This booklet is provided as a brief 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.
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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 ................................................. 1,518

POPULATION ...................................................................... Approximately 104,304

REGISTERED VOTERS ..................................................... 60,623 as of April 9, 2013

ASSESSED VALUATION (Fiscal Year 2013-14) .......... $19,004,068,820

LEGISLATIVE REPRESENTATIVES

Congressional District 30
U. S. Representative Brad Sherman

Congressional District 28
U. S. Representative Adam B. Schiff

Senate District 25
State Senator Carol Lui

Assembly District 43
State Assemblyman Mike Gatto
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 over 4,000 acres from Jonathan R. Scott and also the 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 residences 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 the community’s chief claim to fame was 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. The 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 19 times.

DEPRESSION AND RECOVERY

The stock market crash of 1929 brought the City’s boom to an abrupt halt, with the depression extending into the middle 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 over 19,000 planes for the nation’s war effort. The population climbed to 53,899 by 1943.

The Japanese surrender brought a decrease in war production, but Burbank’s prosperity continued—new housing tracts increased the population to 78,577 in 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 50th 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) and continued until January 31, 2012, when Redevelopment was abolished. There were four redevelopment areas formed in Burbank: the Golden State Redevelopment Project Area, being adopted on December 22, 1970; the City Centre Redevelopment Project Area, being adopted on
October 26, 1971; the West Olive Redevelopment Project Area, being adopted on August 26, 1975; and the South San Fernando Redevelopment Project Area, being adopted in June 1997.

The mission of the Agency was to ensure a diverse mix of service-enriched housing; and fostered a climate that generated jobs, 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 rejuvenating of focus neighborhoods, project areas, and business attraction and retention.

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).

**AFFORDABLE HOUSING**

The Housing Authority 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.

As required by State law, 20 percent of the former Agency’s tax increment was required to be used to increase and improve housing stock available to low and moderate-income households. In most agency-assisted new developments, a portion of the units are made available at affordable rents for rental properties and are priced for affordable homeownership in owner-owned projects. In addition to new construction housing opportunities, the City and Agency also provide affordable housing through acquisition rehabilitation efforts through a partnership with the Burbank Housing Corporation (BHC) to provide affordable units within the City’s five Focus Neighborhoods:

- Elmwood
- Verdugo-Lake
- Peyton-Grismer
- Golden State
- Lake-Alameda
With assistance from the former Redevelopment Agency and the Housing Authority, the BHC is a local non-profit developer that owns and manages over 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 communities. For more information regarding the Burbank Housing Corporation, please visit their website at www.burbankhousingcorp.org or you may contact them at (818) 559-2336.

Since inception of the Agency in 1970 the City and Agency have produced over 1,600 affordable housing units, including new ownership units for first time homebuyers. In addition affordability covenants were placed on existing housing units to address the housing needs of Burbank’s low and moderate-income households.

The Housing Authority was formed in 1975 for the purpose of administering the programs in the area of housing preservation, revitalization, and rental assistance. The funds for these programs are provided by the U.S. Department of Housing and Urban Development on an annual basis. The Section 8 Voucher Program provides rent subsidy payments directly to landlords on behalf of very low income tenants. The Authority has the ability to provide 1,014 baseline vouchers to assist low-income families. The actual number of vouchers issued depends on funding from year to year.

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.

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 Bob Hope Airport. For complete information on all of Burbank’s transportation services, visit the City’s web site at www.burbankca.gov or the BurbankBus website at www.burbankbus.org.
Bob Hope Airport
The Bob Hope Airport provides domestic commercial flight services, as well as convenient general and corporate aviation services. Commercial airlines currently providing scheduled daily flights at the airport include: Southwest, United, Alaska, Delta, U.S. Airways, and JetBlue.

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, BurbankBus, Metro bus service, Megabus, and is home to the Burbank BikeStop; a high-capacity indoor bicycle parking facility.

BurbankBus
BurbankBus operates four local fixed-route transit lines and dial-a-ride van services through BurbankBus Senior and Disabled Transit. BurbankBus carries about 280,000 passengers per year on its fixed-route services and provides approximately 80,000 seniors 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 11 local bus lines and one Rapid bus line that services Burbank. The Metro Red line and Orange line provide regional connections via the nearby North Hollywood Station.

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 25 miles of designated bikes routes including the two-mile Chandler Bikeway, a Bicycle Parking Program that includes nearly 200 bicycle racks and lockers citywide, and a the Burbank BikeStop, a high-capacity indoor bicycle parking facility 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 two train stations with over 50 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 also serve the joint Burbank / Bob Hope Airport Station located on Empire Avenue near the Bob Hope Airport.

Amtrak trains stop at the Burbank/Bob Hope Airport Station with daily service to San Diego and San Luis Obispo, as well as other cities served by the nationwide Amtrak network.

POPULATION SHIFT

There has been an increase in population of approximately 18,715 people between 1980 and 2010, and the median age is 38.9 years.

The needs of senior citizens are recognized and partially met by completion of the Joslyn Adult Center in 1973 and a satellite facility at Northwest Park, and the institution of such programs as Project Outreach, the Retired Senior Citizens Volunteer Program (RSVP), the Nutrition Program and the Transportation and Escort Service Program. An ordinance was also adopted by the City Council providing for 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 severe effects of the nationwide energy crisis in 1975 were most directly felt by the City and its citizens in the increased cost of electricity necessitated by the astronomical increase in the fuel oil used to generate
electrical energy for homes, businesses and factories. The City government acted quickly to meet the situation by instituting a Citywide energy conservation program, and by exploring alternatives to fuel oil for generation of electricity, the most innovative being geothermal energy exploration.

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

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. It’s winning strategy:

- 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 in redundancy in 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.

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, not the California Public Utilities Commission, 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 profits 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 takes three cornerstone requirements into consideration: 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, are fixed faster than at most other utilities.
- A decade ago, 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. Ten years later, coal is 29% and renewable energy accounts for nearly one-third of our portfolio. Burbank has expanded the use of recycled water, which represents about 15% of the water used in Burbank.

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 currently include educational workshops, free efficiency home upgrades, and rebates for energy efficient upgrades and solar installations for homes and businesses.

For full information on BWP’s history, services and efficiency programs, please visit www.burbankwaterandpower.com.
AIRPORT

The Bob Hope 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 dispose of 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 Bob Hope 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 to Bob Hope Airport, in honor of the late legendary entertainer, Mr. Bob Hope. The Airport provides service from carriers such as Alaska Airlines, Delta Connection, JetBlue, Southwest, United and US Airways. In May 2010 the Airport celebrated its 80th Anniversary, having originally opened Memorial Day weekend of 1930.

THE 80’s

The City of Burbank opened the Burbank Recycle Center, a buyback/drop-off facility at 720 North Lake Street, and began a City-wide 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 80’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, Burbank Boulevard, Third Street, and Magnolia Boulevard. This development was the culmination of extensive efforts by the Agency over a period of many years to obtain a major retail center for the City.

