



City Council Memorandum

To: Mayor Fasbender & City Councilmembers
From: City Administrator Dan Wietecha
Date: August 21, 2023
Item: Administration of Absentee Ballots

Council Action Requested:

Support participating with Dakota County and other municipalities for administration of absentee ballots.

Background Information:

A workgroup with representatives from our election partners has been working over the summer to formulate a JPA cost-share plan, under which Dakota County Elections would perform absentee voting services. The actual draft of the JPA is pending, but Dakota County would appreciate knowing each municipalities intent, since the JPA is based on most/all municipalities participating.

The draft cost-share proposal is as follows:

1. A 2-year JPA between Dakota County and Cities and Townships.
2. Odd year School Districts will have a separate agreement for odd year service only. All special elections would also be subject to a separate agreement.
3. FTE costs form a base cost, which is proportioned by registered voter count. Base costs are shared annually, actual cost of absentee services would be paid in the year of election.
4. We have applied VOTER funds appropriated by the State to offset the costs of providing this service, so the reduction is reflected in this proposal.
5. For 2024 and future even-years, the cost-share model would be as follows:
 - a. County assumes 55% of base costs, Cities/Townships assume 45% of base costs
 - b. County assumes 55% of Absentee Voting costs, Cities/Townships assume 45% of Absentee Voting costs
6. For 2025 and future odd-years, the cost-share model would be as follows:
 - a. County assumes 75% of base costs, Cities/Townships assume 25% of base costs

- b. Odd-year election partners assume 100% of Absentee Voting costs (unless a shared election is held, in which case costs would be shared)
- 7. Estimated costs for 2024 (two elections) and 2025 are attached. Also attached is a high-level summary that reflects a 2-year cost for each city.

The Dakota County Elections Office believes this service has many benefits:

- It will ease the growing responsibility on City Clerks.
- It will streamline Election Night reporting as absentee ballots will already be at the County.
- It will enhance the voter experience to have consistent and uniform handling for absentee voting services across all jurisdictions.

In 2024, there will be three elections (Presidential Nominating Primary, Primary, General). Absentee balloting begins 46 days prior to any election. Even with the County handling administration of absentee ballots, the City will still have some staffing costs associated with Election Judges, such that the net savings is estimated at \$12K.

Financial Impact:

Estimate \$12K savings

Committee Discussion:

Not applicable

Attachments:

- 2024-2025 JPA Costs for Absentee Services (draft 8/7/23)
- 2024 Elections (draft 8/8/23)
- 2025 Elections (draft 8/8/23)

2024-2025 JPA Costs for Absentee Services - Draft 08/07/2023

Even Year			
Base Costs		Absentee Costs	
Dakota County Share	55%	Dakota County Share	55%
Partner Share	45%	Partner Share	45%

Odd Year			
Base Costs		Absentee Costs	
Dakota County Share	75%	Dakota County Share	0%
Partner Share	25%	Partner Share	100%

