

BEFORE THE METRO COUNCIL

AN ORDINANCE AMENDING THE FY 1994-95)
BUDGET AND APPROPRIATIONS SCHEDULE TO)
REFLECT ACTUAL ELECTION COSTS OF THE)
NOVEMBER 1994 ELECTION APPROPRIATED)
FOR THE SUPPORT SERVICES FUND; AND TO)
REFLECT EXPECTED ELECTION COSTS OF)
THE MAY 1995 ELECTION APPROPRIATED IN)
THE GENERAL FUND; AND DECLARING AN)
EMERGENCY)

ORDINANCE NO. 95-598

Introduced by Mike Burton
Executive Officer

WHEREAS, The Metro Council has reviewed and considered the need to transfer appropriations with the FY 1994-95 Budget; and

WHEREAS, The need for a transfer of appropriation has been justified; and

WHEREAS, Adequate funds exist for other identified needs; now, therefore,

THE METRO COUNCIL ORDAINS AS FOLLOWS;

1. That the FY 1994-95 Budget and Schedule of Appropriations are hereby amended as shown in the column titled "Revision" of Exhibits A and B to this Ordinance for the purpose of transferring \$66,228 from the Support Services Fund Contingency to Support Services Fund, Special Appropriation, Election Expense and transferring \$70,000 from the General Fund Contingency to the General Fund, Special Appropriation, Election Expense.

2. This Ordinance being necessary for the immediate preservation of the public health, safety and welfare, in order to meet obligations and comply with Oregon Budget Law, an emergency is declared to exist, and this Ordinance takes effect upon passage.

ADOPTED by the Metro Council this 27 day of April, 1995.

ATTEST:


Recording Secretary



J. Ruth McFarland, Presiding Officer

Exhibit A
Ordinance No. 95-598
SUPPORT SERVICES FUND

FISCAL YEAR 1994-95		CURRENT BUDGET		REVISION	PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT		FTE	AMOUNT
Special Appropriation						
	<u>Materials & Services</u>					
528200	Election Expense		125,000	66,229		191,229
	TOTAL EXPENDITURES	0.00	125,000	0.00	66,229	191,229
General Expenses						
	Total Interfund Transfers		806,169	0		806,169
	<u>Contingency and Unappropriated Balance</u>					
599999	Contingency					
	* General		137,282	(66,229)		71,053
	* Builders License		62,987	0		62,987
	* Construction Services (Tri-Met Contract)		2,539	0		2,539
599990	Unappropriated Fund Balance-Contractors License					
	* Builders License		207,625	0		207,625
	* Capital Replacement Reserve		200,000	0		200,000
	Total Contingency and Unappropriated Balance		610,433	(66,229)		544,204
	TOTAL EXPENDITURES	81.50	7,668,704	0	81.50	7,668,704

Exhibit A
Ordinance No. 95-598
GENERAL FUND

FISCAL YEAR 1994-95		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Special Appropriations							
	<u>Materials & Services</u>						
524190	Misc. Professional Services		115,000		0		115,000
528200	Election Expense		150,000		70,000		220,000
	Total Materials & Services		<u>265,000</u>		<u>70,000</u>		<u>335,000</u>
	TOTAL EXPENDITURES	<u>0.00</u>	<u>265,000</u>	<u>0.00</u>	<u>70,000</u>	<u>0.00</u>	<u>335,000</u>
General Expenses							
	Total Interfund Transfers		4,241,383		0		4,241,383
	<u>Contingency and Unappropriated Balance</u>						
599999	Contingency		450,089		(70,000)		380,089
599990	Unappropriated Fund Balance		200,000				200,000
	Total Contingency and Unappropriated Balance		<u>650,089</u>		<u>(70,000)</u>		<u>580,089</u>
	TOTAL EXPENDITURES	<u>14.35</u>	<u>6,664,018</u>	<u>0.00</u>	<u>0</u>	<u>14.35</u>	<u>6,664,018</u>

