

Board of Trustees Agenda Item**Board Meeting Date:** 1/31/11**Title of Item:** Board Elections: Odd/Even Years**Background and Analysis:**

At the board meeting on December 6, 2010, trustees discussed the possibility of changing the trustee election years from odd-numbered years to even-numbered years.

With the Palo Alto City Council's success in moving their elections from odd years to even years, it would cost Foothill-De Anza approximately \$50,000 to keep its trustee elections on odd-numbered years.

Included in this item is cost information from the Registrar of Voters.

- Entities and Districts within the Foothill-De Anza district who are on odd/even year elections
- Estimated Cost Savings Spreadsheet
- Estimated Cost of Candidate Statements
- Estimated Election Cost & Explanation of Ballot Types

It should be noted that there is a one-time charge of \$20,000 to process the election year change in the Registrar of Voters' information management system. In addition, the Elections Code requires the district/ROV to send out notices to all its voters. Since Foothill-De Anza has about 200,000 households, an additional \$200,000 in one-time mailing costs (\$1.00/letter includes postage, letterhead, envelopes, mailing house services, etc.) would be incurred. The total amount to switch from odd to even election years would be about \$220,000.

Recommendation: (specify if information only)

Submitted by:	Linda Thor, ext. 6104
Additional contact names:	
Is backup provided?	Yes

Districts Within District Boundary

<u>Entity</u>	<u>Odd</u>	<u>Even</u>
City of Cupertino	X	
City of Los Altos		X
City of Mountain View		X
City of Palo Alto		X
City of San Jose		X
City of Santa Clara		X
City of Saratoga		X
City of Sunnyvale	X	
San Jose – Council District 1		X
Town of Los Altos Hills		X
<u>School Districts</u>		
Cupertino Union School District	X	
Los Altos Elementary	X	
Mountain View Whisman School District		X
Saratoga Union School District		X
Sunnyvale School District	X	
Palo Alto Unified School District		X
Fremont Union HS District		X
Los Gatos-Saratoga Joint Union HS District		X
Mountain View-Los Altos Union HS District		X
<u>Community College Districts</u>		
Foothill-De Anza	X	
San Jose-Evergreen		X
West Valley-Mission		X

**SANTA CLARA COUNTY REGISTRAR OF VOTERS
COMPARATIVE ESTIMATED COSTS OF UDEL & GENERAL ELECTIONS
FOR FOOTHILL-DE ANZA CCD
(c/o Donna Toyohara 650-949-6106 toyoharadonna@fhda.edu)**

DATA

Registration as of 12/10/10
Projected Registration

190,755
209,831

COMPUTATION

EVEN YEAR	
GENERAL ELECTIONS	
Unit Cost	Total Cost

(a) Base charge				
Initial Issue	Board Members	\$	1.60	\$ 335,729
(b) Absentee Voter Charge				
Initial Issue	Board Members		N/C	
(c) Shared Printing Costs				
Initial Issue	Board Members	\$	0.35	\$ 73,441
Add: Cost of extra ballot card due to length of ballot		\$	0.50	\$ 104,915
Estimated cost of Even-Year Election		\$	2.45	\$ 514,085

Estimated share in cost of UDEL (without City of Palo Alto)

\$ 739,000 (refer to tab "UDEL")

Estimated cost of savings

\$ 224,915

The estimated costs above do not include the cost of candidate statement, which is estimated at \$5,060 each candidate

Pursuant to Elections Code section 10002, the district is required to reimburse the County in full for the elections services it has requested. The full costs of the district's share on the costs of the election will be available at least 60 days after the election. The costs reflected above, are ESTIMATES ONLY and may change following the final calculation of the actual costs of the election.

To change the election date from November of odd years to November of even years, the district will be charged a one-time cost of approximately \$20,000 to process the change in the election information management systems. The Elections Code requires the district/ROV to send out notices to all its voters. FHDA has about 200,000 households. An additional mailing cost of \$200,000 based on an estimate of \$1.00 per letter (postage/letterhead/envelopes/mailling house, etc.) will be charged. Therefore, the total estimated one-time charge to process the change is about \$220,000.

