Elections

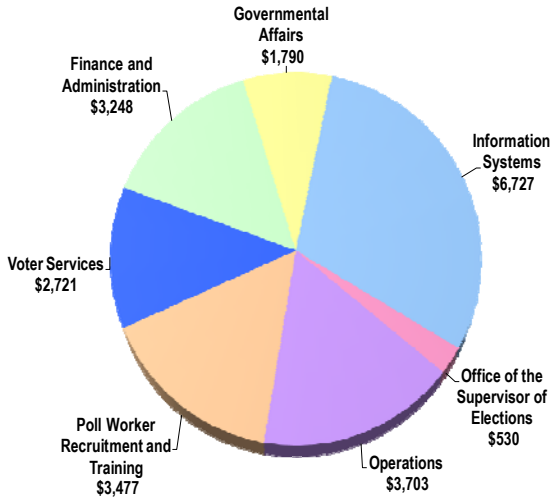
The Elections Department conducts elections that are accurate, convenient, and accessible to all eligible voters throughout Miami-Dade County. The Department ensures that all federal, state, county, municipal, and special taxing district elections are conducted and tabulated in a correct, uniform, and 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, financial disclosure and outside employment reporting.

The Department serves an estimated 1.4 million registered voters in Miami-Dade County, and serves all citizens and municipalities in election-related matters. The 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 2017-18 Adopted Budget

Expenditures by Activity
(dollars in thousands)



Revenues by Source
(dollars in thousands)

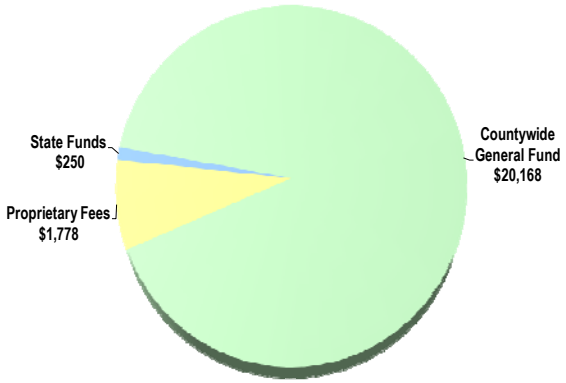
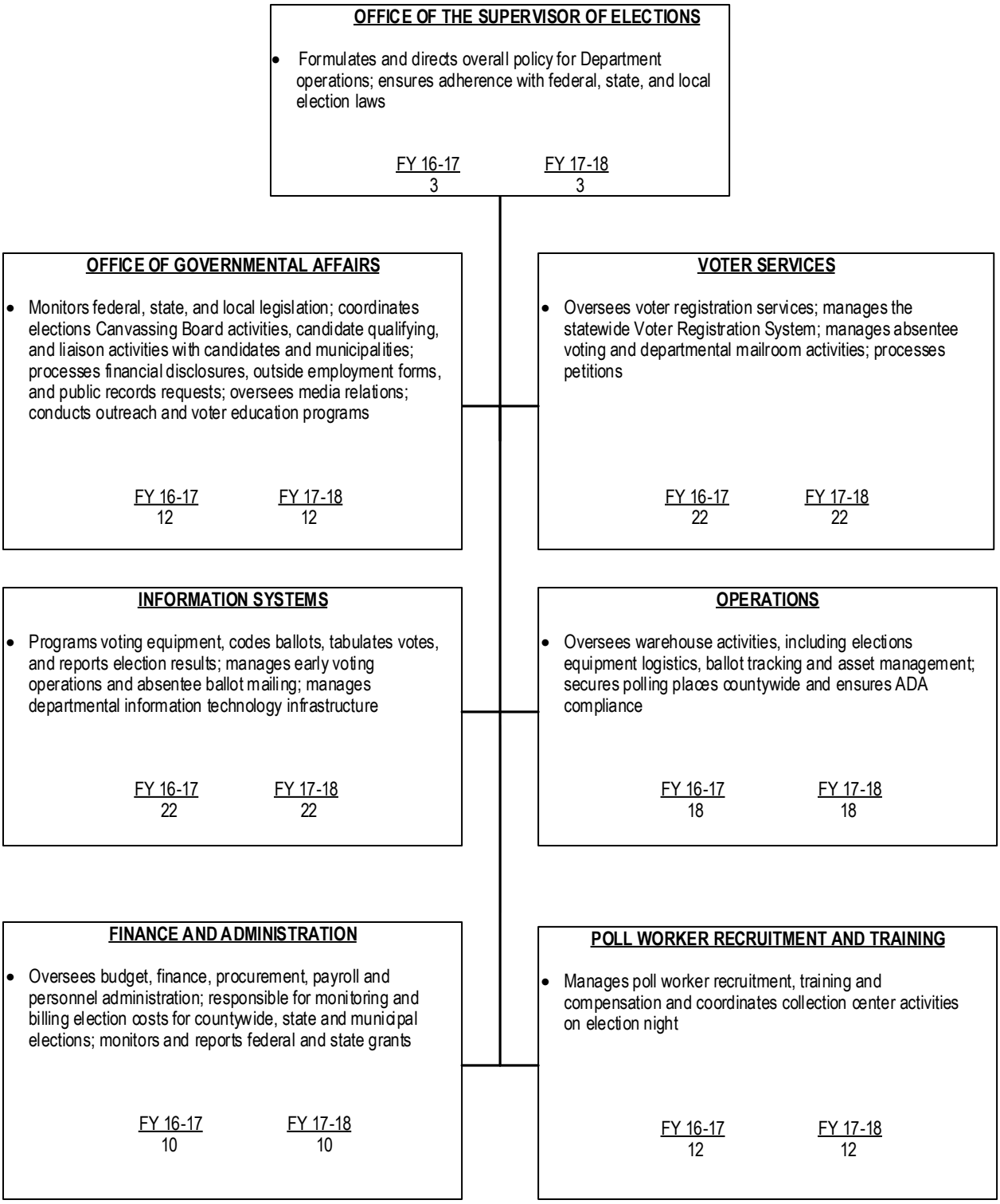


