



Memorandum

To: John Szerlag, City Manager
From: John M. Lamerato, Assistant City Manager/Finance and Administration
Tonni L. Bartholomew, City Clerk
Date: September 28, 2005
Subject: Possible Recall Election Cost Estimate

In response to Council Member Broomfield's request and as indicated in our earlier conversation, election costs associated with the possible Recall Election would be substantially higher than \$50,000.00. The \$50,000.00 figure is the estimated billable figure utilized for the May 3, 2005 School Elections. This figure did not include permanent staff costs, costs associated with the canvass of the election and those costs directly related to the recall process.

Attached to this memorandum is a cost sheet, which has an estimate of full-time staff expenses and other related expenses.

Due to the unknown impact of this election the Clerk's Office is proposing, at this time, that this election not be run with consolidated precincts. Consolidation of precincts will be reanalyzed as the election date draws nearer and a true impact is measurable.

It should be noted that should the Recall Election be successful, the follow-up election might fall on the May election date, which would coincide with the School Elections. Should this election occur, the City of Troy would be fully responsible for the costs of the May election with the exception of those expenses that are related solely to school districts. Those fees would be minimal.

\$30.00	Clerk's Trips to Oakland County for hearings. 15.15 x 4 x .40¢
4,000.00	Receive Recall Petitions-Verify signatures approximately 15,000: Estimate 4 full-time staff members 40 hours each (Clerks Office)
410.00	Review and Confirm Petitions, Notify County and prepare certificate: Estimate 4 hours each (Clerk and Deputy)
120.00	Transfer Supply Tubs from Wattles to City Hall: Estimate 2 hours each (2 Building Operations Employees)
120.00	Transfer Display Boards from Wattles to City Hall: Estimate 2 hours each (2 Building Operations Employees)
170.00	Election Supply Inventory and Quotes: 8 hours (Clerks Office)
480.00	Supply Tubs-36 tubs restock and verify supplies: Estimate 2 part-time employees 24 hours each (Clerks Office)
160.00	Update Precinct Display Boards (62): Estimate 1 part-time employee 16 hours (Clerks Office)
240.00	Deliver and Return Precinct Display Boards: Estimate 2 Building Operation Workers 4 hours
120.00	Return Supply Tubs to Wattles from City Hall: Estimate 2 hours each (2 Building Operations Employees)
120.00	Return Display Boards to Wattles from City Hall: Estimate 2 hours each (2 Building Operations Employees)
40.00	Close of Registration Notices Preparation & Posting: Estimate 1 hour (Deputy)
40.00	Election Notices Preparation & Posting: Estimate 1 hour (Deputy)
1,200.00	Preparation of 14,000 Absent Voter Ballot Envelopes, stuff outside envelopes with pencil, secrecy sleeve with instructions: Estimate 3 part-time employees 40 hours each
720.00	Preparation of 14,000 Absent Voter Applications, attach label and sort into zip code order: Estimate 3 part-time employees 24 hours each
80.00	Process Absent Voter Applications for delivery to Post Office, Count and Label Trays: Estimate 2 part-time employee 4 hours
60.00	Deliver to Post Office: Estimate 2 Building Operations Workers: 1 hour
5,220.00	Receive Absent Voter Applications: Review, date, enter into Qualified Voter File (QVF) file: Estimate 2 full-time employees 120 hours each (Clerks Office)
1,200.00	Compare voter signature on AV Application against the Voter Master file: Estimate 1 part-time employee 120 hours
810.00	Prepare ballot wording, receive quotes for ballot, process order, review proof: Estimate 2 full-time employees 8 hours (Clerk and Deputy)
340.00	Assign Absent Voter Ballot numbers: Estimate 2 full-time employees 16 hours each (Clerks Office)
1,430.00	Print and attach Absent Voter Labels to inside AV envelope, match with ballot: Estimate 3 full-time employees 24 hours each (Clerks Office)
170.00	Sort Absent Voter Ballots by Zip Code, Count, label trays, attach election tag, insert into sleeves: Estimate 2 full-time employees 4 hours each (Clerks Office)
3,200.00	Receive Absent Voter Ballots, review, date and enter into QVF, file ballots in ballot number order: Estimate 1 full-time and 1 part-time employee 120 hours. (Clerks Office)
120.00	Deliver Absent Voter Ballots to Post Office: Estimate 2 Building Operations Workers 2 hours each
40.00	Public Accuracy Notices Preparation & Posting: Estimate 1 hour Deputy
80.00	Prepare Test Deck: Estimate 2 hours Deputy Clerk
810.00	Mark Test Decks (32): Estimate 2 full-time employees 8 hours each (Clerk and Deputy)
940.00	Run Test Decks Preliminary Accuracy Test (State Law): Estimate 2 full time employees 16 hours each (2 Building Operations workers)
110.00	Run Test Decks Public Test (State Law): Estimate 2 full-time employees 1 hour each (Clerk and Deputy)
610.00	Receive ballots, confirm shipment, proof ballots: Estimate 2 full-time employees 6 hours each (Clerk and Deputy)
120.00	Transfer ballots to Wattles: Estimate 2 full-time employees 2 hours each (2 Building Operations workers)