Municipality	# of Voters as of June 2, 2022	Base Cost Share (2024-2025)*	Estimated Absentee Balloting Cost (2024-2025)**	Reduction from Ongoing VOTER Funds***	Total Estimated Costs 2024-2025
ISD 196 - Rosemount/Apple Valley/Eagan	105,635	\$ 15,248	\$ 13,367		\$ 28,614
ISD 197 - West St. Paul/Mendota Heights/Eagan	29,698	\$ 4,287	\$ 4,576		\$ 8,863
ISD 199 - Inver Grove Heights	18,226	\$ 2,631	\$ 1,776		\$ 4,406
ISD 200 - Hastings	19,957	\$ 2,881	\$ 3,946		\$ 6,827
Lakeville	46,134	\$ 26,021	\$ 29,146	\$ (13,419)	\$ 41,747
Eagan	45,274	\$ 25,535	\$ 35,616	\$ (13,169)	\$ 47,982
Burnsville	37,883	\$ 21,367	\$ 26,194	\$ (11,019)	\$ 36,542
Apple Valley	35,735	\$ 20,155	\$ 26,339	\$ (10,395)	\$ 36,100
Inver Grove Heights	22,534	\$ 12,710	\$ 16,818	\$ (6,555)	\$ 22,973
Rosemount	17,245	\$ 9,727	\$ 13,405	\$ (5,016)	\$ 18,115
Hastings	14,571	\$ 8,218	\$ 8,704	\$ (4,238)	\$ 12,684
Farmington	13,844	\$ 7,808	\$ 8,008	\$ (4,027)	\$ 11,789
West St. Paul	12,523	\$ 7,063	\$ 7,706	\$ (3,643)	\$ 11,127
South St. Paul	12,190	\$ 6,875	\$ 4,987	\$ (3,546)	\$ 8,316
Mendota Heights	9,154	\$ 5,163	\$ 10,299	\$ (2,663)	\$ 12,800
Empire	2,017	\$ 1,138	\$ 573	\$ (587)	\$ 1,124
Ravenna Twp	1,731	\$ 976	\$ 705	\$ (504)	\$ 1,177
Eureka Twp	1,096	\$ 618	\$ 298	\$ (319)	\$ 598
Castle Rock Twp	983	\$ 554	\$ 226	\$ (286)	\$ 495
Northfield	967	\$ 545	\$ 871	\$ (281)	\$ 1,135
Vermillion Twp	933	\$ 526	\$ 226	\$ (271)	\$ 481
Marshan Twp	893	\$ 504	\$ 265	\$ (260)	\$ 509
Lilydale	801	\$ 452	\$ 763	\$ (233)	\$ 982
Nininger Twp	654	\$ 369	\$ 163	\$ (190)	\$ 341
Hampton Twp	633	\$ 357	\$ 148	\$ (184)	\$ 321
Greenvale Twp	613	\$ 346	\$ 236	\$ (178)	\$ 404
Randolph Twp	553	\$ 312	\$ 199	\$ (161)	\$ 350
Douglas Twp	523	\$ 295	\$ 115	\$ (152)	\$ 257
Sunfish Lake	436	\$ 246	\$ 250	\$ (127)	\$ 369
Hampton City	406	\$ 229	\$ 57	\$ (118)	\$ 168
Waterford Twp	378	\$ 213	\$ 155	\$ (110)	\$ 258
Sciota Twp	327	\$ 184	\$ 66	\$ (95)	\$ 156
Vermillion City	312	\$ 176	\$ 54	\$ (91)	\$ 139
Randolph City	286	\$ 161	\$ 33	\$ (83)	\$ 111
Mendota City	129	\$ 73	\$ 12	\$ (38)	\$ 47
Coates	101	\$ 57	\$ 226	\$ (29)	\$ 254
Miesville	86	\$ 49	\$ 292	\$ (25)	\$ 316
New Trier	56	\$ 32	\$ 112	\$ (16)	\$ 127
TOTAL	455,517	\$ 184,100	\$ 216,933	\$ (82,028)	\$ 319,005

*Base costs contemplate a Primary & General Election in even years and a General Election in odd years. PNP costs to be reimbursed separately from this agreement.
 **Used actual absentee voting utilization from past elections to estimate.
 ***Reduction of State VOTER funds is at the discretion of each municipality.

2024 Elections - Draft 08/08/2023

100% of FTE Costs	\$ 263,000	AB Mailed Cost	\$	10.00	AB DakCo Share	55%
Base costs proportioned by registered voter		AB In Person Cost	\$	4.50	AB Partner Share	45%
Base cost per reg voter	\$ 0.93					

