



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 7/31/2018

Agenda Placement: 6L

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Mary Booher for Minh Tran - County Executive Officer
County Executive Office

REPORT BY: Jose Luis Valdez, Admin Manager/Clerk of the Board - 707-253-4196 -

SUBJECT: Adopt a Resolution Consolidating Municipal General Election with the November 6, 2018 General Election and Directing the Registrar of Voters to Provide Election Services with full reimbursement

RECOMMENDATION

Clerk of the Board requests adoption of a resolution consolidating various general municipal elections for the Cities of Napa, Calistoga, American Canyon, and St. Helena, and for the Town of Yountville, all to be held on November 6, 2018, as follows and authorize and direct the County Elections Official to provide election related services with full reimbursement of any costs incurred pursuant to Elections Code section 10002 and Education Code section 5420:

1. City of Napa: election concerning Measure F, proposing an increase in the Transient Occupancy Tax rate from 12% to 13% and restricting the proceeds of the increase for affordable and workforce housing services and programs and election of two (2) Councilmembers, each for a full four (4) year term;
2. City of American Canyon: election concerning Measure H, proposing an increase in the Transient Occupancy Tax rate from 12% to 13% and restricting the proceeds of the increase for affordable and workforce housing services and programs and election of two (2) Councilmembers each for a full four (4) year term;
3. City of Calistoga: election concerning Measure D, proposing an increase in the Transient Occupancy Tax rate from 12% to 13% and restricting the proceeds of the increase for affordable and workforce housing services and programs and election of a Mayor for a full two (2) year term and two (2) Councilmembers each for a full four (4) year term;
4. City of St. Helena: election concerning Measure E, proposing an increase in the Transient Occupancy Tax rate from 12% to 13% and restricting the proceeds of the increase for affordable and workforce housing services and programs and election of Mayor for a full two (2) year term and two (2) Councilmembers each for a full four (4) year term; and
5. Town of Yountville: election concerning Measure R, proposing an increase in the Town's Gann limit, and Town of Yountville Measure S, proposing an increase in the Transient Occupancy Tax rate from 12% to 13% and restricting the proceeds of the increase for affordable and workforce housing services and programs

and election of Mayor and two (2) Councilmembers election of two (2) Councilmembers each for a full four (4) year term.

EXECUTIVE SUMMARY

The Cities of Napa, American Canyon, Calistoga, St. Helena and the Town of Yountville, desire to consolidate their general municipal elections with the statewide general election to be held on November 8, 2016.

Each entity adopted a resolution calling an election for November 6, 2018. The resolutions request that the Board of Supervisors consolidate the general municipal elections with the November 6, 2018, statewide general election. Additionally, the resolutions request that the Board authorize and direct the County Elections Official to provide election related services with full reimbursement of any costs incurred pursuant to Elections Code section 10002 and Education Code section 5420.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	The estimated cost of the November 6, 2018, election is appropriated in the Elections Division Fiscal Year 18-19 budget. Costs incurred by the Election Division for election services to the local agencies will be fully reimbursed by the local agencies. Based upon revenue received from all entities during the 2014 General Election, the division estimates revenue in the amount of approximately \$200,000 to reimburse the Elections Division.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The municipalities request that the Napa County Election Division conduct their elections to achieve greater efficiency and lower costs. The County has agreed to consolidate the elections and to conduct them with full reimbursement of costs.
Is the general fund affected?	No
Future fiscal impact:	None.
Consequences if not approved:	The municipalities will not be able to effectively conduct their general municipal elections because all voter registration data; election management; ballot production expertise and trained staff are functions of the Election Division. In addition, the municipalities are not able to consolidate their general municipal elections without the consent of the Board of Supervisors. For these reasons, the municipalities would incur substantially higher costs and risk voter confusion and compromised accuracy if they were required to conduct these elections individually rather than having the Registrar of Voters conduct the elections as part of the consolidation.

Additional Information:

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: General Rule. It can be seen with certainty that there is no possibility the proposed action may have a significant effect on the environment and therefore CEQA is not applicable. [See Guidelines For the Implementation of the California Environmental Quality Act, 14 CCR 15061(b)(3)].

BACKGROUND AND DISCUSSION

The Cities of Napa, American Canyon, Calistoga, St. Helena and the Town of Yountville (collectively "the Municipalities") desire to consolidate their general municipal elections with the statewide general election to be held on November 6, 2018.

