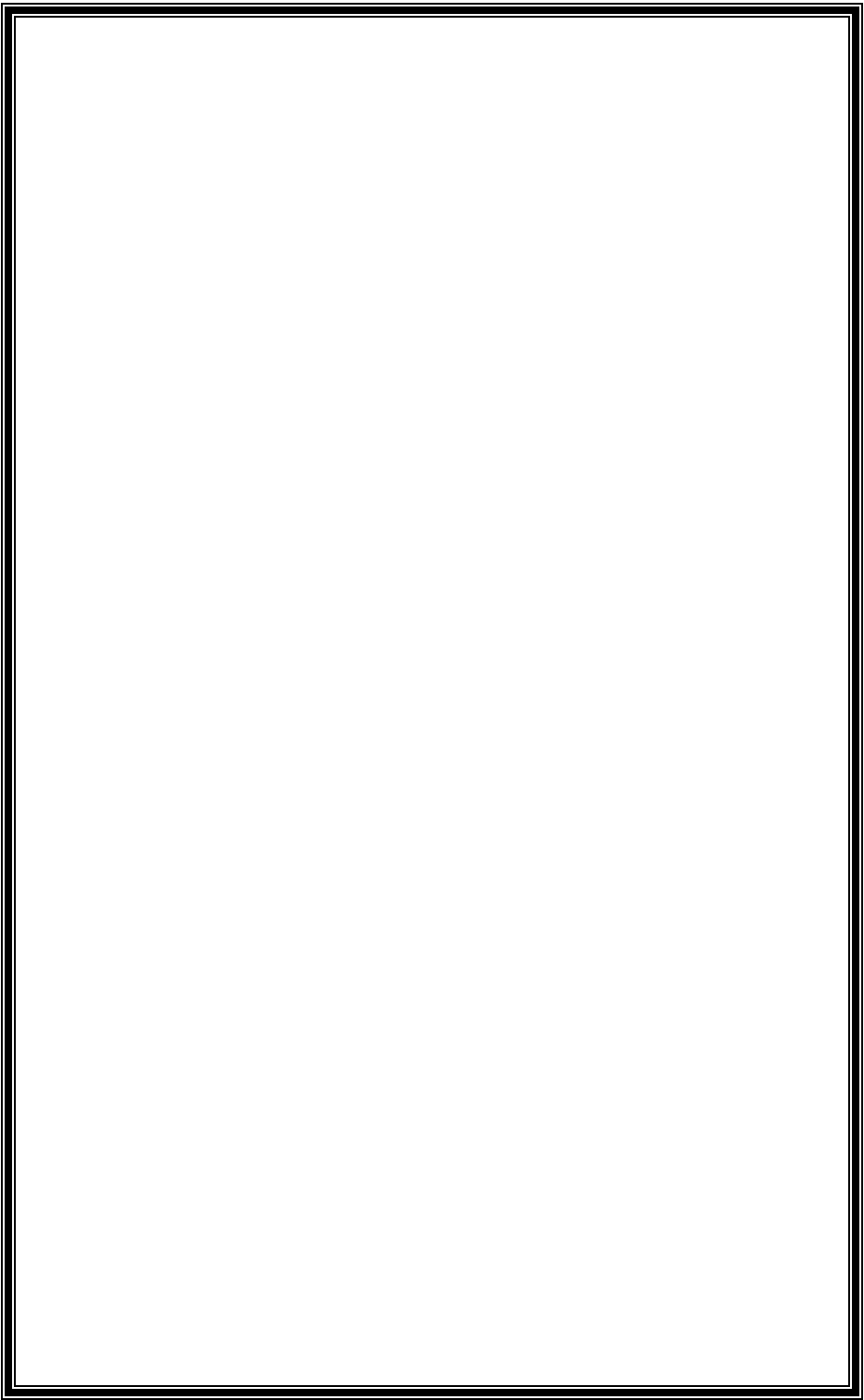


A GUIDE TO

# BURBANK



INCORPORATED 1911



# **CITY OF BURBANK**

**CITY BUILT BY PEOPLE,  
PRIDE, AND PROGRESS**

**YOUR MUNICIPAL GOVERNMENT**

INCORPORATED 1911

**July 2024**

## FORWARD

**This booklet is provided as a summary of the government of the City of Burbank, its functions, and activities.**

**It is our hope that the general information it contains will be helpful to the many students, residents, and others who have an interest in local government and the City.**

**City Clerk**

INCORPORATED 1911

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## FACTS AND FIGURES

|   |   |
|---|---|
| INCORPORATED .....                            | July 8, 1911  |
| CHARTER.....                                  | July 8, 1911  |
| FORM OF GOVERNMENT .....                      | Council-City Manager  |
| NAMED FOR....                                 | Dr. David Burbank, a dentist and early owner of ranch property located where the City now stands. |
| LOCATION .....                                | Eastern part of the San Fernando Valley, 12 miles from the City of Los Angeles.                   |
| AREA.....                                     | 17.135 square miles   |
| CLIMATE .....                                 | Average Temperature: 62.8°F   |
| RAINFALL .....                                | Average rainfall: 12.1"   |
| ELEVATION: .....                              | 484 to 957 feet above sea level   |
| HUMIDITY .....                                | Average humidity: 61%   |
| NUMBER OF EMPLOYEES .....                     | 1,567   |
| POPULATION .....                              | Approximately 101,178   |
| REGISTERED VOTERS (February 2024) .....       | 69,723  |
| ASSESSED VALUATION (Fiscal Year 2023-24)..... | \$29,022,766,045  |

### LEGISLATIVE REPRESENTATIVES

United States Senator  
Laphonza R. Butler  
(Appointed)

U.S. Representative  
Congressional District 30  
Adam B. Schiff

State Assembly Member  
Assembly District 44  
Laura Friedman

United States Senator  
Alex Padilla

State Senator  
Senate District 20  
Caroline Menjivar

State Senator  
Senate District 25  
Anthony J. Portantino

## **A CAPSULE HISTORY**

### **THE DON'S**

Much of the area which is now the City of Burbank was a portion of the Rancho San Rafael, a land grant made by the Spanish government in 1798 to one Jose Maria Verdugo as a reward for military service. Upon his death, the land was inherited by his two children, son Julio and daughter Catalina. The two held the land in common until the time of the American occupation, which began in 1847 with the signing of the Treaty of Cahuenga, ending the Mexican War in California. The Land Commission created by Congress confirmed the claim of the Verdugos to the Rancho San Rafael in 1855.

The remaining portion of Burbank, or the southern portion, was contained in the Rancho La Providencia, a Mexican land grant of 4,600 acres. This Rancho is of historical interest as the scene of a military skirmish in 1845 that resulted in the unseating of the Spanish governor of California, Emmanuel Micheltorena, and his replacement by the Mexican leader, Pio Pico.

### **THE PIONEER RANCHERS**

The Verdugos were forced to sell some of their holdings to satisfy debts and, in 1857, Jonathan R. Scott, a colorful Los Angeles attorney, became the first American to own land in the San Rafael portion of Burbank.

By this time, the Rancho La Providencia had come into the hands of Alexander Bell and David W. Alexander, members of the first City Council of Los Angeles.

In 1867, Dr. David Burbank, a dentist from Los Angeles, purchased more than 4,000 acres from Jonathan R. Scott and 4,600 acres of the Rancho La Providencia, which he combined into a large and, for a time, extremely successful sheep ranch.

### **THE FARMERS**

Possibly because of a drought in 1886, Dr. Burbank sold his holdings to the Providencia Land, Water and Development Company in 1887 for what is thought to be a profit of \$240,000. The place called "Burbank," named for the pioneer ranching dentist, came into being May 1, 1887.

The countryside surrounding the town site was divided into farms; vineyards were planted, and crops of peaches, grapes, alfalfa, melons, and vegetables were produced. Thirty or so residential homes were

completed; a \$30,000 hotel was built; and a furniture factory, store buildings, etc., were constructed.

Through vigorous and imaginative real estate promotion, the community experienced a temporary boom but fell victim to the land speculation bubble in April 1888. Many properties were sold for delinquent taxes and development was virtually at a standstill for two decades.

During the early 1900's, Burbank's main claim to fame was as the home of the undefeated heavyweight champion of the world, James J. Jeffries, who bought a 107-acre ranch where he raised alfalfa and purebred cattle. His ranch house was located at what is now Buena Vista Street and Victory Boulevard.

### **BURBANK BECOMES A CITY**

The population of the village had reached 500 in 1911 when the voters (by an 80 to 51 majority) approved incorporation, chose its first governing body called the Board of Trustees, and adopted the City Charter.

Glenoaks Boulevard had been paved in 1910 when a campaign was started to bring the Pacific Electric streetcar from Glendale. The first streetcar rolled into town in 1911 despite opposition to the public fundraising led by J.W. (Joe) Fawkes. Fawkes built a type of monorail line in 1907, which he had wanted to put into operation.

The following years showed marked progress in Burbank's development as a City. In 1913, bonds were approved for municipal water and electric facilities, and in 1914 an additional 9.4 square miles were annexed. In 1916, bonds were approved for building a city hall, electric light works and acquisition of fire apparatus. In 1917, \$25,000 was raised to buy a 25-acre farm site at the corner of Alameda Avenue and San Fernando Road for the Moreland Truck Company, providing Burbank with a major industry.

A period of industrial growth and real estate development followed, and the population increased from 2,913 in 1920 to 16,622 by 1930.

In 1926, a fifteen-member Board of Freeholders was elected and commissioned to draw up a new City Charter; the Charter was adopted at a special election, approved by the State Legislature, and became effective January 13, 1927. Since this time, the Charter has been amended several times, with the most recent amendments approved by voters in June 2018.



## **DEPRESSION AND RECOVERY**

The stock market crash of 1929 brought the City's boom to an abrupt halt, with the depression extending into the mid-1930's. Increased employment at Lockheed Aircraft and construction work created by the Metropolitan Water District improved the economic situation.

World War II had a tremendous impact on Burbank, as 94,000 employees at Lockheed produced more than 19,000 planes for the nation's war effort and the population climbed to 53,899 by 1943.

The Japanese surrender brought a decrease in war production, but Burbank's prosperity continued, and new housing tracts increased the population to 78,577 by 1950.

## **THE MATURE CITY**

Growth continued at a somewhat slower rate during the 1950's as municipal services were modernized and upgraded.

A ten-year capital improvement program made possible construction of several needed new municipal facilities, most of which were completed when the City celebrated its 50<sup>th</sup> Anniversary on July 8, 1961.

Despite these capital improvements, the City was faced with problems of deterioration in the central business district and in the industrial areas of the City. A major step to rejuvenate the central business district was undertaken with the Golden Mall dedication in November of 1967. A new capital improvement program for upgrading park and library facilities, street beautification, and residential street lighting was approved by the electorate in 1968.

The City continued to grow; the population in 1970 was 88,871.

## **REDEVELOPMENT**

Emphasis on rejuvenation and redevelopment continued into the 1970's with the formation of the Burbank Redevelopment Agency (Agency), which was abolished in January of 2012. There were four redevelopment areas formed in Burbank: the Golden State Redevelopment Project Area, adopted on December 22, 1970; the City Centre Redevelopment Project Area, adopted on October 26, 1971; the West Olive Redevelopment Project Area, adopted on August 26, 1975; and the South San Fernando Redevelopment Project Area, adopted in June 1997.

The mission of the Burbank Redevelopment Agency was to ensure a diverse mix of service-enriched housing and to foster a climate that generated jobs and economic and social vitality to support a high quality

of life for the entire community. To that end, the Agency functioned to enhance the overall economic development of the City through the revitalization and rejuvenation of focus neighborhoods and project areas with a goal of attracting and retaining businesses.

The Successor Agency was created to wind down the affairs of the Redevelopment Agency. The role of the Burbank Successor Housing Agency was assigned to the Burbank Housing Authority, which assumed all affordable housing assets of the former Redevelopment Agency (except for fund balances). The last payment of funds for the Redevelopment Agency occurred in 2022.

## **THE HOUSING AUTHORITY**

The Housing Authority, as the Successor Housing Agency, plays a vital role in addressing Burbank's affordable housing needs. In an effort to meet the affordable housing needs of the community, the Housing Authority is committed to providing a variety of affordable housing developments and programs. These developments and programs will expand affordable housing opportunities to very low-, low-, and moderate-income families and provide affordable and accessible housing for special needs populations.

With assistance from the former Redevelopment Agency and the Housing Authority, the Burbank Housing Corporation (BHC) is a local non-profit developer that owns and manages more than 300 affordable housing units in Burbank. BHC's mission is to preserve, rehabilitate, and develop new affordable housing opportunities in Burbank and to provide a safe, service-enriched environment for the residents in our community. For more information regarding the Burbank Housing Corporation, please visit their website at [www.burbankhousingcorp.org](http://www.burbankhousingcorp.org) or contact them at (818) 559-2336.

There are approximately 1,600 affordable housing units, including new ownership units for first-time homebuyers in the City. Affordability covenants were placed on these housing units to address the housing needs of Burbank's low- and moderate-income households by making the units affordable in the long-term.

