



## STAFF REPORT

**Date:** May 7, 2014  
**To:** Bryan H. Montgomery, City Manager  
**From:** Libby Vreonis, City Clerk / Paralegal  
**SUBJECT:** Resolution Designating an Elections Official to Assist the City Clerk in the November 4, 2014 General Municipal Election

Approved and Forwarded to City Council:

  
Bryan Montgomery, City Manager

### **Background and Analysis**

At the regular joint meeting of the Oakley City Council / Oakley City Council Acting as Successor Agency to the Oakley Redevelopment Agency meeting of May 13, 2014, it has been recommended to the City Council to call the General Municipal Election in Oakley for November 4, 2014. If the City Council should approve the resolution to call the General Municipal Election in Oakley for November 4, 2014, adequate personnel will need to be available to process nomination papers for such Election.

The California Elections Code indicates that a City Elections Official issues nomination forms required to run for office. Elections Code Section 320 provides that the City Clerk is the "Elections Official" for municipal elections, unless the City Council designates another person. There is currently no designated person in the City's Clerk's Office in Oakley other than the City Clerk to assist in processing nomination papers.

In order to ensure that the City has adequate personnel available to perform this function, staff recommends that the City Council appoint an additional person to process nomination forms in the City Clerk's absence. Kim Carmody has been working in the City Clerk's Office for six years, served as an Election Official in the 2012 general municipal election and she is well qualified to assist the City Clerk with this election-related duty.

### **Fiscal Impact**

There is no fiscal impact.

### **Recommendation**

Staff recommends that the City Council adopt the resolution.

### **Attachments**

(1) Resolution

RESOLUTION NO. \_\_\_\_-14

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY DESIGNATING KIM CARMODY TO SERVE AS A CITY OF OAKLEY ELECTIONS OFFICIAL FOR THE NOVEMBER 4, 2014, GENERAL MUNICIPAL ELECTION**

**WHEREAS**, at the meeting of May 13, 2014, the Oakley City Council called the General Municipal Election in Oakley for November 4, 2014; and

**WHEREAS**, Section 10227 of the California Elections Code states that all forms required for nomination and election to all municipal offices shall be furnished only by an elections official; and

**WHEREAS**, Section 320 of the California Elections Code includes in the definition of "elections official" the City Clerk or any other person who is charged with the duty of conducting an election; and

**WHEREAS**, there is no designated person in the City Clerk's Office other than the City Clerk to assist in the nomination process during the upcoming election;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Oakley that Kim Carmody of the City Clerk's Office is hereby designated to serve as a City of Oakley Elections Official for the November 4, 2014, general municipal election.

The foregoing resolution was introduced at a regular meeting of the City Council of the City of Oakley held on the 13th day of May, 2014 and adopted by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

APPROVED:

\_\_\_\_\_  
Randy Pope, Mayor

ATTEST:

\_\_\_\_\_  
Libby Vreonis, City Clerk

\_\_\_\_\_  
Date: