|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Methodology of Election Costs** | |  |  |  |  |  |
| **Categories** | **Shasta Method** | **Sonoma Method** | **Los Angeles Method** | **Sacramento Method** | **Marin Method** | **Santa Barbara Method** |
|  | *Generic proportional share*  “the SLO method”  Billing is determined by prorating actual costs (labor, services and supplies, etc) to entities based on number of contests in each entity. If a precinct has Federal, State, County, and City contests on the ballot, the actual costs would be divided by 4, and the entities would be billed for ¼ of the costs. If the precinct only had Federal, State, and County contests on the ballot, the costs would be divided by 3 and billed out to entities. | *Generic proportional share* “the Sonoma method”  Billing is determined by prorating number of contests caused and registered voters. | *Proportional share method* allocated based on the number of precincts, but may be allocated based on the number of voters or vote by mail requests, depending on cost category.  Similar to “the SLO method”, but prorating the billing begins with ballot type. If an entity generates 20 ballot types, and Federal, State and County contests are on 15 of the ballot types, and the other 5 have Federal, State, County and City contests on it as well, the ballot types with City contests are divided by 4 and billed out, while the other 15 ballot types are divided by 3 and billed out. This method varies more than the SLO method based on the number of voters in each precinct. If most of your voters are using ballot types that are divided 3 ways, they share more of the costs than the voters whose ballot types are divisible by 4. | *Retrospective fee schedule*  In this method, the county looks back at all expenses attributed to the most recent federal election. All expenses are divided by number of registered voters and applied to entities. A base fee is established, in which all set-up costs for the previous federal election are divided by the number of entities on the ballot for that same election.  The billing is always based on the election 2 years past, and Primary Elections are always compared to Primary Elections; Generals are always compared to Generals; etc.  The numbers in this spreadsheet are based on the June 2012 election. | *Jurisdictional Cost Study Method*  Developed in August of 2002,  this method establishes a weighted registration factor by multiplying the number of registered voters by the cost per candidate. This method is dependent on number of candidates per race. The actual costs for all categories are added to the indirect costs (using ICRP from the county auditor). | *Based on jurisdictional cost study*  Similar to “the Marin method,” but amended in 2006. |
| **Pre-Election Costs** |  |  |  |  |  |  |
| Election Setup and Labor for Planning and Preparation | Cost = Actual labor wage and benefits paid x hours worked. Cost is prorated to the entities based on the number of contests in entities. Examples: Election set up, planning and preparation, legal notice preparation, campaign disclosure manual and candidate guides. | Cost = Actual labor wage and benefits x hours worked. Cost is prorated to the entities based on number of contests. \* Billing only occurs if staff has coded salaries as pre-election labor. | Cost consists of charges for labor and services and supplies associated with preparing and coordinating election filing procedures, as well as ensuring jurisdictions’ compliance with resolutions. The cost is allocated based on the number of sample ballot pages and the total participating jurisdictions. | Base set up fee. $3,353.00 for 6/3/14. $1,818 for 11/4/14. Examples the same as SLO Method. | Based on fee determined by cost study. Base set up fee of $250.00 for jurisdictions other than cities. Set up fee for cities is $50.00 (justification for difference is that cities file their own candidates). | Do not charge for jurisdictions not going to election. |
| Election Setup and Labor for Candidate/Measure Filing | Cost = Actual labor wage and benefits paid x hours worked. Cost is prorated based on the number of entities that had candidate or measure filings in the Elections Division office. Examples: time spent with candidate filing at counter, verifying signature in lieu and nomination signatures, qualifying the candidate. | Cost = Actual labor wage and benefits x hours worked. Cost is prorated to the entities based on number of contests. \* Billing only occurs if staff has coded salaries as pre-election labor. | Cost consists of charges for labor and services and supplies associated with preparing and coordinating election filing procedures, as well as ensuring jurisdictions’ compliance with resolutions. The cost is allocated based on the number of sample ballot pages and the total participating jurisdictions. | Base set up fee. $3,353.00 for 6/3/14. $1,818 for 11/4/14. Examples the same as SLO Method. | Total Cost of Election: Number of registered voters x candidate cost factor = weighted registration factor. Weighted registration factor per jurisdiction divided by total weighted registration factor = percentage cost factor. Total Election Cost x Percentage Cost Factor = Allocation of Election Cost. | Jurisdictional Cost: Number of registered voters x factor = weighted average of registered voters. Weighted Average of registered voters per jurisdiction/divided by total weighted average of registered voters = weighted average factor. Weighted average factor is then multiplied by pooled voter cost, sample ballot costs, and division indirect charges. Direct identified charges are then added to come up with total allocated costs. |
