



Weekly Management Report

May 5, 2023

- 1. Summary** Park and Recreation Board Meeting
on April 13, 2023
Parks and Recreation Department
- 2. Memo** Downtown Burbank Partnership (PBID)
Meeting on April 6, 2023
Community Development Department
- 3. Memo** Landlord-Tenant Commission
Meeting on May 1, 2023
Community Development Department
- 4. Memo** Recruitment Report – End of April 2023
Management Service Department
- 5. Memo** Powers and Duties of the City of Burbank Boards,
Commissions, and Committees
City Manager's Office

**CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY**

Meeting: Parks and Recreation Board

Date: Thursday, April 13, 2013

Staff Present: Marisa Garcia, Director; Kristen Smith, Deputy Director; Grace Coronado, Administrative Officer; Paula Ohan, Senior Administrative Analyst; Noah Altman, Administrative Analyst; Lupe Santarriaga, Administrative Analyst and Chad Thompson, Senior Clerk

Board Members Present: Ms. Gamiño, Mr. Messerlian, Ms. Ramsey

Board Members Absent: Ms. Durbin, Mr. Gussow

Item Discussed	Summary	Direction or Action, if any
1 Announcements	Mr. Chad Thompson provided announcements for the P&R programs and facilities.	
Presentations	None.	
2 Department Director Report	None.	
3 Oral Communications	Jean M. Schanberger, Vice Chair of Sustainable Burbank Commission (Commission) spoke on behalf of the Commission to request the Park and Recreation Board Member to add agenda item to appoint a liaison to the Commission.	
4 Response to Oral Communications	Ms. Ramsey supported the request and supported to add an agenda item to future agenda. Mr. Messerlian asked staff to clarify the request that was being proposed by Jean M. Schanberger. Ms. Gamiño clarified that the item could be added during the Introduction of New Agenda Items at the end of the meeting.	
5 Written Communications	None.	
6 Park Board Comments	None.	
7 Budget Update for Fiscal Year 2023-2024	Noah Altman, Administrative Analyst provided an update on the Fiscal Year 2023-2024 Budget Planning Process.	Note and file
8 Park and Recreation Board Business Card Justification	Noah Altman, Administrative Analyst provided a report on the justification to request the use of business cards.	It was motioned by Mr. Messerlian, seconded by Ms. Ramsey and carried 3-0 to "approve justification and abide by the policy."
9 Consent Calendar	<u>Approval of Minutes</u> Minutes of the April 13, 2023, meetings were approved	It was motioned by Ms. Ramsey, seconded by Mr. Messerlian, and carried 3-0

CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

	<p><u>City Council Agenda Items Update</u> Noted and Filed.</p> <p><u>Contract Compliance</u> Noted and Filed.</p> <p><u>Park Patrol Reports</u> The Park Patrol Report for February was noted and filed.</p> <p><u>Departmental Operations Update</u> Noted and Filed.</p> <p>None.</p>	<p>“to approve the Consent Calendar as presented.”</p>
11	<p>Tabled Items</p>	
14	<p>Additional Comments from the Board and staff</p>	
15	<p>Introduction of New Agenda Items</p>	<p>Ms. Ramsey requested to add to a future agenda the discussion of liaison with Sustainable Burbank Committee. Ms. Gamiño and Mr. Messerlian were in support of that request.</p>
16	<p>Adjournment</p>	<p>The meeting was adjourned at 6:39 p.m.</p>



