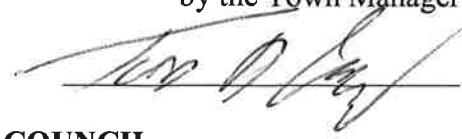


This material has been reviewed
by the Town Manager



**CORTE MADERA TOWN COUNCIL
STAFF REPORT**

Report Date: December 11, 2017
Meeting Date: December 19, 2017

TO: TOWN MANAGER AND MEMBERS OF THE TOWN COUNCIL

FROM: REBECCA VAUGHN, TOWN CLERK/ ASSISTANT TO THE TOWN
MANAGER

SUBJECT: ADOPT RESOLUTION 63/2017 CALLING THE GENERAL MUNICIPAL
ELECTION ON JUNE 5, 2018 AND REQUESTING CONSOLIDATION AND
SERVICES BY THE MARIN COUNTY ELECTIONS DEPARTMENT

STAFF RECOMMENDATION:

Adopt Resolution 63/2017 of the Town Council of the Town of Corte Madera Calling and Giving Notice of a General Municipal Election to be Held in the Town of Corte Madera on Tuesday, June 5, 2018 for the Election of Three (3) Members of the Town Council for the full term of four years each; Requesting the Board of Supervisors of the County of Marin to Consolidate Said Election with Any Other Election Conducted on Said Date, and Requesting Election Services by the Marin County Elections Department.

TOWN MANAGER RECOMMENDATION:

Accept Staff recommendation.

BACKGROUND:

The terms of Councilmembers Carla Condon, Diane Furst and Robert Ravasio will be expiring in June, 2018. In preparation for the election, the Town Council must adopt a resolution to call the general municipal election to be held on June 5, 2018; request consolidation with Marin County Elections; and request election services from the Marin County Elections Department. The draft of proposed Resolution No. 63/2017 is included with this report as Attachment 1. In order to consolidate the election, the Marin County Board of Supervisors and the Department of Elections must receive notice by January 31, 2018.

California Government Code Section 36503 and California Elections Code Section 1000(d) provide that a regular municipal election may be conducted on June 5, 2018. Sections 10002,

10403 and 10418 of the California Elections Code (included with this report as Attachment 2) provide that the Town Council may request the County of Marin Board of Supervisors to permit the County Elections Official to render specified services relating to the conduct of the election on a reimbursable basis. The County of Marin has the resources to conduct an election for all special districts and local municipalities in the most cost-effective manner, and has routinely provided the Town of Corte Madera with this service in the past.

Adoption of Resolution No. 63/2017 would call for a general municipal election to be held within the Town of Corte Madera on Tuesday, June 5, 2018 for the purpose of electing three (3) members of the Corte Madera Town Council to full terms of four years each.

The nomination period for the June 5, 2018 General Municipal Election opens on February 12, 2018 and will close on March 9, 2018. If an incumbent does not file by the March 9, 2018 deadline, the nomination period will be extended to March 14, 2018. It should be noted that if the present incumbents were the only persons to file for the upcoming offices, or if there are only three candidates for the three vacancies, the Council may determine that no election is necessary and may, at that time, vote to cancel the election. A schedule of important dates and deadlines related to the June 5, 2018 election is included as Attachment 3.

All potential candidates for the Corte Madera Town Council will pick up and file their nomination paperwork with the Corte Madera Town Clerk at Town Hall (300 Tamalpais Drive, Corte Madera, CA) beginning on Monday, February 12, 2018 and will be responsible for payment of the Filing Fee, with the amount to be determined by the Marin County Elections Department and provided to all Marin Cities and Towns in January. All information related to the elections process will be provided at Town Hall and on the Town's website <http://townofcortemadera.org/562/Elections-Voter-Information> as the nomination period approaches.

ATTACHMENTS:

1. Draft of Proposed Resolution 63/2017
2. California Elections Code Sections 10002, 10403 and 10418
3. June 5, 2018 Consolidated General Municipal Election Schedule

ATTACHMENT 1

Draft of Proposed Resolution 63/2017

RESOLUTION NO. 63/2017

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF CORTE MADERA

- (1) CALLING AND GIVING NOTICE OF A GENERAL MUNICIPAL ELECTION TO BE HELD IN THE TOWN OF CORTE MADERA ON TUESDAY, JUNE 5, 2018 FOR THE ELECTION OF THREE (3) MEMBERS OF THE CORTE MADERA TOWN COUNCIL FOR THE FULL TERM OF FOUR YEARS EACH;**
- (2) REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF MARIN TO CONSOLIDATE SAID ELECTION WITH ANY OTHER ELECTION CONDUCTED ON SAID DATE; AND**
- (3) REQUESTING ELECTION SERVICES BY THE MARIN COUNTY ELECTIONS DEPARTMENT**