| Pre-Election Costs (Non-Labor) | Costs can be allocated and specifically identified to each entity. Examples printing and supply costs, and publishing legal notices. (Example: school bond measures). | Cost = Actual labor wage and benefits x hours worked. Cost is prorated to the entities based on number of contests. \* Billing only occurs if staff has coded salaries as pre-election labor. | Cost consists of charges for labor and services and supplies associated with preparing and coordinating election filing procedures, ballot material processing, as well as ensuring jurisdictions’ compliance with resolutions. The cost is allocated based on the number of sample ballot pages and the total participating jurisdictions. | Base set up fee. $3,353.00 for 6/3/14. $1,818 for 11/4/14. Examples the same as SLO Method. | Total Cost of Election. Number of registered voters x total candidate cost factor = weighted registration factor. Weighted registration factor per jurisdiction divided by total weighted registration factor = percentage cost factor. Total Election Cost x Percentage Cost Factor = Allocation of Election Cost. | Total Cost of Election. |
| Additional Comments | Charge pre-election costs separately for entities not going to election. Cities are charged based upon whether they file their own candidates or not. Cities are not charged ICRP. |  | Precincting: Costs consist of labor and services and supplies charges to define required precinct boundaries. This cost is allocated among all participating jurisdictions on a cost per precinct basis. |  | Total Cost of Election. Number of registered voters x total candidate cost factor = weighted registration factor. Weighted registration factor per jurisdiction divided by total weighted registration factor = percentage cost factor. Total Election Cost x Percentage Cost Factor = Allocation of Election Cost. | Total Cost of Election. |
| **Precinct Costs** |  |  |  |  |  |  |
| Election Day/ Night Workers | Cost = Actual labor wage and benefits paid to temporary staff. Inspectors, precinct officers, rovers and troubleshooters are paid a stipend. Entities portion is included in cost per voting opportunity multiplied by the number of registered voters in entity. | Cost = Wages paid to temporary staff, inspectors, officers, rovers and troubleshooters. Total cost divided by number of registered voters equals election cost per voter. | Costs consist of charges for Sheriff, Fire Warden, Communications, Mechanical, Electrical support services and public relations activity on Election Day. Sheriff Services are required to transport official ballots to the Tally Center. Electrical and mechanical support services are required at The Tally Center to monitor and address issues of election operations. The cost is allocated among participating jurisdictions on a per precinct basis. | Cost = Wages paid to temporary staff, inspectors, officers, rovers and troubleshooters. Flat fee per voter. 6/3/14: First contest $0.6507 per registered voter; each additional contest $0.0619 per registered voter; each page over 4 in sample ballot $0.0124 per registered voter. | Total Cost of Election. | Total Cost of Election. |
| Employees | Cost = Permanent and temporary employee precinct labor during the entire election cycle. Actual labor wage and benefits paid x hours worked. Entities portion is included in cost per voting opportunity multiplied by the number of registered voters in entity. | Cost = Permanent and temporary employee precinct labor during the entire election cycle. Cost = Actual labor wage and benefits x hours worked. Cost is prorated to the entities based on number of contests and registered voters. | Costs consist of charges for recruiting and training precinct officers, coordinating and securing polling places, and car and truck rental expenses associated with these tasks. Precinct officer payroll, polling place rentals and custodial services on Election Day, assembly of vote recorders, election supply boxes. The cost is allocated among all participating jurisdictions on a cost per precinct basis. | Cost = Permanent and temporary employee precinct labor during the entire election cycle. Flat fee per voter. 6/3/14: First contest $0.6507 per registered voter; each additional contest $0.0619 per registered voter; each page over 4 in sample ballot $0.0124 per registered voter. | Total Cost of Election: Number of registered voters x candidate cost factor = weighted registration factor. Weighted registration factor per jurisdiction divided by total weighted registration factor = percentage cost factor. Total Election Cost x Percentage Cost Factor = Allocation of Election Cost. | Total Cost of Election. |
