

**Public Hearing/Action**

**MEMORANDUM**

June 5, 2009

TO: County Council

FROM: Amanda M. Mihill, Legislative Analyst *AMihill*

SUBJECT: **Public Hearing/Action:** Supplemental appropriation to the County Government's FY09 Operating Budget: Board of Elections – \$1,300,000 for Special Election Costs (Source: General Fund Undesignated Reserves)

On May 19, 2009, the County Executive transmitted to the Council a \$1,300,000 supplemental appropriation request to the Board of Elections (BOE) FY09 Operating Budget. The Council introduced the requested supplemental appropriation on May 21. **Action is tentatively scheduled following the public hearing.**

In his transmittal memorandum, the Executive stated that the appropriation is needed to fund election judge staff, overtime, temporary clerical, polling place supplies, printing costs, postage, and equipment delivery associated with the 2009 Special Election. This supplemental is comprised of the following costs:

Item	Amount
Election judge staff	\$947,640
Overtime	\$41,100
Temporary clerical	\$68,490
Polling place supplies	\$12,130
Printing costs	\$100,590
Postage	\$97,440
Equipment delivery	\$32,610
<b>Total</b>	<b>\$1,300,000</b>

This Management and Fiscal Policy Committee did not review this appropriation request because the Committee discussed the need for a supplemental appropriation for election costs during the FY10 budget season and the amount of this request is similar to the expected costs. Barring issues presented during the public hearing, **Council staff recommends approval of the**

**supplemental appropriation request.** A draft resolution approving the supplemental appropriation is attached at ©2-3.

<u>This packet contains</u>	<u>Circle</u>
Transmittal memorandum	1
Draft resolution	2
Request summary	4

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*Handwritten notes:*  
Handwritten signature/initials  
Handwritten date: 5/19/09



OFFICE OF THE COUNTY EXECUTIVE  
ROCKVILLE, MARYLAND 20850

Isiah Leggett  
County Executive

MEMORANDUM

May 19, 2009

**TO:** Phil Andrews, President, County Council  
**FROM:** Isiah Leggett, County Executive *[Signature]*  
**SUBJECT:** Supplemental Appropriation #09-267 to the FY09 Operating Budget  
Montgomery County Government  
Montgomery County Board of Elections  
Special Elections Costs, \$1,300,000

I am recommending a supplemental appropriation to the FY09 Operating Budget of the Montgomery County Board of Elections in the amount of \$1,300,000 for costs associated with the Councilmanic District 4 Special Elections.

This increase is needed as a result of the Board of Elections incurring higher than budgeted expenses in cost items such as Election Judge Staff, Overtime, Temporary Clerical, Polling Place Supplies, Printing Costs, Postage, and Equipment Delivery. These costs were estimated when the need for a Special Election was first determined and funding has been set aside for this purpose.

I recommend that the County Council approve this supplemental appropriation in the amount of \$1,300,000 and specify the source of funds as General Fund Undesignated Reserves. This supplemental appropriation will reduce the County General Fund Undesignated Reserve by \$1,300,000 and is consistent with my assumptions in the FY10 Recommended Budget and the fund balance policy for tax supported reserves.

I appreciate your prompt consideration of this action.

IL:bh

Attachment: Supplemental Appropriation #09-267

c: Margaret A. Jurgensen, Election Director, Board of Elections  
Joseph F. Beach, Director, Office of Management and Budget  
Kathleen Boucher, Assistant Chief Administrative Officer

2009 MAY 19 AM 11:02

Resolution No: \_\_\_\_\_

Introduced: \_\_\_\_\_

Adopted: \_\_\_\_\_

COUNTY COUNCIL  
FOR MONTGOMERY COUNTY, MARYLAND

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By: Council President at the Request of the County Executive

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SUBJECT: Supplemental Appropriation #09-267 to the FY09 Operating Budget  
Montgomery County Government  
Montgomery County Board of Elections  
Special Elections Costs, \$1,300,000

