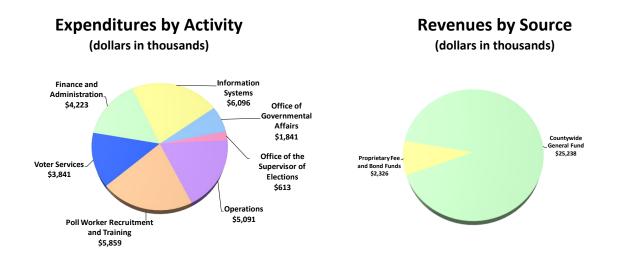
## Elections

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 1.6 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 2021-22 Adopted Operating Budget

# FY 2021 - 22 Adopted Budget and Multi-Year Capital Plan

## TABLE OF ORGANIZATION

	OFFICE OF THE SUPERVISOR OF ELECTIONS
Formulates and dir	ects overall policy for departmental operations; ensures adherence with federal, state and local election bws
	<u>FY 20-21</u> <u>FY 21-22</u>
	3 3
((	INFORMATION SYSTEMS
	Manages ballot programming and coding, Vote-by-Mail mailing and processing, tabulation of election results and departmental information management
	$\frac{FY 20-21}{21} \qquad \frac{FY 21-22}{23}$
((	FINANCE AND ADMINISTRATION
	Responsible for budget coordination, accounts payable, procurement, election billing, grant monitoring and human resources
	FY 20-21 FY 21-22
	10 $10$
	VOTER SERVICES Oversees voter registration services; manages the statewide voter registration system;
	manages absentee voting and departmental mailroom activities; processes petitions
	<u>FY 20-21</u> <u>FY 21-22</u>
	24 24
	OPERATIONS Oversees warehouse activities, including elections equipment logistics, ballot tracking
	and asset management; secures polling places countywide and ensures ADA compliance
	<u>FY 20-21</u> <u>FY 21-22</u>
	20 22
(	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
	<u>FY 20-21</u> <u>FY 21-22</u>
	12 12
(	POLL WORKER RECRUITMENT AND TRAINING
	Manages recruitment, training and payroll processes as well as coordination of collection
	centers and administrative procedures for early voting and election day
	<u>FY 20-21</u> <u>FY 21-22</u> 16 16
Q	

The FY 2021-22 total number of full-time equivalent positions is 110

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

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

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

Key Department Measures, Strategic Objectives, and Resiliency Drivers										
Measures         SO         RD         Type         Good         FY 18-19         FY 19-20         FY 20-21         FY 20-21         FY 21-22										
Measures SO RD Type Good Actual Actual Budget Projection Tai									Target	
Municipal Clerk satisfaction with	GG1-3	LS-1	ОС	•	99%	100%	99%	100%	100%	
Elections Department overall	001-5	L3-1	00		99%	100%	99%	100%	100%	

#### **DIVISION COMMENTS**

The FY 2021-22 Adopted Budget includes funding for the redistricting of county boundaries as mandated by the State of Florida every ten (10) years; these efforts include the expenditures associated with the printing and postage of mailing new voter identification cards to registered voters, temporary staff for the processing of various tasks involved with the requirement, and the necessary advertising designed to provide information to voters regarding redistricting (\$912,000)

## **DIVISION: INFORMATION SYSTEMS**

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

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

Key Department Measures, Strategic Objectives, and Resiliency Drivers											
Managuran	so	RD	Turne	Good	FY 18-19	FY 19-20	FY 20-21	FY 20-21	FY 21-22		
Measures	30	RD	Туре	Good	Actual	Actual	Budget	Projection	Target		
Number of days to code ballots	GG1-3	LS-1	EF	1	E	E	с	E	E		
for all countywide elections	001-5	L3-1	LF	$\checkmark$	5	5	5	5	5		
Percentage of Vote-by-Mail											
ballots tabulated on time,	GG1-3	LS-1	OC	$\uparrow$	100%	100%	100%	100%	100%		
countywide and special elections											

#### **DIVISION COMMENTS**

• The FY 2021-22 Adopted Budget includes the addition of two Computer Technician 2 positions to manage the growth in vote by mail participation (\$166,000)

