Elections Advisory Group
AGENDA

July 10, 2013
SPCC 111 NW 1st Street – 18th Floor
11:00am -12:00pm

Welcome	**Honorable Carlos A. Gimenez** Mayor
State Legislative Update	**Jess McCarty** County Attorney
Update on Implementation of Recommendations	**Penelope Townsley** Supervisor of Elections
Update on Reprecincting	**Penelope Townsley** Supervisor of Elections
Elections Department Budget Overview	**Penelope Townsley** Supervisor of Elections

Attachments:
State Legislative Update
Memo – Elections Advisory Group Final Report
FY2013-14 Elections Budget Narrative

Elections Reform / Voter Rights:

- **Elections (PASSED)**

HB 7013 by the House Elections Committee (companion bill SB 600 by Sen. Latvia) passed both the House and Senate on the last day. HB 7013 increases early voting days, hours and sites; makes it a first degree misdemeanor to possess more than 2 absentee ballots except the voter's own ballot and ballots of immediate family members; allows voters to cure an absentee ballot without a signature, among other provisions. The Final version of HB 7013 did not include language allowing the Secretary of State to place Supervisors of Elections in "noncompliant status". (HB 7013 was approved by the Governor on 5/21/13)

Here is a breakdown of the provisions in CS/ HB 7013:

Early Voting Days and Hours:

- 8 days minimum, 14 days maximum, beginning on the 15th day before and ending on the 2nd day before an election; must be provided on the 10th through the 3rd day before the election; early voting optional at the supervisor of elections' (supervisor)discretion on the Sunday before the general election.

- 64 hours minimum, 168 hours maximum for at least 8 but no more than 12 hours per day.

Early Voting Sites:

- Expands currently authorized sites to include fairgrounds, civic centers, courthouses, county commission buildings, stadiums, convention centers, government-owned senior centers and government-owned community centers.

- Allows a supervisor to designate one additional site per county in an area where no authorized sites exist.

- Requires a supervisor to operate at least the same total number of early voting sites for a general election that the county operated in the 2012 general election.

Registering to Vote:

- Authorizes an individual or accompanying family member who returned from military deployment or activation to register to vote until 5pm on Friday before election.

Multi-Language Ballots:

- Authorizes a supervisor in a county subject to multi-language ballot requirements to petition the U.S. Department of Justice for authorization to print and deliver single-language ballots for each minority language required.

Absentee Ballots:

- Requires requests for ballots not being sent to a voter's address on file in the Florida Voter Registration System to be in writing and signed by the elector, but exempts absent uniformed services voters and overseas voters; prohibits delivery of absentee ballots from a supervisor to a voter on Election Day except in emergencies, and requires an affidavit affirming the facts of the emergency.

- Provides that otherwise acceptable ballots of absent uniformed services and overseas voters in a presidential preference primary or general election must be counted if postmarked or dated no later than Election Day and received by the supervisor no later than 10 days after the election.

- Allows supervisors to use a voter's signature on the precinct register, in addition to the registration books, to determine if the elector is duly registered; provides a mechanism to "cure" unsigned absentee ballots by filing an affidavit under certain circumstances until 5 p.m. on the day before an election.

Election Preparation Report:

- Requires each supervisor to prepare and publish a report, at least 3 months before a general election, outlining preparations for the election, including anticipated staffing levels and the anticipated amount of automatic tabulating equipment at each voting site.

Primary Election:

- Provides that a primary election is held on the Tuesday 10 weeks, rather than 12 weeks, prior to the general election.

Vendor Penalties:

- Creates a mechanism for the Department of State to investigate defective voting systems, suspend sales and use of systems, and impose civil penalties of $25,000 per defect, plus actual costs, against vendors under certain circumstances.

- Requires vendors to file disclosures with the department identifying defects in the vendor's voting system.

Solicitation Zones:

- Prohibits solicitation within 100 feet of a supervisor's office where absentee ballots are requested and printed on demand.

Special Registration:

- Changes from 2016 to 2020 the date by which supervisors are required to provide a voter interface device that meets the voter accessibility requirements for individuals with disabilities.

Voting in a Different Precinct:

- Allows a voter who moves to another county to vote a regular ballot in the precinct to which he or she has moved if the new precinct is in a county that uses an electronic database as a precinct register at the polling place.

