

Bill No. 5036 Ordinance No. _____
Requested by: Bob Schnur and Kurt Bahr
Sponsored by: Mike Elam

AN ORDINANCE AUTHORIZING EXECUTION OF DOCUMENTS FOR RECEIPT OF FUNDS IN THE AMOUNT OF \$56,228 FROM THE SECRETARY OF STATE FOR A GRANT AWARDED TO THE ELECTION AUTHORITY FOR AN ELECTION EFFICIENCY GRANT TO ASSIST WITH ELECTION ACTIVITIES, SYSTEMS AND EQUIPMENT MAINTENANCE, MAINTAINING VOTER LISTS, AND POLLING PLACE ACCESSIBILITY AND FURTHER AMENDING ORDINANCE 21-096 BY PROVIDING SUPPLEMENTAL APPROPRIATIONS TO THE ELECTION AUTHORITY FUND BUDGET

WHEREAS, St. Charles County Government, through the Election Authority, submitted applications to the Secretary of State of the State of Missouri for financial assistance in improving election processes; and

WHEREAS, the Secretary of State, Elections Division awarded State Election Efficiency Grant funds to the County for the use of its Elections Department in an amount not to exceed \$56,228 in December, 2021; and

WHEREAS, execution of the grant award will benefit the residents of St. Charles County and will serve a public purpose; and

WHEREAS, pursuant to Section 6.205.3 of the St. Charles County Charter and Section 135.620.A, Ordinances of St.

Charles County, Missouri, (“OSCCMo”) the Council may authorize acceptance of such grant funds; and

WHEREAS, the St. Charles County Charter, Article VI, Section 6.206.1 provides that the County Council may by ordinance make supplemental appropriations if the County Executive certifies that there are available for appropriation revenues or additional fund balances in excess of those estimated in the budget; and

WHEREAS, the County Executive has so certified in **EXHIBIT A** attached hereto.

WHEREAS, Section 70.220 RSMo. authorizes an intergovernmental agreement between political subdivisions for the purposes herein set out.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNTY COUNCIL OF ST. CHARLES COUNTY, MISSOURI, AS FOLLOWS:

Section 1. The County Council hereby authorizes the County Executive or his designee to execute the required documents with the Secretary of State for receipt of funds as detailed in **EXHIBIT B** attached hereto and incorporated herein. The County Executive or his designee is further authorized to execute documents for receipt of additional funds should such funds become available in the future under this program.

Section 2. Compliance with all terms of the agreement shall be the responsibility of the St. Charles County Election Authority.

Section 3. The budget of St. Charles County, Missouri, for fiscal year 2022 as adopted by Ordinance 21-096, in the Election Authority Fund, is hereby amended by deleting the original allocation of \$0 in Intergovernmental Revenue line item 234-33402, Election Grants, and inserting in lieu thereof the amended amount of \$56,228 (an increase of \$56,228).

Section 4. The budget of St. Charles County, Missouri, for fiscal year 2022 adopted by Ordinance 21-096, in the budget of the Election Authority Fund, is hereby amended by deleting the original allocation of \$770,000 in Operating line item 2340410-43330, Election Costs, and inserting in lieu thereof the amended amount of \$826,228 (an increase of \$56,228).

Section 5. This ordinance shall be in full force and effect from and after the date of its passage and approval and such financial assistance agreement shall be valid upon its lawful execution by the appropriate officials of each governing entity entering into such agreement as required by Chapter 70 of the Revised Statutes of the State of Missouri.

DATE PASSED

DATE APPROVED BY COUNTY EXECUTIVE

CHAIR OF THE COUNCIL

COUNTY EXECUTIVE

ATTEST:

COUNTY REGISTRAR

EXHIBIT A



Steve Ehlmann
County Executive

Joann Leykam
Director of Administration

Don Boehmer
Assistant Director of Administration -
Intergovernmental Affairs

Jennifer George
Assistant Director of Administration

TO: The Members of the St. Charles County Council
The Honorable Mike Elam, Council Chair
The Honorable Joe Cronin
The Honorable Joe Brazil
The Honorable Dave Hammond
The Honorable Terry Hollander
The Honorable Nancy Schneider
The Honorable John White

FROM: Steve Ehlmann, County Executive

DATE: January 3, 2022

RE: Certification of Additional Revenue – Election Authority Fund - Election Efficiency Grant

By this correspondence, I hereby certify that, pursuant to Section 6.206.1 of the St. Charles County Home Rule Charter, there will be available for appropriation additional revenues in excess of those estimated in the adopted 2022 budget of the Election Authority Fund in the amount of \$56,228 for the purpose of a supplemental appropriation.

This additional revenue is the result of the annual Election Efficiency Grant from the Missouri Secretary of State in the amount of \$56,228. Accordingly, the Director of Elections is requesting an increase of \$56,228 in revenue account 234-33402 Election Grants.

I am also recommending a supplemental appropriation of \$56,228 to the Election Authority Fund budget. The appropriation would be for the purpose of partially funding 2022 election costs. Should the County Council approve this supplemental appropriation, the amount of \$56,228 would be allocated to account 2340410-43330 Election Costs in the Election Authority Fund budget.

