, 2016.

   RECOMMENDATION: Approve as submitted.

5. **Proposed Amendments to Classification and Pay Plan** — **Approved 5-0**

   ESTABLISHMENT OF THE TITLE AND SPECIFICATION FOR CLASSIFICATIONS OF FIRE INSPECTOR I AND FIRE INSPECTION MANAGER AND THE REVISION OF THE TITLE AND SPECIFICATION FOR THE CLASSIFICATION OF FIRE PREVENTION INSPECTOR TO FIRE INSPECTOR II

   OVERVIEW: The Fire Department is requesting the Civil Service Board approve the establishment of the title and specification for the classification of Fire Inspector I and Fire Inspection Manager

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and also revise the title and specification for the classification of Fire Prevention Inspector to Fire Inspector II. The proposed establishments and revision meets the current and ongoing needs of the Department by allowing the Fire Prevention Division to be more efficient in the delivery of services, while continuing to safeguard the community from fire hazards.

RECOMMENDATION: Discuss and approve.

6. **Recruitment and Selection Report – June 2016** — **Note and File**

OVERVIEW: The Recruitment and Selection Report is submitted to the Board to reflect the activity occurring during a specified month in the Recruitment and Selection section of the Management Services Department–Human Resources Division.

RECOMMENDATION: Note and file.

7. **Expedited Recruitment Quarterly Report** — **Note and File**

OVERVIEW: Pursuant to the Board's request, information regarding expedited recruitments is provided to the Board on a quarterly basis. This report provides the Board with a snapshot of the processes for the expedited recruitments completed this quarter.

RECOMMENDATION: Note and File.

8. **Appointments and Assignments** — **Approved 5-0**

OVERVIEW: For the month of July 2016, there is one provisional appointment and one temporary assignment extension needed. The extensions are being sought on behalf of the Public Works Department and the Burbank Water and Power Department.

RECOMMENDATION: Discuss and approve.

9. **Additional Leave Report** — **Note and File**

OVERVIEW: The purpose of this report is to provide the Board with a quarterly report listing employees that have been granted

additional leave, pursuant to Civil Service Rule X and XIV.

RECOMMENDATION: Note and File.

10. Annual List of Professional Services Agreements with Sole Proprietors and Individuals

Note and file

OVERVIEW: Pursuant to the Board's request, staff provides a list of Professional Services Agreements (PSAs) the City has entered into with sole proprietors and individuals, as defined by the Internal Revenue Service (IRS), on an annual basis for their review.

11. Adjournment

If you have any questions about any matter on the agenda, please call the Management Services Department at (818) 238-5026. This facility is disabled accessible. Auxiliary aids and services are available for individuals with speech, vision or hearing impairments (advanced notice is required). Please contact the ADA Coordinator at (818) 238-5424 voice or (818) 238-5035 TDD with questions or concerns.

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CITY MANAGER'S OFFICE

CITY NOTES

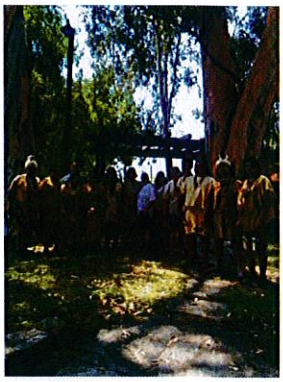
Important Updates for the Burbank City Council **July 8, 2016**

Starlight Bowl: July 4th Show

The Starlight Bowl welcomed more than 4,000 patrons to celebrate Independence Day on Monday, July 4. The festivities started with a special recognition of Burbank resident and World War II veteran, Ivan Cregger, followed by the National Anthem sung by Rachele Royale, and a flyover from the Palm Springs Air Museum. The Kings of 88 opened the concert with their tribute to the greatest artists of piano rock, and were followed by headliner Stone Soul, who played various classic rock hits. The night ended with a sensational 20-minute fireworks show.

Native American Day

Stough Canyon Nature Center hosted the annual Native American Day on Sunday, June 26. This year, the event changed locations from Stough Nature Center to Stough Park to provide ample shade and a large grass area for patrons to sit and lay out blankets. The event included captivating performances from Gabrielino-Tongva Dancers who told stories through an artistic blend of dance and narration. Attendees of all ages enjoyed games, creating jewelry, crafts, and sampling Native American inspired cuisine.



Read for the Win!

With more than 1,200 children, teens, and adults signed up for Summer Reading Club, audiences have enjoyed everything from author visits to outdoor concerts, and weird scientists to barnyard animals. And best of all everyone is reading!

MVP Basketball Camp

The annual week-long MVP Basketball Camp was held at Luther Burbank Middle School from June 27 – 30 with more than 70 youth (Grades 5 through 8) in attendance. The co-ed camp focused on developing basketball skills through a variety of learning experiences, including: games, free throw contests, station drills, guest speakers, team practices, and self-help drills. Each camper received a t-shirt and a drills booklet.