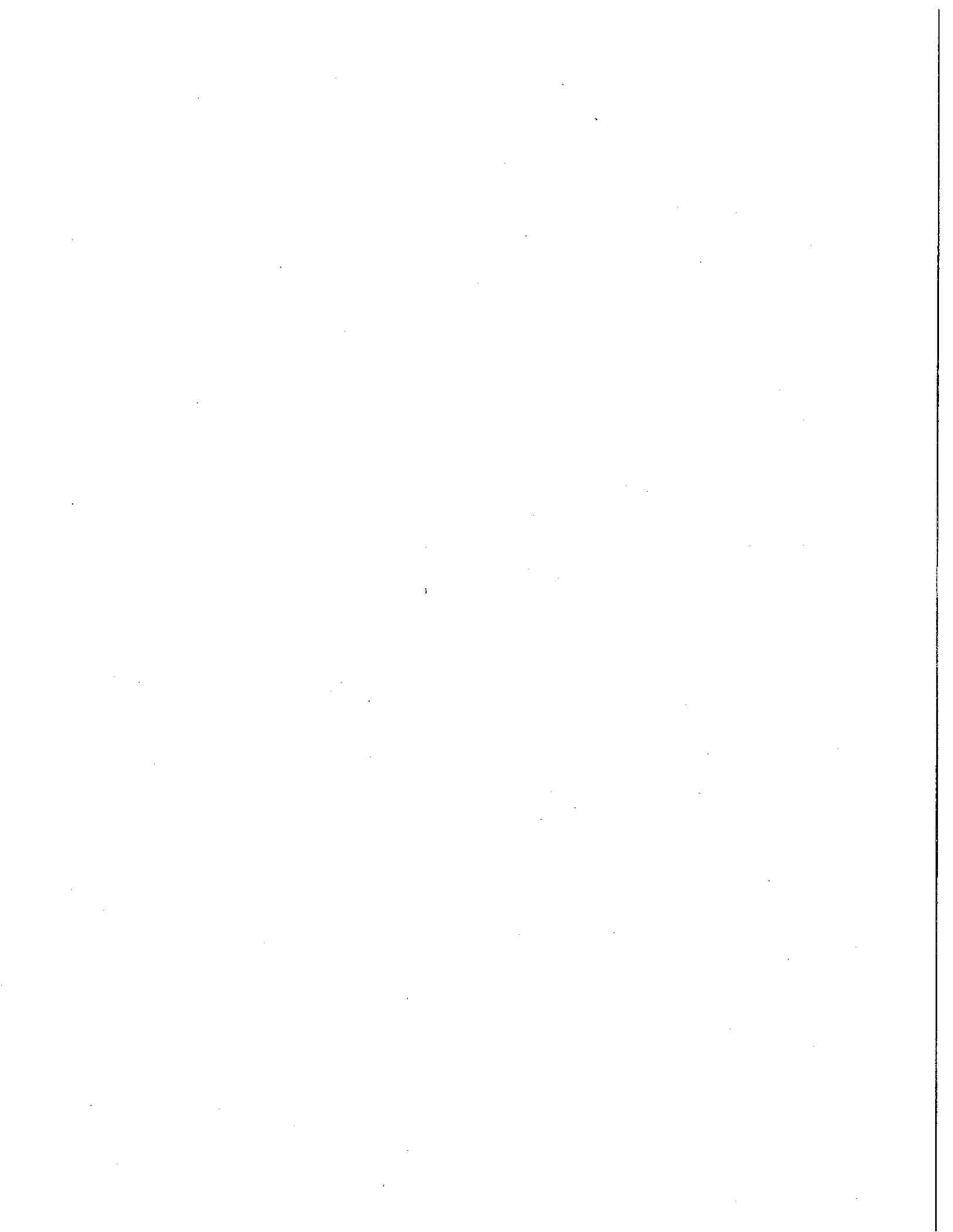


Weekly Management Report April 7, 2017

1. **Minutes** Civil Service Board Meeting of March 1, 2017
Management Services Department
2. **Synopsis** Civil Service Board Meeting of April 5, 2017
Management Services Department
3. **Synopsis** Community Development Goals Committee Meeting of
March 23, 2017
Community Development Department
4. **Synopsis** Art in Public Places Meeting of April 3, 2017
Parks and Recreation Department



March 1, 2017
4:30 p.m.