THE 90’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 over one-half of the land formerly owned by the Lockheed Corporation has been purchased and redeveloped.

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 over 1,000,000 sq. ft. of new floor space was built, including the new 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 the Burrtec Waste Industries. The Burbank Recycle Center is also intended as a learning center for public information about all 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 DBS 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 ground breaking for the DBS expansion project was celebrated on April 22, 1997. The construction of the expansion project was completed in fall 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 has been added to the studio 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 ground breaking ceremony on April 18, 1995, for the new Burbank Police/Fire facility located at 200 North Third Street. This state-of-the-art facility currently serves as the headquarters for both the Police and Fire Departments. The project was funded largely with 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 1995 the City approved various permits for a Fry’s Electronics store on approximately 10 acres of property formerly owned by the Lockheed Corporation on the southwest corner of Vanowen Street and Hollywood Way.

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 2000’s — AND NOW

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 over 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 and Best Buy. 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

Since the reopening of San Fernando Boulevard in 1989 the Downtown area of the City has been going through revitalization and as a result of some of the recent projects being undertaken “Downtown Burbank” is experiencing a second such revitalization.

In 2002 an incentive plan was designed to attract quality retail tenants to the Downtown. The Downtown Tenant Assistance Program (DTAP) was adopted and has successfully facilitated bringing the national retailer Urban Outfitters. During the Fiscal Year 2009-10 budget process, the Downtown Tenant Assistance Program was combined with new funding to create a citywide Business Assistance Program (BAP). The BAP was created as a tool to provide economic assistance to all types of industries pursuing expansion or relocation to the City of Burbank. The BAP was purposefully designed to be more flexible and applicable to various types of industry sectors, while at the same time protective of the limited public funds involved with the program.
In June 2003 the Burbank Entertainment Village (AMC) was completed, bringing a 16-screen, 4,200 seat, state-of-the-art movie theater with stadium seating, stores and restaurants to the Downtown. Chipotle and Coldstone Creamery can be found in the retail and restaurant portion of the project.

The Media City Center Mall also experienced change. Now called the Burbank Town Center, the owner of the Town Center continues to analyze various leasing and renovation options. As part of this revitalization effort, P.F. Chang’s restaurant opened in 2004 along the Magnolia Boulevard frontage, near the main entrance of the mall, and Bed, Bath and Beyond opened in 2005 on the ground floor. More recent additions to the Town Center include Old Navy, American Eagle Outfitters and Aldo Shoes.

A key site located at the southern portion of Downtown Burbank is the Burbank Village Walk. This is a mixed-use, 140 unit for-sale residential development with approximately 14,000 sq. ft. of ground floor commercial space. Also located on this block, directly across from City Hall, is the Cusumano Civic Plaza. This project is a four-story, 80,000 sq. ft. office development, which opened in July 2005 and is being occupied by Technicolor, Fed-Ex, Kinko’s and Wells Fargo Bank.

A new addition to Downtown Burbank is the Marriott Residence Inn Project, located on the 1.75 acre site on the corner of First Street and Verdugo Avenue in Downtown Burbank. This project is a four-story Marriott Residence Inn with 166 rooms and several meeting and conference rooms.

Phase II of the Burbank Entertainment Village, known as The Collection Project, is located in Downtown Burbank on the block bounded by Magnolia Blvd., San Fernando Blvd., Orange Grove Ave. and First St. This mixed-use development provides 40,000 square feet of retail and restaurant space on the ground floor and 118 residential units above. Residential units range from 630 to 2,200 square feet with a mixture of studios, 1-, 2-, 3-bedrooms and lofts. Fifteen of the units were priced at an affordable rate to moderate-income qualifying households. The project was completed in November 2008. Barney’s Beanery, Pho Noodles and Johnny Rockets can be found in the retail and restaurant portion of the project.

Downtown Burbank is the government and commercial heartbeat of the city, a regional dining, movie theater and shopping destination that attracts more than 10 million visitors per year. Encompassing 34 blocks, it includes 280 shops and 90 restaurants and offers more than 9,000
parking spaces. Bounded by Verdugo Ave, Glenoaks, Burbank Boulevard and the I-5, it is hailed by Sunset Magazine as “one of Southern California’s most appealing urban centers.” Retail mix is 55% entrepreneurial and one-of-a-kind concepts to 45% national or chain merchants. Downtown Burbank is committed to maintaining a healthy balance of the two in order to preserve its unique flavor. The area has experienced dramatic growth since 2003. Sales have increased in double digits and the AMC Downtown Burbank theaters rank in the top 5 of all circuits nationally, with attendance comparable to the AMC Empire 25 in New York’s Times Square. In tune with its entertainment-industry focus, Downtown Burbank was one of the first districts in the Los Angeles region to offer free Wi-Fi access.

The area is managed by Downtown Burbank Partnership, a California nonprofit mutual benefit corporation dedicated to ensuring continued revitalization and growth. The Partnership organizes district-wide promotions and a variety of special events, attracting thousands of people to the Downtown District. It is responsible for the Enhanced Maintenance Program, doubling City of Burbank base-line services. Development projects representing more than $200 million in new investment include the Burbank Village Walk, a mixed-use retail and residential complex, Burbank Civic Plaza, a mixed-use retail and office complex, and The Collection, a mixed-used retail project. For more information please visit www.Downtown-Burbank.org.

The combination of commercial, residential, infrastructure and entertainment-related development are all designed to enhance the quality of life for Burbank residents and visitors alike, who choose to “come out and play” in Downtown Burbank.

ELSEWHERE IN THE CITY

Peyton-Grismer is located at 1801-1815 and 1819 Grismer Avenue and 1729 -1735 Elliott Drive and entailed the acquisition and rehabilitation of a large multi-family apartment complex. The design included reducing the number of units from 99 to 70 and construction of a family services and youth activity center. Key components of this neighborhood revitalization effort are to improve on-site traffic circulation, eliminate overcrowding, increase affordability and improve the overall quality of life for the residents.

IDT Entertainment Plaza is situated at 2950 North Hollywood Way and consists of a 155,042 sq. ft. office building that is three stories high. Tenants include a Starbucks Coffee Company regional training facility and Team Services, a payroll company for the entertainment industry.
Belmont Village is located at 425 East Angeleno Avenue. This new facility provides a combination of housing, supportive services, personalized assistance and health care designed to respond to the individual needs of those who need help with activities of daily living and instrumental activities of daily living. Supportive services are available 24 hours a day to meet scheduled and unscheduled needs in a way that promotes maximum dignity and independence for each resident and involves the resident's family, neighbors and friends.

The Pinnacle Phases I & II, located at 3400 West Olive Avenue, includes 585,000 square feet of Class A office space with Warner Music and Clear Channel Communications, Inc. as tenants.

