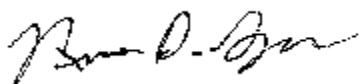


City of Calistoga

Staff Report

TO: Honorable Mayor and City Council
FROM: Richard Spitler, Acting City Clerk
DATE: June 5, 2012
SUBJECT: Notice and Consolidation of 2012 General Municipal Election

APPROVAL FOR FORWARDING:



Richard Spitler, City Manager

1 **ISSUE:** Consideration of a Resolution calling and giving notice of the holding of a General Municipal
2 Election to be held November 6, 2012, and requesting the Board of Supervisors to permit the County
3 Clerk and County Elections Department to render certain services.
4

5 **RECOMMENDATION:** Adopt Resolution.
6

7 **BACKGROUND:** Pursuant to Election Code 10002, 10242, 10263, 10403 the City Council initiates
8 the election process by adopting a Resolution calling and giving notice of the holding of the November
9 6, 2012 General Municipal Election for the purpose of electing two Councilmembers and the Mayor;
10 and requesting the Board of Supervisors of the County of Napa to permit the County Clerk and the
11 County Elections Department to render certain services to the City of Calistoga. Pursuant to Election
12 Code 12101-12102 the City Clerk shall publish once, a notice of General Municipal Election not earlier
13 than the 127th nor later than the 113th day prior to the election (between July 2, 2012 and July 16,
14 2012).
15

16 The attached resolution: 1) calls for a General Municipal Election; 2) requests the Napa County Board
17 of Supervisors to accept consolidation of the City's General Municipal Election with the Statewide
18 Election on November 6, 2012; provides authority for the City Clerk to enter into contracts necessary
19 for election supplies and services for the General Election.
20

21 **FISCAL IMPACT:** The estimated cost of the November 6, 2012 General Municipal Election is \$7,400.
22 This estimate includes costs for ballots, advertising, publishing, County Election Clerk costs, and
23 possibly City Clerk consultant assistance.
24

25 **ATTACHMENTS:**

- 26 1. Draft Resolution
- 27 2. November 6, 2012 Municipal Election Calendar

RESOLUTION NO. 2012-

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 6th DAY OF NOVEMBER 2012, 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 6, 2012 CONSOLIDATED GENERAL ELECTION AND PERMIT THE COUNTY ELECTIONS OFFICIAL TO RENDER CERTAIN SERVICES TO THE CITY OF CALISTOGA FOR SAID ELECTION

WHEREAS, Calistoga Municipal Code 2.06.050 stipulates that a General Municipal Election be held on the first Tuesday after the first Monday in November of even-numbered years; and

WHEREAS, the date of the next City election is November 6, 2012 for the election of two members of the City Council and a Mayor of the City of Calistoga, which need to be decided by the voters of the City; and

WHEREAS, pursuant to Election Code sections 10002, 10242, 10263, 10403 the City Council initiates the election process by adopting a Resolution calling and giving notice of the holding of a General Municipal Election.

WHEREAS, Election Code 10261 allows the governing body of the jurisdiction to establish a central counting place; and

WHEREAS, certain actions are required in connection with said Election; and

WHEREAS, all necessary expenses in performing election services will be reimbursed by the City of Calistoga.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Calistoga does hereby resolve, declare and order as follows:

SECTION 1. Pursuant to the requirements of the laws of the State of California relating to General Law Cities, there shall be, and there is hereby called and ordered, held in the City of Calistoga, County of Napa, State of California, on Tuesday, November 6, 2012, a General Municipal Election for the purpose of electing a Mayor for the term of two years; and two (2) Members of the City Council for the term of four (4) years.

SECTION 2. That notice of the time and place of holding said Election is hereby given, and the City Clerk is hereby authorized to give such further or additional notice of said Election in the time, form and manner as required by law.

SECTION 3. That the ballots to be used at said Election shall be, both as to form and matter contained therein, such as may be required by law.

SECTION 4. That the City Clerk of said City is hereby authorized to procure and furnish any and all official ballots, notices, consultant assistance and printed matters that may be necessary in order to properly and lawfully conduct said Election, except as noted herein.

SECTION 5. For the purposes of said Election, the City of Calistoga is hereby divided into the following precincts: 343201, 343202, 343203, 343204, and 343205.

SECTION 6. That the City Council of the City of Calistoga does hereby request the Napa County Board of Supervisors to consolidate the Municipal Election with the November 6, 2012 Consolidated General Election and establish a Central Counting Precinct at the Napa County Election Division, 900 Coombs Street, Room 256, Napa, California.

SECTION 7. That the City Council of the City of Calistoga does hereby request the Napa County Board of Supervisors to authorize the County Elections Official to prepare and perform certain services for the City of Calistoga in relation to said consolidated Election:

- a) Contact precinct workers and polling places regarding availability for said Election, set compensation;
- b) Provide processing of vote-by-mail ballots;
- c) Furnish indexes, precinct supplies, appoint polling place workers and officials, instruct workers and officials, designate polling places for consolidated precincts;
- d) Send out notices of appointment and polling place confirmations, publish and deliver supplies to polls;
- e) Hold central counting, count write-in votes and conduct official canvass of the ballots for the City of Calistoga for said Election;
- f) Certify the ballots received, used, spoiled or destroyed for precincts 343201, 343202, 343203, 343204, and 343205;

- 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 **5th day of June 2012**.

AYES:

NOES:

ABSTAIN/ABSENT:

JACK GINGLES, Mayor

ATTEST:

RICHARD SPITLER, Acting City Clerk