Pursuant to Election Code sections 10002 and 10403, each of the Municipalities has adopted resolutions calling an election for November 6, 2018. The resolutions request that the Board of Supervisors consolidate the municipal elections with the November 6, 2018, statewide general election. Additionally, the resolutions request that the Board authorize and direct the County Elections Official to provide election related services with full reimbursement of costs.

In particular, the following resolutions were adopted by the local agencies:

- I City of Napa: On July 17, 2018, the City of Napa adopted Resolutions 2018-097 and 2018-098, calling and giving notice of a consolidated general municipal election to be held November 6, 2018 for the election of two (2) members of the City Council for a full term of four (4) years each and approving Measure F, the Transient Occupancy Tax to be submitted to the qualified electors of the City of Napa at the general municipal election to be held Tuesday November 6, 2018.
- I City of American Canyon: On May 1, 2018, the City of American Canyon adopted Resolution 2018-44, calling and giving notice of a consolidated general municipal election to be held November 6, 2018 for the election of two (2) members of the City Council for a full term of four (4) years each and requesting the Napa County Board of Supervisors establish a central counting precinct and that Napa County provide the City of American Canyon with certain services in conjunction with the election; and on July 3, 2018, the City of American Canyon adopted Resolutions 2018-77 and 2018-78 approving Measure H, the Transient Occupancy Tax Ordinance to be submitted to the qualified electors of the City of American Canyon at the general municipal election to be held Tuesday November 6, 2018.
- I City of Calistoga: On May 1, 2018, the City of Calistoga adopted Resolution 2018-040, calling and giving notice of a consolidated general municipal election to be held November 6, 2018 for the election of a Mayor for a full term of two (2) years, and two (2) members of the City Council for a full term of four (4) years each and requesting the Napa County Board of Supervisors establish a central counting precinct and that Napa County provide the City of Calistoga with certain services in conjunction with the election; and On June 19, 2018, the City of Calistoga adopted Resolution 2018-072 approving Measure D, the Transient Occupancy Tax Ordinance to be submitted to the qualified electors of the City of Calistoga at the general municipal election to be held Tuesday November 6, 2018.
- I City of St. Helena: On June 12, 2018, the City of St. Helena adopted Resolution 2018-73, calling and giving notice of a consolidated general municipal election to be held November 6, 2018 for the election of a Mayor for a full term of two (2) years, and two (2) members of the City Council for a full term of four (4) years each and requesting the Napa County Board of Supervisors establish a central counting precinct and that Napa County provide the City of St. Helena with certain services in conjunction with the election; and On June 26, 2018, the City of St. Helena adopted Resolution 2018-98 approving Measure E, the Transient Occupancy Tax Ordinance to be submitted to the the qualified electors of the City of St. Helena at the

general municipal election to be held Tuesday November 6, 2018.

- I. Town of Yountville: On June 19, 2018, the Town of Yountville adopted Resolution 18-3498, calling and giving notice of a consolidated general municipal election to be held November 6, 2018 for the election of a Mayor for a full term of four (4) years, and two (2) members of the City Council for a full term of four (4) years each; approving Measure R, Increase in Appropriation Limit-Gann Limit; and approving Measure S, the Transient and Occupancy Tax Ordinance, to be submitted to the qualified electors of the Town of Yountville at the general municipal election and requesting the Napa County Board of Supervisors establish a central counting precinct and that Napa County provide the Town of Yountville with certain services in conjunction with the election.

Copies of all Resolutions are attached to this report in the Supporting Documents section.

Staff recommends that the Board adopt a resolution consolidating the general municipal elections with the November 6, 2018 statewide election for the purposes set forth in the named entities' respective resolutions, and authorizing the County Elections Official to provide election related services, subject to the condition that the entities reimburse the County for its costs in providing such services.

SUPPORTING DOCUMENTS

- A . Resolution Consolidating Municipal Elections
- B . American Canyon Resolution-City Council
- C . American Canyon-Transient Occupancy Tax Ordinance
- D . American Canyon Resolution Consolidation of TOT Election
- E . Calistoga Resolution-Mayor and City Council
- F . Calistoga-Transient Occupancy Tax
- G . St. Helena Resolution-Mayor and City Council
- H . St. Helena Resolution-Transient Occupancy Tax
- I . Yountville Resolution-Mayor, City Council, and Ballot Measures
- J . City of Napa Resolution 2018-097
- K . City of Napa Resolution 2018-098

CEO Recommendation: Approve

Reviewed By: Mary Booher