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# **CITY OF BURBANK**



## **BOARDS COMMISSIONS COMMITTEES HANDBOOK**

**A Guide for Community Volunteers**

Revised: April 2026

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.

G. REPORTS: The chair of the Youth Board shall provide the Council and Park and Recreation Board with minutes of Youth Board meetings and copies of studies and resolutions to be considered by the Youth Board.

## **YOUTH BOARD**

### **Section 2-1-416. Youth Board.**

A. ESTABLISHMENT AND COMPOSITION OF BOARD: There is hereby created a Youth Board consisting of fifteen (15) members, eleven (11) of whom shall be selected as follows: one from Burbank High School, one from John Burroughs High School, one from Providence High School, one from Monterey High School, one from Luther Burbank Middle School, one from Dolores Huerta Middle School, one from John Muir Middle School, one from St. Finbar Parish School, one from St. Francis Xavier School, and one from St. Robert Bellarmine School, and one from Lycée International de Los Angeles. The middle school representatives shall be a member of either the seventh or eighth grade class. Four (4) at-large members shall be appointed by a three-fifths (3/5) vote of all Council members. Should any designated school fail to submit a student representative for the Board, the vacant seat may be filled with an additional at-large member. No member shall be over twenty (20) years of age at the time of appointment to the Board.

B. LIAISON WITH COUNCIL: The Mayor shall designate a member of the Council to meet with the Youth Board for liaison purposes only.

C. LIAISON WITH CITY MANAGER: The City Manager shall designate a representative to serve as administration liaison with the Board. They shall serve as a resource person at all Board meetings, arrange for any necessary contacts between the Board and City departments, facilitate administrative action on Board requests, and keep the City Manager informed of Board proceedings; provided, however, that the Board shall obtain Council approval before requesting administrative assistance requiring any significant amount of research.

D. SCHOOL MEMBERS: Each high school and middle school member may be selected based on interest and qualifications for Youth Board by the school's administration. All candidates must sign a statement that they have read the Youth Board brochure and fully understand the function of the Board and their duties and responsibilities as Board members.

E. TERM OF OFFICE: The term of office for each Board member shall be one (1) year commencing on September 1.

## **Elected Officials**

Tamala Takahashi, Mayor ..... (818) 238-5751  
Zizette Mullins, Vice Mayor ..... (818) 238-5751  
Konstantine Anthony, Council Member ..... (818) 238-5751  
Nikki Perez, Council Member ..... (818) 238-5751  
Christopher Rizzotti, Council Member ..... (818) 238-5751

Kimberley Clark, City Clerk ..... (818) 238-5851  
Krystle Ang Palmer, City Treasurer ..... (818) 238-5880

## **Appointed Officials**

Justin Hess, City Manager ..... (818) 238-5800  
Courtney Padgett, Assistant City Manager ..... (818) 238-5810  
Joseph H. McDougall, City Attorney ..... (818) 238-5700

## **Department Managers**

Mandip Samra, BWP General Manager ..... (818) 238-3550  
Jose Calderon, Chief Information Officer ..... (818) 238-5090  
Patrick Prescott, Community Development Director ... (818) 238-5176  
Jennifer Becker, Financial Services Director ..... (818) 238-5500  
Danny Alvarez, Fire Chief ..... (818) 238-3480  
Eric P. Lashley, Library Services Director ..... (818) 238-5551  
Betsy McClinton, Management Services Director ..... (818) 238-5026  
Marisa Garcia, Parks and Recreation Director ..... (818) 238-5310  
Rafael Quintero, Police Chief ..... (818) 238-3200  
Damian Skinner, Public Works Director ..... (818) 238-3915  
Jonathan Jones, Communications Manager ..... (818) 238-5840

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of the Commission or chair thereof at the same hour of the next succeeding day not a holiday or a regular meeting day of the Council or any other board or commission established pursuant to this division.

E. A majority of the members of the Commission shall constitute a quorum for the transaction of business.

## TRANSPORTATION COMMISSION

### Section 2-1-419. Transportation Commission.

A. ESTABLISHMENT AND COMPOSITION OF THE COMMISSION: There is hereby created a Transportation Commission consisting 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.

B. SECRETARY OF THE COMMISSION: The Community Development Director shall serve as Secretary to the Commission. The Secretary to the Commission shall not be a member of the Commission or vote on any matters coming before it, but such Secretary may be present during the Commission's deliberations and may participate in all debates and discussions.

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 City Council.

D. MEETINGS: The Transportation Commission shall hold a regular meeting at least once a month in the City Hall at a time to be designated by the Commission. Special meetings may be called by the chair or four (4) members of the Commission. When the time for any regular meeting of the Commission falls on a holiday, such meeting may be held at the discretion

Management Services Department

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**LIST OF BOARDS, COMMISSIONS, AND COMMITTEES  
ESTABLISHED BY THE BURBANK MUNICIPAL CODE**

| <b>BOARD, COMMISSION, OR<br/>COMMITTEE NAME</b>                                    | <b>MEETING DATES AND LOCATION</b>                                                                                    |
|------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| Art in Public Places Committee                                                     | As needed, Community Services Bldg.,<br>Rm 101, 150 N. Third St.                                                     |
| Board of Building and Fire Code<br>Appeals                                         | As needed,<br>Council Chamber, 275 E. Olive Ave.                                                                     |
| Board of Library Trustees                                                          | 2nd Wednesday – 5:30 p.m.,<br>Central Library, 110 N. Glenoaks Blvd.                                                 |
| Burbank Cultural Arts<br>Commission                                                | 2nd Thursday – 9:00 a.m., Community<br>Services Bldg., Rm 104, 150 N. Third<br>St.                                   |
| Burbank Water and Power Board<br>( <i>video recording</i> )                        | 1st Thursday – 5:00 p.m.,<br>BWP Administration Building, 3 <sup>rd</sup> Floor<br>Board Room, 164 W. Magnolia Blvd. |
| Civil Service Board<br>( <i>audio recording</i> )                                  | 1st Wednesday – 4:30 p.m.,<br>Council Chamber, 275 E. Olive Ave.                                                     |
| Heritage Commission                                                                | 1st Thursday – 5:30 p.m., Community<br>Services Bldg., Rm 104, 150 N. Third St.                                      |
| Infrastructure Oversight Board<br>( <i>meetings televised</i> )                    | 4th Thursday – 6:00 p.m., Community<br>Services Bldg., Rm 104, 150 N. Third St.                                      |
| Landlord-Tenant Commission                                                         | 1st Monday – 6:15 p.m., Community<br>Services Bldg., Rm 104, 150 N. Third St.                                        |
| Park, Recreation, and Community<br>Services Board<br>( <i>meetings televised</i> ) | 2nd Thursday – 6:00 p.m.,<br>Council Chamber, 275 E. Olive Ave.                                                      |
| Planning Commission<br>( <i>meetings televised</i> )                               | 2nd and 4th Mondays – 6:00 p.m.,<br>Council Chamber, 275 E. Olive Ave.                                               |
| Police Commission<br>( <i>meetings televised</i> )                                 | 3rd Wednesday – 6:00 p.m.,<br>Council Chamber, 275 E. Olive Ave.                                                     |
| Senior Citizen Board                                                               | 4th Wednesday – 1:00 p.m.,<br>Joslyn Adult Center, 1301 W. Olive Ave.                                                |
| Sustainable Burbank Commission                                                     | 3rd Monday – 5:00 p.m., Community<br>Services Bldg., Rm 104, 150 N. Third St.                                        |
| Transportation Commission                                                          | 4th Wednesday – 5:00 p.m., Community<br>Services Bldg., Rm 104, 150 N. Third St.                                     |
| Youth Board                                                                        | 1st Wednesday – 6:00 p.m., Community<br>Services Bldg., Rm 104, 150 N. Third St.                                     |

3. Provide community support for advancing policy initiatives and programs.
4. Advise the City Council in maximizing and leveraging efficient use of resources in the community.
5. Advise the City Council in the review of proposals, programs, practices, and goals.

