

# STAFF REPORT



## CITY CLERK'S OFFICE

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**DATE:** July 12, 2022

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Zizette Mullins, MMC, City Clerk  
BY: Melissa Dekermenji, CMC, Administrative Analyst I

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

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### **RECOMMENDATION**

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

- Landlord-Tenant Commission (3 Vacancies, 4-Year Term)
- Board of Building and Fire Code Appeals (3 Vacancies, 4-Year Term)
- Civil Service Board (3 Vacancies, 4-Year Term)
- Community Development Goals Committee (4 Vacancies, 4-Year Term)
- Art in Public Places Committee (3 Vacancies, 4-Year Term)
- Heritage Commission (3 Vacancies, 4-Year Term)
- Senior Citizen Board (3 Vacancies, 4-Year Term)
- Board of Library Trustees (5 Vacancies; 4-Year Term – 4 Vacancies; 2-Year Term – 1 Vacancy)
- Burbank Water and Power Board (3 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.

The voting process established allows for each Council Member to vote as many times as there are vacancies on the BCC being considered; and 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 are necessary to attain the correct number of applicants to fill the vacancy.

## **DISCUSSION**

On May 2, 2022, the City Clerk's Office began advertising and accepting applications for the upcoming vacancies set to occur on July 31, 2022; for the following Boards, Commissions, and Committees: the Landlord-Tenant Commission, the Board of Building and Fire Code Appeals, the Civil Service Board, the Art in Public Places Committee, Heritage Commission, the Senior Citizen Board, the Board of Library Trustees, and the Burbank Water and Power Board.

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 release sent to *The LA Times*, *Burbank Leader*, and *MyBurbank.com*
- Notices posted on the City Hall Bulletin Board and NextDoor
- YouTube video displayed on media platforms and The Burbank Channel
- Community Groups and Organizations

The deadline to submit applications to the City Clerk's Office was Wednesday, June 1, 2022, at 5:00 p.m. The City Clerk's Office received a total of 61 qualified applications, 17 of which selected a first and second choice, to fill the 30 vacancies. The applications are listed in order received and all applicants have met the City of Burbank COVID-19 Vaccination Policy requirement.

On May 26, 2022, the City Clerk's Office conducted the random drawing to select the order of the Boards, Commissions, and Committees. 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.

The Board of Library Trustees has seven (7) members. Currently, the appointments are staggered where five (5) members are appointed and then two (2) members. Pursuant to Burbank Municipal Code Section 2-1-401 (a) *Boards and Commissions: Except as may be otherwise provided, the term of office of all board and commission members shall be four (4) years and such terms shall commence on August 1. **The terms shall be staggered by appointment or by lot so that as near as possible one-half (1/2) shall expire every two (2) years.*** To achieve this staggering of appointments and to avoid Member's terms expiring on the same four-year rotation, one Member will be appointed to a two (2) year term. After the expiration of this initial appointment, all future vacancies will be set for a four-year term. There will be two separate rounds of appointments: one for the four (4) vacancies for the 4-year terms, and the second round for the one (1) vacancy for the two (2) year term.

Please note that one (1) of the Applicants, Steve Baghoomian, has also applied for the Transportation Commission. If appointed at the Tuesday, June 21, 2022 City Council Joint Meeting, his name will be removed from consideration for the Board of Building and Fire Code Appeal appointment which is scheduled to be presented to the City Council at the Tuesday, July 12, 2022 City Council Regular Meeting.

### **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 – 2022 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 2-1-417, 2-1-414, 2-1-504, 2-1-505,  
2-1-506, 2-1-422, 2-1-420, 2-1-415, 2-1-409, and 2-1-418