

# **Burbank Municipal Code Sections**

**Burbank Municipal Code § 2-1-411: 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. [Formerly numbered Section 2-53; renumbered by Ord. No. 3058, eff. 2/21/87; amended by Ord. No. 22-3,983, eff. 12/16/22; 3472, 3028, 2595, 2193.]

**Burbank Municipal Code 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 this 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 he is 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.
  - 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;

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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. [Formerly numbered Section 2-55; renumbered by Ord. No. 3058, eff. 2/21/87; amended by Ord. No. 21-3,955, eff. 5/14/21; 19-3,918; 3724, 3472, 2655, 2548, 2359.]

**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 2-1-425: 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.**

2. The Burbank Cultural Arts Commission shall be composed of the following members:
  - a. Nine (9) members, six (6) Burbank residents and three (3) Burbank residents or non-residents, 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 theatre; film, studio and recording industry; media affiliated resources; music; and visual arts.
3. 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 subcommittee's 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.
4. Liaison with Council: The Mayor shall designate two members of the City Council to meet with the Commission, but such member shall not be a member of the Commission.

**C. POWERS AND DUTIES.**

1. The Burbank Cultural Arts Commission shall have the duties to:
  - a. Act in an advisory capacity to the City Council in establishing policy on all matters as described in Section A.
  - b. Engage the participation of the community.
  - c. Provide community support for advancing policy initiatives and programs.
  - d. Advise the City Council in the maximizing and leveraging efficient use of resources in the community.

- e. Advise the City Council in the review of proposals, programs, practices, and goals.
- f. Other duties as requested by 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 Park, Recreation and Community Services Department.

**E. QUORUM.**

A majority of the nine (9) voting members of the Commission shall constitute a quorum. [Added by Ord. No. 16-3,874, eff. 3/11/16.]



**Burbank Municipal Code 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 Council.
- D. Meeting; Quorum: 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 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. 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. 3025; formerly numbered Section 2-56.6; amended by Ord. No. 3350; eff. 8/7/93; 3058.]

**Burbank Municipal Code 2-1-424: Sustainable Burbank Commission**

**A. ESTABLISHMENT.**

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 the following members:**

**a. Nine (9) members to be appointed by Council from the following:**

**i. Six (6) Burbank residents.**

**ii. Three (3) members may be residents or non-residents representing either the business community at large who is engaged in environmental issues, the real estate or development industry or faith-based or non-profit community.**

**b. Representatives from the following are non-voting liaisons: the Board of the Chamber of Commerce, the Youth Board, the Planning Board, the Burbank Water and Power Board, the Superintendent of the Burbank Unified School District or their designee, and the Executive Director of the Burbank-Glendale-Pasadena Airport or their designee.**

**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 subcommittee’s 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 Council: The Mayor shall designate two members of the City Council to meet with the Commission, but such member shall not be a member of the Commission.**

**C. POWERS AND DUTIES OF THE COMMISSION.**

**1. The Sustainable Burbank Commission shall have the duties to:**

- a. Act in an advisory capacity to the City Council in establishing policy on all matters as described in Section A.
- b. Engage the participation of the community.
- c. Provide community support for advancing policy initiatives and programs.
- d. Advise the City Council in the maximizing and leveraging efficient use of resources in the community.
- e. 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.

**E. QUORUM.**

A majority of the nine (9) voting members of the Sustainable Burbank Commission shall constitute a quorum. [Added by Ord. No. 16-3,874, eff. 3/11/16.]

**Burbank Municipal Code 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 Council: The Mayor shall designate a member of the 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 Park, Recreation, and Community Services Department.
  - 6. To act in an advisory capacity to the 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 rules and regulations promulgated by the Director of the Park, Recreation and Community Services 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. [Formerly numbered Section 2-52; renumbered by Ord. No. 3058, eff. 2/21/87; amended by Ord. No. 3617, eff. 3/22/03; 3472, 3011, 2477, 2187.]