

Summary of Boards

Landlord-Tenant Commission

According to the City Council minutes dated December 18, 1979, the Landlord-Tenant Voluntary Arbitration Committee was established by the City Council “as a panel to attempt to solve some of the problems of the renters and the landlord.” The makeup of the committee did not distinguish a specific composition. On July 2, 1985, the City Council formally changed the Committee to the Landlord-Tenant Commission by adopting Ordinance No. 3008. The Commission often addresses a wide variety of issues, including conflicts involving property maintenance, repairs, lease disagreements, evictions, rent increases, and at times mediates between the landlord and the tenants. The Commission has limited ability to solve all problems unless the issue involves a potential violation of the Municipal Code or other local regulations. However, the Commission can often resolve issues involving property maintenance by referring the complaint to the Code Enforcement Division to determine if a health or safety violation has occurred.

Board of Building and Fire Code Appeals

The Board of Building and Fire Code Appeals consists of five (5) members qualified by experience and training to pass upon matters pertaining to building construction and fire prevention. The Board of Building and Fire Code Appeals shall have the following powers and duties: 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; 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; to prepare and recommend for adoption by the Council, rules and regulations for the conduct of its hearings and investigations; to recommend for adoption by the Council, a schedule of fees for appeals to the Board; and, to recommend to the Council, amendments to the Building Code or Fire Code.

Civil Service Board

The Civil Service Board (originally the Personnel Board) was established by Ordinance No. 615, which was adopted by a vote of the people at the General Municipal Election April 4, 1939, effective April 20, 1939. The first Personnel Board was appointed by the City Council on Tuesday, April 25, 1939. On September 10, 1952, Council repealed Ordinance No. 615 and adopted Ordinance No. 1209 which established a Civil Service System, a Civil Service Board and a Civil Service Department. The Civil Service Board consists of five members. The powers and duties of the Board shall be: 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; to act in an advisory capacity to the City Manager and City Council on problems concerning personnel administration; 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 his employment status or condition of employment; and, 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.

Community Development Goals Committee

The Community Development Goals Committee was appointed by the City Council on December 17, 1974 to act in an advisory capacity on matters pertaining to the use of Community Development Block Grant funds. The committee now 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 (HUD). This role includes Committee participation in, review of, and recommendations concerning consultations, planning, policy and procedural matters, funding applications and entitlement grants, public meetings and hearings, performance analysis, and other Federal requirements. The Committee meets on call three to six times annually as needed in conformance with the above listed obligations. The Committee consists of nine members appointed by Council.

Art in Public Places Committee

The Art in Public Places Committee was established on May 19, 1992 by Burbank Municipal Code 2-1-422. The Committee shall consist of seven (7) members. One Planning Board Member chosen by a majority of that Board; one Park, Recreation and Community Services Board Member chosen by a majority of that Board; and five at large members chosen by the City Council pursuant to Section 2-1-404, one of whom shall be chosen from the business community following a recommendation by the Chamber of Commerce; one from the residential community; and one member selected at large. The 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 the Burbank Municipal 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.

Heritage Commission

The Heritage Commission was established by Ordinance No. 3381, to act as an advisory body on the designation and preservation of historical places and structures. The Heritage Commission consists of five (5) Members. Members shall demonstrate interest, competence, or knowledge in historic preservation. 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; 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.

Senior Citizen Board

On September 26, 1973, the Council adopted Ordinance No. 2402, establishing the Senior Citizen Board. The Senior Citizen Board consists of seven (7) members, all of whom shall be senior citizens. The powers and duties of the Board include: to engage in consultation and study with local groups on the needs of the aged and evaluate all available resources; to collect and study factual information relative to all aspects of aging; to serve as a liaison between local organizations and governmental agencies which work with the aged and have an interest in aging adults; to advise in community planning regarding the expansion of existing facilities and development of new facility services, as required; to become aware of problems as they arise and recommend plans for action; to inform local and state organizations of the needs and resources of older people; to serve as a medium through which organizations may exchange information, coordinate programs and engage in joint endeavors; and, to become familiar with developments in other communities on County, State and Federal programs.

Board of Library Trustees

The First Library Board was appointed per City Charter in 1927. The Board name changed to Board of Library Trustees by Charter Amendment, adopted by the vote of the people on November 7, 1950. The Board of Library Trustees shall serve as an advisory board and have the following powers and duties: to initiate studies, investigations and surveys in the general field of public libraries and report its findings and recommendations to the Council, to prepare and recommend, for adoption by the Council, rules and regulations for the maintenance and improvement of the public libraries of the City, to recommend to the Council the acquisition of library sites by the City, and, to act in an advisory capacity to the Council in all matters pertaining to the public libraries of the City. Ordinance No. 3674, effective July 30, 2005, increased the composition to seven members.

Burbank Water and Power Board

The Burbank Water and Power Board (initially the Public Service Board) was established by Resolution No. 17,896 on April 19, 1977. On December 16, 2000, Council adopted Ordinance No. 3566 adding the Burbank Water and Power Board to the Burbank Municipal Code Section 2-1-418. The Board is composed of 7 members. Members shall have the following powers and duties: To review and make recommendations on all capital improvements which require Council approval; To review and make recommendations on purchased power agreements with terms of more than five (5) years; To review and make recommendations regarding the Burbank Water and Power's annual budget; To review and make recommendations regarding electric and water rates; 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 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.