

# **Summary of Boards, Commissions, and Committees**

**Board of Building and Fire Code Appeals**

The Board of Building and Fire Code Appeals shall serve as an advisory board appointed by the City Council and shall have the following powers and duties: to hear and determine appeals from decisions of the Assistant Community Development Director-Building Official regarding the suitability of alternative materials and types of construction required by the Building Code and interpretations of the Building Code; to hear and determine appeals from any decision, order or notice signed or renewed by the Fire Marshal regarding the suitability of alternate materials, methods of construction, or operation under the Fire Code and interpretations of the Fire Code; to prepare and recommend for adoption by the Council rules and regulations for the conduct of its hearings and investigations; to recommend for adoption by the Council a schedule of fees for appeals to the Board; and to recommend to the Council amendments to the Building Code or Fire Code.

**Burbank Water and Power Board**

The Burbank Water and Power Board shall serve as an advisory board appointed by the City Council and shall have the following powers and duties: to review and make recommendations on all capital improvements which require Council approval, to review and make recommendations on purchased power agreements with terms of more than five (5) years, to review and make recommendations regarding the Burbank Water and Power's annual budget, to review and make recommendations regarding electric and water rates, to approve all contract awards for goods, services and public work construction projects which are provided for in the Burbank Water and Power's annual budget, and to perform such advisory functions as are delegated to it by the provisions of this code or other action of the Council or the General Manager of Burbank Water and Power.

**Community Development Block Grant Committee**

The Community Development Block Grant 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.

**Board of Library Trustees**

The Board of Library Trustees shall serve as an advisory board appointed by the City Council and shall have the following powers and duties: to initiate studies, investigations and surveys in the general field of public libraries and report its findings and recommendations to the Council, to prepare and recommend, for adoption by the Council, rules and regulations for the maintenance and improvement of the public libraries of the City, to recommend to the Council the acquisition of library sites by the City, and to act in an advisory capacity to the Council in all matters pertaining to the public libraries of the City.

**Senior Citizen Board**

The Senior Citizen Board shall serve as an advisory board and shall have the following powers and duties: to engage in consultation and study with local groups on the needs of the aged and evaluate all available resources; to collect and study factual information relative to all aspects of aging; to serve as a liaison between local organizations and governmental agencies which work with the aged and have an interest in aging adults; to advise in community planning regarding the expansion of existing facilities and development of new facility services, as required; to become aware of problems as they arise and recommend plans for action; to inform local and state organizations of the needs and resources of older people; to serve as a medium through which organizations may exchange information, coordinate programs and engage in joint endeavors; and, to become familiar with developments in other communities on County, State and Federal programs.

**Heritage Commission**

The Heritage 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. The powers of the Commission shall be as follows: review all applications for approval of Designated Historic Resources and make a recommendation to the City Council for the approval, denial, or modification to the application; review the City's criteria for Designated Historic Resources and make recommendations to the City Council for changes to the designation criteria or procedures, as appropriate; review and make decisions on all applications for Permits to Alter Designated Historic Resources; review ongoing maintenance requirements for Designated Historic Resources; nominate historic resources for listing and/or designation at the state or federal level; review and make recommendations to the City Council on all regulations and policies related to historic preservation including but not limited to: General Plan amendments, Specific Plans, and Zoning Ordinance amendments; 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 perform any other functions as directed by the City Council.

**Infrastructure Oversight Board**

The Infrastructure Oversight Board oversees and make recommendations to the Council regarding the infrastructure of the City (not part of an enterprise fund). The mission of this Board, in part, is to ensure the reliability, maintenance and safety of the City's infrastructure. When making appointments to the Infrastructure Oversight 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.

**Art in Public Places 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 the Burbank Municipal Code. In no way shall this Committee rule upon artistic content when considering art plans. Additionally, the Committee shall recommend to the City Council expenditures of the Art in Public Places Fund, including but not limited to art projects for public buildings or on public grounds.

**Civil Service Board**

The Civil Service Board shall to act in an advisory capacity to the City Manager and City Council on problems concerning personnel administration; hear appeals submitted by any employee hereunder, relative to any situation connected with their employment status or condition of employment; hold hearings regarding rules to supplement Burbank Municipal Code Chapter 1, Article 5 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; and, in any hearing conducted by the Board, it shall have the power to examine witnesses under oath and compel their attendance and/or the production of evidence before it by subpoenas issued in the manner and subject to the penalties provided by law.

**Landlord-Tenant Commission**

The Landlord-Tenant Commission shall serve as an advisory board and shall have the following powers and duties: to recommend to the Council rules, regulations, and guidelines for rent increases; to mediate rent adjustment disputes between landlords and tenants; to receive complaints pertaining to rent adjustments which exceed the guidelines established by the Council; to serve as a medium through which landlords and tenants may exchange information, coordinate programs, and engage in joint endeavors concerning landlord-tenant relations; to become familiar with landlord-tenant developments in other communities; provide tenant referrals to appropriate public and private agencies; and to perform such advisory functions as are delegated to it by the provisions of Burbank Municipal Code Section 2-1-417 or other action of the Council.