

Burbank Municipal Code Sections

**Burbank Municipal Code 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 Council, rules and regulations for the conduct of its hearings and investigations;
4. To recommend for adoption by the Council, a schedule of fees for appeals to the Board; and,
5. To recommend to the Council, amendments to the Building Code or Fire Code. [Formerly numbered Section 2-56; renumbered by Ord. No. 3058, eff. 2/21/87; Amended by Ord. No. 3733, eff. 12/21/07; 2595.]

Burbank Municipal Code 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 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 Council or the General Manager of the Burbank Water and Power.

D. Meetings: 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.¹⁶ 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.

E. Quorum: A majority of the members of the Board shall constitute a quorum for the transaction of business. [Formerly numbered Section 2-56.5; amended by Ord. No. 25-4,032, eff. 9/26/25; 3823, 3566, 3498, 3472, 3451, 3394, 3071, 3058, 3009.]

Burbank Municipal Code 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 Council: The Mayor shall designate a member of the 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 Council.
 - 2. To prepare and recommend, for adoption by the Council, rules and regulations for the maintenance and improvement of the public libraries of the City.
 - 3. To recommend to the Council the acquisition of library sites by the City.
 - 4. To act in an advisory capacity to the Council in all matters pertaining to the public libraries of the City. [Formerly numbered Section 2-51. Amended by Ord. No. 3674, eff. 7/30/05; 3472, 3058.]

Burbank Municipal Code 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 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. He 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 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 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.
 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. [Added by Ord. No. 2402; formerly numbered Section 2-56.2; renumbered by Ord. No. 3058; amended by Ord. No. 3472, eff. 10/18/97; 3123, 3118, 2751, 2508.]

Burbank Municipal Code 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 have the following powers and duties:

Powers: The Commission shall serve as an advisory committee to the Council. The powers of the Commission shall be as follows:

- 1) Review all applications for approval of Designated Historic Resources and make a recommendation to the City Council for the approval, denial, or modification to the application;
- 2) Review the City's criteria for Designated Historic Resources and make recommendations to the City Council for changes to the designation criteria or procedures, as appropriate;
- 3) Review and make decisions on all applications for Permits to Alter Designated Historic Resources;
- 4) Review ongoing maintenance requirements for Designated Historic Resources;
- 5) Nominate historic resources for listing and/or designation at the state or federal level;
- 6) Review and make recommendations to the City Council on all regulations and policies related to historic preservation including but not limited to: General Plan amendments, Specific Plans, and Zoning Ordinance amendments;
- 7) Review and make recommendations on environmental documents for projects that have the potential to cause a significant adverse impact on Designated or Eligible Historic Resources; and
- 8) Perform any other functions as directed by the City Council.

Duties: Provide oversight and direction to City staff in the following matters:

- 1) Maintain a list of Designated Historic Resources;
- 2) Maintain a list of Eligible Historic Resources;
- 3) Conduct surveys of Eligible Historic Resources;
- 4) Establish policies and programs that educate the community about Burbank's unique character and heritage;

- 5) Establish policies and programs for the recognition, protection, and use of eligible and designated historical resources;
- 6) Establish and promote preservation incentive programs to assist with the preservation and maintenance of historical resources, including but not limited to: rehabilitation loan programs, architectural consultation services, state and federal grant programs, or property tax abatement programs; and
- 7) Identify grants and other funding opportunities to assist with the identification, preservation, and maintenance of historical resources.

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. [Added by Ord. No. 3381; eff. 10/15/94; Formerly numbered Section 2-419.1; Renumbered by Ord. No. 3472, eff. 10/18/97; Amended by Ord. No. 3812, eff. 6/24/11; 3696.]

Burbank Municipal Code § 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:
1. The Infrastructure Oversight Board shall be composed of the following members:
 - a. Seven (7) members to be appointed by Council.
 - b. 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.
 2. 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.
 3. 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.
- 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 four (4) voting members of the Infrastructure Oversight Board shall constitute a quorum. [Added by Ord. No. 19-3,914; Amended by Ord. No. 24-4,012, eff. 5/10/24.]

Burbank Municipal Code 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 its 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. [Added by Ord. No. 3119; amended by Ord. No. 25-4,032, eff. 9/26/25; 25-4,028, 22-3,983, 3698, 3472, 3428.]

Burbank Municipal Code 2-1-504, 2-1-505, 2-1-506: Civil Service Board

2-1-504: CIVIL SERVICE BOARD:

- A. Composition of Board: The Civil Service Board shall consist of five 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. [Formerly numbered Section 2-61; renumbered by Ord. No. 3058, eff. 2/21/87.]

2-1-505: MEETINGS OF THE BOARD

- A. 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 Chairman or three members of the Board. Three members of the Board shall constitute a quorum for the transaction of business.

[Formerly numbered Section 2-62; renumbered by Ord. No. 3058, eff. 2/21/87.]

D. 2-1-506: DUTIES OF THE BOARD

The powers and duties of the Board shall be:

- A. 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;
- B. To act in an advisory capacity to the City Manager and City Council on problems concerning personnel administration;
- C. 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,
- D. 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. [Formerly numbered Section 2-63; renumbered by Ord. No. 3058, eff. 2/21/87; Amended by Ord. No. 3822, eff. 11/18/11.]

Burbank Municipal Code 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.

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. 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 pursuant to this division. All regular meetings of the Commission shall be held in the Council chamber of the City Hall, 275 East Olive Avenue, 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. [Added by Ord. No. 3008; formerly numbered Section 2-56.4; renumbered by Ord. No. 3058, eff. 2/21/87.]