



# SHASTA COUNTY

## **Cathy Darling Allen, County Clerk / Registrar of Voters**

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### METHODOLOGY OF ELECTION COST DISTRIBUTION

The Shasta County Clerk/Registrar of Voters is required by law to conduct elections for all county boards of education, community college districts, school districts, and special districts within Shasta County; and by agreement, conducts the elections for the cities within Shasta County.

The costs incurred for these elections are prorated based on the number of registered voters in each jurisdiction that appears on the ballot. Direct costs are assigned as appropriate and subtracted prior to the prorated cost distribution.

Shasta County's Auditor-Controller's payroll system allows detailed time tracking to Project and Activity Codes. Actual salary and benefit costs are included in election costs.

Indirect cost rate is a departmental overhead labor cost ratio expressed as a percentage and calculated by total allowable indirect costs divided by total direct salaries and benefits. Methodology is according to OMB Circular A-122 and reviewed by the Shasta County Auditor-Controller and added to election costs.

Election costs include all supplies, services and activities associated with administering an election. These may include precinct costs, vote-by-mail costs, candidate services and vote tally. Examples include, but are not limited to the following:

- Candidate services, preparation and supplies
- County voter information guide printing
- Labor (actual salaries and benefits paid from payroll reports)
- Legal notices / publications
- Poll worker payroll, mileage and supplies
- Postage
- Precinct supplies
- Printing and mailing services
- Professional services
- VBM board office supplies
- Voting technology & equipment
- Vehicle rentals

Election costs are calculated by adding associated costs and dividing those by the total number of registered voters for all entities on ballot, which equals the cost per voting opportunity.

An election cost for each jurisdiction is determined by multiplying the voting opportunity cost by the number of registered voters in the jurisdiction.

Please see the attached spreadsheet for specific jurisdiction charges for the current election.

Direct costs are those that can be specifically identified as belonging to a measure or a candidate statement and includes, but are not limited to the following:

Fiscal labor (actual salaries and benefits paid from payroll reports)

Mailing house services

Voter information guide printing

Legal notices / publications

Direct costs are subtracted from election costs and added to the specific jurisdiction's invoice.

Explanation of terms:

Candidate services: communicating with districts, filing and qualifying a candidate for offices up for election, gathering candidate statements, proofing information and preparing for ballot. Miscellaneous office supplies and correspondence.

County voter information guide: booklets sent to all registered voters costs include account management, page set-up, guide type and printing.

Jurisdiction: a legal entity that is participating in an election, such as federal, state, county, city, county boards of education, community college districts, school or special districts.

Labor: actual salaries and benefits for full-time and part-time staff. Examples of labor activities include ordering official ballots and County voter information guides, 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, poll workers training, balancing precinct rosters, processing payments for poll workers, processing ballots through 400c tallying machine, and reconciliation through canvass.

Legal notices/publications: legal notices and paid ads published during the election as required by law.

Measure: any constitutional amendment or other proposition submitted to a popular vote, including any proposal for the issuance of bonds by a school or community college district, an increase in the maximum tax rate of a school or community college district, or the acceptance, expenditure, and repayment of state funds by a school or community college district.

Poll worker payroll, mileage and training supplies: poll worker stipends, mileage reimbursement to bring the official ballots back to the election department, precinct inspector training binders, and hands on training classes for all poll workers.

Postage: USPS mailing costs for vote-by-mail ballots and county information guide, return postage for all mail voting precincts and undeliverable ballots, postage for poll worker recruitment.

Precinct: geographic areas divided within a county for the purpose of administering elections.

Precinct supplies: any supplies used at a polling site, such as pens, pencils, extension cords, quick reference guides, signs, roster of voters, indices, vote by mail envelopes, official ballot boxes, official ballots, voting booths, tables, ADA adaptive equipment, etc.

Printing and mailing services: specialty printing of official ballots, County voter information guide and election envelopes. Addressing, shipping and mailing election information.

Professional Services: fees associated with delivery of precinct supplies and voting equipment, election night workers to assist in unloading supplies and equipment, security guards, back-up generator rental, and ballot layout and translation services.

Vote by mail Board supplies: pens, paper, labels, white boxes, highlighters, letter openers, scissors and calculators, etc.

Voting technology & equipment: costs and fees associated with purchasing, leasing, and maintaining software and equipment used for preparing and conducting an election. This equipment includes, but is not limited to, software to maintain the voter and candidate database, and equipment and software for ballot creation & vote tabulation, vote by mail ballot sorting, and checking in voters.

Vehicle rentals: vehicle rental costs to survey polling places for the election, vote-by-mail pick up several times a day for 30 days, and for poll worker training and Election Day.