The regular meeting of the Civil Service Board was held in the Administrative Services Building, Management Services Department Training Room 102.

Roll Call

Members present: David Nos, Chairperson
Matthew Doyle
Susan Widman

Members not present: Miguel Porras, Vice-Chairperson
Jacqueline Waltman, Secretary

Also present: Sean Aquino, Administrative Officer – BWP
Eric Deroian, Police Lieutenant
Garen Essakhanian, Network Support Analyst III
Brady Griffin, Human Resources Manager
Charmaine Jackson, Senior Assistant City Attorney
David Lasher, Administrative Analyst II
Betsy McClinton, Management Services Director
Jason Miller, Acting Asst. Info Tech. Director-Operations
Omar Moheize, BMA President
April Moreno, Human Resources Manager
Julianne Venturo, Asst. Management Services Director
Anely Williams, Administrative Analyst II

Additional Agenda Items

None

Open Public Comment Period of Oral Communications

None

Approval of Minutes

MOTION CARRIED: It was moved by Mr. Doyle, seconded by Ms. Widman and carried 3-0 to approve the minutes of the regular meeting of February 1, 2017.

Proposed Amendments to Classification Plan

None

Recruitment and Selection Report – February 2017

RECOMMENDATION: Note and file.

Appointments and Assignments – March 2017

For the month of March 2017, there were four temporary assignment extensions needed. The extensions were sought on behalf of the Burbank Water and Power Department, the Police Department and the Information Technology Department.

MOTION CARRIED: It was moved by Mr. Doyle, seconded by Ms. Widman and carried 3-0 to approve the Appointments and Assignments for the month of March 2017.

Adjournment

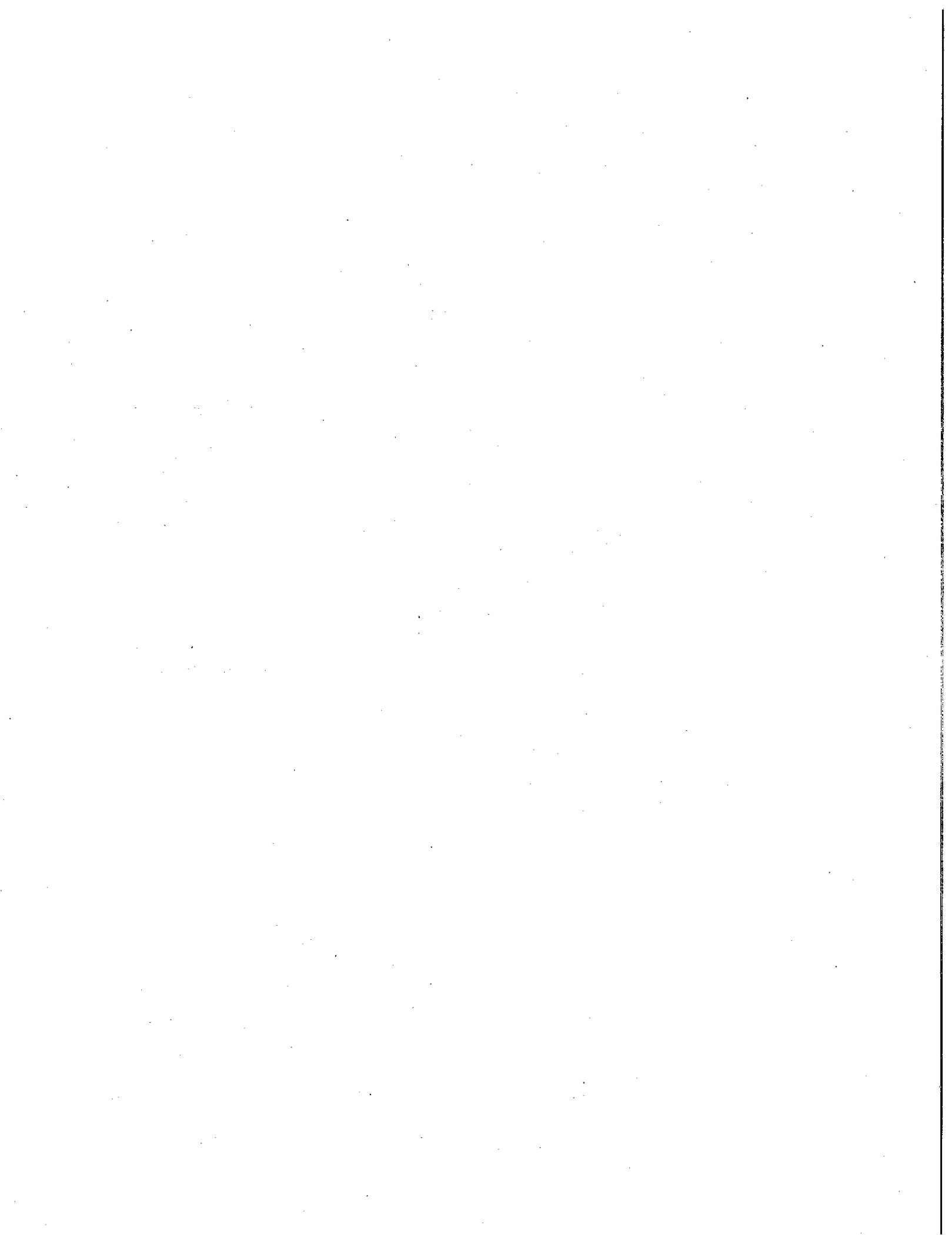
The regular meeting of the Civil Service Board was adjourned at 4:46 p.m.

