

# REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/Ord No.: 18411

Sponsor(s): Theresa Garza Ruiz

Date: February 24, 2014

<b>SUBJECT</b>	<p>Action Requested  <input checked="" type="checkbox"/> Resolution  <input type="checkbox"/> Ordinance</p> <p>Project/Title: A resolution transferring \$30,842 within the General fund to cover actual 2013 election costs not provided in the 2013 budget.</p>												
<b>BUDGET INFORMATION</b> <i>To be completed By Requesting Department and Finance</i>	<table border="1"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$30,842</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td>\$</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td>\$30,842</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$</td> </tr> <tr> <td>Source of funding (name of fund) and account code number: FROM: 001-8003-56830 – General fund State Mandated Contingency</td> <td>\$30,842</td> </tr> <tr> <td>TO: 001-5004-56790 – KC Election Board General Election Other Contractual Services</td> <td>\$30,842</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$2,388,000</p> <p><b>OTHER FINANCIAL INFORMATION:</b></p> <p><input type="checkbox"/> No budget impact (no fiscal note required)  <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract:  Department: Estimated Use: \$</p> <p>Prior Year Budget (if applicable): \$350,000  Prior Year Actual Amount Spent (if applicable): \$380,842</p>	Amount authorized by this legislation this fiscal year:	\$30,842	Amount previously authorized this fiscal year:	\$	Total amount authorized after this legislative action:	\$30,842	Amount budgeted for this item * (including transfers):	\$	Source of funding (name of fund) and account code number: FROM: 001-8003-56830 – General fund State Mandated Contingency	\$30,842	TO: 001-5004-56790 – KC Election Board General Election Other Contractual Services	\$30,842
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<b>PRIOR LEGISLATION</b>	<p>Prior ordinances and (date): Ordinance 4473, 12/3/12</p> <p>Prior resolutions and (date):</p>												
<b>CONTACT INFORMATION</b>	<p>Shelley McThomas / Shawn Kieffer – Directors 816-842-4820</p>												
<b>REQUEST SUMMARY</b>	<p>During the 2013 budget process, \$350,000 was budgeted based on discussions for the Kansas City Election Board to conduct an April 2013 election. This estimate was based on costs being proportionally split with the other entities on the ballot. The County moved its election to November 2013 where it would eventually bear the full election cost as a single entity on the ballot. In accordance with RSMo 115.077 (2), KCEB submitted a budget request of \$399,032 for the conduct of a November 2013 election. The County sent the amount initially budgeted in 2013 (\$350,000). The \$30,842 represents the difference between actual expenditures and the 2013 budget.</p>												

CLEARANCE	<input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input type="checkbox"/> Business License Verified (Purchasing & Department) <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)	
ATTACHMENTS		
REVIEW	Department Director: <i>Shelley McComas</i> / <i>Shawn Kuyler</i>	Date: <i>2-12-14</i>
	Finance (Budget Approval): <i>If applicable Deborah S Ball</i>	Date: <i>2-12-14</i>
	Division Manager: <i>[Signature]</i>	Date: <i>2/12/14</i>
	County Counselor's Office:	Date:

**Fiscal Information (to be verified by Budget Office in Finance Department)**

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the \_\_\_\_\_ Fund in \_\_\_\_\_.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance # \_\_\_\_\_
- Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.

## Fiscal Note: Jackson County, Missouri

Funds sufficient for this transfer are available from the sources indicated below.

Date: February 12, 2014

RES: 18411  
~~ORD~~ # \_\_\_\_\_

Department / Division	Character/Description	From	To
<b>General Fund - 001</b>			
8003 - State Mandated Contingency	56830 - Contingency	30,842	
5004 - KCEB General Election	56790 - Other Contractual Services		30,842
		30,842	30,842

*Abraham Ball* 2-12-14  
Budgeting



## KANSAS CITY BOARD OF ELECTION COMMISSIONERS

MEGAN C. THORNBERRY, Chair  
QUENTIN L. JENNINGS, Member  
A. SHELLEY McTHOMAS, Director  
CHARLES G. RENNER, Attorney

MELODIE A. POWELL, Secretary  
M. BLAKE HEATH, Member  
SHAWN KIEFFER, Director  
DAVID RAYMOND, Attorney

January 28, 2014

Mr. Troy Thomas  
Director of Finance  
Jackson County Courthouse  
415 E. 12<sup>th</sup> St. – 1st Floor  
Kansas City, Missouri 64106

Dear Mr. Thomas:

With the receipt of all invoices associated with the November 5, 2013 election, we have finalized all accounts and determined whether a refund or additional monies are required.

