

# City of Calistoga

## Staff Report

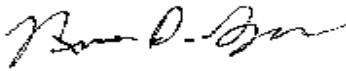
**TO:** Honorable Mayor and City Council  
**FROM:** Richard Spitler, Acting City Clerk  
**DATE:** May 20, 2014  
**SUBJECT:** Notice and Consolidation of 2014 General Municipal Election

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**APPROVAL FOR FORWARDING:**



Richard Spitler, City Manager

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1 **ISSUE:** Consideration of a Resolution calling and giving notice of the holding of a  
 2 General Municipal Election to be held November 4, 2014, and requesting the Board of  
 3 Supervisors to permit the County Clerk and County Elections Department to render  
 4 certain services.  
 5

6 **RECOMMENDATION:** Adopt Resolution.  
 7

8 **BACKGROUND:** Pursuant to Election Code 10002, 10242, 10263, 10403, 10418 the  
 9 City Council initiates the election process by adopting a Resolution calling and giving  
 10 notice of the holding of the November 4, 2014 General Municipal Election for the  
 11 purpose of electing two Councilmembers and the Mayor; and requesting the Board of  
 12 Supervisors of the County of Napa to permit the County Clerk and the County  
 13 Elections Department to render certain services to the City of Calistoga. Pursuant to  
 14 Election Code 12101-12102 the City Clerk shall publish once, a notice of General  
 15 Municipal Election not earlier than the 127th nor later than the 113th day prior to the  
 16 election (between June 30, 2014 and July 14, 2014).  
 17

18 The attached resolution: 1) calls for a General Municipal Election; 2) requests the  
 19 Napa County Board of Supervisors to accept consolidation of the City's General  
 20 Municipal Election with the Statewide Election on November 4, 2014; provides  
 21 authority for the City Clerk to enter into contracts necessary for election supplies and  
 22 services for the General Election.  
 23

24 **CONSISTENCY WITH CITY COUNCIL GOALS AND OBJECTIVES:** By  
 25 consolidating the City's General Municipal Election with the County, the cost of  
 26 holding the election is much lower due to the combining of resources for certain  
 27 services, thus aligning with City Council Goal #1, Objective #7 for Fiscal Year  
 28 2014/2015, which is to maintain City operating costs at the lowest feasible level  
 29 commensurate with equal service levels.  
 30

31 **FISCAL IMPACT:** The estimated cost of the November 4, 2014 General Municipal  
32 Election is approximately \$8,000. This estimate includes costs for ballots,  
33 advertising, publishing, County Election Clerk costs, and possibly City Clerk  
34 consultant assistance.

35

36 **ATTACHMENTS:**

- 37 1. Draft Resolution  
38 2. November 4, 2014 Municipal Election Calendar

**RESOLUTION NO. 2014-XXX**

**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 2014, 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, 2014 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 4, 2014 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, 10418, 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 4, 2014, 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.

45 SECTION 2. That notice of the time and place of holding said Election is hereby  
46 given, and the City Clerk is hereby authorized to give such further or additional  
47 notice of said Election in the time, form and manner as required by law.  
48

49 SECTION 3. That the ballots to be used at said Election shall be, both as to form  
50 and matter contained therein, such as may be required by law.  
51

52 SECTION 4. That the City Clerk of said City is hereby authorized to procure and  
53 furnish any and all official ballots, notices, consultant assistance and printed  
54 matters that may be necessary in order to properly and lawfully conduct said  
55 Election, except as noted herein.  
56

57 SECTION 5. For the purposes of said Election, the City of Calistoga is hereby  
58 divided into the following precincts: 343701, 343702, 343703, 343704, and  
59 343705.  
60

61 SECTION 6. That the City Council of the City of Calistoga does hereby request the  
62 Napa County Board of Supervisors to consolidate the Municipal Election with the  
63 November 4, 2014 Consolidated General Election and establish a Central  
64 Counting Precinct at the Napa County Election Division, 900 Coombs Street,  
65 Room 256, Napa, California.  
66

67 SECTION 7. That the City Council of the City of Calistoga does hereby request the  
68 Napa County Board of Supervisors to authorize the County Elections Official to  
69 prepare and perform certain services for the City of Calistoga in relation to said  
70 consolidated Election:  
71