WHEREAS, California Government Code Section 36503 and California Elections Code Section 1000(d) provide that a General Municipal Election may be conducted on June 5, 2018; and

WHEREAS, Sections 10002 and 10403 of the California Elections Code provides that the City Council may request the County of Marin Board of Supervisors to permit the County Elections Official to render specified services relating to the conduct of the election on a reimbursable basis; and

WHEREAS, it is the determination of the Town Council of the Town of Corte Madera that a General Municipal Election be held on Tuesday, June 5, 2018, at which election the issues to be presented to the voters shall be:

1. Election of three (3) Town Councilmembers for the full term of four year each.

NOW, THEREFORE, BE IT RESOLVED:

1. That pursuant to the requirements of the laws of the State of California relating to general law cities, there is hereby called and ordered to be held in the Town of Corte Madera, California, on Tuesday, June 5, 2018, a General Municipal Election to submit to the voters the election of three (3) Town Councilmembers for the full term of four years each.
2. That, pursuant to Elections Code Section 10408, the Board of Supervisors of the County of Marin is hereby requested to consolidate said election with any other applicable election conducted on the same day and to authorize and direct the Elections Department, at the Town's expense, to provide all necessary election services and to canvass the results of said election.
3. That the ballots to be used at the election shall be in both form and matter as required by law.
4. That the polls for said election shall be opened at 7:00 a.m. on the day of said election and shall remain open continuously from said time until 8:00 p.m. of the same day when said polls shall be closed, except as provided in Section 14401 of the Elections Code of the State of California.

BE IT FURTHER RESOLVED

1. That all particulars not recited in this Resolution, the election shall be held and conducted as provided by law for holding municipal elections.
2. That no additional materials shall be prepared to be sent on behalf of the candidate with the Town of Corte Madera Ballot/Voters Pamphlet.
3. The Town of Corte Madera recognizes that additional costs will be incurred by the County by reason of this consolidation and agrees to reimburse the County for those costs.
4. That the Town Clerk is directed to submit a certified copy of this Resolution to the Board of Supervisors of the County of Marin.

I, the undersigned, hereby certify that the forgoing is a full, true and complete copy of a resolution duly passed and adopted by the Town Council of the Town of Corte Madera at a regular meeting thereof held on the 19th day of December, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

DIANE FURST, MAYOR

ATTEST:

Rebecca Vaughn, Town Clerk

ATTACHMENT 2

California Elections Code Sections 10002, 10403 and 10418



ELECTIONS CODE - ELEC

DIVISION 10. LOCAL, SPECIAL, VACANCY, AND CONSOLIDATED ELECTIONS [10000 - 10735] (*Division 10 enacted by Stats. 1994, Ch. 920, Sec. 2.)*

PART 1. GENERAL PROVISIONS [10000 - 10010] (*Part 1 enacted by Stats. 1994, Ch. 920, Sec. 2.)*

CHAPTER 1. Voters and Procedure [10000 - 10004] (*Chapter 1 enacted by Stats. 1994, Ch. 920, Sec. 2.)*

10002. The governing body of any city or district may by resolution request the board of supervisors of the county to permit the county elections official to render specified services to the city or district relating to the conduct of an election. Subject to approval of the board of supervisors, these services shall be performed by the county elections official.

The resolution of the governing body of the city or district shall specify the services requested.

Any city that requests the board of supervisors to permit the elections official to prepare the city's election materials shall, if the board of supervisors agrees to provide such services, supply the county elections official with a list of its precincts, or consolidated precincts, as applicable, no later than 61 days before the election.

Unless other arrangements satisfactory to the county have been made, the city or district shall reimburse the county in full for the services performed upon presentation of a bill to the city or district.

(Enacted by Stats. 1994, Ch. 920, Sec. 2.)



ELECTIONS CODE - ELEC

DIVISION 10. LOCAL, SPECIAL, VACANCY, AND CONSOLIDATED ELECTIONS [10000 - 10735] (*Division 10 enacted by Stats. 1994, Ch. 920, Sec. 2.*)

PART 3. CONSOLIDATION OF ELECTIONS [10400 - 10418] (*Part 3 enacted by Stats. 1994, Ch. 920, Sec. 2.*)

10403. (a) Whenever an election called by a district, city, or other political subdivision for the submission of a question, proposition, or office to be filled is to be consolidated with a statewide election, and the question, proposition, or office to be filled is to appear upon the same ballot as that provided for the statewide election, the district, city, or other political subdivision shall, at least 88 days prior to the date of the election, file with the board of supervisors, and a copy with the elections official, a resolution of its governing board that does all of the following:

- (1) Requests that the district, city, or other political subdivision election be consolidated with the statewide election.
 - (2) Sets forth the exact form of the question, proposition, or office to be voted upon at the election, as it is to appear on the ballot. The question or proposition to appear on the ballot shall conform to this code governing the wording of propositions submitted to the voters at a statewide election.
 - (3) Acknowledges that the consolidated election will be held and conducted in the manner prescribed in Section 10418.
- (b) The resolution requesting the consolidation shall be adopted and filed at the same time as the adoption of the ordinance, resolution, or order calling the election.
- (c) The names of the candidates to appear upon the ballot where district, city, or other political subdivision offices are to be filled shall be filed with the county elections official no later than 81 days prior to the election.