The Housing Authority (formed in 1975) is also responsible for administering the programs in the areas of housing preservation, revitalization, and rental assistance. The funds for these programs are provided by the U.S. Department of Housing and Urban Development (HUD) on an annual basis. The Section 8 Voucher Program provides rent subsidy payments directly to landlords on behalf of low and very-low-income tenants. The Authority can provide 1,014 baseline Section 8

vouchers to assist low-income families. The actual number of vouchers issued depends on funding from year to year.

The Housing Authority also sought and received 15 Veteran Affairs Supportive Housing (VASH) vouchers. These provide rental assistance for veterans. The Housing Authority has also received an allocation of 20 Permanent Supportive Housing (PSH) vouchers.

And, in 2021, the Housing Authority received 67 Emergency Housing vouchers in conjunction with COVID relief programs.

The City and Housing Authority continue to seek opportunities to develop quality workforce housing in proximity to major employment corridors within the City and continue the residential rehabilitation programs and acquisition of scattered, distressed properties for rehabilitation and in-fill development. For more information on the City and Authority's affordable housing programs, please visit the Authority's website at [www.burbankca.gov](http://www.burbankca.gov).

## **TRANSPORTATION**

The City of Burbank is well-located with respect to regional transportation facilities. Burbank is served by two freeways, two commuter rail corridors, local and regional bus service, and the Hollywood Burbank Airport. For complete information on all of Burbank's transportation services, visit the City's web site at [www.burbankca.gov](http://www.burbankca.gov) or the BurbankBus website at [www.burbankbus.org](http://www.burbankbus.org).

### Hollywood Burbank Airport

The Hollywood Burbank Airport provides domestic commercial flight services, as well as convenient general and corporate aviation services. Commercial airlines including Alaska, American, Avelo, Delta, JetBlue, Southwest, Spirit, and United provide flights out of the Hollywood Burbank Airport.

### Freeways

Burbank is served by two freeways: the Golden State Freeway (Interstate 5) and the Ventura Freeway (State Route 134).

### Downtown Burbank Metrolink Station

The Downtown Burbank Metrolink Station, located at 201 Front Street (adjacent to Interstate 5 between Olive Avenue and Magnolia Boulevard), is the central hub of the City's transportation network. The station provides access to all Metrolink services in the City, Amtrak, BurbankBus, and Metro bus service, and is home to the Burbank BikeStop, a high-capacity indoor bicycle parking facility.

### BurbankBus

BurbankBus operates three local fixed-route transit lines and dial-a-ride van services through BurbankBus Senior and Disabled Transit. BurbankBus provides approximately 240,000 rides on its fixed-route services and approximately 35,000 rides to seniors and disabled with curb-to-curb transportation services per year.

### Metro

The Metropolitan Transportation Authority (Metro) provides local and regional transit services connecting Burbank to the Los Angeles region. Metro operates 10 local bus lines and one Express bus line that services Burbank. The Metro Red and Orange lines provide regional connections via the nearby North Hollywood Station. Direct connections to Metro's regional rail services are provided by BurbankBus.

### Bicycling

Voted the 2005 Most Bikeable City in Los Angeles County, the City of Burbank is committed to accommodating bicycling as an alternative to private automobile trips. Burbank currently has about 32 miles of designated bikes routes including the two-mile Chandler Bikeway, one-mile Burbank Channel Bikeway, and a Bicycle Parking Program that includes nearly 200 bicycle racks and lockers citywide and a high-capacity indoor bicycle parking facility at the Burbank BikeStop, located at the Downtown Burbank Metrolink Station.

### Metrolink/Amtrak

Burbank has excellent Metrolink and Amtrak train services. Metrolink, Southern California's commuter rail provider, currently serves Burbank's three train stations with more than 40 Metrolink trains daily to Ventura County, Antelope Valley, and Downtown Los Angeles. The Downtown Burbank Metrolink Station provides access to all Metrolink services. Metrolink trains on the Ventura County line serve the Hollywood Burbank Airport at the Burbank Airport South Station located on Empire Avenue. Airport service to the Antelope Valley Line is provided by the Burbank Airport North Station.

Amtrak trains stop at the Downtown Burbank and Burbank Airport South Stations with daily service to San Diego and San Luis Obispo, as well as other cities served by the nationwide Amtrak network.

## **POPULATION SHIFT**

Population growth between 2010 and 2020 was approximately 6%. The current population is 104,966, and the median age is 43 years.

The needs of senior citizens are recognized and partially met by the Joslyn Adult Center and the Tuttle Senior Center along with programs such as Project Hope, the Burbank Volunteer Program (BVP), the Senior Nutrition Program, and BurbankBus Senior and Disabled transit services. An ordinance was also adopted by the City Council in 1973 establishing a Senior Citizen Board.

The needs of young citizens were not forgotten as the City continued its outstanding recreation program. A provision was made for a Youth Board to advise the Council. In 2008, Burbank was awarded the prestigious 100 Best Communities for Young People designation by America's Promise Alliance.

## **OPEN SPACE**

The interest in ecology and preservation of the City's mountain backdrop was reflected in the formulation of the Ecoplan-Verdugos providing for maintenance of open space.

Although the voters in 1973 rejected a proposed bond issue for purchase of mountain property, interest in acquisition of mountain property for open space using other revenue sources continued, with purchases completed in 1975.

## **ENERGY**

The City and its residents most directly felt the severe effects of the nationwide energy crisis in 1975 due to the increased cost of electricity caused by an astronomical increase in the fuel oil used to generate electrical energy for homes, businesses, and factories. The City government acted quickly to address the situation by instituting a citywide energy conservation program and by exploring alternatives to fuel oil for electricity generation, the most innovative being the exploration of geothermal energy.

Again, in 1979, the City instituted strict energy conservation methods to alleviate fuel shortages for City vehicles and electric generation and counter the price increases.

In 2000 and 2001, Burbank Water and Power (BWP) faced its greatest energy crisis since the oil embargoes of the 1970s. Misguided deregulation by the State and a drought-induced shortage of hydroelectric power forced many utilities to raise their rates dramatically. The State required others to subject their customers to rolling blackouts.

BWP avoided rolling blackouts and raised its rates modestly. It continues to be one of the most reliable utilities in the nation while remaining cost-competitive. BWP's winning strategy is based on three main tenets:

- Building and maintaining its own power plants like the Magnolia Power Project, which won the 2005 Power Plant of the Year Award from Platt Magazine;
- Using long-term hedging strategies in the wholesale power market; and,
- Building redundancy into its electric system and pursuing an aggressive program of preventive maintenance.

In addition, BWP recognizes the importance of ensuring local decisions and actions are environmentally responsible. To help our customers do their part, as well as save money, a wide array of energy conservation information, incentives, and programs are available. Program offerings include educational workshops, facility audits, and rebates for energy efficient appliances. Details of the programs and how to take advantage of them are available at [www.burbankwaterandpower.com](http://www.burbankwaterandpower.com)

## **WATER AND POWER**

In 1913, Burbank's early leaders created Burbank Water and Power (BWP) through the City Charter because they believed in local control of essential public services. The community-elected City Council regulates BWP's rates and services. About 30% of all California citizens receive electric service from publicly owned utilities. The advantage of municipal ownership over an investor-owned utility is that a municipal utility returns part of its revenue to its customers through lower electric rates and helps fund other important City functions, including Police, Fire, and Library Services.

BWP's priority is to help build a sustainable community while continuing our proud tradition of providing Burbank residents and businesses with safe, reliable, and affordable water and electric services. Every decision made at BWP considers three cornerstone requirements: reliability, affordability, and sustainability. The key to our success is the daily balancing of these three essentials.

- All electric utilities measure their reliability performance in terms of frequency and duration of outages. BWP is one of the most reliable utilities in the nation. Outages in Burbank are infrequent and, when they do occur, services are restored faster than at most other utilities.
- Prior to 2002, water and electric rates in Burbank were amongst the highest in the region; today, they are amongst the lowest.
- In 2003, electricity generated from coal accounted for 45% of our energy portfolio. Today, coal is 25% and renewable energy accounts for 40% of our portfolio, increasing to 60% by 2030.

Burbank has expanded the use of recycled water by targeting large irrigated landscaped areas and other industrial uses. The Magnolia Power Project is the largest user of recycled water, which is used for cooling and boiler feed water. Burbank also supplies the City of Los Angeles with approximately 50 acre-feet of recycled water per year that we exchange for ground water credits. Using recycled water in this way helps Burbank become more sustainable.

- BWP's treatment plant removes contaminants from the ground water that were created by the Lockheed Corporation's aircraft operations during the second half of the 20th century.

In 2007, Burbank adopted the highest Renewable Energy Portfolio Standard (RPS) of any city in the United States at the time, including a commitment to power Burbank with 33% renewable energy by 2020. Along with achieving the ambitious RPS goal, improving how efficiently BWP delivers water and energy by avoiding losses, minimizing peak energy use by shifting use to off-peak hours, and reducing potable water demand by shifting applicable demand to recycled water, will be the focus of much of the utility's resources for the foreseeable future.

These strategies, as well as working with our customers to conserve and use water and energy more wisely, are the significant building blocks of BWP's sustainability plan. BWP continues to offer and provide our customers with opportunities, incentives, and education related to conservation and the smart use of water and energy. Program offerings for homeowners and businesses currently include free efficiency upgrades, rebates for conservation devices, energy efficiency, electrification, and electric vehicle chargers.

In 1995, BWP began offering fiber optic services to local business by utilizing unused assets to generate revenue and help keep electric rates low. Those offerings were expanded in 2010 to include lit fiber and internet services under the ONE-Burbank program. Today, ONE-Burbank provides reliable high-speed internet to local businesses, government facilities, and public schools by maximizing the use of BWP's extensive fiber optic infrastructure.

For full information on BWP's history, services, and conservation programs, please visit [www.burbankwaterandpower.com](http://www.burbankwaterandpower.com)

## **AIRPORT**

The Hollywood Burbank Airport originally opened as United Airport in 1930, having been built by the forerunner of United Airlines. The name became Union Air Terminal in 1934 and it was changed to Lockheed Air

Terminal in 1940 when Lockheed Aircraft Corporation bought the airport. In 1967, Lockheed dubbed the facility the Hollywood-Burbank Airport.

As Lockheed had indicated the necessity to sell the Airport, and in an attempt to control flights and noise, the City, after long negotiations and a search for federal funding, entered into a Joint Powers Agreement (JPA) with the cities of Glendale and Pasadena under the Burbank-Glendale-Pasadena Airport Authority and purchased the airport in 1978.

The Burbank-Glendale-Pasadena Airport Authority is a separate government agency created under the JPA for the sole purpose of owning and operating the Hollywood Burbank Airport. The Authority consists of nine Commissioners, three from each City, appointed by their respective City Councils. In 2003, the City Councils of Burbank, Glendale, and Pasadena approved an amendment to the JPA to rename the Burbank-Glendale-Pasadena Airport the Bob Hope Airport, in honor of the late legendary entertainer, Bob Hope. In May 2010 the airport celebrated its 80th Anniversary, having originally opened Memorial Day weekend of 1930. In 2017, the name changed back to Hollywood Burbank Airport. The airport provides service from carriers such as Alaska, American, Avelo, Delta, JetBlue, Southwest, Spirit, and United.

### **THE 1980's**

The City of Burbank opened the Burbank Recycle Center, a buyback/drop-off facility at 720 North Lake Street and began a citywide curbside recycling collection program in September 1982. This program was one of the first in the State.

A period of intense residential development in the late 1980's created a concern as to its effects on the quality of life in the City. A residential growth management ordinance, known as Measure One, was submitted to the voters and passed on February 28, 1989. To implement this ordinance, new Multi-Family Development Standards were adopted, and a Development Review process initiated.

The reopening of the Golden Mall to vehicle traffic was completed in October 1989.

On October 19, 1989, ground was broken for a regional shopping center to be developed on a 41-acre site bounded by the Golden State Freeway (now Interstate 5), Burbank Boulevard, Third Street, and Magnolia Boulevard. This development was the culmination of extensive efforts by the Redevelopment Agency over a period of many years to obtain a major retail center for the City.



## **THE 1990's**

In 1990, the Lockheed Corporation announced that it would be closing its Burbank operations. Lockheed owned approximately 325 acres of industrial property near the airport. During the past 10 years more than half of the land formerly owned by the Lockheed Corporation has been purchased and redeveloped. The Empire Center now sits on a portion of this land.

In addition to the redevelopment of the property the Lockheed Corporation disposed of during the 1990s, significant redevelopment has occurred throughout the City.

In 1992, the Disney Studios Master Plan was approved, and more than 1,000,000 sq. ft. of new floor space was built, including the 375,000 sq. ft. ABC office building completed in 2002.

On October 15, 1992, the Burbank Recycle Center celebrated the opening of a new facility at 500 South Flower Street. Located on a two and a half-acre site, the Center is a materials recovery facility (MRF) that can handle 5,000 tons of recyclables per month. Residents commingle all recyclables in one container, which are then sorted on a conveyor system. The Center is jointly operated by a public/private partnership between the City of Burbank and Burrtec Waste Industries. The Burbank Recycle Center also functions as a learning center for public information about waste reduction and recycling issues.

