

STAFF REPORT REGULAR MEETING

AGENDA DATE: January 21, 2025

DEPARTMENT: City Clerk

TITLE:

Resolution No. 06-2025 - approving the 2025 Agreement with the Supervisor of Elections and establishing the City's Canvassing Board for the March 2025 Election

SUMMARY:

Resolution No. 06-2025 approves the Agreement with the Supervisor of Elections for calendar year 2025 and establishes the City's canvassing board for the March 2025 municipal 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 City, and the fees to be paid by the City to the SOE for conducting the local municipal election. The City Clerk remained as the qualifying officer for the election and will serve as the Supervisor of Elections should there be a run-off 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 should there be a 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 case of an emergency.

The term of the SOE agreement is from January 1, 2025 through December 31, 2025, and the City Clerk's Office has budgeted \$92,500.00 plus the cost of part time poll workers to conduct the General and Run-Off Elections. The exact cost of the election cannot be determined until after the election(s).

MOTION:

Move to approve/disapprove Resolution No. 06-2025 - approving the 2025 Agreement with the Supervisor of Elections and establishing the City's Canvassing Board for the March 2025 Election.

ATTACHMENT(S):

Fiscal Impact Analysis
Resolution 06-2025
2025 Agreement

FISCAL IMPACT ANALYSIS

Five Year Summary of Fiscal Impact:

Fiscal Years	2025	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)	\$92,500	0	0	0	0
Operating	0	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	
	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	\$92,500.00
Remaining Balance	\$0
Source of Revenue	Current Revenues