PROCEDURES FOR TABULATION OF ASSESSMENT BALLOTS
AT JULY 15, 2013 PUBLIC HEARING OF CITY COUNCIL

In Council Chamber through end of public hearing

Accepting ballots during meeting at staff table

Note: All ballots, changes or withdrawals must be submitted prior to the close of the public hearing

1. Confirm that ballot being submitted is in a sealed envelope

   <u>If an Owner requests a ballot</u>, ask for the APN or property address and confirm that a ballot was not previously submitted

   - Find the ballot in the PDF ballot files and print it out

   - Ask Owner to complete the ballot

   <u>If an Owner requests to change or withdraw a submitted ballot</u>, ask for APN or property address and confirm that a ballot was previously submitted

   - Find the ballot in the PDF ballot files and print it out

   - Ask Owner to write "I elect to change/withdraw the ballot that I submitted previously" on the ballot and complete bottom portion of ballot

2. Date stamp envelope

3. Find the APN printed on the envelope in the database and mark an "x" in the Ballot Return column

4. File these ballots with the submitted ballots, in ascending order by APN

5. NO ballot submittals, changes or withdrawals after the close of the public hearing.

Deputy City Clerk and assisting staff move to Sister Cities Gallery at close of public hearing

Ballot Tabulation in Sister Cities Gallery

Extracting ballots from envelopes

1. Open envelope starting with the highest APN and remove ballot from envelope

2. Verify that APN on envelope matches APN on pre-printed ballot

3. Verify the completeness of the pre-printed ballot:

    a. Yes or No is checked

    If the assessment amount is struck out or replaced with a lesser amount on a "Yes" ballot, place the ballot faced up in the Invalid Box

    b. Owner Name is printed or typed

    c. Ballot is signed with original signature

4. Place the ballot in the designated box

    If the ballot is complete, place the ballot faced up in the Ballot Box (Ballot Box 1 for single-parcel ballots and Ballot Box 2 for multiple-parcel ballots)

    If there are other papers in the envelope, staple them to back of ballot before placing the ballot faced up in the Ballot Box

    If the ballot is incomplete, place ballot faced up in the Invalid Box

    If the ballot is not City-issued, verify the completeness of the non-standard ballot:

    a. APN number, street address, or both is listed

    b. Support or Opposition is clearly stated

    c. Owner Name is printed or typed

    d. Ballot is signed with original signature

    If all required information is listed, place the ballot faced up in the Ballot Box

    If any required information is missing, place the ballot faced up in the Invalid Box

    If an assessment amount is stated and is less than the proposed on a "Support" ballot, place the ballot faced up in the Invalid Box

5. Place the empty envelope in the Recycle Box

Tabulating ballots

1. Scroll to the top of the database for multiple parcels listed by Legal Owner in order of A to Z)

2. Tabulate the multiple-parcel ballots by keying in "Yes" or "No" in the Ballot Response column for each parcel listed on the ballot

   If there is a duplicate ballot for the same parcel, the most recent ballot that declares a changed vote would be counted, one that declares a withdrawal would be keyed in as "Withdrawn," and one that declares a split/conflicting vote would be stapled with the duplicate ballot and placed in the Invalid Box

3. Tabulate the single-parcel ballots by keying in "Yes" or "No" in Ballot Response column for the parcel listed on the ballot

4. Tabulate the invalid ballots by keying in "Invalid" in Ballot Response column for the parcel(s) listed on the ballot

5. Save the database file

6. Confirm that the count for Total Ballots Received equals to the total count for Ballot Response

   If the counts match, proceed to the reporting step

   If the counts do not match, check for cause of discrepancy and correct

Deputy City Clerk brings laptop to Council Chamber

Assisting staff collects remaining items

Notes Concerning Authorized Signers

Assessment Ballots may be signed by the following parties:

1. If the property is owned by a corporation, the ballot may be signed for the corporation by any officer or officers authorized to make contracts by the corporate by-laws or by resolution of the corporation's Board of Directors.

2. If the property is owned by a partnership, any general partner may sign.

3. If two or more persons own the property as tenants-in-common, any one tenant-in-common may sign for all.

4. If two or more persons own the property in joint tenancy, any one joint tenant may sign for all.

5. If the property is community property then any one of the owners may sign, *even if the name is not on the deed*.

In the case of split/conflicting ballots, whether submitted by the same or different authorized signer, they would be considered spoiled/invalid and not be counted.

In Council Chamber after tabulation

Reporting tabulation results by City Clerk

- The total number of ballots cast was XXX representing $XXX of the weighted assessment.

- The ballots with a vote of "Yes" to approve the assessment amounted to a total weighted assessment of $XXX.

- The ballots with a vote of "No" to disapprove the assessment amounted to a total weighted assessment of $XXX.

- The vote by weighted assessment for establishment of the Downtown Community Benefit District is XX% in support, and XX% not in support.