



## CITY OF GLENDALE, CALIFORNIA REPORT TO THE CITY COUNCIL

### AGENDA ITEM

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Report: Nomination and Appointment of Individuals to Fill Available Positions on the Building & Fire Board of Appeals and the Historic Preservation Commission

### COUNCIL ACTION

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**Item Type:** Action Item

**Approved for** \_\_\_\_\_ April 15, 2025 **calendar**

### EXECUTIVE SUMMARY

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The City Council process for nomination and appointments of members to the boards and commissions was modified in September 2024 through the nomination of individuals to each seat on the boards and commissions by a panel of two councilmembers (except Civil Service Commission). The Council panels had until April 1, 2025 to make those nominations, at which time all outstanding positions would be brought to the full Council for nomination and vote. As of April 1, 2025, the Council panels nominated individuals to all of the seats of the boards and commissions established in Title 2 of the Glendale Municipal Code, except two seats on the Building and Fire Board of Appeals and one seat on the Historic Preservation Commission.

## RECOMMENDATION

That the Council consider nomination and appointment to open positions to the Building and Fire Code Appeals Board and the Historic Preservation Commission.

## ANALYSIS

On September 17, 2024, the Council adopted Resolution No. 24-156 instituting a nominating panel system for appointment of individuals to the boards and commissions. The Council previously removed all members of the boards and commissions, except for Civil Service Commission, subject to reappointment or replacement. Under the nomination policy, the nominating panels had an original 60-day period to make nominations subject to a 30-day extension. The Council subsequently extended the nomination periods on December 17, 2024 and February 18, 2025, extending the nomination period until April 1, 2025, at which time all outstanding appointments would be brought to Council on April 15, 2025 for Council consideration of nomination and appointment.

As of April 1, 2025, the Council panels had completed nominations to all boards and commissions (subject to Council approval of the nominations made on April 1, 2025), except for two seats on the Building & Fire Appeals Board and one seat on the Historic Preservation Commission. The panels for those seats were as follows:

<u>Board/Commission</u>	<u>Seat</u>	<u>Panel</u>	<u>Individual Currently Holding Seat</u>
Building & Fire	2	Brotman/Najarian	Erik Keshishian (Termed Out)
Building & Fire	3	Gharpetian/Asatryan	Steven Lee (Termed Out)
HPC	2	Brotman/Asatryan	Jeffrey Head

The panel process applies to the boards and commissions established under Title 2 of the Glendale Municipal Code. Under the established policy, the nomination for the current vacancy to the Civil Service Commission belongs to Councilmember Gharpetian as he is the only councilmember who has not participated in a nomination to that commission.

### Nomination and Appointment Process

Resolution No. 24-156 provides that if after expiration of the nomination period (and all extensions) “a nominee is not brought forward or the panel cannot agree on a candidate, the Council shall disband the panel and make a direct appointment in accordance with the Brown Act.” Under Robert’s Rules of Order, any councilmember may make a nomination to appoint an individual to one of these boards or commissions, unless the Council chooses another process such as letting only the original panel members make nominations or allowing those panel members the first opportunity to make nominations subject to Council vote before any other councilmember may make a nomination.

With respect to voting, if there are multiple nominees for a seat, the vote is taken with each councilmember naming their choice for the seat, unless Council selects a different process. If there are multiple nominees and no nominee achieves a majority vote after at least one round of voting, the Council may choose to reduce the number of nominees for

consideration. For example, if there are three nominees for a seat and two nominees get two votes apiece and a third nominee gets one vote, the Council could agree to remove the nominee with the lowest number of votes and conduct a new vote.

The existing applications for the Building and Fire Appeals Board and the Historic Preservation Commission are attached as Exhibit 1 and Exhibit 2, respectively. The Council could nominate and appoint other individuals, subject to subsequent confirmation of eligibility to serve on a board or commission.

## **STAKEHOLDERS/OUTREACH**

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N/A.

## **FISCAL IMPACT**

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There is no fiscal impact associated with this report.

## **ENVIRONMENTAL REVIEW (CEQA/NEPA)**

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This activity involves organizational and administrative activities of the government related to the process for nominating and appointing members to the City's boards and commissions, and such internal procedural, organizational activities have no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. As such, this action is not a "project" subject to the requirements of the California Environmental Quality Act (CEQA) 14 Cal. Code Regs § 15378.

## **CAMPAIGN DISCLOSURE**

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This item is exempt from campaign disclosure requirements.

## **ALTERNATIVES TO STAFF RECOMMENDATION**

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1. The Council can choose not to appoint fill the outstanding vacancies on the boards and commissions.
2. The Council can choose an alternative not identified by staff.

## **ADMINISTRATIVE ACTION**

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### **Submitted by:**

Michael J. Garcia, City Attorney

### **Prepared by:**

Michael J. Garcia, City Attorney

### **Approved by:**

Roubik R. Golanian, P.E., City Manager

## EXHIBITS/ATTACHMENTS

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Exhibit 1 – Applications for Building & Fire Appeals Board

Exhibit 2 – Applications for Historic Preservation Commission