



**CITY CLERK'S OFFICE**

275 East Olive Avenue \* Burbank, California \* 91502  
818-238-5851 \* fax 818-238-5853 \* cityclerks@burbankca.gov

**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 General Municipal Election to be held on Tuesday, April 11, 2017.

Inspector: Cary Noren	Clerk: Diana Morris
Clerk: Jonathan Barta	Clerk: Micaela Pierce
Clerk: Shannon Cole	Clerk: Emilia Platas
Clerk: Kristine Kaiser	

**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, March 13, 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, April 6, 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, April 11, 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, April 14, 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, April 12, 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, April 14, 2017, in the Ballot Canvassing Room, 275 E. Olive Avenue.

Zizette Mullins, MMC, City Clerk  
April 3, 2017