

DATE SUBMITTED 07/26/2018  
 SUBMITTED BY CITY CLERK  
 DATE ACTION REQUIRED 08/01/2018

**Agenda Item No** E-5  
 CITY COUNCIL ACTION (X)  
 PUBLIC HEARING REQUIRED ( )  
 RESOLUTION ( )  
 ORDINANCE 1<sup>ST</sup> READING ( )  
 ORDINANCE 2<sup>ND</sup> READING ( )  
 CITY CLERK'S INITIALS sj

**IMPERIAL CITY COUNCIL  
 AGENDA ITEM**

<b>SUBJECT: DISCUSSION/ACTION: ELECTIONS WORK GROUP FORMATION</b>	
<b>1. APPOINTMENT OF CITY REPRESENTATIVE TO THE COUNTY OF IMPERIAL AD-HOC COMMITTEE TO ADDRESS THE ISSUE OF IMPROVING PUBLIC AWARENESS OF THE ELECTION PROCESS</b>	
DEPARTMENT INVOLVED:	
BACKGROUND/SUMMARY:	
<p>On July 17, 2018, the County Board of Supervisors took action to create an Ad Hoc committee to address the issue of improving public awareness of the election process. The Board approved to have the following representatives on the committee:</p> <ol style="list-style-type: none"> <li>1. Seven City Representatives – one per city</li> <li>2. Five District Representatives – one per district</li> <li>3. One member of the Board of Supervisors</li> <li>4. One County/Elected Official</li> <li>5. PIO/Election Rep</li> <li>6. One CEO</li> </ol> <p>The county is requesting that an appointee be named from the City to be a member of this group.</p>	
FISCAL IMPACT:	
STAFF RECOMMENDATION: Council name an appointee to this working group as requested.	
MANAGER'S RECOMMENDATION:	MANAGER'S INITIAL _____
MOTION:	
SECONDED:	APPROVED ( ) REJECTED ( )
AYES:	DISAPPROVED ( ) DEFERRED ( )
NAYES:	
ABSENT:	REFERRED TO:

COUNTY EXECUTIVE OFFICE

**Tony Rouhotas, Jr.**  
County Executive Officer  
[tonyrouhotas@co.imperial.ca.us](mailto:tonyrouhotas@co.imperial.ca.us)  
[www.co.imperial.ca.us](http://www.co.imperial.ca.us)



County Administration Center  
940 Main Street, Suite 208  
El Centro, CA 92243  
Tel: 442-265-1001  
Fax: 442-265-1010

July 12, 2018

Imperial County Board of Supervisors  
940 Main St.  
El Centro, CA, 92243

Subject: Elections Work Group Formation

Honorable Boardmembers:

Background:

During the July 10, 2018 Board meeting, Supervisor Ryan Kelley proposed that the board consider forming an Ad Hoc working group to address the issue of improving public awareness of the election process. He suggested that the group could possibly consist of elected officials, county staff and members of the public. Subsequent to the board meeting, County Registrar of Voters, ITS and CEO staff met and began to discuss some ideas such as improving the Elections website, holding candidate workshops, developing a comprehensive elections manual and providing online access to election-related forms. It is requested that the Board give direction to staff on the makeup of this committee and the priority of issues to be addressed.

Requested Action:

Discussion/Action regarding creation of an Ad Hoc working group consisting of public, elected and County staff members, to improve public awareness of the elections process.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Tony Rouhotas Jr.", is written over a light blue horizontal line.

Tony Rouhotas Jr.



# BOARD AGENDA FACT SHEET

<b>CLERK USE ONLY</b> BOS ACTION
# _____

County Executive Office  
Department / Agency

July 17, 2018  
Requested Board Date

**1. Request:**

Board Approval  Other (specify) _____	<table border="1" style="width: 50px; height: 80px;"> <tr><td style="text-align: center;">X</td></tr> <tr><td style="text-align: center;"> </td></tr> </table>	X		Information Only/Presentation Schedule Hearing Time: _____	<table border="1" style="width: 50px; height: 80px;"> <tr><td style="text-align: center;"> </td></tr> <tr><td style="text-align: center;"> </td></tr> </table>		
X							

**2. Requested Action:** *Type requested action below*

Discussion/Action regarding creation of an Ad Hoc working group consisting of public, elected and County staff members, to improve public awareness of the elections process.

3. Cost \$ N/A Source: N/A

4. If approval of Contract, reviewed/approved by County Counsel on: N/A

By: N/A Action Request # N/A  
*Assigned by County Counsel's Office*

5. If approval of position allocation change, approved by Human Resources on: N/A

By: N/A

6. Electronic copy submittal date: \_\_\_\_\_ By: \_\_\_\_\_

Department Head/Agency Representative

**INSTRUCTIONS:** *Back-up must be submitted 11 BUSINESS days prior to requested date. Back-up submitted must contain an Original and 6 copies. Copies must be submitted double sided and three (3) hole punched. Back-up must be submitted in a PDF format to [cobstaff@co.imperial.ca.us](mailto:cobstaff@co.imperial.ca.us).*

**CEO/CLERK USE ONLY:**

**DATE STAMP**

BOARD DATE: 07/17/18

Action X Filing \_\_\_\_\_

Consent \_\_\_\_\_ Presentation \_\_\_\_\_

Hearing \_\_\_\_\_ CEO Approval \_\_\_\_\_

Other (specify) \_\_\_\_\_

CEO

07/12/18  
Date

## Debra Jackson

---

**From:** Cynthia Figueroa <CynthiaFigueroa@co.imperial.ca.us>  
**Sent:** Wednesday, July 18, 2018 4:01 PM  
**To:** Isavala@brawley-ca.gov; cityclerk@calexico.ca.gov; c\_hoff@calipatria.com; dcaldwell@cityofelcentro.org; dgarcia@holtville.ca.gov; Debra Jackson; Sally Traylor City of Westmor  
**Subject:** Board of Supervisors' request for nomination

Good Afternoon Clerks,

During yesterday's Board of Supervisors meeting an item regarding an Ad Hoc committee relating to elections was discussed. The Board approved to have the following representatives in the committee

1. Seven City Representatives – one (1) per city
2. Five District Representative – one (1) per District
3. One (1) member of the Board of Supervisors
4. One (1) County Elected Official
5. PIO/Election Rep
6. One (1) CEO

We would like to see if you could assist us in providing your city representative nominee in order to proceed with creation of the Ad Hoc Committee.

Should you have any questions please feel free to contact me.

Thank you in advance for your help

*Cynthia Figueroa*

Assistant Clerk of the Board  
Clerk of the Board's Office  
940 Main St., Suite 209  
El Centro, CA. 92243  
P: (442)265-1020  
F: (442) 265-1027