



## Legislation Details (With Text)

**File #:** HCC-195-FY21      **Version:** 1      **Name:**  
**Type:** Action Item      **Status:** Passed  
**File created:** 1/13/2021      **In control:** City Council  
**On agenda:** 1/19/2021      **Final action:** 1/19/2021  
**Title:** FY21 Budget Amendment: City Election 2021  
**Sponsors:** City Administrator  
**Indexes:** Budget  
**Code sections:**  
**Attachments:** 1. Memo for Election 2021\_Budget Amendment

Date	Ver.	Action By	Action	Result
1/19/2021	1	City Council	Approved	Pass

Submitted by: Laura Reams  
Submitting Department: City Clerk  
Agenda Section: Action

**Item Title:**  
**FY21 Budget Amendment: City Election 2021**

### Suggested Action:

I move that the Mayor and Council authorize an FY21 budget amendment in the amount of \$45,000 for the Board of Elections budget to be appropriated as follows: \$4,000 Ads & Notices, \$25,500 Equipment Rental, \$9,750 Postage, \$3,000 Contracted Services and \$2,750 for miscellaneous expenses.

### Summary Background:

The City of Hyattsville will conduct the 2021 Mayoral and Council election by mail-in ballot. The shift in the primary method of voting from traditional in-person voting to mail-in balloting due to the COVID-19 pandemic has necessitated several legislative changes. These changes have also required the City to procure additional vendors for ballot boxes, election equipment and software, print/mail services and incur additional costs related to outreach communications and postage. A budget amendment is required to execute the Vote-by-Mail election.

A summary of the budget amendment is below. Additional details are in the attached memo.

Line Item	FY21 Budget	Revised Budget	Budget Amendment
Ads & Notices	\$ 1,500.00	\$ 5,500.00	\$ 4,000.00
Equipment Rental	\$ 30,500.00	\$ 56,000.00	\$ 25,500.00
Postage	\$ 250.00	\$ 10,000.00	\$ 9,750.00
Printing	\$ 12,000.00	\$ 12,000.00	\$ -
Other Contracted	\$ 8,000.00	\$ 11,000.00	\$ 3,000.00
Office Supplies	\$ 400.00	\$ 400.00	\$ -
Misc. Supplies	\$ 2,500.00	\$ 2,500.00	\$ -
Total	\$ 55,150.00	\$ 97,400.00	\$ 42,250.00

**Next Steps:**

Upon approval the City Treasurer will appropriate the approved funds into the Election budget.

**Fiscal Impact:**

\$45,000

**City Administrator Comments:**

Recommend Support. The projected costs have been rounded up to ensure the City can cover unknown and/or unprojected miscellaneous expenses.

**Community Engagement:**

There is an extensive communications strategy planned for Election 2021 and a portion of the budget amendment will support the plan.

**Strategic Goals:**

Goal 1 - Ensure Transparent and Accessible Governance

**Legal Review Required?**

N/A