

STAFF REPORT REGULAR MEETING

AGENDA DATE: December 19, 2023

DEPARTMENT: City Clerk

TITLE:

Resolution No. 57-2023 - Approving the 2024 Agreement with the Supervisor of Elections and establishing the City's Canvassing Board for the March 2024 Election

SUMMARY:

Resolution No. 57-2023 approves the Agreement with the Supervisor of Elections for calendar year 2024 and establishes the City's canvassing board for the March 2024 municipal election and April 2024 possible run-off election.

BACKGROUND AND JUSTIFICATION:

Every year in which there is an election, the City approves a one-year agreement with the County Supervisor of Elections (SOE) for equipment use and election services. This agreement outlines all duties and responsibilities of the SOE and the City, and the fees to be paid by the City to the SOE for conducting the local municipal election. The City Clerk served as the qualifying officer for the election.

This agreement with the SOE also specifies that the County Canvassing Board will serve as the City's Canvassing Board for the General Election and the Run-Off Elections. If the County Canvassing Board is not available for the Run-Off Election, the City Canvassing Board would be comprised of the City Clerk or designee, Deputy City Clerk or designee and Internal Auditor or designee. The Supervisor of Elections would serve as backup on the City Canvassing Board in the case of an emergency.

The term of the SOE agreement is from January 1, 2024 through December 31, 2024. The City Clerk's Office has budgeted \$88,500.00 plus the cost of part time poll workers to conduct the General and Run-Off Elections. The final cost will not be determined until after the election(s).

MOTION:

Move to approve/disapprove Resolution No. 57-2023 approving the 2024 Agreement with the Supervisor of Elections and establishing the City's Canvassing Board for the March/April 2024 Election(s).

ATTACHMENT(S):

Fiscal Impact Analysis
Resolution 57-2023
Agreement

FISCAL IMPACT ANALYSIS

Five Year Summary of Fiscal Impact:

Fiscal Years	2024	2025	2026	2027	2028
Inflows/Revenues					
Appropriated (Budgeted)	0	0	0	0	0
Program Income	0	0	0	0	0
Grants	0	0	0	0	0
In Kind	0	0	0	0	0
Outflows/Expenditures					
Appropriated (Budgeted)	0	0	0	0	0
Operating	\$88,500	0	0	0	0
Capital	0	0	0	0	0
Net Fiscal Impact					
<i>(If not budgeted)</i>	0	0	0	0	0
No. of Addn'l Full-Time					
Employee Positions	0	0	0	0	0

Contract Award - Existing Appropriation (Budgeted)	
	Expenditure
Department	Legislative
Division	City Clerk
GL Description	Other Curr Charges/Elections
GL Account Number	001-1030-511.49-50
Project Number	n/a
Requested Funds	\$88,500.00 (won't know exact amount until after the election[s])
Remaining Balance	TBD after final invoice in April 2024
Source of Revenue (i.e. Paygo. Current Revenue, Bond Money, Grants, etc.)	Current revenue