

FY 2013 - 14 Proposed Budget and Multi-Year Capital Plan

Elections

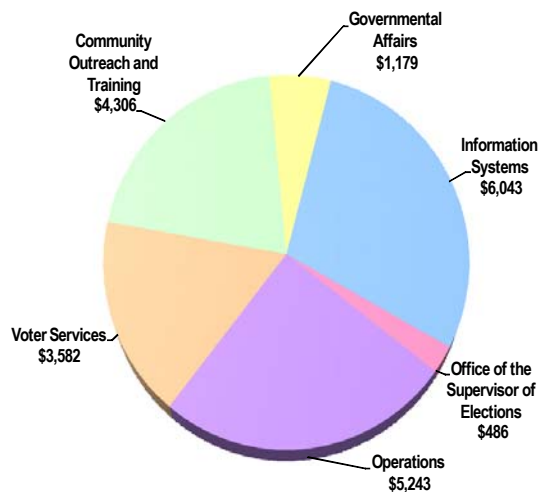
The Elections Department conducts elections that are fair, free, accurate, convenient, and accessible to all eligible voters throughout Miami-Dade County. The Department ensures that all federal, state, county, municipal, school district, and special taxing district elections are conducted and tabulated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

As part of the General Government strategic area, the Department also maintains accurate voter registration records, provides voter education and outreach, and provides voter information to candidates, political committees, and residents. Additionally, the Department serves in the capacity of records custodian for candidate campaign finance reporting and County employee financial disclosure and outside employment reporting.

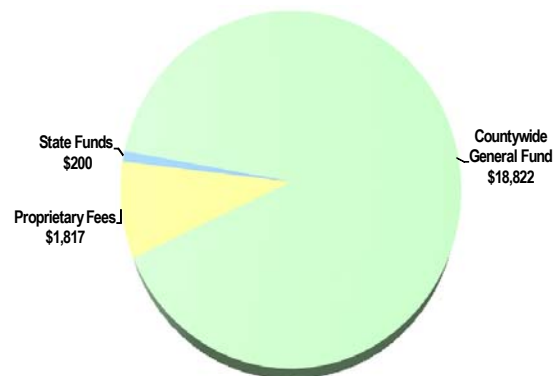
The Elections Department serves more than one million registered voters in Miami-Dade County and serves all citizens and municipalities in election-related matters. The Elections Department follows policy established by the Board of County Commissioners while operating under state and federal laws. Elections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

FY 2013-14 Proposed Budget

Expenditures by Activity
(dollars in thousands)

