



City of Guadalupe  
Administration Department  
918 Obispo Street  
P.O. Box 908  
Guadalupe, CA 93434

RECEIVED

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COUNTY OF SANTA BARBARA  
CLERK OF THE  
BOARD OF SUPERVISORS

June 27, 2024

Honorable Board of Supervisors  
County of Santa Barbara  
105 E. Anapamu St. Room 407  
Santa Barbara, CA 93101

RE: Request for Election Services for the November 5, 2024, General Election

Dear Clerk of the Board:

Attached please find resolutions adopted by the Guadalupe City Council on Tuesday, June 25, 2024 pertaining to the November 5, 2024, General Municipal Election.

1. **Resolution No. 2024-39** - calling and giving notice for a General Municipal Election to be held on Tuesday, November 5, 2024, for the election of certain officers as required by the provisions of the laws of the State of California and requesting the Board of Supervisors of the County of Santa Barbara to consolidate the General Municipal Election with the Statewide General Election pursuant to Section 10403 of the Elections Code.
2. **Resolution No. 2024-40** - adopting regulations for candidates for elective office pertaining to candidate statements and materials submitted to the electorate to be held on Tuesday, November 5, 2024.

The City of Guadalupe respectfully requests the Santa Barbara County Board of Supervisors' approval of a request for consolidation.

If you have any questions, please feel free to contact me at (805) 356-3891.

Sincerely,

Todd Bodem  
City Administrator  
City of Guadalupe

**RESOLUTION NO. 2024-39**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GUADALUPE, CALIFORNIA CALLING AND GIVING NOTICE FOR A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 5, 2024, FOR THE ELECTION OF CERTAIN OFFICERS AS REQUIRED BY THE PROVISIONS OF THE LAWS OF THE STATE OF CALIFORNIA AND REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF SANTA BARBARA TO CONSOLIDATE THE GENERAL MUNICIPAL ELECTION WITH THE STATEWIDE GENERAL ELECTION PURSUANT TO SECTION 10403 OF THE ELECTIONS CODE.**

**WHEREAS**, under the provisions of the laws relating to general law cities in the State of California, a general municipal election shall be held on November 5, 2024, for the election of municipal officers; and

**WHEREAS**, it is desirable that the general municipal election be consolidated with the statewide general election to be held on the same date and that within the City the precincts, polling places, and election officers of the two elections be the same, and that the County Election Division of the County of Santa Barbara, canvass the returns of the general municipal election and that the election be held in all respects as if there were only one election.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GUADALUPE, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE, AND ORDER AS FOLLOWS:**

**SECTION 1.** That pursuant to the requirements of the laws of the State of California, there is called and ordered to be held in the City of Guadalupe, California, on Tuesday, November 5, 2024, a General Municipal Election for the purpose of electing two members of the City Council for the full term of four years, one Mayor of the City Council for the full term of two years, and one City Clerk for the full term of four years.

**SECTION 2.** That the ballots to be used at the election shall be in form and content as required by law.

**SECTION 3.** That the City Clerk is authorized, instructed, and directed to coordinate with the County of Santa Barbara Registrar of Voters to procure and furnish all official ballots, notices, printed matter and all supplies, equipment and paraphernalia that may be necessary to conduct the election properly and lawfully.

**SECTION 4.** That the polls for the election shall be open at seven o'clock (7:00) a.m. of the day of the election and shall remain open continuously from the time until 8:00 o'clock p.m. of the same day when the polls shall be closed, pursuant to Election Code §10242, except as provided in Section 14401 of the Elections Code of the state of California.

**SECTION 5.** That in all particulars not recited in this resolution, the election shall be held and conducted as provided by law for holding municipal elections.

**SECTION 6.** That notice of the time and place of holding the election is given and the City Clerk is authorized, instructed, and directed to give further or additional notice of the election, in time, form and manner as required by law.

**SECTION 7.** That pursuant to the requirements of Section 10403 of the Elections Code, the Board of Supervisors of the County of Santa Barbara is hereby requested to consent and agree to the consolidation of the general municipal election with the statewide general election on Tuesday, November 5, 2024 for the purpose of electing one Mayor of the City, two members of the City Council, and one City Clerk.