Julianne Venturo
Assistant Management Services Director

APPROVED:

_____ DATE _____
David Nos, Chairperson

_____ DATE _____
Jacqueline Waltman, Secretary





**CITY OF BURBANK
CIVIL SERVICE BOARD**

NOTICE

The regular meeting of the Civil Service Board will be held on **April 5, 2017** 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 3-0 Mr. Porras and Ms. Waltman abstained

OVERVIEW: Regular meeting of March 1, 2017.

RECOMMENDATION: Approve as submitted.

5. Proposed Amendments to Classification and Pay Plan

None

None

6. Recruitment and Selection Report – March 2017

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. **Annual Examination Appeals Report**

Note and File

OVERVIEW: The purpose of this report is to provide the Civil Service Board with an annual report of all examination appeals submitted to the Management Services Department.

RECOMMENDATION: Note and File.

9. **Annual Review of Recruitment Process Report**

Note and File

OVERVIEW: The purpose of this report is to provide the Civil Service Board with an annual review of recruitment processes. The review consists of all components of the recruitment process for a Civil Service recruitment and a non-Civil Service recruitment, including the recruitment phases agreed upon by the department and Management Services Department, statistics associated with the recruitment, and the final outcome of the recruitment.

RECOMMENDATION: Note and File.

10. **Appointments and Assignments**

Approved 5-0

OVERVIEW: For the month of April 2017, there is one temporary appointment extension needed. The extension is being sought on behalf of the Burbank Water and Power Department.

RECOMMENDATION: Discuss and approve.

