

City of Calistoga

Staff Report

TO: Honorable Mayor and City Council
FROM: Susan Sneddon, City Clerk
DATE: May 20, 2008
SUBJECT: November 4, 2008 General Municipal Election

APPROVAL FOR FORWARDING:


James C. McCann, City Manager

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ISSUE: Consideration of a Resolution to call and give notice of the holding of a General Municipal Election to be held on Tuesday, November 4, 2008.

RECOMMENDATION: Adopt Resolution.

BACKGROUND: Pursuant to Election Code 10002, 10242, 10263, 10403 the City Council initiates the election process by adopting a Resolution calling and giving notice of the holding of the November 4, 2008 General Municipal Election, and requesting the Board of Supervisors of the County of Napa to permit the County Clerk and the County Elections Department to render certain services to the City of Calistoga. Pursuant to Election Code 12101-12102 the City Clerk shall publish once, a notice of General Municipal Election not earlier than the 127th nor later than the 113th day prior to the election (between June 20, 2008 and July 14, 2008).

FISCAL IMPACT: The estimated cost of the November 4, 2008 General Municipal Election is \$6,500. This estimate includes costs for ballots, advertising, publishing, County Election Clerk costs, etc.

We have budgeted sufficient funds for this activity in the 2008/2009 Budget.

ATTACHMENTS:

1. Draft Resolution
2. November 4, 2008 Municipal Election Calendar

RESOLUTION NO. 2008-_____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALISTOGA, COUNTY OF NAPA, STATE OF CALIFORNIA, CALLING AND GIVING NOTICE OF THE HOLDING OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, THE 4TH DAY OF NOVEMBER 2008, FOR THE ELECTION OF CERTAIN OFFICERS OF SAID CITY AS REQUIRED BY THE PROVISIONS OF THE LAWS OF THE STATE OF CALIFORNIA RELATING TO GENERAL LAW CITIES, AND REQUESTING THE BOARD OF SUPERVISORS OF SAID COUNTY OF NAPA TO CONSOLIDATE SAID ELECTION WITH THE NOVEMBER 4, 2008 CONSOLIDATED GENERAL ELECTION AND PERMIT THE COUNTY ELECTIONS OFFICIAL TO RENDER CERTAIN SERVICES TO THE CITY OF CALISTOGA FOR SAID ELECTION

1 **WHEREAS**, Calistoga Municipal Code 2.06.050 stipulates that a General
2 Municipal Election be held on the first Tuesday after the first Monday in November of
3 even-numbered years; and
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5 **WHEREAS**, the date of the next City election is November 4, 2008 for the election
6 of two members of the City Council and a Mayor of the City of Calistoga, which need
7 to be decided by the voters of the City; and
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9 **WHEREAS**, pursuant to Election Code sections 10002, 10242, 10263, 10403 the
10 City Council initiates the election process by adopting a Resolution calling and giving
11 notice of the holding of a General Municipal Election.
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13 **WHEREAS**, Election Code 10261 allows the governing body of the jurisdiction to
14 establish a central counting place; and
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16 **WHEREAS**, certain actions are required in connection with said Election; and
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18 **WHEREAS**, all necessary expenses in performing election services will be
19 reimbursed by the City of Calistoga; and
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21 **NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of
22 Calistoga does hereby resolve, declare and order as follows:
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24 SECTION 1. Pursuant to the requirements of the laws of the State of California
25 relating to General Law Cities, there shall be, and there is hereby called and
26 ordered, held in the City of Calistoga, County of Napa, State of California, on
27 Tuesday, November 4, 2008, a General Municipal Election for the purpose of
28 electing a Mayor for the term of two years; and two (2) Members of the City Council
29 for the term of four (4) years.
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31 SECTION 2. That notice of the time and place of holding said Election is hereby
32 given, and the City Clerk is hereby authorized to give such further or additional
33 notice of said Election in the time, form and manner as required by law.
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35 SECTION 3. That the ballots to be used at said Election shall be, both as to form
36 and matter contained therein, such as may be required by law.
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38 SECTION 4. That the City Clerk of said City is hereby authorized to procure and
39 furnish any and all official ballots, notices and printed matters that may be
40 necessary in order to properly and lawfully conduct said Election, except as noted
41 herein.
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43 SECTION 5. For the purposes of said Election, the City of Calistoga is hereby
44 divided into the following precincts: 343201, 343202, 343203, 343204, and
45 343205.
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47 SECTION 6. That the City Council of the City of Calistoga does hereby request the
48 Napa County Board of Supervisors to consolidate the Municipal Election with the
49 November 4, 2008 Consolidated General Election and establish a Central
50 Counting Precinct at the Napa County Election Division, 900 Coombs Street,
51 Room 256, Napa, California.
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53 SECTION 7. That the City Council of the City of Calistoga does hereby request the
54 Napa County Board of Supervisors to authorize the County Elections Official to
55 prepare and perform certain services for the City of Calistoga in relation to said
56 consolidated Election:
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- 59 a) Contact precinct workers and polling places regarding availability for said
60 Election, set compensation;
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 - 62 b) Provide processing of vote-by-mail ballots;
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 - 64 c) Furnish indexes, precinct supplies, appoint polling place workers and
65 officials, instruct workers and officials, designate polling places for
66 consolidated precincts;
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 - 68 d) Send out notices of appointment and polling place confirmations, publish
69 and deliver supplies to polls;
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 - 71 e) Hold central counting, count write-in votes and conduct official canvass
72 of the ballots for the City of Calistoga for said Election;
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 - 74 f) Certify the ballots received, used, spoiled or destroyed for precincts
75 343201, 343202, 343203, 343204, and 343205;

