



CITY OF BURBANK



## November 8, 2022 General Municipal Election

### How to Run for City Office

#### VACANT SEATS:

Three (3) City Council Members for a full, four-year term (12/19/2022 – 12/14/2026)

One (1) City Clerk for a full, four-year term (12/19/2022 – 12/14/2026)

One (1) City Treasurer for a full, four-year term (12/19/2022 – 12/14/2026)

Created & Prepared by  
the City Clerk's Office

March 2022

## 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](mailto:ZMullins@burbankca.gov)

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### **CITY OF BURBANK DEMOGRAPHICS:**

**APPROXIMATE POPULATION: 107,337**

*(As of April 1, 2020 [www.Census.gov](http://www.Census.gov))*

**REGISTERED VOTERS: 71,102**

*(As of January 4, 2022 [www.lavote.gov](http://www.lavote.gov))*

**VOTER TURNOUT: APPROXIMATELY 59,229**

**BALLOTS CAST, (82.49%)**

*(November 3, 2020 Presidential Election/General Municipal 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' 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:**

- [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 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](mailto: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.
- **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](http://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](http://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](http://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.

### ***Local Contribution Limit...***

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

### ***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 directly at (866) 275-3772 or by email at [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov).

### ***Receipt of Contribution...***

As of May 8, 2022, 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 18, 2022 to August 12, 2022***

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 12, 2022, 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](mailto:cityclerks@burbankca.gov).

### ***Nomination Extension Period...***

If an eligible incumbent does not file their Nomination Papers by the deadline date of August 12, 2022, the Nomination Period shall be extended until August 17, 2022, by 5:00 p.m. for candidates other than the incumbent for that seat only.

### ***Filing Fee...***

The filing fee for Nomination Papers is \$25 is made payable to the City of Burbank and is non-refundable (Burbank Municipal Code Section 2-3-125). Cash or Check payments will be accepted. 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 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/Resource Guide at [www.lavote.gov](http://www.lavote.gov).

Cost for Statements will be determined by the City Council at a 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 12, 2022) prior to the Election Date for said office.

### **State and County Elected Officials**

*Please note, the below information is subject to change following the November 8, 2022 Election*

#### **Honorable Adam Schiff**

**Congressman (28<sup>th</sup> District)**  
**Field Office: 245 E. Olive Avenue #200**  
**Burbank, CA 91502**  
**(818) 450-2900**

#### **Honorable Brad Sherman**

**Congressman (30<sup>th</sup> District)**  
**Field Office: 5000 Van Nuys Blvd #420**  
**Sherman Oaks, CA 91403**  
**(818) 501-9200**

#### **Honorable Robert Hertzberg**

**State Senator (18<sup>th</sup> District)**  
**Field Office: 6150 Van Nuys Blvd., Suite 400**  
**Van Nuys, CA 91401**  
**(818) 901-5588**

#### **Honorable Anthony J. Portantino**

**State Senator (25<sup>th</sup> District)**  
**Field Office: 601 E. Glenoaks Blvd., Suite 210**  
**Glendale, CA 91207**  
**(818) 409-0400**

#### **Honorable Laura Friedman**

**State Assemblymember (43<sup>rd</sup> District)**  
**Field Office: 300 E. Magnolia Blvd., Suite 504**  
**Burbank, CA 91502**  
**(818) 558-3043**

#### **Honorable Kathryn Barger**

**Los Angeles County Board of Supervisors (5<sup>th</sup> District)**  
**San Fernando Valley Field Office:**  
**21943 Plummer Street**  
**Chatsworth, CA 91311**  
**(818) 993-5170**



## **RESOURCES:**

California Secretary of State

[www.sos.ca.gov/elections](http://www.sos.ca.gov/elections)

California Fair Political Practices Commission

[www.fppc.ca.gov](http://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](http://www.lavote.gov)

Candidate Handbook and Resource Guide/Critical Deadlines for 2022 Candidates

<https://lavote.gov/home/voting-elections/candidate-measure-information/running-for-office>

City of Burbank

[www.burbankca.gov/elections](http://www.burbankca.gov/elections)

The City of Burbank Charter and Burbank Municipal Code

[www.codepublishing.com/CA/Burbank](http://www.codepublishing.com/CA/Burbank)



### **City Clerk's Office**

275 East Olive Avenue

Burbank, CA 91502

(818) 238-5851

[cityclerks@burbankca.gov](mailto:cityclerks@burbankca.gov)

January 25, 2022



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](http://www.burbankca.gov/elections)