| Labor Costs | Costs include, but are not limited to, ordering official precinct paper ballot and sample ballots; preparation of public notices; securing polling places; arranging polling site facility access; ordering equipment and polling place supplies; development of poll worker training; assigning voting equipment; coordinating, scheduling, delivery and pickup of voting equipment and supplies; assignment of poll workers to precincts; precinct poll workers training; balancing precinct rosters; processing payments for precinct poll workers; and processing precinct ballots through tallying machines. Actual labor wage and benefits paid x hours worked. Entities portion is included in cost per voting opportunity multiplied by the number of registered voters in entity. | Costs include, but are not limited to, ordering official precinct paper ballot and sample ballots; preparation of public notices; securing polling places; arranging building access; ordering equipment and polling place supplies; development of poll worker training; assigning voting equipment; coordinating, scheduling, delivery and pickup of voting equipment and supplies; assignment of poll workers to precincts; precinct poll workers training; balancing precinct rosters; processing payments for precinct poll workers; and processing precinct ballots through tallying machines. Entities portion is cost per registered voter multiplied by the number of registered voters in entity. | Costs consist of charges for recruiting and training precinct officers, coordinating and securing polling places, and car and truck rental expenses associated with these tasks. Precinct officer payroll, polling place rentals and custodial services on Election Day, assembly of vote recorders, election supply boxes. The cost is allocated among all participating jurisdictions on a cost per precinct basis. | Costs include, but are not limited to, ordering official precinct paper ballot and sample ballots; preparation of public notices; securing polling places; arranging building access; ordering equipment and polling place supplies; development of poll worker training; assigning voting equipment; coordinating, scheduling, delivery and pickup of voting equipment and supplies; assignment of poll workers to precincts; precinct poll workers training; balancing precinct rosters; processing payments for precinct poll workers; and processing precinct ballots through tallying machines. Flat fee per voter. 6/3/14: First contest $0.6507 per registered voter; each additional contest $0.0619 per registered voter; each page over 4 in sample ballot $0.0124 per registered voter. | Total Cost of Election: Number of registered voters x candidate cost factor = weighted registration factor. Weighted registration factor per jurisdiction divided by total weighted registration factor = percentage cost factor. Total Election Cost x Percentage Cost Factor = Allocation of Election Cost. | Total Cost of Election. |
| Mileage | Cost = Mileage paid to poll workers pursuant to current IRS reimbursement rate. Entities portion is included in cost per voting opportunity multiplied by the number of registered voters in entity. | Cost = Mileage paid to poll workers pursuant to current IRS reimbursement rate. Entities portion is cost per registered voter multiplied by the number of registered voters in entity. | The cost is allocated among all participating jurisdictions on a cost per precinct basis. | Cost = Mileage paid to poll workers pursuant to current IRS reimbursement rate. Flat fee per voter. 6/3/14: First contest $0.6507 per registered voter; each additional contest $0.0619 per registered voter; each page over 4 in sample ballot $0.0124 per registered voter. | Included in Total Cost of Election. | Total Cost of Election. |
| Notices and Publications | Cost = General legal notices and paid ads published during the election as required by law. Entities portion is included in cost per voting opportunity multiplied by the number of registered voters in entity. | Cost = Legal notices and paid ads published during the election as required by law. Entities portion is cost per registered voter multiplied by the number of registered voters in entity. | Cost consists of charges for labor and services & supplies associated with the publication of election and polling place information in local newspapers before an election. The cost is based on actual cost directly related to each jurisdiction, plus overall election publication cost allocated on a cost per precinct basis. | Cost = Legal notices and paid ads published during the election as required by law. Flat fee per voter. 6/3/14: First contest $0.6507 per registered voter; each additional contest $0.0619 per registered voter; each page over 4 in sample ballot $0.0124 per registered voter. | Total Cost of Election. | Total Cost of Election. |