11. **Additional Leave Report**

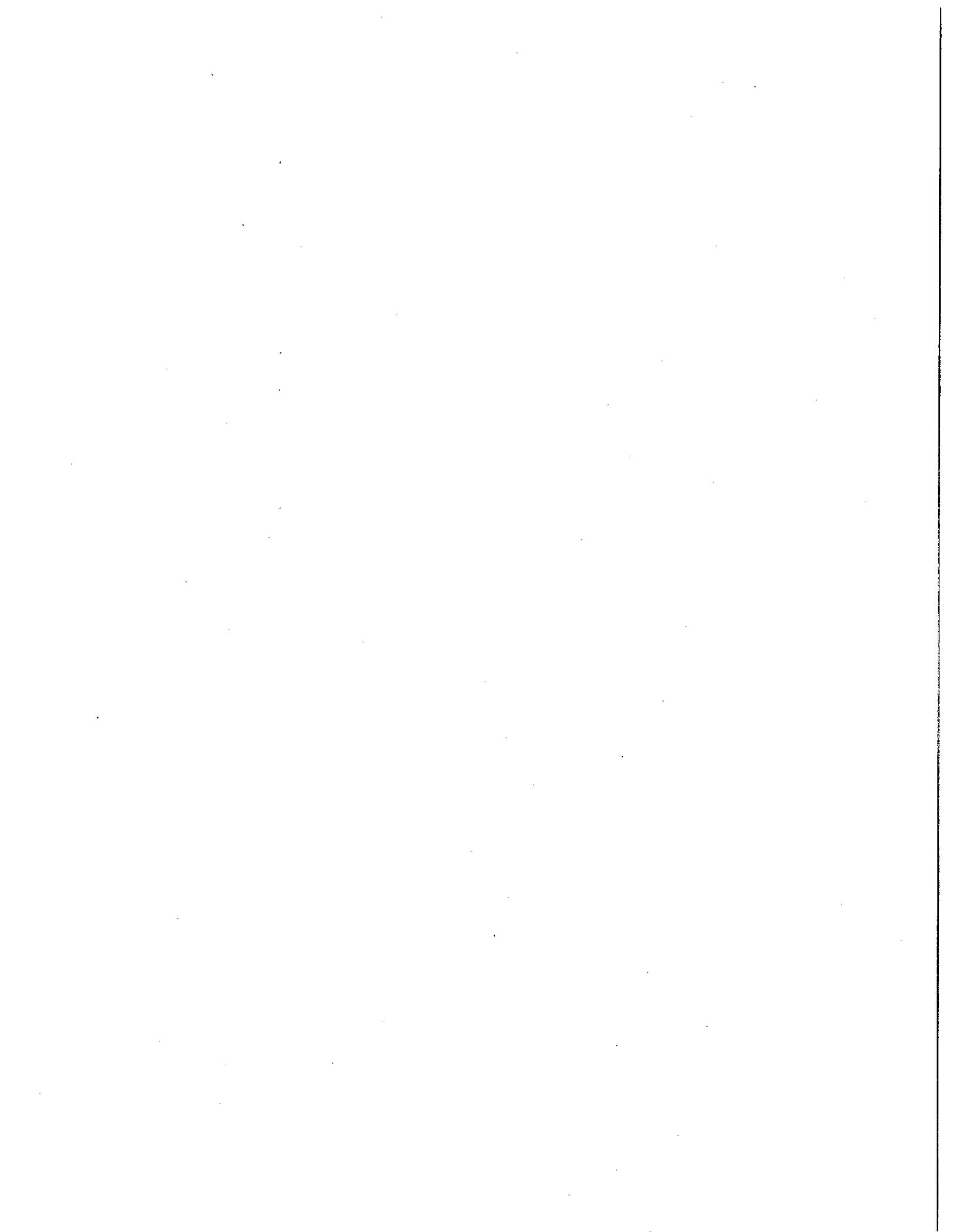
Note and File

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.

12. **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.



memorandum

DATE: March 30, 2017

TO: Ron Davis, City Manager

FROM: Patrick Prescott, Community Development Director 
Via: Simone McFarland, Assistant Community Development Director –
Business and Economic Development

SUBJECT: Community Development Goals Committee – March 23, 2017

- The Community Development Goals Committee (Committee) was attended by seven of nine members.
- The Committee Chair (Robin Savoian) at 6:09 p.m. called the meeting to order. During general announcements, staff provided an update on the estimated CDBG Funding available for Fiscal Year 2017-18:
 - \$735,149 for Capital and Economic Development Projects; and
 - \$145,987 for Public Services
- During oral comment, Ms. Chancela Al-Mansour – Executive Director of the Housing Rights Center - provided a presentation on their organization and the fair housing services they offer. The Housing Rights Center is a nonprofit serving the City of Burbank as a grant subrecipient of HOME Investment Partnership Funds (HOME).
- The Committee provided their funding recommendations for the FY 2017-18 Capital and Economic Development Projects & Public Service Programs. Attached are the recommendations, which were unanimously approved by the Committee. The Committee considered level or increased funding for applicants in comparison to FY 2016 based on: an organization's on-going performance and outcomes; sustainability of services through leveraged resources and partnerships; and the necessity of the program or services in the community.
- Other business included the approval of the Committee Meeting Minutes from March 9, 2017.
- On April 13th, at the Executive Team Policy Meeting, the Goals Committee recommendations will be considered for approval and/or revisions.

