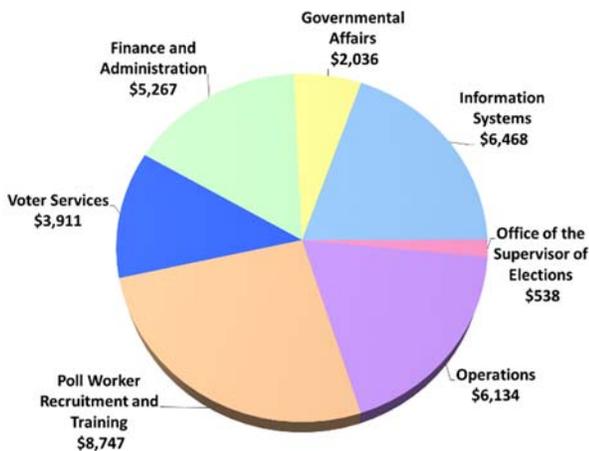# Elections

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.
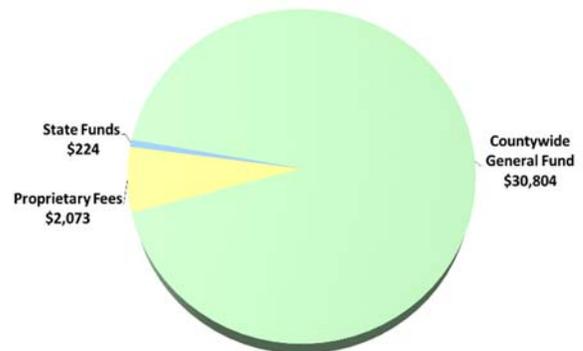
The Department serves an estimated 1.4 million registered voters in Miami-Dade County and serves all citizens and municipalities in election-related matters. The Department follows policy established by the Board of County Commissioners while operating under state and federal laws. The Elections staff interacts with federal, state and municipal officials on a regular basis.

FY 2019-20 Adopted Operating Budget

Expenditures by Activity
(dollars in thousands)

Governmental Affairs $2,036
Finance and Administration $5,267
Information Systems $6,468
Voter Services $3,911
Office of the Supervisor of Elections $538
Poll Worker Recruitment and Training $8,747
Operations $6,134

Revenues by Source
(dollars in thousands)

State Funds $224
Proprietary Fees $2,073
Countywide General Fund $30,804

TABLE OF ORGANIZATION

OFFICE OF THE SUPERVISOR OF ELECTIONS
Formulates and directs overall policy for Department operations; ensures adherence with federal, state and local election laws

FY 18-19	FY 19-20
3	3

INFORMATION SYSTEMS
Manages ballot programming and coding, Vote by Mail mailing and processing, tabulation of election results and departmental information management

FY 18-19	FY 19-20
22	21

FINANCE AND ADMINISTRATION
Responsible for budget coordination, accounts payable, procurement, election billing, grant monitoring and human resources

FY 18-19	FY 19-20
10	10

VOTER SERVICES
Oversees voter registration services; manages the statewide Voter Registration System; manages absentee voting and departmental mailroom activities; processes petitions

FY 18-19	FY 19-20
22	24

OPERATIONS
Oversees warehouse activities, including elections equipment logistics, ballot tracking and asset management; secures polling places countywide and ensures ADA compliance

FY 18-19	FY 19-20
18	19

OFFICE OF GOVERNMENTAL AFFAIRS
Monitors federal, state and local legislation; coordinates elections Canvassing Board activities, candidate qualifying, ballot preparation and proofing and liaison activities with candidates and municipalities

FY 18-19	FY 19-20
12	12

POLL WORKER RECRUITMENT AND TRAINING
Manages recruitment, training and compensation for early voting and election day poll workers and coordinates collection center activities on election night