The Pointe is a 14-story, 485,000 square feet Class A office tower located at 2800-3000 West Alameda Avenue at Bob Hope Drive. The Pointe is a LEED registered building.

Media Studios North, located at Empire Avenue and Ontario Street, is in close proximity to the Bob Hope Airport, consists of over 622,000 square feet of office space with various tenants including Yahoo!, Kaiser Foundation Health Plan, Inc., Insomniac Games, Ocwen Financial, Technicolor, Eclipse Advertising, Judicial Council of California, Rohde and Schwarz, Grass Valley, Rovi Corporation, eSolar, Deluxe 3D, and Disney Television Animation.

The Buena Vista Branch Library is a state-of-the-art facility which includes a 200-capacity meeting room and a separate Children’s Library. The facility was dedicated on December 7, 2002, and opened for business on December 9, 2002. The 28,000 square foot facility was developed on a 5.4 acre parcel and includes the 2.5-acre Abraham Lincoln Park.

Burbank Cottages and BHC Child Development Center is located at 2242-2300 North Ontario Street and 2245-2251 North Fairview Street. The development included twenty ownership housing units that were completed in July 2003. Ten of the units were sold at affordable rates to qualifying households. In addition, an 8,600 square foot childcare facility and playground was developed to accommodate 92 children, and was completed in March 2004. The center is accredited by the National Association for the Education of Young Children (NAEYC). A joint waiting list for this center is held with the Mary Alice O’Connor Family Center.

Senior Artists Colony is located at 400-422 South San Fernando Boulevard and 208-264 East Verdugo Avenue. This development is a 141-unit senior rental housing development for persons 55 years of age
and older. Forty-three (43) units are income and rent restricted to lower-income senior citizens. The development was completed in May 2005.

**Burbank Village Walk** is located at 152 South San Fernando Boulevard. The development is a mixed-use residential and retail project consisting of 140 units with approximately 14,000 square feet of ground floor restaurant and retail space. Residential units consist of one- to three-bedroom townhomes ranging in size from 932 square feet to 1,825 square feet, respectively. Fourteen of the units were sold at affordable rates to moderate-income households. Construction was completed in December 2005.

**Burbank Civic Plaza** is a 71,000 square feet office development that includes 12,000 square feet of ground floor retail/restaurant space located in the Civic Center area of Downtown Burbank.

**Burbank Accessible Apartments by United Cerebral Palsy** is located at 600 South San Fernando Boulevard. This development contains seventeen rental units restricted for very low-income developmentally disabled adults and one manager’s unit. This development meets the goal of providing affordable housing to special needs populations and was completed in the Spring of 2006.

**San Fernando Walk** is located at 730 South San Fernando Boulevard between Cedar Avenue and Elmwood Avenue. This residential development included 33 for-sale units within six buildings on a 1.1-acre site. The development consists of two-bedroom units ranging from 1,300 square feet to 1,400 square feet. Ten of the units were made affordable to moderate-income households. Construction was completed in December 2006.

**The Mary Alice O'Connor Family Center** In 2005 the City Council approved the re-use of the former Buena Vista Library, located at 401 North Buena Vista Avenue, as a childcare facility and family resource center. Rehabilitation of the existing building, and a new addition to the building for the family resource center, was completed in January 2007. The resource center provides information materials on community services; provides parents with educational materials and resources; and, offers evening and weekend workshops geared toward building healthy families. The childcare center is a state-of-the-art facility and provides care for up to 88 children. The childcare center opened in February 2007 and is enrolled at capacity. The center is also accredited by the National Association for the Education of Young Children (NAEYC). There is a joint waiting list with the Burbank Housing Corporation Child Development Center.
South San Fernando Streetscape Project is located along San Fernando Boulevard between Verdugo Avenue to Alameda Avenue. This project was designed to improve the overall appearance of this gateway to the City and Downtown and to encourage private reinvestment into the area. Improvements were made along this half mile stretch of South San Fernando Boulevard (from Verdugo Avenue to the Glendale border) to include new curb & gutter, sidewalk, parkway trees, street furniture, planters, irrigation system, landscaped medians and new asphalt pavement. This project was completed in March 2007.

Burbank Boulevard Streetscape Project was designed to revitalize and enhance the appearance and economic vitality of the Burbank Boulevard corridor. The improvements cover the approximate 2.2 mile corridor from Victory Boulevard to the City limits. Improvements include visual gateways, accent areas and enhanced intersections to the area, as well as transportation improvements to improve traffic flow. Uplighted palm trees and low-level color planting were installed at Burbank Boulevard and Hollywood Way and at Burbank Boulevard and Buena Vista Street. The entire 2.2 mile corridor was repaved and twelve landscaped medians were installed at strategic locations along the corridor transforming Burbank Boulevard into a signature street. This project was completed in March 2008.

Community Services Building is a 3-story, 67,000 sq. ft. facility that is the home of the City of Burbank’s Public Works Department, Community Development Department, Park, Recreation and Community Services Department, and the Public Information Office. This LEED-certified building features a one-stop permit center and several conference rooms, including a community room with 120 seating capacity for City and public use. This facility was completed in Summer 2008.

The DeBell Golf Course and Clubhouse represents an important and long-standing recreational facility. The original clubhouse was dedicated in April 1970 and became functionally obsolete. Demolition of the DeBell Clubhouse commenced and a new, two-story, 13,700 square foot facility was built. The upper level has a bar and grille with combined seating for 72 diners, outdoor patio seating, a community room with a 40-seat theater style capacity, separate men’s and women’s restrooms with lounge areas, kitchen and administrative support offices. The lower level includes a pro shop, starter area, office and storage/work room, golf cart storage and maintenance areas, along with an elevator, stairwells, restrooms and a service yard. The parking lot was also renovated to accommodate 79 vehicles and provide ADA accessibility for the new facility. In 2010 the new clubhouse at DeBell Golf Club was voted as the
Runner Up in Golf INC Magazine’s annual national competition for Golf Clubhouse of the Year for Public Facilities.

Robert “Bud” Ovrom Park, located on the corner of San Fernando Blvd and Providencia, is named after a former Burbank City Manager of 18 years. The park features a 7,025 square foot building with programmed recreational activities, two children's play areas, two picnic or barbeque areas, an outdoor basketball court, and open area for passive use and play. The project was opened on May 16, 2009.

Elmwood Community Garden The Burbank Housing Corporation and Burbank Redevelopment Agency staff worked with the residents of the Elmwood Focus Neighborhood to develop a community garden to promote the goal of sustainability in the neighborhood. The garden took the place of underutilized play equipment and was completed in February 2010. In addition to planting, the garden includes hardscape such as benches, paths, gravel, planter boxes, an irrigation system, and small water features. The garden will be maintained by the neighborhood through the Elmwood Achievement Center and will incorporate programming that includes the youth of the neighborhood.