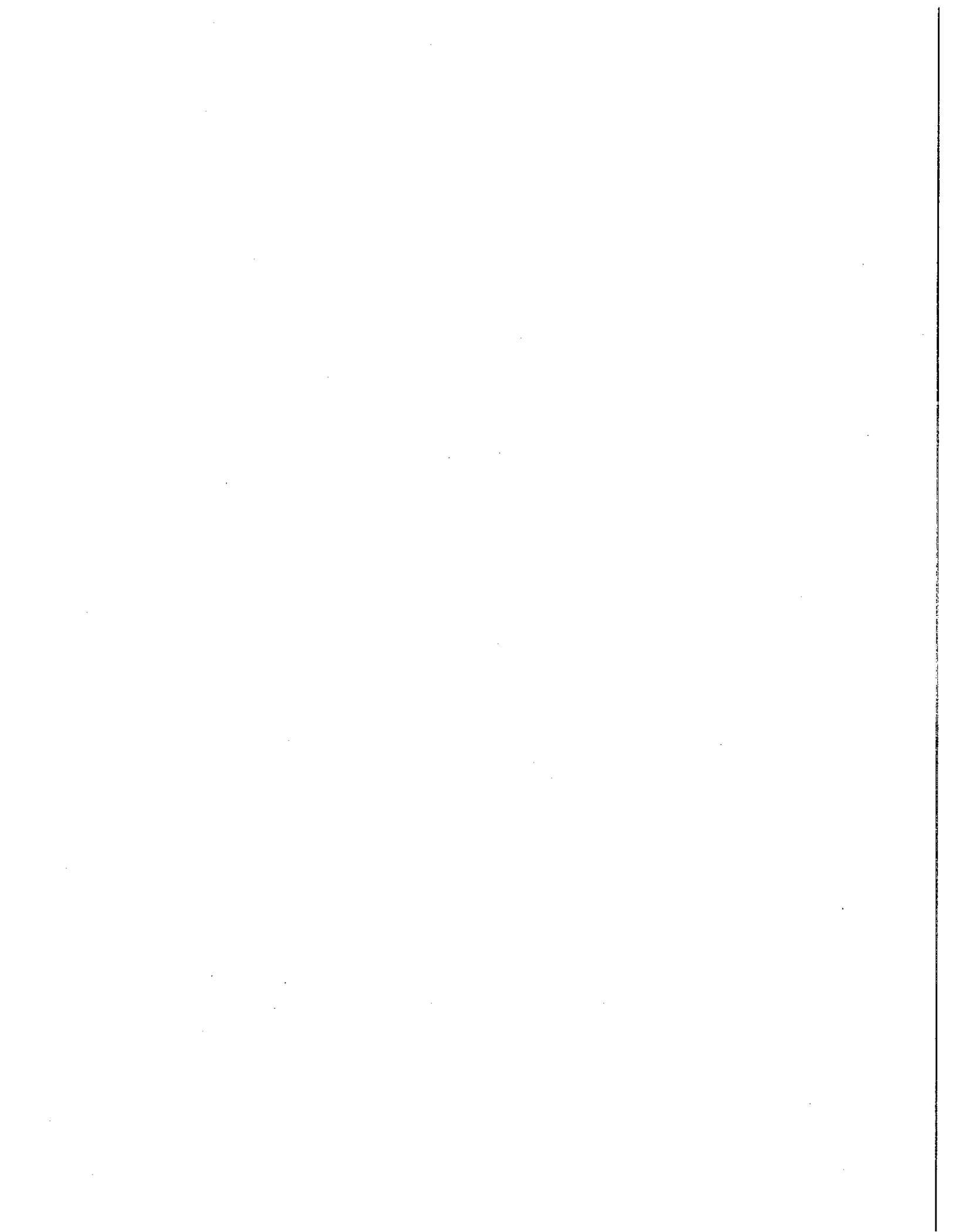
**CDBG Capital and Economic Development Projects
FY 2017-2018**