**SECTION 8.** That the County Election Division is authorized to canvass the returns of the General Municipal Election. The election shall be held in all respects as if there were only one (1) election, and only one (1) form of ballot shall be used. The election will be held and conducted in accordance with the provisions of law regulating the Statewide Election.

**SECTION 9.** That the Board of Supervisors is requested to direct the County Election Division to take all steps necessary for the conducting of the consolidated election as prescribed by §10418 of the Elections Code for the holding of the consolidated election.

**SECTION 10.** That the County elections office take all actions necessary to conduct the election.

**SECTION 11.** That the City Council recognizes that additional costs will be incurred by the County by reason of this consolidation and agrees pursuant to Section 10002 of the Elections Code to reimburse the County in full for the cost of services performed upon presentation of a bill.

**SECTION 12.** That the City will be providing the following services:

- (a) Notice of Election will be published, in time, form and manner required by law.
- (b) Accept and process official candidate nomination papers, which include verification as to whether candidate statements and ballots designations meet all requirements.
- (c) Upon Election Official's certification, issue certificates of election.
- (d) Take any other action necessary that is not the responsibility of the County Elections Official.

**SECTION 13.** That the City Council recognizes that the County Elections Officials will be providing the following services.

- (a) Verification of Nomination petitions as requested.
- (b) Designate polling places and provide supplies and equipment.
- (c) Appoint and train election officers.
- (d) Furnish all officials ballots, sample ballots, notices, and printed material.
- (e) Provide and process absentee voter requests.

- (f) Provide polling places for the election which shall be open seven o'clock (7:00) a.m. of the day of the election and shall remain open continuously until eight o'clock (8:00) p.m. of the same day when the polls shall be closed, except as provided in Section 14401 of the Elections Code.
- (g) Ensure that the ballots used at the elections are in the proper form and content required by law.
- (h) Count ballots and canvass the returns.
- (i) Declare results and certify election.
- (j) Take any other action necessary to conduct the election properly and lawfully.
- (k) Prepare and mail all invoices regarding election cost.

**SECTION 14.** That the City Clerk is hereby directed to file a certified copy of this Resolution with the Board of Supervisors and the County Election Division of the County of Santa Barbara.

**SECTION 15.** That the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

**SECTION 16.** That the City Clerk is hereby authorized to make minor changes herein to address clerical errors, so long as substantial conformance of the intent of this document is maintained. In doing so, the City Clerk shall consult with the City Administrator and City Attorney concerning any such changes.

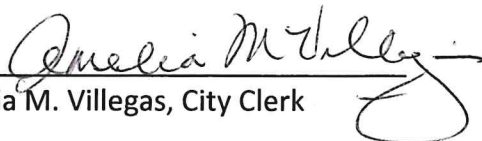
**PASSED, APPROVED AND ADOPTED** at a regular meeting on the 25<sup>th</sup> day of June 2024 by the following vote:

**MOTION: WHITNEY FURNESS / GILBERT ROBLES**

<b>AYES:</b>	<b>4</b>	<b>Councilmembers:</b>	<b>Hernandez, Julian, Furness, Robles</b>
<b>NOES:</b>	<b>1</b>	<b>Councilmembers:</b>	<b>Costa Jr.</b>
<b>ABSENT:</b>	<b>0</b>		
<b>ABSTAINED:</b>	<b>0</b>		

I, Amelia M. Villegas, City Clerk of the City of Guadalupe, do hereby certify that the foregoing Resolution, being **Resolution No. 2024-39**, has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the City Council, held June 25, 2024, and that same was approved and adopted.

**ATTEST:**

  
 \_\_\_\_\_  
 Amelia M. Villegas, City Clerk

  
 \_\_\_\_\_  
 Ariston Julian, Mayor

**APPROVED AS TO FORM:**

  
 \_\_\_\_\_  
 Wendy Stockton, Assistant City Attorney

## RESOLUTION NO. 2024-40

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GUADALUPE, CALIFORNIA, ADOPTING REGULATIONS FOR CANDIDATES FOR ELECTIVE OFFICE PERTAINING TO CANDIDATE STATEMENTS AND MATERIALS SUBMITTED TO THE ELECTORATE TO BE HELD ON TUESDAY, NOVEMBER 5, 2024

**WHEREAS**, Section 13307 of the Elections Code of the State of California provides that the governing body of any local agency may adopt regulations pertaining to materials prepared by any candidate for a municipal election, including costs of the candidate's statement.