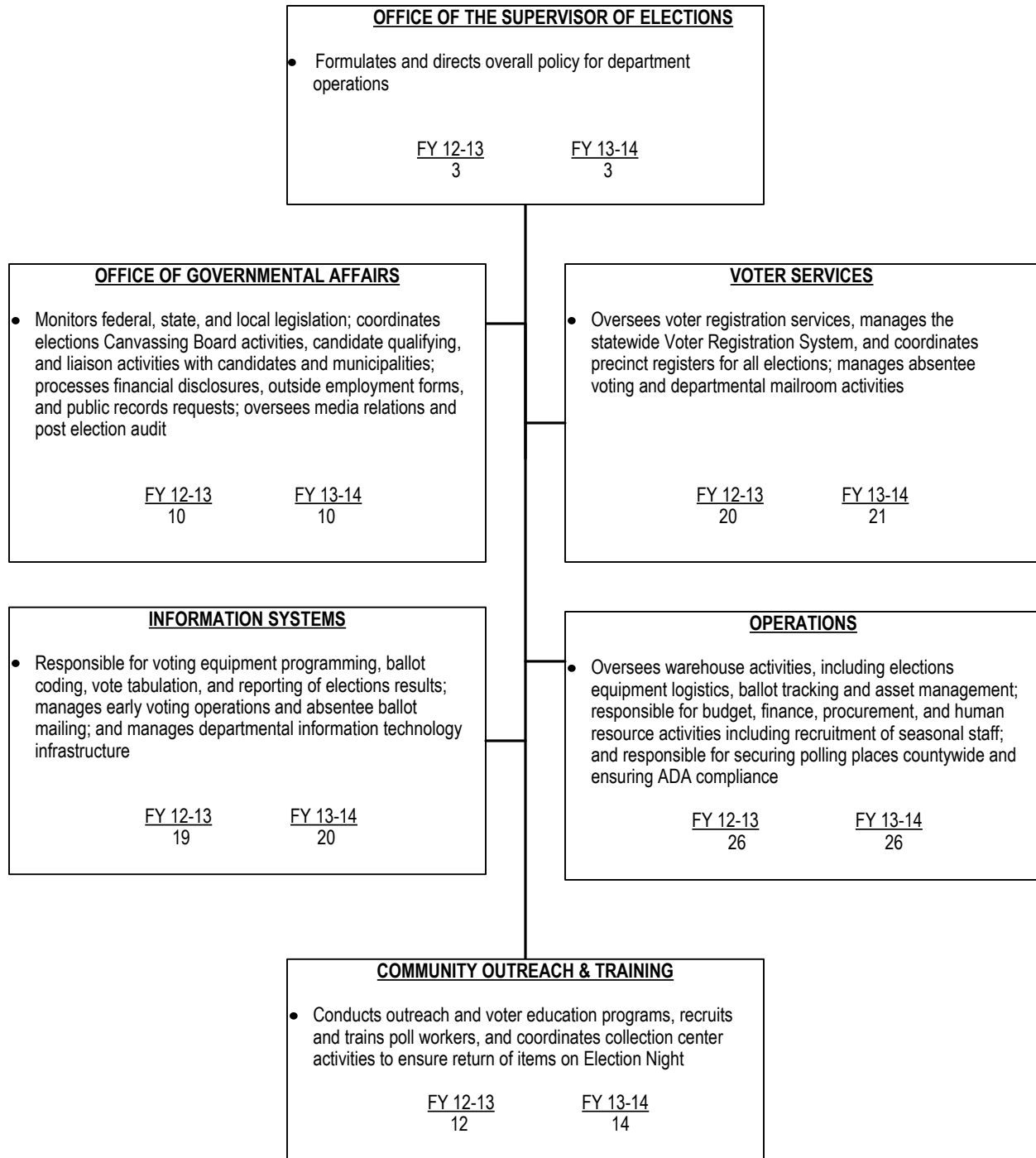


Revenues by Source
(dollars in thousands)



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TABLE OF ORGANIZATION



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FINANCIAL SUMMARY

(dollars in thousands)	Actual FY 10-11	Actual FY 11-12	Budget FY 12-13	Proposed FY 13-14
Revenue Summary				
General Fund Countywide	27,333	21,677	22,160	18,822
Municipal Reimbursement	406	1,850	633	1,817
State Grants	200	215	200	200
Total Revenues	27,939	23,742	22,993	20,839
Operating Expenditures Summary				
Salary	11,931	11,255	9,488	10,018
Fringe Benefits	2,536	2,334	2,270	2,789
Contractual Services	1,075	1,012	1,717	1,318
Other Operating	5,972	4,093	3,888	3,242
Charges for County Services	6,039	4,834	5,260	3,223
Grants to Outside Organizations	33	32	0	0
Capital	353	182	370	249
Total Operating Expenditures	27,939	23,742	22,993	20,839
Non-Operating Expenditures Summary				
Transfers	0	0	0	0
Distribution of Funds In Trust	0	0	0	0
Debt Service	0	0	0	0
Depreciation, Amortizations and Depletion	0	0	0	0
Reserve	0	0	0	0
Other Non-Operating Adjustments	0	0	0	0
Total Non-Operating Expenditures	0	0	0	0

(dollars in thousands)	Total Funding		Total Positions	
Expenditure By Program	Budget FY 12-13	Proposed FY 13-14	Budget FY 12-13	Proposed FY 13-14
Strategic Area: General Government				
Community Outreach and Training	3,407	4,306	12	14
Governmental Affairs	1,147	1,179	10	10
Information Systems	9,157	6,043	19	20
Office of the Supervisor of Elections	451	486	3	3
Operations	5,164	5,243	26	26
Voter Services	3,667	3,582	20	21
Total Operating Expenditures	22,993	20,839	90	94

SELECTED ITEM HIGHLIGHTS AND DETAILS

Line Item Highlights	(dollars in thousands)				
	Actual FY 10-11	Actual FY 11-12	Budget FY 12-13	Projection FY 12-13	Proposed FY 13-14
Advertising	140	368	319	263	251
Fuel	60	38	78	99	49
Overtime	2,161	1,433	1,688	3,116	1,398
Rent	0	0	0	0	0
Security Services	60	60	98	84	49
Temporary Services	0	0	0	17	0
Travel and Registration	10	38	38	38	46
Utilities	659	609	743	757	452

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DIVISION: OFFICE OF THE SUPERVISOR OF ELECTIONS

The Office of the Supervisor of Elections formulates and directs overall policy for all departmental operations.