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- g) All other necessary actions required for holding of the Election as may be requested by the City;
- h) Provide an itemized bill for services performed subsequent to the Election;
- i) The City Clerk of the City of Calistoga is directed to forward a certified copy of this Resolution to the Clerk of the Board of Supervisors for presentation to the Board of Supervisors, and to the Elections Official, County of Napa.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Calistoga at a regular meeting held this **20th day of May 2008**.

AYES:
NOES:
ABSTAIN/ABSENT:

JACK GINGLES, Mayor

ATTEST:

SUSAN SNEDDON, City Clerk

**City Elections
Municipal Election
November 4, 2008**

**Laws in effect in 2008
(Calendar laws updated 10/2007)**

(check with your county for their deadlines for arguments and rebuttal filings)

Date(s)	E minus	to E minus	Action
May 16	-172		Suggested Last Day to File Petitions Regarding Measure
June 30	-127		Suggested Last Day for Council to Adopt Resolutions
June 30 to July 14	-127	-113	Election Official to Publish Notice of Election - Candidates
July 7	-120		Last Day to Adopt Regulations for Candidates Statements
July 14 to August 8	-113	-88	Filing Period for Nomination Papers and Candidate's Statements
July 15	-112		Suggested Last Day to Call Election For Ballot Measures
July 16	-111		Suggested Last Day to Post Notice of Deadline for Filing Arguments
July 29	-98		Suggested Last Day to File Arguments / Must Be 14 days after Council calls Election
July 31			Last Day to File Campaign Expenditure Statements - Semi-Annual Statement
August 8	-88		Suggested Last Day to File Rebuttal Arguments / 10 Days after Arguments
August 8	-88		Last Day to Call Election For Ballot Measures
August 8	-88		Last Day to File Nomination Papers
August 13	-83		Last Day to File Nomination Papers - Extended Filing Period
August 13	-83		Last Day to Withdraw Measure(s) from Ballot
August 14	-82		Secretary of State to Determine Order of Names on Ballot
August 21	-75		Time to Cancel Election - Insufficient Candidates
September 8 to October 21	-57	-14	Filing Period for Write-In Candidate
October 5	-30		Last Day to File Campaign Expenditure Statements - 1st Pre-election Statement
October 6 to October 28	-29	-7	Voters May Request Vote by Mail Ballots with Regular Applications
October 14	-21		Last Day to Mail Sample Ballots and Polling Place Notices
October 20	-15		Last Day to Register to Vote
October 21	-14		Last Day to File for Write-In Candidate
October 23	-12		Last Day to File Campaign Expenditure Statements - 2nd Pre-election Statement
October 28	-7		Last Day for Election Official to Publish Notice of Nominees
October 29 to November 4	-6		Emergency/Late Vote by Mail Voting Period
November 3	-1		Last Day for Council to Adopt Procedures to Resolve Tie Vote
November 4	0		ELECTION DAY
November 4	0		Last Day to Receive Vote by Mail Voter Ballots
No Later Than December 19	45		Last Day to Declare Results & Install Newly Elected Mayor, Councilmember(s), Etc.
	<i>(30 days after Assuming Office)</i>		Last Day to File Statement of Economic Interests
January 31			Last Day to File Campaign Expenditure Statements - Semi-Annual Statement
April 1, 2009			Last Day to Submit Report on Measures to Secretary of State