**NOW, THEREFORE, THE CITY COUNCIL DOES RESOLVE, DECLARE, DETERMINE AND REQUEST AS FOLLOWS:**

**SECTION 1.** That pursuant to Section 13307 of the Elections Code of the State of California, each candidate for elective office to be voted for at an election to be held in the City of Guadalupe on Tuesday, November 5, 2024 may prepare a candidate's statement on an appropriate form provided by the City Clerk. The statement may include the names, age, and occupation of the candidate and a brief description of no more than 200 words of the candidate's education and qualifications expressed by the candidate himself or herself. The statement shall not include party affiliation of the candidate, nor membership or activity in partisan political organizations. The statement shall be filed in the office of the City Clerk at the time the candidate's nomination papers are filed. The statement may be withdrawn, but not changed, during the period of filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period.

#### **SECTION 2. FOREIGN LANGUAGE POLICY.**

A. Pursuant to the Federal Voting Rights Act, candidates' statements will be translated into all languages required by the County of Santa Barbara. The County is required to translate candidate statements into Spanish.

B. The County will print and mail voter information guides and candidates' statements to all voters in Spanish.

C. Pursuant to State law, a candidate's statement may be translated and printed in the voter's pamphlet in any other language at the candidate's request.

#### **SECTION 3. PAYMENT.**

A. Translation:

1. The candidate shall be required to pay for the cost of translating the candidate's statement into any required foreign language above pursuant to Federal and/or State law; and as specified in Section 2.A.

2. The candidate shall be required to pay for the cost of translating the candidates statement into any foreign language that is not required as specified in Section 2.A. above, pursuant to Federal and/or State law, but is requested as an option by the candidate.

**B. Printing:**

1. The candidate shall be required to pay for the cost of printing the candidate's statement in English in the main voter pamphlet.
2. The candidate shall be required to pay for the cost of printing the candidate's statement in a foreign language required in Section 2.A. above, in the main voter pamphlet.
3. The candidate shall be required to pay for the cost of printing the candidate's statement in a foreign language requested by the candidate per Section 2.C. above, in the main voter pamphlet.
4. The candidate shall be required to pay for the cost of printing the candidate's statement in a foreign language required by Section 2.A. above, in the facsimile voter pamphlet.
5. The City Clerk shall estimate the total cost of printing, handling, translating, and mailing the candidate's statements filed pursuant to this Section, including costs incurred as a result of complying with the Voting Rights Act of 1965 (as amended), and require each candidate filing a statement to pay in advance to the local agency his or her estimated pro rata share as a condition of having his or her statement included in the voter's pamphlet. The estimate is just an approximation of the actual cost that varies from one election to another election and may be significantly more or less than the estimate, depending on the actual number of candidates filing statements. Accordingly, the City Clerk is not bound by the estimate and may, on a pro rata basis, bill the candidate for additional actual expense or refund any excess paid depending on the final actual cost. in the event of underpayment, the City Clerk may require the candidate to pay the balance of the cost incurred. In the event of overpayment, the City Clerk shall prorate the excess amount among the candidates and refund the excess amount paid within 30 days of receiving the actual cost invoice from the County of Santa Barbara.

**SECTION 4. MISCELLANEOUS.**

- A. All translations shall be provided by professionally certified translators.
- B. The City Clerk shall comply with all recommendations and standards set forth by the California Secretary of State regarding occupational designations and other matters relating to elections.
- C. No candidate will be permitted to include additional materials in the voter information guide.

**SECTION 5.** The candidate shall be required to pay for the cost of printing the candidate's statement in English and any other language requested by the candidate.



**SECTION 6.** That the City Clerk shall provide each candidate or the candidate's representative a copy of this resolution at the time nominating petitions are issued.

**SECTION 7.** That all previous resolutions establishing council policy of payment for candidate's statement are repealed.

**SECTION 8.** That the resolution shall apply only to the election to be held on November 5, 2024 and shall then be repealed.

