



# County of Santa Cruz

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## COUNTY CLERK / ELECTIONS

701 Ocean Street, Room 210, Santa Cruz, CA 95060-4076  
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E-mail: [info@votescount.com](mailto:info@votescount.com) Web Sites: [www.sccoclerk.com](http://www.sccoclerk.com) & [www.votescount.com](http://www.votescount.com)

Gail L. Pellerin, County Clerk  
Tricia Webber, Assistant County Clerk

November 9, 2015

To: Board of Supervisors, Special Districts, School Districts and Cities  
From: Mari Segura, Santa Cruz County Elections Department  
Re: Information for the 2016 Elections

The deadline for calling an election for a measure on the June 7, 2016 Presidential Primary Election is fast approaching. If your board is planning a measure for the June 7, 2016 ballot, you must file a resolution that does the following: 1) orders the election; 2) requests the Santa Cruz County Elections Department to conduct the election, and 3) consolidates it with any other jurisdiction holding an election on that same day.

If you need to call a special election to fill a vacancy please call us at 454-2060 to obtain materials you will need.

The important deadlines for the **June 7, 2016 Primary Election** to note are:

- January 2016 – suggested month that your governing body hold a meeting to adopt the resolution calling the election;
- March 11, 2016 (**FINAL** deadline) – last day for governing bodies to file their resolutions calling their election.

The following documents are attached to assist your governing body in calling and consolidating an election with the June 7, 2016 Primary Election.

- Attachment A – Administrative Calendar
- Attachment B – Quick Calendar
- Attachment C – Sample Resolution of the Election Order for Special Districts
- Attachment D – Sample Resolution of the Election Order for School Districts
- Attachment E – How to Place a Measure on the Ballot

The elections department understands your need to plan your budgets, so we have put together the following **estimates** of election costs to assist you.

**June 7, 2016 Estimated Costs:**

- Jurisdictions with under 999 voters ..... varies
- Jurisdictions with 1,000 or more registered voters ..... \$2 to \$4 per voter

**November 8, 2016 Estimated Costs:**

- Jurisdictions with under 999 voters ..... varies
- Jurisdictions with 1,000 or more registered voters ..... \$1.50 to \$2.50 per voter

**Stand Alone Election Estimated Costs:**

- Jurisdictions with under 999 voters ..... \$9 and up
- Jurisdictions with 1,000 to 10,000 registered voters ..... \$5 to \$9 per voter
- Jurisdictions with 10,001 or more registered voters ..... \$4 to \$5 per voter

If you need our assistance, please contact me at 454-2408 or e-mail me at [mari.segura@santacruzcounty.us](mailto:mari.segura@santacruzcounty.us). Also, all attachments may be found on our website at [www.votescount.com](http://www.votescount.com).