- 72 a) Contact precinct workers and polling places regarding availability for said  
73 Election, set compensation;  
74
- 75 b) Provide processing of vote-by-mail ballots;  
76
- 77 c) Furnish indexes, precinct supplies, appoint polling place workers and  
78 officials, instruct workers and officials, designate polling places for  
79 consolidated precincts;  
80
- 81 d) Send out notices of appointment and polling place confirmations, publish  
82 and deliver supplies to polls;  
83
- 84 e) Hold central counting, count write-in votes and conduct official canvass  
85 of the ballots for the City of Calistoga for said Election;  
86
- 87 f) Certify the ballots received, used, spoiled or destroyed for precincts  
88 343701, 343702, 343703, 343704, and 343705;  
89

- 90 g) All other necessary actions required for holding of the Election as may  
91 be requested by the City;  
92  
93 h) Provide an itemized bill for services performed subsequent to the  
94 Election;  
95  
96 i) The City Clerk of the City of Calistoga is directed to forward a certified  
97 copy of this Resolution to the Clerk of the Board of Supervisors for  
98 presentation to the Board of Supervisors, and to the Elections Official,  
99 County of Napa.

100  
101 **PASSED, APPROVED AND ADOPTED** by the City Council of the City of  
102 Calistoga at a regular meeting held this **20<sup>th</sup> day of May, 2014**, by the following  
103 vote:

104  
105 **AYES:**  
106 **NOES:**  
107 **ABSTAIN:**  
108 **ABSENT:**

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\_\_\_\_\_  
**CHRIS CANNING, Mayor**

**ATTEST:**

\_\_\_\_\_  
**RICHARD SPITLER, Acting City Clerk**

*Note: A copy of this Resolution shall be filed with the Registrar of Voters/County Clerk's Office no later than 88 days before the election.*

**City Elections**  
**General Municipal Elections Consolidated**  
**November 4, 2014**

*Laws in effect in 2014*

*(Calendar laws updated 10/2013)*

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

| <b>Date(s)</b>   | <b>E minus</b> | <b>to E minus</b> | <b>Action</b>  |
|--|----------------|-------------------|--|
| May 16   | -172           |                   | Suggested Last Day to File Petitions Regarding Measure   |
| June 16  | -141           |                   | Suggested Last Day for Council to Adopt Resolutions  |
| June 17  | -140           |                   | Suggested Last Day to Post Notice of Deadline for Filing Arguments and Impartial Analyses                            |
| No deadline except ONCE before Election Day                  |                |                   | Election Official to Publish Notice of Election – Measure(s) Only, No Candidates                                     |
| 7 - 14 days after date Council puts measure(s) on the ballot |                |                   | Suggested Last Day to File Arguments & Impartial Analyses / Recommended to be 7-14 days after Council calls Election |
| 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  |
| 10 days after Arguments are due                              |                |                   | Last Day to File Rebuttal Arguments / 10 Days after Arguments  |
| July 14 to August 8  | -113           | -88               | Filing Period for Nomination Papers and Candidate's Statements   |
| July 31  |                |                   | Last Day to File Campaign Expenditure Statements - Semi-Annual Statement   |
| August 8   | -88            |                   | Last Day to Call Election For Ballot Measures  |
| August 8 by 5:00 pm  | -88            |                   | Last Day for County to Receive Resolutions Requesting Services or Consolidation                                      |
| August 8   | -88            |                   | Last Day to File Nomination Papers (Consolidated Cities)   |
| August 13  | -83            |                   | Last Day to File Nomination Papers – Extended Filing Period if incumbent fails to file                               |
| 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 6  | -29            |                   | Last Day to File Campaign Expenditure Statements - 1st Pre-election Statement  |
| October 6  | -29            |                   | First Day for Mailing Permanent Vote-by-Mail Voter Ballots   |
| 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   |
| <b>November 4</b>  | 0              |                   | <b>ELECTION DAY</b>  |
| 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.                                    |
| December 2 December 19                                       | E+28+17+?      |                   | Reorganize Council and Choose Mayor Pro Tem (and Mayor if applicable)  |
| December 10 December 28                                      | 36             | 54                | Filing of Statement of Economic Interests  |
| January 31, 2015   |                |                   | Last Day to File Campaign Expenditure Statements - Semi-Annual Statement   |
| April 1, 2015  |                |                   | Last Day to Submit Report on Measures to Secretary of State  |