



Subject: Budget Amendment: Transfer of Funds for Special Election Expenses

Submitted By: Jeremi K. Patterson

Date Submitted: 01/14/2025

Work Session Date: 01/21/2025

Council Meeting Date: 01/21/2025

Background/History:

Special elections often arise unexpectedly and require additional resources that may not have been accounted for in the original budget. The reallocation from the contingency fund reflects a prudent use of reserved funds to meet this time-sensitive community need without disrupting other critical services or programs.

Key expenses for the special election include:

- Compensating election staff (poll workers, election officials, etc.)
- Costs associated with election supplies and equipment

This transfer allows the City to uphold its commitment to democratic processes and ensures that all eligible residents have access to a fair and well-organized election.

Cost: \$73,000.00

Budgeted for: _____ **Yes** **No**

Financial Impact:

The reallocation of \$73,000.00 from the contingency fund will not compromise the City's ability to address other unforeseen circumstances, as sufficient reserves remain for emergencies. The transfer ensures the City fulfills its legal obligation to facilitate the special election while maintaining fiscal responsibility.

Action Requested from Council:

City Council approval is required to authorize the budget amendment. Upon approval, the Finance Department will process the transfer:

Details of the Amendment:

1. Amount to Transfer: \$73,000.00
2. From Account: GL#100-22-1510-57-9000 (Reserved for Contingency)
3. To Account: GL#100-20-1110-52-1106 (Elections - Personnel Costs)



MARCH 2025 CLAYTON COUNTY PUBLIC SCHOOLS & CITY OF FOREST PARK SPECIAL ELECTION COST ESTIMATE

Elections and Registration

Advanced Voting Cost								
	HRLY Rate	Reg Hrs	OT Hrs	Cost/Wk	# of Week	# Needed	Cost per Site	Total Cost
Manager	\$ 17.00	40	20	\$ 1,190.00	3	1	\$ 3,570.00	
Asst Mgr	\$ 16.00	40	20	\$ 1,120.00	3	2	\$ 6,720.00	
Clerk	\$ 15.00	40	20	\$ 1,050.00	3	3	\$ 9,450.00	
Labor Cost per Site							\$ 19,740.00	
Supply Cost per Site							\$ 1,000.00	
Total Cost per site							\$ 20,740.00	
Total Cost for 6 Sites							\$ 124,440.00	\$ 124,440.00
Election Day Cost								
Manager	\$ 365.00					1	\$ 365.00	
Assistant Manager	\$ 290.00					2	\$ 580.00	
Clerk	\$ 215.00					3	\$ 645.00	
Labor Cost per Site							\$ 1,590.00	
Supply Cost per Site							\$ 100.00	
Total Cost per Election Day Site							\$ 1,690.00	
Total Cost for 70 Sites							\$ 118,300.00	\$ 118,300.00
Administrative Cost								
Support Labor Cost								
FT Overtime Cost	\$ 20.00		20	\$ 600.00	3	8	\$ 14,400.00	
PT Regular	\$ 16.50	40		\$ 660.00	6	6	\$ 23,760.00	
PT Overtime	\$ 16.50		20	\$ 495.00	3	6	\$ 8,910.00	
Absentee by Mail and Office Supply Cost							\$ 1,500.00	
Total Support Labor Cost							\$ 48,570.00	\$ 48,570.00
Estimate Cost School Board and City of Forest Park Election								\$ 291,310.00
City of Forest Park Administrative Fee 1.2%								\$ 3,495.72
Estimate Cost for City of Forest Park 1.2%								\$ 3,537.67
Estimate Total Cost without 7th Advance Voting Location								\$ 7,033.39
Additional 7th Advance Voting Location								\$ 20,740.00
Total Estimated Cost City of Forest Park Election								\$ 27,773.39





