



## STAFF REPORT

DATE: November 7, 2018

**REGULAR**

ITEM #: 9

**AGENDA ITEM:** Set Meeting to Canvass Election Results

**SUBMITTED BY:** Julie Johnson, City Clerk

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### **PROPOSAL DETAILS/ANALYSIS:**

The City Council functions as the Canvassing Board for municipal elections and must canvass the returns and declare the results of the election between 3 and 10 days after the election.

The Council should set a day and time between November 9<sup>th</sup> and November 16<sup>th</sup> to canvass the election results. Staff recommends 6:25 p.m. on Tuesday, November 13<sup>th</sup> (prior to the Council Workshop).

I will receive the official abstract with election statistics from Washington County and will use those figures to prepare the official results and a Resolution for the Canvassing Board. A copy will be provided to each Councilmember prior to the meeting.

### **RECOMMENDATION:**

Staff recommends the following action:

***“Motion to Schedule a Meeting of the Canvassing Board for 6:25 p.m., Tuesday  
November 13, 2018”***