**SECTION 9.** That the City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

**SECTION 10.** The City Clerk is hereby authorized to make minor changes herein to address clerical errors, so long as substantial conformance of the intent of this document is maintained. In doing so, the City Clerk shall consult with the City Administrator and City Attorney concerning any changes deemed necessary.


**PASSED, APPROVED AND ADOPTED** at a regular meeting on the 25<sup>th</sup> day of June 2024, by the following vote:

**MOTION: CHRISTINA HERNANDEZ / WHITNEY FURNESS**

**AYES: 4 Councilmembers: Hernandez, Julian, Furness, Robles**  
**NOES: 1 Councilmembers: Costa Jr.**  
**ABSENT: 0**  
**ABSTAINED: 0**

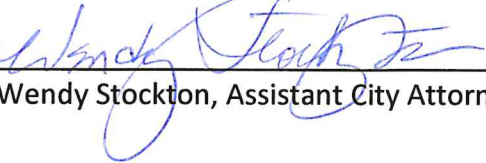
I, Amelia M. Villegas, City Clerk of the City of Guadalupe, do hereby certify that the foregoing Resolution, being **Resolution No. 2024-40**, has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the City Council, held June 25, 2024, and that same was approved and adopted.

**ATTEST:**

  
\_\_\_\_\_  
Amelia M. Villegas, City Clerk

  
\_\_\_\_\_  
Ariston Julian, Mayor

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Wendy Stockton, Assistant City Attorney



November 5, 2024, Presidential General Election  
County of Santa Barbara Elections Division  
City Request for Consolidated Election Services

This document has been prepared to clarify the roles of the County of Santa Barbara Elections Division (County Elections Division) and the City in conducting the City's consolidated election and to act as an official agreement for reimbursement of costs for county services in accordance with the county billing policies for elections. If the City requests that the County Elections Division conduct their consolidated election, this "City Request for Consolidated Election Services" form must be completed and returned to the County Elections Division at the time that the resolution is submitted to the County of Santa Barbara Board of Supervisors, pursuant to Elections Code Sections 10002 or 10403.

**The County Elections Division will:**

- Prepare a calendar of events and due dates for the election.
- Establish polling places and recruit and train election officers (if applicable).
- Verify nomination petitions for city candidates.
- Arrange for the Spanish translation of all materials provided to the voters.
- Prepare and arrange for the printing of County Voter Information Guides (CVIG) and official ballots.
- Print candidate statements exactly as submitted. NOTE: The County Elections Division is not responsible for correcting any errors in punctuation, spelling, or grammar.
- Provide the City Clerk with CVIG page proofs for candidate statements, direct arguments, rebuttal arguments, impartial analysis, and full text information for measures; if applicable (English and Spanish), for their review and final approval.
- Provide the City Clerk with the official ballot proofs (English and Spanish) for their review and final approval.
- Implement and oversee the vote-by-mail and in-person voting process.
- Publish on the City's behalf and provide the City with a copy of the publication (if applicable) the following notices:
  - Notice of Polling Place Locations (EC 12106)
  - Notice to Count Ballots at a Central Location (EC 12109)
- Conduct election and canvass as provided for in the California Elections Code.
- Tally votes cast in the election.
- Provide a copy of the election certification and final results.
- Prepare and mail the invoice to the City for costs of the election.
- Take all actions necessary to properly and lawfully conduct the election.

**The City will:**

- Submit to the County of Santa Barbara Clerk of the Board the City's resolution calling the election and requesting the Board of Supervisors approve the consolidation.
- Prepare and process nomination documents for city candidates, resolve ballot designation issues and ensure all other related legal requirements are met.
- Provide the county elections official with a certified list of candidates, including ballot designations and candidate statements if a candidate filed a statement to appear in the CVIG.
- Review the CVIG page proofs for candidate statements and give County Elections the final approval for printing (English and Spanish).
- Review the official ballot proofs and give County Elections the final approval for printing (English and Spanish).
- In the case of a tie vote, the City will determine the method to resolve the tie vote.
- Prepare and furnish Oaths of Office for candidates.
- Publish the following notices:
  - Notice of Election and Candidate Filing Period (EC 12101)
  - Publication of Official Candidates List (EC 12110)



