

# STAFF REPORT



## CITY CLERK'S OFFICE

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**DATE:** July 16, 2024

**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

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### **RECOMMENDATION**

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

- Burbank Water and Power Board (4 Vacancies, 4-Year Term)
- Art in Public Places Committee (2 Vacancies, 4-Year Term)
- Civil Service Board (2 Vacancies, 4-Year Term)
- Board of Library Trustees (3 Vacancies, 4-Year Term)
- Community Development Goals Committee (5 Vacancies, 4-Year Term)
- Senior Citizen Board (5 Vacancies; 4-Year Term – 4 Vacancies; Unexpired Term ending July 31, 2026 – 1 Vacancy)
- Board of Building and Fire Code Appeals (2 Vacancies, 4-Year Term)
- Heritage Commission (2 Vacancies, 4-Year Term)
- Landlord-Tenant Commission (2 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 2/9/2016 (per 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 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, 2024, the City Clerk's Office began advertising and accepting applications for the upcoming vacancies set to occur on July 31, 2024, for the following BCCs: the Burbank Water and Power Board; the Art in Public Places Committee; the Civil Service Board; the Board of Library Trustees; the Community Development Goals Committee; the Senior Citizen Board; the Board of Building and Fire Code Appeals; the Heritage Commission; and the 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 *Los Angeles Times*, *Burbank Leader*, and *MyBurbank.com*
- Notices posted on the City Hall Bulletin Board
- Community groups and organizations
- Constant Contact Email Notification

The deadline to submit applications to the City Clerk's Office was Thursday, May 30, 2024, at 5:00 p.m. The City Clerk's Office received a total of 76 qualified applications, 19 of which selected a first and second choice, to fill the 27 vacancies. The applications are listed in the order received.

On May 1, 2024, the City Clerk's Office conducted the random drawing to select the order in which these BCC 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.

### **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.

**ATTACHMENT**

Attachment 1 – 2024 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