MEMORANDUM



COMMUNITY DEVELOPMENT



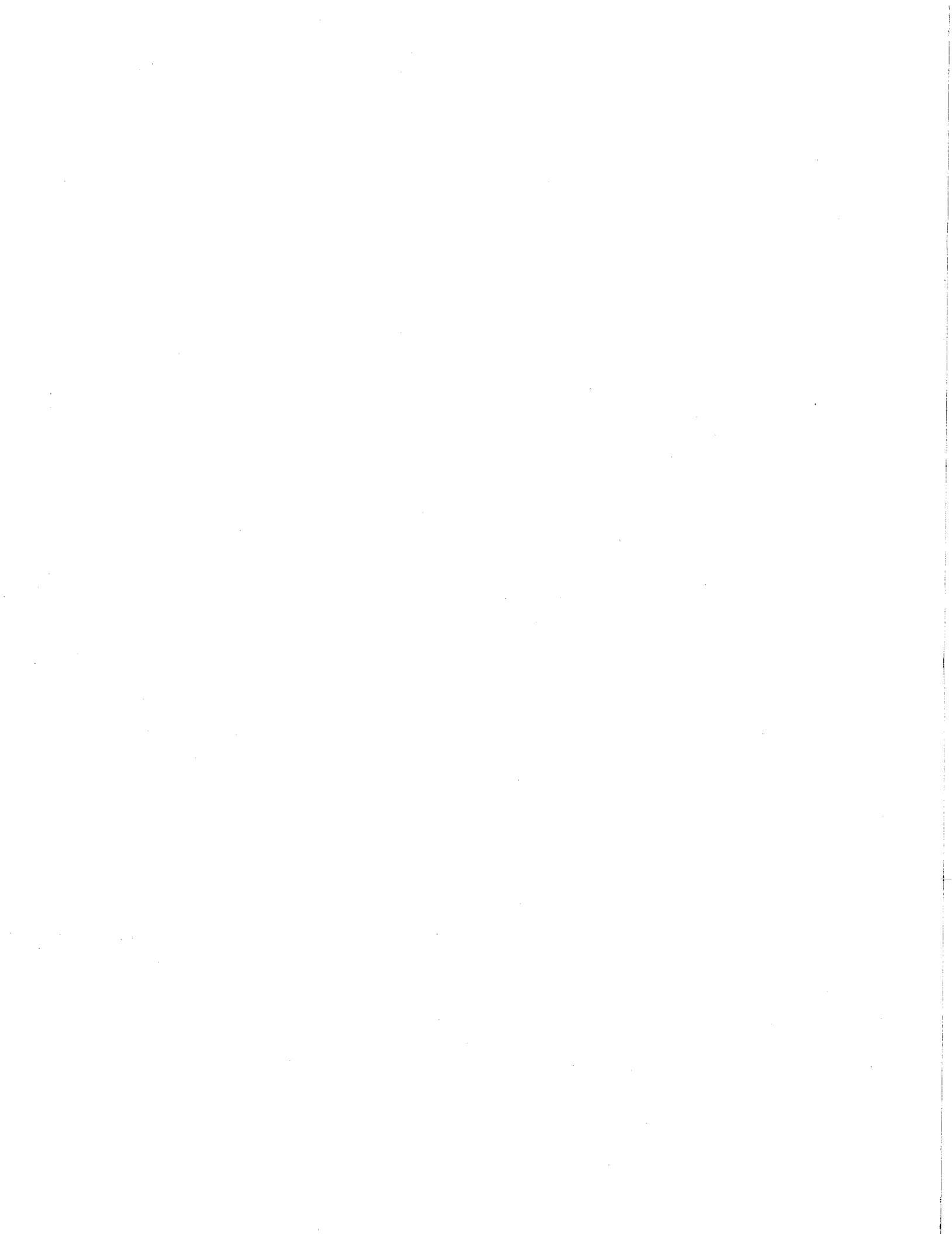
DATE: April 27, 2023

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director
VIA: Simone McFarland, Asst. Community Development Director
Mary Hamzoian, Economic Development Manager
BY: Aida Ofsepien, Economic Development Analyst I

SUBJECT: Downtown Burbank Partnership (PBID) Meeting – April 6, 2023

- Staff presented the 2022 Downtown Burbank Annual Report to the Board, highlighting the achievements in 2022 and the plans for 2023. This year is the PBID's 20th anniversary, and the report also highlights the work accomplished by the PBID since 2003.
- Captain Cornils of the Burbank Police Department (BPD) provided a quarterly report to the Board regarding police presence in Downtown Burbank. He also provided an update on plans to launch a pilot program with a third-party vendor to enforce parking in streets, garages, and parking lots. In order to generate more police presence and awareness in Downtown, the PBID is partnering with BPD to hold a 'Coffee with a Cop' event in partnership with the recently renovated Starbucks on May 16th from 8 AM – 10 AM.
- Staff provided an update about the re-skinning of the wayfinding signs in Downtown Burbank. New vinyl materials will be placed over all existing signs and four (4) new signs will be added to Zone 3 (from Verdugo to Alameda on San Fernando). Project implementation is scheduled to begin in June 2023.





MEMORANDUM



COMMUNITY DEVELOPMENT

DATE: May 5, 2023

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
VIA: Simone McFarland, Assistant Community Development Director 
BY: Maribel Leyland, Housing Authority Manager

SUBJECT: Landlord-Tenant Commission Meeting – May 1, 2023

Following the City Council meeting on April 25, 2023, five households that had received eviction notices provided their contact information to the Community Development Director. Housing staff began following up with these individuals the next day. Staff asked them if they wished to be placed in the Agenda for the regularly scheduled May 1, 2023 Landlord-Tenant Commission meeting to work with the Commissioners. Four of the five households responded requesting to be added to the Landlord Tenant Commission Agenda. Furthermore, staff contacted the Housing Rights Center and asked a representative to attend the Landlord Tenant Commission meeting. The following is a summary of the meeting.

A total of 45 members of the public attended the Landlord Tenant Commission meeting along with Councilmember Nikki Perez and a representative from the Housing Rights Center. A total of six city staff members attended including: two staff members from the City Attorney's Office, and four staff members from the Community Development Department/Housing section.