| Postage | Cost = Coordination and meeting with USPS; deposit of funds to postal accounts; postage costs associated with processing sample ballots; and mailing polling place worker recruitment and appointment letters. Entities portion is included in cost per voting opportunity multiplied by the number of registered voters in entity. | Cost = Coordination and meeting with USPS; deposit of funds to postal accounts postage costs associated with processing sample ballots; and mailing polling place worker recruitment and appointment letters. Entities portion is cost per registered voter multiplied by the number of registered voters in entity. | Cost consists of charges for labor and postage expense for mailing sample ballots. The cost is allocated among participating jurisdictions on a cost per registered voter basis. | Cost = Coordination and meeting with USPS; deposit of funds to postal accounts postage costs associated with processing sample ballots; and mailing polling place worker recruitment and appointment letters. Flat fee per voter. 6/3/14: First contest $0.6507 per registered voter; each additional contest $0.0619 per registered voter; each page over 4 in sample ballot $0.0124 per registered voter. | Total Cost of Election. | Total Cost of Election. |
| Precinct Supplies | Cost includes such items as official precinct paper ballots, precinct supplies kits, quick reference guides for poll workers, procedure cards, labels, polling place flags, signs, posters, rosters of voters, packing list envelopes, security bags, tamper evident labels, seals and tape, ballot boxes, and precinct voting equipment. Entities portion is included in cost per voting opportunity multiplied by the number of registered voters in entity. | Cost includes such items as official precinct paper ballots, precinct supplies kits, quick reference guides, procedure cards, labels, polling place flags, signs, posters, roster of voters, packing list envelopes, security bags, tamper evident labels and tape, ballot boxes, and precinct voting equipment. Entities portion is cost per registered voter multiplied by the number of registered voters in entity. | Costs consists of charges for assembling supply boxes containing ballots and voting supplies for polling places, as well as processing miscellaneous election supplies. The cost is allocated among all participating jurisdictions on a cost per precinct basis. Official Ballots: Cost consists of vendor charges for printing and processing the official ballots. The cost is allocated among all the participating jurisdictions on a cost per registered voter basis. Printing: Costs consist of charges for labor and services and supplies associated with printing sample ballots, multi-lingual sample ballots and vote recorder pages. Sample ballot cost is allocated by the number of pages printed and registered voters, while vote recorder page cost is allocated by the number of precincts. Multi lingual sample ballot cost is based on the actual cost per ballot group, plus the overall printing cost allocated among all participating jurisdictions. | Cost includes such items as official precinct paper ballots, precinct supplies kits, quick reference guides, procedure cards, labels, polling place flags, signs, posters, roster of voters, packing list envelopes, security bags, tamper evident labels and tape, ballot boxes, and precinct voting equipment. Flat fee per voter. 6/3/14: First contest $0.6507 per registered voter; each additional contest $0.0619 per registered voter; each page over 4 in sample ballot $0.0124 per registered voter. | Total Cost of Election. | Total Cost of Election. |
| Training Supplies | Cost = Precinct Inspectors' binders, workbooks, procedure manuals, cards and training software. Entities portion is included in cost per voting opportunity multiplied by the number of registered voters in entity. | Cost = Precinct Inspectors' binders, workbooks, procedure cards and training software. Entities portion is cost per registered voter multiplied by the number of registered voters in entity. | The cost is allocated among all participating jurisdictions on a cost per precinct basis. | Cost = Precinct Inspectors' binders, workbooks, procedure cards and training software. Flat fee per voter. 6/3/14: First contest $0.6507 per registered voter; each additional contest $0.0619 per registered voter; each page over 4 in sample ballot $0.0124 per registered voter. | Total Cost of Election. | Total Cost of Election. |
| Vehicle Usage vendor | Costs associated with renting moving trucks such as labor, truck rental fees, and fuel. Entities portion is included in cost per voting opportunity multiplied by the number of registered voters in entity. | Costs associated with renting moving trucks such as labor, truck rental fees, and fuel. Entities portion is cost per registered voter multiplied by the number of registered voters in entity. | The cost is allocated among all participating jurisdictions on a cost per precinct basis. | Costs associated with renting moving trucks such as labor, truck rental fees, and fuel. Flat fee per voter. 6/3/14: First contest $0.6507 per registered voter; each additional contest $0.0619 per registered voter; each page over 4 in sample ballot $0.0124 per registered voter. | Total Cost of Election. | Total Cost of Election. |