Accordingly, I am requesting that the St. Charles County Council approve this supplemental appropriation ordinance for the purpose described above. I appreciate your favorable consideration of this request.

cc: Joann Leykam, Director of Administration
Rory O'Sullivan, Acting County Counselor
Kurt Bahr, Director of Elections
Bob Schnur, Finance Director
Brenda Hinton, County Registrar
Donna Vogt, Executive Assistant, St. Charles County Council



JOHN R. ASHCROFT
SECRETARY OF STATE
STATE OF MISSOURI

JAMES C. KIRKPATRICK
STATE INFORMATION CENTER
(573) 751-4936

ELECTIONS DIVISION
(573) 751-2301

December 14, 2021

The Honorable Mr. Kurt Bahr
St. Charles County Election Authority
397 Turner Blvd.
St. Peters, MO 63376

Dear Mr. Bahr,

Thank you for your commitment to maintaining the integrity of our elections and ensuring every registered Missouri voter has the opportunity to cast a ballot. The goal of the Secretary of State's office is to provide you with tools to assist you in conducting fair, secure, and efficient elections. To help achieve that goal, our office is offering the 2022 Election Grant Program.

This year's program utilizes state funding that can be tailored to meet your jurisdiction's need as follows:

- Election Efficiency Grant – **Award Amount: \$56,227.81**– state funds to assist with election activities, systems and equipment maintenance, voting equipment purchases, maintaining voter lists, and polling place accessibility.

Once you receive the signed grant agreement back from our office, you can start using your grant funding.

As always, our office is here to assist you as we work together to serve. If you have any questions, please contact our Elections Division at (800) 669-8683.

In Service,

A handwritten signature in black ink, appearing to read "John R. Ashcroft".

Missouri Secretary of State



Secretary of State's Office
Elections Division
PO Box 1767
Jefferson City, MO 65102
www.sos.mo.gov

Election Efficiency Grant Agreement

LEA Name: **St Charles County**

Grant Period: **Begins on Secretary of State Official's signature date listed below**
End Date is December 31, 2022

Grant Award Amount **\$56,227.81**

Final Payment Reimbursement Request Due: **February 13, 2023**

Purpose

The purpose of this grant is to provide assistance to local election authorities to improve election processes. The grant options being offered include funding for:

- Hiring temporary personnel for specified projects outlined in Appendix B;
- Purchase of equipment and supplies for polling place improvement outlined in Appendix B; and
- Performing routine list maintenance activities to update voter record status and address.
- Maintenance and programming cost for voting equipment;
- Purchasing certified voting equipment and replacement parts;
- Improvement Polling Place Accessibility

The Local Election Authority (LEA) is to choose one or more specific grant options from the approved list of options contained in Appendix B which is attached and incorporated as a part of this agreement by reference. The LEA can spend between the options up to the total grant amount awarded. Refer to Appendix B for specific option details and allowable expenditures.

General Instructions

- Read this form and sign.
- Email or Mail to the Secretary of State's Office.
- A signed copy will be mailed back to the LEA.
- The grant period will begin on the date the grant agreement is signed by an authorized official of the Secretary of State.
- **Do not begin incurring related costs before the start of the grant period.**
- This grant is subject to appropriation and cash availability

CFDA Number

- There is no CFDA number associated with this grant.

Election Efficiency Grant Agreement

- This **does not** have to be reported on your Schedule of Expenditures of Federal Awards (SEFA).

Payment

Payment shall be made on a reimbursement basis as follows:

- LEA completing the attached **Payment Request Form** and submitting the required payment documentation;
- Reimbursement will be for allowable expenses incurred after the date the grant is signed by an authorized official of the Secretary of State;
- Multiple reimbursement requests may be submitted, up to the maximum grant amount, on grants not providing for lump sum payment;
- Reimbursement requests must be submitted within 45 calendar days after the end of the grant period;
- **Email the Payment Request to: elections@sos.mo.gov , or
Mail the Payment Request Form to:
Secretary of State, Elections Division
600 West Main Street, PO Box 1767
Jefferson City, MO 65102**

Equipment

- Equipment purchased with the use of grant funds will be reimbursed based on the percentage used for elections; and
- Single year maintenance cost only, unless the vendor supplies written documentation showing a justifiable cost savings for a two-year maintenance agreement.
- Continuing maintenance, licenses, service, and warranty repairs of the qualifying equipment purchased pursuant to this agreement are the sole responsibility of the LEA. The LEA shall contact the manufacturer or vendor directly for maintenance, warranty, service and repair of the qualifying computer equipment.

LEA Grant Agreement Certification

We are aware of, and agree to comply with, all local, state and federal regulations, provisions and assurances required under this grant program as well as the accompanying terms and conditions and the allowable cost and reimbursement requirements for my grant including those contained in Appendix A and B hereby incorporated by reference and made a part of this agreement. We will carry out the grant agreement according to its purpose. We agree that all grant expenses submitted for reimbursement will be expended as outlined in the grant agreement and that reimbursement/payment for these expenses will not be obtained from any third party. This agreement has been authorized by the appropriate Local Election Authority. By signing this agreement, the Secretary of State agrees to abide by the conditions and payment terms included within this grant and the Local Election Authority acknowledges compliance with and agrees to the grant agreement including the terms and conditions and all eligibility and reimbursement requirements incorporated therein.

Type name of Secretary of State Official

Type name(s) of Local Election Authority

Signature, above official

Signature, above official

Date

Date