Prepared by:

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Accountant III
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**COUNTY OF SANTA CLARA REGISTRAR OF VOTERS
ESTIMATED COST OF CANDIDATE STATEMENTS
FOR FOOTHILL-DE ANZA CCD**

	DATA	2012	2014
Registration as of 12/10/10		190,755	190,755
Projected Registration		209,831	209,831
Estimated No. of Sample Ballots to be Ordered (115% of current registration, rounded to next 1,000)		220,000	220,000
Estimated No. of Seats		2	3
Estimated No. of Candidates per Seat		2	2

	COMPUTATION	2012	2014
Fixed Cost of Candidate Statement			
Typeset	\$ 375	\$ 375	
Handling & Proofing	\$ 625	\$ 625	
Translation	\$ 440	\$ 440	
Fixed cost per Candidate Statement	\$ 1,440	\$ 1,440	
No. of Candidate Statement	4	6	
Total Fixed Costs	\$ 5,760	\$ 8,640	
Printing Cost of candidate statement and information pages			
Est. no. of sample ballots per language	220,000	220,000	
No. of candidate statement pages per sample ballot per language	2	3	
No. of Candidate Statement pages per Language	440,000	660,000	
Ordering Factor	1.4	1.4	
Total no. of candidate statements per ballot (in Eng & other language)	616,000	924,000	
Printing cost per page/language	\$ 0.0235 \$ 14,476	\$ 0.0235 \$ 21,714	
Total cost of candidate statements	\$ 5,059 <u>\$ 20,236</u>	\$ 5,059 <u>\$ 30,354</u>	

**Ordering Factor With the Preferred Language Survey undertaken by ROV, some voters now get sample ballots in English only and some get 2 booklets (one in English and the other one in the language of their preference).
Also additional booklets need to be ordered for office use and to provide each polling place with certain number of booklets for each language.

Registrar of Voters
Estimated Election Cost
November 2011 UDEL

	<u>Total Cost/ Ballot Type</u>	<u>Foothill De Anza</u>	<u>Palo Alto Unified</u>	<u>City of Palo Alto</u>	
No. of Registered Voters		207,000	46,000	40,000	
Scenario A - All 3 participate					
Ballot Type #1	\$ 300,000	\$ 100,000	\$ 100,000	\$ 100,000	See Note
Ballot Type #2	\$ 51,000	\$ 25,500	\$ 25,500		
Ballot Type #3	\$563,500	\$ 563,500			
Total Election Cost		<u>\$ 689,000</u>	<u>\$ 125,500</u>	<u>\$ 100,000</u>	
Scenario B - w/out City of Palo Alto					
Ballot Type #1	\$ 300,000	\$ 150,000	\$ 150,000		
Ballot Type #2	\$ 51,000	\$ 25,500	\$ 25,500		
Ballot Type #3	\$563,500	\$ 563,500			
Total Election Cost		<u>\$ 739,000</u>	<u>\$ 175,500</u>	<u>\$ -</u>	
Estimated Election Cost Increase		<u><u>\$ 50,000</u></u>	<u><u>\$ 50,000</u></u>		

Note: In a UDEL Election, the voters of the City of Palo Alto (40,000) are also in the pool of voters for the Foothill De Anza College and the Palo Alto Unified. Therefore, the three jurisdictions would normally share in the cost of a ballot type. Should the City of Palo Alto decide to move its election to an even-numbered year, the remaining jurisdictions will have to share the election cost that normally would be borne by the City of Palo Alto. As shown in the spreadsheet above, the two remaining schools' election cost would each increase by \$50,000.

The UDEL spreadsheet is an estimate of how the election cost will be spread among all three jurisdictions in Scenario A and between only two jurisdictions in Scenario B.

Scenario A assumes that all 3 jurisdictions participate in the Nov. 2011 election. Of the 207,000 FHDA voters, 161,000 are purely FHDA voters and 46,000 are also PAUSD &/or City of PA residents. Of the 46,000 PAUSD voters, only 40,000 are City of PA voters. Different ballot types will have to be created and printed by the Registrar so that the individual voters will only receive ballots for issues they are voting for.

Ballot Type #1 (40,000 ballots) will contain 3 issues: 1 issue each for FHDA, PAUSD & City of PA. Therefore, the cost of this ballot type will be split among all 3 participants.

Ballot Type #2 (6,000 ballots) will only have 2 issues: 1 issue each for FHDA & for PAUSD voters who are not City of PA residents. Cost will be split between 2 participants.

Ballot Type #3 (161,000 ballots) will only have 1 issue: for FHDA voters who are neither PAUSD nor City of PA voters. Cost will be to FHDA only.