Larry L. Maxam Park In April 2010 Pacific Park, located at 3715 Pacific Avenue was renamed in honor of Corporal Larry L. Maxam, Medal of Honor Recipient. Larry L. Maxam attended Emerson Elementary School, John Muir Middle School and Burbank High School. He was posthumously awarded the Medal of Honor by President Richard Nixon for his conspicuous gallantry and intrepidity at the risk of his life above and beyond the call of duty while serving as a fire team leader. Corporal Maxam’s aggressive fighting spirit, inspiring valor and selfless devotion to duty reflected great credit upon himself and the Marine Corps and upheld the highest traditions of the U.S. Naval Service. He gallantly gave his life for his country.

2300 Empire Center is a 364,000 square foot, 7-story Class A, LEED Gold Certified office building located at the corner of Empire Avenue and Buena Vista Street and a part of the Burbank Empire Center. Located just south of the Bob Hope Airport and just east of the Golden State Freeway (I-5), the project is designed to support both media-related tenants and conventional office users.

Hilton Garden Inn In 2013, a five-story, 210 room hotel was approved by the City Council at the intersection of S. San Fernando Blvd. and Verdugo Ave (401 S. San Fernando Blvd.). It offers another upscale lodging option for people coming to Burbank for work or for play and is seen as an extension of the Downtown area towards the south.
IKEA is proposing to construct a 470,000 square foot IKEA retail store with 1,726 parking spaces at 805 S. San Fernando Blvd. The proposed project includes an extension of First Street from Santa Anita Avenue to the project site, which encompasses 22.9 acres. This is a proposed relocation of the existing Burbank IKEA store that is 242,000 square feet and was opened in 1990. City Council action on the application is anticipated for early 2014.

**Talaria** is a proposed mixed use project near the intersection of Olive and Alameda Avenues. It includes 241 high-end apartments for rent above a 42,960 square foot high end supermarket with three levels of parking. Extensive residential amenities are proposed, including open space and pool areas. City Council action on the application is anticipated for early 2014.

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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, the 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 reattached by fine arts conservation experts.

The 2001 City Council-approved Chamber renovation project was completed with an eye toward comfort and modern technology, while, at the same time, 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 theatre-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 still 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

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, described as:
“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 (3) 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’.”

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.

MEMBERS OF THE CITY COUNCIL

<table>
<thead>
<tr>
<th>Name</th>
<th>Term Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAVID GORDON, Mayor</td>
<td>May 1, 2017</td>
</tr>
<tr>
<td>ROBERT FRUTOS, Vice Mayor</td>
<td>May 1, 2017</td>
</tr>
<tr>
<td>GARY BRIC</td>
<td>May 1, 2015</td>
</tr>
<tr>
<td>EMILY GABEL- LUDDY</td>
<td>May 1, 2015</td>
</tr>
<tr>
<td>JESS TALAMANTES</td>
<td>May 1, 2017</td>
</tr>
</tbody>
</table>
OTHER ELECTED OFFICIALS

ZIZETTE MULLINS, City Clerk ............................................... May 1, 2017
DEBBIE KUKTA, City Treasurer ............................................... May 1, 2017

OFFICIALS APPOINTED BY THE COUNCIL
Mark K. Scott, City Manager
Amy Albano, City Attorney

OFFICIALS AND EMPLOYEES
APPOINTED BY THE CITY MANAGER

Assistant City Manager                                                         Justin Hess
General Manager, Burbank Water & Power                                         Ron Davis
Community Development Director                                                Joy Forbes
Financial Services Director                                                   Cindy Giraldo
Fire Chief                                                                      Tom Lenahan
Information Technology Director                                               Jennifer Wyatt
Library Services Director                                                     Sharon Cohen
Management Services Director                                                  Betsy Dolan
Police Chief                                                                    Scott LaChasse
Park, Recreation & Community Services Director                                 Judie Wilke
Public Works Director                                                           Bonnie Teaford

MUNICIPAL CALENDAR

JANUARY 1 - Business taxes due

LAST TUESDAY IN FEBRUARY—(odd-numbered years)
Municipal Primary Nominating Election

SECOND TUESDAY IN APRIL—(odd-numbered years)
General Municipal Election

MAY 1 - Reorganization of Council/Mayoral Selection

MAY 1 - (odd-numbered years)
Induction into office: Members of City Council, City Clerk, City Treasurer, and Board of Education elected at the Municipal Primary and/or General Elections.

JUNE – Budget and Fee Schedule Adoption for following Fiscal Year

JULY 1 – Beginning of fiscal year, Business licenses due
<table>
<thead>
<tr>
<th>Committee</th>
<th>Regular Meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td>CITY COUNCIL</td>
<td>REGULAR – Tuesday evening at 5:00 p.m., in the Council Chamber, City Hall, 275 E. Olive Ave. for closed and study sessions and at 6:00 p.m. for regular Council business. SPECIAL – May be called as provided by the laws of the state, by written notice delivered personally to each member of the Council.</td>
</tr>
<tr>
<td>ART IN PUBLIC PLACES COMMITTEE</td>
<td>ON CALL – In the Community Services Building, Room 301, Third Floor. 150 N. 3rd St.</td>
</tr>
<tr>
<td>BOARD OF BUILDING AND FIRE CODE APPEALS</td>
<td>ON CALL – In the Council Chamber, 275 E. Olive Ave.</td>
</tr>
<tr>
<td>BOARD OF LIBRARY TRUSTEES</td>
<td>REGULAR – 2nd Wednesday of each month at Central Library Auditorium, 110 N. Glenoaks Ave. 5:30 p.m.</td>
</tr>
<tr>
<td>BURBANK CULTURAL ARTS COMMISSION</td>
<td>REGULAR – 2ND Wednesday of each month in the Community Services Building, Room 104, 150N. 3rd St., 9:00 a.m.</td>
</tr>
<tr>
<td>BURBANK WATER AND POWER BOARD</td>
<td>REGULAR – 1st Thursday of each month in the BWP Administrative Building, 164 W. Magnolia Blvd. 5:00 pm.</td>
</tr>
<tr>
<td>CIVIC PRIDE COMMITTEE</td>
<td>REGULAR – 4th Monday of each month in the Community Services Blvd., Room 101, 150 N. Third Street, 5:30 p.m.</td>
</tr>
<tr>
<td>CIVIL SERVICE BOARD</td>
<td>REGULAR – 1st Wednesday of each month in the Council Chamber, 275 E. Olive Ave., 4:30 p.m.</td>
</tr>
<tr>
<td>HERITAGE COMMISSION</td>
<td>REGULAR – 1st Thursday of each month in the Community Services Bldg. Room 104,1st Fl., 150 N. 3rd St., 5:30 p.m.</td>
</tr>
</tbody>
</table>
LANDLORD-TENANT COMMISSION
REGULAR – 1st Monday of each month in the Community Services Building, Rm., 104 1st Fl., 150 N. 3rd St., 6:15 p.m.