| **Election Costs** |  |  |  |  |  |  |
| Election Night Services | Cost = Unarmed security guard present and on-site emergency generator. Entities portion is included in cost per voting opportunity multiplied by the number of registered voters in entity. | Cost = Unarmed security guard present: on-site emergency generator; and electronic traffic signs in alley. Entities portion is cost per registered voter multiplied by the number of registered voters in entity. | Costs consist of charges for Sheriff, Fire Warden, Communications, Mechanical, Electrical support services and public relations activity on Election Day. Sheriff Services are required to transport official ballots to the Tally Center. Electrical and mechanical support services are required at The Tally Center to monitor and address issues of election operations. The cost is allocated among participating jurisdictions on a per precinct basis. | Cost = Unarmed security guard present; on-site emergency generator; and electronic traffic signs in alley. Flat fee per voter. 6/3/14: First contest $0.6507 per registered voter; each additional contest $0.0619 per registered voter; each page over 4 in sample ballot $0.0124 per registered voter. | Total Cost of Election. | Total Cost of Election. |
| Employees | Cost = Permanent and temporary employee election labor during the entire election cycle. Entities portion is included in cost per voting opportunity multiplied by the number of registered voters in entity. | Cost = Permanent and temporary employee election labor during the entire election cycle. Entities portion is cost per registered voter multiplied by the number of registered voters in entity. | The cost is allocated among participating jurisdictions on a per precinct basis. Provisional Ballots Voter identification: Costs allocated among all participating jurisdictions on a cost per precinct basis. Post election activities (conducting official canvass) are allocated among all participating jurisdictions on a cost per precinct basis. | Cost = Flat fee per voter. 6/3/14: First contest $0.6507 per registered voter; each additional contest $0.0619 per registered voter; each page over 4 in sample ballot $0.0124 per registered voter. | Total Cost of Election. | Total Cost of Election. |
| Labor Costs | Costs include, but are not limited to, preparation of detailed election calendar of events; quality control activities; data entry of all required information; designing and printing forms; arranging for additional staff and vendor support; and web development. Entities portion is included in cost per voting opportunity multiplied by the number of registered voters in entity. | Costs include, but are not limited to, preparation of detailed election calendar of events; quality control activities; data entry of all required information; designing and printing forms; arranging for additional help and vendor support; and web development. Entities portion is cost per registered voter multiplied by the number of registered voters in entity. | The cost is allocated among participating jurisdictions on a per precinct basis. | Costs include, but are not limited to, preparation of detailed election calendar of events; quality control activities; data entry of all required information; designing and printing forms; arranging for additional help and vendor support; and web development. Flat fee per voter. 6/3/14: First contest $0.6507 per registered voter; each additional contest $0.0619 per registered voter; each page over 4 in sample ballot $0.0124 per registered voter. | Total Cost of Election. | Total Cost of Election. |
| Notices and Publications | Cost = Legal notices and paid ads published during the election as required by law. Entities portion is included in cost per voting opportunity multiplied by the number of registered voters in entity. | Cost = Legal notices and paid ads published during the election as required by law. Entities portion is cost per registered voter multiplied by the number of registered voters in entity. | Cost consists of charges for labor and services & supplies associated with the publication of election and polling place information in local newspapers before an election. The cost is based on actual cost directly related to each jurisdiction, plus overall election publication cost allocated on a cost per precinct basis. | Cost = Legal notices and paid ads published during the election as required by law. Flat fee per voter. 6/3/14: First contest $0.6507 per registered voter; each additional contest $0.0619 per registered voter; each page over 4 in sample ballot $0.0124 per registered voter. | Total Cost of Election. | Total Cost of Election. |
