



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: February 4, 2026 Regular Commission Meeting
Originating Department: Clerk
Agenda Title: Resolution 09-02-26 - Municipal Election Agreement - Palm Beach County Supervisor of Elections

Approved by Town Manager: _____ **Date:** _____

Cost of Item: \$0.00 **Funding Source:** _____
Account Number: 106-33000 **Finance Signature:** _____

Advertised: _____ **Date:** _____ NA _____ **Newspaper:** _____

Attachments: Resolution, SOE Agreement, 2026 Municipal Cost Estimates

Please initial one:

Yes I have notified everyone

LW/VM Not applicable in this case

Summary Explanation/Background:

The Palm Beach County Supervisor of Elections (SOE) is proposing a new Municipal Election Agreement that provides for election services and voting processing equipment during the upcoming Town of Lake Park Municipal Election on Tuesday, March 10, 2026. The proposed Agreement outlines the Town's and the SOE's responsibilities related to the upcoming election process and payment of costs.

Additionally, the proposed Agreement provides for the following:

- The Palm Beach County Canvassing Board to canvass the ballots during the March 2026 Municipal Election (similar to previous years)
- Provides an estimate of all proposed costs to be paid by the Town for the March 2026 Municipal Election

Note: The Town budgeted (\$23,004) within the approved FY 2026 Budget to support the cost for the Town Mayor Municipal Election to be held on for the March 10, 2026 Municipal Election. Additionally, the SOE recently notified the Town (January 16, 2026) that the Town will also be responsible for the additional cost to notify voters of a candidate who has withdrawn from the Town's Municipal Election following the SOE's ballot submittal deadline. An additional cost is expected to be billed to/paid by the Town as part of the proposed Agreement.

If approved, the Town Clerk will provide the fully executed Agreement to the PBC SOE's Office immediately and continue to oversee the upcoming Municipal Election process for the Town of Lake Park.

The proposed Agreement was prepared by the Palm Beach County SOE and reviewed by the Town Clerk, the Finance Director and the Town Attorney.

Recommended Motion:

I move to approve Resolution 09-02-26 authorizing the Town to enter into a Municipal Election Agreement with the Palm Beach County Supervisor of Elections; and authorize the Mayor to execute the proposed Agreement.