Elections and Registration

MARCH 2025 CLAYTON COUNTY PUBLIC SCHOOLS & CITY OF FOREST PARK SPECIAL ELECTION COST ESTIMATE

March Special Runoff Election								
Advanced Voting Estimate Cost								
	HRLY Rate	Reg Hrs	OT Hrs	Cost/Wk	# of Week	# Needed	Cost per Site	
Manager	\$ 17.00	40	20	\$ 1,190.00	1	1	\$ 1,190.00	
Asst Mgr	\$ 16.00	40	20	\$ 1,120.00	1	2	\$ 1,120.00	
Clerk	\$ 15.00	40	20	\$ 1,050.00	1	3	\$ 1,050.00	
Labor Cost per Site							\$ 3,360.00	
Supply Cost per Site							\$ 500.00	
Total Cost per site							\$ 7,220.00	
Total Cost for 2 Sites							\$ 14,440.00	\$ 14,440.00
Election Day Estimate Cost								
Manager	\$ 365.00					1	\$ 365.00	
Assistant Manager	\$ 290.00					2	\$ 580.00	
Clerk	\$ 215.00					3	\$ 645.00	
Labor Cost per Site							\$ 1,590.00	
Supply Cost per Site							\$ 100.00	
Total Cost per Election Day Site							\$ 1,690.00	
Total Cost for 2 Sites							\$ 3,380.00	\$ 3,380.00
Administrative Estimate Cost								
Support Labor Cost								
FT Overtime Cost	\$20.00		20	\$ 600.00	3	8	\$ 14,400.00	
PT Regular	\$ 16.50	40		\$ 660.00	6	6	\$ 23,760.00	
PT Overtime	\$ 16.50		20	\$ 495.00	3	6	\$ 8,910.00	
Absentee by Mail and Office Supply Cost							\$ 750.00	
Total Administrative Cost							\$ 47,820.00	\$ 47,820.00
Administrative Fee								\$ 6,564.00
Estimate Cost for Forest Park Election								\$ 65,640.00
Total Estimate Cost for Forest Park Election								\$ 72,204.00



**CITY OF FOREST PARK
FY2023-2024 BUDGET AMENDMENTS**

DEPARTMENT: Legislative Office
 FUND: General Fund

DATE: 1/14/2025

Amendment Number
520

TRANSFER FROM: FINANCE

Fund	Account Number	Account Name	Transfer Amount	Original Budget	Amended Budget	Expenses To Date	Current Balance	Amended Balance
100	22-1510-57-9000	Reserve For Contingencies	\$73,000.00	\$199,730.00	\$126,730.00	\$0.00	\$199,730.00	\$126,730.00
			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL			\$73,000.00	\$199,730.00	\$126,730.00	\$0.00	\$199,730.00	\$126,730.00

TRANSFER TO:

Fund	Account Number	Account Name	Transfer Amount	Original Budget	Amended Budget	Expenses To Date	Current Balance	Amended Balance
100	20-1110-52-1106	Election Expense	\$73,000.00	\$0.00	\$73,000.00	\$0.00	\$0.00	\$73,000.00
			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL			\$73,000.00	\$0.00	\$73,000.00	\$0.00	\$0.00	\$73,000.00

JUSTIFICATION:

In order to accommodate the unanticipated expenses related to a special election, the department of finance proposes the transfer of \$73,000.00 from the General Ledger Account #100-22-1510-57-9000 (Reserve for Contingency) to General Ledger Account #100-20-1110-52-1106 (Election Expense). This transfer ensures adequate funding is available for staffing, polling operations, and other logistical needs required to conduct the election.

Department Director: John W. Wiggins Date: 01/14/2025	Finance: Jeremi K. Patterson Recommend Approval: Approved Date: 01/14/2025	City Manager: Ricky L. Clark Jr. Recommend Approval: Yes Date: 1/14/2025	Date Incode Updated: Date: 1/14/2025 Action: <u>Draft in Incode pending Council</u>
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PACKET: 00357-ELECTION EXPENSE

BUDGET CODE: CB-Current Budget

FUND ACCOUNT	DATE	DESCRIPTION	ADJUSTMENT	ORIGINAL BUDGET	PREVIOUS ADJUSTMENTS	NEW BUDGET	BUDGET BALANCE

Budget Adj. # 000520							
100 22-1510-57-9000	1/14/2025		73,000.00-	199,730.00	0.00	126,730.00	126,730.00
		RESERVE FOR CONTINGENCIES					
100 20-1110-52-1106	1/14/2025		73,000.00	0.00	0.00	73,000.00	73,000.00
		ELECTION EXPENSE					
		TOTAL IN PACKET--				<u>0.00</u>	

*** NO WARNINGS ***

*** NO ERRORS ***

*** END OF REPORT ***