## **DIVISION: FINANCE AND ADMINISTRATION**

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

- Manages personnel and human resource functions, including hiring of temporary staff through contracted employment agencies to provide extensive support for early voting, Vote-by-Mail ballot processing and Election Day assistance
- 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

#### **DIVISION COMMENTS**

The FY 2021-22 Adopted Budget includes the utilization of temporary employees hired through contracted employment agencies to provide extensive support for early voting, vote by mail processing, and Election Day assistance

## **DIVISION: VOTER SERVICES**

The Voter Services Division oversees public services, manages the statewide voter registration system, manages provisional voting and voter eligibility, coordinates all Vote-by-Mail ballot processing and is responsible for departmental mailroom operations.

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

Key Department Measures, Strategic Objectives, and Resiliency Drivers											
Measures	so	RD	Turne	Good	FY 18-19	FY 19-20	FY 20-21	FY 20-21	FY 21-22		
weasures	30	ĸD	Туре	Good	Actual	Actual	Budget	Projection	Target		
New voter registrations*	GG1-3	LS-2	OP	$\leftrightarrow$	54,643	66,164	50,000	50,000	45,000		
Percentage of voters utilizing Vote-by-Mail**	GG1-3	LS-2	EF	$\uparrow$	35%	44%	65%	65%	50%		
Average Number of Petitions Processed within 30 Days***	GG1-3	LS-1	EF	1	N/A	N/A	N/A	45	45		

\*The FY 2019-20 Actual reflects the Department's efforts for the 2020 election cycle

\*\*The FY 2020-21 Budget and the FY 2020-21 Projection reflect an increase in volume due to COVID-19 and the effort to maximize options available to registered voters

\*\*\*New performance measure being tracked by the Department beginning in FY 2020-21

#### **DIVISION COMMENTS**

• The FY 2021-22 Adopted Budget includes funding for a household mailer, educating voters of the option to vote by mail for the 2022 election cycle; this mailer will include a request form as well as provide other request options should voters choose to participate in voting by mail (\$313,000)

## **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
- Delivers and picks up voting equipment at polling places countywide
- Manages Election Day Call Center activities
- Manages warehouse activities, including ballot tracking and asset management
- Responsible for coordinating and executing state-mandated Logic and Accuracy (L&A) Testing for all elections, which requires the randomization of voting equipment, development of a voting pattern and testing of the voting equipment that will be deployed for each election

Key Department Measures, Strategic Objectives, and Resiliency Drivers											
Measures         SO         RD         Type         Good         FY 18-19         FY 19-20         FY 20-21         FY 20-21         FY 21-22											
Measures SO RD Type Good Actual Actual Budget Projection Target											
Election Central - Average call wait time (in seconds)	GG1-3	LS-1	EF	$\downarrow$	4	15	15	15	15		

#### DIVISION COMMENTS

• The FY 2021-22 Adopted Budget includes the addition of one Elections Logistics Technician position to maximize efficiency during the voting equipment preparation process (\$69,000) and the addition of one Elections Supervisor position to supervise the identification and coordination of new and temporary polling locations, ensure ADA compliance, and planning of accurate delivery and pickup routes for elections (\$83,000)

## **DIVISION: OFFICE OF 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.

- Acts as custodian of financial disclosures and outside employment forms
- Coordinates media activities
- Coordinates voter outreach and education events
- Manages candidate activities, including qualifying and financial reporting
- Manages post-election audit activities and imaging of financial disclosures and voter records
- Manages public records requests and documentation
- Monitors federal, state and local elections legislation and advances the Department's legislative efforts
- Serves as liaison to external entities, including municipal and other governments
- Supervises voting at assisted living facilities and nursing homes

Key Department Measures, Strategic Objectives, and Resiliency Drivers										
Measures         SO         RD         Type         Good         FY 18-19         FY 19-20         FY 20-21         FY 20-21         FY 21-22										
Actual Actual Budget Projection Target										
Percentage of treasurers' reports audited within 15 calendar days	GG1-3	LS-1	EF	$\uparrow$	99%	99%	99%	99%	99%	