D. MEETINGS: The Sustainable Burbank Commission shall meet regularly at least every other month, on a day and time and place to be determined and fixed by the Commission and in accordance with the Ralph M. Brown Act. Additional noticed meetings may be scheduled as necessary. All meetings shall be open to the public. Regular minutes of each meeting shall be maintained by the Public Works Department. Agendas of the Commission shall be posted as required by the laws of the State of California.

QUORUM: A majority of the members of the Sustainable Burbank Commission shall constitute a quorum.

## SUSTAINABLE BURBANK COMMISSION

### Section 2-1-424. Sustainable Burbank Commission.

A. ESTABLISHMENT OF THE COMMISSION: 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.

#### B. COMPOSITION OF THE COMMISSION:

1. The Sustainable Burbank Commission shall be composed of nine (9) members to be appointed by Council. When appointing persons to the Commission, Council should consider representation of the business community at large who is engaged in environmental issues, the real estate or development industry, or faith-based or non-profit community
2. The Commission shall have the constituted offices of Chairperson and Vice Chairperson.
  - a. Chairperson – The Chairperson shall maintain the general supervision, direction, and control of the business and meetings of the Sustainable Burbank Commission. The Chairperson shall preside at all meetings of the Commission and shall have the power to appoint subcommittees of the Commission and subcommittee Chairpersons as necessary and shall receive reports of the subcommittees' activities.
  - b. Vice Chairperson – The Vice Chairperson shall act in the absence of the Chairperson, perform all the duties of the Chairperson and, in so acting, shall have all the powers of the Chairperson.
3. Liaison with City Council: The Mayor shall designate two members of the City Council to meet with the Commission, but such members shall not be members of the Commission.

C. POWERS AND DUTIES OF THE COMMISSION: The Sustainable Burbank Commission shall have the duties to:

1. Act in an advisory capacity to the City Council in establishing policy on all matters as described in Section A.
2. Engage the participation of the community.

## OTHER BOARDS, COMMISSIONS, AND COMMITTEES

|                                                                                        |                                                                                                                |
|----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Burbank-Glendale-Pasadena Airport Authority (meetings televised)                       | 1st and 3rd Mondays – 9:00 a.m., Hollywood Burbank Airport – Sky Room, 2627 N. Hollywood Way                   |
| Burbank Housing Corporation                                                            | 4th Tuesday of every other month – 5:00 p.m., meetings held remotely or at Burbank Housing Corporation offices |
| Community Development Block Grant Committee                                            | As needed – date, time, and place to be determined                                                             |
| Downtown Partnership Inc., (Property-Based Business Improvement District)              | 1st Thursday – 9:00 a.m., Community Services Building, Rm 104, 150 N. Third St.                                |
| Greater Los Angeles County Vector Control District                                     | 2nd Thursday – 7:00 p.m., District Headquarters, 12545 Florence Ave., Santa Fe Springs, CA 90670               |
| Metropolitan Water District Board                                                      | 2nd Tuesday – 12:00 p.m., District Headquarters, 700 N. Alameda St., Los Angeles, CA 90012                     |
| Santa Monica Mountains Conservancy and Advisory Committee                              | Monthly – date, time, and place to be determined                                                               |
| Burbank Hospitality Association (Tourism-Property Based Business Improvement District) | 2nd Wednesday – 3:00 p.m., location to be determined.                                                          |

## INTRODUCTION

The City Council has established a number of Boards, Commissions, and Committees (BCCs) to review City of Burbank (City) programs, projects, and community issues. These groups provide greater community participation and input into local government and facilitate quality decisions by the City Council. This handbook, designed as an informational tool to assist interested citizens, presents a statement of purpose, policies, and guidelines outlining the role, operation, and responsibilities of the City's BCCs.

Most of the City's BCCs have been created by City Council adoption of an Ordinance (law) and are considered permanent. The City also has other committees which meet annually or on an as-needed basis for a specific purpose and are referred to as ad hoc committees.

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**Applications are available at the City Clerk's Office and may be submitted online at [www.burbankca.gov/bccapplication](http://www.burbankca.gov/bccapplication). Please contact the City Clerk's Office by telephone at (818) 238-5851 or email [cityclerks@burbankca.gov](mailto:cityclerks@burbankca.gov) for more information.**

5. To become aware of problems as they arise and recommend plans for action.
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.

G. **REPORTS:** The Chair of the Board shall provide the Council with minutes of the Board meetings and copies of studies and resolutions to be considered by the Board.

## SENIOR CITIZEN BOARD

### Section 2-1-415. Senior Citizen Board.

A. ESTABLISHMENT AND COMPOSITION OF BOARD: There is hereby created a Senior Citizen Board consisting of seven (7) members, all of whom shall be senior citizens.

B. LIAISON WITH CITY COUNCIL: The Mayor shall designate a member of the Council to meet with the Senior Citizen Board for liaison purposes only.

C. LIAISON WITH CITY MANAGER: The City Manager shall designate a representative to serve as administration liaison with the Board. They shall serve as a resource person at all Board meetings, arrange for any necessary contacts between the Board and City departments, facilitate administrative action on Board requests, and keep the City Manager informed of Board proceedings; provided, however, that the Board shall obtain Council approval before requesting administrative assistance requiring any significant amount of research.

D. Applicants: Senior citizens who wish to be considered for appointment to the Senior Citizen Board may apply by filing an application with the City Clerk's Office online or in person.

E. EVALUATION COMMITTEE: An Evaluation Committee appointed by the City Council and consisting of senior or interested citizens familiar with the senior citizen population and its concerns shall interview the applicants and report its findings and recommendations to the Mayor with copies for each member of the City Council.

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.

## STRUCTURE

Boards, Commissions, and Committees provide input to the City Council thereby opening additional lines of communication between the general public and the City Council. Such groups help assure that City government is responsive to the Burbank community. Each BCC has the opportunity to present suggestions and make recommendations to the City Council; however, they do not determine or establish City policy or administrative direction.

Boards, Commissions, and Committees benefits include:

- ✓ Focusing attention on specific areas of interest
- ✓ Encouraging citizen participation
- ✓ Providing a viewpoint from the community
- ✓ Making recommendations based on thorough and in-depth analysis of alternatives from a citizen's perspective

### Application Requirements

The State legislature adopted the Maddy Local Appointive List Act (Act) of 1975 which added Government Code Section 54970 et seq. to deal with vacancies and appointments of citizens to the City's BCCs. The Act requires that an appointment list be prepared each year noting the members serving, appointment and expiration dates, and qualifications, if any, for the positions. The City is in compliance with the Act. (This list is available in the City Clerk's Office and also found on the City website at [www.burbankca.gov/bccapplication](http://www.burbankca.gov/bccapplication))

Whenever a BCC vacancy occurs, a notice is posted in the City Clerk's Office, the City's website, the Burbank Channel during City Council Meetings, social media, and through press releases that are distributed to the local newspapers and community groups.