Exhibit B
Ordinance No. 95-598
FY 1994-95 SCHEDULE OF APPROPRIATIONS

	Current Appropriation	Revision	Proposed Appropriation
SUPPORT SERVICES FUND			
Finance and Management Information			
Personal Services	2,321,327	0	2,321,327
Materials & Services	480,250	0	480,250
Capital Outlay	21,130	0	21,130
Subtotal	2,822,707	0	2,822,707
General Services			
Personal Services	947,694	0	947,694
Materials & Services	740,912	0	740,912
Capital Outlay	10,960	0	10,960
Subtotal	1,699,566	0	1,699,566
Office of Personnel			
Personal Services	552,092	0	552,092
Materials & Services	53,710	0	53,710
Capital Outlay	0	0	0
Subtotal	605,802	0	605,802
Office of General Counsel			
Personal Services	447,725	0	447,725
Materials & Services	29,998	0	29,998
Capital Outlay	3,600	0	3,600
Subtotal	481,323	0	481,323
Office of Public and Government Relations			
Personal Services	302,672		302,672
Materials & Services	129,782		129,782
Capital Outlay	0		0
Subtotal	432,454	0	432,454
Office of Citizen Involvement			
Personal Services	74,520	0	74,520
Materials & Services	10,730	0	10,730
Capital Outlay	0	0	0
Subtotal	85,250	0	85,250
Special Appropriation			
Materials & Services	125,000	66,229	191,229
Subtotal	125,000	66,229	191,229
General Expenses			
Interfund Transfers	806,169	0	806,169
Contingency	202,808	(66,229)	136,579
Subtotal	1,008,977	(66,229)	942,748
Unappropriated Balance	407,625	0	407,625
Total Fund Requirements	7,668,704	0	7,668,704

Exhibit B
Ordinance No. 95-598
FY 1994-95 SCHEDULE OF APPROPRIATIONS

	Current Appropriation	Revision	Proposed Appropriation
GENERAL FUND			
Council			
Personal Services	888,891	0	888,891
Materials & Services	102,243	0	102,243
Capital Outlay	13,800	0	13,800
Subtotal	1,004,934	0	1,004,934
Executive Management			
Personal Services	343,856	0	343,856
Materials & Services	40,002	0	40,002
Capital Outlay	1,600	0	1,600
Subtotal	385,458	0	385,458
Office of the Auditor			
Personal Services	76,373	0	76,373
Materials & Services	20,654	0	20,654
Capital Outlay	20,127	0	20,127
Subtotal	117,154	0	117,154
Special Appropriations			
Materials & Services	265,000	70,000	335,000
Subtotal	265,000	70,000	335,000
General Expenses			
Interfund Transfers	4,241,383		4,241,383
Contingency	450,089	(70,000)	380,089
Subtotal	4,691,472	(70,000)	4,621,472
Unappropriated Balance	200,000		200,000
Total Fund Requirements	6,664,018	0	6,664,018

All Other Appropriations Remain As Previously Adopted

STAFF REPORT

IN CONSIDERATION OF ORDINANCE NO 95-598 AMENDING THE FY 1994-95 BUDGET AND APPROPRIATIONS SCHEDULE TO REFLECT ACTUAL ELECTION COSTS OF THE NOVEMBER 1994 ELECTION FOR THE SUPPORT SERVICES FUND; AND TO REFLECT EXPECTED ELECTION COSTS OF THE MAY 1995 ELECTION APPROPRIATED IN THE GENERAL FUND; AND DECLARING AN EMERGENCY

Date: March 29, 1995

Presented by: Jennifer Sims

FACTUAL BACKGROUND AND ANALYSIS

Support Services Fund, Special Appropriation, Election Expense:

An adjustment to the Support Services Fund, Special Appropriation is necessary to fully fund the actual cost of the November 1994 election. The amount budgeted for that election is \$125,000. Attached as an exhibit to this staff report, is a copy of a memo dated March 23, 1995, reporting that the actual costs for that election were \$191,228. Since the actual cost were greater than the amount budgeted, an increase of \$66,229 in this appropriation is required. The additional funds will be transferred from Support Services Fund contingency.