FY 18-19	FY 19-20
12	16

The FY 2019-20 total number of full-time equivalent positions is 105

FY 2019 - 20 Adopted Budget and Multi-Year Capital Plan

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

Key Department Measures, Strategic Objectives, and Resiliency Drivers

Measures	SO	RD	Type	Good	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Budget	FY 18-19 Actual	FY 19-20 Target
Municipal Clerk satisfaction with Elections Department overall	GG1-3	LS-1	OC	↑	99%	97%	99%	99%	99%

DIVISION COMMENTS

- As part of the Department's on-going commitment to voter convenience and as a result of state law, the Department will focus on the implementation of new ADA voting equipment and other systems upgrades in preparation for the 2020 General Election; resource allocation will continue to be deployed based on voter turnout and ballot length to ensure voter wait times are no more than one hour

DIVISION: INFORMATION SYSTEMS

The Information Systems Division manages ballot programming and coding, tabulation of election results, Vote by Mail and departmental information technology.

- Prepares all ballot configurations
- Prepares ballot design and layout; creates election definition and programming
- Manages tabulation and reporting of election results
- Manages the ballot mailing and sorting system for Vote by Mail ballots
- Oversees departmental information technology infrastructure
- Allocates and orders ballots prior to elections

Key Department Measures, Strategic Objectives, and Resiliency Drivers

Measures	SO	RD	Type	Good	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Budget	FY 18-19 Actual	FY 19-20 Target
Number of days to code ballots for all countywide elections	GG1-3	LS-1	EF	↓	5	5	3	5	5
Percentage of vote by mail ballots tabulated on time - countywide and special elections	GG1-3	LS-1	OC	↑	100%	100%	95%	100%	100%

DIVISION COMMENTS

- **The FY 2019-20 Adopted Budget includes the addition of two Computer Technician 2 positions for the processing of Vote by Mail ballots ($160,000)**
- During FY 2018-19, one Elections Section Manager position, one Elections Supervisor position and one Clerk 4 position were transferred from Information Systems to Poll Worker Recruitment and Training to align departmental resources for the 2020 Presidential Preference and the 2020 Primary Election
- The FY 2019-20 Adopted Budget includes funding for a total of twenty-three (23) early voting sites, open for 8 hours per day for fourteen (14) early voting days for the 2020 Presidential Preference and the 2020 Primary Election; this schedule is consistent with similar elections held in 2016

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 hired through contracted employment agencies to provide extensive support for early voting, Vote by Mail ballot processing and Election Day assistance

DIVISION COMMENTS

- As part of the efforts to achieve efficiencies and reduce wait times, the FY 2019-20 Adopted Budget includes funding for additional Ballot on Demand (BOD) printers and DS200 ballot scanners to deploy to early voting sites for the 2020 Presidential Preference and the 2020 Primary Election

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 Vote by Mail
- 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

Key Department Measures, Strategic Objectives, and Resiliency Drivers									
Measures	SO	RD	Type	Good	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Budget	FY 18-19 Actual	FY 19-20 Target
New voter registrations*	GG1-3	LS-2	OP	↔	68,505	49,222	45,000	54,643	75,000
Percentage of voters utilizing vote by mail**	GG1-3	LS-2	EF	↑	26%	48%	50%	35%	50%
Petition reviews completed per hour	GG1-3	LS-1	EF	↑	44	35	35	30	35

* The FY 2016-17 Actual is associated with the Department's community outreach events coinciding with the 2016 General Election; the FY 2019-20 Target reflects the Department's efforts for the 2020 elections

** The FY 2016-17 and FY 2018-19 Actuals reflect a low percentage of voters voting absentee in scheduled municipal elections

DIVISION COMMENTS

- **The FY 2019-20 Adopted Budget includes funding for the Electronic Registration Information Center (ERIC) which allows the State of Florida to crosscheck voter registration data with that of 29 other member states; the ERIC will further ensure that the Florida Voter Registration system is accurate and up to date and will allow the State of Florida to provide counties information on potentially eligible residents who are not registered to vote; these new functions will require the Department to perform data matching, process outgoing notifications, respond to voter inquiries, process new voter registration applications and other list maintenance activities within the statutory deadlines; two additional positions are funded to perform these tasks ($300,000)**

