

# EXECUTIVE BRIEF REGULAR MEETING

**AGENDA DATE:** November 2, 2021

**DEPARTMENT:** City Clerk

**TITLE:**

Resolution No. 80-2021 - approving the 2022 Agreement with the Supervisor of Elections and establishing the City's Canvassing Board for the March 2022 Election

**SUMMARY:**

Resolution No. 80-2021 approves the Agreement with the Supervisor of Elections for calendar year 2022 and establishes the City's canvassing board for the March 2022 municipal election.

**BACKGROUND AND JUSTIFICATION:**

Every year, 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 City, and the fees to be paid by the City to the SOE for conducting the local municipal election. Changes from last year's agreement include adding the General Election date and having the SOE oversee the election by hiring, training and assigning the poll workers. The City Clerk will remain as the qualifying officer for the election.

This new agreement with the SOE also changes the Canvassing Board for the General Election (not the Run-Off Election) from a City Canvassing Board to the County Canvassing Board. If the City does not elect to use the County Canvassing Board, the City will have to utilize its own Canvassing Board to certify the results of the election. Historically, the City's Canvassing Board has included City staff. These City board members are then required to be present at the SOE's office after the election polls close and remain there until the results are finalized, which is usually well past midnight. Utilizing the County's Canvassing Board, will relieve the City Canvassing Board members from these late-night duties for the initial election and allow the SOE to certify the election results. If there is a run-off, the City must use its own Canvassing Board. Most of the municipalities in the County are moving to using the County's Canvassing Board for their municipal elections.

The term of the SOE agreement is from January 1, 2022 through December 31, 2022, and the City Clerk's Office has budgeted \$45,000.00 plus the cost of part time poll workers to conduct the General Election.

**MOTION:**

Move to approve/disapprove Resolution 80-2021 approving the 2022 Agreement with the Supervisor of Elections and establishing the City's Canvassing Board for the March 2022 Election.

**ATTACHMENT(S):**

Fiscal Impact Analysis  
Resolution 80-2021

Agreement

**FISCAL IMPACT ANALYSIS**

**A. Five Year Summary of Fiscal Impact:**

<b>Fiscal Years</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Capital Expenditures	0	0	0	0	0
Operating Expenditures	45,000	0	0	0	0
External Revenues	0	0	0	0	0
Program Income	0	0	0	0	0
In-kind Match	0	0	0	0	0
Net Fiscal Impact	0	0	0	0	0
No. of Addn'l Full-Time Employee Positions	0	0	0	0	0

**B. Recommended Sources of Funds/Summary of Fiscal Impact:**

Account Number	Account Description	Project Number	FY22 Budget	Current Balance	Agenda Expenditure	Balance
001-1030-511.49-50	Elections	N/A	\$88,500	\$85,000	\$45,000	\$40,000