Information

Name: Elections

Description: 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 in Miami-Dade County.

Domain: Elections

Owners: Townsley, Penelope

Details

Name	As Of	Actual	Target	FYTD Actual	FYTD Target
1.0 Customer					
Increase the number of registered voters in Miami-Dade County (ELEC)					
New Voter Registrations	Jun '12	6,528	15,000	46,773	40,350
Registered voters	'12 FQ3	1,234,695	1,200,000	1,234,695	1,200,000
Satisfied Customers - Elections					
Election Outreach Events	Apr '12	28	25	174	135

Initiative Name	Type	As Of	Status	%	Owners
Eliminate 2 positions in Outreach (ELEC-3)		4/30/2010	Complete	100%	Sola, Lester; Smith, Tara C. (Elections)

Initiative Name	Type	As Of	Status	%	Owners
Candidate Satisfaction Survey		9/30/2010	On Hold	5%	White, Christina; Acosta, Maria; Lopez, Carolina D. (Elections)

Name	As Of	Actual	Target	FYTD Actual	FYTD Target
Number of Municipal Clerk Satisfaction Surveys Sent	Mar '12	2	1	8	9
Number of Municipal Clerk Satisfaction Surveys Received	Mar '12	1	1	5	n/a
Customer Satisfaction with Elections Department Overall	Mar '12	100% (10/10)	95%	100% (50/50)	95%
Opportunities for every registered voter to conveniently cast a vote (ELEC)					
Number of Elections Held	Jun '12	n/a	0	17	23
Percent of Voters who Voted by Absentee Ballot	Jun '12	n/a	25%	43% (108,343/251,277)	n/a
Percent of Voters who Voted Early - All Elections	Jun '12	n/a	25%	14% (33,992/249,662)	25%
Percent of Voters who voted on Election Day for all Elections	Jun '12	n/a	50	n/a	n/a
Effective Management of Polling Places (ELEC)					

Initiative Name	Type	As Of	Status	%	Owners

ADA Polling Places Construction Projects		3/22/2012	In Progress				Mendez, John; Shah, Smita (Elections); Sierra-Trujillo, Erika
Percentage of Polling Places that are ADA Compliant	Jun '12		100% (541/541)	100%		100% (541/541)	100%
Average number of days before election for letters to be mailed	Jun '12		90	90		90	90
Number of temporary polling place changes	Jun '12		35	0		89	37
Number of permanent polling place changes	Jun '12		3	0		15	0
Average number of days before election for Polling Places changes to be mailed out	Jun '12		14days	15days		14days	15days
Percentage of telephone lines confirmed operational 7 days prior to an election	Jun '12		99%	100%		94%	100%
Monitor Requests from the Community for Information to Ensure 3 Day Response Time							
Voter Statistical Requests - Timely Response	Apr '12		100% (32/32)	100%		100% (326/327)	99%
Recruit Excellent Poll Workers (ELEC)							
Poll Worker Focus Groups		1/17/2009	Complete			100%	Smith, Tara C. (Elections); Hartfield, Gary; Morris, Patrick (Elections); Walker, Sandra
Number of Active Poll Workers	Jun '12		17,216	15,000		156,896	n/a
Number of Poll Workers Recruited	Feb '12		91	90		981	n/a
The recruitment of Poll Workers reflective of the Community							
Average Age of Poll Workers	2011 FY		51	55 (45-65)		51	55 (45-65)
2.0 Financial							
Meet Budget Targets (Elections)							
Expen: Total (Elections)	'12 FQ3		$4,126K	$6,595K		$13,992K	$19,785K
Revenue: Total (Elections)	'12 FQ3		$44K	$6,594K		$392K	$19,782K
Positions: Full-Time Filled (Elections)	'12 FQ3		90	90 (89-91)		90	90 (89-91)
Budget Implementation: FY 10-11 (Elections)							

Initiative Name	Type	As Of	Status	%	Owners
Poll Worker Focus Groups		1/17/2009	Complete	100%	Smith, Tara C. (Elections); Hartfield, Gary; Morris, Patrick (Elections); Walker, Sandra

Initiative Name	Type	As Of	Status	%	Owners
Eliminate 3 positions in the Information Systems Division. (Elections-2)		12/31/2010	Complete	100%	Sola, Lester
Eliminate rental of 16 troubleshooting trucks for Early Voting. (Elections-4)		12/31/2010	Complete	100%	Sola, Lester
Reduce misc. operating expenses by $295,000.		3/27/2012	In Progress	75%	Sola, Lester

(Elections-6)						
Reduce seasonal staff hired for elections. (Elections-7)	12/31/2010	Complete			100%	Sola, Lester
Reduce printing and advertising expenses by $130,000. (Elections-8)	12/31/2010	Complete			100%	Sola, Lester
Eliminate 6 positions in the Community Outreach and Training Division. (Elections-9)	12/31/2010	Complete			100%	Sola, Lester
Reduce poll worker expenditures by $350,000. (Elections-10)	12/31/2010	Complete			100%	Sola, Lester
Eliminate 1 positions in the Operations Division. (Elections-1)	12/31/2010	Complete			100%	Sola, Lester
Eliminate 6 positions in the Voter Services Division; Close the Voter Information Center at the SPCC. (Elections-5)	12/31/2010	Complete			100%	Sola, Lester