There was a total of 22 in-person speakers during Oral Communications, and two additional speakers via ZOOM. Two of the in-person speakers spoke a second time; however, staff confirmed their full allotted three minutes had not been utilized. Chairperson Cari Pelayo responded to each speaker, individually at the end of Oral Communications. She acknowledged the concerns and the different situations expressed by the members of the public. Chairperson Pelayo informed the public that she personally had suggestions that she and the Commission would share with the City Council at the appropriate time. Two other commissioners, Commissioners Judy Smith and Christopher Toth, had brief response to comments.

Staff also provided comments to Oral Communications. Maribel Leyland, Housing Authority Manager, informed the public that there were several housing resources available at the meeting, and stated that a representative from the Housing Rights Center (HRC) was in attendance. She also reported that staff is in the process of scheduling workshops in conjunction with HRC, and with the city's partner Home Again L.A. in the coming months related to tenants' rights, similar to what has been provided in the past.

Ms. Leyland also stated that staff from the City Attorney's Office in attendance were there to listen and guide the meeting and Commission; not to give legal advice to the public or the Commission. She also stated that staff in attendance would be noting the feedback from the community, both tenants and landlords, to include in a future AB 1482 (the Tenant Protection Act of 2019) study session that was requested by the City Council; along with possible tenant protection options for City Council consideration.

The Chairperson made a motion to move two non-urgent items to next month's Agenda so the Commission could discuss the new Landlord Tenant Forms submitted and on the Agenda that included:

- **2023-18** Tenant Form
Address: 520 E. Tujunga Ave # I, Burbank, CA 91501
Issue: Eviction Notice Question
- **2023-19** Tenant Form
Address: 1304 W Olive Ave Apt H, Burbank, CA 91506
Issue: Eviction Notice Question
- **2023-20** Tenant Form
Address: 235 E Valencia Ave Apt C, Burbank, CA 91502
Issue: Eviction Notice Question
- **2023-21** Tenant Form
Address: 219 N. Buena Vista St. Unit B, Burbank, CA 91505
Issue: Security Deposit and Rent increase Question
- **2023-22** Tenant Form
Address: 2425 N. Lincoln St., Burbank, CA 91504
Issue: Eviction Notice Question
- **2023-23** Tenant Form
Address: 1300 W Olive Ave Apt K., Burbank, CA 91506
Issue: Eviction Notice Question

The assigned subcommittees reported out on each case, and each case is still pending. More time is required for each subcommittee. In the meantime, Commissioners will continue to assist the tenants involved in these cases. At the end of the reports, Ms. Leyland informed the public that they did not have to wait another month to hear from the Commission or get their case assigned to a subcommittee. As soon as forms are submitted, they are assigned to a subcommittee and the typical response time is 24 to 48 hours.

At the end of the Agenda, the commission received an update on a prior month's case that is now closed and approved the minutes of April 3, 2023. There was no further Commission or Staff Comments, and the Commission did not have any additional agenda items to introduce. The meeting adjourned at 8:28 p.m.



MEMORANDUM



**MANAGEMENT
SERVICES**



DATE: May 1, 2023

TO: Justin Hess, City Manager

FROM: Betsy McClinton, Management Services Director
By: Rene Sanchez, Acting Human Resources Manager

SUBJECT: RECRUITMENT REPORT – End of April 2023

Vacancies open to the public (15)

The Management Services Department (MS) is currently accepting applications from the public for these positions.

Collection Systems Worker	Food Services Aide
(5) Custodian (PW)*	Kennel Attendant (As-Needed)
(3) Customer Service Representative II	Legal Assistant
Electrical Engineer*	(11) Lifeguard*
Electrical Engineering Associate I	(15) Lifeguard-Instructor*
(12) Facility Attendant II (PT) (Temp)*	(15) Police Recruit or Police Officer*
Firefighter Recruit or Firefighter*	Youth Services Worker (BEST)*
(4) Fleet Maintenance Tech (2-BWP, 2-PW)	

*Continuous opening/open until filled

Vacancies open to City employees (3)

MS is currently accepting applications from City employees only for these positions.

Intermediate Clerk (CDD)
Recreation Supervisor
Senior Administrative Analyst (BWP)

Recruitment examinations in process (19)

MS is conducting an examination process for these positions. MS estimates it will complete the examination process by the date indicated and will provide a list of candidates eligible for hire to the hiring department.