PARK, RECREATION AND COMMUNITY SRVS. BOARD
REGULAR – 2nd Thursday of each month in the Council Chamber, 275 E. Olive Ave., 6:00 p.m.

PLANNING BOARD
REGULAR – 2nd & 4th Monday of each month in the Council Chamber, 275 E. Olive Ave., 6:00 p.m.

POLICE COMMISSION
REGULAR – 3rd Wednesday of each month in the Council Chamber, 275 E. Olive Ave., 6:00 p.m.

SENIOR CITIZEN BOARD
REGULAR – 4th Wednesday of each month in the Joslyn Center, 1301 W. Olive Ave., 1:00 p.m.

SUSTAINABLE BURBANK COMMISSION
REGULAR – 3rd Monday of each month in the Police/Fire Community Room, 200 N. Third St. 5:00 p.m.

TRAFFIC COMMISSION
REGULAR – 4th Thursday of each month in the Council Chamber, 275 E. Olive Ave., 4:00 p.m.

TRANSPORTATION COMMISSION
REGULAR – 3rd Monday of each month in the Community Services Building, Room 101, 2nd Fl., 150 N. 3rd St., 5:00 p.m.

YOUTH BOARD
REGULAR – 1st Wednesday of each month in the Community Services Bldg, Room 104, 150 N. 3rd St., 6:30 p.m.
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. Provision is made for taxation to support the City government, preparation of the annual budget, and regulations for safeguarding and disbursement of City funds.

The Charter may be amended by a majority vote of the people, and has been amended several times since.

On March 22, 2005, the Council directed staff to convene a Charter Review Committee charged with the task of completing a comprehensive review of the Burbank City Charter and making recommendations to the Council for Charter amendments. Included in the Committee’s recommendations were the reorganization of the Charter and the inclusion of a Preamble. The new Charter was approved by the voters on April 10, 2007.

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.” (Section 305)
The Council enacts the laws and establishes administrative policy for the City government.

QUALIFICATIONS FOR COUNCIL MEMBER

In order to serve as a Council Member, a citizen must be elected by the qualified voters of the City at a municipal election held every odd-numbered year. The individual must be a citizen of the United States, and must be a qualified elector of the City of Burbank at the time of nomination. The candidate must have resided in the City for twenty-nine days prior to filing nomination papers and cannot hold any other elective office for which compensation is made. (Sections 305, 800, 810 and 1100)

TERM OF OFFICE

All elective officers hold office for terms of four years or until their successors are elected or qualified. (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. (Section 305)

COUNCIL MEETINGS

The Council shall meet at 10:00 a.m. on the first day of May following each General Municipal Election (or the next regular working day, if this be a Saturday, Sunday or holiday) to induct new members into office and to choose a Mayor, and a Vice Mayor to serve as Mayor Pro Tempore in case of absence of the Mayor. (Section 400)

The Council shall hold regular meetings on at least two Tuesdays of each month at 5:00 p.m. 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 §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. (Section 400)

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

In August 2007 the City launched the Granicus Media Manager system, which is 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. The best feature is that following the conclusion of the meeting, the video and all related material is available for on-demand play back at any time 24/7. 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.

HOW THE COUNCIL TAKES ACTION

“The Council may take official action only by the passage or adoption of ordinances, resolutions or motions…” (Section 500)

“A majority of the Council Members shall constitute a quorum for the transaction of any business…” (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 (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. (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…” (Section 310)
OTHER ELECTED OFFICIALS

THE CITY CLERK

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 Council.

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

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 also the election officer and supervises all municipal elections and conducts such elections in compliance with the Election Code, the City Charter and State law.

The City Clerk also administers a Central Records Management Program which established 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.

It is the City Treasurer’s duty to receive and safely keep all moneys and securities belonging to the City, and to make certain that money is paid out on warrants signed by proper officers and not otherwise. (Section 330)

In 1969, the City Treasurer was delegated the authority to invest and reinvest surplus City funds under provisions of State law.

In 2013, the City began depositing all checks electronically, cutting down on float and speeding up cash flow.
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:

<table>
<thead>
<tr>
<th>REFERENCES</th>
<th>Charter Section</th>
<th>Municipal Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art in Public Places Committee</td>
<td>2-1-422</td>
<td></td>
</tr>
<tr>
<td>Board of Building and Fire Code Appeals</td>
<td>2-1-414</td>
<td></td>
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<tr>
<td>Board of Library Trustees</td>
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In general, the boards, commissions and committees are advisory and make recommendations rather than take final action, having only such powers as are delegated to them by the Council.

The City also has other committees which members of the community serve on. They include: Burbank-Glendale-Pasadena Airport Authority, Burbank Cultural Arts Commission, Burbank Housing Corporation, Child Care Committee, Community Development Goals Committee, Downtown Property-Based Business Improvement District, Greater Los Angeles Vector Control District, Magnolia Park Community Advisory Committee, Metropolitan Water District Board, Santa Monica Mountains Conservancy Advisory Committee and the Sustainable Burbank Commission.
THE CITY MANAGER

The City Manager is appointed by the Council on the basis of executive and administrative qualifications and experience to be the administrative head of the City government. The City Manager, in turn, appoints all officers and employees of the City except elected officers and other officers appointed by the 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. (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, such as pamphlets, articles, brochures, slide shows, videotapes and public television.

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 all Planning Board, Park, Recreation and Community Services Board and Burbank Unified School District Board meetings. Today, the Public Information Office produces a wide variety of other public affairs programming, including Candidate Forums, Election Results, special shows aimed at teen and senior audiences, the Burbank Magazine show and emergency information. The Police Department also sponsors the popular Adopt-A-Pet show. Each sitting Mayor also has his or her regular program. Those who do not have access to the City’s Channel 6 on cable may view it 24 hours a day, seven days a week, anywhere in the world via the internet. Copies of past Council meetings are available for check-out at all City libraries.

THE CITY ATTORNEY

The City Attorney is appointed by the Council to be the legal advisor to the Council and to all other City officials, 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 prosecution and 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. (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 overall objective of this Department is to provide long-range physical, economic, transportation and social planning for the City. The Department consists of the following four divisions:

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

Building Division
This Division is responsible for the building and safety issues of the City. Activities include examining all building plans and providing inspections for architectural, engineering, energy conservation, disabled accessibility, soil stability, and fire-life safety compliance, with the State of California and Burbank building codes. The Division’s duties also
include business tax and regulatory business licenses, Zoning Code enforcement and enforcement of relevant Burbank Municipal Code requirements.

Planning and Transportation Division
In Fiscal Year 2004-05, the Planning and Transportation Divisions merged into one division. The purpose of this merger was to increase the efficiency of transportation and planning operations, as both divisions’ main focus is the physical development of the City.