On October 26, 1992, the Downtown Burbank Station (DBS) celebrated the opening of the new facility at 201 North Front Street. This facility has become a major Metrolink stop for two different lines, serves numerous Metropolitan Transportation Authority buses, and functions as a park-and-ride lot for Interstate 5 commuters. The Downtown Burbank Station is the second busiest destination station in the five-county Metrolink commuter rail system. An expansion project was undertaken to make improvements to the existing building, including additional parking, a shuttle drop-off, a depot plaza, pedestrian improvements, and an elevator tower connecting the DBS with the Olive Avenue overpass. The groundbreaking for the DBS expansion project was celebrated on April 22, 1997. The construction of the expansion project was completed in the Fall of 1998. The dedication of the facility occurred on July 16, 1998.

In 1995, the Warner Brothers Studios Master Plan was approved and approximately 478,000 sq. ft. of new floor space was added to the studio's facilities, including construction of the 149,000 sq. ft. Triangle Office Building on the northerly side of Olive Avenue opposite the main campus.

The City of Burbank celebrated the groundbreaking ceremony on April 18, 1995, for the new Burbank Police/Fire facility located at 200 North Third Street. This state-of-the-art facility serves as the headquarters for both the Police and Fire Departments. The project was funded largely with Redevelopment Agency funds and reflects the City's commitment to provide the community with the highest quality public safety services possible. The Police and Fire Departments moved into the new facility in January 1998.

In April 1997, the City approved the entitlements for the Media Studios North submitted by M. David Paul Development that included refurbishment of the former Lockheed Building 90 on five acres of land on the southwest corner of Ontario Street and Thornton Avenue.

In 1997, Cayman Development started construction of a 129-lot subdivision in the hillside area above Lamer Street. New homes were constructed by both Cayman and Lennar Development and many of the homes sold for over a million dollars.

In the spring of 1999 construction of the Media Village on the southwest corner of Magnolia Avenue and Third Street was completed. The project contains 147 senior housing units and 55,000 sq. ft. of ground floor retail.

In June 1999, the City approved an application by the Trammel Crow Company to develop a 158,000 sq. ft. office building on eight acres of land at 2940 North Hollywood Way that was formerly owned by the Lockheed Corporation.

### **THE EARLY 2000's**

In August 2000, the Lockheed Corporation sold the 30-acre Plant A-1 North property on the northwest corner of Hollywood Way and Empire Avenue to the Zelman Development Company. The property has been developed with a commercial parking lot and additional restaurant uses.

On September 12, 2000, the City approved the entitlements for the Burbank Empire Center on 103 acres of land formerly occupied by the Lockheed Plant B-1 facilities. The project as developed consists of more than 600,000 sq. ft. of retail uses, two hotels, and approximately 300,000 sq. ft. of office buildings. Retail tenants include Target, Lowe's, Costco, Best Buy, West Elm, Walmart, REI, and many more. In addition, the project includes a 200-room Extended Stay America hotel and a Marriott Courtyard hotel.

In the fall of 2000, the M. David Paul Development Company began construction of the Pinnacle project adjacent to the former NBC Studios.

The Pinnacle project is a two-phased six-story 585,000 sq. ft. office building complex.

In February 2013, the Council adopted the Burbank2035 General Plan and Greenhouse Gas Reduction Plan to guide how the City plans for expected growth and change in population and jobs, while protecting the characteristics that make Burbank a special place to live, work, and play. Prior to the adoption of Burbank2035, the General Plan had not been comprehensively updated since the mid-1960s. Plan recommendations include protecting the character and appearance of single-family neighborhoods, focusing future growth in and near transit centers, providing opportunities for mixed-use development in commercial areas to offer families with greater housing choice, and developing parks and open space areas to meet community needs.

### **COME OUT AND PLAY IN DOWNTOWN BURBANK**

Located in the heart of the media capital of the world, Downtown Burbank is a vibrant urban destination and the perfect combination of bustling activity and classic casual vibes for a quintessential SoCal experience. A mixed-use urban neighborhood featuring more than 600 shops, restaurants, housing, and businesses, the area is renowned for its dynamic street scene, outdoor dining, and pedestrian orientation. Shopping and dining destinations include the Burbank Town Center, IKEA, Granville, Woodranch, Kalaveras, and Shake Shack. AMC movie screens consistently rank in the top three cinema circuits globally.

The area is governed by the Downtown Burbank Partnership (PBID), a California non-profit organization whose Board Members are comprised of brokers, property owners, and business owners in Downtown Burbank. The Downtown Burbank Partnership is managed by the City's Economic Development Division and collaborates closely with Visit Burbank, the City's destination marketing organization. Combined, the three organizations work to brand the City of Burbank and Downtown Burbank as a vibrant urban neighborhood and a prime destination to visit and do business. This public/private partnership gives Burbank a competitive edge in increasing job diversity, attracting new businesses, and safeguarding existing ones. For more information, please visit [www.dtnbur.com](http://www.dtnbur.com)

### **DEVELOPMENTS IN THE CITY**

**Media Studios North**, located at Empire Avenue and Ontario Street near the Hollywood Burbank Airport, consists of over 622,000 square feet of office space with various tenants. In 2013, the City Council approved a ten-year Development Agreement which was extended in 2018, to build an additional 160,447 sq. ft. of office space. The onsite

support amenities include two commissaries, a health club, surface-parking lot and structured parking facilities, pedestrian paths, central garden/outdoor recreational uses, and landscaping.

**Avion** is a 61-acre site adjacent to the Hollywood-Burbank Airport to the west and south and bounded by N. Hollywood Way to the east and San Fernando Blvd. to the north. Avion was formerly home to the now demolished Lockheed B-6 site which was previously used for research, manufacturing, storage, and office uses. Avion recently completed construction to build 1,004,307 sq. ft. of industrial space, 142,250 sq. ft. of office space, 15,475 sq. ft. of retail space and a 150-room Cambria hotel. Avion provides significant on-site, publicly accessible amenities along with needed improvements to the site and surrounding area including new streets, upgraded utilities, and more than 1,000 new trees and decorative landscaping as well as new pedestrian and bicycle infrastructure both throughout the site and along Hollywood Way. Avion supports mass transit by offering 60 on-site parking spaces for the adjacent Burbank Airport North Metrolink station, subsidies for transit passes for future employees, and fair share contributions to fund the maintenance operation of the Metrolink station and the locally serving public bus.

**Madison Square Garden Media Services Facility Project** is a spherical geodesic dome, approximately 186 feet in diameter and 95 feet in height with approximately 28,664 square feet of floor area on an approximately 1.95-acre vacant site. This unique facility is used by Madison Square Garden (MSG) Entertainment's creative teams to develop and edit content prior to its ultimate use in Las Vegas productions. The project also includes improvements to the public right-of-way adjacent to the site and onsite parking and landscaping.

**Warner Bros. Second Century (New Iconic Frank Gehry Building) Project** is an 800,000-square-foot office building complex that consists of a seven-story building of approximately 800,000 square feet and a nine-story building of approximately 445,000 square feet plus underground parking. Occupancy of Phase I was completed in 2022, and Phase II occupancy was completed in conjunction with the Studio's centennial celebration in 2023. Reflecting the commitment of Warner Bros. to sustainability and environmental responsibility, the buildings will be built to LEED Certification standards.

As part of this transaction, Warner Bros. will purchase The Burbank Studios property, exclusive of the land on which the two Frank Gehry buildings are to be built. The Burbank Studios purchase provides Warner

Bros. with additional production office space and eight soundstages (with room for expansion), as well as a mill building and a commissary.

**First Street Village** is a mixed-use, residential-commercial project in Downtown Burbank located on the westerly side of North First Street and between East Magnolia Boulevard. The project is currently in construction and will provide 275 new residential units (including 14 units restricted for rental purposes to moderate income households) and a variety of mixed uses on the ground floors (retail, restaurants, and other commercial uses) that add complimentary residential and commercial activities to create a vibrant Downtown Village neighborhood, where existing and new residents can work, shop, dine, and enjoy entertainment without leaving Burbank. First Street Village will also enhance pedestrian and bike paths, create open space/park, and create affordable workforce housing.

**La Terra**, located at 777 N. Front Street, is a mixed-use residential/commercial project that will provide residential, retail, and hotel buildings on approximately 7.08-acres. The project includes the following:

- A 7-story building containing 252 residential units and an 8-story building containing 321 residential units (645,806 sq. ft. total). This includes 69 new affordable units for moderate-income households;
- 1,067 square feet of commercial retail space;
- A 7-story building comprised of 307 hotel rooms (212,350 square feet);
- A total of 1,168 parking spaces in an integrated parking structure with one level of subterranean parking and up to 7-levels of above-grade parking.

This mixed-use development will provide needed improvements to the project site and surrounding area including improvements to Front Street and Burbank Boulevard, upgraded utilities, new shade trees and decorative landscaping as well as new pedestrian and bicycle infrastructure both throughout the site and along Front Street between the project site and the Downtown Metrolink Station. In addition, the project will provide approximately 28,000 sq. ft. of publicly accessible open space area and new elevator and staircase connection to the Magnolia Boulevard Overpass/Bridge that will be maintained by the project applicant for a period of 55 years. The project supports mass transit by offering subsidies for transit passes for future employees and residents, and fair share contributions to fund the ongoing maintenance operation of the Metrolink station, the locally serving public bus, and potential future upgrades to protect the surrounding neighborhood

resulting in a new quiet zone opportunity at the Downtown station crossing.

The project will also include numerous project design features that facilitate the implementation of green building design and reduction of greenhouse gas emissions (i.e., cool roofs, rooftop solar panels, LEED Gold Certification, Energy Star appliances, use of recycled water, enhanced access to adjacent public transit facilities facilitating reduced vehicle miles travelled, new shade trees that result in carbon capture, etc.) consistent with the City's Greenhouse Gas Reduction Plan.

**2311 N. Hollywood Way**, located at the former Fry's Electronics site, is a new mixed-use development project on approximately 10.43 acres (454,286 sq. ft.). The project would consist of a mixed-use development with 151,800 sq. ft. of office space 9,700 sq. ft. of restaurant uses, and 862 residential units (including 12 live/work units and 80 very- low-income units) within four proposed buildings. Office uses would be provided within a 5-story building, and the restaurant and residential uses would be provided within two 7-story buildings. 1,500 square feet of the restaurant uses would be provided in a free standing 1-story building located on the Vanowen Street frontage of the site. The remaining 8,200 sq. ft. of restaurant space will be located along Hollywood Way on the ground floor of the residential buildings.

**The Burbank Channel Bikeway** is a one-mile Class 1 (off-street) bike and pedestrian path that runs along the Burbank-Western Flood Control Channel, a tributary of the Los Angeles River. Phase I of the project was completed in 2011 and extends from Victory Boulevard to Alameda Avenue. Phase II of the project, which extends the path from Alameda Avenue to the Downtown Burbank Metrolink Station, was completed in 2021.

## **HOW WE PLAN FOR THE FUTURE**

### **Burbank2035 General Plan**

The Burbank2035 General Plan, adopted on February 19, 2013, is a guiding document that identifies the 20-year vision for the City. It focuses on preserving single-family residential neighborhoods, while designating key commercial areas for targeted growth and development. The General Plan sets the framework for all other City plans and accompanying regulations. The General Plan includes state-mandated elements such as Air Quality and Climate Change, Land Use, Mobility, Noise, Open Space and Conservation, and Safety, as well as the following:

- 2021-2029 Housing Element and Safety Element Updates - The Project involves a comprehensive update to the Housing Element of the Burbank2035 General Plan for the 2021-2029 planning period, with minor updates to the Safety, Land Use, Open Space and Conservation, Air Quality and Climate Change, Noise, and Mobility Elements, and the incorporation of new environmental justice goals, policies, and objectives into the Burbank2035 General Plan. The proposed Housing Element update complies with the requirements of the State's Housing Element law.

The proposed update to the Housing Element establishes programs, policies, and actions to further the goal of meeting the existing and projected housing needs of all household income levels of the community. The Housing Element Update also demonstrates how the City intends to meet its 2021-2029 planning cycle Regional Housing Needs Assessment (RHNA) allocation requirement as established by the Southern California Association of Governments (SCAG). During the 2021-2029 planning period, the City's RHNA allocation is 8,772 units.

- Greenhouse Gas Reduction Plan (GGRP) - A program to reduce greenhouse gas emissions citywide in accordance with State guidelines. The City uses GGRP to quantify their share of the statewide greenhouse gas emissions and establish action steps toward achieving a local emissions reduction target. The City's GGRP examines communitywide activities that result in emissions and establishes strategies that help reduce those emissions in the future, which includes emissions from existing development through both voluntary and mandatory actions. Many of the strategies included in this planning document focus on building and protecting neighborhoods in Burbank through responsible development, bike and pedestrian facility improvements, energy-efficient construction and retrofits, better air quality, lower energy and water bills through education and conservation, and reduced waste to extend the lifetime of Burbank's landfill.