| Vehicle Usage | Cost = Vehicle rental for use during election cycle and/or election day. Entities portion is included in cost per voting opportunity multiplied by the number of registered voters in entity. | Cost = Van, jeep and car rental for use during election cycle and/or election day. Entities portion is cost per registered voter multiplied by the number of registered voters in entity. | The cost is allocated among participating jurisdictions on a per precinct basis. | Cost = Van, jeep and car rental for use during election cycle and/or election day. Flat fee per voter. 6/3/14: First contest $0.6507 per registered voter; each additional contest $0.0619 per registered voter; each page over 4 in sample ballot $0.0124 per registered voter. | Total Cost of Election. | Total Cost of Election. |
| Vote-By-Mail(VBM)/Absentee Ballots |  |  |  |  |  |  |
| Election Day/Night Workers | Cost = Actual labor wages and benefits paid to temporary employees who process VBM official ballots in envelopes received at an official site on election day. Entities portion is included in cost per voting opportunity multiplied by the number of registered voters in entity. | Cost = Wages paid to temporary employees who process VBM official ballots in envelopes received at an official site on election day. Entities portion is cost per registered voter multiplied by the number of registered voters in entity. | Costs consist of charges for labor and services and supplies for processing Vote-By-Mail requests. The cost is allocated among all participating jurisdictions within a ballot group on a cost per VBM request basis. | Cost = Wages paid to temporary employees who process VBM official ballots in envelopes received at an official site on election day. Flat fee per voter. 6/3/14: First contest $0.6507 per registered voter; each additional contest $0.0619 per registered voter; each page over 4 in sample ballot $0.0124 per registered voter. | Total Cost of Election. | Total Cost of Election. |
| Employees | Cost = Permanent and temporary employee VBM labor during election cycle. Entities portion is included in cost per voting opportunity multiplied by the number of registered voters in entity. | Cost = Permanent and temporary employee VBM labor during election cycle. Entities portion is cost per registered voter multiplied by the number of registered voters in entity. | Costs consist of charges for labor and services and supplies for processing Vote-By-Mail requests. The cost is allocated among all participating jurisdictions within a ballot group on a cost per VBM request basis. | Cost = Permanent and temporary employee VBM labor during election cycle. Flat fee per voter. 6/3/14: First contest $0.6507 per registered voter; each additional contest $0.0619 per registered voter; each page over 4 in sample ballot $0.0124 per registered voter. | Total Cost of Election. | Total Cost of Election. |
| Labor Costs | Costs include, but are not limited to: sort, issue, receive, process current election vote by mail ballots received; verifying voters’ signatures; set up security and ballot exam rooms for vote by mail processing and remark boards; run all vote by mail (including military and overseas) ballots through tallying machines. Entities portion is included in cost per voting opportunity multiplied by the number of registered voters in entity. | Costs include, but are not limited to, sort, issue, receive, process current election VBM and all mail ballots received over the counter or through the mail service; verifying VBM official ballot voters’ signatures; set up security and ballot exam rooms for VBM and all mail remark boards; run the VBM, All Mail, and Military/Overseas ballots through tallying machines. Entities portion is cost per registered voter multiplied by the number of registered voters in entity. | Costs consist of charges for labor and services and supplies for processing Vote-By-Mail requests. The cost is allocated among all participating jurisdictions within a ballot group on a cost per VBM request basis. | Costs include, but are not limited to, sort, issue, receive, process current election VBM and all mail ballots received over the counter or through the mail service; verifying VBM official ballot voters’ signatures; set up security and ballot exam rooms for VBM and all mail remark boards; run the VBM, All Mail, and Military/Overseas ballots through tallying machines. Flat fee per voter. 6/3/14: First contest $0.6507 per registered voter; each additional contest $0.0619 per registered voter; each page over 4 in sample ballot $0.0124 per registered voter. | Total Cost of Election. | Total Cost of Election. |