The City Council asks that all applicants thoroughly complete the application. The application allows each applicant to apply for two positions, in priority order, should they desire. All appointments are made by the City Council at regular meetings, and all applicants are notified by email when the appointment has been made. In the event an applicant is not selected, the application will remain on file for one year for consideration in filling future vacancies, should any occur.

To be eligible to serve, applicants for the City's BCCs must reside in Burbank (Burbank Municipal Code 2-1-407).

When an applicant has been appointed to a BCC by the City Council, the applicant must come to the City Clerk's Office to take the Oath of Office and acknowledge the City Council Expectations of Board, Commission, and Committee Members document before attending their first meeting. Members of several BCCs are also required to file a Statement of Economic Interests (Form 700) and complete AB 1234 Ethics Training (see Pages 15-19).

## THE CITIZEN'S ROLE AND AUTHORITY

City Boards, Commissions, and Committees have a primary role of advising the City Council in the determination of City policies and procedures. BCCs facilitate public participation.

City BCCs are not involved in the direct administration or operation of City departments. BCC members may not direct administrative staff to initiate programs, conduct major studies, or establish official policy without the approval of the City Council. City staff members are available to provide general staff assistance to Boards, Commissions, and Committees.

Despite the differing tasks of the City's BCCs, all share some basic responsibilities. Members need to remain informed on subjects of interest to the specific BCC on which they serve. Conscientious attendance is also a fundamental responsibility, as irregular attendance lessens one's ability to study all aspects of items under consideration.

### CHAIR AND VICE CHAIR

The members of each BCC shall annually elect a chair and vice chair at their first meeting in August following the appointment of successors to fill expired terms of office. A secretary shall also be elected except as otherwise provided in Division 2 of this article. If a BCC is not scheduled to meet in August, a special meeting shall be called to elect a chair, vice chair, and, if necessary, a secretary. Officers so elected shall serve at the pleasure of the appointing BCC (Burbank Municipal Code 2-1-408).

### ATTENDANCE POLICY

On August 26, 2025, the City Council adopted Ordinance No. 25-4,032, which implemented the following attendance policy for BCC members:

City staff assigned to assist any BCC shall notify any member who fails to attend two (2) regularly scheduled meetings. A copy of such notice shall be provided to the chair and the City Clerk. If the chair is the member in question, the notification shall be made to the vice chair (Burbank Municipal Code Section 2-1-403).

In the event a member of a BCC is absent for three (3) regularly scheduled meetings of the BCC to which they have been appointed during the 12-month period of August 1 to July 31, the attendance record of such member shall be reviewed by the BCC to which the member was appointed. The BCC shall consider the reasons for the absences, review them with the member, and make a recommendation whether the absences should be excused or unexcused by the City Council. The report and recommendation shall be transmitted to the City Clerk who shall agendize the matter for City

## SANTA MONICA MOUNTAINS CONSERVANCY AND ADVISORY COMMITTEE

The Santa Monica Mountains Conservancy and Advisory Committee (Committee) was established by California Public Resources Code Section 33213 and Senate Bill 333, which expanded membership to include the Cities of Burbank, Pasadena, La Canada-Flintridge, Malibu, and Calabasas. The Committee proposes and reviews projects for Conservancy action, reports to the Conservancy regarding the conformity of projects with the Comprehensive Plan, and reviews proposed amendments to the Plan.

This Committee consists of twenty-six (26) members, as follows: One representative each appointed by the Mayor of the City of Los Angeles, the Board of Supervisors of the County of Los Angeles, the Board of Supervisors of the County of Ventura, the Rancho Simi Recreation and Park District Board of Directors, Conejo Recreation and Park District Board of Directors, and Pleasant Valley Recreation and Park District Board of Directors, the City Councils of the Cities of Thousand Oaks, Agoura Hills, Westlake Village, Malibu, Calabasas, Burbank, Pasadena, La Canada Flintridge, Moorpark, Glendale, Santa Clarita, Sierra Madre, South Pasadena, and the unincorporated communities within the jurisdiction of the Eastern Rim of the Valley Trail Corridor; and six public members, two of whom shall be appointed by the Governor, two of whom shall be appointed by the Senate Committee on Rules, and two of whom shall be appointed by the Speaker of the Assembly. The Committee meets once a month in the evenings at various locations. The City of Burbank appoints one representative to this Committee.

2. The Chief of Police, or in their absence a member of their administrative staff, shall meet with the Police Commission but shall not be a member of the 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.

F. False Statements: Any false statement willfully made under oath in any paper filed with the Police Commission, or in any testimony given in any proceedings before the Commission, or in any investigation conducted by or under the jurisdiction of the Commission, shall be punishable as provided by the Penal Code of the State of California.

Council consideration. The City Council shall take appropriate action including, but not limited to, excusing the absences, removing the member, or such other action as the Council deems appropriate.

Should the Council excuse the member's three absences, and the member misses a fourth meeting, the City Clerk may proceed with the member's automatic removal by City staff (Burbank Municipal Code Section 2-1-403).

#### ADDITIONAL REASONS FOR REMOVAL

A member of a board, commission, or committee may be removed due to violation of the policies outlined in the "City Council Expectations of Board, Commission, and Committee Members" document or failure to attend training sessions mandated by the City.

#### RESIGNATIONS

Resignations must be submitted in writing to the City Clerk's Office by mail or email at [cityclerks@burbankca.gov](mailto:cityclerks@burbankca.gov)

#### TERMS

The term of office of most BCC members shall be four (4) years, commencing on August 1 and ending on July 31, except as otherwise provided. Members shall serve at the discretion of the City Council. Board, commission, and committee members whose terms of office have expired shall continue to serve until their successors are appointed and qualified (Burbank Municipal Code Section 2-1-403).

#### TERM LIMITS

No person may serve more than three (3) consecutive full terms on a single board, commission, or committee. This term limit does not apply to Council appointments due to vacancy that will result in a partial term. This term limit also shall not apply to Council-appointed representatives that serve on external agencies including but not limited to the Burbank-Glendale-Pasadena Airport Authority, Burbank Housing Corporation Board of Directors, Greater Los Angeles County Vector Control District, Metropolitan Water District, and Santa Monica Mountains Conservancy and Advisory Committee.

## CITY COUNCIL EXPECTATIONS OF BOARD, COMMISSION, AND COMMITTEE MEMBERS

City Council Approved: March 10, 2026

### EXPECTATIONS:

- Personal agendas must be set aside, and decisions must be made in the best interest of the Burbank community.
- Go "through the Chair" to facilitate orderly discussion. Give all members an opportunity to state their opinion or position and encourage healthy deliberation and openness to consider all ideas.
- Work together efficiently, even when disagreements arise on an issue. Demonstrate respect, friendliness, and remain polite to effectively make decisions.
- Refrain from making comments that may be seen as divisive, unnecessary, or inappropriate.
- Avoid lengthy conversations on an agenda item once it has been voted on. If necessary, briefly articulate the reasoning behind your vote.
- Unanimous votes are not necessary. It is encouraged to express your personal opinions or positions.
- Share any relevant information and documents received from the public with designated City staff as soon as possible so it can be properly distributed to all members.
- Form connections with fellow members before, during, and after meetings, but be sure to do so in a manner not in violation of California's open meeting law, the Brown Act.
- Members will conduct themselves within the confines of the law, including the Brown Act and Political Reform Act, to ensure transparency and accountability to members of the public.
- Members shall disclose any bias, conflicts of interest or potential conflicts of interest, and must recuse themselves from participating in any matter that could significantly impact (positively or negatively) their personal interests.
- Requests that are consistent with the duties, scope, or agenda of the Board, Commission, or Committee shall be made to the appropriate staff or staff liaison at a relevant period during the meeting. Members will not otherwise direct work to other department staff members.

## POLICE COMMISSION

### MISSION STATEMENT:

*The Mission of the Police Commission is to ensure on behalf of the City Council that the Burbank Police Department maintains the highest levels of integrity, professionalism, and commitment to the community.*

### **Section 2-1-413. Police Commission.**

#### A. Composition of Commission:

1. The Police Commission established by Section 705 of the Burbank City Charter shall consist of seven (7) members.
2. 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.
3. 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.

#### B. Meetings: The Police Commission shall meet as follows:

1. In August for the purpose of holding an election as provided in Section 2-1-408 of the Burbank Municipal Code.
2. On at least a quarterly basis; or monthly as necessary and as scheduled by the Police Commission for the purpose of carrying out their powers and duties pursuant to subsection E, below.
3. At the specific request of the Council.

C. Additional Personnel: To assist the Police Commission in the performance of its duties, the Council may provide the Commission with paid personnel. Such personnel need not be included within the Civil Service System. Should the services of any regular City employee be needed, request therefor may be made by the Commission to the City Manager, and they are authorized to assign such personnel, if available.

#### D. Liaison Representation:

1. The Mayor shall designate a member of the Council to meet with the Police Commission but such Council member shall not be a member of the Commission.

## PLANNING COMMISSION

### Section 2-1-411. City Planning Commission.

A. Establishment and Composition of Planning Commission: There is hereby created a City Planning Commission consisting of five (5) members.

B. Secretary of the Planning Commission: The Community Development Director or their designee shall serve as Secretary to the Planning Commission.

C. Liaison with Council: The Mayor shall designate a member of the Council to meet with the City Planning Commission, but such Council member shall not be a member of said 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.

E. Meetings; Quorum: The City Planning Commission shall hold a regular meeting at least once a month in the City Hall at a time to be designated by the Planning Commission. Special meetings may be called by the Chair or three (3) members of the Planning Commission. When the time for any regular meeting of the Planning Commission falls on a holiday, such meeting may be held at the discretion of the Planning Commission or Chair thereof at the same hour of the next succeeding day not a holiday or a regular meeting day of the Council. All regular meetings of the Planning Commission shall be held in the Council chamber of the City Hall, 275 East Olive Avenue, Burbank, California. A majority of the members of the Planning Commission shall constitute a quorum for the transaction of business.

- Once the Council has taken a position and voted on an item, it should be considered a non-issue for further discussion by Members, unless the item is being brought back to Council for review.
- Members shall not step down from the dais during meetings to speak during public comment on matters not appearing on the agenda and shall instead reserve any non-agenda comments to areas of the agenda that allow for this type of discussion in compliance with the Brown Act exceptions listed in Government Code section 54954.2(a)(3).
- When presenting individual opinions and positions, members must speak only for themselves as an individual and explicitly state that they are presenting on their own behalf and are not representing the Board, Commission, or Committee, or other members, especially if approached by the media. Best practice is to direct any media inquiries to the Board, Commission, or Committee's staff liaison.
- Members shall be responsible for conducting themselves in a professional manner that best represents the City when in attendance of events or gatherings outside of regular meetings.
- Members are encouraged to wear respectful attire at public meetings and when on official City business.
- **Attendance:** Members are expected to attend meetings on a regular basis and comply with the BCC Attendance Policy, as set forth in the Burbank Municipal Code Section 2-1-403: ABSENCES, VACANCIES, AND ADDITIONAL REASONS FOR REMOVAL. A summary of the policy is provided below:

***Two absences in the 12-month period from August 1 to July 31 will result in a written warning issued via email from City staff. The third absence may result in a member's removal by Council. Should the Council excuse the member's accrued absences, and the member misses an additional meeting within the following 12-month absence reporting period, the City Clerk may proceed with the member's automatic removal by City staff.***

**Violation of these expectations may result in a member's dismissal.**

### COUNCIL EXPECTATIONS OF THE CHAIR/VICE CHAIR:

- The Chair should work with City staff to ensure that agenda topics are within the scope of the Board, Commission, or

Committee's mission, have a clear purpose, and align with the City Council's goals.

- The Chair and Vice Chair shall work with City staff to receive training on how to effectively facilitate a meeting.
- The Chair should meet with City staff as needed to discuss matters related to conduct of the meeting.
- The Chair shall apply a two-hour initial time limit to meetings. In the event that a meeting may exceed two hours, the Chair shall confer with the staff liaison to review the status of the remaining items and determine the best manner to proceed.
- The Chair shall follow City Council meeting guidelines where applicable (e.g., guidelines for respectful engagement, public comment speaking time limits, etc.).

#### COUNCIL EXPECTATIONS OF CITY STAFF:

- Staff should clearly communicate the City Council's goals and priorities as established during the annual City Council Goal Setting Meeting.
- Staff should assist the Chair with conducting the meeting in an efficient and effective manner and advise regarding proceeding with the Board, Commission, and Committee's business in accordance with the Brown Act.
- Council Expectations shall be agendaized and reviewed with Members at the first meeting following biennial August appointments.
- Reports and presentations on agenda items will provide an objective analysis on the issue and will not favor a particular point of view. Alternatives and options on item actions should be presented.
- Staff will remain impartial and strive to maintain cooperative and supportive relationships with all members, regardless of any differences in opinion that may exist or arise.
- Staff will take requests from the Board, Commission, or Committee as a body, and not from individual members, if such request is relevant to the duties, scope or agenda of the Board, Commission, or Committee.
- Staff will work with the Board, Commission, or Committee to obtain a vote on advisory matters being presented to the City Council.

rules and regulations promulgated by the Director of the Parks and Recreation 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.

D. MEETINGS: The Park, Recreation and Community Services Board shall hold a regular meeting at least once a month in the City Hall at a time to be designated by the Board. Special meetings may be called by the Chair or three (3) members of the Board. A majority of the members of the Board shall constitute a quorum for the transaction of business.

## **PARK, RECREATION AND COMMUNITY SERVICES BOARD**

### **Section 2-1-410. Park, Recreation and Community Services Board.**

A. COMPOSITION OF BOARD: The Park, Recreation and Community Services Board shall consist of five (5) members.

B. LIAISON WITH CITY COUNCIL: The Mayor shall designate a member of the City Council to meet with the Park, Recreation and Community Services Board but such Council member shall not be a member of the 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 Parks and Recreation Department.
6. To act in an advisory capacity to the City 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

## **CONFLICT OF INTEREST FORM 700**

The Political Reform Act, enacted by referendum in 1974, requires financial disclosure of interests by certain individuals in decision-making positions within State and local government agencies or entities. One legal requirement is that each local entity, such as cities, counties, districts, enact a Conflict-of-Interest Code, a set of rules for such disclosure. The first Conflict of Interest Code was approved by the Burbank City Council on March 29, 1977. The purpose was threefold:

- To require public disclosure of financial interests which may affect the actions of people in decision-making positions or positions where those people can influence decisions;
- To require people in decision-making positions to avoid participating in actions where a financial interest may be affected; and,
- To make such rules public.

