

STAFF REPORT REGULAR MEETING

AGENDA DATE: February 3, 2026

DEPARTMENT: City Clerk

TITLE:

Resolution No. 07-2026 - approving the 2026 Agreement with the Supervisor of Elections and establishing the City's Canvassing Board for the March 2026 Election

SUMMARY:

Resolution No. 07-2026 approves the Agreement with the Supervisor of Elections for calendar year 2026 and establishes the City's canvassing board for the March 2026 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.

This agreement with the SOE also specifies that the County Canvassing Board will serve as the City's Canvassing Board for the General Election.

The term of the SOE agreement is from January 1, 2026 through December 31, 2026, 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. 07-2026 - approving the 2026 Agreement with the Supervisor of Elections and establishing the City's Canvassing Board for the March 2026 Election.

ATTACHMENT(S):

Fiscal Impact Analysis
Resolution 07-2026
2026 Agreement

FISCAL IMPACT ANALYSIS

Five Year Summary of Fiscal Impact:

Fiscal Years	2026	2027	2028	2029	2030
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