- Manages day-to-day operations of the Department
- Maintains compliance with all federal, state, and local policies related to elections

Strategic Objectives - Measures

- GG7-1: Provide eligible voters with convenient opportunities to vote

Objectives	Measures			FY 10-11	FY 11-12	FY 12-13	FY 12-13	FY 13-14
				Actual	Actual	Budget	Projection	Target
Effectively administer countywide and municipal elections	Customer satisfaction with Elections Department overall	OC	↑	95%	100%	95%	95%	95%

DIVISION: INFORMATION SYSTEMS

The Information Systems Division manages ballot programming and coding, tabulation of election results, Early Voting activities, and departmental information management.

- Prepares all voting equipment and ballot configurations
- Prepares ballot design and layout; creates election definition and programming
- Manages tabulation and reporting of election results
- Manages all Early Voting operations, including staffing, training, and facilities
- Manages the ReliaVote ballot mailing and sorting system
- Oversees departmental information technology infrastructure
- Allocates and orders ballots prior to elections

Strategic Objectives - Measures

- GG7-1: Provide eligible voters with convenient opportunities to vote

Objectives	Measures			FY 10-11	FY 11-12	FY 12-13	FY 12-13	FY 13-14
				Actual	Actual	Budget	Projection	Target
Effectively administer countywide and municipal elections	Number of days to code ballots for all countywide elections	EF	↓	3	3	5	5	5
	Percentage of voters who voted early (countywide elections)	OC	↑	20%	15%	25%	25%	25%
	Percentage of absentee ballots tabulated by 7 p.m. on Election Night for all countywide elections	OC	↑	99%	100%	90%	95%	90%

DIVISION COMMENTS

- The FY 2013-14 Proposed Budget includes the addition of one Computer Technician to manage and operate the new Reliavote system that will increase the productivity of incoming and outgoing absentee mail ballots (\$69,000)

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DIVISION: VOTER SERVICES

The Voter Services Division oversees public services, manages the statewide Voter Registration System, coordinates precinct registers, and coordinates all absentee ballot distribution.

- Updates all changes in voter registration records and maintains an accurate Voter Registration System
- Assembles precinct registers
- Manages absentee voting
- Reviews and certifies local, statewide, and federal petitions
- Responds to routine requests for information
- Manages departmental mailroom activities

Strategic Objectives - Measures

- GG7-1: Provide eligible voters with convenient opportunities to vote

Objectives	Measures			FY 10-11	FY 11-12	FY 12-13	FY 12-13	FY 13-14
				Actual	Actual	Budget	Projection	Target
Provide voter registration services and opportunities for Absentee voting	New voter registrations *	OP	↔	39,092	84,835	25,000	60,000	40,000
	Percentage of voters voting absentee	EF	↑	34%	40%	30%	20%	25%

*The FY 2011-12 Actual and FY 2012-13 Projection is the result of increased voter registration activity for the 2012 General Election

DIVISION COMMENTS

- The FY 2013-14 Proposed Budget includes the addition of one Elections Section Supervisor to oversee the accurate and timely registration of applicants and updates to voter records; and implement policies and procedures that facilitate the conduct of transparent and impartial elections (\$83,000)

DIVISION: COMMUNITY OUTREACH AND TRAINING

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

- Coordinates voter outreach and education events
- Recruits and assigns poll workers
- Ensures poll worker staffing at all polling locations and collection centers countywide
- Recruits, trains, and assigns County employees as troubleshooters and specialists
- Processes poll worker payroll
- Coordinates non-governmental elections

Strategic Objectives - Measures

- GG7-1: Provide eligible voters with convenient opportunities to vote

Objectives	Measures			FY 10-11	FY 11-12	FY 12-13	FY 12-13	FY 13-14
				Actual	Actual	Budget	Projection	Target
Ensure well trained poll workers and educated voters	Community events held annually to promote voter education*	OP	↔	89	434	280	316	240
	New Poll Workers recruited**	OP	↔	1,580	1,923	1,000	1,200	525

* The increases in FY 2011-12 Actual is the result of two scheduled countywide elections and the 2012 General Election.

