



CITY CLERK'S OFFICE

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NOTICE OF VOTE BY MAIL BALLOT PROCESSING AND CANVASSING BOARD

NOTICE IS HEREBY GIVEN that I, Zizette Mullins, MMC, City Clerk of the City of Burbank, do appoint the following named individuals to serve as a Canvassing Board, to canvass Vote By Mail ballots and Provisional ballots for the Primary Municipal Election to be held on Tuesday, February 28, 2017.

Inspector: Ted Lamoureaux	Clerk: Diana Morris
Clerk: Shannon Cole	Clerk: Cary Noren
Clerk: Kristine Kaiser	Clerk: Micaela Pierce
Clerk: Emilia Platas	

PRE-ELECTION DAY PROCESSING AND CANVASSING

Pursuant to Elections Code Section 15101(a), the Processing of Vote by Mail ballot return envelopes (verification of signature and address and updating voter records) may begin 29 days before the election, and thus will commence at 8:00 a.m. on Monday, January 30, 2017, in the Ballot Processing Center located at City Hall, 275 E. Olive Avenue. Vote by Mail ballot return envelopes processing may occur daily thereafter between 8:00 a.m. and 5:00 p.m. To determine if ballot processing will take place on a particular day, please call 818-238-5851.

Pursuant to Elections Code Section 15101(b), the Pre-Election Canvassing of Vote by Mail ballots (opening the returned vote by mail ballot envelopes, removing the ballots, accurately duplicating any damaged or defective ballots, and preparing the ballots for the ballot count) may begin seven business days before the election, and thus will commence at 1:00 p.m. on Thursday, February 23, 2017, in the Ballot Canvassing Room, 275 E. Olive Avenue.

The Count of the Vote by Mail ballots (those received on or prior to Election Day and have been processed and canvassed as described above), will commence at 7:00 p.m. on Tuesday, February 28, 2017.

POST-ELECTION DAY PROCESSING AND CANVASSING

For Vote by Mail ballots and Provisional ballots received on Election Day and Vote by Mail ballots received up to 12:00 p.m. on Friday, March 3, 2017, following the election, with postmarks on or before Election Day.

The Post-Election Day Processing of Vote by Mail ballot return envelopes and Provisional ballot envelopes (verification of signature and address and updating voter records), will begin at 8:00 a.m. on Wednesday, March 1, 2017, in the Ballot Processing Center at City Hall, 275 E. Olive Avenue. Vote By Mail ballot return envelope and Provisional ballot envelope processing may occur daily thereafter between 8:00 a.m. and 5:00 p.m. To determine if ballot envelope processing will take place on a particular day, please call 818-238-5851.

The Post-Election-Day Canvassing of Vote by Mail ballots and Provisional ballots (opening the returned vote by mail ballot envelopes, removing the ballots, accurately duplicating any damaged or defective ballots, and preparing the ballots for the ballot count) will commence at 12:00 p.m. on Friday, March 3, 2017, in the Ballot Canvassing Room, 275 E. Olive Avenue.

Zizette Mullins, MMC, City Clerk
February 24, 2017