## DIVISION: POLL WORKER RECRUITMENT AND TRAINING

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

Key Department Measures, Strategic Objectives, and Resiliency Drivers											
Measures	60	RD	Туре	Good	FY 18-19	FY 19-20	FY 20-21	FY 20-21	FY 21-22		
Measures	SO				Actual	Actual	Budget	Projection	Target		
Percentage of voters who voted early (all elections)	GG1-3	LS-2	ос	$\uparrow$	25%	18%	20%	21%	20%		
Number of poll workers trained*	GG1-3	LS-1	OP	$\leftrightarrow$	4,398	9,803	7,100	6,500	6,800		

\*The FY 2019-20 Actuals reflect recruitment and staffing of poll workers coinciding with the 2020 election cycle; the FY 2020-21 Projection and FY 2021-22 Target reflect fluctuations that are inherent in the number and size of scheduled elections within the fiscal year

#### **DIVISION COMMENTS**

- The FY 2021-22 Adopted Budget includes an increase to the stipends earned by poll workers on Election Day; this increase will promote poll worker retention, particularly at leadership levels, and enhance succession planning which has been negatively impacted due to level of responsibility and set pay ranges (\$147,000)
- The FY 2021-22 Adopted Budget includes continued funding for the department's Poll Worker Recruitment Campaign; the campaign will assist the department in maintaining its database of poll workers and provide consistent succession planning in advance for the Gubernatorial Election Cycle in 2022 (\$100,000)
- The FY 2021-22 Adopted Budget includes funding for a total of twenty-three early voting sites, open for eight hours per day for early voting days fourteen hours a day, for the 2022 Primary Election

#### CAPITAL BUDGET HIGHLIGHTS AND OPERATIONAL IMPACTS

- As part of the Department's process and security improvements for the upcoming elections, the FY 2021-22 Adopted Budget and Multi-Year Capital Plan includes the continued implementation of the ballot chain of custody tracking system which will provide the Department with the ability to digitally track and maintain ballots to comply with Florida Statutes (total project cost \$300,000; \$150,000 in FY 2021-22; capital program #2000001441)
- In FY 2021-22, the Department will implement additional cyber security software to continually ensure safe and secure elections (total project cost \$100,000; capital program #2000001440)
- The FY 2021-22 Adopted Budget and Multi-Year Capital Plan includes replacing 1,750 aging and outdated ballot scanners over a three-year period (total project cost \$8.750 million; \$2.920 million in FY 2021-22; capital program #2000001534)
- The Department's FY 2021-22 Adopted Budget and Multi-Year Capital Plan includes various Countywide Infrastructure investment Program (CIIP) projects to include the implementation of enhanced security measures at Election headquarters (total project cost \$500,000 in FY 2021-22) and the buildout out of the Department's warehouse mezzanine to provide more efficient utilization of space for storage and distribution of election equipment (total project cost \$4.472 million, \$2.012 million in FY 2021-22)
- In FY 2021-22, the Department will replace one Vote by Mail Inserter which will allow for a significant increase in the output of vote by mail ballots (total project cost \$991,000; capital program #2000001676)

## SELECTED ITEM HIGHLIGHTS AND DETAILS

	(dollars in thousands)									
Line-Item Highlights	Actual	Actual	Budget	Projection	Budget					
	FY 18-19	FY 19-20	FY 20-21	FY 20-21	FY 21-22					
Advertising	342	347	562	562	586					
Fuel	31	26	31	31	31					
Overtime	449	521	341	281	282					
Rent	52	0	0	0	0					
Security Services	137	170	139	139	61					
Temporary Services	5,872	8,611	9,573	9,202	4,965					
Travel and Registration	34	3	45	30	30					
Utilities	603	383	678	395	290					

## **OPERATING FINANCIAL SUMMARY**

	Actual	Actual	Budget	Adopted
(dollars in thousands)	FY 18-19	FY 19-20	FY 20-21	FY 21-22
Revenue Summary				
General Fund Countywide	26,201	30,068	32,096	25,238
Municipal Reimbursement	1,677	2,112	358	2,326
State Grants	1,452	2,151	0	C
Total Revenues	29,330	34,331	32,454	27,564
Operating Expenditures				
Summary				
Salary	12,995	16,168	17,241	13,244
Fringe Benefits	2,889	3,101	3,401	3,608
Court Costs	50	50	50	50
Contractual Services	3,414	2,590	3,506	2,492
Other Operating	4,390	5,389	3,475	3,993
Charges for County Services	5,511	6,244	4,720	4,107
Grants to Outside	29	45	24	24
Organizations				
Capital	52	744	37	46
Total Operating Expenditures	29,330	34,331	32,454	27,564
Non-Operating Expenditures				
Summary				
Transfers	0	0	0	C
Distribution of Funds In Trust	0	0	0	C
Debt Service	0	0	0	C
Depreciation, Amortizations and Depletion	0	0	0	C
Reserve	0	0	0	C
Total Non-Operating Expenditures	0	0	0	C