Administrative Analyst I (M) (PR) (May 2023)	Permit Technician (CDD) (Jun 2023)
Administrative Analyst II (Z) (IT) (May 2023)	(2) Pipefitter Apprentice (Jun 2023)
Civil Engineering Assistant-BWP (May 2023)	(15) Police Recruit or Police Officer (May 2023)
(3) Communications Operator* (May 2023)	Power Plant Maintenance Trainee (May 2023)
Construction Inspector I (May 2023)	Power Plant Operator Trainee (May 2023)
(5) Custodian (PW)* (May 2023)	(2) Storekeeper (May 2023)
Data Engineer (BWP) (Jun 2023)	(3) Tree Trimmer Helper (May 2023)
(4) Fleet Maint Tech (2-BWP, 2-PW) (May 2023)	Water Plant Operator (Jun 2023)
Groundskeeper (May 2023)	Water Supervisor (May 2023)
(6) Line Mechanic Apprentice (Jun 2023)	

Recruitment examinations completed (51)

MS completed the examination process for these positions. MS gave names of candidates eligible for hire to the hiring department for their internal selection process (typically a final interview). MS is awaiting notice of selection.

Administrative Analyst I (M) (PR)	(16) Lifeguard-Instructor
(2) Administrative Analyst I (M) (PD)	Mail Room Assistant
Administrative Analyst II (M) (BWP)	Manager Technology (IT)
Administrative Analyst II (M) (LS)	Police Cadet (PT)
Assistant City Clerk	(15) Police Recruit or Police Officer
Associate Transportation Planner	Police Sergeant
(1) Civil Engineering Associate	(2) Police Records Technician
Collection Systems Leadworker	Police Technician
Communications Operator (As-Needed)	Power Resources Planning Associate II
(4) Crossing Guard	Principal Civil Engineer (M)
Custodial Supervisor	(6) Recreation Leader
Engineering Technician	(4) Senior Clerk (2-BWP, PR, PW)
(12) Facility Attendant II (PT) (Temp)	(2) Senior Electrician
Fire Battalion Chief	Senior Engineering Technician
(4) Fire Captain	Senior Groundskeeper
Fire Engineer	Senior Librarian
Firefighter Recruit or Firefighter	Senior Recreation Leader
Forensic Specialist	(2) Senior Secretary (BWP)
Groundskeeper Helper	(3) Senior Tree Trimmer
(2) Heavy Truck Driver	Transportation Scheduler
(2) Intermediate Clerk (FD, IT)	(2) Tree Trimmer
(8) Jailer	(3) Utility Worker (PR)
(3) Laborer	Veterinarian
(2) Librarian	Veterinary Technician
Library Monitor (PT)	(7) Work Trainee I (PR)
(10) Lifeguard	

Recruitments by outside recruitment firms (2)

The City sometimes uses outside firms for certain difficult-to-fill positions and also managerial and executive positions because outside firms have expertise in specific fields, use established networks of quality candidates, and proactively reach out to prospective candidates.

Assistant Management Services Director

Assistant Management Service Director – Risk Management and Safety

Upcoming job openings (17)

MS received notice that these positions are vacant, and they will be open to accept applications soon.

Civil Engineering Assistant	Network Support Analyst III (IT)
Financial Planning and Risk Manager	Police Captain
(3) Intermediate Clerk (CT, PR, CDD)	Principal Clerk (BWP)
Lead Systems Engineer (IT)	Senior Control Operator
(2) Lead Technology Product Manager (IT)	Senior Recreation Leader
Librarian	Sign Language Interpreter
Library Assistant	(6) Technology Product Manager (IT)
Library Clerk	Workers' Compensation Representative II
(3) Library Page-PT	

Recruitment Plan Update – Police Recruit/Police Officer

There are currently 15 Police Recruit/Police Officer vacancies. There were two candidates hired this month. As indicated above, the recruitment for Police Recruit/Police Officer is open continuously. Physical agility examinations will continue to occur once a month and our pace is to complete 12 this year.

Currently there are three candidates in the onboarding process and following are updates for Police Recruits attending police academies:

- One Police Recruit is attending the Rio Hondo Police Academy. Anticipated graduation date is May 2023.
- Four Police Recruits are attending the Los Angeles Sherriff's Department Academy. Anticipated graduation date for one Police Recruit is May 2023 and the anticipated graduation date for the three other Police Recruits is September 2023.

Recruitment Plan Update – Firefighter Recruit/Firefighter

There are currently no Firefighter Recruit/Firefighter vacancies; however, the recruitment is continuously open in anticipation of future vacancies.

MEMORANDUM



CITY MANAGER'S OFFICE

DATE: May 5, 2023

TO: City Council

FROM: Justin Hess, City Manager
VIA: Judie Wilke, Assistant City Manager
BY: Viviana Garzon, MPA, Administrative Analyst II *Viviana Garzon*

SUBJECT: Powers and Duties of the City of Burbank Boards, Commissions, and Committees

The purpose of this memo is to provide City Council with a comprehensive list of Burbank's Boards, Commissions, and Committees (Boards) and a summary of their powers and duties as prescribed in the Burbank Municipal Code (BMC). Questions arise from time to time about the Boards' roles and responsibilities and staff thought this memo will provide the necessary information to clarify any confusion.