| Notices and Publications | Cost = Legal notices and paid ads published during the election as required by law. Entities portion is included in cost per voting opportunity multiplied by the number of registered voters in entity. | Cost = Legal notices and paid ads published during the election as required by law. Entities portion is cost per registered voter multiplied by the number of registered voters in entity. | Cost consists of charges for labor and services & supplies associated with the publication of election and polling place information in local newspapers before an election. The cost is based on actual cost directly related to each jurisdiction, plus overall election publication cost allocated on a cost per precinct basis. | Cost = Legal notices and paid ads published during the election as required by law. Flat fee per voter. 6/3/14: First contest $0.6507 per registered voter; each additional contest $0.0619 per registered voter; each page over 4 in sample ballot $0.0124 per registered voter. | Total Cost of Election. | Total Cost of Election. |
| Postage | Cost = Coordination and meeting with USPS; deposit of funds to postal accounts; audit and balancing of postage accounts; postage costs associated with processing VBM, All Mail and Military ballots. Entities portion is included in cost per voting opportunity multiplied by the number of registered voters in entity. | Cost = Coordination and meeting with USPS; deposit of funds to postal accounts; postage costs associated with processing VBM, All Mail and Military ballots. Entities portion is cost per registered voter multiplied by the number of registered voters in entity. | The cost is allocated among participating jurisdictions on a cost per registered voter basis. | Cost = Flat fee per voter. 6/3/14: First contest $0.6507 per registered voter; each additional contest $0.0619 per registered voter; each page over 4 in sample ballot $0.0124 per registered voter. | Total Cost of Election. | Total Cost of Election. |
| Additional Comments | Shasta County will begin charging school districts for their VBM costs in 2016. | Sonoma County began charging school districts for their VBM costs in 2014. |  |  |  |  |
| Candidate Statement of Qualifications | Actual Costs |  |  |  |  |  |
| Account Management Fee | Each unique ballot page set up cost from mailing house services vendor fee. | Each unique ballot page set up cost from mailing house services vendor fee. | Not indicated. | Each unique ballot page set up cost from mailing house services vendor fee. Calculated using the following formula: sample ballot cost, divided by total registered voters, divided by number of pages in sample ballot equals cost of candidate statement per page. For purposes of calculation, 201-250 words equal one page and 200 words or less equal 1/2 page Elections Code determines number of allowable words for particular office. | Total Cost of Election. |  |
| Printing Costs | Cost = Sample ballot and vote by mail and voter information pamphlet inserts. Mailing house services vendor cost for sample ballot and VIP inserts divided by total number of ballot type pages equals Mailing house services vendor cost per ballot type pages multiplied by number of statement of qualification ballot type pages multiplied by mailing house services vendor ballot type quantity billed divided by number of candidates on all statement of qualification pages on the ballot type. | Cost = Sample ballot and vote by mail and voter information pamphlet inserts. Mailing house services vendor cost per ballot type pages multiplied by Number of statement of qualification ballot type pages multiplied by Mailing house services vendor ballot type quantity billed divided by Number of candidates on all statement of qualification pages on the ballot type. | Costs consist of charges for labor and services and supplies associated with printing sample ballots, multi-lingual sample ballots and vote recorder pages. Sample ballot cost is allocated by the number of pages printed and registered voters, while vote recorder page cost is allocated by the number of precincts. Multi lingual sample ballot cost is based on the actual cost per ballot group, plus the overall printing cost allocated among all participating jurisdictions. | Cost = Sample ballot and vote by mail and voter information pamphlet inserts. Calculated using the following formula: sample ballot cost, divided by total registered voters, divided by number of pages in sample ballot equals cost of candidate statement per page. For purposes of calculation, 201-250 words equal one page and 200 words or less equal 1/2 page Elections Code determines number of allowable words for particular office. | Total Cost of Election. |  |
| Labor | Examples of these costs include, but are not limited to: time spent estimating statement of qualification deposits for candidates, and including this information in the guide to running for office. Time spent proofing the candidate statement qualification to be incorporated in the sample ballot and the VIPs before final printing for an election. Time spent calculating actual pro rata share of costs after the election when the final bill from the mailing house services vendor has been received. This cost is shared equally by all candidates that printed statement of qualifications in all ballot types. | Examples of these costs include, but are not limited to; time spent estimating statement of qualification deposits for candidates, and including this information in the guide to running for office. Time spent proofing the