General Fund, Special Appropriation, Election Expense:

An adjustment to the General Fund, Special Appropriation, Election Expense is necessary to fully fund the expected cost of the May 1995 Open Spaces Bond Measure election. The amount budgeted for that election is \$150,000. The attached memo presents a new estimate of the election costs of \$220,000. This higher cost is based on recent charges for the November 1994 election. An increase of \$70,000 in the Special Appropriation for the Open Spaces Bond Measure is requested. The additional funds will be transferred from General Fund contingency. This action is being requested now as the billing for this election will not be received until after the fiscal year end when it will be too late to adjust the appropriation level. The cost will be charged to FY 1994-95, the year the election was held.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends adoption of Ordinance No. 95-598.



METRO

DATE: March 23, 1995
TO: Metro Council
FROM: Mike Burton, Executive Officer
RE: Election Costs

As you have been previously notified, we received bills for the November election that exceed the \$125,000 budgeted for that election. The original bills we received were in error, and they have now been corrected. The amended bills for that election are as follows:

COUNTY	COST	%	POPULATION	%
Multnomah County	\$109,582	57%	610,000	54%
Washington County	50,019	26%	321,000	28%
Clackamas County	31,626	17%	210,000	29%
Total	\$191,227	100%	1,141,000	100%

A budget amendment to transfer \$66,228 out of Support Services Fund Contingency will be forthcoming.

After reviewing these billings and having discussions with the various county elections officials, we now believe that the amount of money budgeted in the General Fund for the May 16, 1995, Open Spaces ballot measure is insufficient. Presently \$150,000 is budgeted for that purpose and it appears an additional \$70,000 will be necessary. A budget amendment to transfer \$70,000 from General Fund Contingency will be forthcoming.

Based on the above, we are also in the process of reviewing the budgeted election costs in the proposed FY 1995-96 budget. Based on these billings, it now appears that the FY 1995-96 budgeted amount of \$75,000 is insufficient. Further information will be presented on this issue as soon as all research is completed.

Billings for local elections are regulated by Oregon Administrative Rules 165-20-050 – 165-20-060. A copy of those sections of OAR are attached for your information.

Billings are calculated by adding all costs of an election, then deducting those costs that can be directly attributed to a specific jurisdiction to produce a net cost. All registered voters for each jurisdiction having an election are then totaled to create an aggregate number of voters. The total net costs to be allocated are then divided by the number of aggregate voters. This factor is

Metro Council
March 23, 1995
Page 2

multiplied by the registered voters in each jurisdiction to come up with a jurisdiction's portion of the allocated costs. This portion plus any direct costs incurred specifically for that jurisdiction constitute the total election cost to a district. Once a jurisdiction has reached its total number of registered voters in the calculation of aggregate voters, no others are added. Therefore, a jurisdiction adding several measures district-wide would not pay more. Jurisdictions pay less when more jurisdictions have measures in a given election.

Attc.

Oregon Administrative Rules

Apportionment of Local Election Costs

Billing for Local Elections

Purpose

165-20-050 (1) This rule provides a uniform billing system for state, county, city and special district elections as authorized under ORS 246.179, 254.046, and 255.305:

(a) All chargeable costs incurred by the county election officer for the conduct of an election held for the state on a date other than the primary or general election, shall be paid by the state, if provided by the act calling for the election or pursuant to ORS 246.179;

(b) All chargeable costs incurred by the county election officer for the conduct of an election held for a city on a date other than the primary or general election, shall be paid by the city;

(c) All chargeable costs incurred by the county election officer for the conduct of an election held for a special district shall be paid by the special district.

(2) An "Election Equipment Amortization Worksheet" (SED Form 240), "Average Ballots Cast Worksheet" (SED Form 241), "Allocated Cost Worksheet" (SED Form 242), and "Local Elections Billing Worksheet" (SED Form 243) are attached and made a part of this rule and shall be used to detail all costs to be billed to each electoral district holding an election.