### **The Golden State District**

The approximately 600-acre Golden State District (the "District") is located south and east of the Hollywood Burbank Airport. It includes land zoned for industrial, commercial, and residential uses. There are two existing Metrolink stations, a proposed High-Speed Rail station, and the Hollywood Burbank Airport within the District. Home to Lockheed from the 1940's to the 1990's, it has been traditionally seen as one of the City's industrial hubs and a major employment center. With Lockheed's

departure in the 1990s there was a slowdown in activity within the District. However, in more recent years, this area has experienced a resurgence and has evolved to have an eclectic mix of commercial, office, media, industrial and technology businesses.

### *Golden State Specific Plan*

The Golden State Specific Plan strives to fulfill the City's Burbank 2035 General Plan by creating an actionable long-range planning document for the Golden State District. The Plan would identify goals, policies, and guidelines, and guide future development and improvements in the Golden State District. The Plan presents an opportunity for the City to plan for the future in a manner that leverages resources to meet the City's short- and long-term planning efforts, through a shared vision that builds on—and strengthens—the existing neighborhood through responsible development. The guiding principles of the Specific Plan seek to:

- Build community
- Create complete neighborhoods
- Support a mix of housing types, unit sizes
- Improve safe, multi-modal connections
- Foster a resilient, sustainable district
- Balance jobs and housing
- Leverage transportation assets
- Encourage a unique district identity
- Support the district as an economic engine
- Support the Hollywood Burbank Airport

### **Transit Oriented Development (TOD) for the Downtown Burbank Metrolink Station**

The City's General Plan Realization Land Use Program LU-3 encourages the City to "review the three existing specific plans through a public process to determine whether the vision, goals, and policies established by the plans remain applicable and appropriate and to revise the plans as necessary to ensure that they reflect current desires for each of the three areas." To implement this General Plan program, staff applied for and was awarded \$310,000 in funds from the California Department of Housing and Community Development (HCD) under the SB2 Planning Grant Program and \$410,000 from the Los Angeles County Metropolitan Transit Authority (Metro) under the TOD Planning Grant Program. Collectively, these grant funds will facilitate a new Downtown Burbank Specific Plan that proposes to incorporate an update to the 1997 Burbank Center Specific Plan, 2012 North San Fernando Boulevard Master Plan, and surrounding areas of both plans into one comprehensive planning document. As part of the project, the new specific plan will include an update to the General Plan elements and



undertake the appropriate environmental assessment pursuant to the California Environmental Quality Act (CEQA). The new “Specific Plan” is referred to as the Downtown Burbank Metrolink Station TOD Specific Plan and General Plan Update.

The approximately 662-acre Specific Plan area encompasses two adopted planning areas (the Burbank Center Plan and the North San Fernando Boulevard Master Plan), which includes Downtown Burbank and the Downtown Burbank Metrolink Station. The Specific Plan’s development will include analysis of existing and proposed land uses, infrastructure, transportation, pedestrian and bicycle amenities, opportunities for new housing and other in-fill development opportunities. The Specific Plan analyzes vehicle, bicycle, and pedestrian access to the Downtown Burbank Metrolink Station and study ways to take advantage of economic development opportunities and job creation around the station.

The project includes extensive outreach with the public, business leaders, and other agencies. The Specific Plan guides development within and around Downtown Burbank and the Downtown Burbank Metrolink Station.

**Media District Specific Plan Update** - The Media District Specific Plan (MDSP) area is a regional employment center that lacks sufficient housing. The original MDSP was adopted in 1991 and has become outdated and no longer supports current housing demand. An update to the MDSP will create an opportunity to reevaluate specific plan policies to facilitate responsible development that helps capitalize on the area’s prominence as a media production hub for major companies like Warner Bros. and the Walt Disney Company. The proposed update will seek to identify new opportunity sites for residential infill development that are supported by publicly accessible transportation and public infrastructure, to facilitate new and affordable workforce housing and mixed-use projects. The update is currently underway and is slated to be completed by the end of 2024.

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## **CITY HALL BUILDING**

On June 4, 1940, the City of Burbank entered into a contract with the architectural firm of William Allen and W. George Lutzi for the design of a new City Hall to replace the existing building located across the street on the property formerly occupied by the Police Station.

In February 1941, the Federal Works Agency authorized financial assistance by the Works Projects Administration (WPA) of Southern California for construction of the new City Hall. However, due to termination of the WPA by President Roosevelt, the City was required to complete the construction of City Hall with its own funds.

The building remains a tribute to the craftsmen who built it. Extensive rare marbles, expensive woods, bronze, and ornate decoration were used to carry out the theme of patriotism and the war effort. Some of the marble used in the building is Montana rose travertine, Italian levanto, and Belgian black and gold. The Council Chamber is paneled in teakwood and the Mayor's office in semi-bent burl walnut. On February 12, 1943, Abraham Lincoln's birthday, Burbank City Hall was dedicated to "freedom and justice," symbolic of the nation in which we live.

Three murals were included in the design. Two of the murals were created by Hugo Ballin. They are "The Four Freedoms," hanging in the Council Chamber, and "Burbank Industry," hanging in the City Hall rotunda. A third mural, "Justice," by Bartholomew Mako, is displayed in the City Attorney's Office. "The Four Freedoms" mural depicts the freedoms of speech, religion, freedom from want, and freedom from fear, as enunciated by President Roosevelt and Winston Churchill in the Atlantic Charter. "Burbank Industry" features airplanes built in the City, the motion picture industry, sunny skies, agriculture, and family life. When the Municipal Services Building was built in 1964, this mural was divided into two parts to allow for the connecting bridge to the annex. The lower half was donated to the Burbank Historical Society. It was kept in storage for 37 years and in 2001 the mural was restored, and the two sections were recombined by fine arts conservation experts.

The 2001 City Council-approved Chamber renovation project was completed with an eye toward comfort and the adoption of modern technology while respecting the original Art Deco style of Burbank City Hall. In addition to the Chamber renovation, the project included the restoration of two murals by Hugo Ballin: "The Four Freedoms" in the Chamber and "Burbank Industry" in the Rotunda.

During the 2001 renovation, the lowered ceiling in the Chamber was removed. The ceiling was returned to its original height revealing the top of "The Four Freedoms" mural which had been covered for decades. Other work included: refinishing the teak paneling on the walls, installing new carpeting and new theater-style seating, and installing new brass lights similar to the original fixtures.

Many modifications have been made to the City Hall since 1943, but it remains a beautiful building and a tribute to the architecture of the

1940's. The City Hall Building was also placed on the National Register and California Register of Historical Resources on April 18, 1996.

## CITY SEAL AND BRAND



There have been four Seals adopted since 1911. In 1973 a City Seal Study Committee was appointed to receive and evaluate proposed designs for a new City Seal to better reflect contemporary values. After many suggestions, designs and revisions, a new City Seal was adopted January 1, 1978:

“The seal of the City shall consist of a curved banner inscribed with the words “City of Burbank,” below which shall be inscribed a centered hexagon containing a depiction of City Hall, which centered hexagon shall have inscribed tangent to its lower left side another hexagon of equal size containing a frontal depiction of an airborne aircraft and which same centered hexagon shall have inscribed tangent to its lower right side a third hexagon of equal size containing a depiction of a motion picture film and klieg light, all three of which hexagons shall surmount an area generally of an inverted triangular shape containing a stylized depiction of the sun rising over the Verdugo Mountains, and on the truncated bottom of which triangle shall be inscribed the words ‘Incorporated 1911’.”

In 2020/2021, the City developed new branding used in marketing efforts to unite each of the departments together as one city and to provide one look and feel, leveraging the good work that is accomplished by staff. The branding incorporates a stylized “B” that has a hidden play button to depict the “Media Capital of the World” slogan often used to describe Burbank. It also contains gradient colors reflecting movement and a Gotham font that is timeless. Each of the departments and City Council have various specific colors which allow for differentiation while still providing cohesiveness. The Brand does not replace the City Seal but enhances it. The Seal continues to be used on documents from and to City Council.



## **CITY FLOWER**

### **CALIFORNIA LILAC (Ceanothus)**

The California Lilac is evergreen chaparral foliage which is native to the Burbank hills. It is a natural erosion-control plant and is often planted for slope stabilization. The plant comes in a wide variety of colors (from white through various shades of blue) and sizes (low groundcover to shrubs), making it suitable for a variety of landscapes.

## **CITY TREE**

### **CRAPE MYRTLE (Lythraceae Myrtales)**

The Crape Myrtle is an extremely popular small tree covered with profuse bloom in summer. It grows up to 20 feet in height and generally has several angular trunks covered with smooth, light brown bark that flakes off to reveal the lighter underbark. The crinkled or crepe flowers are generally bright pink but are also available in red, lavender, or white. It requires full sun and average soil.

## **DIRECTORY OF CITY OFFICIALS**

### **MEMBERS OF THE CITY COUNCIL**

|                               | Term Expires      |
|-------------------------------|-------------------|
| Nick Schultz, Mayor .....     | December 16, 2024 |
| Nikki Perez, Vice-Mayor ..... | December 14, 2026 |
| Konstantine Anthony .....     | December 16, 2024 |
| Zizette Mullins .....         | December 14, 2026 |
| Tamala Takahashi.....         | December 14, 2026 |

### **OTHER ELECTED OFFICIALS**

|  |                   |
|--|-------------------|
| Kimberley Clark, City Clerk .....        | December 14, 2026 |
| Krystle Ang Palmer, City Treasurer ..... | December 14, 2026 |

### **OFFICIALS APPOINTED BY THE COUNCIL**

Justin Hess, City Manager  
Joseph H. McDougall, City Attorney

### **EMPLOYEES APPOINTED BY THE CITY MANAGER**

|  |                  |
|--|------------------|
| Assistant City Manager .....                 | Courtney Padgett |
| General Manager, Burbank Water & Power ..... | Mandip Samra     |
| Community Development Director .....         | Patrick Prescott |
| Financial Services Director .....            | Jennifer Becker  |
| Fire Chief .....                             | Danny Alvarez    |
| Chief Information Officer .....              | Kevin Gray       |
| Library Services Director (Interim) .....    | Melissa Potter   |
| Management Services Director .....           | Betsy McClinton  |

Police Chief .....Michael Albanese  
 Park, Recreation & Community Services Director .....Marisa Garcia  
 Public Works Director..... Ken Berkman

## MUNICIPAL CALENDAR

**JANUARY 1** - Business taxes due

**MAY** – Budget and Fee Schedule Adoption for following Fiscal Year  
 (deadline for Council adoption of Budget is June 30<sup>th</sup>)

**JULY 1** – Beginning of fiscal year; Business licenses due

**FIRST TUESDAY AFTER THE FIRST MONDAY IN NOVEMBER** (even-numbered years) - General Municipal Election

**SIXTH MONDAY AFTER THE FIRST TUESDAY AFTER THE FIRST MONDAY IN NOVEMBER** - Reorganization of Council/Mayoral Selection and Induction into office (even-numbered years): Members of City Council, City Clerk, and City Treasurer.

## SCHEDULE OF PUBLIC MEETINGS

### CITY COUNCIL

REGULAR – Tuesday evening in the Council Chamber, City Hall, 275 E. Olive Ave. at 6:00 p.m. for regular and joint business. SPECIAL – May be called as provided by the laws of the state, by written notice delivered personally to each member of the Council.

### ART IN PUBLIC PLACES COMMITTEE

ON CALL – In the Community Services Building, Room 301, Third Floor. 150 N. 3rd St.

### BOARD OF BUILDING AND FIRE CODE APPEALS

ON CALL – In the Council Chamber, 275 E. Olive Ave.

### BOARD OF LIBRARY TRUSTEES

REGULAR – 2nd Wednesday of each month at Central Library Auditorium, 110 N. Glenoaks Ave. 5:30 p.m.

### BURBANK CULTURAL ARTS COMMISSION

REGULAR – 2nd Thursday of each month in the Community Services Building, Room 104, 150 N. 3rd St., 9:00 a.m.

