

STAFF REPORT



CITY CLERK'S
OFFICE

DATE: July 18, 2023

TO: Honorable Mayor and Members of the City Council

FROM: Kimberley Clark, City Clerk
BY: Melissa Dekermenji, CMC, Records Manager

SUBJECT: Appointment to Fill Vacancies on Various City of Burbank Boards, Commissions, and Committees

RECOMMENDATION

Make appointments to the following City of Burbank Boards and Commissions (in random draw order):

- Police Commission (3 vacancies, 4-Year Term)
- Park, Recreation and Community Services Board (2 vacancies, 4-Year Term)
- Transportation Commission (3 vacancies, 4-Year Term)
- Sustainable Burbank Commission (4 vacancies, 4-Year Term; 3-resident and 1-resident/non-resident)
- Planning Commission (2 vacancies, 4-Year Term)
- Burbank Cultural Arts Commission (5 vacancies, 4-Year Term; 3-resident and 2-resident/non-resident)
- Infrastructure Oversight Board (4 vacancies, 4-Year Term)

BACKGROUND

All Board, Commission, and Committee (BCC) Members shall be appointed by a three-fifths (3/5) vote of all Council Members and serve without compensation from the City. No person shall serve on more than one BCC at the same time. Vacancies on a BCC occurring during the term of office shall be filled within ninety (90) days from the date the vacancy occurs. Any person appointed to fill a vacancy shall hold office for the remainder of the unexpired term. In addition, all applicants must be electors of, and actually reside in, the City of Burbank with the exception of three positions on the Burbank Cultural Arts and the Sustainable Burbank Commissions as established in Ordinance No. 16-3,874 adopted 2/9/2016. (Per BMC Sections 2-1-404, 2-1-405, 2-1-406, and 2-1-407)

Once a vacancy is established, the City Clerk advertises the vacancy for 30 days, accepts applications, and provides applications received to the City Council for consideration. Applicants have the option of applying for up to two BCCs, indicating their first and second choice.

The voting process established allows for each Council Member to vote as many times as there are vacancies on the BCC being considered; the applicants receiving a majority of the votes in the first round are either appointed or move into the second round, if necessary. The process continues for as many rounds as necessary to attain the correct number of applicants to fill the vacancy.

DISCUSSION

On May 1, 2023, the City Clerk's Office began advertising and accepting applications for the upcoming vacancies set to occur on July 31, 2023, for the following Boards, Commissions, and Committees: the Burbank Cultural Arts Commission; the Infrastructure Oversight Board; the Park, Recreation and Community Services Board; the Planning Commission; the Police Commission; the Sustainable Burbank Commission; and the Transportation Commission.

In order to obtain qualified candidates, a Notice of Vacancy was advertised through the following:

- The City website
- City Council meeting announcements
- All social media platforms overseen by the City Clerk's Office
- Press releases sent to *The LA Times*, *Burbank Leader*, and *MyBurbank.com*
- Notices posted on the City Hall Bulletin Board
- Community Groups and Organizations

The deadline to submit applications to the City Clerk's Office was Tuesday, May 31, 2023, at 5:00 p.m. The City Clerk's Office received a total of 56 qualified applications, 10 of which selected a first and second choice, to fill the 23 vacancies. The applications are listed in order received.

On May 25, 2023, the City Clerk's Office conducted the random drawing to select the order in which these Boards, Commissions, and Committees vacancies will be considered. Individuals who applied for more than one Board and Commission have the priority selection listed next to their name. Additional information regarding incumbents has also been included as a reference.

Please note that three (3) of the Applicants: Kyle Hardy, Stephanie Kim, and Anne Vitoreli, have also applied for the one vacancy on the Community Development Goals Committee,

and if appointed at the Tuesday, June 27, 2023, City Council Joint Meeting, their name will be removed from consideration for the appointments which are scheduled to be presented to the City Council at this evening's City Council Regular Meeting.

ENVIRONMENTAL REVIEW

This activity has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, and as such, is not a "project" subject to the requirements of the California Environmental Quality Act (CEQA) 14 Cal. Code Regs § 15378.

FISCAL IMPACT

There is no fiscal impact associated with this item.

CONCLUSION

The City and the community both realize substantial benefits from civic involvement. Appointments to the boards, commissions, and committees help to encourage public participation in the governmental process and ensure Burbank residents have a voice.

ATTACHMENT

- Attachment 1 – 2023 Boards, Commissions, and Committees Vacancies Applicants/
Boards Random Draw Order
- Attachment 2 – Applications and Resumes
- Attachment 3 – Summary of Boards and Commissions
- Attachment 4 – Burbank Municipal Code Sections