



CITY OF BURBANK



November 3, 2020 General Municipal Election

How to Run for City Office

TWO VACANT SEATS:

Two (2) City Council Members for a four-year term (12/14/2020 – 12/16/2024)

One (1) City Treasurer for an Unexpired Term (12/14/2020 – 12/19/2022)

May 2020

Senate Bill 415/City of Burbank Measure V...

In 2015, the State Legislature adopted and signed Senate Bill (SB) 415, and it was determined by California Attorney General that SB 415 does apply to Charter Cities as well as General Law Cities. SB 415 required cities with voter turnout rates lower than that of statewide elections to consolidate with the State. In compliance with SB 415, the City of Burbank General Municipal Election would have to align with statewide election dates.

In June 2018, the Electors of the City of Burbank passed Measure V which moved the City of Burbank's General Municipal Elections from February and April of odd-numbered years to coincide with the Statewide General Election in November of even-numbered years.

ELECTIONS OFFICIAL
ZIZETTE MULLINS, MMC, CITY CLERK
ZMullins@burbankca.gov

CITY OF BURBANK DEMOGRAPHICS:

APPROXIMATE POPULATION: 103,695

(July 1, 2018 www.Census.gov)

REGISTERED VOTERS: 69,048

(March 3, 2020 Presidential Primary Election)

VOTER TURNOUT: 33,638 (48.72%)

(March 3, 2020 Presidential Primary Election)

The following information is **only** intended to provide general guidance; it is **not** intended to provide legal advice.

General qualifications to run for and hold public office...

- A Burbank Resident for at least twenty-nine (29) days prior to filing his or her Nomination Papers or declaration of candidacy.
- Registered to vote in Burbank at the time of their nomination.
- Must be 18 years of age or older.
- Must obtain not less than fifty (50) nor more than one hundred (100) valid voters.

*Pursuant to Burbank Municipal Code Sections 2-3-111, 2-3-122, and 2-3-125.

Getting started early...

What you need to do:

- [Form 501](#) – Candidate Intention Statement. Submit the form to the City Clerk's Office. Due to Coronavirus (COVID-19), all City facilities are currently closed to the public. Statements can be emailed to cityclerks@burbankca.gov. The original must be mailed to the Burbank City Clerk's Office at the address below:

Burbank City Clerk's Office
275 E. Olive Ave.
Burbank, CA 91502

- [Form 410](#) – Statement of Organization Recipient Committee. If you expect to receive or spend \$2,000 or more on your campaign, please submit your original Form 410 to the Secretary of State. A copy must be submitted to the Burbank City Clerk's Office via email to cityclerks@burbankca.gov or via U.S. Mail at the above listed address.

Form 410 - Statement Type:

Initial

Mark the "Initial" box and enter the date the committee qualification threshold was met.

If the committee has not met the qualification threshold, mark the "Initial" and "Not Yet Qualified" boxes.



Qualification Threshold

The “date qualification threshold met” is the date the committee received contributions totaling \$2,000 or more during a calendar year.

Amendment

If any of the information reported on an initial statement of organization changes:

- Mark the amendment box;
 - Include the committee’s ID number and name;
 - Provide the changed information; and
 - Complete the verification.
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- **Form 460** – Recipient Committee Campaign Statement. Once you qualify as a Candidate, a profile will be setup by the Burbank City Clerk’s Office for your committee where you will submit all Form 460’s electronically at www.netfile.com/filer.
 - **Form 470** – Officeholder Candidate Campaign Statement – Short Form. If you are not anticipating on raising or spending \$2,000 or more in a calendar year, submit the original form to the Burbank City Clerk’s Office electronically at www.netfile.com/filer.
 - **Form 700** – Statements of Economic Interests. All qualified candidates are required to submit the form with the Burbank City Clerk’s Office electronically at www.netfile.com/filer.

Note: Please read the back of each form to ensure you are naming your committee the proper way and following the required Fair Political Practices Commission (FPPC) guidelines. On the back of each FPPC Form are instructions on how and when to file the Form. It is vital that before submitting any forms that you have read and understood the purpose of each form. This will assist you as you move farther along in the candidate qualification process.

FPPC Questions...

The Burbank City Clerk’s Office is available to answer general election questions but at no time is permitted to offer legal advice. For questions regarding the completion of FPPC forms, please contact the advice line at (866) 275-3772 or by email at advice@fppc.ca.gov.

Receipt of Contribution...

