



# MEMORANDUM

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**To:** Mayor and City Councilors

**From:** Rich Olson, City Manager

**Date:** March 19, 2015

**Re:** Consideration – Adoption of Budget Amendment for Special Election Expenses

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***BACKGROUND:***

On March 16, 2015, the City Council adopted a Resolution declaring the Fourth Ward Seat of former Councilman Montravias King vacant and calling for a Special Election. The Board of Elections has scheduled the Special Election to be held on Tuesday, May 12, 2015.

***ANALYSIS:***

In previous communications with the City Council, I had estimated that the cost of the Special Election would be \$9,000. This estimate was based on the actual expenses from the Special Election held in 2008. On March 18, 2015, I received the attached itemized cost estimate from the Board of Elections, which indicates that the Special Election will cost \$16,188.24. In an effort to understand the great variation in costs, staff prepared a spreadsheet comparison of the expenses involved with the election, which you will also find attached.

(Note: Also included with the itemized cost estimate from the Board of Elections is the estimate of costs for a run-off election in the amount of \$14,887.19 should a run-off be necessary.)

***FINANCIAL:***

This matter was discussed by the Finance Committee during their meeting of March 19, 2015. In view of the fact that the Council has no control over the amount charged by the Board of Elections, upon motion made by Mayor Peel, seconded by Councilman Horton, the committee recommended adoption of the required budget amendment (attached). The committee suggested, however, that this matter be placed on the Regular Agenda for discussion by the full Council.

**STAFF RECOMMENDATION:**

By motion, adopt the attached budget amendment in the amount of \$16,188 to record the estimated cost of the Special Election scheduled for May 12, 2015.

RCO/vdw

**Comparison of 2008 Special Election Expenses to  
2015 Special Election Expenses Estimate**

<b>Category</b>	<b>Amount</b>	
	<b>2008</b>	<b>2015</b>
Salaries for Precinct Officials	\$ 3,382.45	\$ 5,547.00
Multipartisan Assistance Team		\$ 108.00
Board Members Expense	\$ 1,832.41	\$ 3,006.85
Overtime Pay for Staff*		\$ 1,330.00
Poling Place Rent		\$ 100.00
Newspaper Ads	\$ 1,129.60	\$ 1,400.00
Office Supplies	\$ 55.12	\$ 125.00
Postage	\$ 0.98	\$ 112.83
Ballots	\$ 877.75	\$ 1,058.56
Election Coding	\$ 1,735.25	\$ 2,700.00
Equipment Delivery/Pickup		\$ 200.00
Rob Wetzel (Testing/Support)	\$ 315.00	\$ 500.00
<b>Total</b>	<b>\$ 9,328.56</b>	<b>\$ 16,188.24</b>
*Ineligible Expense		

**PASQUOTANK COUNTY BOARD OF ELECTIONS  
ELIZABETH CITY  
2015 SPECIAL Municipal Election and Run-Off  
Itemized Cost Estimates**

**2015 Municipal Election**

**Election Day**

Chief Judges - 2 x \$175.00	\$ 350.00	Polling Place Rent (1)	\$ 100.00
Judges - 4 x \$150.00	600.00	Newspaper Ads	1,400.00
Assistants - 8 x \$125.00	1,000.00	Office Supplies	125.00
Substitute Workers - 2 x \$25.00 (1 each party ideally)	50.00	Postage	112.83

**Training**

Chief Judges - 2 x \$25.00	225.00	Ballots .32 *3308 voters	1,058.56
Judges - 4 x \$25.00	100.00	Election Coding & Layout	2,700.00
Assistants - 8 x \$25.00	200.00	Equipment Delivery/Pickup	\$ 200.00
Substitute Workers - 2 x \$25.00	50.00		

**Set-up at polling place day before election**

Chief Judge + 1 poll wrkr (2 CJ x \$25, 2 PW x \$20 ea.)	90.00
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**Chief Judge Canvass**

Chief Judge - 2 x \$20.00	40.00
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**Sample Audit**

1 Workers - \$20/each	20.00
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<b>Total for Municipal:</b>	<b>\$ 16,188.24</b>
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**One-Stop Workers (7 1/2 days for One-Stop voting)**

