

STAFF REPORT



CITY CLERK'S OFFICE

DATE: July 21, 2026

TO: Honorable Mayor and Members of the City Council

FROM: Kimberley Clark, City Clerk
BY: Maria Sanchez, Administrative Analyst I
Yasleen Robinson, Intermediate Clerk

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):

- Board of Building and Fire Code Appeals (3 Vacancies, 4-Year Terms)
- Burbank Water and Power Board (4 Vacancies: Three 4-Year Terms and One Unexpired Term)
- Community Development Block Grant Committee (2 Vacancies, 4-Year Terms)
- Board of Library Trustees (4 Vacancies, 4-Year Terms)
- Senior Citizen Board (4 Vacancies: Three 4-Year Terms and One Unexpired Term)
- Heritage Commission (3 Vacancies, 4-Year Terms)
- Infrastructure Oversight Board (1 Vacancy, One Unexpired Term)
- Art in Public Places Committee (3 Vacancies, 4-Year Terms)
- Civil Service Board (3 Vacancies, 4-Year Terms)
- Landlord Tenant Commission (3 Vacancies, 4-Year Terms)

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 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 and must complete the term before applying to serve on another board,

commission, or committee. In addition, all applicants must reside within the jurisdictional boundaries of the City of Burbank (per Burbank Municipal Code (BMC) §§ 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 the applications received to 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 are necessary to attain the correct number of applicants to fill the vacancy(ies).

DISCUSSION

On May 1, 2026, the City Clerk's Office began advertising and accepting applications for the upcoming vacancies set to occur on July 31, 2026, for the following BCCs: Board of Building and Fire Code Appeals, Burbank Water and Power Board, Community Development Block Grant Committee, Board of Library Trustees, Senior Citizen Board, Heritage Commission, Infrastructure Oversight Board, Art in Public Places Committee, Civil Service Board, and Landlord-Tenant Commission.

To obtain qualified candidates, a Notice of Vacancy was advertised through the following:

- City website
- City Council meeting announcements
- All social media platforms managed by the City Clerk's Office
- Press release sent to the *Burbank Leader*, and *MyBurbank.com*
- Notices posted on the City Hall bulletin board, Administrative Services Building, Community Services Building, recreation centers, and libraries
- Community groups and organizations
- Constant Contact Email Notification

The deadline to submit applications to the City Clerk's Office was Monday, June 1, 2026, at 5:00 p.m. The City Clerk's Office received a total of 72 qualified applications, 16 of which indicated a first and second choice, to fill the 28 vacancies. The applications are listed in the order received.

On June 1, 2026, the City Clerk's Office conducted the random drawing (Attachment 1) to select the order in which these BCC vacancies will be considered. Individuals who applied for more than one BCC have the priority selection listed next to their name.

Additional information regarding incumbents has also been included as a reference.

Appointments to Fill Unexpired Terms

In addition to the annual recruitment for full four-year terms ending June 31, 2030, Council will consider appointments for the following unexpired terms:

Infrastructure Oversight Board

On May 1, 2026, the City Clerk's Office began advertising and accepting applications for one vacancy on the Infrastructure Board for an unexpired term ending July 31, 2029, created by the removal of Board Member Maria Coronado due to excessive absenteeism.

The deadline for submitting applications to the City Clerk's Office was Monday, June 1, 2026, at 5:00 p.m. The City Clerk's Office received a total of five applications: Alexander Keledjian, James Correa, Kenneth San Miguel, Lindsey Francois, and Arno Dionysian. The applications are listed in the order received.

Burbank Water and Power Board

On May 7, 2026, the City Clerk's Office began advertising and accepting applications for one vacancy on the Burbank Water and Power Board for an unexpired term ending July 31, 2028, created by the resignation of Board Member Layla Kashani.

The deadline for submitting applications to the City Clerk's Office was Monday, June 8, 2026, at 5:00 p.m. The City Clerk's Office received a total of five applications from: Thomas Euper, Robert Nielsen, Victor Taracena, Christopher Malotte, and Lindsey Francois.

Please note all five applicants applied to be considered for the full four-year term and the unexpired term. If appointed to serve for a full term, the applicant's name will be removed from consideration for the unexpired term.

Senior Citizen Board

On May 21, 2026, the City Clerk's Office began advertising and accepting applications for one vacancy on the Senior Citizen Board for an unexpired term ending July 31, 2028, created by the resignation of Board Member Ara Boyadjian.

The deadline for submitting applications to the City Clerk's Office was Monday, June 22, 2026, at 5:00 p.m. The City Clerk's Office received a total of six applications: James Sartoris, John Medici, Jason Napolitano, Michael Caggiano, Dianna Encarnacion, and Gloria Salas.

Please note John Medici, Jason Napolitano, and Michael Caggiano have applied to be considered for the full four-year term and the unexpired term. If appointed to serve for a full term, the applicant's name will be removed from consideration for the unexpired term.

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 BCCs help to encourage public participation in the governmental process and ensure Burbank residents have a voice.

ATTACHMENTS

Attachment 1 – 2026 BCC Vacancies Applicants/Boards Random Draw Order

Attachment 2 – Applications and Resumes

Attachment 3 – Summary of BCCs

Attachment 4 – Burbank Municipal Code Sections