

The City of Burbank is a Charter City with a City Council/Manager form of government. Under this type of government, the City Council is the policymaking body and the City Manager is responsible for execution of City Council policy.

City Council

The City Council consists of five members, elected at-large, serving four-year terms. Municipal elections are held in November of even-numbered years. City Council duties include:

- Appointing the City Manager, City Attorney, and Citizen Committee Members
- Adopting Annual Budgets
- Enacting Legislation
- Establishing City Policy

Mayors are selected annually by City Council Members to serve as the presiding officer during all City Council meetings.

City Council Meetings

The City Council typically meets two Tuesdays a month at 6:00 p.m. in the City Council Chamber of City Hall. The Meeting schedule is available on the City website. On occasion, Closed Session meetings are held prior to the Open Session Regular City Council Meeting.

The Ralph M. Brown Act prohibits the City Council from taking action on issues not listed on the agenda unless an emergency threatening the health, safety, or welfare of the community arises.

City Council Actions

Official action by the City Council may take one of the following forms:

MOTION: Always used with a vote to indicate approval, denial, adoption, or direction.

RESOLUTION: Generally records specific City Council policy, directs certain administrative/legal action, or embodies a public City Council statement.

ORDINANCE: Municipal law, which can only be amended or repealed by adoption of another Ordinance, as prescribed by State law, requires two readings at separate City Council meetings, and is effective 30 days after adoption unless otherwise specified.

Public Comments

"During any meeting of the City Council, all persons are encouraged to address the City Council on any item that is within the subject matter jurisdiction of the City Council or as otherwise required by state law." (Charter Sec. 405)

There are multiple opportunities for members of the public to address the City Council during City Council meetings. Time to speak may not be shared with other speakers, and may not accumulate from one period of Public Comment to another, or from one meeting to another. Speaker Cards must be submitted to the City Clerk.

Closed Session Public Comment: Up to three minutes on Closed Session items only. **PINK** card.

General Public Comment: Up to three minutes on any matter concerning City business. **YELLOW** card.

Study Session Public Comment: Up to three minutes on Study Session items only. **GREEN** card.

Public Hearing Public Comment: Up to three minutes on Public Hearing items only. **SALMON** card.

Call-in Public Comment:

Members of the public may comment by telephone during the general public comment period on any matter concerning city business and/or any agenda item or public hearing. To participate in public comment over the phone, please call 818-238-3335.

Reduction of Speaking Time: The Mayor may reduce the allocated speaking time for public comment to accomplish City business within a reasonable time.

City Business: City business is defined as any matter that is under the jurisdiction of the City Council. Although other topics may be of interest to members of the public, if those topics are not under City Council jurisdiction, they are not City business and may not be discussed during any Public Comment period.

Written Communications: Members of the public seeking to present documents to the City Council during any Public Comment period must provide ten (10) copies of such documents or the documents will not be routed to the City Council that evening. The item will be routed the following day.

Visual and Video Presentations: Visual and video content that are compatible with, and playable through, the City's equipment and software may be utilized by any member of the public at any Public Comment period. All content shall be delivered to the

City Manager's Office on a portable USB flash drive or via email by 5:00 pm the day prior to the Council meeting. Members of the public are encouraged to submit their content as early as possible to ensure the media meets technical requirements. The individual submitting the media must be the same person who requests the media be played and must notify the City Clerk upon submission of a speaker card. The playing time for the content shall be counted as part of the allowed speaking time of that member of the public during that period and may not exceed the applicable time limit. City staff will note the name of the speaker, public comment period, and total running time upon submission. All media will be returned to the commenter after the meeting has concluded.

Technical Requirements: The City is no longer able to play or show content submitted on a Compact Disc (CD) or Digital Video Disc (DVD). All content must be submitted on a portable USB flash drive that is compatible with Microsoft Windows 10 or newer or via email using a link to a publicly accessible streaming platform, such as YouTube or Vimeo. Links to personal storage spaces, such as Dropbox, Google Drive, or others, will not be accepted. The recommended minimum formats and requirements for content are:

Still images: JPEG or PNG format with a minimum resolution of 72 dpi (96 dpi is ideal)

Slideshow presentations: PowerPoint (.PPT) files in high definition (1920 x 1080 slide size)

Video content: mp4 (H.264), 1920 x 1080, AAC, 48000 Hz, Stereo (L,R), 29.97 FPS

For technical questions, please contact the City's Public Information Office at 818- 238-5840.