(A) DEPARTMENT/AGENCY	(B) FY 2016 PROJECT	C FY 2016 FUNDING REQUEST	(D) FY 2016 CITY COUNCIL APPROVAL	(E) FY 2017 PROJECT	(F) FY 2017 REQUEST AMOUNT	(G) GOALS COMMITTEE RECOMMENDATION 3/23/2017
Public Works Dept.	1. Reconstruction of Elmwood Av from Main St to Victory Bl	\$ 1,000,000.00	\$ 361,752.00	1. First St from Olive Av to Orange Grove Av	\$ 55,000.00	\$ 55,000.00
	2. Reconstruction of Providencia from Victory Blvd to Lake		incl. above	2. Providencia Av from Lake St to Flower St	\$ 105,000.00	\$ 105,000.00
	3. Reconstruction of Isabel St. from Victory to Mariposa		incl. above	3. Isabel St from Victory Blvd to Mariposa St	\$ 126,000.00	\$ 126,000.00
	4. Reconstruction of Chestnut from Victory Blv to Mariposa		incl. above	4. Ontario St from Empire Av to Thornton Av	\$ 160,000.00	
	5. Reconstruction of Ontario from Empire to Thornton			5. Avon St from Wyoming Av to Jeffries Av	\$ 68,000.00	
	6. Reconstruction of Fairview from Empire to Thornton			6. Niagara St from Empire Av to Thornton Av	\$ 128,000.00	
	7. Reconstruction of Niagara St from Empire Av to Thornton			7. Shelton St from Chandler Blvd to Magnolia Blvd	\$ 141,000.00	
	8. Reconstruction of Catalina St from Empire Av to Thornton			8. Fifth St from Magnolia Blvd to Olive Av	\$ 116,000.00	
	Total: \$1,000,000.00			9. Catalina St from Empire Av to Thornton Av	\$ 128,000.00	
Boys and Girls Club	Boys and Girls Club - Property Acquisition	\$ 500,000.00	\$ -	Bungalow Rehab - Jefferson & Brett Hart Elementary School	\$ 300,000.00	\$ 149,149.73
Parks, Recreation and Community Services	Parks and Recreation - Joslyn Adult Center - Phase II	\$ 130,000.00	\$ 130,000.00	R. Lundigan Park Playground, asphalt, and picnic area improvements	\$ 300,000.00	\$ 275,000.00
Burbank Temporary Aid Center	Burbank Temporary Aid Center - Work Initiative Program		\$ 100,000.00	Work Initiative Program	\$ 100,000.00	\$ 25,000.00
Capital Projects Total:		\$ 1,965,557.00	\$ 673,452.00		\$ 1,727,000.00	\$ 735,149.73
Capital Funds Available:			\$ 673,452.00		\$ 735,149.73	\$ 735,149.73
Fund Shortage/Excess			\$ -		\$ (991,850.27)	\$ -

CDBG Public Service Projects
FY 2017-2018

(A) DEPARTMENT/AGENCY	(B) FY 2016 PROGRAM	(C) FY 2016 FUNDING REQUEST	(D) FY 2016 CITY COUNCIL APPROVAL	(E) FY 2017 PROGRAM	(F) FY 2017 REQUEST AMOUNT	(G) GOALS COMMITTEE RECOMMENDATION 3/23/2017
Family Service Agency	CARE Cottages Puerta Nueva Program	\$ 55,000.00	\$ 20,000.00	CARE Cottages @ Puerta Nueva Program	\$ 40,000.00	\$ 20,000.00
Burbank Temporary Aid Ctr.	Homeless/Needy Services	\$ 54,500.00	\$ 15,000.00	Homeless/Needy Services	\$ 50,000.00	\$ 15,000.00
Burbank School District	Summer Youth Employment	\$ 34,100.00	\$ 25,000.00	Summer Youth Employment	\$ 34,919.00	\$ 31,381.00
YMCA	Learn, Grow, Thrive Summer Day Camp	\$ 15,000.00	\$ 10,000.00	Learn, Grow, Thrive Summer Day Camp	\$ 28,700.00	\$ 12,500.00
Boys & Girls Club	Free Drop-In Teen Program	\$ 40,000.00	\$ 14,500.00	Free Drop-In Teen Program	\$ 20,000.00	\$ 7,500.00
BCR "A Place To Grow"	Extended Day Prog. (Disabled)	\$ 9,500.00	\$ 9,500.00	Extended Day Prog. (Disabled)	\$ 12,106.00	\$ 12,106.00
Fair Housing Council*	Fair Housing Services *	N/A	N/A	Fair Housing Services*	N/A	N/A
Burbank Noon Lions	Eye & Ear Care Programs Kid Sight	\$ 4,000.00	\$ 4,000.00 inclusive	1. Eye & Ear Care Programs 2. Kid Sight	\$ 3,900.00 \$ 100.00	\$ 4,000.00
Armenian Relief Society	Social Services Program	\$ 10,730.00	\$ 3,500.00	Social Services Program	\$ 10,600.00	\$ 2,000.00
Kids Community Dental Clinic	Dental Services Program	\$ 20,000.00	\$ 12,500.00	Dental Services Program	\$ 24,906.00	\$ 17,500.00
Family Promise	Case Mgmt/Homeless Families	\$ 26,845.00	\$ 10,401.00	Case Mgmt/Homeless Families	\$ 15,350.00	\$ 12,500.00
Burbank Coordinating Council	Camperships	\$ 10,000.00	\$ 4,500.00	Camperships	\$ 12,250.00	\$ 6,500.00
Salvation Army	Computer Lab	\$ 15,000.00	\$ -	Homeless Connection Day	\$ 10,000.00	\$ 5,000.00
Burbank Youth Center	N/A	\$ -	\$ -	Basketball Camperships	\$ 30,000.00	\$ -
Total Public Services:		\$ 327,675.00	\$ 136,440.08		\$ 292,831.00	\$ 145,987.00
Public Svcs. Funds Available:		\$ -	\$ 136,440.00		\$ 145,987.00	\$ 145,987.00
Fund Shortage/Excess		\$ -	\$ -		\$ (146,844.00)	\$ -