candidate statement qualification to be incorporated in the sample ballot and the VIPs before final printing for an election. Time spent calculating actual pro rata share of costs after the election when the final bill from the mailing house services vendor has been received. | Costs consist of charges for labor and services & supplies associated with preparing and proofreading ballots and other related election materials. The cost is allocated among all participating jurisdictions on a cost per ballot group basis. | Examples of these costs include, but are not limited to; time spent estimating statement of qualification deposits for candidates, and including this information in the guide to running for office. Time spent proofing the candidate statement qualification to be incorporated in the sample ballot and the VIPs before final printing for an election. Time spent calculating actual pro rata share of costs after the election when the final bill from the mailing house services vendor has been received. Calculated using the following formula: sample ballot cost, divided by total registered voters, divided by number of pages in sample ballot equals cost of candidate statement per page. For purposes of calculation, 201-250 words equal one page and 200 words or less equal 1/2 page Elections Code determines number of allowable words for particular office. | Total Cost of Election. |  |
| **Miscellaneous** |  |  |  |  |  |  |
| Depreciation Schedule | Not currently used. | Has a 4 year, 20 year, and 1-time use schedule for precinct supplies. Does not include big items such as election systems. Potentially, future depreciation would be billed out based on number of voters. | Not listed. |  |  |  |
| Recount | Published rates with actual costs in county’s Recount Guide. |  |  | Ascertain what relevant materials the requestors want to see, then use fee schedule. Recount is not just ballot action. Through discussion county can better anticipate costs/labor/etc. |  |  |
| Preparing Estimates for Districts | Estimates for actual costs of printing, labor, voting opportunities. Similar to preparing budget. | $3-7 per voter flat rate estimate. | Estimates are based on pervious like election and number of participating agencies. |  | From Marin County Website: Statewide Primary Election, Statewide General Election, UDEL : $1.75 - $3.00 per registered voter. Special Election at polls: $8.00 - $10.00 per registered voter. Special Election by mail ballot: $4.00 - $8.00 per registered voter. |  |
|  |  |  |  |  |  |  |

**Definitions for Marin County**

**Election Costs**: Salaries: salaries x productive hours per year. Indirect costs: actual costs/number of full time staff x productive hours per year. Services and supplies: actual costs/ number of full time staff x productive hours per year. Management and supervision costs: salaries/ number of full time staff x productive hours per year. Remaining costs are actual.

**Total Contest Factor:** A factor of 1.0 is assigned for the first contest for a jurisdiction. Each additional contest will add 0.15 for candidate contests and for measure contests to the factor. For example, a city with three separate issues on the ballot at an election – 1 candidate contest and 2 measure contests – would have a factor of 1.3. A district with 2 candidate contests and 2 measure contests would have a factor of 1.45.

**Total Weighted Registration Factor:** The weighted registration factor for all jurisdictions involved in the election.

**Rate Per Productive Hour (Salaries):** Salaries x productive hours per year

**Definitions for Santa Barbara County**

**Total Cost of Election:** Total Cost of Election: Actual costs for all categories plus indirect charges. Indirect charges are defined as ICRP x regular salaries and benefits plus extra help salaries plus overtime. ICRP is a percentage developed by Auditor-Controller. For the 11/4/14 election ICRP equaled 89.48%

**Pooled Voter Costs:** Salaries(regular plus benefits; extra help; overtime); communications; sample ballot costs( sample ballot costs less direct identified costs); ballot costs; supplies; postage; printing; temporary staffing; special department expense; motor pool, sheriff, IT services.

**Sample Ballot Costs:** Cost less direct identified costs and cost directly billed to candidates.

**Direct Identified Costs:** sample ballot costs that can be directly identified to a specific jurisdiction; portion of special department expenses.

**Division Indirect Charges:** Salaries x ICRP(11/4/14 = 89.48%)

**Factor:** Federal/State Elections: 1.00 for first federal/state contest plus .10 for each additional contest. Example: governor = 1.00; lieutenant governor equals .10. State race that is not statewide = .25. Example BOE- 2nd District; State Assembly District 35. Local races and measures factor is .25( whether UDEL, presidential or gubernatorial.

**Special Department Expense:** Includesitems such as display ads in local media, legal ads, poll worker stipends, delivery and pick-up of election materials to polling locations etc.