3.0 Internal

Effective Support from Election Central (ELEC)

Hold Time With Election Central	Jun '12	n/a	1.00minute(s)		0.26minute(s)	1.00minute(s)

Initiative Name	Type	As Of	Status						%	Owners
Election Central Knowledge Base		1/31/2009	In Progress						0%	Gonzalez, Daniel; Smith, Tara C. (Elections); Mendez, John; Shah, Smita (Elections); Sierra-Trujillo, Erika

Produce Timely and Accurate Election Results Certification (ELEC)

Average Number of Days to Scan Precinct Registers	Feb '12	n/a	2.00		1.06 (8.50/8.00)	2.00
Number of Days to Update the Voter Registration Database with Voter History	Jun '12	1days	2days		1days	3days
Number of days to certify Countywide Primary Elections	'11 FQ4	n/a	7		10	7
Number of days to certify Countywide General Elections	'12 FQ1	n/a	12		n/a	n/a
Number of Post-Election Audits Completed	Jul '12	n/a	0		15	n/a

4.0 Learning and Growth

Recruitment of Election Staff (ELEC)

Number of Vacancies	Jun '12	0	0		1	0
Seasonal Staff Employed	Jun '12	142	0		1,093	n/a

Develop Election Department Staff Skills and County Knowledge (ELEC)

Internal Training	Jun '12	24	n/a		170	n/a
External Training	Jun '12	0	2		87	86

Linked Objects

Child Scorecards (5)

Name	Owners
Elections - Community Outreach and Training	Hartfield, Gary; Morris, Patrick (Elections); Walker, Sandra
Elections - Information Systems	Johnson, Michael; Vinock, Robert C. (Elections); Diaz, Marcela (Elections)
Elections - Office of Governmental Affairs	White, Christina; Lopez, Carolina D. (Elections)
Elections - Operations	Gonzalez, Daniel; Mendez, John; Shah, Smita (Elections); Sierra-Trujillo, Erika
Elections - Voter Services	McClain, Michelle; Pastrana, Rosy

Parent Scorecards (1)

Name	Owners
General Government Strategic Area	Miami-Dade County

ActiveViews (0)

Initiatives (6)

Name	Type	As Of	%	Status	Owners
Automatic Signature Verification		3/31/2009	0%	In Progress	Smith, Tara C. (Elections); Pastrana, Rosy
Online Access to Voter Specific Sample Ballot & Precinct Information		7/31/2010	100%	Complete	Johnson, Michael; Vinock, Robert C. (Elections)
Sterling Challenge		7/31/2009	100%	Complete	Smith, Tara C. (Elections); Lopez, Carolina D. (Elections)
Poll Worker Focus Groups		1/17/2009	100%	Complete	Smith, Tara C. (Elections); Hartfield, Gary; Morris, Patrick (Elections); Walker, Sandra
Elections Training and Reporting Software System		3/31/2007	100%	Complete	Sola, Lester
Absentee Ballot Educational Initiative		n/a		n/a	Smith, Tara C. (Elections); Hartfield, Gary; Morris, Patrick (Elections)

Objectives (14)

Name	Owners
Increase the number of registered voters in Miami-Dade County (ELEC)	Townsley, Penelope
Satisfied Customers - Elections	Johnson, Michael; Lopez, Carolina D. (Elections)
Provide Excellent Customer Service to Municipal Clerks (ELEC)	White, Christina; Lopez, Carolina D. (Elections)
Opportunities for every registered voter to conveniently cast a vote (ELEC)	Townsley, Penelope
Effective Management of Polling Places (ELEC)	Gonzalez, Daniel; Mendez, John; Shah, Smita (Elections); Sierra-Trujillo, Erika
Monitor Requests from the Community for Information to Ensure 3 Day Response Time	Mendez, John; Pastrana, Rosy; McClain, Michelle
Recruit Excellent Poll Workers (ELEC)	Hartfield, Gary; Morris, Patrick (Elections); Walker, Sandra
The recruitment of Poll Workers reflective of the Community	Morris, Patrick (Elections); Hartfield, Gary; Walker, Sandra
Meet Budget Targets (Elections)	Townsley, Penelope
Budget Implementation: FY 10-11 (Elections)	Sola, Lester
Effective Support from Election Central (ELEC)	Pastrana, Rosy

Produce Timely and Accurate Election Results Certification (ELEC)	Lopez, Carolina D. (Elections); White, Christina; Johnson, Michael; Vinock, Robert C. (Elections)
Recruitment of Election Staff (ELEC)	Mendez, John; Shah, Smita (Elections)
Develop Election Department Staff Skills and County Knowledge (ELEC)	Gonzalez, Daniel; Mendez, John; Shah, Smita (Elections); Smith, Tara C. (Elections)

Program Groups (0)

Tasks (0)

Commentary

Action Items

		Due Date	Status	Action	Owners

Comments

Date	Author	Comment

Attachments & Links

External Links (1)

	Name	Created By
	Elections Website	Smith, Tara C. (Elections)

Attachments (1)

	Name	Last Updated	Checked Out By
	FY 10-11 Elections Business Plan	2/10/2010 2:42:33 PM	