

STAFF REPORT

BOARD MEETING DATE:

March 11, 2025

CATEGORY:

Regular Calendar 4

SUBJECT:

Introduce and waive the reading of *“An Ordinance of the Board of Supervisors of the County of Shasta Amending Chapter 2.07, Elections Commission, of the Shasta County Code.”*

DEPARTMENT:

Clerk of the Board

SUPERVISORIAL DISTRICT #:

All

DEPARTMENT CONTACT:

Stefany Blankenship, Chief Deputy Clerk of the Board, (530) 225-3757

STAFF REPORT APPROVED BY:

Stewart Buettell, Deputy County Executive Officer

Vote Required?

Simple Majority Vote

General Fund Impact?

No Additional General Fund Impact

RECOMMENDATION

Introduce and waive the reading of *“An Ordinance of the Board of Supervisors of the County of Shasta Amending Chapter 2.07, Elections Commission, of the Shasta County Code.”*

DISCUSSION

On September 12, 2023, the Board of Supervisors (Board) formed the Shasta County Citizens Election Advisory Committee (CEAC) via Resolution No. 2023-099. On December 5, 2023 (and effective January 4, 2024), the Board adopted Ordinance No. 2023-07, enacting Shasta County Code Chapter 2.07, which established and renamed the CEAC to the Shasta County Elections Commission (SCEC), repealed and replaced Resolution No. 2023-099, and further described the roles, composition, and responsibilities of the SCEC. On January 28, 2025, the Board directed staff to bring to a future meeting an amended ordinance to revise the SCEC’s annual meeting schedule and assigned duties. On February 11, 2025, Board directed staff to make amendments to the proposed ordinance and bring it back for reintroduction.

Per Board direction, the proposed ordinance amends section 2.07.040 of Shasta County Code (SCC) to specify that the SCEC shall meet no more than six times in years wherein a statewide election is held and no more than ten times in years without a statewide election, unless approval for each additional regular meeting or any special meeting is granted in advance by the Board, and SCC section 2.07.050 to add the duties to conduct an annual survey of County residents regarding local trust in elections and to report to the Board twice annually, with one of those reports to include the results of the annual survey.

ALTERNATIVES

The Board could defer this discussion to a future date or request additional information. The Board could also direct staff to further modify the draft ordinance impacting Shasta County Code Section 2.07, Elections Commission, to allow the Board to take other oversight actions, such as the abilities to remove appointees at will, similarly to other advisory bodies, or to indefinitely postpone future meetings until otherwise directed by the Board.

OTHER AGENCY INVOLVEMENT

The Recommendation has been reviewed by the County Administrative Office.

FISCAL IMPACT

Costs associated with preparing ordinances has been included in the Clerk of the Board’s Fiscal Year 2024-25 Adopted Budget. There is General Fund cost associated with conducting the SCEC.

ATTACHMENTS:

1: Proposed Ordinance