Statements of Economic Interests must be filed with the City Clerk's Office within 30 days of assuming office and by April 1st of each year thereafter covering the period of January through December of service of the prior calendar year.

Boards, Commissions, and Committees required to file Statements of Economic Interests include:

- |                                           |                                                 |
|-------------------------------------------|-------------------------------------------------|
| • Art in Public Places Committee          | • Infrastructure Oversight Board                |
| • Board of Building and Fire Code Appeals | • Landlord-Tenant Commission                    |
| • Board of Library Trustees               | • Park, Recreation and Community Services Board |
| • Burbank Cultural Arts Commission        | • Planning Commission                           |
| • Burbank Water and Power Board           | • Senior Citizen Board                          |
| • Heritage Commission                     | • Transportation Commission                     |

Should you have questions or need advice regarding your filing, please contact the Fair Political Practices Commission at [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov) or (866) 275-3772.

When a matter in which members have a direct or indirect financial interest comes before a designated BCC, members must recuse themselves from participating in deliberation and state the reason for their recusal. The member should leave the meeting room and return only upon conclusion of the matter. If there is any doubt as to whether to recuse or abstain, the member should contact the City Attorney's Office for guidance in advance of the meeting at (818) 238-5700.

Burbank Municipal Code Section 2-1-1601, 2-1-1604 and Resolution No. 24-29,552 cover conflicts of interest

**2-1-1601: PURPOSE; ADOPTION OF STANDARD CODE:**

A. **PURPOSE:** The purpose of the Political Reform Act (California Government Code Sections 81000, et seq.) and this Conflict of Interest Code is to ensure that no public official shall make, participate in making or in any way attempt to use their official position to influence a governmental decision in which they know or has reason to know they have a financial interest. Section 18730 of Title 2, Division 6 of the California Code of Regulations, authorizes a City to adopt and promulgate a conflict-of-interest code by incorporating by reference the provisions of Section 18730, along with a designation of employees and formulation of disclosure categories.

B. **ADOPTION OF CONFLICT-OF-INTEREST CODE:** The City of Burbank hereby incorporates the provisions of Section 18730 of the California Code of Regulations, and as amended, along with the Designation of Positions and reporting requirements, as well as defined Disclosure Categories by City Council Resolution, as and for its Conflict-of-Interest Code. The provisions of this Code and such City Council Resolution shall be in addition to the requirements of Government Code Section 81000, all regulations promulgated in accordance therewith, and all other applicable laws pertaining to conflicts of interest, as presently written or as later amended, all of which are incorporated by reference herein.

**2-1-1604: STATEMENTS OF ECONOMIC INTEREST:**

One original copy of each statement of economic interests required to be filed by this article shall be filed with the City Clerk.

**RESOLUTION NO. 24-29,552:**

Per Resolution No. 24-29,552, each designated position shall file statements ("disclosure statements") disclosing their economic interests in accordance with Appendix A and B, Government Code Section 81000 et seq., and all related regulations as promulgated by the Fair Political Practices Commission.

Government Code Sections 87200 – 87210 require that City Council Members, Planning Commissioners, the City Manager, City Attorney, City Treasurer, Assistant City Treasurer, and other public officials who manage public investments and candidates for any of these offices at any election comply with the provisions of the Political Reform Act relating to the filing of Statements of Economic Interest. All such positions shall also be deemed "Designated Positions" as defined herein.

## **METROPOLITAN WATER DISTRICT**

The Metropolitan Water District of Southern California (MWD) is a consortium of 26 member agencies that provides drinking water to approximately 19 million people in Los Angeles, Orange, San Diego, Riverside, San Bernardino and Ventura counties. Its mission is to provide its service area with adequate and reliable supplies of high-quality water to meet present and future needs in an environmentally and economically responsible way.

MWD is governed by a Board of Directors comprised of 38 members. Each member agency is entitled to at least one director; additional directors are based on the assessed valuation for district purposes. As a member agency, the City of Burbank appoints one director. The Board establishes and administers policies for MWD. The Board meets every second Tuesday of the month in the District's Headquarters in Los Angeles.

pursuant to this division. All regular meetings of the Commission shall be held in the Community Services Building, 150 N. Third Street, Burbank, California, unless otherwise provided in the rules and regulations of the Commission. A majority of the members of the Commission shall constitute a quorum for the transaction of business.

| <b>BOARDS, COMMISSIONS OR COMMITTEES</b>      | <b>Disclosure Categories<br/>1, 2, 3, 4, 5, 6, 7</b> |
|-----------------------------------------------|------------------------------------------------------|
| Art in Public Places Committee                | All                                                  |
| Board of Building & Fire Code Appeals         | 2,3,4,5,6                                            |
| Board of Library Trustees                     | 3,4,5,6                                              |
| Burbank Cultural Arts Commission              | All                                                  |
| Burbank Water and Power Board                 | 1,2,3,4,5,6                                          |
| Heritage Commission                           | 2,3,4,5,6                                            |
| Infrastructure Oversight Board                | All                                                  |
| Landlord-Tenant Commission                    | 2,3,4,5,6                                            |
| Park, Recreation and Community Services Board | 1,2,3,4,5,6                                          |
| Planning Commission (87200 Filer)             | All                                                  |
| Senior Citizen Board                          | 3,4,5,6                                              |
| Transportation Commission                     | 2,3,4,5,6                                            |

**Disclosure Categories**

|                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Category 1<br/>formerly known<br/>as Schedule A-<br/>1/A-2</b> | <p>Disclose all <u>business entities and non-profit organizations in which investments, business positions (e.g. director, officer, partner, trustee, employee or hold any position of management) and sources of income including gifts, loans and travel payments located in Burbank, including property located within a two-mile radius of any property owned or used by the City of Burbank.</u></p> <p><b>Example:</b> <i>Board Members, City Council, Chief Executives (Directors), Fire Chief, Fire Marshal</i></p> |
| <b>Category 2<br/>formerly known<br/>as Schedule B</b>            | <p><u>All interest in real property within the jurisdiction of the City.</u></p> <p><b>Example:</b> <i>Community Development and or Planning Director, Appraiser, Building Inspectors, Planning Commission and Fire Inspector and 87200 filers such as City Council</i></p>                                                                                                                                                                                                                                                 |