TABLE OF ORGANIZATION



The FY 2017-18 total number of full-time equivalent positions is 99

FINANCIAL SUMMARY

(dollars in thousands)	Actual FY 14-15	Actual FY 15-16	Budget FY 16-17	Adopted FY 17-18
Revenue Summary				
General Fund Countywide	19,983	32,036	24,927	20,168
Municipal Reimbursement	709	1,918	741	1,778
State Grants	330	251	200	250
Total Revenues	21,022	34,205	25,868	22,196
Operating Expenditures Summary				
Salary	9,498	16,770	12,544	10,937
Fringe Benefits	2,605	2,333	2,727	2,791
Court Costs	0	0	0	0
Contractual Services	1,796	2,496	3,324	1,831
Other Operating	3,502	5,106	3,067	3,514
Charges for County Services	3,398	5,410	4,066	3,086
Grants to Outside Organizations	50	33	0	37
Capital	173	139	140	0
Total Operating Expenditures	21,022	32,287	25,868	22,196
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
Total Non-Operating Expenditures	0	0	0	0

(dollars in thousands) Expenditure By Program	Total Funding Budget FY 16-17	Total Funding Adopted FY 17-18	Total Positions Budget FY 16-17	Total Positions Adopted FY 17-18
Strategic Area: General Government				
Finance and Administration	4,870	3,248	10	10
Governmental Affairs	1,788	1,790	12	12
Information Systems	7,943	6,727	22	22
Office of the Supervisor of Elections	467	530	3	3
Operations	4,157	3,703	18	18
Poll Worker Recruitment and Training	3,216	3,477	12	12
Voter Services	3,427	2,721	22	22
Total Operating Expenditures	25,868	22,196	99	99