(3) Any chargeable cost billed for an election shall be supported by such documentation as copies of payroll registers, invoices, vouchers, sales slips, billings, and receipts. Any cost not specified in this rule, or any unsupported chargeable cost, need not be paid.

(4) Documentation will be provided to the electoral districts upon request.

(5) Any electoral district bills and supporting documentation shall be subject to audit by the secretary of state at any time for the purpose of verifying the accuracy of the

chargeable costs.

[ED. NOTE: The form(s) referred to or incorporated by reference in this rule are available from the Elections Division.]

Stat. Auth.: ORS 246.179, 254.046 & 255.305
Hist.: SD 40-1980, f. & ef. 4-2-80; SD 16-1984, f. & ef. 9-5-84; ELECT
2-1990(Temp), f. & cert. ef. 1-19-90; ELECT 22-1990, f. & cert. ef.
6-4-90

[ED. NOTE: The text of Temporary Rules is not printed in the Oregon Administrative Rules Compilation. Copies may be obtained from the adopting agency or the Secretary of State.]

Definition of Terms

165-20-055 (1) "Adjustment Cost". A value which occurs when the voter registration of a district which did not have an excess credit is multiplied by the adjustment cost per elector.

(2) "Adjustment Cost Per Elector". A unit charge derived by dividing the total excess credit by the adjustment registration.

(3) "Adjustment Registration". The total aggregate registration minus the registration of those districts which have an excess credit.

(4) "Aggregate Registration". The total number of electors from all participating electoral districts within a county.

(5) "Allocated Cost". The total of all costs on the "Allocated Cost Worksheet" (SED Form 242) incurred by the county election officer for a given election.

(6) "Allocated Cost Per Elector". A unit charge determined by dividing the allocated cost by the aggregate registration.

(7) "Amortization". The allocation of a cost of an asset over its estimated economic life:

(a) "Estimated Economic Life". The period of time over which the asset will be used. This period of time cannot be longer than the estimated physical life of the asset;

(b) "Hardware". The physical equipment used in an information system;

(c) "Software or Program". The detailed instructions which direct the hardware functions of an information system;

(d) "Hardware Maintenance Agreement". An annual expenditure for the repair or preventative maintenance of the hardware portion of an information system;

(e) "Software License or Royalty". An expenditure for the licensed use of an information system's software.

(8) "Chargeable Cost". A charge directly associated with and incurred by the county election officer to conduct a given election. Chargeable costs include apportioned costs and dedicated expenditures. Costs associated with a county's voters' pamphlet shall be considered chargeable costs for local elections. Chargeable cost does not include costs incurred for a city election held on the date of the primary or general election.

(9) "Apportioned Cost". A value which occurs when the district registration is multiplied by the allocated cost per elector.

(10) "Dedicated Expenditure". Any charge associated with and incurred by the county election officer to conduct a given election but specific to one electoral district and not to be shared or apportioned to any other electoral district; such as notice of ballot title.

(11) "Election Cost". The billing cost for a district election. A value derived by subtracting the adjustment cost from the value in the total chargeable costs minus total revenue column for each district on the "Local Elections Billing Worksheet" (SED Form 243).

(12) "Electoral District". A state, county, city, special district, or other municipal corporation for which the county election officer is required to hold an election.

(13) "Excess Credit". A value which occurs when the total revenue from a district exceeds the total cost for that district election.

(14) "Revenue". The deposits placed on account with the county election officer as provided in ORS 198.775, 261.210, and 607.025 and revenues received from submission of candidate statements and arguments for publication of the county voters' pamphlet.

[ED. NOTE: The form(s) referred to or incorporated by reference in this rule are available from the Elections Division.]

Stat. Auth.: ORS 246.179, 251.365, 254.046 & 255.305
Hist.: SD 40-1980, f. & ef. 4-2-80; SD 16-1984, f. & ef. 9-5-84; ELECT 2-1990(Temp), f. & cert. ef. 1-19-90; ELECT 22-1990, f. & cert. ef. 6-4-90; ELECT 12-1992(Temp), f. & cert. ef. 5-18-92; ELECT 35-1992, f. & cert. ef. 12-15-92

[ED. NOTE: The text of Temporary Rules is not printed in the Oregon Administrative Rules Compilation. Copies may be obtained from the adopting agency or the Secretary of State.]

