City Request for Election Services

This checklist has been prepared to clarify our roles in conducting your election and to act as an official agreement for reimbursement of costs for county services. If your jurisdiction requests that the County Elections Office conduct your election, this "Request for Election Services" form must be completed and returned to the Elections Office at the time that you submit your resolution to the Board of Supervisors, pursuant to Elections Code 10403.

The County Elections Official will:

- · Prepare a calendar of events and due dates for the election.
- Publish the Notice of Election, candidate filing period, measure information (notice to submit arguments) and precinct officers and polling places.
 Note: Cities may choose to publish these items independently.
- Establish Polling Places, and recruit and train election officers.
- Determine all argument information, e.g. deadline dates, maximum number of words, format, etc.
- Prepare and process the filing of nomination documents, resolve ballot designation issues, and address all other legal requirements for county, school and special district offices.
- Print candidate statements exactly as submitted. We are not responsible for any errors in punctuation, spelling, and grammar.
- Arrange for the Spanish translation of all materials provided to the voters.
- Prepare and arrange for the printing of sample ballot booklets and official ballots.
- Implement the absentee ballot process.
- Tally votes at the polling locations or by absentee ballot.
- · Conduct election canvass procedures.
- Provide a copy of the election certification and final results.
- Furnish Certificates/Oaths of Office for county, school and special district candidates.
- Prepare and mail invoice to jurisdiction for costs of the election.
- Provide copies of all election publications to the City Clerk.
- Provide the City Clerk only with candidate statement and official ballot proofs for final approval

The City Clerk Official will:

- Prepare and process nomination documents, resolve ballot designation issues and ensure all other related legal requirements are met.
- Provide the County Elections Official a certified list of candidates, including ballot designations and if a candidate filed a statement to appear in the sample ballot.
- Review and approve final proofs of candidate statements and official ballots.
- Prepare and furnish Oaths of Office for candidates.

Please check which items you would like the County to publi	sh on your behalf:
X Notice of Election	
X Notice of Candidate Filing Period	
X Notice of Polling Places and Precinct Officers	
X Publication of Official Candidates List (EC 12110)
The County Elections Officials will take all actions necessary the election.	to properly and lawfully conduct
The undersigned requests the election services previously id County Elections Official for the:	entified to be performed by the
November 4, 2008 - Presidential (General Election
Date and Name of Election	1
Additionally, pursuant to Elections Code 10002, the undersited County the full cost of services requested upon presentation days. Failure to pay within 30 days will result in an interest date of the election.	of a bill and to pay within 30
Signed: Steven Shampson	
Title:City Manager/City Clerk	36
City Name:City of Buellton	
Date:March 27, 2008	
Telephone:(805) 688-5177	:
Please deliver completed form with a copy of your resolution to:	n by mail, fax, or personal delivery
MAIL Santa Barbara County Elections P. O. Box 159 Santa Barbara, CA, 02102-0150	DELIVERY Santa Barbara County Elections 130 E. Victoria St., 2 nd Flr. Santa Barbara

FAX (805) 568-2209 If you have questions please contact Billie Alvarez or Suzanne Jackson at (805) 568-2203 or 568-2207