

# FY 2008 - 09 Adopted Budget and Multi-Year Capital Plan

## Elections

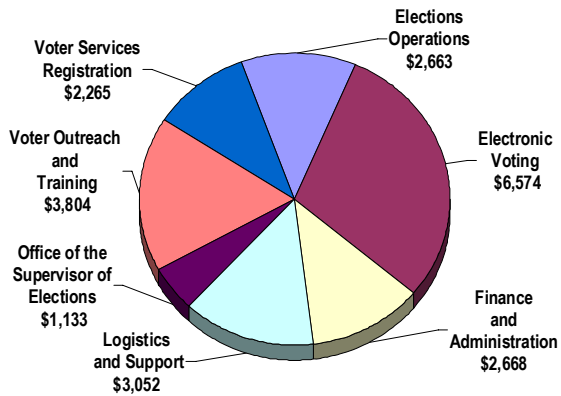
The Elections Department establishes administrative and operational procedures and controls to conduct elections that are fair, free, accurate, convenient, and accessible to all eligible voters throughout Miami-Dade County. The Department ensures that all federal, state, county, municipal, school district, and special taxing district elections are conducted and tabulated in a correct, uniform, and impartial manner with adherence to federal, state, and local election laws.

As part of the Enabling Strategies strategic area, the Department maintains accurate voter registration records and provides, in addition to the operational aspects of elections, voter education through a myriad of outreach programs, voter information to candidates, political committees, and residents, as well as serves in the capacity of records custodian for candidate campaign finance reporting.

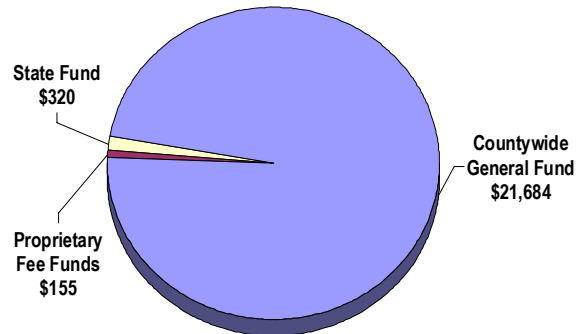
The Elections Department serves more than one million registered voters in Miami-Dade County and serves all citizens and municipalities in election-related matters. The Elections Department follows policy established by the Board of County Commissioners while operating under state mandates. Elections staff interacts with federal, state, and municipal officials on a regular basis.

### FY 2008-09 Adopted Budget

**Expenditures by Activity**  
(dollars in thousands)



**Revenues by Source**  
(dollars in thousands)



# FY 2008 - 09 Adopted Budget and Multi-Year Capital Plan

## TABLE OF ORGANIZATION

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## FY 2008 - 09 Adopted Budget and Multi-Year Capital Plan

### FINANCIAL SUMMARY

(dollars in thousands)	Actual FY 06-07	Budget FY 07-08	Adopted FY 08-09
<b>Revenue Summary</b>			
General Fund Countywide	17,877	22,258	21,684
Municipal Reimbursement	561	298	155
State Grants	308	260	320
Total Revenues	18,746	22,816	22,159
<b>Operating Expenditures Summary</b>			
Salary	9,550	9,888	9,140
Fringe Benefits	2,300	2,533	2,663
Other Operating	6,500	9,864	9,287
Capital	396	531	1,069
Total Operating Expenditures	18,746	22,816	22,159

(dollars in thousands)	Total Funding		Total Positions	
Expenditure By Program	Budget FY 07-08	Adopted FY 08-09	Budget FY 07-08	Adopted FY 08-09
<b>Strategic Area: Enabling Strategies</b>				
Elections Operations	3,054	2,663	16	16
Electronic Voting	4,170	6,574	18	18
Finance & Administration	3,260	2,668	18	14
Logistics & Support	3,563	3,052	21	23
Office of the Supervisor of Elections	1,442	1,133	5	5
Voter Outreach & Training	4,137	3,804	18	18
Voter Services/Registration	3,190	2,265	24	24
Total Operating Expenditures	22,816	22,159	120	118

### CAPITAL BUDGET SUMMARY

(dollars in thousands)	PRIOR	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FUTURE	TOTAL
<b>Revenue</b>									
Capital Outlay Reserve	985	485	160	160	160	0	0	0	1,950
Total:	985	485	160	160	160	0	0	0	1,950
<b>Expenditures</b>									
<b>Strategic Area: Enabling Strategies</b>									
Computer and Systems Automation	160	160	160	160	160	0	0	0	800
Departmental Information Technology Projects	425	150	0	0	0	0	0	0	575
Equipment Acquisition	0	225	0	0	0	0	0	0	225
Facility Improvements	100	150	0	0	0	0	0	0	250
Other	0	100	0	0	0	0	0	0	100
Total:	685	785	160	160	160	0	0	0	1,950

### SELECTED ITEM HIGHLIGHTS AND DETAILS

Line Item Highlights	(dollars in thousands)				
	Actual	Actual	Budget	Actual	Budget
	FY 05-06	FY 06-07	FY 07-08	FY 07-08	FY 08-09
Employee Overtime	973	1,172	1,420	2,366	1,005
Vacation Relief and Seasonal Staff	1,331	1,949	1,515	4,698	1,059
Postage	844	1,113	1,487	716	806
Printing	1,080	1,062	1,746	1,848	1,470
Travel	30	22	40	28	37
Poll workers	906	1,723	1,600	2,286	1,470

## FY 2008 - 09 Adopted Budget and Multi-Year Capital Plan

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### **DIVISION: OFFICE OF THE SUPERVISOR OF ELECTIONS**

The Office of the Supervisor of Elections formulates and directs overall policy for voter registration, voter education, conducting elections, and overall Department operations.