** The increase in FY 2012-13 Projection is a result of maintenance activities towards the poll worker database system in anticipation of the implementation of electronic check-in technology in the next fiscal year

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DIVISION COMMENTS

- The FY 2013-14 Proposed Budget includes the addition of two Technical Training Specialists that will provide training and support for the new Electronic Voter Identification System (EVIDS) (\$126,000)

DIVISION: OPERATIONS

The Operations Division manages the preparation and deployment of all voting equipment; secures polling place facilities; oversees warehouse activities and asset management; administers all departmental personnel matters including recruitment of seasonal staff; coordinates all budget and finance activities; and develops logistical plans for elections.

- Coordinates the maintenance and repair of voting equipment
- Responsible for budget and finance including budget coordination, accounts payable, elections billing and collection
- Responsible for grants administration and procurement activities
- Manages warehouse activities, including ballot tracking and asset management
- Responsible for delivery and pick up of all voting equipment at polling places countywide
- Responsible for securing all polling places countywide, including ensuring Americans with Disabilities Act (ADA) compliance
- Manages personnel and human resource activities for the department, including hiring of seasonal staff for countywide elections

Strategic Objectives - Measures

- GG1-1: Provide easy access to information and services

Objectives	Measures			FY 10-11	FY 11-12	FY 12-13	FY 12-13	FY 13-14
				Actual	Actual	Budget	Projection	Target
Provide quality service delivery	Election Central - Average call wait time (in minutes)*	EF	↓	.38	.46	1.0	2.3	1.0

* The increase in FY 2012-13 Projection is due to challenges encountered during 2012 General Election

DIVISION: GOVERNMENTAL AFFAIRS

The Office of Governmental Affairs oversees candidate related activities, coordinates activities with municipal clerks and canvassing boards, monitors legislation, responds to public records requests, is responsible for media relations, and maintains records in accordance with state statutes and local requirements.

- Monitors federal, state, and local legislation
- Manages candidate activities, including qualifying and financial reporting
- Serves as liaison to external entities, including municipal and other governments
- Coordinates media activities
- Acts as custodian of outside employment forms
- Manages public records requests and documentation
- Manages post-election audit activities and Electronic Document Management System (EDMS) scanning of precinct registers

Strategic Objectives - Measures

- GG7-2: Maintain the integrity and availability of election results and other public records

Objectives	Measures			FY 10-11	FY 11-12	FY 12-13	FY 12-13	FY 13-14
				Actual	Actual	Budget	Projection	Target
Ensure compliance with regulations regarding candidates for elective office	Percentage of Treasurers' reports audited within 15 calendar days	EF	↑	92%	90%	95%	95%	95%

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Department Operational Unmet Needs

Description	(dollars in thousands)		Positions
	Startup Costs/ Non Recurring Costs	Recurring Costs	
Hire an Elections Supervisor to support increased voter participation in Early Voting during countywide elections, and provide more effective training and supervision of seasonal staff	\$4	\$48	1
Hire an Elections Supervisor to support increased warehouse/logistics activity for countywide elections	\$4	\$39	1
Hire an Accountant to centralize compilation of costs for municipal/state election billing to produce invoices in a timely manner	\$4	\$54	1
Hire a Purchasing Specialist to assist in centralizing the purchasing activities for the Department	\$4	\$54	1
Hire an Elections Outreach Supervisor to provide increased oversight over the Outreach Program, to include supervised voting programs at Assisted Living Facilities, Nursing Homes, and various activities	\$4	\$59	1
Hire two Elections Community Information Specialists to implement a new Outreach Program which will create additional outreach events and trainings at Assisted Living Facilities, Nursing Homes, churches, chambers of commerce, and schools	\$8	\$78	2
Hire two Elections Support Specialists to support the increased work load in the Absentee Ballot Section	\$8	\$77	2
Establish an off-site call center and Absentee Ballot processing center for countywide elections	\$0	\$977	0
Rent 300 additional DS200 Ballot Scanners to support operations on election day during countywide elections	\$0	\$350	0
Upgrade the Ballot Order Tracking system to create and manage the absentee ballot inventory, automate delivery routes, and monitor equipment deployment to polling locations	\$255	\$25	0
Develop an EDMS application to support a Poll Worker Records system that will store poll worker documents, to staff polling locations more efficiently	\$20	\$5	0
Acquire two used vehicles to be used for assisted voting activities and additional polling locations	\$15	\$5	0
Total	\$326	\$1,771	9

