

Community Business District (CBD) Procedure

Public Hearing Ballot Tabulation

At the appropriate time, the Mayor will ask that all ballots be delivered to the City Clerk. Upon the conclusion of public comment, the Mayor will close the public hearing. Blank ballots, to be completed by staff utilizing the CBD property ownership database, will be available at the hearing should owners appear and desire to cast their ballot. Ballots previously cast by owners wishing to withdraw their vote will be removed from tabulation.

At the close of the public hearing, all ballots will be processed and tabulated according to the following steps. Members of the public are invited to observe the ballot tabulation process, which will occur in City Hall Room 7.

1. Ballot Extraction – Numerically ordered envelopes will be opened and ballots will be extracted.
2. Ballot Inspection – Ballots will be inspected for the following items:
 - a. Signature is required. Ballots that do not contain the required signature will not be counted. Signatures which appear to be photocopies or facsimiles will not be accepted.
 - b. A clearly marked vote. Ballots that are not clearly marked will be removed for a ruling by City Clerk and City Attorney of whether they will be counted, which ruling will be made prior to the end of the tabulation process.
 - c. A printed name of the signer. Ballots submitted by individuals which do not have the printed name will be accepted. Ballots submitted on behalf of entities which do not have the printed name will be accepted.
 - d. Some owners with multiple parcels have had two-page ballots issued. Two-page ballots will be subject to the following requirements:
 - i. Both pages must be returned.
 - ii. At least one page must be signed.
 - iii. The vote must be clearly marked on at least one page.
 - iv. Two-page ballots which do not have a signature, printed name, date, or vote on both pages will be ruled on by the City Clerk and City Attorney.
3. Recording of Vote – The ballot id number (located on the envelope) and yes or no vote will be read aloud. Ballot choices will be entered into an electronic spreadsheet.
4. Interpretation of Ballot Marks – The City Clerk and City Attorney will make rulings on interpretation of ballot choices and rule such choices as either Yes, No, under-vote, or over-vote. The City Clerk and City Attorney will make rulings on whether ballots were properly filled out and validly cast.

Reporting of Protest Hearing Results

Upon tabulation of all ballots, and prior to the adjournment of the City Council meeting, the City Clerk will report ballot results. If no majority protest exists (the ballots cast in opposition to the re-establishment do not exceed those cast in favor, when weighted by dollar amount), City Council may then take action to adopt the required re-establishment resolutions. If results do not support re-establishment of the CBD, then no further action shall be taken.

Observer Guidelines

Any member of the public may observe the tabulation process according to these guidelines:

1. Use of cell phones and wireless devices is not permitted in the "Tabulation Room."
2. Questions should be directed to designated supervisory staff.
3. Observers should not interrupt or speak to ballot processing staff.
4. Observers should not approach the ballot processing staff.