

CITY OF YUBA CITY  
STAFF REPORT

**Date:** June 2, 2020

**To:** Honorable Mayor & Members of the City Council

**From:** Office of the City Clerk

**Presentation By:** Terrel Locke, Assistant to the City Manager

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**Summary**

**Subject:** General Municipal Election November 3, 2020

**Recommendation:**

- A. Adopt a Resolution calling and giving notice of the General Municipal Election to be held on Tuesday, November 3, 2020 for the election of two members of City Council, City Clerk, and City Treasurer
- B. Authorize the Mayor to enter into an agreement for consolidated election services with Sutter County

**Fiscal Impact:** \$40,000 - \$60,000 estimated cost from Account 1710-62722 City Clerk Elections. This amount is included in the Proposed FY 2020-2021 Annual Budget

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**Purpose:**

To provide notice of the General Municipal Election to be held on November 3, 2020.

**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 3, 2020 for two members of the City Council, the City Clerk and City Treasurer.

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.

Sutter County would charge an estimated additional \$1,000 to the City to handle the filing of nomination papers, candidate statements, etc. It would still be up to the City to ensure that candidate FPPC forms are posted on the City's website and each candidate has turned in the required documents.

**Analysis:**

The first day for signing nomination papers will be Monday, July 13, 2020. The close of the nomination period shall be 5:00 p.m. on Friday, August 7, 2020. 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 12, 2020 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 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 \$40,000 - \$60,000 based upon previous elections. Costs could go up or down based on the number of voters registered by the registration deadline as well as any new mandates that the Sutter County Registrar of Voters needs to implement. Sutter County has stated that costs are difficult to determine this year, as they have purchased a new voting system. Yuba City has about 68% of the total registered voters in Sutter County.

This amount will be included in the proposed FY 2020-2021 proposed budget in the City Clerk Elections Account 1710-62722.

**Alternatives:**

The City of Yuba City conducting "Stand Alone" elections is currently not feasible. Sutter County has the special equipment, software, personnel and training required to conduct elections, and provides good service to our voters.

**Recommendation:**

- A. Adopt a Resolution calling and giving notice of the General Municipal Election to be held on Tuesday, November 3, 2020 for the election of two members of City Council, City Clerk, and City Treasurer
- B. Authorize the Mayor to enter into an agreement for consolidated election services with Sutter County

**Attachments**

- A. Resolution
  - 1. Exhibit 1 - Agreement
  - 2. Exhibit 2 - Election Notice

Prepared by:

*/s/ Terrel Locke*

Terrel Locke  
Assistant to the City Manager

Submitted by:

*/s/ Diana Langley*

Diana Langley  
Interim City Manager

Reviewed by:

Finance

SM

City Attorney

SLC by email

# ATTACHMENT A

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 3, 2020 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 3, 2020; 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 3, 2020 for the purpose of electing two Council members, City Clerk and City Treasurer 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 3, 2020.

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 post a Notice of Election between June 29 to July 13, 2020 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 2<sup>nd</sup> day June 2020.

AYES:

NOES:

ABSENT:

ATTEST:

\_\_\_\_\_  
Shon Harris, Mayor

\_\_\_\_\_  
Patricia Buckland, City Clerk

APPROVED AS TO FORM  
COUNSEL FOR YUBA CITY

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Shannon Chaffin, City Attorney  
Aleshire & Wynder, LLP

Attachments:

1. Draft Agreement with Sutter County Elections
2. Draft Notice of Election

## AGREEMENT FOR ELECTION SERVICES

THIS AGREEMENT, made this 2<sup>nd</sup> day of June, 2020 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 3<sup>rd</sup> day of November, 2020 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 3, 2020.
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.

\_\_\_\_\_  
Ron Sullenger  
Chairman, Board of Supervisors  
County of Sutter

ATTEST:

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

\_\_\_\_\_  
Shon Harris, Mayor  
City of Yuba City

ATTEST:

\_\_\_\_\_  
Patricia Buckland, City Clerk  
City of Yuba City



## **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 3rd day of November, 2020 for the following offices all serving four-year terms:

**City Council Member**  
**City Council Member**  
**City Clerk**  
**City Treasurer**

Vote-by-Mail Ballots will begin to be distributed on October 5, 2020

November 3, 2020 polling locations 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 13, 2020 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](mailto:cityclerk@yubacity.net). Completed nomination papers must be filed with the City Clerk no later than 5:00 p.m., Friday, August 7, 2020. 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 12, 2020 to nominate candidates other than the incumbent for such office.

Dated \_\_\_\_\_ 2020.

Patricia Buckland  
City Clerk