Burbank's Boards are an essential part of the city's government. Board Members provide valuable expertise, diverse perspectives, and input to the City Council's decision-making process. The City Council appoints members to 23 Boards. Seventeen of these Boards have been established by the BMC, the Charter Review Committee was established in the City Charter, and five Boards have been established by separate agencies (Attachment 1).

According to the BMC, the primary role of the Boards is to advise the City Council in the determination of city policies and procedures. The general requirements of the Boards are outlined in the BMC, starting in Title 2 – Chapter 1 – Article 4¹.

¹ <https://www.codepublishing.com/CA/Burbank/#!/Burbank02/Burbank0201.html#2-1-409>

Attachment 2 includes a summary from the BMC of the powers and duties of the Boards.

Boards are a great way for residents to be involved, encourage public participation, and enhance the quality of decision-making in local government. Any changes to the powers and duties of the Boards would have to be determined by the City Council.

ATTACHMENTS

Attachment 1: List of the City of Burbank's Boards, Commissions, and Committees

Attachment 2: Summary of the Powers and Duties of the City of Burbank Boards, Commissions, and Committees

cc: Department Executives

TITLE	ESTABLISHED BY
1 ART IN PUBLIC PLACES COMMITTEE	Burbank Municipal Code
2 BOARD OF BUILDING AND FIRE CODE APPEALS	Burbank Municipal Code
3 BOARD OF LIBRARY TRUSTEES	Burbank Municipal Code
4 BURBANK CULTURAL ARTS COMMISSION	Burbank Municipal Code
5 BURBANK HOUSING CORPORATION BOARD OF DIRECTORS	Redevelopment Agency Resolution No. R-1878
6 BURBANK WATER AND POWER BOARD	Burbank Municipal Code
7 BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY	Joint Powers Agreement
8 CHARTER REVIEW COMMITTEE	City Charter
9 CIVIL SERVICE BOARD	Burbank Municipal Code
10 COMMUNITY DEVELOPMENT GOALS COMMITTEE	Burbank Municipal Code
11 GREATER LOS ANGELES VECTOR CONTROL DISTRICT (GLAVCD)	GLAVCD
12 HERITAGE COMMISSION	Burbank Municipal Code
13 INFRASTRUCTURE OVERSIGHT BOARD	Burbank Municipal Code
14 LANDLORD-TENANT COMMISSION	Burbank Municipal Code
15 METROPOLITAN WATER DISTRICT (MWD)	MWD
16 PARK, RECREATION AND COMMUNITY SERVICES BOARD	Burbank Municipal Code
17 PLANNING COMMISSION	Burbank Municipal Code
18 POLICE COMMISSION	Burbank Municipal Code
19 SANTA MONICA MOUNTAINS CONSERVANCY ADVISORY COMMITTEE	CA Statute in the Public Resources Code Section 33213 and SB 333
20 SENIOR CITIZEN BOARD	Burbank Municipal Code
21 SUSTAINABLE BURBANK COMMISSION	Burbank Municipal Code
22 TRANSPORTATION COMMISSION	Burbank Municipal Code
23 YOUTH BOARD	Burbank Municipal Code

Summary of the Powers and Duties of the
City of Burbank Boards, Commissions, and Committees

Burbank Municipal Code, Title 2 - Chapter 1 - Article 4. Division 2.

<https://www.codepublishing.com/CA/Burbank/#!/Burbank02/Burbank0201.html#2-1-409>

2-1-409: BOARD OF LIBRARY TRUSTEES:

C. Powers and Duties of the Board: The Board of Library Trustees shall have the following powers and duties:

1. To initiate studies, investigations and surveys in the general field of public libraries and report its findings and recommendations to the Council.
2. To prepare and recommend, for adoption by the Council, rules and regulations for the maintenance and improvement of the public libraries of the City.
3. To recommend to the Council the acquisition of library sites by the City.
4. To act in an advisory capacity to the Council in all matters pertaining to the public libraries of the City. [Formerly numbered Section 2-51. Amended by Ord. No. 3674, eff. 7/30/05; 3472, 3058.]

2-1-410: PARK, RECREATION AND COMMUNITY SERVICES BOARD:

C. Powers and Duties of the Board: The Park, Recreation and Community Services Board shall have the following powers and duties:

1. To initiate studies, investigations and surveys in the general field of parks and recreation and report its findings and recommendations to the Council.
2. To prepare and recommend, for adoption by the Council, rules and regulations for the use and improvement of the public parks, squares and grounds in the City, including playgrounds, concessions and recreational facilities and programs installed and maintained therein as a park use.
3. To recommend to the Council the acquisition of park sites by the City.
4. To act in an advisory capacity to the Council in all matters pertaining to the parks, squares and grounds of the City, including all matters affecting policy, procedures and operations of all athletic and recreational organizations or groups who receive any part of their financial support in any form from public funds of the City.
5. To approve and fix the schedule of times, dates and places for the use of all City facilities under the jurisdiction of the Park, Recreation, and Community Services Department.

