

CITY OF YUBA CITY
STAFF REPORT

Date: June 5, 2018
To: Honorable Mayor & Members of the City Council
From: City Clerk
Presentation By: Patricia Buckland, City Clerk

Summary

Subject: General Municipal Election November 6, 2018

Recommendation: A) Adopt a Resolution calling and giving notice of the holding of a General Municipal Election to be held on Tuesday, November 6, 2018 for the election of three members of City Council

B) Authorize the Mayor to enter into an agreement for Election Services with Sutter County

Fiscal Impact: \$40,000 estimated cost from Account 1710-62722 City Clerk Elections. This amount is included in the Proposed FY 2018/19 Annual Budget

Purpose:

To provide notice of the General Municipal Election to be held on November 6, 2018.

Background:

In accordance with the California Election Code and the City Municipal Code, the City of Yuba City is required to hold an election in conjunction with the Statewide General Election being held on Tuesday, November 6, 2018 for three members of the City Council.

Traditionally, the City has contracted with Sutter County to provide consolidated election services. An agreement is needed with Sutter County to reimburse for costs associated with the Municipal Election. As in the past, it is the intent of the City Clerk's office to perform as many election functions as possible to reduce the total cost to the City.

Analysis:

The first day for signing nomination papers will be Monday, July 16, 2018. The close of the nomination period shall be 5:00 p.m. on Friday, August 10, 2018. Should any incumbent not file nomination papers by the close of the nomination period, the voters of the City will have until 5:00 p.m. on Wednesday, August 15, 2018 to nominate candidates other than the incumbent to that office.

Candidates may file a "Statement of Qualifications" to be included within the sample ballot packet that is mailed to registered voters. All costs of printing and handling of the Statement of Qualifications, except mailing costs, shall be paid by the candidate. A deposit will be required at to be made at the time of filing to cover anticipated costs, the amount of deposit will be determined by the Sutter County Elections Office. The Statement of Qualifications is limited to 200 words.

Fiscal Impact:

The City's share of cost for the consolidated election is estimated to be \$20,000 - \$40,000 based upon previous elections. Costs could go up or down based on the number of voters registered by the registration deadline. This amount will be included in the proposed FY 2018-2019 proposed budget in the City Clerk Elections Account 1710-62722.

Alternatives:

The City can conduct a stand-alone election.

Recommendation:

- A) Adopt a Resolution calling and giving notice of the holding of a General Municipal Election to be held on Tuesday November 6, 2018 for the election of three members of City Council.
- B) Authorize the Mayor to enter into an Agreement for Election Services with Sutter County.

Attachments:

- 1. *Resolution*
- 2. *Agreement for Election Services*
- 3. *Notice of Election*

Prepared By:

/s/ Terrel Locke

Terrel Locke
Assistant to the City Manager

Submitted By

/s/ Patricia Buckland

Patricia Buckland
City Clerk

Reviewed By:

City Manager

City Attorney

SK

TH by email

ATTACHMENT 1

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YUBA CITY CALLING
AND GIVING NOTICE OF THE HOLDING OF A GENERAL MUNICIPAL
ELECTION TO BE HELD ON TUESDAY NOVEMBER 6, 2018 FOR THE
ELECTION OF CERTAIN OFFICERS AND AUTHORIZING THE CITY TO ENTER
INTO AN AGREEMENT FOR ELECTION SERVICES WITH SUTTER COUNTY**

WHEREAS, under the provisions of the laws relating to general law cities in the State of California, a General Municipal Election shall be held on November 6, 2018; and

WHEREAS, it is the desire of the City Council of the City of Yuba City to consolidate the Municipal Election with the Statewide General Election to be held on November 6, 2018 for the purpose of electing three Council members for full terms of four years.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED as follows:

Section 1. That pursuant to the requirements of Section 10403 of the Elections Code of the State of California, the City Council requests the Board of Supervisors of the County of Sutter to consolidate the City General Municipal Election with the Statewide General Election being held on Tuesday, November 8, 2018.

Section 2. That the Sutter County Election Department is authorized to canvass the returns of the General Municipal Election. The election shall be held in all respects as if there were only one election, and one form of ballot shall be used.

Section 3. That the Mayor is authorized to enter into an Agreement with Sutter County for the purpose of said election.

Section 4. The City Clerk is directed to forward a certified copy of this Resolution to the Board of Supervisors of Sutter County.