### BURBANK WATER AND POWER BOARD

REGULAR – 1st Thursday of each month in the BWP Ron E. Davis Administration Building, 164 W. Magnolia Blvd. 5:00 pm.

|  |  |
|--|--|
| <b>CIVIL SERVICE BOARD</b>                           | REGULAR – 1st Wednesday of each month in the Council Chamber, 275 E. Olive Ave., 4:30 p.m.                             |
| <b>COMMUNITY DEVELOPMENT GOALS COMMITTEE</b>         | ON CALL – In the Community Services Building, Room 104, 150 N. 3rd St.   |
| <b>HERITAGE COMMISSION</b>                           | REGULAR – 1st Thursday of each month in the Community Services Bldg. Room 104, 1st Fl., 150 N. 3rd St., 5:30 p.m.      |
| <b>INFRASTRUCTURE OVERSIGHT BOARD</b>                | REGULAR – 4th Thursday of each month in the Community Services Building, Room 104, 1st Fl., 150 N. 3rd St., 6:00 p.m.  |
| <b>LANDLORD-TENANT COMMISSION</b>                    | REGULAR – 1st Monday of each month in the Community Services Building, Room 104 1st Fl., 150 N. 3rd St., 6:15 p.m.     |
| <b>PARK, RECREATION AND COMMUNITY SERVICES BOARD</b> | REGULAR – 2nd Thursday of each month in the Council Chamber, 275 E. Olive Ave., 6:00 p.m.                              |
| <b>PLANNING COMMISSION</b>                           | REGULAR – 2nd & 4th Monday of each month in the Council Chamber, 275 E. Olive Ave., 6:00 p.m.                          |
| <b>POLICE COMMISSION</b>                             | REGULAR – 3rd Wednesday of each month in the Council Chamber, 275 E. Olive Ave., 6:00 p.m.                             |
| <b>SENIOR CITIZEN BOARD</b>                          | REGULAR – 4th Wednesday of each month in the Joslyn Center, 1301 W. Olive Ave., 1:00 p.m.                              |
| <b>SUSTAINABLE BURBANK COMMISSION</b>                | REGULAR – 3rd Monday of each month in the Community Services Building, Room 104, 1st Fl., 150 N. 3rd St., 5:00 p.m.    |
| <b>TRANSPORTATION COMMISSION</b>                     | REGULAR – 4th Wednesday of each month in the Community Services Building, Room 101, 2nd Fl., 150 N. 3rd St., 5:00 p.m. |
| <b>YOUTH BOARD</b>                                   | REGULAR – 1st Wednesday of each month in the Community Services Bldg, Room 104, 150 N. 3rd St., 6:30 p.m.              |

## **DUTIES AND RESPONSIBILITIES OF CITY OFFICIALS AND DEPARTMENTS**

### **THE AUTHORITY**

As in all democratic institutions, the ultimate power and authority rests with the people. In 1927, when the electorate adopted the new City Charter, the main structure of the City's government was provided for. The Charter became effective January 13, 1927, and the Council-City Manager form of Government was established.

### **THE CITY CHARTER**

The City Charter is a "chart," a "constitution," or basic plan for City Government. It provides for perpetuating the name of Burbank, the election or appointment of officers and employees, and defines the duties of the City Council and the City Manager, as well as certain departments and department heads.

It designates the time and place for regular and special meetings of the Council and prescribes the manner in which the Council may take official action.

The times and manner of conducting municipal elections are specified in the Charter and Burbank Municipal Code. Provision is made for taxation to support the City government, preparation of the annual budget, and regulations for the safeguarding and disbursement of City funds.

The Charter may be amended by a majority vote of the people and was last amended in June 2018 with the passage of Measure T.

Every five years, Council is required to appoint a Charter Review Committee consisting of 5 members to consider the Charter and advise the Council whether a comprehensive Charter review is necessary. Upon such recommendation the Council may appoint a full Charter Review Committee to determine if any Charter changes should be placed before the voters.

### **THE CITY COUNCIL**

"The legislative body of the City shall consist of five persons elected at large which body shall be known as the Council." (Charter Section 305)

The Council enacts the laws and establishes administrative policy for the City government.

## **QUALIFICATIONS FOR COUNCIL MEMBERS**

In order to serve as a Council Member, a citizen must be elected by the qualified voters of the City at a municipal election. The individual must be a citizen of the United States and a qualified elector of the City of Burbank at the time of nomination. The candidate must have resided in the City for 29 days prior to filing nomination papers and cannot hold any other elective office for which compensation is made. (Charter Sections 305, 800, and 1100)

## **TERM OF OFFICE**

All elective officers hold office for terms of four years or until their successors are elected or qualified. (Charter Sections 300 and 400)

## **COMPENSATION**

Each Council Member shall receive such compensation as may be prescribed by ordinance but not to exceed the amount which Council Members of general law and cities of similar population would receive under State law. (Charter Section 305)

## **COUNCIL MEETINGS**

The Council shall meet at 10:00 a.m. on the sixth Monday after the first Tuesday after the first Monday in November where newly elected members shall be inducted into office and the newly constituted Council shall choose one member to serve as Mayor and one member to serve as Vice Mayor pursuant to Charter Section 400.

The Council shall hold regular meetings on at least two Tuesdays of each month for closed and study sessions, and at 6:00 p.m. for regular Council business in the Council Chamber, City Hall, 275 East Olive Avenue. If the time for the regular meeting falls on a holiday, the meeting will be held as soon thereafter as a quorum of the Council is present, or at such other time as the Council may determine from time to time by resolution. (BMC Section 2-1-203)

Special meetings may be called by the Mayor or by three Council Members at any time by written notice delivered personally to each member. (Charter Section 400)

All meetings shall be open to the public. (Charter Section 400)



## **GRANICUS SYSTEM**

In August 2007, the City launched the Granicus Media Manager system, a software system that not only broadcasts City Council and Planning Board meetings live over the Internet, but provides on-line, integrated access to the agenda, staff reports, and all pertinent documents. Following the conclusion of the meeting, the video and all related materials are available for on-demand playback at any time. In addition, a scroll-down menu with jump-to points allows any individual wanting to review a specific agenda item to simply pull up the meeting and select the item on the agenda and playback will begin at that point in the meeting. Another key feature is the search function which provides the ability to search the archives for key words or topics. The Granicus system can be accessed via a link on the City's main web page.

Additionally, City Council meetings can be viewed on the Burbank Channel, AT&T U-Verse Channel 99, Spectrum Cable Channel 6, and YouTube.

## **HOW THE CITY COUNCIL TAKES ACTION**

"The Council may take official action only by the passage or adoption of ordinances, resolutions or motions..." (Charter Section 500)

"A majority of the Council Members shall constitute a quorum for the transaction of any business..." (Charter Section 410) However, certain types of resolutions and ordinances require an affirmative vote of 4/5 of the Council for adoption.

## **THE MAYOR**

The Mayor is chosen by the Council to be presiding officer at the pleasure of the Council. The Mayor has the same voting power as any other member of the Council (Charter Section 400) and receives the same compensation.

The Mayor is the executive head of the City. In extraordinary emergency, the Mayor shall assume general control of the City government and be responsible for the suppression of disorders and the restoration of normal conditions. (Charter Section 310)

The Mayor signs all resolutions and ordinances passed by the Council.

"The Mayor shall represent the City at all ceremonial functions of a social or patriotic character..." (Charter Section 310)

## **OTHER ELECTED OFFICIALS**

### **THE CITY CLERK**

The City Clerk's Office consists of five divisions: City Clerk Services, Elections, Legal Advertising, Records, and Passport Services.

The City Clerk is chosen by the vote of the people at a municipal election for a four-year term in the same manner as members of the City Council.

The City Charter Section 325 outlines the duties of the City Clerk as follows:

- (1) Clerk of the Council.
- (2) Attends all sessions of the Council and keeps a full and accurate record of proceedings.
- (3) Keeper of the corporate seal of the City.
- (4) Keeps all records, documents, ordinances, resolutions, books, and other such papers and matters as may be regularly delivered into the City Clerk's custody or required by law or ordinance to be filed with the Clerk.

The City Clerk is the Elections Official and oversees municipal elections in compliance with the Elections Code, the City Charter, and State law.

The City Clerk also administers a Central Records Management Program, which establishes standardized procedures for the timely destruction or transfer of inactive records.

### **THE CITY TREASURER**

The City Treasurer is chosen by direct vote of the people at a municipal election for a four-year term in the same manner as members of the Council.

The City Treasurer's Office is responsible for receiving, disbursing, depositing, and investing all public funds for the City, the Youth Endowment Services (YES) Fund, the Parking Authority, the Public Financing Authority, the Successor Agency, and the Housing Authority. The primary objective of the City Treasurer's Office is the safekeeping of City funds. Safety, liquidity, and yield are always considered (in that order) when investing idle funds. In 2021, for the first time in Burbank's history, the City's Investment Policy outlined considerations for Environmental, Social, and Governance (ESG) responsibilities.

Monthly reports, including cash balances by fund and reconciled bank balances, are provided to the Financial Services Director. The City Treasurer's Office also provides monthly reports indicating the type and amount of investments and deposits, the institutions in which these deposits are made, market values, maturity dates, and rates of interest for all outstanding investments, as well as others that matured during the month, to the City Council, the Youth Endowment Services (YES) Fund Board, the Parking Authority, the Public Financing Authority, the Successor Agency and the Housing Authority. These monthly reports are also provided to the City Manager, Financial Services Director, Burbank Water and Power (BWP) General Manager, Chief Financial Officer (BWP), and members of the Treasurer's Oversight Review Committee.

In 2022, the Office of the City Treasurer, in partnership with a local credit union, established a universal children's savings program for all Burbank residents, providing new babies \$50 to start a savings account and to promote economic opportunity, discipline, and financial literacy.

## LOCAL APPOINTMENTS

The Council is often called upon to make decisions requiring specialized or technical analyses. Citizens with knowledge or experience in particular areas are appointed as members of boards and commissions to make studies and prepare recommendations for consideration by the Council. These citizens serve without compensation. The City has the following such boards, commissions, and committees:

| REFERENCES  | Charter<br>Section | Municipal<br>Code |
|---|--------------------|-------------------|
| Art in Public Places Committee .....                            |                    | 2-1-422           |
| Board of Building and Fire Code Appeals .....                   |                    | 2-1-414           |
| Board of Library Trustees .....700 .....                        |                    | 2-1-409           |
| Burbank Cultural Arts Commission .....                          |                    | 2-1-425           |
| Burbank Water and Power Board .....700 .....                    |                    | 2-1-418           |
| Civil Service Board .....700 .....                              |                    | 2-1-504           |
| Heritage Commission .....                                       |                    | 2-1-420           |
| Infrastructure Oversight Board .....                            |                    | 2-1-426           |
| Landlord-Tenant Commission .....                                |                    | 2-1-417           |
| Park, Recreation and Community<br>Services Board .....700 ..... |                    | 2-1-410           |
| Planning Commission .....700 .....                              |                    | 2-1-411           |
| Police Commission .....705 .....                                |                    | 2-1-413           |
| Senior Citizen Board .....                                      |                    | 2-1-415           |
| Sustainable Burbank Commission .....                            |                    | 2-1-425           |
| Transportation Commission .....                                 |                    | 2-1-424           |
| Youth Board .....   |                    | 2-1-416           |

In general, the boards, commissions, and committees are advisory and make recommendations rather than taking final action, having only such powers as are delegated to them by the Council.

The City also has other committees on which members of the community serve including the Burbank-Glendale-Pasadena Airport Authority, Burbank Housing Corporation Board of Directors, Community Development Goals Committee, Greater Los Angeles Vector Control District, Metropolitan Water District Board, the Santa Monica Mountains Conservancy Advisory Committee, and the Burbank Hollywood Airport Citizen's Advisory Committee.

## **APPOINTED OFFICIALS**

### **THE CITY MANAGER**

The City Manager is appointed by the Council based on executive and administrative qualifications and experience to be the administrative head of the City government. The City Manager, in turn, appoints all department directors and employees of the City except elected officers and other officers appointed by the Council.

Appointed by the City Council to serve as the City's chief administrative officer, the City Manager sets goals for and gives administrative direction to all City departments following the policies established by the City Council. It is the duty of the City Manager to enforce the laws of the City and carry out the policies of the Council through the control and direction of City departments.

The City Manager keeps the Council advised on the financial condition and future needs of the City and makes recommendations for consideration and action of the Council. (Charter Section 315)

The City Manager oversees the operation of the Public Information Office, which is responsible for implementing a comprehensive public information program by utilizing various forms of media. As part of its commitment to open government, the City of Burbank took the lead in communicating with residents through cable television. Beginning in 1978, the Public Information Office produced live televised coverage of all City Council meetings. Since then, television coverage has rapidly expanded to include Planning Commission, Park, Recreation and Community Services Board, Infrastructure Oversight Board, Police Commission, and Burbank Unified School District Board meetings.

Today, the Public Information Office (PIO) produces a wide variety of videos, including the annual State of the City, Mayor's Show, and Hey Burbank. The Office also oversees all citywide social media including Facebook, X (formerly known as Twitter) and Instagram found at @burbankca. The City's YouTube Channel is located at @TheBurbankChannel. Many City departments also supplement with their own social media accounts.

The PIO also utilizes e-Notify, a direct email system and issues press releases regarding current news. They also oversee internal communications, keeping staff informed along with ensuring that the website is up to date. In 2020, the PIO worked with the Community Development Department/Economic Development Division to develop new branding, called the "Burbank "B" and its protocols for use. A new City website launched in early 2021 which provides customers with a better user experience and easy-to-access information on City departments, programs, services, and resources.

## **THE CITY ATTORNEY**

The City Attorney is appointed by the City Council to be the legal advisor to Council, City Officers, and City staff and appoints other attorneys on his/her staff.

The City Attorney is responsible for drafting all legal documents and for performing all other necessary legal services. The City Attorney controls and directs the defense of all suits and proceedings to which the City is a party and criminally prosecutes all infractions, violations of the Burbank Municipal Code, and all State law misdemeanors. (Charter Section 320)

## **CITY DEPARTMENTS**

All City departments are responsible to the City Manager as the administrative head of the City government. The activities for which these departments are responsible make it possible to group them as follows:

1. Departments primarily concerned with public health, safety, and welfare;
2. Departments primarily devoted to culture and recreation; and,
3. Departments which assist the departments involved directly in service to the public in the fulfillment of their functions.