Summary of the Powers and Duties of the
City of Burbank Boards, Commissions, and Committees

6. To act in an advisory capacity to the Council and recommend the amount of financial support to be contributed by the City for inclusion in the annual budget for all dramatic, musical, or cultural organizations or groups which receive any part of their financial support in any form from the public funds of the City, to make funding decisions and award grants to such groups pursuant to rules and regulations promulgated by the Director of the Park, Recreation and Community Services Department, to approve contracts to formalize the funding commitment and the responsibilities of such groups, and to approve any changes or amendments to such contracts.

2-1-411: CITY PLANNING COMMISSION:

D. Powers and Duties of the Planning Commission: The City Planning Commission shall have and exercise all powers and duties granted to it by any provision or provisions of this code and shall also have and exercise any power and duties accruing to it by Section 215 of the Charter.

2-1-413: POLICE COMMISSION:

E. Powers and Duties of the Commission: The Police Commission shall have the following powers and duties:

1. To initiate studies and surveys in the general field of police science and law enforcement and report its findings and recommendations to the Council;
2. To conduct hearings, investigations, or both, at the request of the Council for the purpose of ascertaining whether additional legislation is needed for the health, safety, peace and welfare of the inhabitants of the City and to make findings and recommendations to the Council;
3. To act in an advisory capacity to the Council on policy matters pertaining to the Police Department of the City;
4. To receive complaints, except those relating to traffic engineering, pertaining to the Police Department and law enforcement in general;
5. To examine books, papers, records and accounts in the Police Department, other than confidential matters under investigation.

2-1-414: BOARD OF BUILDING AND FIRE CODE APPEALS:

C. POWERS AND DUTIES OF BOARD

The Board of Building and Fire Code Appeals shall have the following powers and duties:

1. To hear and determine appeals from decisions of the Assistant Community Development Director-Building Official regarding the suitability of alternative materials and types of construction required by the Building Code and interpretations of the Building Code;
2. To hear and determine appeals from any decision, order or notice signed or renewed by the Fire Marshal regarding the suitability of alternate materials, methods of construction, or operation under the Fire Code and interpretations of the Fire Code;
3. To prepare and recommend for adoption by the Council, rules and regulations for the conduct of its hearings and investigations;
4. To recommend for adoption by the Council, a schedule of fees for appeals to the Board; and,
5. To recommend to the Council, amendments to the Building Code or Fire Code. [Formerly numbered Section 2-56; renumbered by Ord. No. 3058, eff. 2/21/87; Amended by Ord. No. 3733, eff. 12/21/07; 2595.]

2-1-415: SENIOR CITIZEN BOARD:

F. Powers and Duties: The Senior Citizen Board shall have the following powers and duties:

1. To engage in consultation and study with local groups on the needs of the aged and evaluate all available resources.
2. To collect and study factual information relative to all aspects of aging.
3. To serve as a liaison between local organizations and governmental agencies which work with the aged and have an interest in aging adults.
4. To advise in community planning regarding the expansion of existing facilities and development of new facility services, as required.
5. To become aware of problems as they arise and recommend plans for action.

Summary of the Powers and Duties of the
City of Burbank Boards, Commissions, and Committees

6. To inform local and state organizations of the needs and resources of older people.
7. To serve as a medium through which organizations may exchange information, coordinate programs and engage in joint endeavors.
8. To become familiar with developments in other communities on County, State and Federal programs.

2-1-416: YOUTH BOARD:

F. Powers and Duties: The Youth Board shall have the following powers and duties:

1. To represent the interests of local youth in community affairs.
2. To represent the City in matters of interest to youth in the community.
3. To assist in helping other youth in the community to understand and appreciate local government.
4. To obtain interpretations for local youth on City ordinances, rules and regulations which affect them.
5. To encourage local youth to actively participate in community affairs and matters of concern to the City.
6. To conduct studies and investigations in the general field of youth and community interest and to communicate its findings and recommendations to the Council.
7. To encourage coordination of effort among community institutions and organizations that focus on youth problems and needs.
8. To advise and assist the Park and Recreation Board on issues affecting the youth in the community.

