



# *Camarillo City Council*

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## **AGENDA REPORT**

Date: June 12, 2024

To: Honorable Mayor and City Councilmembers

From: Greg Ramirez, City Manager

Submitted by: Kristy Buxkemper, City Clerk

Subject: November 2024 Election Resolutions

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### **BACKGROUND**

The City's General Municipal Election will be held November 5, 2024. The resolutions calling the election and requesting consolidation with the County of Ventura are presented for adoption.

The City of Camarillo, like other cities within Ventura County, consolidate elections with the County of Ventura Elections Division. The City Council must adopt a Resolution requesting the Board of Supervisors of the County of Ventura to consolidate the election in order for the Elections Division to canvass the returns of the Municipal General Election for the City of Camarillo, as well as to establish rules and guidelines to govern the submission of candidate statements.

### **DISCUSSION**

The City's General Municipal Election will be held November 5, 2024, for the District Election to fill two seats on the Camarillo City Council for Districts 3 and 4. Interested residents and incumbents will have equal opportunity to pull nomination papers and qualify as City Council candidates for the upcoming election during the nomination period.

#### Nomination Period:

The qualifications to run for City Council require a resident to be over the age of 18 on or before election day, be registered to vote in the City of Camarillo in the district they reside, and be a United States Citizen. Residents who wish to become a candidate for office must pull nomination papers and return all required paperwork to the City Clerk during the open candidate nomination period of July 15, 2024 through August 9, 2024. In the event an incumbent does not file or qualify for re-election, the nomination period will be extended to August 14, 2024.

Each interested candidate will be required to schedule an appointment with the City Clerk to pull their nomination papers and receive detailed information about the election

process; this requirement includes any incumbent who may wish to run for re-election. A mandatory meeting allows each candidate to receive consistent and current information, ensuring all potential candidates receive an equal opportunity.

A Candidate Manual will be provided to all candidates, along with required forms and an Election calendar with various deadlines. Completed and returned Nomination Papers will be submitted to the County of Ventura Elections Division for review; only after certification is received from the County will an individual be considered a qualified candidate.

Candidate Statement:

California Election Code Section 13307 allows each candidate for a non-partisan election to prepare a Candidate Statement, which will be mailed to each registered voter as a part of the Voter Information Pamphlet, sent by the County. The Candidate is permitted to file a statement up to 200 words describing their education and qualifications. The County of Ventura provides a cost-estimate for the printing of candidate statements, which is an optional cost that is incurred by the candidate if they choose to have a printed statement. Accordingly, the City Clerk's Office is not bound by the estimate and shall bill or refund the candidate based on the actual expense.

Candidate statements are considered confidential during the nomination period. The candidate statement may be withdrawn, but not changed, once filed with the City Clerk. Withdrawal must occur by 5:00 p.m. the day immediately following the close of the nomination period. Following the close of the nomination period, all candidate statements become public records.

City Election Website and District Map:

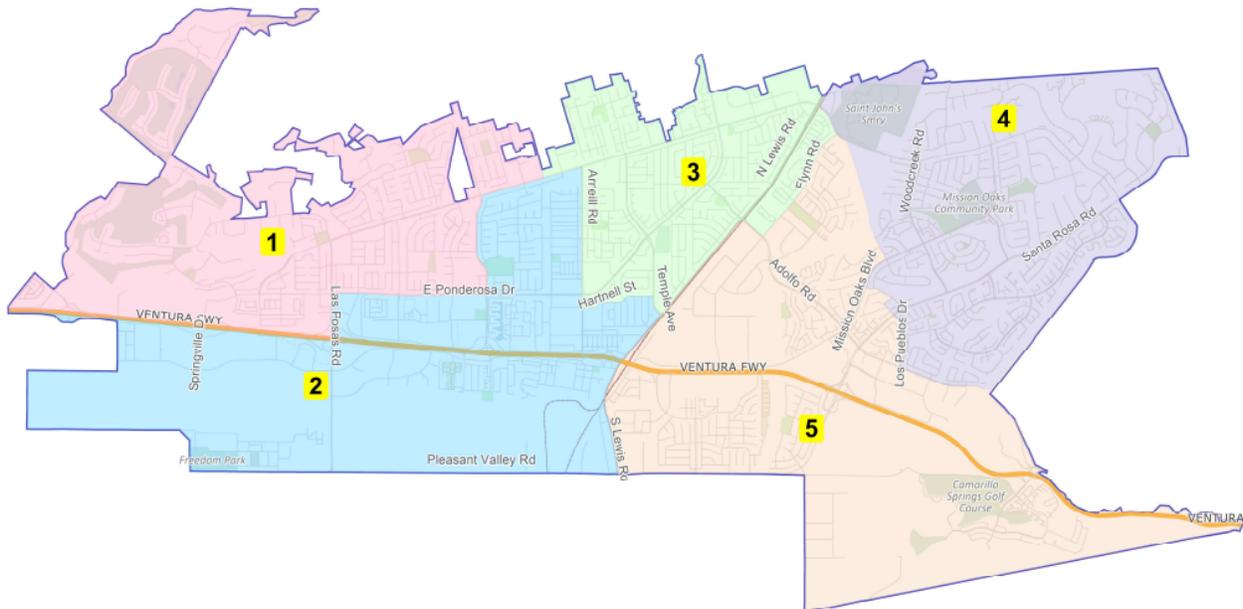
The Elections page for the City of Camarillo will be updated throughout the election process. From this page, residents can view the election calendar and other important election information, including sign regulations and voting locations. The website can be found here: [City of Camarillo Elections](#).

Members of the City Council are elected to electoral districts. Each seat is for a four-year term and only residents registered to vote within a District will be allowed to vote for the council seat in that District.

In 2022, following the new census results, a new Electoral Districts Map with revised boundaries was adopted by the City Council. The [adopted map and Ordinance No. 1191](#) can be found on the City's Election website and is available to view in the Office of the City Clerk.

An [interactive District Map](#) is also available as a great resource to help residents and candidates confirm their district and see the boundaries in greater detail.

Adopted District Map:



Required Election Documents:

The proposed resolutions provide the necessary legal and administrative framework for conducting a Municipal General Election consolidated with the Statewide General Election on November 5, 2024, and help establish rules and guidelines to govern submission of candidate statements. These resolutions meet the Ventura County Elections Division’s legal and procedural requirements for conducting the City’s Municipal Election and are presented as follows:

- The first resolution calls and gives notice for the General Municipal Election for November 5, 2024 and provides information regarding the election process.
- The second resolution requests the Ventura County Board of Supervisors to consolidate the City’s General Municipal Election with the Statewide General Election.
- The subsequent resolutions were previously adopted by the City Council establishing regulations for candidate statements (Resolution No. 2004-61) and resolving tie votes (Resolution No. 2018-55). Both resolutions are attached for reference.

**FISCAL IMPACT**

There is no fiscal impact at this time as these are only the initial resolutions required to begin the process of calling for the election.

The necessary funds to conduct the election are included in the Fiscal Year 2024/2025 budget in General Fund-City Clerk Account No. 101-1201-412.32-01.

## **RECOMMENDATION**

For the City Council to:

1. Adopt a Resolution calling and giving notice of the General Municipal Election to be held Tuesday, November 5, 2024, for the election of certain officers as required by the provisions of the laws of the State of California relating to General Law Cities; and
2. Adopt a Resolution requesting the Ventura County Board of Supervisors consolidate a General Municipal Election to be held November 5, 2024, with the Statewide General Election to be held the same date pursuant to Section 10403 of the Elections Code; and
3. Receive and file previously adopted Resolutions No. 2004-61 establishing regulations for candidate statements and Resolution No. 2018-55 regarding tie votes.
4. Authorize the City Clerk to file all necessary paperwork with the County of Ventura Elections Division.

## **ATTACHMENTS**

1. Resolution calling the election
2. Resolution requesting consolidation
3. Resolution No. 2004-61 – establishing regulations for candidate statements
4. Resolution No. 2018-55 – regarding tie votes

## **REFERENCE MATERIALS – AVAILABLE FOR REVIEW AT CITY HALL**

None