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

Key Department Measures, Strategic Objectives, and Resiliency Drivers

Measures	SO	RD	Type	Good	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Budget	FY 18-19 Actual	FY 19-20 Target
Election Central - Average call wait time (in seconds)*	GG1-3	LS-1	EF	↓	12	8	15	4	15

* FY 2018-19 Actual reflects reduced call wait time due to better trained and more knowledgeable staff responding to calls from polling locations; in FY 2019-20 the Department will review whether adjustments to the Target are warranted

DIVISION COMMENTS

- **The FY 2019-20 Adopted Budget includes the addition of one Elections Logistics Technician ($68,000) to better streamline the election preparation processes**
- The FY 2019-20 Adopted Budget includes funding for offsite warehouse locations to accommodate the increase in space needed to prepare and store voting equipment ($153,000)

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 imaging of financial disclosures and voter records
- Coordinates voter outreach and education events
- Supervises voting at assisted living facilities and nursing homes

Key Department Measures, Strategic Objectives, and Resiliency Drivers

Measures	SO	RD	Type	Good	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Budget	FY 18-19 Actual	FY 19-20 Target
Percentage of Treasurers' reports audited within 15 calendar days	GG1-3	LS-1	EF	↑	100%	98%	99%	99%	99%

DIVISION: POLL WORKER RECRUITMENT AND TRAINING

The Poll Worker Recruitment and Training Division recruits and trains poll workers and manages early voting activities and 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 temporary employees) for municipal and countywide elections, including recruitment, training and assignment of poll workers
- Manages early voting operations, including staffing, training and facilities
- Responsible for reconciliation and processing of poll worker payroll
- Operates collection centers on Election Day for municipal and countywide elections

Key Department Measures, Strategic Objectives, and Resiliency Drivers									
Measures	**SO**	**RD**	**Type**	**Good**	**FY 16-17**	**FY 17-18**	**FY 18-19**	**FY 18-19**	**FY 19-20**
					Actual	**Actual**	**Budget**	**Actual**	**Target**
Percentage of voters who voted early (all elections)*	GG1-3	LS-2	OC	↑	22.9%	10%	25%	25%	25%
Poll workers trained**	GG1-3	LS-1	OP	↔	5,193	12,577	5,000	4,398	10,000

 * The FY 2017-18 Actual includes the number of voters who participated in the special elections held in February, May and June 2018

** The FY 2017-18 Actual reflects the recruitment and staffing of poll workers coinciding with the 2018 Gubernatorial Election; the FY 2019-20 Target reflects the Department's efforts for the 2020 elections; this measure and its methodology was updated from the FY 2019-20 Proposed Budget to be consistent with the department's business plan

DIVISION COMMENTS

- **The FY 2019-20 Adopted Budget includes the addition of one Elections Procedures Specialist ($68,000) to manage the growth in the number of temporary employees and meet voter expectations regarding wait times**
- The FY 2019-20 Adopted Budget continues funding for a poll worker recruitment campaign; the campaign will assist the Department in maintaining its database of poll workers and provide consistent succession planning with training and utilization of new poll workers in advance of the 2020 Presidential Preference and the 2020 Primary Election ($100,000)
- During FY 2018-19, one Elections Section Manager position, one Elections Supervisor position and one Clerk 4 position were transferred to Poll Worker Recruitment and Training from Information Systems to align departmental resources for the 2020 Presidential Preference and the 2020 Primary Election

FY 2019 - 20 Adopted Budget and Multi-Year Capital Plan

CAPITAL BUDGET HIGHLIGHTS AND OPERATIONAL IMPACTS

- In FY 2019-20, the Department will complete the purchase of 900 ADA compliant voting units and associated software, hardware and training costs as mandated by the State of Florida, which will provide a paper trail for voters with disabilities (total project cost $6.115 million, $200,000 in FY 2019-20); this implementation will have an annual operating impact of $478,000 in FY 2019-20