2-1-417: LANDLORD-TENANT COMMISSION:

C. Powers and Duties of the Commission: The Landlord-Tenant Commission shall have the following powers and duties:

1. To recommend to the Council rules, regulations, and guidelines for rent increases;
2. To mediate rent adjustment disputes between landlords and tenants;

Summary of the Powers and Duties of the
City of Burbank Boards, Commissions, and Committees

3. To receive complaints pertaining to rent adjustments which exceed the guidelines established by the Council;
4. To serve as a medium through which landlords and tenants may exchange information, coordinate programs, and engage in joint endeavors concerning landlord-tenant relations;
5. To become familiar with landlord-tenant developments in other communities;
6. Provide tenant referrals to appropriate public and private agencies;
7. To perform such advisory functions as are delegated to it by the provisions of this code or other action of the Council.

2-1-418: BURBANK WATER AND POWER BOARD:

C. Powers and Duties of the Board: The Burbank Water and Power Board shall have the following powers and duties:

1. To review and make recommendations on all capital improvements which require Council approval;
2. To review and make recommendations on purchased power agreements with terms of more than five (5) years;
3. To review and make recommendations regarding the Burbank Water and Power's annual budget;
4. To review and make recommendations regarding electric and water rates;
5. To approve all contract awards for goods, services and public work construction projects which are provided for in the Burbank Water and Power's annual budget; and
6. To perform such advisory functions as are delegated to it by the provisions of this code or other action of the Council or the General Manager of the Burbank Water and Power.

2-1-419: TRANSPORTATION COMMISSION:

C. Powers and Duties of the Commission: The Transportation Commission shall have the following powers and duties:

1. To make recommendations to the City Council on transportation planning issues including, but not limited to, the transportation element of the General Plan and its components.
2. To make recommendations on the expenditure of Proposition A funds, Proposition C funds, air quality funds and bonds, fees, loans and grants for the purpose of funding transportation improvements.
3. To make recommendations on transportation plans, policies and programs, including, but not limited to, pedestrian orientation, telecommuting, intermodal transportation centers and new technologies.
4. To perform such advisory functions as are delegated to it by the provisions of this code or other action of the Council.

2-1-420: HERITAGE COMMISSION:

B. POWERS AND DUTIES OF COMMISSION: The Heritage Commission shall have the following powers and duties:

Powers: The Commission shall serve as an advisory committee to the Council. The powers of the Commission shall be as follows:

- 1) Review all applications for approval of Designated Historic Resources and make a recommendation to the City Council for the approval, denial, or modification to the application;
- 2) Review the City's criteria for Designated Historic Resources and make recommendations to the City Council for changes to the designation criteria or procedures, as appropriate;
- 3) Review and make decisions on all applications for Permits to Alter Designated Historic Resources;
- 4) Review ongoing maintenance requirements for Designated Historic Resources;
- 5) Nominate historic resources for listing and/or designation at the state or federal level;

Summary of the Powers and Duties of the
City of Burbank Boards, Commissions, and Committees

- 6) Review and make recommendations to the City Council on all regulations and policies related to historic preservation including but not limited to: General Plan amendments, Specific Plans, and Zoning Ordinance amendments;
- 7) Review and make recommendations on environmental documents for projects that have the potential to cause a significant adverse impact on Designated or Eligible Historic Resources; and
- 8) Perform any other functions as directed by the City Council.

Duties: Provide oversight and direction to City staff in the following matters:

- 1) Maintain a list of Designated Historic Resources;
- 2) Maintain a list of Eligible Historic Resources;
- 3) Conduct surveys of Eligible Historic Resources;
- 4) Establish policies and programs that educate the community about Burbank's unique character and heritage;
- 5) Establish policies and programs for the recognition, protection, and use of eligible and designated historical resources;
- 6) Establish and promote preservation incentive programs to assist with the preservation and maintenance of historical resources, including but not limited to: rehabilitation loan programs, architectural consultation services, state and federal grant programs, or property tax abatement programs; and
- 7) Identify grants and other funding opportunities to assist with the identification, preservation, and maintenance of historical resources.

2-1-422: ART IN PUBLIC PLACES COMMITTEE:

B. POWERS AND DUTIES OF THE COMMITTEE: The Art in Public Places Committee shall hold a public meeting as needed to review proposed art plans and its powers shall be limited to finding compliance with Subsections (d)(e) of Section [10-1-1114](#) of this Code. In no way shall this Committee rule upon artistic content when considering art plans. Additionally, the Committee shall recommend to the City Council expenditures of the Art in Public Places Fund, including but not limited to art projects for public buildings or on public grounds. Special meetings may be called by the chair or any two other members of the Committee. A majority of the members of the Committee shall constitute a quorum for the transaction of business.

2-1-424: SUSTAINABLE BURBANK COMMISSION:

C. POWERS AND DUTIES OF THE COMMISSION.

1. The Sustainable Burbank Commission shall have the duties to:
 - a. Act in an advisory capacity to the City Council in establishing policy on all matters as described in Section A.
 - b. Engage the participation of the community.
 - c. Provide community support for advancing policy initiatives and programs.
 - d. Advise the City Council in the maximizing and leveraging efficient use of resources in the community.
 - e. Advise the City Council in the review of proposals, programs, practices, and goals.