## **PUBLIC HEALTH, SAFETY, AND WELFARE**

The following City departments are primarily concerned with the public health, safety, and welfare.

### **Community Development Department**

The Community Development Department's mission is to work together for a safe, beautiful, and thriving community. There are five divisions:

#### Administration Division

The Administration Division is responsible for all administrative functions of the Department including budget development, financial administration, personnel management, and special project coordination. In addition, this division is responsible for interdivisional and interdepartmental coordination relating to agenda items for City Council and Housing Authority meetings.

#### Building & Safety Division

This division assists the public with building inspections, business permits, plan checks, and code enforcement. This division anticipates generating approximately \$2.6 million via the Business License and Business Tax Programs, investigating approximately 1,200 citizen complaints, issuing more than 4,000 building permits, generating \$6.4 million in permit and plan check fees, and providing over 35,000 building inspections annually.

#### Planning Division

The Planning Division is responsible for implementing the Burbank 2035 General Plan goals/policies/programs, the regulations of the Zoning Code, and adopted specific plans. The division works to foster an effective partnership with the residents and local businesses by providing an open and transparent planning process with an emphasis on citizen involvement and participation that results in a fair, objective, predictable, and accountable planning process.

The Planning Division seeks to implement State-mandated housing and land use regulations while facilitating responsible development that builds community and protects existing single family neighborhoods; provides for a range of housing types and increases job opportunities; focuses development in the City's primary commercial, employment, and transit districts; creates vibrant neighborhoods; and promotes the long-term economic vitality of the City in order to continue the high level of City services.

The Planning Division also functions as the professional and technical advisor to the Planning Commission, Heritage Commission, and City

Council on policy matters and issues concerning the physical development of the community.

#### Economic Development & Housing Division

The Economic Development and Housing Division includes the following sections: Economic Development, Real Estate, Housing Authority, Community Development Block Grant (CDBG), Affordable Housing/Housing & Urban Development (HUD) Fund and, while not a section, the implementation of the City's homelessness strategy.

The Real Estate Section provides support services to the general public, all City departments, and outside agencies, including the acquisition, sale, and lease of real property as well as right-of-way vacations and dedications citywide.

Economic Development focuses on improving the standard of living through the creation of jobs, the support of innovation and new ideas, the attraction of investment, and the enhancement of overall quality of life for residents, businesses, and visitors. They do this by seeking to diversify and strengthen the economy through business retention, expansion, and attraction efforts, along with marketing and tourism. They also oversee the Business Improvement District (BID) for Downtown and another BID for Tourism, branded as Visit Burbank.

The Housing Authority has an allotment of 1,042 Section 8 Vouchers (for households whose income falls below 50 percent of the median income in Los Angeles County); however, high rents and federal funding constraints limit the actual number of vouchers issued, resulting in less vouchers issued. Included in this number are 15 Veterans Affairs Supportive Housing (VASH) vouchers, 20 Permanent Supportive Housing vouchers, and 67 Emergency Housing vouchers allocated to Burbank. In addition, the Housing Authority also functions as the Successor Housing Agency and implements low- and moderate-income housing efforts.

The CDBG and Affordable Housing Sections administer funds from the U.S. Department of Housing and Urban Development (HUD) for activities that primarily benefit persons of low- and moderate-income and homeless persons. Some funds for homeless programs also come from Measure H grant funding.

The City has a Homelessness Plan approved by the City Council and works to implement the Plan. A new five-year plan will be implemented in 2027. In 2021, a new homeless storage facility/navigation center called the SAFE was completed at the corner of Verdugo Avenue and Front Street. Continuous Homeless outreach is conducted and legally-defensible homeless abatements are conducted when needed in

partnership with the Police Department, City Attorney's Office, and Public Works.

### Transportation Division

The Transportation Division manages the transportation planning, funding, transit operations, parking, and active transportation programs for the City to enhance mobility for all users of the City's streets and roadways, including pedestrians and bicyclists. It manages transportation projects such as street improvements and bikeways, analyzes traffic impacts of new development, seeks outside funding, and coordinates with regional agencies like Metro and Caltrans. The Transportation Division also oversees parking for the City. The Transportation Division manages the BurbankBus transit system to improve mobility for residents and employees and implements the long-range transportation vision in the Burbank2035 Mobility Element.

## **Fire Department**

The mission of the Burbank Fire Department is to protect and serve the community by mitigating the impacts of fires, medical emergencies, and hazardous situations on lives, property, and the environment through prevention, public education, and preparedness while adhering to the Department's shared values. The Department is organized into seven divisions:

### Administration Division

The Administration Division provides support to the operations of all divisions within the department including financial management and budget preparation, personnel administration, departmental policies and procedures, legislative monitoring, technology improvements, and other special projects. The Office of the Fire Chief is also within the Administration Division.

### Fire Prevention Division

The Fire Prevention Division anticipates and reduces the potential for fire, life safety, and environmental hazards by enforcing relative laws, codes, and ordinances through inspecting occupancies, permitting applicable processes, and providing safety education programs. The division administers the Fire Hazard Reduction Program, Hazardous Materials Disclosure Program, Arson Investigation, and Plan Check, along with a Film Office for film production activities. This division is also responsible for the investigation of fires.

### Fire Suppression Division

The Fire Suppression Division provides personnel and equipment at all emergencies including fires (residential, commercial, wildland, etc.), engaging in any actions necessary to mitigate threats to life, property,



and the environment. This division is also responsible for the response to and mitigation of all hazardous material incidents, both locally and regionally.

#### Emergency Medical Services Division

The Emergency Medical Services Division provides properly trained personnel and equipment to respond to medical incidents for basic and advanced life support, as well as ambulance services to transport patients to the appropriate facilities. The division ensures ongoing training and readiness to meet the ever-increasing demands for emergency medicine by the community. In addition to Emergency Medical Technician, Paramedic, and Assessment Paramedic duties, divisional personnel perform fire suppression duties.

#### Fire Apparatus and Equipment Division

The fire equipment maintenance shop has two highly trained and qualified personnel that maintain all fire apparatus and equipment such as emergency equipment and utility vehicles. They are also on call for unanticipated emergencies on a 24-hour basis.

#### Emergency Management Division

The Emergency Management Division strives to ensure that the City is a safe place to live and work. This division develops, implements and maintains a comprehensive program to ensure that the City, its employees, and the community are ready for various threats, such as earthquakes, hazardous materials incidents, brush fires, plane crashes, riots, and terrorism. Critical elements of this program include disaster preparedness, hazard mitigation, response procedures, and recovery operations.

#### Training & Safety Division

The Training and Safety Division ensures personnel are trained and competency is maintained to effectively, efficiently, and safely execute all responsibilities such as individual and company skills, organizational culture and values, and the multiple local, state, and federal requirements.

### **Information Technology Department**

The Information Technology (IT) Department is a team of professionals who are the custodians of technology for all 15 departments in the City of Burbank. They serve as a trusted business partner, advisor, and service provider to our City counterparts. The IT Department guides City staff with the selection, development, implementation, deployment, security, and maintenance of new and innovative technology solutions in support

of their mission to serve the community. IT helps identify the City's needs and improve processes and services.

The core principles driving the IT Department include contemporary frameworks to drive process improvement, improved digital product design, and agile delivery of technology solutions. The Department's frameworks enable collaborative team efforts to improve performance by systematically removing inefficiencies and reducing variation, with a focus on the elimination of defects, waiting, non-utilized talent, inventory, and extra-processing to name a few. In addition, iterative processes are utilized, focusing on the people for whom IT designs and delivers solutions.

The IT Department supports more than 260 different application products, in addition to enterprise-wide email, human resources/payroll, financials, enterprise permitting and licensing, utility billing, public safety systems, and collaboration tools. The IT Department is committed to cultivating collaborative partnerships with our City customers while providing the most reliable and comprehensive IT services to all departments. The IT Department is comprised of four divisions:

#### Administration Division

The Administration Division provides administrative support to the Department and is responsible for managing the business operations of IT. The division provides a vision for the organization and develops plans for the future of technology in the City. Administrative staff responsibilities include the coordination of administrative activities between divisions, financial management and budget preparation, procurement and accounts payable for all technology purchases citywide, product license, software, and maintenance contract management, personnel administration, statistical analysis and reporting, preparation of staff reports to the City Council, as well as interdepartmental project management, and executive level departmental communications.

#### Infrastructure, Data, DevOps

The Technology Infrastructure, Data, and DevOps division is responsible for the planning, design, implementation, and management of complex technology products and service portfolios for all departments of the City, covering the following value streams: Business Intelligence (BI), Data and Analytics, Technology Infrastructure and Cloud, DevOps, Collaboration, Workplace Technology, Technology Management, Traffic and Transportation, Field Engineering, Operations, Support, and Infrastructure Management. The core principles driving the division include Access Anywhere Anytime, engagement and partnership,

business outcome driven decision making, continuous improvement, and design thinking.

### Enterprise Solutions

The Enterprise Solutions division is responsible for the planning, design, implementation, and management of complex technology products and service portfolios for all departments of the City, covering the following value streams: General Administration, Fire Protection, Governing and Public Affairs, Law Enforcement, Legal and Compliance, Economic Development, Geographical Information Systems, Public Information, and Marketing. The core principles driving the division include engagement and partnership, business outcome driven decision making, continuous improvement, efficiency focus, digital focus, enterprise integration, and design thinking.

### Business Solutions

The Business Solutions division is responsible for the planning, design, implementation, and management of complex technology products and service portfolios for all departments of the City, covering the following business domains: Library Services, Supply Chain Management, Asset Management, Human Capital Management, Sourcing and Procurement, Community Services, and Accounting and Finance. The core principles driving the Division include engagement and partnership, business outcome driven decision making, continuous improvement, efficiency focus, digital focus, enterprise integration, and design thinking.

## **Police Department**

The mission of the Burbank Police Department is to protect life and property, provide professional police services, and work in partnership with the community. The Department has also adopted the following core values: Respect: Protecting the rights and dignity of all people as determined by the United States Constitution and the laws of the State of California; Integrity: Commitment to ethical behavior and acceptance of individual responsibility and accountability for all of our actions and decisions; and Excellence: Quality through continuous improvement. To accomplish its mission, the Department operates four major divisions: Patrol, Investigations, Administrative Services, and Support Services.

### Patrol Division

The Patrol Division is responsible for responding to all calls for services, conducting initial field investigations and preventing crime through proactive, directed, and non-directed patrols. Patrol Division personnel are first responders to critical incidents and major events. The Patrol Division consists of the Patrol Bureau, Traffic Bureau, Special Weapons and Tactics (SWAT) Team for resolution of critical incidents, the K-9 Unit,

Quality of Life, Mental Health Program (MHET), Air Support, Gang Enforcement, and the Bicycle Detail. The Film Permit Office and Parking Management Services are also under the direction of the Patrol Division.

#### Investigation Division

The Investigation Division is responsible for conducting criminal investigations as well as collecting and analyzing evidence to support criminal prosecutions. The Investigation Division consists of the Detective Bureau, Forensics Section, and High-Tech Crimes Unit.

#### Administrative Services Division

The Administrative Services Division provides services necessary to support the operation of the other divisions in the Department and assure quality control. These services are provided by the Community Outreach and Personnel Services Bureau, which handles media relations, training, background checks on applicants, and Community Policing Programs. This division also oversees the volunteer Police Reserve Detail, the Office of the Chief of Police, Finance, and the Professional Standards Bureau (which oversees policy and procedures updates, audits and inspections, and discovery requests), the Internal Affairs Unit, the Crime Analysis Unit, and is responsible for the research, assessment, and procurement of emerging technology in law enforcement and crime analysis.

#### Support Services Division

The Support Services Division consists of bureaus and units that provide logistical and operational support for the other divisions of the Department. The Records Bureau, Property and Evidence, and Facility Maintenance Unit perform a variety of essential functions to support the law enforcement mission of the Department. The Communication Center processes all incoming calls regarding potential emergencies, and the Jail provides a facility for prisoner bookings and short-term detention of pre-arraigned inmates.

### **Burbank Water and Power**

Burbank Water and Power (BWP), provides potable and recycled water, electric power and street lighting, and associated communications services to the residents and businesses in the City of Burbank. BWP is responsible for the generation, production, treatment, purchase, distribution, and sale of electric energy and water. For each of these service functions, BWP provides the necessary planning, design, construction, testing, operations, and maintenance services. The Department has nine divisions:

### Administrative Services Division

BWP's Administrative Services Division oversee the utility's personnel operations. This division focuses on administrative services; employee and labor relations; diversity, equity, and inclusion; leadership development' employee training; and environmental health and safety.

### Power Supply Division

The supply of electricity is planned, generated, and operated within the Power Supply Division. The division acquires, operates, and builds facilities for the generation and delivery of energy to Burbank. Power is also acquired from a diverse number of resources including hydro, solar, geothermal, wind, natural gas, coal, and nuclear-using facilities throughout the West. The division operates and maintains the local power plants. It conducts the City's wholesale power marketing efforts to minimize the cost of power through wholesale energy sales.