*Staff is proposing to fund Fair Housing Council services totaling \$20,000 from HOME Program Administration budget.



CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: *Art in Public Places* **Date:** 4-3-17

Members Present: Robert Brody, Gordon Haines, Carolyn Jackson, Kimberly Jo, Carole Kubasak and Dink O'Neal

Members Absent: Karen Bradfield

Staff Present: Marisa Garcia and Krista Dietrich

Council Liaison Present: *none*

Item Discussed	Summary	Direction or Action, if any
1	Approval of Minutes	Approved as amended 6-0
2	2411 W. Burbank Blvd ARTIST NAME: Edward Thang LOCATION: 2411 W. Burbank Blvd DESCRIPTION: Wavy steel ribbon which wraps both major facades of the building ART OBLIGATION: \$6,000 INSTALLATION DATE: TBD	4-2 to deny the artwork as proposed.
2	3401 W. Olive - Talaria ARTIST NAME: Lindsey Adelman LOCATION: 3401 W. Olive DESCRIPTION: 29 hand blown glass globes ART OBLIGATION: \$360,000 (total) INSTALLATION DATE: TBD ARTIST NAME: Paige Smith LOCATION: 3401 W. Olive DESCRIPTION: Terrazzo, brass metal and silver metal celestial flooring map	6-0 to approve the artwork as proposed.

		<p>ART OBLIGATION: \$360,000 (total) INSTALLATION DATE: TBD</p> <p>ARTIST NAME: Guy Dilli LOCATION: 3401 W. Olive DESCRIPTION: Bronze and cast concrete sculpture ART OBLIGATION: \$360,000 (total) INSTALLATION DATE: TBD</p>	
2	3000 N. San Fernando Blvd.	<p>ARTIST NAME: Ed Strang LOCATION: 3000 N. San Fernando Blvd. DESCRIPTION: Sculptured red opaque circle using lightweight 'DIBOND' aluminum material ART OBLIGATION: \$15,750 INSTALLATION DATE: TBD</p>	4-3 to deny the artwork as proposed.
3	Lincoln Park Public Art Garden Update	<p>Staff provided the Committee with an update regarding the Lincoln Park Public Art Garden project and advised it was scheduled for the April 18th City Council agenda. The Committee was unanimously supportive and discussed writing a letter of support to the Council but ultimately agreed to individually reach out and attend the Council meeting.</p>	Note and File.
5	Meeting Calendar	<p>Staff provided a calendar of 2017 and 2018 for the Committee to review the months with a City observed holiday conflict.</p>	Note and File.
7	Additional Agenda Items	<p>Mr. Haines requested staff bring back an update regarding the Ordinance revision process at a future meeting.</p>	