

# Memo

**To:** Mayor & Commissioners  
**From:** Cheri Smith, City Clerk *Cheri*  
**Date:** January 5, 2018  
**Re:** Municipality Election Services Agreement 2018

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**Action Statement:**

A resolution approving and authorizing the City Clerk and City Manager to execute the Municipality Election Services Agreement with Monroe County Supervisor of Elections for the 2018 Special City Election on March 13. Authorizing the City Manager to transfer funds from the City Manager's Contingency Fund to the Elections fund.

**Purpose & Justification:**

The Municipality Election Services Agreement is a requirement by the Supervisor of Elections Office. The agreement outlines the duties of the Supervisor of Elections Office and the Municipality. Ordinance No. 17-16 authorized a Special Election on March 13, 2018.

**Financial Impact:**

I have attached a budget for the Special Election and funds need to be transferred from the City Manager's Contingency Fund to the Elections Fund #001-1900-519 in the amount of \$53,900.00.

**Recommendation:**

Authorize the execution of the agreement and transfer of funds.