Background

1. Section 307 of the Montgomery County Charter provides that any supplemental appropriation shall be recommended by the County Executive who shall specify the source of funds to finance it. The Council shall hold a public hearing on each proposed supplemental appropriation after at least one week's notice. A supplemental appropriation that would comply with, avail the County of, or put into effect a grant or a Federal, State or County law or regulation, or one that is approved after January 1 of any fiscal year, requires an affirmative vote of five Councilmembers. A supplemental appropriation for any other purpose that is approved before January 1 of any fiscal year requires an affirmative vote of six Councilmembers. The Council may, in a single action, approve more than one supplemental appropriation. The Executive may disapprove or reduce a supplemental appropriation, and the Council may reapprove the appropriation, as if it were an item in the annual budget.
2. The County Executive has requested the following FY09 Operating Budget appropriation increases for the Montgomery County Board of Elections:

<u>Personnel Services</u>	<u>Operating Expenses</u>	<u>Capital Outlay</u>	<u>Total</u>	<u>Source of Funds</u>
\$41,100	\$1,258,900		\$1,300,000	General Fund Undesignated Reserves

3. This increase is needed as a result of the Board of Elections incurring higher than budgeted expenses in cost items such as Election Judge Staff, Overtime, Temporary Clerical, Polling Place Supplies, Printing Costs, Postage, and Equipment Delivery. These costs were estimated when the need for a Special Election was first determined and funding has been set aside for this purpose.
4. The County Executive recommends a supplemental appropriation to the FY09 Operating Budget in the amount of \$1,300,000 for the Board of Elections Special Elections Costs and specifies that the source of funds will be General Fund Undesignated Reserves.
5. Notice of public hearing was given, and a public hearing was held.

Action

The County Council for Montgomery County, Maryland, approves the following action:

A supplemental appropriation to the FY09 Operating Budget of the Montgomery County Board of Elections is approved as follows:

<u>Personnel Services</u>	<u>Operating Expenses</u>	<u>Capital Outlay</u>	<u>Total</u>	<u>Source of Funds</u>
\$41,100	\$1,258,900		\$1,300,000	General Fund Undesignated Reserves

This is a correct copy of Council action.

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Linda M. Lauer, Clerk of the Council

**OPERATING BUDGET**

**SUPPLEMENTAL OR SPECIAL APPROPRIATION REQUEST SUMMARY**

1. Please fill in the following table:

Agency	Montgomery County Government
Department	Montgomery County Board of Elections
Fund (County Government only)	General
Fiscal year	2009
Supplemental or Special	Supplemental
Operating or Capital budget	Operating

2. What is the amount and source of funding?

Source of funding (Please list sources)	Amount
General Fund Undesignated Reserves	\$1,300,000
Total request	\$1,300,000

3. Is the request one-time or continuing? If continuing and funded by a grant, what will you do when the grant ends? One-time

4. Please provide a brief description, justification, expected outcomes, and how the outcomes will be measured.

This increase is needed as a result of the Board of Elections incurring higher than budgeted expenses in cost items such as Election Judge Staff (\$947,640) Overtime (\$41,100), Temporary Clerical (\$68,490), Polling Place Supplies (\$12,130), Printing Costs (\$100,590), Postage (\$97,440), and Equipment Delivery (\$32,610). These costs were estimated when the need for a Special Election was first determined and funding has been set aside for this purpose.

5. Please explain why you did not request this during the annual budget process.

The need for Councilmanic District 4 Special Elections was not anticipated during the annual budget process. Once the need was determined, funds were set aside for this purpose.

6. For your agency, what is the current fiscal year budget for the relevant fund and what is the latest estimate? (do not fill out if the appropriation is funded entirely by a non-County grant)

Budget for current fiscal year for the relevant fund	
+ Supplemental/special appropriations already approved	
= Revised budget for current fiscal year	
Latest estimate of spending for current year	

7. County Government only: For your department or fund, whichever is applicable, what is the current fiscal year budget and what is the latest estimate? (do not fill out if the appropriation is funded entirely by a non-County grant)

Budget for current fiscal year for the department:	\$6,954,140
+ Supplemental/special appropriations already approved (Council Resolution #16-935 adopted 4.28.2009)	\$2,153,000
= Revised budget for current fiscal year (includes transfers)	\$9,110,870
Latest estimate of spending for current year	\$11,402,970*

\* This includes estimated costs for invoices from the State Board of Elections for 2008/2009 elections that have not been received.