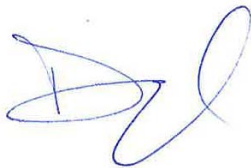


City of Calistoga

Staff Report

TO: Honorable Mayor and City Council
FROM: Kathy Flamson, City Clerk
DATE: May 17, 2016
SUBJECT: Notice and Consolidation of 2016 General Municipal Election

APPROVAL FOR FORWARDING:



DYLAN FEIK, City Manager

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ISSUE: Consideration of a Resolution calling and giving notice of the holding of a General Municipal Election to be held November 8, 2016, and requesting the Board of Supervisors to permit the County Clerk and County Elections Department to render certain services.

RECOMMENDATION: Adopt Resolution.

BACKGROUND: Pursuant to Election Code 10002, 10242, 10263, 10403, 10418 the City Council initiates the election process by adopting a Resolution calling and giving notice of the holding of the November 8, 2016 General Municipal Election for the purpose of electing two Councilmembers and the Mayor; 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 or later than the 113th day prior to the election (between July 4, 2016 and July 18, 2016).

The attached resolution: 1) calls for a General Municipal Election; 2) requests the Napa County Board of Supervisors to accept consolidation of the City's General Municipal Election with the Statewide Election on November 8, 2016; provides authority for the City Clerk to enter into contracts necessary for election supplies and services for the General Election.

CONSISTENCY WITH CITY COUNCIL GOALS AND OBJECTIVES: By consolidating the City's General Municipal Election with the County, the cost of

27 holding the election is much lower due to the combining of resources for certain
28 services, thus aligning with City Council Goal #2, Objective #1 for Fiscal Year
29 2016/2017, which is to provide high standards in delivery of . . . general municipal
30 services and Objective #2 which is to streamline and simplify processes.

31
32 **FISCAL IMPACT:** The estimated cost of the November 8, 2016, General Municipal
33 Election is approximately \$10,000 from Account Number 01-4133-4410 in FY 16-17.
34 This estimate includes costs for ballots, advertising, publishing and County Election
35 Clerk costs.

36
37 **ATTACHMENTS:**

- 38 1. Draft Resolution
39 2. November 8, 2016 Municipal Election Calendar

RESOLUTION NO. 2016-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 8th DAY OF NOVEMBER 2016, 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 8, 2016 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 8, 2016, 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 8, 2016, 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.
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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 8, 2016 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 pursuant to the provisions of § 10002 of the Elections Code of
68 the State of California, the City Council of the City of Calistoga does hereby
69 request the Napa County Board of Supervisors to permit the County Elections
70 Official to prepare and perform certain services for the City of Calistoga in relation
71 to said consolidated Election:
72

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

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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 **17th day of May, 2016**, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

CHRIS CANNING, Mayor

ATTEST:

KATHY FLAMSON, 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 8, 2016

Laws in effect in 2016 (Calendar laws updated 10/2015)
(check with your county for their deadlines for arguments and rebuttal filings)

Date(s)	E minus	to E minus	Action
May 20	-172		Suggested Last Day to File Petitions Regarding Measure
June 20	-141		Suggested Last Day for Council to Adopt Resolutions
June 21	-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
July 4 to July 18	-127	-113	Election Official to Publish Notice of Election - Candidates
July 11	-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 18 to August 12	-113	-88	Filing Period for Nomination Papers and Candidate's Statements
August 1			Last Day to File Campaign Expenditure Statements - Semi-Annual Statement
August 12	-88		Last Day to Call Election For Ballot Measures
August 12 by 5:00 pm	-88		Last Day for County to Receive Resolutions Requesting Services or Consolidation
August 12	-88		Last Day to File Nomination Papers (Consolidated Cities)
August 17	-83		Last Day to File Nomination Papers – Extended Filing Period if incumbent fails to file
August 17	-83		Last Day to Withdraw Measure(s) from Ballot
August 18	-82		Secretary of State to Determine Order of Names on Ballot
August 25	-75		Time to Cancel Election – Insufficient Candidates
September 12 to October 25	-57	-14	Filing Period for Write-in Candidate
September 29			Last Day to File Campaign Expenditure Statements - 1st Pre-election Statement
October 10	-29		First Day for Mailing Permanent Vote by Mail Voter Ballots
October 10 to November 1	-29	-7	Voters May Request Vote by Mail Ballots with Regular Applications
October 18	-21		Last Day to Mail Sample Ballots and Polling Place Notices
October 24	-15		Last Day to Register to Vote
October 25	-14		Last Day to File for Write-in Candidate
October 27	-12		Last Day to File Campaign Expenditure Statements - 2nd Pre-election Statement
November 1	-7		Last Day for Election Official to Publish Notice of Nominees
November 2 to November 8	-6	0	Emergency/Late Vote by Mail Voting Period
November 7	-1		Last Day for Council to Adopt Procedures to Resolve Tie Vote
November 8	0		ELECTION DAY
November 11	3		Last Day to Receive Vote by Mail Voter Ballots If Postmarked on Election Day
November 16	8		Last Day to Receive Signed "Unsigned Ballot Statements" for unsigned Vote by Mail Voter Ballots
No Later Than December 23	45		Last Day to Declare Results & Install Newly Elected Mayor, Councilmember(s), Etc.
December 8 December 23 (30 days after Assuming Office)	E+30+15+?		Reorganize Council and Choose Mayor Pro Tem (and Mayor if applicable)
January 31, 2017			Filing of Statement of Economic Interests
April 1, 2017			Last Day to File Campaign Expenditure Statements - Semi-Annual Statement Last Day to Submit Report on Measures to Secretary of State