The Transportation Section is responsible for planning for and implementing an adaptable and efficient mobility system that supports Burbank’s high quality of life, strengthens its secure economic position, and provides equal access to opportunity. In planning for Burbank’s mobility, the section considers the mobility needs of all, including transit users, pedestrians, bicyclists, motorists, and those with mobility challenges.

The primary emphasis of this section is to ensure that all development and infrastructure improvements are consistent with the City's adopted mobility goals and policies. This includes identifying mobility needs, planning projects and programs to satisfy those needs, identifying and securing funding sources for improvements, and managing the implementation of projects and programs.

BurbankBus: The Transportation Section manages all of the BurbankBus operations. This includes the BurbankBus fixed route service, which offers four local routes that provide easy access to employment hubs and convenient connections to regional transportation services, and Senior & Disabled Services, which provides curb-to-curb transportation services for seniors and persons with disabilities living in Burbank, allowing them to maintain healthy and active lifestyles. Annually, the fixed route service operates during peak morning and evening hours and provides approximately 280,000 rides. The Senior & Disabled Services provides approximately 80,000 rides annually.

The Planning Section is responsible for the coordination of the physical development of the City. Activities include reviewing and processing current planning applications such as planned developments, land subdivisions, variances, conditional use permits and other entitlements.

The Planning Section is also responsible for the development and implementation of the Burbank2035 General Plan, Greenhouse Gas Reduction Plan, and Specific Plan including the Media District Specific Plan, Rancho Master Plan, Burbank Center Plan and North San Ferrennado Master Plan and the Magnolia Park neighborhood zones. Advance planning responsibilities include maintaining demographic information, processing amendments to the BMC, administering the
Historic Preservation Program and implementation of the California Environmental Quality Act (CEQA).

Housing and Economic Development Division
The Housing and Economic Development Division is comprised of Affordable Housing Programs, Economic Development and the City’s Real Estate section. The mission of the Division is to ensure there is a diverse mix of service-enriched housing and to foster a climate that generates jobs, economic and social vitality to support a high quality of life for the entire community.

The Division is also charged with the administration of the Federal Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) program funds.

The Division oversees the administration and management of the Burbank Housing Authority (BHA), and administers the federally-funded Section 8 Housing Assistance Program.

FIRE DEPARTMENT

The primary mission of the Burbank Fire Department is to perform fire suppression, rescue and emergency medical services. The Department also coordinates citywide emergency management and provides educational and inspection programs for fire prevention and life safety. The Department is organized into seven divisions.

Fire Prevention Division
The Fire Prevention Division is charged with reducing the potential for fire through inspections and enforcement of building, fire and safety laws, codes and ordinances, including oversight of weed abatement in the areas closest to the vulnerable local foothills. Safety education programs are offered to a wide variety of community groups, with special emphasis placed on fire and safety outreach for the local school children. The Division is additionally responsible for administering the Hazardous Materials Disclosure Program.

Fire Suppression Division
The Fire Suppression Division provides personnel and equipment for the suppression of all fires which threaten loss of life and property and is also responsible for the response to and mitigation of all hazardous material incidents.

Emergency Medical Services Division
The Emergency Medical Services Division provides the Paramedic Program and ensures ongoing training and readiness to meet the ever-
increasing demands for emergency medicine by the community. In addition, the Paramedics perform regular 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 apparatus 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 comprehensive programs to ensure that the City, its employees and the community are ready for a variety of threats, such as earthquakes, hazardous material 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 that 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.

**Administration Division**
The Administration Division provides support to the operations of all divisions within the Fire 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.

**INFORMATION TECHNOLOGY DEPARTMENT**

The Information Technology Department is committed to serving the business operations of the city by providing enterprise-wide integrated system solutions and high quality customer service to ensure the efficient utilization of technology resources and investments.

The Department provides centralized technical services and support for all 15 departments. Information Technology manages and operates a primary data center and is responsible for ensuring city departments have access to their data and application systems when needed.
Access is provided to more than 140 different business applications in addition to enterprise-wide email, human resources/payroll, financials, permitting and licensing, utility billing, public safety systems and collaboration tools. The department works in partnership with customers to provide high value, low cost integrated solutions.

The Department is comprised of three divisions: Administration; Network Management and Technical Services; and, Application Services and Support under the supervision of the Information Technology Director.

**Administration Division**
This Division is responsible for providing a vision for the organization and developing plans for future technology in the City. Divisional responsibilities include interdepartmental project management and executive level departmental communications, coordination of administrative activities between divisions, as well as budget preparation, purchasing and product license management, and personnel actions. Strategic planning, security audits and special projects are managed by the division as well as the department’s Internal Service Fund 537 – Computer Equipment Replacement Fund. Rental rates and service charges are established annually for the efficient replacement of computer hardware and software.

**Network Management and Technical Services Division**
This Division is comprised of two sections: Network Management which is responsible for administration and management of the City information networks which includes all technology infrastructure, servers, user accounts, security, storage, e-mail, Internet access, back-up and recovery, capacity planning security and escalated help desk support. Additionally, the Division is responsible for supporting remote access connectivity to participating cities, consultants, and staff, the wireless bridge network, Public Library network, the energy Control Center (ECC) and data center management.

Technical Services and Support which is responsible for the installation and maintenance of all computers and related equipment and providing Help Desk support to staff who experience problems with computers, peripheral devices and software applications. Support includes phone assistance and field services for on-site problem resolution or warranty repair.

**Application Services and Support Division**
This Division is responsible for all new systems development, database management and administrative services, interface development and ongoing support, including customer education in end user technology tools. The division performs analysis of business and technical
requirements, assists in the vendor selection and contract aware of software contractors and implementers. The division develops and implements software standards, provides project management for system implementations and upgrades and conducts modifications to software systems and applications. In addition, the Division is responsible for managing and maintaining the city’s software systems, including Oracle eBusiness Systems: Financials, Human Resource Management and Benefits, Payroll, Inventory and Work Order Asset Management; public safety systems for both Police and Fire including mobile units; Enterprise Permitting and Licensing, and Geographic Information Systems (GIS) which is the digital record of the City’s land base and utility networks and providing GIS mapping and analytical services.

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 Division consists of the 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.

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 Crime Analysis Section. This Division also oversees the Police Reserve Detail, a group of very dedicated volunteer peace officers selected from the community to assist the Police Department in its mission.
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, backgrounds on applicants, and Community Policing Programs; the Office of the Chief of Police; Finance; Professional Standards Bureau, which incorporates Manuals and Orders and the Audit and Inspections Units; and, the Internal Affairs Unit. The Division also assumed the responsibility of researching and assessing emerging technology in law enforcement and some crime analysis functions.

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 support the law enforcement mission of the Department. This Division also oversees the Animal Shelter, a full-service facility which is responsible for enforcing all laws related to the regulation, care, treatment and impounding of animals; the Communication Center which receives calls regarding potential emergencies and the Jail facility for prisoner bookings and short-term detention of pre-arraigned inmates.