SELECTED ITEM HIGHLIGHTS AND DETAILS

Line Item Highlights	(dollars in thousands) Actual FY 14-15	Actual FY 15-16	Budget FY 16-17	Actual FY 16-17	Budget FY 17-18
Advertising	397	511	644	545	522
Fuel	28	42	27	31	86
Overtime	1,244	714	330	522	331
Rent	0	208	81	145	230
Security Services	88	118	192	77	60
Temporary Services	674	9,446	5,574	8,454	3,915
Travel and Registration	39	18	57	28	45
Utilities	692	786	363	662	497

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 14-15 Actual	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Actual	FY 17-18 Target
Effectively administer countywide and municipal elections	Municipal Clerk satisfaction with Elections Department overall	OC	↑	99%	99%	95%	99%	99%

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 ballot configurations
- Prepares ballot design and layout; creates election definition and programming
- Manages tabulation and reporting of election results
- Manages 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 14-15 Actual	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Actual	FY 17-18 Target
Effectively administer countywide and municipal elections	Number of days to code ballots for all countywide elections	EF	↓	5	5	5	5	3
	Percentage of voters who voted early (all elections)*	OC	↑	21%	18.3%	25%	44%	25%
	Percentage of absentee ballots tabulated on time - Countywide and Special Elections	OC	↑	100%	95%	95%	100%	95%

* The increase in FY 2016-17 Actual from FY 2016-17 Budget reflects the number of voters who participated in the 2016 General Election as well as the special elections held in June and September 2017

DIVISION: FINANCE AND ADMINISTRATION

The Finance and Administration Division is responsible for budget coordination, accounts payable, procurement, election billing, grant monitoring, and human resources.

- Responsible for budget and finance, including budget coordination, accounts payable, and elections billing and collection
- Responsible for grants administration and procurement activities, including purchasing, contracts negotiation, and management
- Manages personnel and human resource functions, including hiring of temporary staff for countywide elections and special projects

DIVISION COMMENTS

- The FY 2017-18 Adopted Budget includes the utilization of temporary employees hired through temporary employment agencies to provide extensive support for early voting, absentee ballot processing, and Election Day assistance, which will allow for a more efficient allocation of resources

DIVISION: VOTER SERVICES

The Voter Services Division oversees public services; manages the statewide Voter Registration System; manages provisional voting and voter eligibility; coordinates all absentee ballot distribution; and is responsible for departmental mailroom operations.

- Updates all changes in voter registration records and maintains an accurate Voter Registration System
- Manages absentee voting
- Reviews and certifies local, statewide, and federal petitions
- Responds to routine requests for information
- Manages departmental mailroom operations
- Manages the Voter Information Center at the Stephen P. Clark Center

Strategic Objectives - Measures

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

Objectives	Measures			FY 14-15 Actual	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Actual	FY 17-18 Target
Provide voter registration services and opportunities for absentee voting	New voter registrations*	OP	↔	44,126	98,845	40,000	68,505	45,000
	Percentage of voters voting absentee**	EF	↑	36%	40.8%	50%	26%	50%

* The increase for FY 2015-16 Actual and FY 2016-17 Actual is associated with the Department's community outreach events coinciding with the scheduled 2016 General Election

** FY 2016-17 Actual reflects low percentage of voters voting absentee in scheduled municipal elections

DIVISION: OPERATIONS

The Operations Division manages the preparation and deployment of voting equipment; secures polling locations; oversees warehouse activities and asset management; and develops logistical plans for elections.