				\$ 4.50	\$ 2.03	\$ 20,507	\$ 20,507		
Municipality	Voters as of June 2, 2022 (per VOTER Funding rules)	Proportion of Registered Voters	Annual Base Cost-share (45%)	Estimated Costs of AB Ballot mailed*	Estimated Costs of IP AB Ballot*	25% Reduction from Ongoing VOTER Funds for Proportioned # of Voters	25% Reduction from Ongoing VOTER Funds for AB	Total Estimated Costs - 2024	Estimated Cost Per Reg Voter
Lakeville	46,134	0.164	\$ 19,361	\$ 17,401	\$ 11,745	\$ (3,355)	\$ (3,355)	\$ 41,798	\$ 0.89
Eagan	45,274	0.161	\$ 19,001	\$ 21,263	\$ 14,353	\$ (3,292)	\$ (3,292)	\$ 48,032	\$ 1.07
Burnsville	37,883	0.134	\$ 15,899	\$ 15,638	\$ 10,556	\$ (2,755)	\$ (2,755)	\$ 36,583	\$ 0.98
Apple Valley	35,735	0.127	\$ 14,997	\$ 15,725	\$ 10,614	\$ (2,599)	\$ (2,599)	\$ 36,139	\$ 1.02
Inver Grove Heights	22,534	0.080	\$ 9,457	\$ 10,040	\$ 6,777	\$ (1,639)	\$ (1,639)	\$ 22,997	\$ 1.03
Rosemount	17,245	0.061	\$ 7,237	\$ 8,003	\$ 5,402	\$ (1,254)	\$ (1,254)	\$ 18,134	\$ 1.02
Hastings	14,571	0.052	\$ 6,115	\$ 5,197	\$ 3,508	\$ (1,060)	\$ (1,060)	\$ 12,700	\$ 0.87
Farmington	13,844	0.049	\$ 5,810	\$ 4,781	\$ 3,227	\$ (1,007)	\$ (1,007)	\$ 11,804	\$ 0.85
West St. Paul	12,523	0.044	\$ 5,256	\$ 4,601	\$ 3,106	\$ (911)	\$ (911)	\$ 11,141	\$ 0.90
South St. Paul	12,190	0.043	\$ 5,116	\$ 2,977	\$ 2,010	\$ (886)	\$ (886)	\$ 8,330	\$ 0.70
Mendota Heights	9,154	0.032	\$ 3,842	\$ 6,149	\$ 4,150	\$ (666)	\$ (666)	\$ 12,810	\$ 1.40
Empire	2,017	0.007	\$ 846	\$ 342	\$ 231	\$ (147)	\$ (147)	\$ 1,126	\$ 0.57
Ravenna Twp	1,731	0.006	\$ 726	\$ 409	\$ 276	\$ (126)	\$ (126)	\$ 1,159	\$ 0.67
Eureka Twp	1,096	0.004	\$ 460	\$ 142	\$ 96	\$ (80)	\$ (80)	\$ 539	\$ 0.49
Castle Rock Twp	983	0.003	\$ 413	\$ 135	\$ 91	\$ (71)	\$ (71)	\$ 496	\$ 0.50
Northfield	967	0.003	\$ 406	\$ 520	\$ 351	\$ (70)	\$ (70)	\$ 1,137	\$ 1.20
Vermillion Twp	933	0.003	\$ 392	\$ 135	\$ 91	\$ (68)	\$ (68)	\$ 482	\$ 0.53
Marshan Twp	893	0.003	\$ 375	\$ 142	\$ 96	\$ (65)	\$ (65)	\$ 483	\$ 0.54
Lilydale	801	0.003	\$ 336	\$ 455	\$ 307	\$ (58)	\$ (58)	\$ 982	\$ 1.26
Nininger Twp	654	0.002	\$ 274	\$ 97	\$ 66	\$ (48)	\$ (48)	\$ 342	\$ 0.52
Hampton Twp	633	0.002	\$ 266	\$ 88	\$ 60	\$ (46)	\$ (46)	\$ 321	\$ 0.52
Greenvale Twp	613	0.002	\$ 257	\$ 45	\$ 30	\$ (45)	\$ (45)	\$ 243	\$ 0.40
Randolph Twp	553	0.002	\$ 232	\$ 119	\$ 80	\$ (40)	\$ (40)	\$ 351	\$ 0.64
Douglas Twp	523	0.002	\$ 219	\$ 68	\$ 46	\$ (38)	\$ (38)	\$ 258	\$ 0.50
Sunfish Lake	436	0.002	\$ 183	\$ 149	\$ 101	\$ (32)	\$ (32)	\$ 370	\$ 0.86
Hampton City	406	0.001	\$ 170	\$ 34	\$ 23	\$ (30)	\$ (30)	\$ 169	\$ 0.40
Waterford Twp	378	0.001	\$ 159	\$ 85	\$ 57	\$ (27)	\$ (27)	\$ 245	\$ 0.65
Sciota Twp	327	0.001	\$ 137	\$ 40	\$ 27	\$ (24)	\$ (24)	\$ 156	\$ 0.46
Vermillion City	312	0.001	\$ 131	\$ 32	\$ 22	\$ (23)	\$ (23)	\$ 140	\$ 0.46
Randolph City	286	0.001	\$ 120	\$ 20	\$ 13	\$ (21)	\$ (21)	\$ 112	\$ 0.39
Mendota City	129	0.000	\$ 54	\$ 7	\$ 5	\$ (9)	\$ (9)	\$ 47	\$ 0.36
Coates	101	0.000	\$ 42	\$ 135	\$ 91	\$ (7)	\$ (7)	\$ 254	\$ 2.54
Miesville	86	0.000	\$ 36	\$ 175	\$ 118	\$ (6)	\$ (6)	\$ 316	\$ 3.85
New Trier	56	0.000	\$ 24	\$ 67	\$ 45	\$ (4)	\$ (4)	\$ 127	\$ 2.19
TOTAL	282,001	1.00	\$ 118,350	\$ 115,216	\$ 77,771	\$ (20,507)	\$ (20,507)	\$ 270,323	\$ 0.96