(Amended by Stats. 2013, Ch. 98, Sec. 1. Effective January 1, 2014.)



ELECTIONS CODE - ELEC

DIVISION 10. LOCAL, SPECIAL, VACANCY, AND CONSOLIDATED ELECTIONS [10000 - 10735] (*Division 10 enacted by Stats. 1994, Ch. 920, Sec. 2.*)

PART 3. CONSOLIDATION OF ELECTIONS [10400 - 10418] (*Part 3 enacted by Stats. 1994, Ch. 920, Sec. 2.*)

10418. (a) Whenever an election is to be held on the same day as a statewide election, a special election, or an election held pursuant to Section 1302 or 1303, the election may be consolidated with the statewide or special election, or the election held pursuant to Section 1302 or 1303, as applicable. If consolidated, the consolidated election shall be held and conducted, election boards appointed, voting precincts designated, candidates nominated, ballots printed, polls opened and closed, voter challenges determined, ballots counted and returned, returns canvassed, results declared, certificates of election issued, recounts conducted, election contests presented, and all other proceedings incidental to and connected with the election shall be regulated and done in accordance with the provisions of law regulating the statewide or special election, or the election held pursuant to Section 1302 or 1303, as applicable.

(b) The precincts used at the consolidated election shall be those used for the statewide, special, or regularly scheduled election and, where necessary, the county elections official may adjust precinct lines to coincide with the boundaries of the particular jurisdiction.

(Amended by Stats. 2013, Ch. 98, Sec. 2. Effective January 1, 2014.)

ATTACHMENT 3

June 5, 2018 Consolidated General Municipal Election Schedule

City Elections
General Municipal Election Consolidated
June 5, 2018

Laws in effect in 2017 (Calendar laws updated 10/2016)
(check with your county for their deadlines for arguments and rebuttal filings)

Date(s)	E minus	to E minus	Action
December 15	-172		Suggested Last Day to File Petitions Regarding Measure
January 15	-141		Suggested Last Day for Council to Adopt Resolutions
January 16	-140		Suggested Last Day to Post Notice of Deadline for Filing Arguments and Impartial Analyses
January 16			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
January 29 to February 12	-127	-113	Election Official to Publish Notice of Election - Candidates
February 5	-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
February 12 to March 9	-113	-88	Filing Period for Nomination Papers and Candidate's Statements
March 9	-88		Last Day to Call Election For Ballot Measures
March 9 by 5:00 pm	-88		Last Day for County to Receive Resolutions Requesting Services or Consolidation
March 9	-88		Last Day to File Nomination Papers (Consolidated Cities)
March 14	-83		Last Day to File Nomination Papers – Extended Filing Period if incumbent fails to file
March 14	-83		Last Day to Withdraw Measure(s) from Ballot
March 15	-82		Secretary of State to Determine Order of Names on Ballot
March 19 or March 26	-78	-71	Last Day of Public Review Period for Candidates Statements
March 22	-75		Time to Cancel Election – Insufficient Candidates
April 9 to May 22	-57	-14	Filing Period for Write-in Candidate
May 7	-29		First Day for Mailing Permanent Vote by Mail Voter Ballots
May 7 to May 29	-29	-7	Voters May Request Vote by Mail Ballots with Regular Applications
May 15	-21		Last Day to Mail Voter Information Guides and Polling Place Notices
May 21	-15		Last Day to Register to Vote
May 22	-14		Last Day to File for Write-in Candidate
May 29	-7		Last Day for Election Official to Publish Notice of Nominees
May 30 to June 5	-6	0	Emergency/Late Vote by Mail Voting Period
June 4	-1		Last Day for Council to Adopt Procedures to Resolve Tie Vote
June 5	0		ELECTION DAY
June 8	3		Last Day to Receive Vote by Mail Voter Ballots If Postmarked on Election Day
June 13	8		Last Day to Receive Signed "Unsigned Ballot Statements" for unsigned Vote by Mail Voter Ballots
No Later Than July 13	38		Last Day to Declare Results & Install Newly Elected Mayor, Councilmember(s), Etc.
July 3 July 20	E+30+15+?		Reorganize Council and Choose Mayor Pro Tem (and Mayor if applicable)
April 1, 2019			Last Day to Submit Report on Measures to Secretary of State