	Total F	unding	Total Positions			
(dollars in thousands)	Budget	Adopted	Budget	Adopted		
Expenditure By Program	FY 20-21	FY 21-22	FY 20-21	FY 21-22		
Strategic Area: General Gove	rnment					
Office of the Supervisor of	58	3 61	3 3	3		
Elections						
Information Systems	6,81	9 6,09	6 21	23		
Finance and Administration	5,28	6 4,22	3 10	10		
Voter Services	4,27	9 3,84	1 24	24		
Operations	4,63	9 5,09	1 20	22		
Office of Governmental	1,97	4 1,84	1 12	12		
Affairs						
Poll Worker Recruitment	8,87	4 5,85	9 16	16		
and Training						
Total Operating Expenditures	s 32,45	4 27,56	4 106	110		

## FY 2021 - 22 Adopted Budget and Multi-Year Capital Plan

#### **CAPITAL BUDGET SUMMARY**

(dollars in thousands)	PRIOR	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE	TOTAL
Revenue									
CIIP Program Revenues	0	0	2,330	0	0	0	0	0	2,330
Capital Asset Series 2021A Bonds	2,642	0	0	0	0	0	0	0	2,642
Future Financing	0	3,911	2,915	2,915	0	0	0	0	9,741
IT Funding Model	150	250	0	0	0	0	0	0	400
Total:	2,792	4,161	5,245	2,915	0	0	0	0	15,113
Expenditures									
Strategic Area: GG									
Computer and Systems Automation	150	150	0	0	0	0	0	0	300
Equipment Acquisition	0	3,911	2,915	2,915	0	0	0	0	9,741
Infrastructure Improvements	130	2,012	2,330	0	0	0	0	0	4,472
Security Improvements	0	600	0	0	0	0	0	0	600
Total:	280	6,673	5,245	2,915	0	0	0	0	15,113

## FUNDED CAPITAL PROGRAMS

(dollars in thousands)

#### **BALLOT CHAIN OF CUSTODY TRACKING SYSTEM**

## PROGRAM #: 2000001441

TOTAL

100

100

DESCRIPTION: Implement a ballot chain of custody tracking system to provide the Elections Department the ability to digitally track and maintain ballots and comply with Florida Statutes

	2700 NW 87 Ave Doral			District Located: District(s) Served:		12 County	wide			
REVENUE SCHEDULE:	PF	RIOR	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	FUTURE	TOTAL
IT Funding Model		150	150	0	0	0	0	0	0	300
TOTAL REVENUES:		150	150	0	0	0	0	0	0	300
EXPENDITURE SCHEDULI	E: PF	RIOR	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	FUTURE	TOTAL
Technology Hardware/S	oftware	150	150	0	0	0	0	0	0	300

CYBERSECURITY SOFTWARE							PROG	RAM #:	2000001440	
DESCRIPTION:	Secure the Ele									
LOCATION:	2700 NW 87 A	Ave		District Located:			12			
	Doral			Dis	strict(s) Serve	ed:	County	wide		
REVENUE SCHEDULE:		PRIOR	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	FUTURE	TOTAL
IT Funding Model		0	100	0	0	0	0	0	0	100
TOTAL REVENUES:	-	0	100	0	0	0	0	0	0	100

