

**Department New Request Form
Fiscal Year 2026**

Program	Central Services	Title of New Request:	Rank:	1
Department	City Clerk			
Request Category	New	2025 Municipal Elections		
Request Rating	Required			
Department Goal		# of FTE's in this request		

1. How will request assist in achieving Department Goal and benefit the customer

The City is required to hold elections in odd numbered years. We have 11 open races this year, including 7 city council seats, 1 mayoral election, and 3 municipal judges all on the ballot(s). Ballot costs are determined based on proportion of ballot used compared to other issues, districts and races. The City could be responsible for the full cost if only City seats and issues are on the ballot(s).

2. What specifically is needed to achieve this goal?

Funding this request is not optional. The estimated cost provided by the County Elections Office are \$200,000 for the primary and \$200,000 for the general election.

3. Cost Impact of New Program:

Account #	Item	Qty	Unit Cost	Requested One-Time	Requested Ongoing	FY 2026 Unfunded	FY 2026 Funded	Proposed FY 2027 Ongoing
Ongoing Expenses								
					—	—	—	
					—	—	—	
					—	—	—	
					—	—	—	
					—	—	—	
					—	—	—	
					—	—	—	
One-time Expenses								
1000.223.410600.350	Municipal Primary	1	200000	200,000		200,000	—	
1000.223.410600.350	Municipal General	1	200000	200,000		200,000	—	
				—		—	—	
				—		—	—	
				—		—	—	
Expense Sub-Total				400,000		400,000	—	—

Revenue Offset:

Account #	Revenue Description				Proposed Onetime Revenue	Proposed Ongoing Revenue
1000	F	Fund Balance (59%)			236,000	
1000	N	Cost Allocation Plan (41%)			164,000	
Revenue Sub-Total					400,000	—

4. What sort of data will be used to report results and outcomes of request?

Requested/Proposed Funding Source		
	One-time	Ongoing
Tax or Assessment	—	—
Non-tax	164,000	—
Fund Balance	236,000	—
Total	400,000	—