
CITY OF ROCHESTER HILLS



Jane Leslie 2461

DATE: 1/27/06

TO: City Council Members

RE: May 2, 2006 Election

A request has been made by RARA to place a ballot question on the May 2, 2006 election. At this time, the only items on this ballot would be school board candidates from the Avondale and Rochester school districts. State statute (MCL 168.315) allows that if the school election is not held in conjunction with another election conducted by the local jurisdiction, the school districts are responsible for 100% of the costs attributable to the conduct of the districts' election.

If the city chooses to place a ballot question on the May election, the city assumes responsibility of paying the costs associated with the election. The school districts could be charged for any added costs for having their issues on the ballot. At this point in time, the only added costs may be for the lines of print on a ballot and additional coding costs for candidates. We have estimated the costs we could charge back to the school districts at about \$500-600.00.

The city received \$39,785.92 in reimbursement from the school districts in 2005 for the May election (16% from Avondale, 84% from Rochester). This amount would not be recovered for the 2006 May election. There would be additional charges to the city from Oakland County as the Oakland County Clerk serves as the election coordinator for any school elections involving more than one jurisdiction (Avondale covers 4 and Rochester Schools cover 7). We would receive charges from the County for ballots, precinct kits, and programming (coding). We have an estimate of approximately \$9,500 for additional costs.

The reimbursement for "added costs" include such items as ballots, absentee ballot supplies, postage, precinct workers payroll, overtime for staff, etc. A copy of information provided by the Secretary of State identifying the reimbursement standards is attached. A copy of the reimbursement form prepared for the 2005 May election is also attached.

Attachments



STATE OF MICHIGAN
TERRI LYNN LAND, SECRETARY OF STATE
DEPARTMENT OF STATE
LANSING

February 17, 2005

**REIMBURSEMENT FOR COSTS RELATED TO THE
CONDUCT OF SCHOOL ELECTIONS**
-- General Information --

Statutory Authority

Local school districts, intermediate school districts and community college districts are required to reimburse any expenses incurred by a county, city or township when conducting a regular or special election on behalf of the district.*If a regular or special school election is held in conjunction with another election conducted by the county or local jurisdictions involved, the local school district, intermediate school district or community college district is responsible for any added costs attributable to the conduct of the district's regular or special election. If a regular or special school election is not held in conjunction with another election conducted by the county or local jurisdictions involved, the district is responsible for 100% of the costs attributable to the conduct of the district's regular or special election. *(MCL 168.315 as amended under PA 302 of 2003)*

Reimbursement Procedure

To initiate the reimbursement process, the county and local jurisdictions are required to provide the school board with "a verified account of actual costs" associated with the conduct of the district's regular or special election no later than the 84th day after the date of the election. Upon the receipt of a reimbursement request, the school board must "pay or disapprove all or a portion of the verified account" within 84 days. *(MCL 168.315 as amended under PA 302 of 2003)*

Requesting Review of Disapproved Costs

Upon the request of a county, city or township, the school board is required to review any disapproved costs with the county, city or township. *(MCL 168.315 as amended under PA 302 of 2003)*

Reimbursement Standards

When preparing reimbursement requests for the conduct of school district elections, counties and local jurisdictions must observe the standards established by the Department of State under MCL 168.487 for the reimbursement of costs associated with the conduct of statewide special elections. *(MCL 168.315 as amended under PA 302 of 2003)* MCL 168.487 stipulates that reimbursable costs do not include the "salaries of permanent local officials" or the "cost of reusable supplies and equipment."

Examples of Reimbursable Costs

- Costs associated with the production of ballots.
- Rental charges for buildings used to establish polling places.
- The cost of supplies and postage.
- Fees for janitorial services.
- The cost of publishing close of registration and election notices.
- Travel and transportation expenses associated with the election.
- Fees for equipment rentals.
- Wages or per diem payments made to canvassers, precinct inspectors and temporary employees.
- Election overtime or extra compensation paid to regular employees or officials for handling the school district's election if it is the jurisdiction's standard practice to pay overtime or extra compensation to regular employees or officials for handling elections. (Such payments must be authorized as appropriate.)
- Any other miscellaneous expenses associated with the election.

Examples of Costs Which Are Not Reimbursable

- Compensation paid to regular employees or officials (except as noted above with respect to "overtime" and "additional compensation").
- The cost of new equipment (capital outlay).
- The cost of reusable supplies or equipment.



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**REIMBURSEMENT FOR COSTS RELATED TO
 THE CONDUCT OF SCHOOL ELECTIONS
 -- Claim Form --**

Instructions

- Use this form or a similar form of your own design to claim reimbursement for the conduct of a school district's election.
- If the school district's election was held in conjunction with a state, federal, county, city or township election, the school district is responsible for any added costs attributable to the conduct of the school district's election. If the school district's election was not held in conjunction with a state, federal, county, city or township election, the school district is responsible for 100% of the costs attributable to the conduct of the school district's election.
- To claim reimbursement, you must submit this form (or any similar form of your own design) to the school board no later than the 84th day after the date of the election. The school board must pay or disapprove all or a portion of the claimed expenses within 84 days after the board's receipt of the form.
- Copies of any related receipts must be submitted with your claim for reimbursement.