CAPITAL BUDGET SUMMARY

(dollars in thousands)	PRIOR	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FUTURE	TOTAL
Revenue									
Capital Asset Series 2004B Bond Proceeds	1,167	0	0	0	0	0	0	0	1,167
Future Financing	4,262	0	0	0	0	0	0	0	4,262
Capital Outlay Reserve	86	74	0	0	0	0	0	0	160
Total:	5,515	74	0	0	0	0	0	0	5,589
Expenditures									
Strategic Area: General Government									
ADA Accessibility Improvements	1,253	74	0	0	0	0	0	0	1,327
Equipment Acquisition	0	4,262	0	0	0	0	0	0	4,262
Total:	1,253	4,336	0	0	0	0	0	0	5,589

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CAPITAL HIGHLIGHTS AND OPERATIONAL IMPACTS

- The FY 2013-14 Proposed Budget and Multi-Year Capital Plan includes funding to remove architectural barriers in County polling places to increase access for individuals with disabilities (\$74,000)
- The FY 2013-14 Proposed Budget and Multi-Year Capital Plan includes funding to acquire two sorters and one server to increase the productivity of processing incoming and outgoing mail ballots and 1,400 Electronic Voter Identification Systems (EVIDS) to substantially improve check-in experience by reducing voter wait time and improving the accuracy of voter eligibility verification on election day (\$4.262 million)

FUNDED CAPITAL PROJECTS

(dollars in thousands)

AMERICANS WITH DISABILITIES ACT BARRIER REMOVAL - POLLING LOCATIONS

PROJECT #: 161740



DESCRIPTION: Remove architectural barriers in County polling places to increase access for people with disabilities
 LOCATION: Various Sites District Located: Countywide
 Various Sites District(s) Served: Countywide

REVENUE SCHEDULE:	PRIOR	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	FUTURE	TOTAL
Capital Asset Series 2004B Bond Proceeds	1,167	0	0	0	0	0	0	0	1,167
Capital Outlay Reserve	86	74	0	0	0	0	0	0	160
TOTAL REVENUES:	1,253	74	0	0	0	0	0	0	1,327
EXPENDITURE SCHEDULE:	PRIOR	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	FUTURE	TOTAL
Construction	1,253	74	0	0	0	0	0	0	1,327
TOTAL EXPENDITURES:	1,253	74	0	0	0	0	0	0	1,327

PURCHASE AND INSTALL RELIAVOTE ABSENTEE BALLOT SORTERS AND SERVER

PROJECT #: 162420



DESCRIPTION: Purchase two Pitney Bowes Reliavote Absentee Ballots Sorters and one Server to process outgoing and incoming absentee ballots, which will provide additional capacity, permit multiple sorter operations to run simultaneously, and reduce processing time
 LOCATION: Countywide District Located: Countywide
 Throughout Miami-Dade County District(s) Served: Countywide

REVENUE SCHEDULE:	PRIOR	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	FUTURE	TOTAL
Future Financing	1,462	0	0	0	0	0	0	0	1,462
TOTAL REVENUES:	1,462	0	0	0	0	0	0	0	1,462
EXPENDITURE SCHEDULE:	PRIOR	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	FUTURE	TOTAL
Equipment Acquisition	0	1,462	0	0	0	0	0	0	1,462
TOTAL EXPENDITURES:	0	1,462	0	0	0	0	0	0	1,462

Estimated Annual Operating Impact will begin in FY 2013-14 in the amount of \$220,000

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PURCHASE AND IMPLEMENT ELECTRONIC VOTER IDENTIFICATION SYSTEM (EVIDS) FOR ALL POLLING LOCATIONS

PROJECT #: 1610380



DESCRIPTION: Purchase 1,400 EVIDS for all polling locations to automate the voter authentication process by replacing paper precinct registers with real-time on-line processing to improve accuracy of voter eligibility verification, and reduce wait time on election day

LOCATION: Countywide District Located: Countywide
Throughout Miami-Dade County District(s) Served: Countywide

REVENUE SCHEDULE:	PRIOR	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	FUTURE	TOTAL
Future Financing	2,800	0	0	0	0	0	0	0	2,800
TOTAL REVENUES:	2,800	0	0	0	0	0	0	0	2,800
EXPENDITURE SCHEDULE:	PRIOR	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	FUTURE	TOTAL
Equipment Acquisition	0	2,800	0	0	0	0	0	0	2,800
TOTAL EXPENDITURES:	0	2,800	0	0	0	0	0	0	2,800

Estimated Annual Operating Impact will begin in FY 2013-14 in the amount of \$280,000