### Electric Services Division

The Electric Services Division is responsible for the planning, engineering, construction, testing, operation, and maintenance of electric stations, underground and overhead power lines, outage restoration, service drops, and meters. The division also improves and maintains the street lighting within the city, performs fiber optic installation and testing, installs and maintains City solar and energy storage systems, installs and maintains EV chargers, and is responsible for electrical maintenance for the power plant and water facilities. The division also produces the City's Wildfire Mitigation Plan which has been of increasing importance as the effects of climate change have been more readily discernable across the state.

### Water Division

The Water Division is responsible for the planning, engineering, construction, operation, and maintenance of the City's water treatment, boosting, storage, and distribution facilities. The distribution facilities include water mains, reservoirs, tanks, service connections, meters, valves, and fire hydrants. The division purchases imported water from the Metropolitan Water District of Southern California. This division also operates and maintains the recycled water distribution systems for the department.

### Customer Service Division

The Customer Service Division provides customer assistance related to all municipal service accounts and billing information, creating the customer experience through BWP's website, phone response, payment portal, lobby, and other outreach technology.

### Sustainability Division

The Sustainability Division provides leadership on sustainability projects, programs, policies, and community partnerships. A major focus of this division is the implementation of measures from the City's Greenhouse Gas Reduction Plan (GGRP), which includes water and energy conservation efforts, building electrification, customer-sited renewable energy, and the adoption of electric vehicles.

### Strategy, Communications, and Outreach Division

This division is responsible for all BWP-related communications to customers and manages low-income programs, rebate processing, advocacy, events, and strategic planning for BWP. Communication channels include BWP's website, newsletters, press releases, and social media accounts. This division also manages key account relationships with BWP's largest customers. In addition, this division implements tools and resources to increase BWP's productivity.

### Finance Division

The Finance division is responsible for the utility's accounting and financial reporting and analysis, and budgeting for six of the City's funds: electric, water, street lighting, communications, Magnolia Power Plant, and Tieton Hydro Plant. In addition, the Finance Division manages energy risk, rate design, revenue requirements, access to capital markets, and strategic financial planning. The utility's materials management and fleet operations are also overseen by this division.

### Operational Technology Division

BWP's Operational Technology Division oversees communications, telecommunications, security, operational technology, Ethernet Switched Services Network, a fiber-optic communications network (which includes lit fiber services under the ONEBurbank program as well as dark fiber services, and the Smart Grid Program and related projects for the utility. This division operates and maintains the City's radio and telephone services equipment (Fund 535 Communications Fund) and all physical and cyber security for the utility including aspects of NERC-CIP compliance.

## **Public Works Department**

The Public Works Department plans, designs, builds, operates, and maintains the City's public works systems in a financially and environmentally responsible manner while responding to the community's changing needs. Public Works consists of five divisions: Administration, Engineering Design and Construction, Fleet and Building, Street and Waste Management, and Wastewater Systems.

### Administration Division

The Administration Division provides administrative, financial, legislative, employee relations support, and customer service for the Department.

### Engineering Design and Construction Division

The Engineering Design and Construction Division includes the CIP and Inspection, Land Development and Permits, and Traffic Sections. The CIP and Inspection Section is primarily responsible for planning, designing, constructing, and monitoring the City's infrastructure improvements for streets, alleys, and sidewalks, overseeing all work in the public right-of-way for public safety, and adherence to City standards. The Traffic Section includes Traffic Engineering, Traffic Signal Maintenance, Traffic Sign Maintenance, and the Traffic Management Center. The Traffic Engineering Section oversees traffic capital improvement projects, traffic design, traffic control plan checking, and traffic related requests. Traffic Signal Maintenance oversees the maintenance/installation of traffic signal equipment, detection, and traffic cameras. The Signs and Painting Section oversees installation and maintenance of traffic signs and markings on streets, curbs, crosswalks, and bikeways. The Traffic Management Center is responsible for monitoring and operating the City's signalized intersections by using Intelligent Transportation System (ITS) devices connected to the City's high-speed fiber optic network. The Land Development and Permits Section is primarily responsible for managing development reviews and all work performed in the public right-of-way by others. The work includes planning, design review, and permitting of major, discretionary, or ministerial/over-the-counter projects, in coordination with other City Departments, as well as overseeing a myriad of private utility permits.

### Fleet and Building Division

The Fleet and Building Division maintains and repairs all City equipment and buildings (with the exception of Fire equipment and BWP equipment/facilities). The Fleet Services Section repairs a diverse range of conventional and alternative fueled vehicles and equipment, including the City's Compressed Natural Gas (CNG) infrastructure, electric and hybrid vehicles, and the Hydrogen Station. The Buildings Maintenance section consists of Facilities Maintenance and Custodial Services, and is responsible for the operations, maintenance, upgrade, and repair of all non-BWP City facilities. Facilities Maintenance is responsible for operating and maintaining more than 1.3M sq. ft. of public space located within 146 buildings and assists in the design and construction of facilities capital improvement projects. Custodial Services cleans and maintains ~640,000 sq. ft. of occupied space in 28 buildings.

### Streets and Waste Management

The Streets and Waste Management Division includes the Road and Parkway Maintenance, Weed Abatement, Street Sweeping and Flood Control sections. Also administered by this division are the Refuse Collection, Refuse Disposal, Landfill Engineering and Operations, and Recycling sections, which are a part of the Refuse Enterprise Fund. The Roadway and Parkway Maintenance section consists of three separate repair areas: Asphalt Crew, Concrete Crew, and General Maintenance. This section maintains streets, alleys, sidewalks, parking lots, and overpasses and underpasses throughout the City and coordinates the City's graffiti removal program. The Weed Abatement section handles weed spraying and cutting. The Street Sweeping section is responsible for sweeping the streets in the industrial, commercial, and residential areas of the City. The Flood Control section is responsible for maintaining the City's flood control system.

### Wastewater Systems Division

The Wastewater Systems Division includes the Engineering and Design, Industrial Waste Permitting and Inspection, Plant Operations and Maintenance, and Sewer Maintenance sections. The division is responsible for sewer design and construction, managing the operations of the City's wastewater treatment and reclamation plant, issuing sewer permits, establishing sewer fees, creating and updating the City's Sewer Master Plan and subsequently implementing recommended improvements based thereon, overseeing the City's stormwater program, and coordinating administrative activities with the City of Los Angeles and state and federal regulating agencies. The reclamation plant produces the recycled water that BWP delivers to customers through the recycled water distribution system.

## **CULTURE AND RECREATION**

Two departments of the City are primarily devoted to serving the citizens of the community by providing and maintaining facilities for the encouragement of educational, cultural, social and recreational activities: the Library Service Department and the Park, Recreation and Community Services Department.

### **Library Services Department**

The Library Services Department, more commonly known as the Burbank Public Library, connects the community to opportunities for growth, inspiration, and discovery. The Library provides access to formal and informal learning opportunities and to information, reading, and culture through its collection, programs, and services. Three Library sites—the Central Library, the Buena Vista Branch Library, and the Northwest Branch Library—offer access to a collection of more than 500,000 items including books, audiobooks, large print books, movies, music, magazines, historical material, eBooks, eAudiobooks, and online research resources. Staff provide basic and in-depth research help,



assist with digital literacy needs using the libraries' high-speed internet access, and connect users to a variety of other services throughout the City and surrounding region. The three libraries are open a combined 154 hours per week, including evenings and weekends, and serve 750,000 people annually. Flagship programs include:

- Adult Literacy Services, which provides one-on-one tutoring to adults who read below an 8th grade level and English conversation classes
- Early literacy programming for babies through age 5 to prepare all children for school
- School-year and summer programs for K-12 students to maintain and improve skills and promote a lifetime love of reading
- Technology training for all ages to build a digitally literate community, including the Spark! Digital Media Lab
- Job Connect, a service to connect job seekers to jobs
- The Burbank in Focus collection of digitized historical photos
- Regular educational and cultural events for all ages to support lifelong learning

For full details of the services offered by the Burbank Public Library, please visit [www.burbanklibrary.org](http://www.burbanklibrary.org)

## **Park, Recreation and Community Services Department**

The Park, Recreation and Community Services Department strives to be the heart of the community by providing enriching opportunities through dedicated people, beautiful parks, and inspiring programs. The Department is organized into four divisions: Administration, Business Services, and Facility Operations; Landscape and Forestry Services; Recreation Services; and Community Services.

### Administration, Business Services, and Facility Operations Division

The Administration, Business Services, and Facility Operations Division provides support to the operations of all divisions within the Department. Activities conducted within this Division include financial management and budget preparation, clerical support, personnel administration, Departmental policies and procedures, departmental marketing, legislative monitoring, contract management, coordination of technology improvements, and coordination of special projects. The division administers all facility, picnic, and film permits; provides and operates recreation programming at City recreation centers; and oversees quarterly contract class offerings serving more than 11,000 participants annually.

The Division provides support to the Parks, Recreation and Community Services Board and Art in Public Places Committee and liaison support to the Burbank Tournament of Roses Association. The division also administers the City's Art in Public Places Program and the Burbank Programs, Activity, and Service Subsidy Program (Burbank PASS), a

financial subsidies program for residents participating in City programs and services.

#### Landscape and Forestry Services

The Landscape and Forestry Services Division is responsible for the maintenance of all public park grounds, outdoor sports facilities, and municipal landscaped grounds, including all irrigation systems. In all, a total of 42 parks and facilities, as well as multiple non-park sites, are maintained by personnel in this program. This division is also responsible for the planting, removal, and maintenance of all 33,000 trees in public parkways and on public grounds and implements the Department's Capital Improvement Program.

#### Recreation Services Division

The Recreation Services Division is responsible for providing and operating recreation programming at the City's recreation centers, community center, nature center, and various athletic facilities, trails, and pool facilities. The division presents diverse program offerings for citizens of all ages and abilities including afterschool programming to 500 elementary-aged children at school sites; day camps; 23 distinct sport leagues for youth and adults; year-round aquatic lessons, classes, activities, and special events at two outdoor swimming pool facilities; citywide special events; nature education, teen programs; and youth enrichment programs.

The division provides support to the Burbank Athletic Federation, Burbank Youth Board, Walk-of-Fame Committee, and Burbank Veterans Committee. This division also administers the Joint Use Agreement with the Burbank Unified School District (BUSD), and agreements with the Boys & Girls Club of Burbank and Greater East Valley and the Family Service Agency of Burbank.

#### Community Services Division

The Community Services Division is responsible for providing and operating programming at the City's two senior centers, creative arts center, outdoor amphitheater, and the animal shelter. The division provides opportunities for the community to connect and grow by presenting varied enrichment through concerts at the Starlight Bowl, citywide special events, art shows, volunteer programs, and supportive services. Community-based programs and services, instructional opportunities, special events, and drop-in recreational activities are offered at the Betsy Lueke Creative Art Center, Joslyn Adult Center, and Don Tuttle Senior Center. This division is also responsible for enhancing the quality of life for residents 55 and older by providing nutritional programs, information and assistance services, recreation programs and activities, and human services to older adults in the community. This division is also responsible for the Burbank Animal Shelter, a full-service facility responsible for the care, treatment, and protection of animals. The division provides support to the Burbank Cultural Arts Commission and Burbank Senior Citizen Board and works closely with the Burbank

Fine Arts Federation and Volunteers of the Burbank Animal Shelter. Furthermore, the Division administers the City's Burbank Volunteer Program (BVP).

## **DEPARTMENTAL ASSISTANCE**

Two departments of the City are primarily devoted to serving the citizens of the community by providing services to the departments directly involved in service to the public.

### **Financial Services Department**

The Financial Services Department is committed to quality and excellence, ensuring the financial integrity of the City and its related agencies while providing efficient, courteous service. The Department consists of Administration, Accounting, Budget, Revenue, Accounts Payable, Payroll, and Procurement Services.

#### Administration

Administration provides support and overall coordination to the operations of all the department sections including financial management, budget preparation, personnel administration, department policies and procedures, and the coordination of technology improvements and special projects.

#### Accounting

The Accounting Section is responsible for the development, implementation, and maintenance of effective financial accounting systems and controls. This section provides for management control over the City's financial operations by ensuring the ability to present fairly, and with full disclosure on a timely basis, the financial position of the City. This division is responsible for accounting and financial reporting, including the publication of the Annual Comprehensive Financial Report (ACFR), as well as debt management, internal audit, and fiscal support functions to City departments and other responsible agencies.

#### Budget

The Budget Section's functions include the preparation, development, and publication of the Annual Adopted Budget and the Capital Improvement Program (CIP) budget. The Budget staff works with all City departments to obtain revenue estimates, analyze expenditures, and assist on budget amendments during the fiscal year. The Budget Section submits a Proposed Budget document to Council for review prior to adoption. This section also provides reports regarding the financial status of the City during the fiscal year.

### Revenue

The Revenue/Accounts Receivable Section is responsible for managing and forecasting the revenue operations of the City by monitoring the City's major revenue sources, such as sales tax and property taxes. This section is also responsible for the City's billed receivables, including the collection of citywide delinquent accounts.

### Accounts Payable

The Accounts Payable Section ensures all vendor payments and transactions are processed regularly in compliance with local, state, and federal requirements.

### Payroll

The Payroll Section is responsible for issuing bi-weekly employee paychecks, the administration of the deferred compensation plan, CalPERS reporting, and the issuance of W-2 employee tax statements.