- Coordinates the maintenance, repair, preparation, and testing of voting equipment
- Manages warehouse activities, including ballot tracking and asset management
- Delivers and picks up voting equipment at polling places countywide
- Secures polling places countywide, including ensuring compliance with the Americans with Disabilities Act (ADA)
- Manages Election Day Call Center activities

Strategic Objectives - Measures

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

Objectives	Measures			FY 14-15 Actual	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Actual	FY 17-18 Target
Provide quality service delivery	Election Central - Average call wait time (in seconds)*	EF	↑	49	49	60	12	60

* FY 2016-17 Actual reflects reduced call wait time due to better trained and more knowledgeable staff responding to calls from polling locations

DIVISION COMMENTS

- *An Elections Logistics Supervisor position and an Elections Support Specialist position will be held vacant through FY 2017-18*

DIVISION: GOVERNMENTAL AFFAIRS

The Governmental Affairs Division coordinates elections activities; serves as liaison to county candidates, political committees and municipal clerks regarding candidate qualifying, campaign financing, and election laws; advances the Department's legislative efforts and monitors federal, state and local legislation; coordinates media activities and manages the Department's public profile; conducts outreach and voter education programs; responds to public records requests; and maintains records in accordance with election laws and local requirements.

- Monitors federal, state, and local elections legislation and advances the Department's legislative efforts
- 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) imaging of financial disclosures and voter records
- Coordinates voter outreach and education events
- Supervises voting at assisted living facilities and nursing homes

Strategic Objectives - Measures

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

Objectives	Measures			FY 14-15 Actual	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Actual	FY 17-18 Target
Ensure compliance with regulations regarding candidates for elective office	Percentage of Treasurers' reports audited within 15 calendar days	EF	↑	100%	99%	95%	100%	95%

DIVISION COMMENTS

- *An Elections Support Specialist position and an Assistant Deputy Supervisor of Elections position will be held vacant through FY 2017-18*

DIVISION: POLL WORKER RECRUITMENT AND TRAINING

The Poll Worker Recruitment and Training Division recruits and trains poll workers and manages the operation of polling places and collection centers on Election Day.

- Develops procedures and training materials to train all poll workers, administrative troubleshooters, and collection center personnel in accordance with Florida Statutes for municipal and countywide elections
- Ensures adequate staffing levels of poll workers (County and Non-County employees) for municipal and countywide elections, including recruitment, training, and assignment of poll workers
- Responsible for reconciliation and processing of poll worker payroll
- Operates polling places and collection centers on Election Day for municipal and countywide elections

Strategic Objectives - Measures

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

Objectives	Measures			FY 14-15 Actual	FY 15-16 Actual	FY 16-17 Budget	FY 16-17 Actual	FY 17-18 Target
Ensure well-trained poll workers	New poll workers recruited*	OP	↔	899	2,347	600	1,096	1,500

* The increase for FY 2015-16 Actual and FY 2016-17 Actual reflects the recruitment and staffing of poll workers coinciding with the scheduled 2016 General Election

DIVISION COMMENTS

- The FY 2017-18 Adopted Budget includes funding for a poll worker recruitment campaign; the campaign will assist the Department in maintaining its target database number of 10,000 poll workers and provide consistent succession planning with training and utilization of new poll workers ($100,000)

Department Operational Unmet Needs

Description	(dollars in thousands)		Positions
	Startup Costs/ Non Recurring Costs	Recurring Costs	
Fill vacant Assistant Deputy Supervisor of Elections position to assist the Deputy Supervisor of Elections with the operational duties of the Governmental Affairs Division	$0	$110	1
Fill vacant Elections Logistics Supervisor position to supervise elections equipment and supplies for all municipal and countywide elections	$0	$96	1
Fill vacant Elections Support Specialist position to assist in qualifying candidates running for office and ensuring adherence to filing deadlines and campaign finance activities	$0	$70	1
Fill vacant Elections Support Specialist position to assist in ensuring the availability of 600 polling locations needed for Election Day	$0	$70	1
Upgrade existing users to Project Pro 2013 and Visio Pro 2013	$36	$0	0
Total	**$36**	**$346**	**4**

CAPITAL BUDGET SUMMARY

(dollars in thousands)	PRIOR	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FUTURE	TOTAL
Revenue									
Capital Outlay Reserve	0	90	0	0	0	0	0	0	90
Total:	0	90	0	0	0	0	0	0	90
Expenditures									
Strategic Area: GG									
Computer and Systems Automation	0	90	0	0	0	0	0	0	90
Total:	0	90	0	0	0	0	0	0	90