- The FY 2019-20 Adopted Budget and Multi-Year Capital Plan includes funding for the development of Phase 2 of a software application for the Department's Administrative Trouble Shooters (ATS); the application will allow real-time updating of forms, documentation and communication via smart tablets and will improve the efficiency of ATS routing on Election Day by assigning sites to each ($60,000)

- The FY 2019-20 Adopted Budget and Multi-Year Capital Plan includes funding for the purchase of one ballot inserter and one ballot sorter to provide greater output of vote by mail ballots ($2.356 million); this implementation will have an annual operating impact of $81,000 in FY 2019-20 and require one full-time position

- The Department's FY 2019-20 Adopted Budget and Multi-Year Capital Plan includes funding for the purchase of one vehicle and three forklifts ($178,000) and funding for debt service obligations related to the Department's fleet replacement plan ($26,300); the County's fleet replacement plan is included under Non-Departmental Capital Budget Project #2000000511

SELECTED ITEM HIGHLIGHTS AND DETAILS

Line Item Highlights	(dollars in thousands)				
	Actual FY 16-17	Actual FY 17-18	Budget FY 18-19	Actual FY 18-19	Budget FY 19-20
Advertising	545	523	496	342	514
Fuel	31	39	8	31	43
Overtime	522	442	367	449	552
Rent	145	25	105	52	154
Security Services	77	68	82	36	105
Temporary Services	8,454	5,055	5,541	5,872	9,837
Travel and Registration	28	12	35	34	45
Utilities	662	614	560	603	627

FY 2019 - 20 Adopted Budget and Multi-Year Capital Plan

OPERATING FINANCIAL SUMMARY

(dollars in thousands)	Actual FY 16-17	Actual FY 17-18	Budget FY 18-19	Adopted FY 19-20
Revenue Summary				
General Fund Countywide	25,331	20,860	25,301	30,804
Municipal Reimbursement	1,045	1,894	350	2,073
State Grants	312	214	250	224
Total Revenues	26,688	22,968	25,901	33,101
Operating Expenditures Summary				
Salary	14,869	10,860	12,810	17,546
Fringe Benefits	2,791	2,717	2,989	3,028
Court Costs	50	50	50	50
Contractual Services	2,832	1,934	2,715	3,609
Other Operating	3,198	3,851	2,848	4,591
Charges for County Services	2,753	3,493	4,452	4,243
Grants to Outside Organizations	47	32	37	34
Capital	148	31	0	0
Total Operating Expenditures	26,688	22,968	25,901	33,101
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 18-19	Adopted FY 19-20	Total Positions Budget FY 18-19	Adopted FY 19-20
Strategic Area: General Government				
Finance and Administration	4,230	5,267	10	10
Governmental Affairs	1,699	2,036	12	12
Information Systems	9,136	6,468	22	21
Office of the Supervisor of Elections	534	538	3	3
Operations	4,557	6,134	18	19
Poll Worker Recruitment and Training	2,929	8,747	12	16
Voter Services	2,816	3,911	22	24
Total Operating Expenditures	25,901	33,101	99	105

CAPITAL BUDGET SUMMARY

(dollars in thousands)	PRIOR	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FUTURE	TOTAL
Revenue									
Capital Asset Series 2018A Bonds	6,115	0	0	0	0	0	0	0	6,115
Future Financing	0	2,356	0	0	0	0	0	0	2,356
IT Funding Model	0	60	0	0	0	0	0	0	60
Total:	6,115	2,416	0	0	0	0	0	0	8,531
Expenditures									
Strategic Area: GG									
Computer and Systems Automation	5,915	200	0	0	0	0	0	0	6,115
Departmental Information Technology Projects	0	60	0	0	0	0	0	0	60
Equipment Acquisition	0	2,356	0	0	0	0	0	0	2,356
Total:	5,915	2,616	0	0	0	0	0	0	8,531

FY 2019 - 20 Adopted Budget and Multi-Year Capital Plan

FUNDED CAPITAL PROJECTS

 (dollars in thousands)