As of May 3, 2020, you can begin raising and spending money as a potential candidate running for office (Burbank Municipal Code Section 2-3-203).

Local Contribution Limit...

Please note the City of Burbank local contribution limit is **\$500** (Burbank Municipal Code Section 2-3-207).

Candidate Open Nomination Period is July 13, 2020 to August 7, 2020

Nomination Papers may be obtained at the City Clerk’s Office Monday – Friday from 8:00 a.m. to 5:00 p.m. During the open Nomination Period an appointment to pull Nomination Papers is recommended and may be scheduled by contacting the City Clerk’s Office at (818) 238-5851 or via email at cityclerks@burbankca.gov beginning the week of July 6, 2020. The deadline for filing Nomination Papers is August 7, 2020, by 5:00 p.m.

Nomination Extension Period...

If an eligible incumbent does not file their Nomination Papers by the deadline date of August 7, 2020, the Nomination Period shall be extended until August 12, 2020, by 5:00 p.m. for candidates other than the incumbent.

Filing Fee...

The filing fee for Nomination Papers is \$25 and is non-refundable (Burbank Municipal Code Section 2-3-125).



Qualification of a Candidate...

A potential candidate is considered a qualified candidate once signatures are verified by the City Clerk's Office and all required FPPC forms are submitted. The candidate will be responsible for submitting all required paperwork on or before respective deadlines.

A complete list of qualified candidates will be made available in the City Clerk's Office and on the City website.

Candidate Statements...

Burbank Municipal Code Section 2-3-143 states that each candidate for a City of Burbank elective office may prepare a candidate statement of no more than two hundred (200) words due at the time the Nomination Papers are filed. Please review Burbank Municipal Code Section 2-3-143 for other specific requirements. Word Counting Guidelines for Candidate statements can be found in the Los Angeles County Candidate Handbook at www.lavote.net.

Cost for Statements will be determined at a City Council Meeting prior to the opening of the Nomination Period and will be made available at the time Nomination Papers are requested.

Indigent Candidates unable to pay the candidate statement fee, please refer to Burbank Municipal Code Section 2-3-144 for information.

Withdrawing a Nomination...

Burbank Municipal Code Section 2-3-135 states that any Candidate may withdraw his or her Nomination Papers at any time on or before the eighty-eighth (88) day (August 7, 2020) prior to the Election Date for said office.

State and County Elected Officials

Honorable Adam Schiff
Congressman (28th District)
245 E. Olive Avenue #200
Burbank, CA 91502
(818) 450-2900

Honorable Robert Hertzberg
State Senator (18th District)
Field Office: 6150 Van Nuys Blvd., Suite 400
Van Nuys, CA 91401
(818) 901-5588

Honorable Anthony J. Portantino
State Senator (25th District)
Field Office: 116 E. Broadway Street, Suite 204
Glendale, CA 91205
(818) 409-0400

Honorable Laura Friedman
State Assemblymember (43rd District)
Field Office: 300 E. Magnolia Blvd., Suite 504
Burbank, CA 91502
(818) 558-3043

Honorable Kathryn Barger
Los Angeles County Board of Supervisors (5th District)
500 W. Temple Street, Room 869
Los Angeles, CA 90012
(213) 974-5555

PLEASE NOTE:

This reference for potential Candidates is subject to change.
Please refer to the City of Burbank Election Website for updates. www.burbankca.gov/elections



RESOURCES:

California Secretary of State

www.sos.ca.gov/elections

California Fair Political Practices Commission

www.fppc.ca.gov [Campaign Disclosure Manual 2](#)

Filing Schedule for Candidates and Controlled Committees for Local Office

www.fppc.ca.gov/content/dam/fppc/NS-Documents/TAD/Filing%20Schedules/2020/2020_01_LCL_Nov_3_Can.pdf

California Elections Code

leginfo.legislature.ca.gov/faces/codesTOCSelected.xhtml?tocCode=ELEC&tocTitle=+Elections+Code+-+ELEC

County of Los Angeles Registrar-Recorder/County Clerk

www.lavote.net

Candidate Handbook and Resource Guide/Critical Deadlines for 2020 Candidates

lavote.net/home/voting-elections/candidate-measure-information/running-for-office

City of Burbank

www.burbankca.gov/elections

The City of Burbank Charter and Burbank Municipal Code

www.codepublishing.com/CA/Burbank



City Clerk's Office

275 East Olive Avenue

Burbank, CA 91502

(818) 238-5851

cityclerks@burbankca.gov

May 11, 2020