2025 Elections - Draft 08/08/2023

100% of FTE Costs \$ 263,000
 Costs proportioned by registered voter
 Base cost per registered voter \$ 0.58

AB Mailed Cost \$ **10.00** AB DakCo Share 0%
AB In Person Cost \$ **4.50** AB Partner Share 100%

Municipality	# of Voters for Base Costs	Proportion of Registered Voters for Base Costs	Voters as of June 2, 2022 (per VOTER Funding rules)	Proportion of Registered Voters for VOTER funds	Annual Base Cost (100%)	Annual Base Cost - 25 % Share	ABs Cast in Most Recent Election	\$ 10.00	\$ 4.50	\$ 20,507	\$ 20,507	Total Estimated Costs - 2025	Estimated Cost Per Reg Voter
								Estimated Costs of AB Ballot mailed*	Estimated Costs of IP AB Ballot*	25% Reduction from Ongoing VOTER Funds for AB	25% Reduction from Ongoing VOTER Funds for Proportioned # of Voters		
ISD 196 - Rosemount/Apple Valley/Eagan	105,635	0.232			\$ 60,990	\$ 15,248	1,995	\$ 7,980	\$ 5,387			\$ 28,614	\$ 0.27
ISD 197 - West St. Paul/Mendota Heights/Eagan	29,698	0.065			\$ 17,147	\$ 4,287	683	\$ 2,732	\$ 1,844			\$ 8,863	\$ 0.30
ISD 199 - Inver Grove Heights	18,226	0.040			\$ 10,523	\$ 2,631	265	\$ 1,060	\$ 716			\$ 4,406	\$ 0.24
ISD 200 - Hastings	19,957	0.044			\$ 11,522	\$ 2,881	589	\$ 2,356	\$ 1,590			\$ 6,827	\$ 0.34
Lakeville	46,134	0.101	46,134	0.164	\$ 26,636	\$ 6,659		\$ -	\$ -	\$ (3,355)	\$ (3,355)	\$ (51)	\$ (0.00)
Eagan	45,274	0.099	45,274	0.161	\$ 26,140	\$ 6,535		\$ -	\$ -	\$ (3,292)	\$ (3,292)	\$ (50)	\$ (0.00)
Burnsville	37,883	0.083	37,883	0.134	\$ 21,872	\$ 5,468		\$ -	\$ -	\$ (2,755)	\$ (2,755)	\$ (42)	\$ (0.00)
Apple Valley	35,735	0.078	35,735	0.127	\$ 20,632	\$ 5,158		\$ -	\$ -	\$ (2,599)	\$ (2,599)	\$ (39)	\$ (0.00)
Inver Grove Heights	22,534	0.049	22,534	0.080	\$ 13,010	\$ 3,253		\$ -	\$ -	\$ (1,639)	\$ (1,639)	\$ (25)	\$ (0.00)
Rosemount	17,245	0.038	17,245	0.061	\$ 9,957	\$ 2,489		\$ -	\$ -	\$ (1,254)	\$ (1,254)	\$ (19)	\$ (0.00)
Hastings	14,571	0.032	14,571	0.052	\$ 8,413	\$ 2,103		\$ -	\$ -	\$ (1,060)	\$ (1,060)	\$ (16)	\$ (0.00)
Farmington	13,844	0.030	13,844	0.049	\$ 7,993	\$ 1,998		\$ -	\$ -	\$ (1,007)	\$ (1,007)	\$ (15)	\$ (0.00)
West St. Paul	12,523	0.027	12,523	0.044	\$ 7,230	\$ 1,808		\$ -	\$ -	\$ (911)	\$ (911)	\$ (14)	\$ (0.00)
South St. Paul	12,190	0.027	12,190	0.043	\$ 7,038	\$ 1,760		\$ -	\$ -	\$ (886)	\$ (886)	\$ (13)	\$ (0.00)