|                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Category 3<br/>formerly known<br/>as Schedule C</b> | <p>All investments, business positions in business entities, non-profit organizations and sources of <u>income</u>, including gifts, loans and travel payments, interest in real property and sources of income <u>subject to the regulatory, permit or licensing authority of the specific City department.</u></p> <p><b>Example:</b> <i>Risk Manager, Building Inspectors, Engineer, Plan Check, 87200 filers such as City Council, and Transportation Commissioners</i></p>                                                                                     |
| <b>Category 4<br/>formerly known<br/>as Schedule C</b> | <p>All investments in business entities, non-profit <u>organizations and sources of income</u>, including gifts, loans and travel payments, and sources of income which engage in land development, construction or the acquisition of real property, and interests in real property located in Burbank, including property located within a two-mile radius of any property <u>owned or used by the City of Burbank.</u></p> <p><b>Example:</b> <i>Purchasing Agent, Fire Marshal, Fire Captain, Building Inspector, and 87200 filers such as City Council</i></p> |
| <b>Category 5<br/>formerly known<br/>as Schedule C</b> | <p>All investments in business entities, non-profit <u>organizations in which investments, business positions (e.g. director, officer, partner, trustee, employee or hold any position of management)</u> and sources of income including gifts, loans and travel payments, and of the type which <u>contracts with the City to provide services, supplies, materials, machinery or equipment to any City department.</u></p> <p><b>Example:</b> <i>Fleet or Facilities Supervisor, IT, Building Inspector, and 87200 filers such as City Council</i></p>           |
| <b>Category 6<br/>formerly known<br/>as Schedule C</b> | <p>All investments in business entities and sources of income of the type which <u>contracts with the City to provide to the designated employee's department services, supplies, materials, machinery or equipment to any City department.</u></p> <p><b>Example:</b> <i>Fleet or Facilities Supervisor, 87200 filers such as City Council, and IT</i></p>                                                                                                                                                                                                         |

## LANDLORD-TENANT COMMISSION

### Section 2-1-417. Landlord-Tenant Commission.

A. ESTABLISHMENT AND COMPOSITION OF THE COMMISSION: There is hereby created a Landlord-Tenant Commission consisting of five (5) members.

B. SECRETARY OF THE COMMISSION: The Housing and Grants Administrator shall serve as Secretary to the Commission. The Secretary of the Commission shall not be a member of the Commission nor vote on any matters coming before it, but such Secretary may be present during the Commission's deliberations and may participate in all debates and discussions. *(The Department no longer has the position of Housing and Grants Administrator; a Housing staff member shall serve as the Secretary.)*

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;
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. To 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.

D. MEETINGS; QUORUM: The Landlord-Tenant Commission shall hold a regular meeting at least once a month in the City Hall at a time to be designated by the Commission. Special meetings may be called by the Chairperson or three (3) members of the Commission. When the time for any regular meeting of the Commission falls on a holiday, such meeting may be held at the discretion of the Commission or Chairperson thereof at the same hour of the next succeeding day not a holiday or a regular meeting day of the Council or any other board or commission established

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).
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.

D. MEETINGS: The Infrastructure Oversight Board shall meet regularly at least every month, on a day and time and place to be determined and fixed by the Board and held in accordance with the Ralph M. Brown Act. Additional noticed meetings may be scheduled as necessary. Regular action minutes of each meeting shall be maintained by the Public Works Department. The Board may create subcommittees as necessary to accomplish the goals of the Board.

E. QUORUM: A majority of the members of the Infrastructure Oversight Board shall constitute a quorum.

|                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Category 7<br/>formerly known<br/>as Schedules<br/>D &amp; E</b> | All investments, positions in business entities, income including gifts, loans and travel payments, and income from <u>non-profit organizations</u> , if the <u>sources is the type that receives grants or other monies from or through the City.</u><br><br><b>Example:</b> <i>Grants Coordinator, Parks &amp; Recreation Deputy Director, Police Captain, 87200 filers such as City Council, and Parks &amp; Recreation Supervisors.</i> |
| <b>Unlimited<br/>Disclosures<br/>(87200 Filers)</b>                 | 87200 Category are <b><u>required to file full disclosure of all categories</u></b> pursuant to Article 2 of Chapter 7 of the Political Reform Act, Government Code sections 87200, et. seq. Position meets criteria in Regulation 18700.3 as a public investment manager.                                                                                                                                                                  |

#### 2-1-1604: STATEMENTS OF ECONOMIC INTERESTS:

One original copy of each statement of economic interests required to be filed by this article shall be filed with the City Clerk.

#### CITY OF BURBANK ELECTRONIC FILING SYSTEM:

Statements of Economic Interests may be filed online at the following link:  
<https://efile.burbankca.gov>

### AB 1234 (Ethics Training)

Some BCCs may receive City reimbursement for attending trainings or conferences. Therefore, under State Law, all members of the Board or Commission must receive at least two hours of ethics training, as prescribed by the Fair Political Practices Commission, within one year of appointment and once every two years thereafter.

Currently, the only BCCs required to complete this training are:

- Board of Library Trustees
- Burbank Water and Power Board
- Infrastructure Oversight Board
- Planning Commission
- Police Commission

The training may be completed online at: <https://localethics.fppc.ca.gov>

## **SUMMARY OF DUTIES AND RESPONSIBILITIES FOR DEPARTMENTS AND BOARDS, COMMISSIONS, AND COMMITTEES**

### **INFRASTRUCTURE OVERSIGHT BOARD**

#### **Section 2-1-426. Infrastructure Oversight Board:**

A. ESTABLISHMENT AND PURPOSE: There is hereby created an Infrastructure Oversight Board, who 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.

B. COMPOSITION OF THE BOARD: The Infrastructure Oversight Board shall be composed of seven (7) members appointed by Council. When appointing persons to the Board, Council should consider not only diversity, but also the appointee's interest in and knowledge of City infrastructure projects, methods, and procedures. As such, Council should consider appointment of architects, civil engineers, as well as professionals with expertise in other areas such as project management, urban planning, traffic engineering, structures/ buildings, construction management, budget/finance, and/or other related expertise. Toward this end, when recruiting for open positions on this Board, the City Clerk in any advertisements shall encourage civil engineers, as well as professionals with expertise in other areas such as transportation, urban planning, traffic engineering, structures/ buildings, construction management, budget/finance, to apply.

1. The Board shall have the constituted offices of Chair and Vice Chair.
  - a. Chair: The Chair shall maintain the general supervision, direction and control of the business and meetings of the Infrastructure Oversight Board. The Chair shall preside at all meetings of the Board.
  - b. Vice Chair: The Vice Chair shall act in the absence of the Chair, perform all the duties of the Chair and, in so acting, shall have all the powers of the Chair.
2. Liaison with Council: The City Council shall designate two members of the City Council to attend Board meetings, but such members shall not be members of the Board.

The Commission shall provide oversight and direction to City staff in the following matters and have the following duties:

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.

C. **MEETINGS; QUORUM:** The Heritage Commission shall meet on call at the request of the chairperson or the Community Development Director when there is sufficient business warranting that the Commission convene. Written notice of such meeting shall be given at least five (5) days prior to the meeting to each member and any other appropriate individual, pursuant to the terms and provisions contained in Government Code Section 54956. The Community Development Department shall provide staff support to the Commission to the extent approved by the Council through the budget process but in no way shall the Commission nor any member thereof incur any financial liability in the name of the City.

D. **APPEAL OF HERITAGE COMMISSION DECISION:** Any final decision of the Commission which is otherwise not automatically heard by Council may be appealed in accordance with Section 2-1-1501 et seq. of this code. All officers, divisions and division heads of the City shall cooperate and render all reasonable and necessary assistance to the Heritage Commission.

