

# STAFF REPORT



## CITY CLERK'S OFFICE

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**DATE:** July 13, 2021

**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):

- Infrastructure Oversight Board (3 Vacancies, 4-Year Term)
- Sustainable Burbank Commission (5 Vacancies, 4-Year Term; 3-resident and 2-resident/non-resident)
- Police Commission (5 vacancies; 4-Year Term – 4 vacancies; 2-Year Term – 1 vacancy)
- Transportation Commission (4 Vacancies, 4-Year Term)
- Park, Recreation and Community Services Board (3 Vacancies, 4-Year Term)
- Burbank Cultural Arts Commission (4 Vacancies, 4-Year Term; 3-resident and 1-resident/non-resident)
- Planning 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 3, 2021, the City Clerk's Office began advertising and accepting applications for the upcoming vacancies set to occur on July 31, 2021; for the following Boards, Commissions, and Committees: the Infrastructure Oversight Board, the Sustainable Burbank Commission, the Police Commission, the Transportation Commission, the Park, Recreation and Community Services Board, the Burbank Cultural Arts Commission, and the Planning 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 2, 2021, at 5:00 p.m. The City Clerk's Office received a total of 91 qualified applications, 32 of which selected a first and second choice, to fill the 27 vacancies. The applications are listed in order received.

On May 27, 2021, 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.

Since this is the initial appointment for the two (2) newly added members to the Police Commission, the new appointment terms will be staggered to avoid all Commissioner terms expiring on the same four-year rotation. For the initial appointments to the Police Commission, one Member will be appointed to a two-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.

In addition, for both the Sustainable Burbank Commission and Burbank Cultural Arts Commissions, there will be two rounds of appointments; the first round to select which members are appointed to the resident-required positions and the second round to select the resident/non-resident required positions. All applicants will be included in both rounds with the exception of the following applicants for the Sustainable Burbank Commission who are only eligible for the non-resident positions: *Alyssa McDaniel, Heather Robb, and Rita Sarafian* (first choice). The following applicant for the Burbank Cultural Arts Commission is only eligible for the non-resident position: *Rita Sarafian* (second choice).

Please note the following applicant Ken Adams has applied for the Park, Recreation, and Community Services Board and is currently serving on the Community Development Goals Committee. If appointed, his position will create a vacancy on the Community Development Goals Committee.

### **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 – 2021 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 2-1-426, 2-1-424, 2-1-413, 2-1-419,  
2-1-410, 2-1-425, and 2-1-411