Computation of Costs

~~165-20-060~~ (1) Computation of Election Equipment

Amortization:

(a) Compute the amortization of election equipment by using the "Election Equipment Amortization Worksheet" (SED Form 240);

(b) The amortization of election equipment which is utilized specifically to conduct an election shall be computed based on one of the following:

(A) Punch card or optical scanner ballot system counties shall use the average number of ballots cast;

(B) Mark sense multiple card ballot system counties shall use the aggregate registration calculated as of December 31st of each year.

(c) The "Average Ballots Cast Worksheet" (SED Form 241) provides the procedure for estimating the average ballots cast for all elections in a given year;

(d) County election officers who have previously amortized election equipment must determine the unamortized costs of the existing elections equipment and its remaining useful economic life prior to determining a unit charge on the "Election

Equipment Amortization Worksheet" (SED Form 240);

(e) The total amortization costs billed to electoral districts over the years the elections equipment is used cannot exceed the total purchase cost of hardware and software/programming, including interest, licensing, royalty and upgrades, and annual maintenance charges. When new hardware, software or programming costs are incurred, those costs, less the unamortized costs of the replaced equipment, should be added to the total purchase cost on the "Election Equipment Amortization Worksheet" (SED Form 240) and the amortization recomputed;

(f) Amortization of election equipment is not mandatory, however, any county election officer who chooses to amortize such equipment must use the methods specified in this rule.

(2) Computation of Allocated Costs. Compute the allocated cost by using the "Allocated Cost Worksheet" (SED Form 242):

(a) List the amount expended for items within each of the nine categories in the cost column;

(b) Total each category and place that dollar value in the total column corresponding to that category;

(c) Transfer the nine category totals to the summary page;

(d) Total the nine category totals and place that total on the grand total (allocated cost) line. Grand total will be the sum of the nine category totals;

(e) Transfer the grand total (allocated cost) figure to the allocated cost line (box #1) on the "Local Elections Billing Worksheet" (SED Form 243):

(3) Computation of Local Election Costs. Compute the local election costs by using the "Local Elections Billing Worksheet" (SED Form 243):

(a) Enter every electoral district which participated in the election, such as state, county, cities, and special districts, under district name (column "A");

(b) Place the voter registration figure of each district on the district registration line corresponding to that district (column "B");

(c) Total the number of registered voters under district registration (column "B") and transfer that figure to the aggregate registration (box #2);

(d) Divide the allocated cost (box #1) by the aggregate registration (box #2). The result is the allocated cost per elector (box #3);

(e) Multiply each district's voter registration figure (column "B") by the allocated cost per elector (box #3) and place that value on the corresponding line for that district under apportioned cost (column "C");

(f) Total the entries in the apportioned cost (column "C"):

(A) The total should equal the allocated cost (box #1);

(B) If the total does not match, the values within the apportioned cost (column "C") shall be add by adding or subtracting \$0.01s from each district's apportioned cost to achieve matching totals:

(i) When adding \$0.01s, always begin with the district paying the smallest share of the apportioned cost;

(ii) When subtracting \$0.01s, always begin with the district

paying the largest share of the apportioned cost.

(g) Place all dedicated expenditure costs for each district on the line corresponding to that district under the dedicated expenditures (column "D");

(h) Total each district's apportioned cost (column "C") and dedicated expenditures (column "D") and place that dollar value on the corresponding line for that district under total chargeable costs (column "E");

(i) Place the total of all revenues received for each district on the line corresponding to that district under total revenue (column "F"). (Example: Revenues received for the publication of candidate statements or argument statements for the county voters' pamphlet.);

(j) For every district, subtract the total revenue (column "F") from the total chargeable costs (column "E");

(A) If the result is \$0.00 or greater (costs are equal to or greater than revenues), place that dollar value in the total chargeable costs minus total revenue (column "G");

(B) If the result shows the district would receive a refund (revenues are greater than costs), place that value in the excess credit (column "H");

(C) If the result shows the district would receive a refund, place that value in excess credit (column "H"). If that revenue was from a deposit outlined in ORS 198.775, 261.210 or 607.025, circle the dollar value in excess credit (column "H") and exclude this circled dollar value and the district from any further computations (see "R" below).