- Manages day to day operations of the department
- Maintains all federal, state, and local policies related to elections
- Directs the overall policy and operational procedures

## FY 2008 - 09 Adopted Budget and Multi-Year Capital Plan

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### **DIVISION: ELECTIONS OPERATIONS**

The Elections Operations Division manages all aspects of absentee voting, maintains departmental policies and procedures, and the ballot preparation process.

- Manages absentee ballot processing and procedures
- Coordinates overseas voting and services
- Coordinates Election Central functions, including call center operations, during any countywide election
- Supervises two public service counters providing direct election assistance for residents

### **Strategic Plan Outcome - Measures**

- ES10-2: Opportunities for every registered voter to conveniently cast a vote (priority outcome)

Objectives	Measures	FY 06-07		FY 07-08		FY 08-09
		Target	Actual	Target	Actual	Target
Effectively administer countywide and municipal elections	Percentage of voters voting absentee	20%	21%	20%	20%	22%
	Average business days for public records requests	7	3.5	7	2.5	7

## FY 2008 - 09 Adopted Budget and Multi-Year Capital Plan

### **DIVISION: ELECTRONIC VOTING**

The Electronic Voting Division prepares and manages all aspects of voting equipment programming, coding, and tabulation of election results.

- Coordinates the maintenance and repair of voting equipment
- Secures, tests, and verifies all voting equipment and ballot configurations
- Prepares ballot design and layout; creates election definition and programming
- Manages tabulation of election results

### **Strategic Plan Outcome - Measures**

- ES10-3: Votes counted and reported accurately and quickly

Objectives	Measures	FY 06-07		FY 07-08		FY 08-09
		Target	Actual	Target	Actual	Target
Effectively manage elections technology	Percentage of absentee ballots tabulated by 7p.m. on election night for all countywide elections*	99%	99%	90%	99%	95%
	Percentage of accuracy achieved in countywide elections through the performance of Logic and Accuracy testing	100%	100%	100%	100%	100%

\*Absentee ballots are accepted by law until 7p.m. election night

## FY 2008 - 09 Adopted Budget and Multi-Year Capital Plan

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### **DIVISION: FINANCE & ADMINISTRATION**

The Finance and Administration Division is responsible for preparation and monitoring of the budget and procurement procedures, and provides direct support to qualifying candidates for all elections.

- Prepares and monitors operating and capital budgets
- Maintains campaign finance reports and public disclosure statements
- Qualifies and provides information to candidates for all countywide elections and public offices

### **Strategic Plan Outcome - Measures**

- ES10-5: Integrity of candidate and public officials public records maintained

<b>Objectives</b>	<b>Measures</b>	<b>FY 06-07</b>		<b>FY 07-08</b>		<b>FY 08-09</b>
		<b>Target</b>	<b>Actual</b>	<b>Target</b>	<b>Actual</b>	<b>Target</b>
Provide accessible public information regarding candidates for elective office and citizen's petition groups	Percentage of Treasurers' reports audited within 15 calendar days	80%	100%	100%	100%	100%
	Percentage of Treasurers' reports posted on website within 5 calendar days	90%	100%	90%	100%	100%

## FY 2008 - 09 Adopted Budget and Multi-Year Capital Plan

### **DIVISION: VOTER SERVICES/REGISTRATION**

The Voter Services/Registration Division oversees all aspects of voter services, manages the statewide Voter Registration System, and coordinates precinct registers for all elections.

- Updates all changes in voter registration records and maintains Voter Registration System
- Assembles precinct registers for all municipal, state, and federal elections
- Manages Early Voting processes including staffing, training, and facilities

### **Strategic Plan Outcome - Measures**

- ES10-2: Opportunities for every registered voter to conveniently cast a vote (priority outcome)

Objectives	Measures	FY 06-07		FY 07-08		FY 08-09
		Target	Actual	Target	Actual	Target
Provide voter registration services and opportunities for early voting	New voter registrations	51,000	60,104	65,000	159,578	50,000
	Total registered voters (in thousands)*	1,071	1,067	1,078	1,279	1,279
	Early voting locations available to the public for general countywide elections	20	20	20	20	20
	Percentage of voters voting early	12%	14.75%	15%	16%	15%

\* Target and actuals were originally based on fiscal year not calendar year resulting in exceeding goals

## FY 2008 - 09 Adopted Budget and Multi-Year Capital Plan

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### **DIVISION: VOTER OUTREACH & TRAINING**

The Voter Outreach & Training Division conducts voter education programs, recruits and trains poll workers, and staffs all polling places.

