

# Summary of Boards

**Police Commission**

The Police Commission established by Section 705 and Burbank Municipal Code 2-1-413 of the Burbank City Charter consists of seven (7) members. When making appointments to the Commission, Council should appoint the best qualified candidate(s) and strive for diversity of ethnicities, color, gender, professions, or other characteristics of our Burbank community. Further, in making appointments the Council should consider the candidate's experience, interest in, and knowledge of law enforcement practices, social work and care work, re-entry services, clinical psychology, homelessness advocacy or service, and/or other related expertise. The Police Commission shall have the following powers and duties: to initiate studies and surveys in the general field of police science and law enforcement and report its findings and recommendations to the Council; 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; to act in an advisory capacity to the Council on policy matters pertaining to the Police Department of the City; to receive complaints, except those relating to traffic engineering, pertaining to the Police Department and law enforcement in general; and, to examine books, papers, records and accounts in the Police Department, other than confidential matters under investigation. The Council or the City Manager may assign other powers and duties to the Commission as they shall deem appropriate.

**Park, Recreation and Community Services Board**

On August 11, 1925, Ordinance No. 298 was adopted establishing the Park and Forestry Commission; appointing four members and one Chairman. On April 5, 1927, the Charter was amended by the vote of the people which changed the title to Park Commission. On May 17, 1927, the Playground and Recreation Commission was established in the Charter. The Charter amendment adopted by the vote of the people on November 7, 1950, established the Park and Recreation Department and the Park and Recreation Board and abolished the Park Commission, and the Playground and Recreation Commission. On February 6, 1951, Council adopted Ordinance No. 1091 adding the Park and Recreation Board to the Code. The Charter amendment ratified by the voters on April 10, 2001 amended the name of the Board to Park, Recreation and Community Services Board.

The Park, Recreation and Community Services Board consists of five (5) members. The Park, Recreation and Community Services Board shall have the following powers and duties: to initiate studies, investigations and surveys in the general field of parks and recreation and report its findings and recommendations to the Council; 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; to recommend to the Council the acquisition of park sites by the City; 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; 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; and, 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.

**Transportation Commission**

The Transportation Commission was established on January 6, 1942. On April 19, 1986, Ordinance No. 3025 established the Transportation Commission presently known per BMC 2-1-419. The Transportation Commission consists of seven (7) members. The Council shall give consideration to appointing persons affiliated with the following groups: small businesses, large businesses, transportation technology research and development organizations, homeowners, the Burbank-Glendale-Pasadena Airport Authority, transportation management organizations or associations, and other special needs groups such as senior citizens, persons with disabilities and bicyclists. The Traffic Commission shall have the following powers and duties: 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; 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; to make recommendations on transportation plans, policies and programs, including, but not limited to, pedestrian orientation, telecommuting, intermodal transportation centers and new technologies and to perform such advisory functions as are delegated to it by the provisions of this code or other action of the Council.

**Sustainable Burbank Commission**

On October 14, 2008, Council adopted Resolution No. 27,796 establishing the Task Force as a 15-member body intended to advise and make recommendations to the City Council on matters related to the implementation of the Sustainability Action Plan and to help engage the community by participating in various public education, outreach and promotional activities related to environmental sustainability. Nine (9) members are appointed by Council. The remaining six (6) members comprise of one representative each from: the Chamber of Commerce; Youth Board; Planning Board; Burbank Water and Power (BWP) Board; Superintendent of the Burbank Unified School District (BUSD) or his designee; and, Executive Director of the Burbank-Glendale-Pasadena Airport Authority (Airport Authority) or his designee. On August 23, 2011, Council approved Resolution No. 28,392, renaming the Sustainable Burbank Task Force to the Sustainable Burbank Commission and revised the composition of the six members that are representatives from voting to non-voting members.

On February 9, 2016, Council adopted Ordinance No. 16-3,874 which added the Sustainable Burbank Commission to the Burbank Municipal Code Section 2-1-424. The Sustainable Burbank Commission shall advise and make recommendations to the City Council on matters related to the implementation of the City of Burbank Sustainability Action

Plan, and help engage the community by participating in various public education, outreach, and promotional activities related to environmental sustainability.

The composition of the commission changed as followed:

- nine (9) members,
  - six (6) Burbank residents;
  - three (3) members may be residents or non-residents representing either the business community at large who is engaged in environmental issues, the real estate or development industry or faith-based or non-profit community;
- Representatives from the following are non-voting liaisons: the Board of the Chamber of Commerce, the Youth Board, the Planning Board, the Burbank Water and Power Board, the Superintendent of the Burbank Unified School District or his or her designee, and the Executive Director of the Burbank-Glendale-Pasadena Airport or his or her designee.

**Planning Commission**

The Planning Commission (formerly the Planning Board and originally Advisory City Planning Committee to the Board of Trustees) was established on January 30, 1923. On February 9, 1954, Council adopted Ordinance No. 1290, February 9, 1954 adding the Planning Board to the Burbank Municipal Code. The Planning Board is composed of five (5) members and shall have the Powers and Duties of the Board: The City Planning Board 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. *“The City shall have the power to exercise any and all rights, powers and privileges previously or in the future established, granted or prescribed by the general laws of the state or by other lawful authority and shall have the power to act pursuant to procedure established by any law of the state unless a different procedure is required by this Charter or by ordinance.”*

**Burbank Cultural Arts Commission**

On August 31, 2010, the Council adopted Resolution No. 28,203 establishing the Cultural Arts Commission. Subsequently on October 19, 2010, nine (9) members were appointed to act in an advisory capacity to the City Council on matters relevant to the City’s Cultural Arts Plan. This includes promoting community engagement by participating in various public education, outreach and promotional activities related to cultural arts, and other duties as requested by the Council.

On February 9, 2016, Council adopted Ordinance No. 16-3,874 which added the Burbank Cultural Arts Commission to the Burbank Municipal Code Section 2-1-425, and changed the composition of the commission as follows:

- nine (9) members,
  - six (6) Burbank residents;
  - three (3) Burbank residents or non-residents, consisting of representatives of the business community at-large, who are engaged in the arts, or who

represents a diversity of art disciplines such as: arts education; art in public places; dance; live theatre; film, studio and recording industry; media affiliated resources; music; and visual arts.

- two (2) Council Members will serve as non-voting liaisons to the Commission.

**Infrastructure Oversight Board**

In November 2018, Burbank voters passed Measure P - Burbank Infrastructure and Community Services Protection Transactions and Use Tax, a local sales tax ordinance. Under the Sales Tax Ordinance, Burbank Municipal Code (BMC) Section 2-4-2114 provides for oversight and requires City Council to establish a new board. On April 16, 2019, the City Council adopted Ordinance No. 19-3,914, adding the Infrastructure Oversight Board to Burbank Municipal Code Section 2-1-426. The Infrastructure Oversight Board will be comprised of seven (7) members and shall oversee and make recommendations to the Council regarding the infrastructure of the City (not part of an enterprise fund). The mission of this new Board, in part, is to ensure the reliability, maintenance and safety of the City's infrastructure. Some oversight parameters may include: safety, funding, planning, construction, (i.e. high level review of scope, schedule, cost, and risk of infrastructure projects), operations, maintenance (reviewing the adequacy of existing maintenance programs), and implementation of best practices related to infrastructure. The Board shall also make recommendations on traffic programs.