ADA COMPLIANT VOTING SYSTEM

PROJECT #: 2000000815

DESCRIPTION: Purchase 900 ADA compliant voting units and associated software and hardware mandated by F.S.101.56075; state statutes mandate that all counties must be compliant in providing a paper trail for voters with disabilities by the year 2020

LOCATION: 2700 NW 87 Ave
Doral

District Located: Countywide
District(s) Served: Countywide

REVENUE SCHEDULE:	PRIOR	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	FUTURE	TOTAL
Capital Asset Series 2018A Bonds	6,115	0	0	0	0	0	0	0	6,115
TOTAL REVENUES:	**6,115**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**6,115**
EXPENDITURE SCHEDULE:	PRIOR	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	FUTURE	TOTAL
Technology Hardware/Software	5,915	200	0	0	0	0	0	0	6,115
TOTAL EXPENDITURES:	**5,915**	**200**	**0**	**0**	**0**	**0**	**0**	**0**	**6,115**

Estimated Annual Operating Impact will begin in FY 2019-20 in the amount of $478,000 and includes 0 FTE(s)

ADMINISTRATIVE TROUBLE SHOOTERS (ATS) ROUTING SOFTWARE - PHASE 2

PROJECT #: 2000001276

DESCRIPTION: Purchase and/or develop a routing application that can automatically assign routes and create maps to assist ATS election personnel on Election Day

LOCATION: 2700 NW 87 Ave
Doral

District Located: 12
District(s) Served: Countywide

REVENUE SCHEDULE:	PRIOR	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	FUTURE	TOTAL
IT Funding Model	0	60	0	0	0	0	0	0	60
TOTAL REVENUES:	**0**	**60**	**0**	**0**	**0**	**0**	**0**	**0**	**60**
EXPENDITURE SCHEDULE:	PRIOR	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	FUTURE	TOTAL
Technology Hardware/Software	0	60	0	0	0	0	0	0	60
TOTAL EXPENDITURES:	**0**	**60**	**0**	**0**	**0**	**0**	**0**	**0**	**60**

VOTE BY MAIL INSERTER AND BALLOT SORTER

PROJECT #: 2000001242

DESCRIPTION: Purchase one Vote by Mail Inserter and one Ballot Sorter to provide greater output of vote by mail ballots

LOCATION: 2700 NW 87 Ave
Doral

District Located: 12
District(s) Served: Countywide

REVENUE SCHEDULE:	PRIOR	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	FUTURE	TOTAL
Future Financing	0	2,356	0	0	0	0	0	0	2,356
TOTAL REVENUES:	**0**	**2,356**	**0**	**0**	**0**	**0**	**0**	**0**	**2,356**
EXPENDITURE SCHEDULE:	PRIOR	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	FUTURE	TOTAL
Furniture Fixtures and Equipment	0	2,356	0	0	0	0	0	0	2,356
TOTAL EXPENDITURES:	**0**	**2,356**	**0**	**0**	**0**	**0**	**0**	**0**	**2,356**

Estimated Annual Operating Impact will begin in FY 2019-20 in the amount of $81,000 and includes 1 FTE(s)

FY 2019 - 20 Adopted Budget and Multi-Year Capital Plan

UNFUNDED CAPITAL PROJECTS

		(dollars in thousands)
PROJECT NAME	**LOCATION**	**ESTIMATED PROJECT COST**
ELECTIONS BUILDING - RECONFIGURATION AND WAREHOUSE SPACING	2700 NW 87 Ave	1,000
	UNFUNDED TOTAL	**1,000**

Department Operational Unmet Needs			
	(dollars in thousands)		**Positions**
Description	**Startup Costs/ Non-Recurring Costs**	**Recurring Costs**	
Purchase a wireless data service application to create modules for early voting event allocation, cellphone asset tracking/inventory and preventative maintenance record keeping, which will remove items from the department's inventory master and archive records	$200	$0	0
Hire one Special Projects Administrator 1 position to provide analysis, research and estimates; establish and maintain benchmarks for the department; and assist with post-election costs and inventory control	$0	$99	1
Total	**$200**	**$99**	**1**