-- EXPENSE CLAIMS --

I. BALLOTS: Itemize as shown below.

	<i>Quantity</i>	<i>Cost</i>
Paper Ballots:	N	_____
AVM voting machine strips:	A	_____
Shoup voting machine strips:		_____
MicroVote ballot labels:		_____
Punch card voting device ballot booklets:		_____

Punch card or optical scan absent voter instruction ballots:

N/A

Punch card or optical scan ballot cards (containing voting position numbers only):

AccuVote optical scan ballots:

Optech optical scan ballots:

M-100 optical scan ballots:

Other _____ :
(please specify)

✓

Total \$ OAKLAND COUNTY

II. **SUPPLIES:** List supplies used in conducting election (examples: statement sheets, poll books, precinct kits, etc.). The cost of reusable supplies is not reimbursable (examples: ballot containers, ballot bags, etc.).

SEE ATTACHED LIST
& INVOICES

Total \$ 2,152.92

III. **PRECINCT INSPECTORS:** Itemize as shown below. Include absent voter counting boards, receiving boards and certifying boards if applicable.

Number of inspectors:

149

Regular rate of pay:

9⁰⁰ per hour (117)

Premium rate of pay for chairpersons (if applicable):

11⁰⁰ per hour (32)

Number of precincts:

29 + 2 Counting Boards

LISTING ATTACHED

Total \$ 21,557.75

VII. VOTING/TABULATION EQUIPMENT COSTS: Itemize costs and type of equipment. Pre-election setup and post-election disassembly costs are reimbursable. Vehicle costs associated with the transportation of voting equipment other than gasoline or mileage are not reimbursable if vehicles are owned by jurisdiction. If vehicles are not owned by jurisdiction, rental charges may be claimed.

TRUCK RENTAL - 3 DAY 5/2 - 5/4
INVOICE ATTACHED

Total \$ 356.25

VIII. POLLING PLACE RENTAL: Itemize location, number of precincts contained, cost.

Total \$ N/A

IX. JANITORIAL SERVICE: Itemize number of precincts, cost.

Total \$ N/A

IV. **TEMPORARY EMPLOYEES:** List number, function, cost, length of employment.

2 - ASSISTED WITH PROCESSING/MAILING
ABSENT VOTER BALLOTS & WORKING ON ELECTION DAY
1 WORKED 14.25 HOURS (5/2 + 5/3)
1 WORKED 82.00 HOURS (BETWEEN 4/1 + 5/3)

SEE ATTACHED LISTING Total \$ 1,107.92

V. **ELECTION OVERTIME OR EXTRA COMPENSATION PAID TO REGULAR EMPLOYEES OR OFFICIALS:** List number, hours worked, rate.

SEE ATTACHED LISTING
\$ ARE HIGHLIGHTED
HOURS ARE HIGHLIGHTED

Total \$ 10,319.52

VI. **POSTAGE:** Itemize as shown below.

	Quantity	Cost
Absent voter ballot applications:	<u>10,519</u>	<u>1609.41</u>
Absent voter ballots:	<u>4668</u>	<u>646.73</u>
Inspector credentials:	<u>149</u>	<u>55.13</u>
Other (specify): _____	_____	_____

SEE LISTING
& USPS RESORT FORMS ATTACHED Total \$ 2,575.87

X. PUBLICATIONS: Itemize, i.e., registration notice, election notice.

2 COPIES OF REGISTRATION
2 ELECTION NOTICE
1 ACCURACY TEST NOTICE

AFFIDAVITS ATTACHED

Total \$ 710.09

XI. MISCELLANEOUS: All claimed items must be listed. May be used for costs related to computer programs for tabulating ballots, etc.

BALLOT FOLDING, ELECTION CODING
ELECTION WKR TRAINING REFRESHMENTS
ELECTION DAY DINNER - STAFF + AVBOARDS
SEE RECEIPTS ATTACHED

Total \$ 1,005.60

XII. BOARD OF CANVASSERS: Itemize number of meetings, cost, etc., relating to canvassing the returns

Total \$ OAKLAND COUNTY

REIMBURSABLE COSTS CLAIMED:

GRAND TOTAL \$ 39,785.92

Rochester Community 584th \$ 33,420.17

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2 COPIES OF REGISTRATION
2 ELECTION NOTICE
1 ACCURACY TEST NOTICE

AFFIDAVITS ATTACHED

Total \$ 710.09

XI. MISCELLANEOUS: All claimed items must be listed. May be used for costs related to computer programs for tabulating ballots, etc.

BALLOT FOLDING, ELECTION CODING
ELECTION WORK TRAINING REFRESHMENTS
ELECTION DAY DINNER - STAFF + AVBOARDS
SEE RECEIPTS ATTACHED

Total \$ 1,005.60

XII. BOARD OF CANVASSERS: Itemize number of meetings, cost, etc., relating to canvassing the returns

Total \$ OAKLAND COUNTY

REIMBURSABLE COSTS CLAIMED:

GRAND TOTAL \$ 39,785.92

AVONDALE SCHOOLS 5
16% \$ 6,365.75