(k) Total the values in excess credit (column "H") and place that dollar value in total excess credit (box #4);

(l) Adjustment registration (box #5) is computed by taking the aggregate registration (box #2) and subtracting the district registration (column "B") for each district which has an uncircled value in excess credit (column "H");

(m) Divide the total excess credit (box #4) by the adjustment registration (box #5). The result is the adjustment cost per elector (box #6);

(n) Multiply each district's voter registration figure (column "B") for district which do not have an excess credit (column "H") by the adjustment cost per elector (box #6) and place that value on the corresponding line for that district in the adjustment cost (column "I");

(o) Total the entries in adjustment cost (column "I");

(A) The total should equal the total excess credit (box #4);

(B) If the total does not match, the values within adjustment cost (column "I"), the adjustment cost shall be adjusted by adding or subtracting \$0.01s from each adjustment cost to achieve matching totals.

(p) To determine the election cost (column "J") for each district, subtract the adjustment cost (column "I") from the value on the corresponding line in total chargeable costs minus revenue (column "G"). All districts which have a dollar value in excess credit (column "H") should have no dollar value in total chargeable costs minus revenue (column "G") or in adjustment cost (column "I"); therefore, no election cost;

(q) Billing statement originate from election cost (column "J");

(r) Refunds are only made to district (petitioners) which have a circled value in excess credit (column "H") because of a deposit pursuant to ORS 198.775, 265.210, or 607.025.

[ED. NOTE: The form(s) referred to or incorporated by reference in this rule are available from the Elections Division.]

Stat. Auth.: ORS 246.179, 254.046 & 255.305

Hist.: SD 40-1980, f. & ef. 4-2-80; SD 16-1984, f. & ef. 9-5-84; ELECT 2-1990(Temp), f. & cert. ef. 1-19-90; ELECT 22-1990, f. & cert. ef. 6-4-90

M E M O R A N D U M

600 NORTHEAST GRAND AVENUE | PORTLAND, OREGON 97232 2738
TEL 503 797 1700 | FAX 503 797 1797



METRO

DATE: April 10, 1995

TO: Presiding Officer Ruth McFarland
Councilor Patricia McCaig
Lindsey Ray
John Houser
Casey Short

FROM: Cathy Ross

RE: Ordinance No. 95-598 Amending the FY 1994-95 Budget and Appropriations Schedule To Reflect Actual Election Costs of the November 1994 Election For the Support Services Fund; And To Reflect Expected Election Costs of the May 1995 Election Appropriated In The General Fund; And Declaring An Emergency.

The attached ordinance has been filed with the Council office and will be set for first reading April 20, 1995.

Thank you.

M E M O R A N D U M

600 NORTHEAST GRAND AVENUE | PORTLAND, OREGON 97232 2736
TEL 503 797 1700 | FAX 503 797 1797



METRO

DATE: April 28, 1995
TO: Mike Burton, Executive Officer
FROM: Cathy Ross, Assistant to the Presiding Officer
RE: Transmittal of Ordinance No. 95-598

Attached for your consideration is a true copy of the ordinance referenced above adopted by the Council on April 27., 1995.

If you wish to veto the ordinance, I must receive a signed and dated written veto message from you no later than 5:00 p.m., Thursday, May 4, 1995. The veto message, if submitted, will become part of the permanent record. If no veto message is received by the time and date stated above, this ordinance will be considered finally adopted.

Please complete the acknowledgment below and return to me.

Thank-you.

I, Mike Burton, received this memo and a true copy of Ordinance No. 95-598 from the Assistant to the Presiding Officer on 19 May 95.