



Town of Yountville

6550 Yount Street
Yountville, CA 94599

Staff Report

Agenda Item #: {{section.number}}A

Yountville Town Council Staff Report

DATE: June 4, 2024

TO: Mayor and Town Council

FROM: Hilary Gaede, Communications Director/ Town Clerk

PREPARED BY: Hilary Gaede, Communications Director/ Town Clerk

RECOMMENDATION

Adopt Resolution 24-4275 Calling and Giving Notice of the Holding of a General Municipal Election to be Held on Tuesday, November 5, 2024, for the Election of two Council Members and Requesting the Board of Supervisors of the County of Napa to Consolidate and Render Specified Services to the Town Relating to the Conduct of the Statewide General Municipal Election to be held on the same date.

DISCUSSION/BACKGROUND

The Town Council adopted Ordinance Number 340-04 changing the Town's General Municipal Election date to the Tuesday after the first Monday in November of even-numbered years to coincide with the elections of the other jurisdictions within the County and to be part of the Consolidated General Municipal Elections beginning with the November 2006 election.

On June 5, 2012, the Town Council adopted Resolution Number 3026-12 recognizing the changes to Candidate Statements related to the foreign language requirement based on the 2010 Census results requiring Napa County to publish voter election materials in English and Spanish.

Yountville Municipal Code Section 2.04.070 states the general municipal election for the Town shall be held on the first Tuesday after the first Monday in November of even-numbered year beginning November 2006.

The adopted FY 24/25 budget includes funding to cover translation costs for candidate statements.

The Resolution Calling, Giving Notice and Consolidating the November 5, 2024, General Municipal Election will include the following for voter consideration:

Two (2) Council Member Seats

Pursuant to the Election Code, the Town of Yountville must call and give notice of a General Municipal Election to be held Tuesday, November 5, 2024, for the purpose of electing two (2) Council Members.

In addition, the Town Council shall submit to the Napa County Board of Supervisors a resolution requesting that the General Municipal Election be consolidated with the Statewide General Election to be held on the same date and that within the Town the precinct, polling place and the election for the above-referenced officers and Measure be the same, that the County Election Department of the County of Napa canvass the returns of the General Municipal Election and that the election be held in all respects as if there were only one election.

The attached resolution provides for additional procedural requirements related to the election process including but not limited to the posting of a Notice of Election.

Consolidated General Municipal Election Update

- Town Council must adopt resolution calling and giving notice of the holding a general municipal election to be held on Tuesday, November 5, 2024, and requesting the Board of Supervisors of the County of Napa to Consolidate and Render Specified Services to the Town Relating to the Conduct of the Statewide General Municipal Election to be held on the same date.
- The deadline to submit request to the Boards of Supervisors consolidating the general municipal election with County of Napa is July 5, 2024.
- Nomination period for candidates opens at 8:00 a.m. on July 15, 2024, and closes at 5:00 p.m. on August 9, 2024.
 - In accordance with CA Elections Code Sections 10220-10230, this is the period when individuals officially receive, circulate and file nomination papers for candidacy.
 - During this period, Nomination Papers may be issued by the Town Clerk staff to any eligible candidate during regular business hours.
 - Town Clerk staff will verify potential candidates' eligibility to run with the County prior to releasing nomination papers.
 - If an incumbent fails to submit nomination papers by this deadline, non-incumbent candidates will have until 5:00 p.m. on August 14, 2024, to file Nomination Papers.
 - Candidates are encouraged to contact the Town Clerk staff to schedule an appointment to take out and/or file nomination papers.
 - The Town Clerk staff will begin to schedule appointments not earlier than July 1, 2024.
 - Appointments can be made by contacting the Town Clerk's Office at (707) 944-8851 or via email at townclerk@yville.com.
- The Town's official 2024 Elections webpage is available as a reference.
- Offices to be Elected: Two Council Member seats.
- Additional information about the General Municipal Election, including candidate and voter assistance information will be posted on the website as it becomes available throughout the election season.

ENVIRONMENTAL REVIEW

Exempt per California Environmental Act (CEQA) Guideline, Section 15061(b)(3)

FISCAL IMPACT

Is there a Fiscal Impact? Yes

Is it Currently Budgeted? Yes

Where is it Budgeted? 01-1110-4170

Is it Mandatory or Discretionary? Mandatory

Is there a Staff Resource Impact? Nominal

STRATEGIC PLAN GOAL

Is item Identified in Strategic Plan? Yes

If yes, Identify Strategic Goal and Objective. **Exceptional Town Services and Staff:** The Town supports its talented staff who deliver high quality municipal programs and services while maintaining public infrastructure for the benefit of the community. **Visionary Leadership:** The Town's leadership maintains an open-minded, forward-thinking decision-making process. We value engagement and participation from all members of the community as we work together to create policies and plan for the future.

Briefly Explain Relationship to Strategic Plan Goal and Objective. Conducting Municipal Elections give residents an opportunity to vote for Council representatives who will provide leadership for the Town.