2-1-425: BURBANK CULTURAL ARTS COMMISSION:

C. POWERS AND DUTIES.

1. The Burbank Cultural Arts Commission shall have the duties to:
 - a. Act in an advisory capacity to the City Council in establishing policy on all matters as described in Section A.
 - b. Engage the participation of the community.
 - c. Provide community support for advancing policy initiatives and programs.
 - d. Advise the City Council in the maximizing and leveraging efficient use of resources in the community.
 - e. Advise the City Council in the review of proposals, programs, practices, and goals.
 - f. Other duties as requested by Council.

2-1-426: INFRASTRUCTURE OVERSIGHT BOARD:

C. Powers and Duties of the Board:

The Infrastructure Oversight Board shall have the duties to:

1. Act as advisory body to the Council on matters related to City infrastructure (non-enterprise funded) and traffic programs including parking.
2. Provide annual review and recommendation to Council as recommended by City staff for infrastructure projects and programs, such as:
 - a. Capital Improvement Projects – Major Projects (i.e. construction or renovation of a municipal facility);
 - b. Programmatic Capital – routine and regular annual capital renewal (i.e. the City's pavement management program, HVAC replacements, roof replacement, etc.);
 - c. Maintenance Programs;
3. Annually review staff's recommended infrastructure funding prioritization for Council consideration and review the proposed general fund infrastructure expenditures. Review of funding and recommended prioritization of annual budget and ten-year infrastructure plans. Annual review of funding shall include a review of use of prior year funding and what was and was not accomplished versus planned project and program specific goals.
4. Receive quarterly reports on the status of funded projects.
5. Review and recommend infrastructure policies, practices, and programs in accordance with adopted plans (i.e., the General Plan, Specific Plans, Complete Streets Plan, and Bicycle Master Plan, etc).
6. Assist in communicating with the community concerning infrastructure projects and programs and the importance of properly maintaining the City's assets.
7. To perform such advisory functions as are delegated to it by the provisions of this code or other action of the Council or as prescribed in the Burbank Municipal Code, adopted plans and governing rules, laws and regulations.

2-1-504: CIVIL SERVICE BOARD:

The powers and duties of the Board shall be:

- A. To hold hearings regarding rules to supplement this article and subsequent revisions and amendments thereto and to recommend to the City Manager for submission to the Council such rules as are herein provided for;
- B. To act in an advisory capacity to the City Manager and City Council on problems concerning personnel administration;
- C. As provided by this article and by any rules, adopted to supplement this article, to hear appeals submitted by any employee hereunder, relative to any situation connected with their employment status or condition of employment; and
- D. In any hearing conducted by the Board, it shall have the power to examine witnesses under oath and compel their attendance and/or the production of evidence before it by subpoenas issued in the manner and subject to the penalties provided by law. Each member of the Board shall have the power to administer oaths to witnesses. [Formerly numbered Section 2-63; renumbered by Ord. No. 3058, eff. 2/21/87; Amended by Ord. No. 3822, eff. 11/18/11.

COMMUNITY DEVELOPMENT GOALS COMMITTEE (NOT IN BMC)

The Community Development Goals Committee (Committee) functions as the liaison entity between the City (Community Development Department) and the public (Burbank residents) on matters relevant to the United States Department of Housing and Urban Development's (HUD) Community Planning and Development Programs. This includes but is not limited to: Community Development Block Grant, HOME Investment Partnership Act, and Continuum of Care funds. The primary role includes Committee participation in, review of, and City Council recommendations concerning consultations, planning, policy and procedural matters, funding applications and entitlement grants, public meetings and hearings, performance analysis, and other Federal requirements.

CHARTER REVIEW COMMITTEE (NOT IN BMC, IN CITY CHARTER)

Burbank City Charter, Article 14. Section 1400. Charter Amendments.

<https://www.codepublishing.com/CA/Burbank/#!/BurbankCH.html>

... to consider the Charter and advise the Council whether a comprehensive Charter review is necessary. The committee may recommend a full review, a limited, focused review, or no review. Upon such recommendation the Council may appoint a full Charter Review Committee, the number and appointments of which shall be determined by the Council, to determine what, if any, Charter changes should be placed before the voters.

Summary of the Powers and Duties of the
City of Burbank Boards, Commissions, and Committees

OTHERS (NOT IN BMC)

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
BURBANK HOUSING CORPORATION BOARD OF DIRECTORS
GREATER LOS ANGELES VECTOR CONTROL DISTRICT
METROPOLITAN WATER DISTRICT
SANTA MONICA MOUNTAINS CONSERVANCY ADVISORY COMMITTEE