#### DS200 BALLOT DIGITAL SCANNERS

#### PROGRAM #: 2000001534

	Replace 1,750 DS200 ballot digital scanners that are utilized to scan voted paper ballots to tabulate and transmit the results for each election									
	2700 NW 87 A Doral					wide				
<b>REVENUE SCHEDULE:</b> Future Financing		<b>PRIOR</b> 0	<b>2021-22</b> 2,920	<b>2022-23</b> 2,915	<b>2023-24</b> 2,915	<b>2024-25</b> 0	<b>2025-26</b> 0	<b>2026-27</b> 0	<b>FUTURE</b> 0	<b>TOTAL</b> 8,750
TOTAL REVENUES:	_	0	2,920	2,915	2,915	0	0	0	0	8,750
EXPENDITURE SCHEDUL	E:	PRIOR	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	FUTURE	TOTAL
Technology Hardware/S	Software	0	2,920	2,915	2,915	0	0	0	0	8,750
TOTAL EXPENDITURES:		0	2,920	2,915	2,915	0	0	0	0	8,750

INFRASTRUCTURE IMPROVEMENTS - ELECTIONS HEADQUARTERS SECURITY							PROG	RAM #:	2000001339	
DESCRIPTION:	Implement enhanced security measures at the Elections Department headquarters									
LOCATION:	2700 NW 87 Av	/e		Dis	strict Located	d:	12			
	Doral			Dis	strict(s) Serve	ed:	Countywide			
REVENUE SCHEDULE:		PRIOR	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	FUTURE	TOTAL
Capital Asset Series 202	1A Bonds	500	0	0	0	0	0	0	0	500
TOTAL REVENUES:		500	0	0	0	0	0	0	0	500
EXPENDITURE SCHEDUL	E:	PRIOR	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	FUTURE	TOTAL
Furniture Fixtures and E	Equipment	0	500	0	0	0	0	0	0	500
TOTAL EXPENDITURES:		0	500	0	0	0	0	0	0	500

#### INFRASTRUCTURE IMPROVEMENTS - WAREHOUSE MEZZANINE BUILD OUT

#### PROGRAM #: 2000001336

 DESCRIPTION:
 Provide for a more efficient utilization of space for the storage and distribution of equipment at the Elections

 Department warehouse facility by constructing a mezzanine floor
 Electron to the storage and distribution of equipment at the Elections

 LOCATION:
 2700 NW 87 Ave
 District Located:
 12

LOCATION: 2700 NW 87 Doral	Ave			strict Located strict(s) Serve		12 Countywide			
REVENUE SCHEDULE:	PRIOR	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	FUTURE	TOTAL
CIIP Program Revenues	0	0	2,330	0	0	0	0	0	2,330
Capital Asset Series 2021A Bonds	2,142	0	0	0	0	0	0	0	2,142
TOTAL REVENUES:	2,142	0	2,330	0	0	0	0	0	4,472
EXPENDITURE SCHEDULE:	PRIOR	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	FUTURE	TOTAL
EXPENDITURE SCHEDULE: Construction	PRIOR 0	<b>2021-22</b> 1,689	<b>2022-23</b> 1,900	<b>2023-24</b> 0	<b>2024-25</b> 0	<b>2025-26</b> 0	<b>2026-27</b> 0	FUTURE 0	<b>TOTAL</b> 3,589
	-						<b>2026-27</b> 0 0		
Construction	0	1,689	1,900	0	0	0	0	0	3,589
Construction Permitting	0 0	1,689 107	1,900 0	0	0	0	0	0 0	3,589 107
Construction Permitting Planning and Design	0 0 127	1,689 107 164	1,900 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	3,589 107 291

# FY 2021 - 22 Adopted Budget and Multi-Year Capital Plan

VOTE BY MAIL BAL	LOT INSERTER						PROG	RAM #:	2000001676	
DESCRIPTION:	Purchase one ball	ot inserte	r to replace a	r output of vote by mail ballots						
LOCATION:	2700 NW 87 Ave			District Located:			12			
	Doral			District(s) Served:			County			
<b>REVENUE SCHEDULE:</b>		PRIOR	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	FUTURE	TOTAL
E I I El El I I I I I I		~	004	•	•	•	0	~		004

Future Financing	0	991	0	0	0	0	0	0	991
TOTAL REVENUES:	0	991	0	0	0	0	0	0	991
EXPENDITURE SCHEDULE:	PRIOR	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	FUTURE	TOTAL
Furniture Fixtures and Equipment	0	991	0	0	0	0	0	0	991
TOTAL EXPENDITURES:	0	991	0	0	0	0	0	0	991