1 Workers - Computer \$8.50/hr	680.00
1 Workers - Ballots \$8.50/hr	680.00
1 Worker - Curbside/Help Station \$8.50/hr	680.00
1 Worker- Ballot Box/ Room Observer \$8.50/hr	680.00
2 Recount Workers (8.5/hr X 6 hours)	102.00

**Office Worker**

1 Worker - 9.25/ hr	-
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**Multipartisan Assistance Team (MAT)**

2 Workers Per Visit 9.00/hour approx. 2hr X 3 visits	108.00
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**Board Members**

Poll Worker Training - 2 x \$60 x 3	360.00
Absentee Meetings - 5 x \$60 x 3	900.00
Election Day - 3 x \$200	600.00
Election Canvass - 3 x \$100	300.00
Provisional ballot count and Sample Audit - 3 x \$60	180.00
Board Mileage (Meetings and Election Day) 58 miles per r	366.85
Recount (3 X 100)	300.00

Rob Wetzel - Testing and Election Day Support/Travel	500.00
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Estimated overtime pay for staff	1,330.00
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**PASQUOTANK COUNTY BOARD OF ELECTIONS  
ELIZABETH CITY  
2015 SPECIAL Municipal Election and Run-Off  
Itemized Cost Estimates**

**2015 Municipal Run-Off**

**Election Day**

Chief Judges - 2 x \$175.00	\$ 350.00	Polling Place Rent (1)	\$ 100.00
Judges - 4 x \$150.00	600.00	Newspaper Ads	1,400.00
Assistants - 8 x \$125.00	1,000.00	Office Supplies	125.00
Substitutes - 2 x \$25.00	50.00	Postage	112.83

**Set-up at polling place day before election**

Chief Judge + 1 poll wrkr (2 CJ - \$25, 2 PW - \$20 ea.)	90.00	Ballots .32 *3308 voters	1,058.56
		Election Coding & Layout	2,700.00
		Equipment Delivery/Pickup	\$ 200.00

**Chief Judge Canvass**

CJ - 2 x \$20.00	40.00
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**Sample Audit**

1 Workers - \$20/each	20.00
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**One-Stop Workers (\*estimate 7 1/2 days for One-Stop)**

1 Workers - Computer \$8.50/hr	680.00
1 Workers - Ballots \$8.50/hr	680.00
1 Worker - Curbside/Help Station \$8.50/hr	680.00
1 Worker- Ballot Box/ Room Observer \$8.50/hr	680.00
2 Recount Workers (8.5/hr X 6 hours)	102.00

**Office Worker**

1 Worker - 9.25/ hr	-
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**Multipartisan Assistance Team (MAT)**

2 Workers Per Visit 9.00/hour approx. 2hr X 2 visits	72.00
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**Board Members**

Abs. Meetings - 4 x \$60 x 3	720.00
Election Day - 3 x \$200.00	600.00
Election Canvass - 3 x \$100	300.00
Provisional ballot count and Sample Audit - 3 x \$60	180.00
Board Mileage	266.80
Recount (3 X 100)	300.00

Rob Wetzel - Support	450.00
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Estimated overtime pay for staff	1,330.00
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<b>Total for Run-Off:</b>	<b>\$ 14,887.19</b>
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<b>Municipal Election:</b>	<b>\$ 16,188.24</b>
<b>Municipal Run-Off:</b>	<b>\$ 14,887.19</b>
<b>Total:</b>	<b>\$ 31,075.43</b>

**BUDGET AMENDMENT**

**BE IT ORDAINED** by the City Council of the City of Elizabeth City that the following amendment be made to the annual budget ordinance for fiscal year ending June 30, 2015:

**SECTION I.** That the General Fund Balance Appropriated (103990.0000) and Election Expense (106600.5880) be increased by \$16,188.

(To record estimated cost of special election.)

**ADOPTED**, this 23<sup>rd</sup> day of March 2015.

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**Joseph W. Peel**  
Mayor

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**Vivian D. White, CMC/NCCMC**  
City Clerk