November 5, 2024, Presidential General Election  
County of Santa Barbara Elections Division  
City Request for Consolidated Election Services  
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In addition to the applicable items above, if a **measure is to be consolidated** with the election, the **City will:**

- Submit to the County of Santa Barbara Clerk of the Board the City's resolution requesting the Board of Supervisors approve the consolidation of the measure.
- Request the County Elections to print the full text or partial text.
- Be responsible for the procedures relative to their measures including publishing the "Notice of Election" and the "Notice to Submit Arguments"; accepting and selecting direct arguments; processing rebuttal arguments; preparing the impartial analysis; the 10-Day public exam period and all other related legal requirements.
- Submit **electronic copies** of direct arguments, rebuttal arguments, impartial analysis and the full text of measures by the printing deadline established by the County Elections Division.
- Review the CVIG page proofs for direct arguments, rebuttal arguments, impartial analysis and the full text for measures and give County Elections the final approval for printing (English and Spanish).
- Publish the Notice of Measures to Be Voted On (EC 12111).

The undersigned agrees to the terms and roles identified above and requests the election services be performed by the County of Santa Barbara Elections Division for the:

**November 5, 2024 Presidential General Election**

Election Date and Title

Additionally, pursuant to Elections Code 10002, the undersigned agrees to reimburse the County of Santa Barbara their share of costs allocated in accordance with the County of Santa Barbara billing policy for consolidated elections. The City agrees to pay the full cost billed within 30 days of the invoice date. The City further understands and agrees that failure to pay within 30 days will result in an interest charge at the County of Santa Barbara's pooled interest rate commencing from the date of the election.

City Name: City of Guadalupe

Signature:  Date: 06/25/2024

Printed Name: Todd Bodem

Title: City Administrator

City Mailing Address: 918 Obispo Street, P.O. Box 908, Guadalupe CA 93434

Telephone: 805.356.3891 Email: tbodem@ci.guadalupe.ca.us & juana@ci.guadalupe.ca.us

*If applicable:*

Measure Contact Printed Name: \_\_\_\_\_

Measure Contact Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Please deliver the completed request form with a copy of the City's election consolidation resolution by email, mail, or personal delivery.

**Email:**  
[candidatefiling@countyofsb.org](mailto:candidatefiling@countyofsb.org)

**Mail (USPS):**  
Santa Barbara County Elections  
Attn: Election Consolidation  
PO BOX 61510  
Santa Barbara, CA 93160

**Mail (FedEx, UPS, etc.) or personal delivery:**  
Santa Barbara County Elections  
Attn: Election Consolidation  
4440A Calle Real  
Santa Barbara, CA 93110



November 5, 2024, Presidential General Election  
**County of Santa Barbara Elections Division**  
**City Request for Nomination Signature Verification Services**

Cities requesting nomination signature verification be completed by the County of Santa Barbara Elections Division (County Elections Division) must complete and return this form. Please submit this form to the County Elections Division at the same time the city submits an election services request form and prior to the period in which nomination papers are submitted for verification.

Please complete the request information below

**City Information**

City Name: City of Guadalupe

Candidate Filing Contact Name and Title: Juana Escobar, Administrative Assistant

Candidate Filing Contact email: juana@ci.guadalupe.ca.us

Candidate Filing Contact Telephone Number: 805.356.3891

**Requirements for Nomination Signatures**

Please list the elected offices up for election and identify the required number of valid nomination signatures, attach additional pages if needed:

Office Title	Required number of valid nomination signatures
Mayor	20
Council Member 1	20
Council Member 2	20
City Clerk	20

**Verification Method (check one):**

Full check, verify every signature submitted

Stop when candidate reaches minimum required number of valid nomination signatures

The undersigned requests that the County Elections Division verify city nomination signatures as indicated on this request form. Additionally, the undersigned agrees to reimburse the County of Santa Barbara for the full cost of providing this service in accordance with the County of Santa Barbara billing policy for local agency service requests. The undersigned agrees to reimburse the County of Santa Barbara within 30 days of the invoice date. Failure to pay within 30 days will result in an interest charge at the County of Santa Barbara's pooled rate commencing from the date of the close of candidate filing.

Signed:  Date: 6/25/2024

Printed Name: Todd Bodem

Title: City Administrator