## ART IN PUBLIC PLACES COMMITTEE

### MISSION STATEMENT:

*To provide assistance for continuing maintenance on existing public art and to provide support to other proposed projects which might be under funded; to encourage additional public support for art projects through the promotion of matching funds programs and to utilize funds to develop projects that provide a positive significant impact on the community.*

### Section 2-1-422. Art in Public Places Committee.

A. **COMPOSITION OF COMMITTEE:** The Art in Public Places Committee shall consist of five (5) members. The Parks and Recreation Director or their designee shall serve as secretary to the Committee. The Committee shall have further staff representation from the Parks and Recreation Director or their designee.

B. **POWERS AND DUTIES OF THE COMMITTEE:** The Art in Public Places Committee shall review proposed art plans and its powers shall be limited to finding compliance with Subsections D and 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.

C. **MEETINGS:** The Art in Public Places Committee shall hold public meetings as needed. Special meetings may be called by the chair or any two other members of the Committee.

D. **QUORUM:** A majority of the members of the Committee shall constitute a quorum for the transaction of business.

E. **TERM:** Committee members shall be appointed for a four-year term, and the commencement of such terms shall be staggered in keeping with the purpose and intent of Section 2-1-401(a).

## **BOARD OF BUILDING AND FIRE CODE APPEALS**

### **Section 2-1-414. Board of Building and Fire Code Appeals.**

A. ESTABLISHMENT AND COMPOSITION OF BOARD; QUALIFICATIONS: There is hereby created a Board of Building and Fire Code Appeals consisting of five (5) members qualified by experience and training to pass upon matters pertaining to building construction and fire prevention.

B. SECRETARY OF THE BOARD: The Board shall have two (2) secretaries. The Assistant Public Works Director-Building Official shall serve as Secretary to the Board with respect to appeals from the Building Code. The Fire Chief shall serve as Secretary to the Board with respect to appeals from the Fire Code. Neither shall be a member of the Board nor vote on any appeal but may be present during the Board's deliberations and may participate in all debates and discussions.

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 City Council, rules and regulations for the conduct of its hearings and investigations;
4. To recommend for adoption by the City Council, a schedule of fees for appeals to the Board; and,
5. To recommend to the City Council, amendments to the Building Code or Fire Code.

## **HERITAGE COMMISSION**

### **Section 2-1-420. Heritage Commission.**

A. ESTABLISHMENT AND COMPOSITION OF COMMISSION: There is hereby created a Heritage Commission consisting of five (5) residents of the City. The Commission shall be composed of members with a demonstrated interest, competence, or knowledge in historic preservation. To the extent possible, at least two (2) members should have professional backgrounds in a discipline related to historic preservation. In case of the absence of the chair, the members present at any meeting shall select one (1) of their members to act as chair pro tempore.

B. POWERS AND DUTIES OF COMMISSION: The Heritage Commission shall serve as an advisory committee to the Council and have the following powers:

1. Review all applications for approval of Designated Historic Resources and make a recommendation to the 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 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 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 Council.

## GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT

The Greater Los Angeles Vector Control District, initially known as the Southeast Mosquito Abatement District, was established in 1952. The District's governing power is vested in its 37 members of the Board of Trustees. One trustee is appointed by each of the 36 cities and the County Board of Supervisors appoints one to represent unincorporated areas of Los Angeles County. The cities located in the District are Artesia, Bell, Bellflower, Bell Gardens, Burbank, Carson, Cerritos, Commerce, Cudahy, Diamond Bar, Downey, Gardena, Glendale, Hawaiian Gardens, Huntington Park, La Cañada Flintridge, La Habra Heights, Lakewood, La Mirada, Long Beach, Los Angeles City, Los Angeles County, Lynwood, Maywood, Montebello, Norwalk, Paramount, Pico Rivera, San Fernando, San Marino, Santa Clarita, Santa Fe Springs, Signal Hill, South El Monte, South Gate, Vernon, and Whittier.

Each city within the boundaries, as well as the Los Angeles County, may have representation on the Board. To be appointed, the member must reside in and be a resident voter of the representative city (or county for county member) in the District. Board member duties and responsibilities include setting policy, establishing the budget, approving expenditures, and retaining legal counsel.

The City Council appoints the City's representative to the District for a four-year term. Trustees are required to attend monthly meetings every second Thursday of the month at 7:00 p.m. at the District's headquarters in Santa Fe Springs, California.

## BOARD OF LIBRARY TRUSTEES

### MISSION STATEMENT:

*The mission of the Burbank Board of Library Trustees is to advocate for Library needs and improved services, to foster connections between the community and the Library, and to advise City Council regarding plans, policies, and resources to sustain a thriving and ever-changing Burbank Public Library.*

### Section 2-1-409. Board of Library Trustees.

A. COMPOSITION OF BOARD: The Board of Library Trustees shall consist of seven (7) members.

B. LIAISON WITH CITY COUNCIL: The Mayor shall designate a member of the City Council to meet with the Board of Library Trustees but such Council member shall not be a member of the board.

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 City Council.
2. To prepare and recommend, for adoption by the City Council, rules and regulations for the maintenance and improvement of the public libraries of the City.
3. To recommend to the City Council the acquisition of library sites by the City.
4. To act in an advisory capacity to the City Council in all matters pertaining to the public libraries of the City.

## **BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY**

The Burbank-Glendale-Pasadena Airport Authority (Airport Authority) is a separate government agency created under a joint powers agreement between the three cities of Burbank, Glendale, and Pasadena in 1977 for the sole purpose of owning and operating Hollywood Burbank Airport.

The mission of the Airport Authority is to provide state-of-the-art regional airport facilities and related services which are efficient, safe, convenient, and user-friendly while being a good neighbor.

The Airport Authority consists of nine Commissioners, three from each city. The Commissioners from each city are appointed by their respective City Councils.

## **DOWNTOWN PROPERTY-BASED BUSINESS IMPROVEMENT DISTRICT**

As part of the City's efforts to revitalize the Downtown Burbank Area, a Property-Based Improvement District (P-BID) was formed for a five-year term on July 22, 2003, by Resolution No. 26,495 to fund a variety of improvements in partnership with Downtown Burbank property owners. Since then, the P-BID has been renewed for two consecutive five-year terms and has now been renewed for a ten-year term. The district boundaries are Burbank Boulevard to the north, Glenoaks Boulevard to the east, Alameda Avenue to the south and the Interstate 5 Freeway to the west. In addition, it includes the area known as the Downtown Burbank Metrolink Station. During the initial formation and each renewal thereafter, a Management District Plan was developed outlining the major components of the P-BID, including the boundaries, service plan, budget, assessment formula, and governance of the organization. The service plan specifically outlines the proposed improvements and services including capital improvements, maintenance, promotions, advertising, special events, and administration. The City Council appointed the first Board of Directors for the organization, now known as the Downtown Burbank Partnership, Inc., to oversee and facilitate these projects. Membership consists of eleven individuals representing large and small property owners, business owners, the City of Burbank, and those with vested interest in the Downtown Burbank District.

On July 29, 2008, the City Council passed Resolution No. 27,745 renewing the P-BID for an additional five-year period.

On July 9, 2013, the City Council passed Resolution No. 28,627 renewing the P-BID for an additional five-year period.

On June 26, 2018, the City Council passed Resolution No. 18-29,027 renewing the P-BID for an additional ten-year period.

## **COMMUNITY DEVELOPMENT BLOCK GRANT COMMITTEE**

The Community Development Block Grant 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 and HOME Investment Partnership Act. The primary role of the Committee is participation in, and review of 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.