### Procurement Services

The Procurement Services Division manages the City's master vendor list and centralizes the acquisition of materials, supplies, and services to ensure smooth operations of departments providing service to the public. The Division strives to maintain a transparent process for the public bidding of contracts and service agreements and works closely with the City Attorney's office to ensure strict adherence to the Burbank Municipal Code and legal practices related to procurement.

## **Management Services Department**

The Management Services Department consists of three divisions: Employment Services and Employee Services, Labor Relations, and Risk Management. The Department provides support services involving a wide range of internal administrative functions to City departments and plays an integral role in enhancing each department's ability to better serve the Burbank community. The Department also provides staff support to the Civil Service Board.

### Employment Services and Employee Services

Employment Services is responsible for the City's centralized recruitment and selection process and the administration of the Youth Employment programs. In addition, this section manages the Mail Center, which is responsible for sorting and delivering U.S. and inter-City mail, as well as United Parcel Service packages.

Employee Services is responsible for processing employee personnel actions and benefits, clarifying various issues related to health insurance and retirement benefits, maintaining the Classification and Compensation Plan, administering the Civil Service System responsibilities, and developing citywide training and professional development activities. In

addition, this section provides notary services and Live Scan and Ink Fingerprinting services for background investigation of prospective City employees, volunteers, and outside individuals and agencies. A processing fee is charged for these services.

### Labor Relations

This division is responsible for the overview of labor relations and the City's reprographic services.

Labor Relations is responsible for maintaining positive employer-employee relations and negotiating labor contracts with the City's six recognized bargaining units:

- Burbank City Employees' Association (BCEA)
- Burbank Fire Fighters (BFF)
- Burbank Fire Fighters - Chief Officers' Unit (BFF-COU)
- Burbank Management Association (BMA)
- Burbank Police Officers' Association (BPOA)
- International Brotherhood of Electrical Workers (IBEW)

This section also interprets rules, regulations, and policies pertaining to labor and employment law to maintain compliance with state and federal regulations.

Reprographics is responsible for the City's printing of communications materials. This section assists each department in obtaining a wide range of printing services and materials through its centralized printing facility.

### Risk Management

This division is responsible for oversight of the City's Workers' Compensation, Environmental Health & Safety, and Liability & Insurance programs.

Workers' Compensation is responsible for managing the City's Workers' Compensation self-insured program. This section helps City employees resolve their work-related injuries and is committed to processing claims expeditiously and accurately.

Environmental Health & Safety is responsible for the safety of all City employees. The main priority is to provide employees with services and training that help minimize work-related injuries and illnesses. This section also identifies and reviews internal accidents and inspects each City facility to correct potential workplace safety concerns.

Other programs include the Injury and Illness Prevention Program (IIPP), the Hazardous Waste Program, the safety training program, and employees' substance/drug testing, which complies with U.S.

Department of Transportation and Federal Highway Administration regulations.

Liability & Insurance is responsible for managing the City's insurance policies and self-insurance programs, including General Liability, property, casualty, crime, volunteer, Accidental Death and Dismemberment, and related broker services. One of the main priorities of this section is to process and investigate liability claims filed against the City.

## PHONE DIRECTORY

| DEPARTMENT                               | ADDRESS                      |
|--|------------------------------|
| <b>ADMINISTRATIVE SERVICES BUILDING</b>  | <b>300 E. Olive Avenue</b>   |
| <b>Finance</b> ..... 238-5500            |                              |
| Accounts Payable..... 238-5495           |                              |
| Accounts Receivable..... 238-5500        |                              |
| Budget..... 238-5500                     |                              |
| Bid Opportunities and Purchasing         |                              |
| ..... 238-5466                           |                              |
| <b>Management Services</b>               |                              |
| Administration ..... 238-5026            |                              |
| Liability Office..... 238-5013           |                              |
| Live Scan, Ink Fingerprinting,           |                              |
| and Notary Services ..... 238-5340       |                              |
| Recruitment and Selection..... 238-5021  |                              |
| Youth Employment..... 238-5324           |                              |
| <b>ANIMAL SHELTER</b> ..... 238-3340     | <b>1150 N. Victory Place</b> |
| <b>BURBANK WATER &amp; POWER</b>         | <b>164 W. Magnolia Blvd.</b> |
| After Hours ..... 238-3778               |                              |
| Electric Services ..... 238-3575         |                              |
| Environmental Affairs ..... 238-3561     |                              |
| General Manager's Office ..... 238-3550  |                              |
| Conservation..... 238-3700               |                              |
| Level Pay Program..... 238-3712          |                              |
| Lifeline Services..... 238-3722          |                              |
| ONEBurbank Fiber Optic                   |                              |
| Cabling Services ..... 238-3113          |                              |
| Read Your Own/Remote Meter .... 238-3713 |                              |
| Street Lighting..... 238-3582            |                              |
| Trees – Electric Lines..... 238-3582     |                              |
| Water and Electric ..... 238-3700        |                              |
| Billing                                  |                              |
| Customer Service                         |                              |
| Service Applications                     |                              |
| Water Services                           |                              |
| <b>CITY HALL BUILDING</b>                | <b>275 E. Olive Avenue</b>   |
| City Attorney..... 238-5700              |                              |
| City Clerk..... 238-5851                 |                              |
| City Council ..... 238-5751              |                              |
| City Manager ..... 238-5800              |                              |

|                             |          |
|-----------------------------|----------|
| Community Assistance        |          |
| Coordinator.....            | 238-5795 |
| City Treasurer.....         | 238-5880 |
| Information Technology..... | 238-5080 |

## **COMMUNITY SERVICES BUILDING**

**150 N. Third Street**

### **Community Development Department**

**Building** ..... 238-5220

Contractor's Business Licenses,  
Electrical Systems and Fixtures -  
Permits and Inspections, Grading and  
Shoring - Permits and Inspections,  
Heating and Air Conditioning - Permits  
and Inspections, New Construction,  
Additions and Remodels - Permits and  
Inspections, Plumbing Systems and  
Fixtures - Permits and Inspections,  
Property Maintenance and Code  
Enforcement

#### **Business Tax and Licenses,**

**Garage Sale Permits** ..... 238-5280

**Code Enforcement**..... 238-5225

### **Economic Development and Housing**

Downtown Burbank ..... 238-5180

Real Estate, Community

Development Block Grant,

Economic Development ..... 238-5198

Affordable Housing, Section 8 Housing

Program, Homelessness..... 238-5160

**Planning** ..... 238-5250

Accessory Structures, Environmental

Impact Reports, Fence Permits,

General Plan, Guest House

Restrictions, Land Use Studies, Lot

Splits, Planning Information, Setback

and Yard Requirements, Sign

Requirements, Subdivisions, Zone

Changes, and Information

**Transportation** .....238-5290

Parking Permits .....238-5290

## **Public Works Department**

**150 N. Third Street**

### **Engineering Field Services**

**124 S. Lake Street**

Banner Permits .....238-3950

Bulky Item Pickup .....238-3800



|   |          |
|---|----------|
| CNG/Hydrogen Fueling Station .....          | 238-3800 |
| Curb Painting.....                          | 238-3915 |
| Driveway Permit.....                        | 238-3950 |
| Easements .....                             | 238-3950 |
| Encroachment Permits .....                  | 238-3950 |
| Excavations .....                           | 238-3950 |
| Refuse Collection .....                     | 238-3800 |
| Graffiti Removal .....                      | 238-3800 |
| House Moving .....                          | 238-3950 |
| House Numbers .....                         | 238-3950 |
| Industrial Waste .....                      | 238-3915 |
| Inspections .....                           | 238-3955 |
| Property Ownership .....                    | 238-3950 |
| Recycling Center.....                       | 238-3900 |
| Sewer.....                                  | 238-3915 |
| Sidewalk & Street Maintenance .....         | 238-3800 |
| Storm Drains .....                          | 238-3915 |
| Street Signs .....                          | 238-3977 |
| Street Sweeping.....                        | 238-3800 |
| Swimming Pools (Draining).....              | 238-3950 |
| Traffic Control (Traffic Section).....      | 238-3915 |
| Traffic Signal (Installation) .....         | 238-3915 |
| Traffic Signal (Repair/Maint.).....         | 238-3974 |
| Weed Abatement, Anti-Litter<br>Program..... | 238-3800 |

**500 S. Flower Street**

|  |                 |
|--|-----------------|
| <b>Public Information Office .....</b> | <b>238-5840</b> |
| Burbank TV .....                       | 238-5840        |

### **Park, Recreation & Community Services**

|                                      |          |
|--------------------------------------|----------|
| Animal Shelter .....                 | 238-3340 |
| Burbank's Art in Public Places ..... | 238-5300 |
| Burbank Volunteer Program.....       | 238-5370 |
| Child Care Directory.....            | 238-5300 |
| Forestry.....                        | 238-5304 |
| Park Facilities Info/Permits .....   | 238-5300 |
| Pass Program .....                   | 238-5317 |
| Recreation Guide .....               | 238-5300 |
| Senior Nutrition Program .....       | 238-5357 |
| Sports & Aquatics Programs .....     | 238-5330 |
| Starlight Bowl Programs .....        | 238-5300 |
| Youth Rec. Nomination Form.....      | 238-5390 |

|                             |                 |
|-----------------------------|-----------------|
| <b>Fire Department.....</b> | <b>238-3473</b> |
| Fire Hydrant Repair.....    | 238-3500        |

**311 E. Orange Grove Ave.**

Emergency ..... 911

**Branch Stations:**

No. 12

**644 N. Hollywood Way**

No. 13

**2713 Thornton Ave.**

No. 14

**2305 W. Burbank Blvd.**

No. 15

**1420 W. Verdugo Ave.**

No. 16

**1600 N. Bel Aire Drive**

**Fire Training Center**

**1845 N. Ontario St.**

**Library Services Department**

Central Library ..... 238-5600

**110 N. Glenoaks Blvd.**

Buena Vista Library ..... 238-5620

**300 N. Buena Vista St.**

Northwest Library ..... 238-5640

**3323 W. Victory Blvd.**

Burbank Employment

Connection ..... 238-5580

Literacy Services ..... 238-5577

**PARKS/RECREATION FACILITIES**

**All parks and ballfields listed below can be reached at (818) 238-5300 unless noted otherwise.**

Abraham Lincoln Park

**300 N. Buena Vista St.**

Bel Aire Ballfield

**1750 Bel Aire Dr.**

Brace Canyon Park

**2901 Haven Way**

Bret Harte Playlot

**3200 W. Jeffries**

Burbank Animal Shelter

**1150 N. Victory Pl.**

Colony Theatre

**555 N. Third St.**

Compass Tree Park

**601 S. Lake Ave.**

DeBell Golf Course & Clubhouse Par 3

**1500 E. Walnut**

Johnny Carson Park

**400 S. Bob Hope Dr.**

George Izay Park/Olive Rec..... 238-5385

**1111 W. Olive Ave.**

Joslyn Adult Center ..... 238-5353

**1301 W. Olive Ave.**

Maple Tree Playground

**3820 W. Jeffries Ave.**

Miller Park

**720 E. Providencia Ave.**

McCambridge Park & Pool..... 238-5378

**1515 N. Glenoaks Blvd.**

Mountain View Park

**751 S. Griffith Park Dr.**

Earthwalk Park

**1922 Grismer St.**

Larry L. Maxam Park

**3715 Pacific Ave.**

Palm Ballfield

**1125 E. Orange Grove**

Ralph Foy Park

**3211 W. Victory Blvd.**

Robert E. Gross Park

**2800 W. Empire Ave.**

Robert E. Lundigan Park

**2701 Thornton Ave.**

Robert Ovrom Park ..... 238-5435

**601 S. San Fernando**

Santa Anita Playlot

**250 W. Santa Anita Ave.**

Starlight Bowl ..... 238-5397

**1249 Lockheed View Dr.**

Stough Park

**1335 Lockheed View Dr.**

Stough Canyon Nature Center... 238-5440

**2300 Walnut Ave.**

Tuttle Adult Center ..... 238-5367  
 Valley Park/Skate Park ..... 238-5390  
 Verdugo Park & Aquatic Facility ... 238-5390  
 Vickroy Park  
 Whitnall Highway Park North  
 Whitnall Highway Park South  
 Wildwood Canyon Park

**1731 N. Ontario St.**  
**1625 N. Valley**  
**3201 W. Verdugo Ave.**  
**2300 Monterey Ave.**  
**1202 N. Whitnall Hwy.**  
**610 N. Whitnall Hwy.**  
**1701 Wildwood Canyon**

## **Police Department**

Emergency..... 911  
 Non-emergency.....238-3000  
 Crime Prevention/  
     Community Outreach.....238-3230  
 Film Permits .....238-3105  
 Jail .....238-3010  
 Parking Citations .....238-3120  
 Records.....238-3140

**200 N. Third St.**



**BURBANK CITY CLERK'S OFFICE**  
**275 EAST OLIVE AVENUE**  
**BURBANK, CA 91502**  
**Phone: (818) 238-5851 ▪ Fax (818) 238-5853**  
**[www.burbankca.gov](http://www.burbankca.gov)**