BURBANK WATER AND POWER

Burbank Water and Power (BWP) provide potable and recycled water, electric power and street lighting, and certain communications services to the residents and businesses in the City. 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 five divisions:

Power Supply Division
This Division is responsible for BWP’s supply of electricity. The Division develops, operates and builds facilities for the generation and delivery of energy to BWP. The Division acquires power from a diverse number of resources including hydro, natural gas, coal and nuclear-using facilities throughout the West. Much of the development is done through the Southern California Public Power Authority (SCPPA) for better economics. The Division operates the Magnolia Power Plant, a SCPPA project located at the BWP site, as well as BWP local generation. The Division conducts the City’s wholesale power marketing efforts to
minimize the cost of power through temporary wholesale energy sales to other energy companies. This Division is also responsible for the development of the fiber-optic communication network within the City.

**Electric Services Division**
This Division is responsible for the planning, engineering, construction, testing, operation and maintenance of electric stations, power lines, service drops and meters. This Division also improves and maintains street lighting within the City, operates and maintains the City’s radio and telephone services equipment, does fiber-optic installation and testing, does electrical maintenance for the power plant and water facilities, and operates and maintains the security services for the Department.

**Water Division**
This Division is responsible for the planning, engineering, construction, operation and maintenance of the City’s water production, treatment, boosting, storage and distribution facilities. The distribution facilities include water mains, services, meters, valves and fire hydrants. The Division acquires imported water from the Metropolitan Water District of Southern California to balance Burbank’s demand and supply. This Division also operates and maintains the domestic and recycled water systems for the Department.

**Customer Service Division**
This Division provides customer assistance related to all municipal service accounts and billing information. This Division also provides community support and educational outreach focusing on water and energy conservation efforts, environmental stewardship and the community’s youth.

**Finance Division**
The BWP Finance Division is responsible for financial planning and analysis, financial reporting, auditing, budgeting, energy risk management, Magnolia Power Project accounting and reporting, and ensuring access to capital markets. This Division is also responsible for internal controls for BWP, which ensure the integrity of financial information regarding Department operations, and support operations for the other divisions including warehousing and fleet maintenance.

**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 six divisions:
Administration, Engineering Design and Construction, Traffic, Fleet and Building Maintenance, Street and Sanitation, and Water Reclamation and Sewer.

**Administration Division**
Administration provides administrative, financial, legislative, and employee relations support for the Department.

**Engineering Design and Construction Division**
The Engineering Design and Construction Division includes the Street Design and Construction section and Permits section. The Street Design and Construction section is responsible for planning, designing, constructing, and monitoring the City’s street, alley, and sidewalk infrastructure improvements, overseeing all work in the public right-of-way for public safety and adherence to City standards. The Permits section regulates all work performed in the public right-of-way. The Engineering Design and Construction Division is also responsible for coordinating the design and construction of the City’s major new municipal facilities.

**Traffic Division**
The Traffic Division includes the Traffic Engineering and Design section, Signs and Painting section, and Traffic Management Center (TMC). Traffic Engineering oversees traffic control designs, plan checking/permitting, and neighborhood protection plans. The Signs and Painting section oversees installation/maintenance of traffic signs, pavement and curb markings, pedestrian crosswalks, and bikeways. The Signal Maintenance section oversees maintenance/installation of traffic signals, dynamic message signs, trailblazer signs, traffic cameras, and system-wide traffic detection. The TMC prepares traffic signal coordination and timing and monitors traffic operations in the City.

**Fleet and Building Maintenance Division**
The Fleet and Building Maintenance 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 alternate fueled vehicles and equipment, including the City’s Compressed Natural Gas (CNG) infrastructure. The Building Maintenance section consists of Facilities Maintenance and Custodial Services, handling the maintenance and repairs of all non-BWP City facilities. Facilities Maintenance includes construction, maintenance, carpentry, and painting of 775,000 sq. ft. located within 80 buildings. Custodial Services cleans 532,000 sq. ft. of occupied space in 28 buildings.
Street and Sanitation Division
The Street and Sanitation 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, 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.

Water Reclamation and Sewer Division
The Water Reclamation and Sewer Division includes the Engineering and Design section, Industrial Waste Permitting and Inspection section, Plant Operations and Maintenance section, and Sewer Maintenance section. Its functions include issuing sewer permits, establishing sewer fees, preparing reports and studies relating to the City’s Sewer Master Plan and infrastructure needs, and coordinating administrative activities with the City of Los Angeles, state and federal regulating agencies.

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.

LIBRARY SERVICES DEPARTMENT

This Department maintains the Central, Buena Vista and Northwest Branch Libraries. Its mission is to provide access to information, recreation and education through a variety of media. The Library fulfills its commitment to the future by providing stimulating materials and programs that encourage its citizens to become life-long learners. The Burbank Public Library also has a presence on the world-wide web with its own site at www.burbanklibrary.com. The Library Services Department consists of two divisions:
Technical Services Division
This Division includes Technical Processing which acquires, catalogs, and processes library materials, both print and non-print; Automation Services which maintains both the circulation database and the online
Public access Web-based catalog; and, Library Website Management and Branch Services.

Public Service Division
This Division meets the informational and cultural needs of the community through a variety of resources and programming. It includes senior, adult, children, teen, audio visual services and literacy services. Special programs geared to target a wide section of the population, from toddlers to senior citizens, are offered year-round through the Programs and Publicity Division. Internet access, including wireless access, computers and electronic databases are available at all library locations. The public can now access the catalog, review their account, renew materials, place holds on materials, receive live homework help and use a variety of reference databases through the library’s website, all from the convenience of their own personal computer. The Library serves over one million patrons annually.

PARK, RECREATION AND COMMUNITY SERVICES DEPARTMENT

The Park, Recreation and Community Services Department is responsible for providing well-maintained recreational facilities, and programs and activities designed to meet the recreational, cultural, social and human service needs of the Burbank community. In addition, the Department is responsible for maintenance and improvements of all municipal grounds and parkway trees. The Department is organized into four divisions: Administration/Business Services; Facility Operations; Park Services; and Recreation and Community Services.

Administration/Business Services Division:
The Administration/Business Services Division is divided into two programs: Administrative Services and Business Services. The Division provides administrative leadership and support for all program and service areas.

The Administrative Services Program provides administrative, capital, financial, legislative and employee relations support and coordination for the Department. It plans and implements the Department's Capital Improvement Program. This Program also administers scholarship funding for Burbank youth and senior citizens to participate in City sponsored recreational and community programs. In addition, this Division monitors contract compliance of all contracts/agreements and manages the Joint Use Agreement with the Burbank Unified School District (BUSD).
The Business Services Program provides marketing and public relations support and coordination for the Department. The Program is responsible for marketing and advertising the Department’s programs, services and activities through print, media and community outreach. It also administers the Department’s sponsorship program and is responsible for organizing numerous Citywide special events.