- Recruits, assigns, and trains poll workers
- Coordinates voter outreach and education events
- Assists with media development and marketing campaigns

### **Strategic Plan Outcome - Measures**

- ES5-3: Motivated, dedicated workforce team aligned with organizational priorities

Objectives	Measures	FY 06-07		FY 07-08		FY 08-09
		Target	Actual	Target	Actual	Target
Ensure well trained poll workers and educated voters	Community events held annually to promote voter education	480	680	700	1,607	650
	Percentage of poll workers trained in new optical scan equipment	N/A	N/A	100%	100%	100%
	Poll workers recruited	1,650	2,658	11,000	14,598	11,000

### **BUDGET PRIORITIES**

- Establish pay for performance process for poll workers; approved implementing order provides the Supervisor of Elections the ability to increase or decrease poll worker pay by 20 percent under specified conditions, as well as the ability to grant \$20 to \$25 bonuses to poll workers who meet certain performance criteria

## FY 2008 - 09 Adopted Budget and Multi-Year Capital Plan

### **DIVISION: LOGISTICS & SUPPORT**

The Logistics and Support Division manages all election equipment and warehouse activities, including ballot order tracking and asset management.

- Manages inventory and maintenance of all voting and election-related equipment
- Coordinates logistics for election day delivery and pick-up of equipment at polling places
- Ensures that all polling places are compliant with Americans with Disabilities Act (ADA) requirements
- Secures all ballot configurations; supervises election records management functions
- Manages departmental personnel support functions
- Manages all warehouse activities and functions

### **Strategic Plan Outcome - Measures**

- ES10-2: Opportunities for every registered voter to conveniently cast a vote (priority outcome)

Objectives	Measures	FY 06-07		FY 07-08		FY 08-09
		Target	Actual	Target	Actual	Target
Ensure adequate polling locations and voting equipment	Percentage of polling places that are permanently ADA compliant	65%	60%	65%	54%	75%
	Calendar days prior to countywide election that voting equipment is delivered	5	4	4	4	4
	Percentage of time that polling place change notice is mailed out at least 14 calendar days prior to an election	100%	100%	100%	100%	100%

### **BUDGET PRIORITIES**

- Ensure that all polling places are compliant with the ADA (\$1.42 million total project cost; \$668,000 from Capital Outlay Reserve (COR) and \$752,000 from bond proceeds)
- Continue to lease to own the Relia-vote paper ballot processor system (\$2.085 million between FY 2005-06 and FY 2009-2010); purchase a fail-over server and install printers for the processor (\$800,000 total project cost from COR)
- Continue using the Electronic Document Management System (EDMS) during FY 2008-09 for the purpose of converting paper documents into electronically stored files (\$575,000 from COR)
- Purchase optical scan equipment to replace electronic voting technology during all elections in order to comply with new state requirements (\$5.011 from the Florida Department of State, \$6.5 million from a future financing, \$500,000 reprogrammed from existing Elections capital projects, and \$433,000 from Countywide Capital Outlay Reserve facility funds); train Elections Department staff and poll workers to implement elections using the new voting equipment

## FY 2008 - 09 Adopted Budget and Multi-Year Capital Plan

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### Budget Enhancements or Reductions and Additional Comments

- The FY 2008-09 Adopted Budget includes funding in the Department's budget for the 2008 Presidential election expenses (\$6.1 million) including funding for additional educational marketing on new equipment and the printing of paper ballots; in addition, an Elections Reserve (\$1 million) was established to address operational adjustments that may be required for early voting and Election day; any additional funding issues pertaining to early voting and Election day, if required, will be addressed in a mid-year supplemental
- As a result of Florida House Bill 537, the Elections Department purchased 1,650 Optical Scan voting machines including first year maintenance (\$10.599 million) during FY 2007-08; the new equipment started being used during the August 2008 countywide election; \$2.871 million in contractual obligations associated with new technology is included in the FY 2008-09 Adopted Budget
- The FY 2008-09 Adopted Budget includes \$485,000 from the Capital Outlay Reserve (COR) for on-line printers (\$160,000), the purchase of three additional tabulators (\$225,000), and the replacement of supply transfer cases for polling sites (\$100,000)
- *As a result of property tax relief initiatives, one Elections Logistic Technician and one Elections support Specialist position were eliminated in FY 2008-09 (\$108,000)*
- *Additional line item reductions as a result of property tax relief initiatives include overtime (\$35,000), computer equipment (\$37,000), advertising (\$40,000), other professional services (\$58,000), training (\$13,000), and the Department will reduce printing, postage and elections supply expenditures by \$293,000*

### Department Operational Unmet Needs

Description	Startup Costs/ Non Recurring Costs	Recurring Costs	Positions
Hire one Elections Logistics Technician and one Elections Support Specialist to assist with the voter registration process and Election Day preparation	\$0	\$81	2
<b>Total</b>	<b>\$0</b>	<b>\$81</b>	<b>2</b>