



Office of the Comptroller

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Special Deputy Comptroller

November 13, 2001

Ref: Revenue & Cost Division

To the Honorable, to the Common Council
City of Milwaukee
Milwaukee, WI 53202

Attention: Judiciary & Legislative Committee

This is in response to Common Council Resolution #001696 which authorizes and directs the Board of Election Commissioners and the City Comptroller to conduct a study of the Election Commission's costs of retrieving, reproducing and providing lists of voters.

Our study conducted with the staff of the Election Commission examined the current costs of providing voter-polling data based on year 2000 services and expenditure experience. Standard costs were developed from this study for application to data requests on an order by order basis to recover actual costs of this service. This is in contrast to the flat rate that had been charged previously.

Costs to be applied include labor, supplies, equipment services and overhead costs. Labor is based on the 2001 budgeted salary for level #435, Customer Service Representative at \$29,129.00 or \$14.00 per hour. Supplies include a choice of a data diskette fixed at \$3.00, pages copied at \$.10 per page, or address labels at \$.03 per label. Computer services are charged at a retail market rate of \$.20 per minute. The current department labor fringe rate is 37.84%, the indirect salary rate is 10% and the indirect cost rate for the Election Commission is 42.11%.

It is proposed that the following criteria be used for calculating the cost of services provided. First, the cost of labor required to process a request and input the data, is fixed at 10 minutes. Second, it was found that computer processing time increases with the size of the data request, and since specific costs are unknown at this time, a retail market rate of \$.20 per minute of computer time is applied to established average time spans or actual time used for each request. Third, information provided on computer diskette is fixed at the current supply cost of \$3.00. The charge for hard copy is fixed at \$.10 / page. The attached schedule illustrates examples of service costs.

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Using the costs and criteria above, the attached schedule illustrates that a polling list for one ward and one election would cost \$11.33 for hard copy or \$10.03 for diskette. Citywide, for one election would cost \$1,554.25 for hard copy and \$116.75 for diskette.

While it is our position that these costs reflect a conservative value for actual services provided, we have requested an opinion from the City Attorney's Office regarding allowable costs as defined under the law.

If you have any questions or if we can be of any further service to you, please feel free to contact Ms. Anita Paretti of my staff (Extension 2303).

Very truly yours,


W. MARTIN MORICS
Comptroller

WMM:PT
Attachment

Cc: J. Henry, Executive Director, Election Commission
G. Langley, City Attorney

Ref: Elec_Com6.doc

City of Milwaukee, Office of the Comptroller
Cost of Voter Polling List Data Services
For the year 2001

Wards	1	1	19	19	335	335
Elections	1	10	1	10	1	10

DATA INPUT

Data Input Time - minutes	10	10	10	10	10	10
Input Processing Cost @\$.44/min	\$4.43	\$4.43	\$4.43	\$4.43	\$4.43	\$4.43

COMPUTER PROCESSING

Computer Time in Minutes	13	17	19	31	335	547
Computer Use Cost @ \$.20/ min (Kinko's)	\$2.60	\$3.40	\$3.80	\$6.20	\$67.00	\$109.32

HARD COPIES

Copy Preparation 43 Pages / Ward	43	43	817	817	14,405	14,405
Copy Charge @ \$.10 / Page	\$4.30	\$4.30	\$81.70	\$81.70	\$1,440.50	\$1,440.50

DISKETTE

Diskette	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00
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SAMPLE CHARGES

1. Input time + Computer time + Copies	\$11.33	\$12.13	\$89.93	\$92.33	\$1,511.93	\$1,554.25
2. Input time + Computer time + Diskette	\$10.03	\$10.83	\$11.23	\$13.63	\$74.43	\$116.75

Assumptions:

1. Approximately the same number of copies required for 1 or more elections
2. 43 Pages per Ward
3. Copy cost \$.10/Page
4. Computer Use .20 / Minute (Kinko's)