

# CITY OF BURBANK

## GUIDE TO CITY SERVICES

updated 2/13



### All Telephone Numbers (area code 818)

Any office not listed below .....	238-5850
24-Hour Recorded Information .....	238-5564
<b>AMBULANCE</b> .....	911
or .....	847-8611
<b>ANIMAL SHELTER</b> , 1150 Victory Pl. ....	238-3340
After 10 p.m. call .....	238-3000
<b>BUILDING DIVISION/CDD</b>	
Building Inspections-Permits .....	238-5220
<b>BULKY ITEM PICK-UP</b> .....	238-3805
<b>BURBANK LOCAL TRANSIT</b> .....	238-4BLT
<b>BURBANK WATER &amp; POWER</b> , 164 W. Magnolia Blvd.	
Emergency Service-After Hours .....	238-3778
<b>Accounts Information</b>	
Accounts Payable & Finance .....	238-3725
Billing-Electric & Water Inquiries .....	238-3700
Electric Turn Off-On .....	238-3700
Water Turn Off-On .....	238-3700
Energy Conservation .....	238-3730
Engineering .....	238-3575
Management .....	238-3550
<b>BUSINESS LICENSES &amp; BUSINESS TAXES</b> .....	238-5280
<b>CITY ATTORNEY</b> , 275 E. Olive Ave. ....	238-5700
City Prosecutor .....	238-5703
<b>CITY CLERK</b> , 275 E. Olive Ave. ....	238-5851
Council Agenda .....	238-5851
Elections .....	238-5851
General Information .....	238-5850
Municipal Code .....	238-5851
<b>CITY COUNCIL &amp; MAYOR</b> .....	238-5750
<b>CITY MANAGER</b> .....	238-5800
<b>CITY TREASURER</b> .....	238-5880
<b>CODE ENFORCEMENT</b> .....	238-5280
<b>COMMUNICATIONS CENTER-POLICE</b> .....	238-3000
<b>COMMUNITY ASSISTANCE COORDINATOR</b> .....	238-5795
<b>COMMUNITY DEVELOPMENT DEPT.</b>	
Administration, 150 N. Third St. ....	238-5176
(mailing address: 275 E. Olive Ave, Burbank 91502)	
Building & License & Code Services .....	238-5220
Section 8 Program .....	238-5160
Current & Advanced Planning .....	238-5250
Housing & Economic Development .....	238-5180
Transportation Planning .....	238-5270
<b>DISASTER SERVICES</b> .....	238-3473
<b>DOG LICENSES</b> .....	238-3340
<b>ELECTRIC SERVICES &amp; POWER DEPT.</b>	
- See Burbank Water & Power	

### **FINANCIAL SERVICES DEPT.**

Accounts Payable-General City .....	238-5495
Accounts Payable-Public Service Dept. ....	238-5496
Finance Administration .....	238-5500
Payroll .....	238-5491
Purchasing Administration .....	238-5466
Purchasing Hotline .....	238-5451

### **FIRE DEPARTMENT**, 311 E. Orange Grove Ave.

All Emergencies .....	911
or .....	847-8611
Business .....	238-3473
Fire Prevention .....	238-3473

### **GENERAL INFORMATION** (recording) ..... 238-5564 |

### **GRAFFITI HOTLINE** ..... 238-3806 |

### **HOUSING DIVISION/CDD** ..... 238-5160 |

### **HUMAN RESOURCES/Management Services Dept.**

Employment, 301 E. Olive Ave. ....	238-5021
Job Hotline (recording) .....	238-5000

### **INFORMATION TECHNOLOGY DEPARTMENT**

Information Technology .....	238-5080
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### **LIBRARY SERVICES**

Central Library, 110 N. Glenoaks Blvd. ....	238-5600
Hours & Information .....	238-5600
Administration .....	238-5551
Children's Services .....	238-5610
Circulation & Billing .....	238-5600
Literacy Services .....	238-5577
Reference Services .....	238-5580
Teen Services .....	238-5589

#### Library Branches:

Buena Vista, 300 N. Buena Vista .....	238-5620
Northwest, 3323 W. Victory Blvd. ....	238-5640

### **MANAGEMENT SERVICES DEPT**, 301 E. Olive Ave.

Administration .....	238-5026
BEST Program .....	238-5324
Classification .....	238-5009
Employee Relations/Benefits .....	238-5020
Employment/WorkForce Connection .....	238-5021
Recruitment .....	238-5031
Risk Management .....	238-5010
Safety .....	238-5050

### **MAYOR & CITY COUNCIL**, 275 E. Olive Ave. ... 238-5750 |

### **PARK, RECREATION & COMMUNITY SERVICES DEPT.**

Reservation Information	
Park Facilities .....	238-5300
Sports Facilities .....	238-5330
Business Office, 150 N. Third St. ....	238-5300
Park Maintenance .....	238-5342
Parkway Tree Service .....	238-5304

