City of San Leandro

Meeting Date: March 20, 2017

Staff Report

File Number:	17-119	**Agenda Section:** CONSENT CALENDAR
		Agenda Number: 8.F.

TO: City Council

FROM: Chris Zapata
City Manager

BY: Jeff Kay
Assistant City Manager

FINANCE REVIEW: David Baum
Finance Director

TITLE: Staff Report for a Resolution to Appropriate $20,439 to Cover Costs for the 2016 General Municipal Election from the General Fund Economic Uncertainty Reserve Fund Balance

SUMMARY AND RECOMMENDATIONS

Staff recommends that the City Council appropriate $20,439 in additional funds to cover costs for the November 8, 2016 General Municipal Election from the General Fund Economic Uncertainty Reserve Fund Balance.

BACKGROUND

The November 8, 2016 General Municipal Election for the City of San Leandro included open City Council seats for districts two, four and six, and three ballot measures; Measures OO, PP and NN. Candidates for districts four and six ran unopposed and there were two candidates in the district two race. In preparation for the election, staff budgeted $190,000 for election costs. This estimate was based on previous election charges. On March 1, 2017 San Leandro received from the Registrar of Voters an invoice for $210,439.42 for total election costs.

Based on the difference between the $190,000 allocated and actual election costs of $210,439.42, staff recommends that the City Council appropriate additional funds in the amount of $20,439.42 to cover the remainder of election costs from the General Fund Economic Uncertainty Reserve fund balance.

Analysis

San Leandro is one of three cities (including Oakland and Berkeley) that participates in Ranked Choice voting (RCV), and must reimburse Alameda County for its proportionate share of election costs. Proportionate shares are based on voter registration statistics in each city and San Leandro's share of RCV billing is 12.08%. Election costs are largely based on printing and staff costs. In the November 8, 2016 general municipal election San Leandro presented 17 pages of ballot measures and four candidate statements, which totaled 20 pages. Staff underestimated the total amount of election expenses by $20,439.42.

In preparation for upcoming elections, the City Clerk's office relies on voter registration statistics, the "cost per voter" estimate provided by the ROV, inflation, and the number of candidates and measures the City will include on ballot cards. Even though budget allocation proposals for the 2016 election included all of these considerations, the City's 2016 election budget was still underfunded. Given these variances, staff requests that the City Council appropriate $20,439 in additional funds to cover election costs.

Fiscal Impacts

The total cost to cover all remaining 2016 election expenses is $20,439, therefore staff requests a transfer from the general fund economic uncertainty reserve fund balance.

Budget Authority

Election costs of $190,000 were appropriated in the 2016-17 Adopted Budget, account number 010-11-031-5890, and in order to fully fund the actual expenditures, a transfer of $20,439 from the General Fund Economic Uncertainty Reserve fund balance is requested.

ATTACHMENT

None.

PREPARED BY: Tamika Greenwood, City Clerk, City Manager's Office

Meeting Date: March 20, 2017

Resolution - Council

File Number:	17-122	**Agenda Section:**	CONSENT CALENDAR

Agenda Number:

TO: City Council

FROM: Chris Zapata
City Manager

BY: Jeff Kay
Assistant City Manager

FINANCE REVIEW: David Baum
Finance Director

TITLE: Resolution to Appropriate $20,439 in Additional Funds to Cover Increased Costs for the 2016 General Municipal Election from the General Fund Economic Uncertainty Reserve Fund Balance

WHEREAS, the City of San Leandro placed four candidate statements and three measures in Alameda County's sample ballot for the November 8, 2016 General Municipal Election; and

WHEREAS, the four candidate statements and three ballot measures that were included in the sample ballot totaled 20 pages; and

WHEREAS, election costs are largely based on staffing, translation and printing costs; and

WHEREAS, the budgeted amount of $190,000 is not enough to cover the full cost of the election, which prompts the City Manager to request additional funds from the City Council to cover the total cost.

NOW, THEREFORE, the City Council of the City of San Leandro hereby RESOLVES as follows:

That the City Council approve appropriation of additional funding from the General Fund Economic Uncertainty Reserve Fund Balance, to Elections Account 010-11-031-5890 in the amount of $20,439 to cover the increased election costs for the 2016 General Municipal Election.