CAPITAL HIGHLIGHTS AND OPERATIONAL IMPACTS

- The Department's FY 2017-18 Adopted Budget and Multi-Year Capital Plan includes the purchase of three hybrid sedan vehicles ($67,000)
- The Department's FY 2017-18 Adopted Budget includes the purchase of 50 handheld equipment scanners ($70,000) which will replace the Department's current outdated and aging equipment; these scanners allow the Department to manage their inventory in an efficient manner providing for a more accurate disbursement and collection of voting equipment during an election
- The Department's FY 2017-18 Adopted Budget also includes the purchase of a heavy duty high imaging document scanner ($20,000) which will replace the small scanners the Department currently uses; the heavy duty high imaging scanner will allow the Department to scan documents of all sizes whereas the smaller scanners were limited to scanning only letter-size documents thus requiring staff time and supplies to photo copy documents; the heavy duty high imaging scanner will provide savings over time to the Department in supplies and the management of staff time

FUNDED CAPITAL PROJECTS

(dollars in thousands)

HANDHELD EQUIPMENT SCANNERS **PROJECT #: 2000000723**

DESCRIPTION: Purchase 50 handheld equipment scanners to replace the Department's current outdated and aging equipment

LOCATION: 2700 NW 87 Ave
Unincorporated Miami-Dade County

District Located: 12
District(s) Served: Countywide

REVENUE SCHEDULE:	PRIOR	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	FUTURE	TOTAL
Capital Outlay Reserve	0	70	0	0	0	0	0	0	70
TOTAL REVENUES:	**0**	**70**	**0**	**0**	**0**	**0**	**0**	**0**	**70**
EXPENDITURE SCHEDULE:	**PRIOR**	**2017-18**	**2018-19**	**2019-20**	**2020-21**	**2021-22**	**2022-23**	**FUTURE**	**TOTAL**
Furniture Fixtures and Equipment	0	70	0	0	0	0	0	0	70
TOTAL EXPENDITURES:	**0**	**70**	**0**	**0**	**0**	**0**	**0**	**0**	**70**

HIGH IMAGING DOCUMENT SCANNER **PROJECT #: 2000000722**

DESCRIPTION: Purchase a heavy duty high imaging document scanner to replace the small scanners the Department currently uses; the heavy duty high image scanner will allow the Department to scan documents of all sizes whereas the smaller scanners are limited to scanning only letter-size documents

LOCATION: 2700 NW 87 Ave
Unincorporated Miami-Dade County

District Located: 12
District(s) Served: Countywide

REVENUE SCHEDULE:	PRIOR	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	FUTURE	TOTAL
Capital Outlay Reserve	0	20	0	0	0	0	0	0	20
TOTAL REVENUES:	**0**	**20**	**0**	**0**	**0**	**0**	**0**	**0**	**20**
EXPENDITURE SCHEDULE:	**PRIOR**	**2017-18**	**2018-19**	**2019-20**	**2020-21**	**2021-22**	**2022-23**	**FUTURE**	**TOTAL**
Furniture Fixtures and Equipment	0	20	0	0	0	0	0	0	20
TOTAL EXPENDITURES:	**0**	**20**	**0**	**0**	**0**	**0**	**0**	**0**	**20**

UNFUNDED CAPITAL PROJECTS

PROJECT NAME	LOCATION	(dollars in thousands) ESTIMATED PROJECT COST
ELECTION HEADQUARTERS RECONFIGURATION AND WAREHOUSE SPACING	2700 NW 87 Ave	1,000
EQUIPMENT - EXPRESS VOTE MACHINES	2700 NW 87 Ave	3,500
EQUIPMENT - STRETCH WRAP MACHINE	2700 NW 87 Ave	10
	UNFUNDED TOTAL	**4,510**