



## CITY OF GLENDALE, CALIFORNIA REPORT TO THE CITY COUNCIL

### AGENDA ITEM

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Report: Calling for and giving notice of the General Municipal Election to be held on Tuesday, March 5, 2024

- 1) A Resolution Calling and Giving Notice of the Holding of a General Municipal Election to be Held on Tuesday, March 5, 2024, in the City of Glendale, for the Election of Certain Officers as Required by the Provisions of the Laws of the State of California Relating to Charter Cities
- 2) A Resolution Requesting the Board of Supervisors of the County of Los Angeles to Direct the Registrar-Recorder/County Clerk to Render Full Consolidated Election Services, with the Exception of Candidate Filing, to Said City Relating to the Conduct of a General Municipal Election to be Held on March 5, 2024
- 3) A Resolution Setting Forth Regulations Relating to Candidate Statements for the March 5, 2024 General Municipal Election
- 4) A Resolution of Appropriation in the amount of \$591,547 for the March 5, 2024 Election

### COUNCIL ACTION

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**Item Type:** Action Item

**Approved for** November 7, 2023 **calendar**

### EXECUTIVE SUMMARY

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This report and corresponding resolution are a requirement for calling and holding the General Municipal Elections on March 5, 2024.

## RECOMMENDATION

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That the City Council approve a Resolution calling for the March 5, 2024, General Municipal Election for two City Council seats, each for a four-year term, and the City Council adopt a Resolution requesting consolidated election services, except for candidate filing, from the County of Los Angeles Registrar-Recorder. Finally, that the Council adopt a resolution setting forth regulations relating to candidate statements and a resolution of appropriation in the amount of \$591,547 for the election cost.

## ANALYSIS

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To comply with State law, in 2018, the City Charter was amended by Glendale voters to change municipal election dates from April of odd numbered to even numbered years by consolidating with Statewide Primary elections starting in March of 2020. Both Glendale Unified School District (GUSD) and the Glendale Community College District (GCC) adopted similar requirements so that all three agencies would hold their elections with the Statewide Primary Election in 2020.

Senate Bill 970 made it so that *presidential* primary elections would remain in March of even numbered years (EC 1000(a)) but moved *gubernatorial* primary elections to June of even numbered years (EC 1000(d)).

Both GUSD and GCC Boards have adopted resolutions calling for an election for their respective bodies to be held on March 5, 2024. The GUSD Board and GCC Trustees have both independently voted to have elections on the same date and are filing requests with the County of Los Angeles Registrar/Recorder (Exhibit 1 & 2 ). Both agencies have also requested that the Office of the Glendale City Clerk act as the filing officer for candidate filings.

The County estimates the election cost based on the following statistics: 111,948 registered voters. Over 90% of the cost is marked as Election Preparation, Election Operations, and Vote-by-Mail Processing.

The City will have staff on its premises to assist candidates and voters with questions regarding the ballot and the changes in the voting system. Additionally, the City Clerk's office will continue to work with the County to identify locations for voting centers.

The City Clerk recommends adoption of a resolution that will establish a policy related to costs associated with candidate statements. The policy establishes the time to submit the candidate statement, a deposit for payment of costs associated with publication of the candidate statement, translation costs, and determination of pro rata costs associated with publication of candidate statements.

In October 2021, the Glendale Municipal Code was amended to add Chapter 1.09, which allocated public funds during election years to assist qualifying local candidates with the payment of the cost (payable to the County of Los Angeles) to file the Candidate

Statement, in the English language, in the voter booklet, and the waiver of the local City filing fee of \$25. The County filing fee for the Candidate Statement is based on the number of registered voters within the jurisdiction and changes for every election cycle.

## **STAKEHOLDERS/OUTREACH**

The Office of the City Clerk will publish all election related materials in Korean, Spanish, Tagalog, English and Armenian, which will include translations, newspaper publishing, public service announcements, social media posts and two banners that are located in the Glendale Community College bridge, and Montrose Shopping District. Additionally, the pertinent information will be disseminated through utility bill inserts as well as social media leading up to the day of the election. Finally, City staff will be available to answer questions and provide information to all stakeholders.

## **FISCAL IMPACT**

The total cost for the City of Glendale's March 5, 2024 election is \$521,547 and an estimated additional \$70,000 for advertising, postage, labor charges, and the local election filing cost assistance program, totaling \$591,547. This amount was not included as part of the FY 2023-24 budget, therefore staff is requesting an appropriation of \$591,547 from the General Fund Undesignated Fund Balance. The appropriation request is outlined below:

<b>Requesting Appropriation</b>			
<b>Amount</b>	<b>From (Account String)</b>	<b>To (Account String)</b>	<b>Funding Source</b>
\$ 591,547	25300-1010-000	43110-1010-CCD-1500-P0000	General Fund – Undesignated Fund Balance

## **ENVIRONMENTAL REVIEW (CEQA/NEPA)**

**This item is exempt from CEQA. It is not a project and there is no reasonable likelihood that it will result in any significant impacts to the environment.**

## **CAMPAIGN DISCLOSURE**

This item is exempt from campaign disclosure requirements.

## **ALTERNATIVES TO STAFF RECOMMENDATION**

Alternative 1: Immediately call for a General Municipal Election to be conducted on March 5, 2024 and approve a Resolution of Appropriation in the amount of \$591,547.

Alternative 2: The City Council may consider any other alternative not proposed by staff.

## **ADMINISTRATIVE ACTION**

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**Submitted by:**

Dr. Suzie Abajian, City Clerk

**Prepared by:**

Aram Adjemian, Assistant City Clerk

**Approved by:**

Roubik R. Golanian, P.E., City Manager

## **EXHIBITS/ATTACHMENTS**

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- 1) Glendale Community College Staff Report and Resolution 11-2023-2024 Ordering the LA County Superintendent of Schools to call an election for members of the GCC governing board.
- 2) GUSD Staff Report and Resolution No. 15 Calling on the LA County Superintendent of Schools to call an election for members of the GUSD governing board.