480.00	Pack Ballot Transfer Cans-31 cans, seal, and certify: Estimate 4 hours full-time employee (Building Operations worker)
470.00	Check and prepare Poll Booths, 268 booths-confirm that they are clean and that the lights and pens are in working order for election day: Estimate 2 full-time employees 8 hours each (2 Building Operations workers)
170.00	Contact voters who inadvertently did not sign their AV Application and/or Ballot: Estimate 1 full-time employee 30 minutes every day for 4 weeks (10 hours) (Clerks Office)
340.00	Process Candidate Requests: Estimate 1 hour/day 3 weeks (15 hours) 1 full-time employee (Clerks Office)
80.00	Initial contact to polling locations advising them of an upcoming election-18 locations: Estimate 2 hours full-time employee (Deputy)
360.00	Initial contact to Precinct Inspectors (approximately 300 inspectors and chairs) advising them of and upcoming election and asking their availability: Estimate 16 hours by full-time employee (Clerks Office)
890.00	Receive and enter Inspector responses and prepare workers assignments: Estimate 40 hours full-time employee (Clerks Office)
70.00	Schedule Election Commission Meeting Prepare Agenda Packet: Estimate 1 hour (Clerk)
160.00	Election Commission Meeting: Estimate 1 hour (Clerk and Deputy) + Compensation Time
900.00	Confirm receipt or acknowledgement from Inspectors of Assignments and schedule training: Estimate 40 hours full-time employee (Clerks Office) this step involves dozens of phone calls to and from inspectors
900.00	Prepare training manuals and materials, including PowerPoint presentation: Estimate 8 hours 2 full-time employees (Clerk and Deputy)
40.00	Duplicate training materials: Estimate 1 full-time employee 2 hours (Clerks Office)
2,200.00	Conduct Training Classes approximately 7 classes - 2 hours each: Estimate 21 hours 2 full-time employees (Clerk and Deputy)
130.00	Prepare Election Day Precinct Notices and "Last Minute Instructions": Estimate 2 hours (Clerk)
330.00	Prepare Precinct Supply Kits (32 Kits) - Prepare Poll Books, Hourly Vote Count Sheets, Optical Scan Statement of Vote Sheets, Ballot Number Sheets, envelopes, etc. with precinct numbers, dates and etc. confirm contents: Estimate 4 hours Clerk and 8 hours 1 part-timer -
70.00	Meet with Public Information regarding Cable Casting Results and Projecting Results onto PC in Council Chambers: Estimate 2 full-time employees 30 minutes (Clerk and Community Affairs Director)
40.00	Letter to Senior Facilities regarding Registering to Vote: Estimate 1 hour Deputy
80.00	Letter to Churches to put Election Notice in their News Bulletins 2 hours Deputy
20.00	Program Election: Estimate 30 minutes Deputy
40.00	Contact and instruct Police regarding election and election night delivery of election results: Estimate 30 min Clerk
50.00	Schedule the set-up of tables, large coffee pots, etc. for AV Board, Order lunch for AV Counting Board and Office Staff restricted to building on election day: Estimate 1 hour full-time employee (Clerks Office)
220.00	Print Computer Voter Registration lists for precinct notebooks: Estimate 8 hours full-time employee (Clerks Office) and 4 hours part-time employee
250.00	Prepare office staff instructions Receiving and Certifying Team Instructions and staff assignments including Oaths of Office: Estimate 2 hours each Clerk and Deputy
1,700.00	Saturday prior to election: Estimate 6 full-time employees 6 hours each (All full-time staff members plus overtime)
1,400.00	Monday prior to election, delivery of supplies to Chairmen and reconciliation of Absent Voter Ballots: Estimate 6 full-time 5 hours each
1,900.00	Delivery of election equipment: Estimate 4 full-time Building Operations 16 hours each
1,900.00	Pick-up of election equipment post election: Estimate 4 full-time Building Operations 16 hours each
1,500.00	Election Day 6 full-time Clerk's Office Employees 8 hours

2,710.00	Election Day 6 full-time Clerk's Office Employees 10 over-time hours
540.00	Election Day 3 part-time Clerk's Office Employees 16 hours each
1,000.00	Election Day 4 full time Building Operations Workers 8 hours
1,760.00	Election Day 4 full time Building Operations Workers 10 over-time hours
240.00	Election Day 1 full time Information Technology full-time staff member: Estimate 5 hours + overtime
60.00	Deliver Election Results to Oakland County for Canvass: Estimate 2 hours full-time staff member (Police)
140.00	Election Inspector Payroll and Thank You notes to Precinct Workers: Estimate 1 full-time staff member 6 hours (Clerks Office)
500.00	Update Election History: Estimate 1 full-time employee 24 hours (Clerks Office)
80.00	Send Thank You letters to voting facilities: Estimate 2 hours Deputy
80.00	Prepare original file, File canvass copy in canvass book, secure all election records: Estimate 2 hours Deputy
90.00	After election released, bag & seal or box items according to retention schedule: Estimate 3 hours (Building Operations)
90.00	Prepare for the destruction of election material as provided for by law: Estimate 3 hours (Building Operations)
200.00	Canvass: Estimate 3 hours (Clerk)
40.00	Provide AV Application on Web Page: Estimate 1 hour - (Deputy)
40.00	Provide Sample Ballots on Web Page: Estimate 1 hour Deputy
120.00	Update Election Results on Web Page on Election Night: Estimate 3 hours Deputy
1,000.00	Clean-up and organize materials delivered election night: Estimate 8 hours 3 full-time (Clerks Office)
235.00	Deliver election materials from City Hall to Wattles: Estimate 4 hours 2 Building Operations Workers
1,085.00	Precinct Kits 31 Kits @ \$35.00 each
20.00	AV Kits
700.00	Canvass Expense
11,340.00	Ballots
750.00	AV Ballot Folding
1,000.00	Coding
120.00	Areo Coding Testing: Estimate 3 hours by Deputy
400.00	Publications
8,000.00	Absent Voter Supplies
1,200.00	Precinct Supplies
33,100.00	Precinct Inspector Wages Based on August 2004
\$106,640.00	TOTAL