# CITY OF BURBANK GUIDE TO CITY SERVICES

## All Telephone Numbers (area code 818)

Creative Arts Center, 1100 Clark Ave.....	238-5397	<b>POTHOLE REPAIR</b> .....	238-3800
DeBell Golf Course Reservations		<b>PUBLIC INFORMATION OFFICE</b> , 150 N. Third St.	
1500 Walnut Ave.....	845-5052	24-Hour Recorded Information .....	238-5564
Don Tuttle Senior Center, 1731 Ontario.....	238-5367	Burbank TV6 .....	238-5840
Joslyn Adult Center, 1301 W. Olive Ave.....	238-5353	Media Relations .....	238-5840
Nutrition Program .....	238-5357	<b>PUBLIC WORKS DEPARTMENT</b>	
Retired Senior Volunteer Program .....	238-5370	Emergency Service -- After Hours .....	238-3000
Senior Information and Referral .....	238-5353	Director, 150 N. Third St.....	238-3915
Transportation Service-Seniors.....	238-5360	Engineering Division, 150 N. Third St.	
Transportation Service-Handicapped.....	238-5364	City Engineer/Design/Construction .....	238-3915
McCambridge Recreation Center		Construction Inspection.....	238-3955
1515 N. Glenoaks .....	238-5378	Public Counter-Permits-Information .....	238-3950
Nutrition Program .....	238-5365	Field Services, 124 W. Lake	
Olive Recreation Center		Administration.....	238-3800
1111 W. Olive Ave.....	238-5385	Anti-Litter .....	238-3800
Swim Pools Open June thru Sept.		Parkway Trees-See Park, Rec & Comm Svcs	
McCambridge Park Swim Pool,		Street & Sidewalk Maintenance .....	238-3800
1515 N. Glenoaks.....	238-5381	Street Sweeping .....	238-3800
Verdugo Park Swim Pool,		Fleet Services Division, 124 S. Lake St.	
630 N. California.....	238-5391	.....	238-3838
Starlight Bowl		Refuse Division, 124 S. Lake St.	
Recorded Information.....	525-3721	Garbage & Refuse Collection.....	238-3800
Summer.....	238-5400	Traffic Division, 150 N. Third St.	
Winter.....	238-5300	Parking Permits .....	238-3915
Stough Canyon Nature Center		Street Sign & Traffic Sign Maintenance..	238-3977
2300 Walnut Ave. ....	238-5440	Traffic Engineer .....	238-3965
Verdugo Recreation Center,		Traffic Signal Failure -- 6:30 AM-4 PM ...	238-3974
3201 W. Verdugo Ave.....	238-5390	After 4:30 p.m. & Sat Sun & Holidays ...	238-3000
<b>PLANNING</b> .....	238-5250	Sewer and Water Reclamation Div., 150 N. Third St.	
<b>POLICE DEPARTMENT</b> , 200 N. Third St.		Engineering/Administration .....	238-3915
All Emergencies .....	911	Industrial Waste Permits/Other Issues ...	238-3931
Police Assistance-		Industrial Waste Pretreatment Prog. Coordinator	
Crimes, Accidents & Need for Police Service		.....	972-1117
.....	847-9511	Sewer Connection-Permits and Other Information	
or .....	238-3000	.....	238-3932
Business Calls		or .....	238-3931
After 5 p.m. & Sat Sun & Holidays .....	238-3000	Sewer Maintenance.....	238-3800
All Police Services Not Listed Below Call ...	238-3333	Water Reclamation Plant.....	972-1115
Alarm Permits .....	238-3226	<b>PURCHASING</b> .....	238-5466
Communications Center .....	238-3000	<b>RECYCLING CENTER</b> , 500 S. Flower St.....	238-3900
Detective Bureau .....	238-3210	<b>SENIOR CITIZEN PROGRAMS</b>	
Jail and Prisoner Information .....	238-3010	- See Park, Recreation & Community Services	
Juvenile Detail.....	238-3252	<b>SEWERS</b> (Blockage/Sewer Back-Up/Odor Problems)	
Office of the Chief of Police .....	238-3200	.....	238-3800
Parking Citations.....	238-3120	<b>STORMWATER PROGRAM</b> .....	238-3915
Personnel & Training Bureau .....	238-3230	Report Illegal Stormwater Discharges .....	972-1120
Record Bureau-24 Hr.....	238-3140	<b>WORKFORCE CONNECTION</b> , 301 E. Olive Ave.	
Recruitment Hotline .....	238-1800	.....	238-JOBS
Traffic Bureau.....	238-3100	<b>ZONING ADMINISTRATION</b> , 150 N.Third St....	238-5250
Vice-Narcotics Detail.....	238-3280		
Warrant Information .....	238-3146		