



CITY OF BURBANK



November 5, 2024
General Municipal Election

How to Run for City Office

VACANT SEATS:

Two (2) City Council Members for a full, four-year term (12/16/2024 – 12/18/2028)

Created and prepared
by the City Clerk's Office

February 2024

Senate Bill 415/City of Burbank Measure V

In 2015, the State Legislature adopted and signed Senate Bill (SB) 415, which required cities with voter turnout rates lower than that of statewide elections to consolidate their elections with the State. It was determined by the California Attorney General that SB 415 does apply to Charter Cities as well as General Law Cities. 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
KIMBERLEY CLARK, CITY CLERK
KClark@burbankca.gov

CITY OF BURBANK DEMOGRAPHICS:

APPROXIMATE POPULATION: 101,178

(As of January 2024 / source: World Population Review)

REGISTERED VOTERS: 69,711

(As of January 2024 / source: www.lavote.gov)

**VOTER TURNOUT, 2022: APPROXIMATELY
36,443 BALLOTS CAST (52.23%)**

**VOTER TURNOUT, 2020: APPROXIMATELY
59,016 BALLOTS CAST (80.75%)**

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

To run for and hold public office in Burbank, you must be:

- A Burbank resident for at least twenty-nine (29) days prior to filing your Nomination Papers or declaration of candidacy,
 - Registered to vote in Burbank at the time of your nomination,
 - 18 years of age or older, and
 - You must obtain not less than fifty (50) nor more than one hundred (100) valid voters' signatures.
- Pursuant to California Election Code 2101 and Burbank Municipal Code Sections 2-3-111, 2-3-122, and 2-3-125.

How to Get Started...

What you need to do:

- File [Form 501](#) – Candidate Intention Statement. Submit the form to the City Clerk's Office. The original must be mailed, or hand delivered, to the Burbank City Clerk's Office at this address:

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

- File [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 at cityclerks@burbankca.gov or via U.S. Mail at the above 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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- File [Form 460](#) – Recipient Committee Campaign Statement. Once you qualify as a Candidate, a profile will be set up by the Burbank City Clerk’s Office for your committee. This is where you will submit all Form 460’s electronically at www.netfile.com/filer
 - File [Form 470](#) – Officeholder Candidate Campaign Statement – Short Form. If you are not anticipating raising or spending \$2,000 or more in a calendar year, submit the original Form 470 to the Burbank City Clerk’s Office electronically at www.netfile.com/filer
 - File [Form 700](#) – Statement of Economic Interests. All qualified candidates are required to submit this conflict-of-interest 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. The back of each FPPC Form provides instructions on how and when to file the form. It is vital that you read and understand the purpose of each of the forms before you submit them. This will assist you as you move through 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 FPPC advice line directly at (866) 275-3772 or by email at advice@fppc.ca.gov

Local Contribution Limit

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

Receipt of Contributions

On May 5, 2024, you can begin raising and spending money as a potential candidate running for office (Burbank Municipal Code Section 2-3-203).

Candidate Open Nomination Period is July 15, 2024 to August 9, 2024

Nomination Papers may be obtained at the City Clerk’s Office Monday – Friday from 8:00 a.m. to 5:00 p.m. **The deadline for filing Nomination Papers is August 9, 2024, by 5:00 p.m.**

How to Schedule an Appointment for the Open Nomination Period

It is highly recommended to schedule an appointment to pull Nomination Papers during the Open Nomination Period. An appointment may be scheduled by contacting the City Clerk’s Office at (818) 238-5851 or via email at cityclerks@burbankca.gov

Nomination Extension Period

If an eligible incumbent does not file their Nomination Papers by the deadline date of August 9, 2024, the Nomination Period shall be extended for that seat only for five (5) calendar days including weekends and holidays for candidates other than the incumbent. **The deadline for filing Nomination Papers during the Extended Nomination period is August 14, 2024, by 5:00 p.m.**

Filing Fee...

The filing fee for Nomination Papers is \$25, made payable to the City of Burbank, and is non-refundable (Burbank Municipal Code Section 2-3-125). Payment may be made by cash or check; debit/credit cards are not accepted at this time.



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 is responsible for submitting all required paperwork on or before the respective deadlines.

A complete list of qualified candidates will be made available in the City Clerk's Office and on the City's 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/Resource Guide at www.lavote.gov.

Candidates will be provided with an estimate for the cost of Candidate Statements as determined by the Los Angeles County Registrar-Recorder's Office. At a Meeting prior to the opening of the Nomination Period, the City Council will decide whether the City will subsidize a portion of this cost.

Indigent candidates unable to pay the Candidate Statement fee should 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 88th day (August 9, 2024) prior to the election date for said office.

Write in Candidates

California Election Code Sections 8600 - 8605 declare that a name written on a ballot in any election will not be counted unless the person has filed a statement of write-in candidacy between the 57th day (September 9, 2024) and the 14th day (October 22) prior to the election. Write-in votes

will be counted and certified in the Statement of Vote only for qualified write-in candidates who file the required forms with the City Clerk's Office no later than 14 days prior to Election Day (October 22).

State and County Elected Officials

Please note that the information below is subject to change following the November 5, 2024 election.

Honorable Adam Schiff

Member of Congress (30th District)
Field Office: 245 E. Olive Avenue #200
Burbank, CA 91502
(818) 450-2900

Honorable Caroline Menjivar

State Senator (20th 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: 601 E. Glenoaks Blvd., Suite 210
Glendale, CA 91207
(818) 409-0400

Honorable Laura Friedman

State Assemblymember (44th 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)
Field Office: 4130 Cahuenga Blvd., Suite 108
Toluca Lake, CA 91602
(818) 993-5170



RESOURCES:

California Secretary of State

www.sos.ca.gov/elections

California Fair Political Practices Commission

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

California Elections Code

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

County of Los Angeles Registrar-Recorder/County Clerk

www.lavote.gov

Candidate Handbook and Resource Guide/Critical Deadlines for 2024 Candidates

<https://lavote.gov/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

February 6, 2024



Burbankclerks



Burbankclerks

PLEASE NOTE:

The information contained within this document is subject to change.

Please refer to the City of Burbank Election Website for updates: www.burbankca.gov/elections

