

STAFF REPORT



CITY CLERK'S OFFICE

DATE: July 15, 2025

TO: Honorable Mayor and Members of the City Council

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

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):

- Planning Commission (3 Vacancies, 4-Year Term)
- Police Commission (4 Vacancies, 4-Year Term)
- Infrastructure Oversight Board (3 Vacancies, 4-Year Term)
- Burbank Cultural Arts Commission (4 Vacancies, 4-Year Term)
- Transportation Commission (4 Vacancies, 4-Year Term)
- Sustainable Burbank Commission (5 Vacancies, 4-Year Term)
- Park, Recreation and Community Services 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 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 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 February 9, 2016 (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, 2025, the City Clerk's Office began advertising and accepting applications for the upcoming vacancies set to occur on July 31, 2025, for the following BCCs: the Planning Commission, Police Commission, Infrastructure Oversight Board, Burbank Cultural Arts Commission, Transportation Commission, Sustainable Burbank Commission, and Park, Recreation and Community Services Board.

To obtain qualified candidates, a Notice of Vacancy was publicized through multiple channels, including:

- The City website
- Announcements at City Council meetings
- All social media platforms managed by the City Clerk's Office
- A press release distributed to the *Burbank Leader*, and *MyBurbank.com*
- Notices posted on the City Hall bulletin board, as well as in the Administrative Services Building, Community Services Building, recreation centers, and libraries
- Outreach to community groups and organizations
- A Constant Contact email notification

The deadline to submit applications to the City Clerk's Office was Friday, May 30, 2025, at 5:00 p.m. The City Clerk's Office received a total of 66 qualified applications, 20 of which selected a first and second choice, to fill the 26 vacancies. The applications are listed in the order received.

On May 1, 2025, 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.

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 – 2025 BCC Vacancies Applicants/Boards Random Draw Order

Attachment 2 – Applications and Resumes

Attachment 3 – Summary of BCCs

Attachment 4 – Burbank Municipal Code Sections