Accompanying this correspondence is a request for additional funding in the amount of \$30,841.85 for the conduct of the November 5, 2013 election.

Thank you for your patience and cooperation and we look forward to working with you in the future.

Sincerely,

A handwritten signature in cursive script that reads "Shelley McThomas".

Shelley McThomas  
Director

Sincerely,

A handwritten signature in cursive script that reads "Shawn Kieffer".

Shawn L. Kieffer  
Director

SM/SLK/lac

## KANSAS CITY BOARD OF ELECTION COMMISSIONERS

SPECIAL ELECTION

JACKSON COUNTY

ELECTION ESTIMATE

NOVEMBER 5, 2013

Total Estimate for the November 5, 2013 Election	\$399,032.00
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Estimated Pro-Rata Election Costs	\$371,032.00
Estimated Cost of Legal Notices	\$28,000.00
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Amount Due on Deposit	\$399,032.00
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Amount Deposited	\$350,000.00
Interest Earned	\$83.83
Actual Election Costs	\$365,643.10
Actual Costs of Legal Notices	\$15,282.58
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Amount (Due) Refunded	(\$30,841.85)
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**Kansas City Board of Election Commissioners**  
**Profit & Loss Budget vs. Actual - 1311**  
September 1, 2012 through March 15, 2014

	1311 November 5, 2013 Election			
	Sep 1, '12 - ...	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
<b>Advance From Taxing Authorities</b>				
4002 · Jackson County	350,000.00	399,032.00	-49,032.00	87.7%
<b>Total Advance From Taxing Authorities</b>	350,000.00	399,032.00	-49,032.00	87.7%
4100 · Interest Income	83.83	0.00	83.83	100.0%
<b>Total Income</b>	350,083.83	399,032.00	-48,948.17	87.7%
<b>Expense</b>				
<b>Personnel Services</b>				
5010 · Judges	103,167.00	120,325.00	-17,158.00	85.7%
5019 · Deputy Commissioners	7,930.00	6,090.00	1,840.00	130.2%
5050 · Training	26,530.00	29,365.00	-2,835.00	90.3%
5030 · Staff Overtime	22,413.97	20,000.00	2,413.97	112.1%
5020 · Temporary Employees	13,728.29	13,000.00	728.29	105.6%
5040 · Payroll Taxes	1,714.69	1,530.00	184.69	112.1%
5100 · Pollworker Travel	1,660.38	2,000.00	-339.62	83.0%
<b>Total Personnel Services</b>	177,144.33	192,310.00	-15,165.67	92.1%
<b>Contractual Services</b>				
6620 · Polling Place Rental	9,470.00	9,920.00	-450.00	95.5%
6130 · Freight and Drayage	11,065.56	15,000.00	-3,934.44	73.8%
6110 · Postage	44,554.17	38,000.00	6,554.17	117.2%
6230 · Printing	44,370.88	40,000.00	4,370.88	110.9%
6120 · Transportation & Mileage	2,407.75	2,000.00	407.75	120.4%
6430 · Communications	8,204.78	6,500.00	1,704.78	126.2%
6621 · Building Rental	6,420.00	8,000.00	-1,580.00	80.3%
6650 · Equipment Rental	24,200.00	24,800.00	-600.00	97.6%
6020 · Legal Services	135.00	3,500.00	-3,365.00	3.9%
7200 · Legal Notices	15,282.58	28,000.00	-12,717.42	54.6%
6790 · Other Contractual Services	14,846.88	8,000.00	6,846.88	185.6%
<b>Total Contractual Services</b>	180,957.80	183,720.00	-2,762.40	98.5%
<b>Supplies &amp; Miscellaneous</b>				
7010 · Supplies & Misc.	4,684.43	4,000.00	684.43	117.1%
7300 · Election Services	18,139.32	19,002.00	-862.68	95.5%
<b>Total Supplies &amp; Miscellaneous</b>	22,823.75	23,002.00	-178.25	99.2%
<b>Total Expense</b>	380,925.88	399,032.00	-18,106.32	95.5%
<b>Net Income</b>	<b>-30,841.85</b>	<b>0.00</b>	<b>-30,841.85</b>	<b>100.0%</b>