

# *City of Brisbane Agenda Report*

TO: Honorable Mayor and City Council

FROM: Ingrid Padilla, City Clerk and Michael Roush, City Attorney

DATE: Meeting of June 1, 2017

SUBJECT: General Municipal Election, November 7, 2017

## **RECOMMENDATION:**

Adopt Resolution No. 2017-33 calling a General Municipal Election to be held on Tuesday, November 7, 2017 and adopting regulations pertaining to the conduct and administration of such election including requesting the San Mateo County Clerk-Recorder to provide specified election services.

## **BACKGROUND:**

Currently, every November in odd number years, a general municipal election is held to fill City Council seats. This year the election will be held on November 7, 2017 to fill three seats. There is a possibility that this election will be an “all-mailed ballot” election, but that depends on whether all cities and other jurisdictions in the County holding elections that day have authorized an all mailed ballot election by resolution. Even if that were to occur, there would be one polling place open on election day (the Community Meeting Room at Brisbane City Hall) for those who wish to vote in the traditional manner.

## **DISCUSSION:**

The attached Resolution calls an election to fill three City Councilmember terms currently held by Councilmembers Clarke Conway, Cliff Lentz and Lori Liu.

If Ordinance 620 is adopted by the Brisbane City Council at the City Council meeting of June 1, 2017, becomes effective 30 days later and is approved by the San Mateo County Board of Supervisors at its meeting on July 11, 2017, Brisbane voters will elect three members of the City Council of Brisbane for a term of three, rather than four, years, i.e., to November 2020. Shortening the term of office by one year for those persons elected in the November 2017 (as well as the November 2019) election is the City’s plan in place to comply with state legislation—

the California Voter Participation Rights Act (Senate Bill 415)-- requiring City Council elections be held in conjunction with statewide elections in even numbered years to increase voter participation.

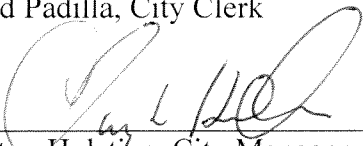
Citizens (including current members of the City Council) who are interested in running for City Council can pick up a nomination packet from the City Clerk between July 17 and August 11, 2017. If an incumbent chooses not to or fails to file the nomination paper during the filing period, the filing period is extended to August 16, 2017. Nomination papers must include 20-30 signatures of Brisbane registered voters. There is also paperwork to file regarding campaign disclosure and disclosure of economic interests. While there is no filing fee, there is a cost to print candidate statements in the voter pamphlet, which is estimated to be \$300, to be paid after the election. Candidate statements are, however, optional.

**FISCAL IMPACT:**

The cost to conduct the election is determined by the number of registered voters at the time of election and whether it is an all-mailed ballot election. The election cost is currently budgeted at \$5,000 which will be included in the City Clerk's Budget for 2017/2018.



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Ingrid Padilla, City Clerk



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Clayton Holstine, City Manager



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Michael Roush, City Attorney

**DRAFT  
RESOLUTION NO. 2017-33**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRISBANE CALLING A  
GENERAL MUNICIPAL ELECTION TO BE HELD ON NOVEMBER 7, 2017 AND  
ADOPTING REGULATIONS PERTAINING TO THE CONDUCT AND  
ADMINISTRATION OF SUCH ELECTION INCLUDING REQUESTING THE SAN  
MATEO COUNTY CLERK-RECORDER TO PROVIDE SPECIFIED ELECTION  
SERVICES**

**WHEREAS**, pursuant to the requirements of the laws of the State of California relating to General Law Cities within said State, a regular general municipal election shall be held in Brisbane on the 7th day of November, 2017 for the purpose of electing three members of the City Council of Brisbane; and

**WHEREAS**, the November 7, 2017 election will be conducted by all-mail if all of the cities and districts within San Mateo County agree to it. An All-Mailed Ballot election requires that one poll be open in each community for those voters who wish to vote in person and in the usual manner.; and

**WHEREAS**, if the City Council adopts Ordinance 620 on June 1, 2017, the Ordinance becomes effective 30 days later, and the San Mateo County Board of Supervisors approves the changes to terms of office as adopted by the City Council in Ordinance 620, the electors will elect three members of the City Council of Brisbane for a term of three years, to comply with state legislation—the California Voter Participation Rights Act (Senate Bill 415)-- requiring City Council elections be held in conjunction with statewide elections in even numbered years to increase voter participation; and

**WHEREAS**, the Elections Code of the State of California authorizes the governing body of any local agency to adopt regulations pertaining to materials prepared by any candidate for a municipal election, including costs thereof;

**NOW THEREFORE, BE IT RESOLVED**, by the City Council of the City of Brisbane, San Mateo County, California, as follows:

1. That pursuant to the requirements of the laws of the State of California relating to General Law Cities within said State, there shall be, and there is hereby called and ordered, held in Brisbane, County of San Mateo, State of California, on Tuesday, the 7th day of November, 2017, a regular general municipal election of the qualified electors of Brisbane for the purpose of electing three members of the City Council of Brisbane for a term of three years.
2. That the City of Brisbane hereby authorizes participation in an all-mailed ballot election if the County authorizes such an election to be held in the County.
3. That, pursuant to the Elections Code of the State of California, each candidate for elective office to be voted for at the general municipal election to be held in Brisbane on

November 7, 2017, may prepare a candidate's statement on an appropriate form provided by the City Clerk. Such statement shall be limited to 400 words. Each candidate filing a candidate's statement shall be billed for the services rendered a sum not greater than the actual prorated costs of printing, handling and translating, and such bill shall be due and payable immediately upon receipt thereof.

4. Said Election shall be held and conducted, the votes thereof canvassed, the returns thereof made, and the results thereof ascertained and determined as herein provided; and in all other particulars not prescribed by this resolution, the Election shall be held and conducted and the votes canvassed as provided in the Elections Code of the State of California.

5. The Board of Supervisors of the County of San Mateo is hereby requested to permit the Registrar of Voters of said County to render services relating to the conduct of said Election to be held within the City of Brisbane on Tuesday, November 7, 2017.

6. Whether by "All Mail" or by the traditional method, the election precinct, polling place, and officers of election shall be established, designated, and appointed as usual by the Registrar of Voters, San Mateo County, who shall also canvass the returns and prepare and mail a statement of the results thereof, all as provided by the appropriate provisions of the Elections Code of the State of California.

7. All qualified voters residing within the City of Brisbane, upon the date of the Election herein provided for, shall be qualified to vote at said Election.

8. The Registrar of Voters of San Mateo County shall be responsible for procuring the rosters and all other supplies necessary to properly and lawfully conduct the Election.

9. The polls shall be opened at 7:00 a.m. of the day of the Election and shall be kept open until 8:00 p.m. of the same day, when the polls shall be closed, except as to voters in line as provided in the Elections Code.

10. That this City Council shall, and does hereby, accept the usual and customary terms and conditions of the performance of said election services by said Registrar of Voters; and the City Council further agrees to make payments therefor as may be set forth in a billing to the City of Brisbane from the Registrar of Voters prescribing the amount due for costs incurred from the rendering of election services, all as provided by the provisions of the Elections Code of the State of California.

11. Notice of election shall be posted pursuant to Elections Code.

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Lori S. Liu  
Mayor

I hereby certify that the foregoing Resolution No. 2017-33 was duly and regularly adopted at the regular meeting of the Brisbane City Council on June 1, 2017 by the following vote:

AYES: Councilmembers

NOES:

ABSENT:

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Ingrid Padilla  
City Clerk