All content must be submitted in a format that is compatible with the City's broadcasting systems and may be reviewed by City Staff for compatibility. As with any technology, there is a risk of hardware and/or software failure that may prevent the content from being displayed properly. The commenter assumes this risk and the City is not responsible for such failures. Submittals will not be reviewed for content or edited by the City prior to the meeting and may be declared out of order by the Mayor. The City reserves the right during the City Council meeting to stop showing any digital media presentation if: the content incites, promotes, fosters, or perpetuates any illegal activity or incites violence; contains sexual content or links to sexual content or content of a pornographic nature; or it is not within the subject matter jurisdiction of the City.

Closed Session

A Closed Session is held under authority of the Government Code Section 54950 (Ralph M. Brown Act) which allows the City Council to consider personnel issues, litigation, or real estate negotiations behind closed doors. Action resulting from these sessions, if any, is reported in Open Session.

Consent Calendar

The Consent Calendar is a portion of the agenda which contains routine business items for which no discussion or deliberation is held. The Consent Calendar is approved/adopted by the City Council by one motion. Consent Calendar items removed by the City Council are considered and acted on separately. Public input is received on the Consent Calendar during the Public Comment period.

Study Session

Study Sessions are a workshop-type of meetings which also provide an opportunity for the City Council to review the business meeting agenda and to ask questions for clarification on issues or on process.

Public Hearings

Public Hearings are required by State law and the Burbank Municipal Code on specific issues such as zoning, annexations, appeals, assessment districts and franchises. Standard procedures are: Mayor opens the Hearing, staff report is presented, public speakers who have submitted Speaker Cards are heard (including rebuttal time for applicants/appellants), public testimony is closed, the City Council deliberates and renders a decision. Speakers are allowed up to 3 minutes, and applicants/appellants are allowed 15 minutes to present their case, and 10 minutes are allowed for rebuttals.

Reports to City Council

The portion of the agenda where City staff, from various City Departments, present reports on a variety of items for City Council consideration.

City Council Comments

This is the time when City Council Members report on events/meetings/conferences they have attended.

Introduction of Additional Agenda Items

City Council Members bring issues and proposals to the full City Council for review and direction.

Agenda Packets

Complete City Council Meeting agenda packets are available for review in accordance with the Ralph M. Brown Act on the Thursday evening preceding the Tuesday meeting at:

- City Clerk's Office (City Hall)

- Central & Buena Vista Libraries
- City website www.burbankca.gov

City Agencies

The City Council also serves as the Successor Agency to the Former Redevelopment Agency, Parking Authority, Housing Authority, Youth Endowment Services Fund Board, and the Public Financing Authority. Items for these agencies may be heard at the time of the City Council meetings. The City Council will recess and the Authority will convene to address Authority business and once completed, recess to continue the City Council meeting.

Contacting the City Council

Routine matters of business are handled most efficiently by directing questions or concerns to the appropriate City Department or City Manager (818) 238-5800 before submission to the City Council (818) 238-5750.

Disabled Access

In compliance with the Americans with Disabilities Act (ADA), please contact the ADA Coordinator (818) 238-5424 for assistance to participate in a meeting. 48-hour advance notification is required and will enable reasonable accommodations and ensure accessibility. Devices for the hearing impaired are also available at meetings.

Disruptive Conduct

Pursuant to the City Council Meeting Rules adopted by Resolution No. [26-29.710](#), the members of the City Council and the public are reminded that they must preserve order and decorum throughout and in that regard, are advised that any delay or disruption in the proceedings or a refusal to obey the orders of the City Council or the Presiding Officer constitutes a violation as stated in the Municipal Code. Any person engaging in such conduct can be ordered to leave the meeting. [BMC Sections 2-1-217 (b) and 2-1-217 (c)] Please turn off or set to vibrate all cellular telephones, pagers and tablets, do not visit with neighbors in the audience, and refrain from making personal, impertinent, or slanderous remarks. It is also requested that no food or drinks (other than water) be brought into the City Council Chamber.

Your participation in the City Council meetings is welcome and your courtesy will be appreciated.

City Clerk's Office
275 E. Olive Avenue, Burbank, CA 91502
Phone: (818) 238-5851 Fax: (818) 238-5853
Email: cityclerks@burbankca.gov
Website: www.burbankca.gov

Welcome To Your... City Council Meeting



Mayor: Tamala Takahashi
Vice Mayor: Zizette Mullins
City Council Member: Konstantine Anthony
City Council Member: Nikki Perez
City Council Member: Christopher Rizzotti

City Clerk: Kimberley Clark
City Treasurer: Krystle Ang Palmer

City Manager: Justin Hess
City Attorney: Joseph H. McDougall

Revised: July 2026