Facility Operations Division
The Facility Operations Division is primarily responsible for overseeing the operations of the Department’s 41 facilities. This Division also administers facility and picnic area group reservations and film permits. It also administers contract classes which accommodate more than 11,000 participants annually. In addition, this Division monitors contract compliance for the Department's six revenue generating contracts/agreements, and manages the operation agreement for the Temporary Skilled Worker Center.

Park Services Division
The Park Services Division administers two programs: Forestry Services; and Landscape Maintenance. The Division maintains public park grounds and landscaped areas, as well as all trees in public parkways and public grounds, and plans and implements the Department's Capital Improvement Program.

The Forestry Services Program is responsible for the planting, removal and maintenance of all trees in public parkways and on public grounds. There are approximately 33,000 trees for which this program is responsible.

The Landscape Maintenance Program is responsible for maintaining public park grounds and outdoor sports facilities, and all municipal landscaped grounds. In all, a total of forty-one parks and facilities, as well as multiple non-park sites, are maintained by personnel in this program, which also has responsibility for the maintenance of all irrigation systems, and providing oversight of the Chemical Spray Crew.

Recreation and Community Services Division
The Recreation and Community Services Division is responsible for providing and operating programming at the City's three recreation centers, two senior centers, community center, creative arts center, nature center, outdoor amphitheater, variety of athletic facilities, and two outdoor pool facilities. This entails overseeing the Department's extensive offering of for youth and adults, as well as providing a varied program of performing, visual and fine arts.
The Division provides recreation programs, instructional opportunities, special events and drop-in recreational activities for citizens of all ages at McCambridge, Olive and Verdugo Recreation Centers; Joslyn and Tuttle Adult Center; and Ovrom Community Center. The Division offers quarterly staff-instructed and contract classes to accommodate more than 11,000 participants annually.

It also offers specialized summer programs to provide sufficient seasonal recreational activities for community youth, implements special teen programs, and volunteer opportunities for participants of all ages.

Additionally, the Division implements elementary afterschool programs on a cost-recovery basis; develops and implements a wide range of seasonal organized sports programs for youth and adults; coordinates and facilitates the use of facilities for City and BUSD athletic programs as well as community reservations; plans, coordinates and conducts the annual Starlight Bowl season; provides liaison support to the Burbank Tournament of Roses Association, Burbank on Parade, Burbank Athletic Federation, Cultural Arts Commission, Burbank Youth Board, Burbank Senior Board, Walk-of-Fame Committee, Burbank Veterans Committee, Childcare Committee and Burbank Youth Task Force amongst others.

This Division is also responsible for the congregate and home-delivered meals programs and oversees the Connect with your Community programming which focuses on creating opportunities and projects that strengthen the local non-profit and community service agenda.

Furthermore, it provides environmental nature program opportunities facilitated through the Stough Canyon Nature Center; and provides a wide-range of seasonal aquatics programs and special events;

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 Director administers two divisions: Accounting/Administration and Budget/Purchasing. Accounting/Administration

This Division is responsible for the development, implementation, and maintenance of effective financial accounting systems and controls. The
Division 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 the development of long-range financial planning and fiscal support functions to other City departments and other responsible agencies. Payroll, debt management, deferred compensation/Public Employees Retirement System management, accounts payable, accounts receivable, accounting and financial reporting, as well as managing of internal audits are services found in this Division.

Budget/Purchasing
This Division is responsible for the overall financial management of the City’s revenues and expenditures including the development, preparation, and administration of the annual budget and capital improvement program, and the development of financial forecasts and revenue estimates. This Division is also responsible for the development, implementation, and centralized control of purchasing and warehouse functions.

MANAGEMENT SERVICES DEPARTMENT

The Management Services Department consists of three divisions: 1) Employment Services, Liability, and Benefits & Compensation; 2) Labor Relations; and 3) Workers’ Compensation & Safety. 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.

Employment Services, Liability, Benefits & Compensation Division
Employment Services is responsible for the City’s centralized recruitment and selection process, and the administration of the WorkForce Connection and 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.

Liability 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.

Benefits & Compensation is responsible for processing employee 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 LiveScan services for background investigation of prospective City employees, volunteers, and outside individuals and agencies. A processing fee is charged for this service.

**Labor Relations Division**

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

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

- Burbank City Employees’ Association (BCEA)
- Burbank City Attorneys Association (BCAA)
- 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 in order 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. Examples of printing services include the Burbank Water and Power’s educational brochures and the Parks, Recreation and Community Services Department’s Recreation Guidebook.

**Workers’ Compensation & Safety Division**

This division is responsible for the overview of the Workers’ Compensation program and safety services for City employees.

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.

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 that this section administers include the Injury and Illness Prevention Program (IIPP), the Hazardous Waste Program, the safety training program, and employees’ substance/drug testing, which complies with the U.S. Department of Transportation and Federal Highway Administration regulations.

### PHONE DIRECTORY

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<td>BURBANK WATER &amp; POWER</td>
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Customer Service
Service Applications
Water Services 238-3500

CITY HALL BUILDING
275 E. Olive Ave.
City Attorney 238-5700
City Clerk 238-5851
City Council 238-5751
City Manager 238-5800
Comm. Assistance Coord. 238-5795
City Treasurer 238-5880
Information Technology 238-5080

COMMUNITY SERVICES BUILDING
150 N. Third St.
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

Housing and Economic Development
Downtown Burbank 238-5180
Real Estate, Community Development Block Grant
Economic Development 238-5198
Affordable Housing 238-5160
Section 8 Housing Program

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 238-5270

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<td>1-800-994-2842</td>
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<td>Park Facilities Info./Permits</td>
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Starlight Bowl Programs 238-5300
Transportation/Escort Services 238-5360
Youth Rec. Nomination Form 238-5390
Youth Resources 238-5328

**FIRE DEPARTMENT** 238-3473
Fire Hydrant Repair 238-3500
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 Dr.
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.
Literacy Services 238-5577

**PARKS/RECREATION FACILITIES**
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
Colony Theatre 555 N. Third St.
Compass Tree park 601 S. Lake Ave.
DeBell Golf Course & Clubhouse 1500 E. Walnut
Par 3 1200 Harvard Rd.
Johnny Carson Park 400 S. Bob Hope Dr.
George Izay Park 1111 W. Olive Ave.
Joslyn Adult Center 238-5353 1301 W. Olive Ave.
Maple Tree Playground 3820 W. Jeffries Ave.

Miller Park 720 W. Providencia Ave.
McCcambridge Park 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
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<td>3211 W. Victory Blvd.</td>
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<td>Robert E. Gross Park</td>
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<td>Robert E. Lundigan Park</td>
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