

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: STEPHANIE WILLIAMS, CITY CLERK,  
CITY MANAGER'S OFFICE  
SUBJECT: APPROVAL OF AGREEMENT FOR ELECTION SERVICES  
AGENDA ACTION: RESOLUTION

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RECOMMENDATION

It is recommended by the City Clerk that the Council, by resolution, approve an Agreement for Election Services with the County of Sonoma for the period of January 1, 2023, through December 31, 2027.

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EXECUTIVE SUMMARY

In order for the County of Sonoma to continue to conduct Santa Rosa's municipal elections, the City, is required to enter into a five-year Agreement for Election Services with the County of Sonoma on behalf of the Sonoma County Clerk-Recorder-Assessor ("County Elections Official").

BACKGROUND

The Santa Rosa City Charter provides that the City's General Municipal Election will be held on the first Tuesday after the first Monday in November of each even-numbered year.

The City of Santa Rosa has historically consolidated its general municipal elections with the County Elections Official. In order to consolidate its elections with Sonoma County, the City must enter into an agreement with the County for reimbursement for election-related services.

The current Agreement for Election Services was approved by the City Council on September 19, 2017. The agreement was for a five-year period and will expire on December 31, 2022.

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### ANALYSIS

The City of Santa Rosa consolidates its general municipal elections with the County Elections Official pursuant to Elections Code section 10403.

In order to consolidate its elections with the County, the City must agree to reimburse the County for election services pursuant to Elections Code section 10002.

The attached Agreement for Election Services provides that the County will render the following services to the City for a five-year period commencing January 1, 2023:

- a. Conduct, manage, and supervise all municipal elections held within the City during this period pursuant to all applicable state and federal laws governing the conduct of municipal elections;
- b. Procure and furnish all supplies and equipment to be used in said elections, including those supplies required to meet the federal Help America Vote Act (HAVA); and
- c. Perform all related services and functions necessary to the accomplishment of this Agreement including any additional language requirements that may be imposed as a result of the federal Voting Rights Act during the term of this Agreement.

The attached Agreement for Election Services further provides that upon the completion of the official canvass of the votes cast in a consolidated election, the City will reimburse the County for any and all expenses incurred by the County in connection with that election, including equipment and supplies, postage, polling places and election officials, and County staff services and supplies.

### FISCAL IMPACT

Funds for election costs are budgeted annually by the City Council in the City Council's professional services budget.

### ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

### BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

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### NOTIFICATION

City Clerk notified the County Elections Official on January 13, 2022, that the Agreement for Election Services would expire on December 31, 2022, and requested to renew the Agreement for an additional five (5) years. County Elections Official provided the Elections Contract on September 9, 2022.

### ATTACHMENTS

- Resolution/Exhibit A – City of Santa Rosa Agreement for Election Services

### CONTACT

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