Section 5. The City Clerk is directed to publish a Notice of Election between July 2, 2018 to July 16, 2018, per Elections Code 12101(a).

The foregoing Resolution was duly and regularly introduced, passed, and adopted by the City Council of the City of Yuba City at a regular meeting thereof held on the 6th day June 2018.

AYES:

NOES:

ABSENT:

ATTEST:

Preet Didbal, Mayor

Patricia Buckland, City Clerk

ATTACHMENT 2

AGREEMENT FOR ELECTION SERVICES

THIS AGREEMENT, made this _____ day of _____, 2018 by an between the COUNTY OF SUTTER, a Political Subdivision of the State of California, hereinafter called "County" and the CITY OF YUBA CITY, a Municipal Corporation, hereinafter called "City."

WITNESSETH:

WHEREAS, Government Code Section 36503.5, as amended, calls for a Municipal Election to be held on the 6th day of November, 2018 in the City, and the City desires to make use of certain services, facilities, and equipment of the office of the County Clerk and to pay the County for its costs thereof, pursuant to the provision of the Agreement.

NOW, THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

1. County agrees to make no changes in precinct boundaries within sixty (60) days of the Statewide General Election on November 6, 2018.
2. County agrees that the County Clerk's office shall do the following:
 - a. Furnish the governing body of the City, upon request of the City Clerk, with as many copies as may be needed of the index of registration for each precinct contained within the City boundaries, up to and including thirty (30) days prior to the election.
 - b. Furnish upon request one map showing all precincts embraced in City.
 - c. Address and mail self-mailer sample ballots and any other election matter required to be mailed to the voters.
 - d. Prepare a list of the number of registered voters in each precinct.
 - e. Prepare an index to precinct consolidations as to polling places.
 - f. Order such supplies as are necessary to conduct the election.
 - g. Prepare the sample ballots, and any additional information to be supplied to voters.
 - h. Package election supplies for delivery to Precinct Inspectors, it being understood the County will arrange for delivery of same.
 - i. Provide for programming, and delivery and return of, voting machines, chairs, tables, etc., to polling places, it being understood that the County Clerk will arrange for delivery and return.

- j. Select the polling places and election officers, mail the Notice of Appointment to, and conduct the instruction of, the election officers.
 - k. Provide a copy of the official canvass of the results of the election to the City Council as required by law.
 - l. Perform such other reasonable election related services as may be required by the City.
 - m. The County and City agree that they will conduct said election and perform services as set forth in the California Election Code.
 - n. The County will provide the City with an invoice for the cost of services within 4 months of the conclusion of the election.
3. City agrees to pay County its reasonable costs for all services, facilities and equipment furnished by county to City in connection with said Municipal Election immediately upon receipt by City of a statement from the County Clerk setting forth the cost to County for services, facilities, supplies, and equipment so furnished. County shall charge only those expenses necessary to carry out the terms of this agreement.

IN WITNESS WHEREOF, the party hereto has hereunto set their hands and seals the day and year first above written.

Dan Flores
Chairman, Board of Supervisors
County of Sutter

ATTEST:

County Clerk & Ex-Officio Clerk
of the Board of Supervisors

Preet Didbal, Mayor
City of Yuba City

ATTEST:

Patricia Buckland, City Clerk
City of Yuba City

ATTACHMENT 3



NOTICE OF ELECTION

NOTICE IS HEREBY GIVEN that a General Municipal Election consolidated with the State-wide General Election will be held in the City of Yuba City on Tuesday, the 6th day of November, 2018 for the following three offices:

City Council Member
City Council Member
City Council Member
(all full term of four years)

The polls will be open between the hours of 7:00 a.m. and 8:00 p.m.

Notice is further given that nomination papers for the above offices are available commencing Monday, July 16, 2018 at the City Clerk's Office, City of Yuba City, 1201 Civic Center Blvd., Yuba City, CA 95993. Persons desiring nomination papers must contact the City Clerk's Office for an appointment at (530) 822-4817 or cityclerk@yubacity.net. Completed nomination papers must be filed with the City Clerk no later than 5:00 p.m., Friday, August 10, 2018. If nomination papers for an incumbent elective officer of the City are not filed by the aforementioned deadline, the voters shall have until 5:00 p.m. Wednesday, August 15, 2018 to nominate candidates other than the incumbent for such office.

Dated _____ 2018.

Patricia Buckland
City Clerk