

CITY OF BURBANK

CITY CLERK

There shall be a City Clerk elected every four (4) years at the general election who shall be Clerk of the Council. It shall be the duty of the City Clerk to attend all sessions of the Council and keep a full and correct record of the proceedings thereof. The proceedings of the Council shall be kept in a book marked "Minutes of the Council." The City Clerk shall keep a book marked "Ordinances" in which the City Clerk shall place copies of all City ordinances, certifying that each such copy so certified, shall be prima facie evidence of the contents of the ordinance, and of its passage and publication and shall be admissible as such evidence in any court or proceeding. Such record shall not be filed but shall be returned to the custody of the City Clerk. The city Clerk shall also keep a book marked resolutions passed by the Council. Both the books containing ordinances and resolutions shall be adequately and comprehensively indexed.

The City Clerk shall be the keeper of the corporate seal of the City, and shall affix the same to instruments or writings requiring authentication. The city Clerk shall safely keep all records, documents, ordinances, resolutions, books, and such other 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 City Clerk.

[Amended by Charter Amendment, ratified by the voters on February 28, 1995, and filed with the Secretary of State on March 31, 1995. Previous Amendments: Charter Amendment ratified by the voters on April 3, 1951, and approved by the State Legislature on May 31, 1951; Charter Amendment ratified by the voters on

THE CHARTER

[Amended by Charter Amendment, ratified by the voters on June 5, 1984, and filed with the Secretary of State on July 12, 1984. Previous Amendments: Charter Amendment ratified by the voters on April 3, 1951, and approved by the State Legislature on May 31, 1951; and Charter Amendment ratified by the voters on November 3, 1970, and approved by the State Legislature on January 14, 1971.]