Mendota Heights	9,154	0.020	9,154	0.032	\$ 5,285	\$ 1,321		\$ -	\$ -	\$ (666)	\$ (666)	\$ (10)	\$ (0.00)
Empire	2,017	0.004	2,017	0.007	\$ 1,165	\$ 291		\$ -	\$ -	\$ (147)	\$ (147)	\$ (2)	\$ (0.00)
Ravenna Twp	1,731	0.004	1,731	0.006	\$ 999	\$ 250	3	\$ 12	\$ 8	\$ (126)	\$ (126)	\$ 18	\$ 0.01
Eureka Twp	1,096	0.002	1,096	0.004	\$ 633	\$ 158	9	\$ 36	\$ 24	\$ (80)	\$ (80)	\$ 59	\$ 0.05
Castle Rock Twp	983	0.002	983	0.003	\$ 568	\$ 142		\$ -	\$ -	\$ (71)	\$ (71)	\$ (1)	\$ (0.00)
Northfield	967	0.002	967	0.003	\$ 558	\$ 140		\$ -	\$ -	\$ (70)	\$ (70)	\$ (1)	\$ (0.00)
Vermillion Twp	933	0.002	933	0.003	\$ 539	\$ 135		\$ -	\$ -	\$ (68)	\$ (68)	\$ (1)	\$ (0.00)
Marshan Twp	893	0.002	893	0.003	\$ 516	\$ 129	4	\$ 16	\$ 11	\$ (65)	\$ (65)	\$ 26	\$ 0.03
Lilydale	801	0.002	801	0.003	\$ 462	\$ 116		\$ -	\$ -	\$ (58)	\$ (58)	\$ (1)	\$ (0.00)
Nininger Twp	654	0.001	654	0.002	\$ 378	\$ 94		\$ -	\$ -	\$ (48)	\$ (48)	\$ (1)	\$ (0.00)
Hampton Twp	633	0.001	633	0.002	\$ 365	\$ 91		\$ -	\$ -	\$ (46)	\$ (46)	\$ (1)	\$ (0.00)
Greenvale Twp	613	0.001	613	0.002	\$ 354	\$ 88	24	\$ 96	\$ 65	\$ (45)	\$ (45)	\$ 160	\$ 0.26
Randolph Twp	553	0.001	553	0.002	\$ 319	\$ 80		\$ -	\$ -	\$ (40)	\$ (40)	\$ (1)	\$ (0.00)
Douglas Twp	523	0.001	523	0.002	\$ 302	\$ 75		\$ -	\$ -	\$ (38)	\$ (38)	\$ (1)	\$ (0.00)
Sunfish Lake	436	0.001	436	0.002	\$ 252	\$ 63		\$ -	\$ -	\$ (32)	\$ (32)	\$ (0)	\$ (0.00)
Hampton City	406	0.001	406	0.001	\$ 234	\$ 59		\$ -	\$ -	\$ (30)	\$ (30)	\$ (0)	\$ (0.00)
Waterford Twp	378	0.001	378	0.001	\$ 218	\$ 55	2	\$ 8	\$ 5	\$ (27)	\$ (27)	\$ 13	\$ 0.03
Sciota Twp	327	0.001	327	0.001	\$ 189	\$ 47		\$ -	\$ -	\$ (24)	\$ (24)	\$ (0)	\$ (0.00)
Vermillion City	312	0.001	312	0.001	\$ 180	\$ 45		\$ -	\$ -	\$ (23)	\$ (23)	\$ (0)	\$ (0.00)
Randolph City	286	0.001	286	0.001	\$ 165	\$ 41		\$ -	\$ -	\$ (21)	\$ (21)	\$ (0)	\$ (0.00)
Mendota City	129	0.000	129	0.000	\$ 74	\$ 19		\$ -	\$ -	\$ (9)	\$ (9)	\$ (0)	\$ (0.00)
Coates	101	0.000	101	0.000	\$ 58	\$ 15		\$ -	\$ -	\$ (7)	\$ (7)	\$ (0)	\$ (0.00)
Miesville	86	0.000	86	0.000	\$ 50	\$ 12		\$ -	\$ -	\$ (6)	\$ (6)	\$ (0)	\$ (0.00)
New Trier	56	0.000	56	0.000	\$ 32	\$ 8		\$ -	\$ -	\$ (4)	\$ (4)	\$ (0)	\$ (0.00)
TOTAL	455,517	1.00	282,001	1.00	\$ 263,000	\$ 65,750	\$ 3,574	\$ 14,296	\$ 9,650	\$ (20,507)	\$ (20,507)	\$ 48,682	\$ 0.11