When making appointments to the Committee, Council should consider appointing the best candidate(s) and strive for diversity of members with experience working with special need groups, lived experience, persons with disabilities, veterans, and victims of domestic violence.

The Committee meets as needed three to six times annually in conformance with the above listed obligations. The Committee consists of seven (7) members appointed by the City Council.

## **BURBANK CULTURAL ARTS COMMISSION**

### **Section 2-1-425. Burbank Cultural Arts Commission.**

A. ESTABLISHMENT: The Burbank Cultural Arts Commission is an advisory body to the City Council. The Commission shall make policy and funding recommendations on matters related to the implementation of the City's Cultural Arts Plan, help engage the community by participating in various public education, outreach, and promotional activities related to cultural arts and other duties as requested by Council.

#### **B. COMPOSITION OF THE COMMISSION:**

1. The Burbank Cultural Arts Commission shall be composed of nine (9) members appointed by the City Council as follows: from the business community at-large, who is engaged in the arts, or who represents a diversity of art disciplines such as: arts education; art in public places; dance; live theater; film, studio and recording industry; media affiliated resources; music; and visual arts.
2. The Commission shall have the constituted offices of Chairperson and Vice Chairperson.
  - a. Chairperson – The Chairperson shall maintain the general supervision, direction, and control of the business and meetings of the Commission. The Chairperson shall preside at all meetings of the Commission and shall have the power to appoint subcommittees of the Commission and subcommittee Chairpersons as necessary and shall receive reports of the subcommittees' activities.
  - b. Vice Chairperson – The Vice Chairperson shall act in the absence of the Chairperson, perform all the duties of the Chairperson and, in so acting, shall have all the powers of the Chairperson.
3. Liaison with City Council: The Mayor shall designate two members of the City Council to meet with the Commission, but such members shall not be members of the Commission.

C. POWERS AND DUTIES: The Burbank Cultural Arts Commission shall have the duties to:

1. Act in an advisory capacity to the Council in establishing policy on all matters as described in Section A.
2. Engage the participation of the community.

3. Provide community support for advancing policy initiatives and programs.
4. Advise the City Council in the maximizing and leveraging efficient use of resources in the community.
5. Advise the City Council in the review of proposals, programs, practices, and goals.
6. Other duties as requested by City Council.

D. MEETINGS: The Burbank Cultural Arts Commission shall meet as needed, on a day and time and place to be determined and fixed by the Commission at its August meeting and in accordance with the Ralph M. Brown Act. Additional noticed meetings may be scheduled as necessary by the Commission. All meetings shall be open to the public. Minutes of each meeting shall be maintained by the Parks and Recreation Department.

E. QUORUM: A majority of the members of the Commission shall constitute a quorum.

## CIVIL SERVICE BOARD

### Section 2-1-504. Civil Service Board.

A. COMPOSITION OF THE BOARD: The Civil Service Board shall consist of five (5) members.

B. VACANCIES ON THE BOARD: Vacancies on the Board from whatever cause, shall be filled by appointment by the Council for the unexpired term. Each member of the Board shall serve until their successor is appointed and qualified.

C. REMOVAL OF BOARD MEMBERS: A three-fifths vote of all the Council Members shall be required to remove any member of the Board from office prior to the expiration of their term of office.

### 2-1-505: Meetings of the Board.

The Board shall determine the order of business for the conduct of its meetings and shall meet regularly if so required by the rules, or on call of the Chair or three members of the Board. Three members of the Board shall constitute a quorum for the transaction of business.

### 2-1-506: Duties of the Board.

The powers and duties of the Board shall be:

1. 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;
2. To act in an advisory capacity to the City Manager and City Council on problems concerning personnel administration;
3. 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
4. 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.

D. MEETING: The Burbank Water and Power Board shall hold a regular meeting at least once a month at a time and place to be designated by the Board. Special meetings may be called by the Chair or four (4) members of the Board. When the time for any regular meeting of the Board falls on the holiday, such meeting may be held at the discretion of the Board or the Chair at the same hour of the next succeeding day not a holiday or a regular meeting day of the Council or any Board or Commission established by this division. A majority of the members of the Board shall constitute a quorum for the transaction of business.

E. A majority of the members of the Board shall constitute a quorum for the transaction of business.

## **BURBANK HOUSING CORPORATION**

The Burbank Housing Corporation (BHC) was established by Redevelopment Agency Resolution No. R-1878 to improve and preserve the affordable housing inventory in the City of Burbank and to provide community assistance and services within the Focus Neighborhoods in the City.

The Corporation is a non-profit organization with a Board of Directors (Board) comprised of nine members. In accordance with its By-laws and Articles of Incorporation, the directors are appointed by different segments representative of the Burbank community: the Chamber of Commerce, Wesley Senior Housing, the City of Burbank, and BHC residents. The City of Burbank nominates two board members. Three board members are at-large members nominated and appointed by the BHC Board. To include its tenants in the decision-making process, two board positions are reserved for BHC residents.

The Board of Directors meets bi-monthly on the fourth Tuesday of the month. We welcome visitors and ask that they inform us of their intention to visit. An agenda can be provided upon request from the Burbank Housing Corporation.

## **BURBANK TOURISM BUSINESS IMPROVEMENT DISTRICT**

As part of the City of Burbank's Economic Development goals to increase tourism and brand Burbank as a tourist destination, the Burbank Tourism Business Improvement District (T-BID) was formed on September 20, 2011, by Resolution No. 28,403 to help increase overnight stays for Burbank's lodging businesses. A benefit assessment district, the T-BID was formed in partnership with lodging businesses with twenty-five (25) or more rooms located within the boundaries of the City, comprised of a total of 18 lodging businesses. A Management District Plan (MDP) was developed outlining the major components of the T-BID including boundaries; budget; assessment formula, and governance of the organization. The service plan specifically outlines proposed improvements including marketing and sales promotions to increase hotel room night sales; marketing of Burbank as a tourist, meeting, and event hub; destination development efforts to enhance existing infrastructure or create new amenities for an elevated visitor experience; and administrative duties. The City Council appointed the first Board of Directors, now known as the Burbank Hospitality Association (BHA) operating as Visit Burbank, to oversee and facilitate the goals set forth in the MDP. Membership consists of an 11-member Board of Directors representing lodging businesses, the City of Burbank, the Hollywood Burbank Airport, Warner Bros. Studio Tour Hollywood, and Universal Studios Hollywood.

The T-BID was renewed in 2016 by Resolution No. 16-28,841 for a 10-year term. On November 18, 2025, the City Council passed Resolution No. 25-29,669 renewing the T-BID for an additional 10-year period.

## **BURBANK WATER AND POWER BOARD**

### **MISSION STATEMENT:**

*We are committed to safely providing reliable, affordable, and sustainable utility services for our community.*

### **Section 2-1-418. Burbank Water and Power Board.**

A. ESTABLISHMENT AND COMPOSITION OF THE BOARD: There is hereby created a Burbank Water and Power Board consisting of seven (7) members.

B. SECRETARY OF THE BOARD: The General Manager of the Burbank Water and Power shall serve as Secretary to the Board. The Secretary to the Board shall not be a member of the Board nor vote on any matters coming before it, but the Secretary may be present during the Board's deliberations and may participate in all debates and discussions.

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 City 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 City Council or the General Manager of the Burbank Water and Power.