Voting System Audit:

- Provides supervisors the option of using an automated, independent audit instead of conducting a manual audit and establishes requirements for automated audits; requires the Department of State to adopt rules for approval of an independent audit system.

Presidential Preference Primary Date:

- Provides that the presidential preference primary must be held in each year the number of which is a multiple of 4 on the first Tuesday that the rules of the major political parties allow state delegations to be allocated without penalty.

Canvassing Boards:

- Provides for alternate members of county canvassing boards; requires the results of early voting and absentee ballots canvassed and tabulated by the end of early voting to be uploaded to the county's election management system by 7pm on the day before election.

Legislative Ballot Summaries:

- Applies a 75-word limit to the first of multiple summaries in a joint resolution, while any remaining summaries, including a rewritten summary by the Attorney General, will not be subject to a 75-word limit; applies a 75-word limit to joint resolutions containing only one summary; removes language allowing the full text of an amendment or revision in a ballot statement; removes language requiring

voting systems to allow placement of an amendment or revision‘s full text on the ballot by 2013.

Memorandum

MIAMI-DADE COUNTY

Date: February 15, 2013

To: Honorable Chairwoman Rebeca Sosa and Members
Board of County Commissioners

From: Carlos A. Gimenez
Mayor

Subject: Mayor's Election Advisory Group – Final Report

In the aftermath of the November 6, 2012 Presidential Election, it became clear that it was critical to comprehensively review the process and issues that led to Miami-Dade County voters enduring long lines and unacceptably long wait times at the polls during both the early voting period and on Election Day. I immediately instructed Supervisor of Elections, Penelope Townsley, to prepare a detailed after action report and I also convened an Elections Advisory Group to find sensible, long-term solutions to our elections challenges.

The Advisory Group members were finalized on November 20, 2012 and consists of the following community leaders: Board of County Commissioners (Board) Chairwoman Rebeca Sosa, Board Vice-Chairwoman Lynda Bell, Commissioner Sally Heyman, Commissioner Dennis Moss, Alice E. Ancona, Kendall Coffey, Bishop Victor T. Curry, Robert H. Fernandez, Oliver G. Gilbert, III, Murray Greenberg, Lovette McGill, Gepsie Metellus and C. J. Ortuño. The group immediately convened in November and has since met four times in an effort to assure that its recommendations could be considered by the Board in time for the State legislative session as well as the County's budget process. Our process has been transparent, with all information posted on the Group's website at http://www.miamidade.gov/mayor/elections-advisory-group.asp, and all meetings have been open to the public. It is my goal to ensure that Miami-Dade County moves forward and that we have the best election process in the nation.

During our first meeting on November 28, 2012, Supervisor of Elections Penelope Townsley and Assistant County Attorney Oren Rosenthal walked the Group through State and County elections laws and policies as well as the processes and procedures in preparation for and during Early Voting, Absentee Voting, and Election Day. A considerable amount of time was spent in understanding the detail and methodologies used for voting in Miami-Dade County. At the next meeting on December 14, 2012, Elections staff presented potential legislative changes for elections reform. The Group debated each recommendation extensively and voted to include the following five critical priorities:

1. Expansion of Permissible Early Voting Sites – recommends the expansion of allowable facilities eligible for use as early voting sites.

2. Early Voting Days – recommends extending the availability of early voting from eight (8) to nine (9) days, so as to include the last Sunday before Election Day. *(This was amended at the February 5, Board meeting to change early voting from nine (9) to 14 days to include the second Sunday prior to Election Day.)*

3. Referendum Proposed by Legislature Regarding Ballot Language – recommends limiting the ballot language for constitutional amendments to a maximum of 15 words for title and 75 words for ballot summary.

4. Ballot Canvassing - recommends extending the number of days that Supervisors of Elections are permitted to canvass ballots, from 15 days to 20 days.

5. Discontinue "Absentee Ballot" Term – recommends discontinuing the term "Absentee Ballot" and replacing it with "Vote by Mail."

I am pleased that the Board considered the recommendations as a part of the updated Legislative Package at their December 18, 2012 meeting and after some debate, particularly regarding Early Voting, accepted as critical priorities the recommendations endorsed by the Advisory Group (Attachment A). These recommendations will require leadership and engagement in Tallahassee and the Advisory Group and I are prepared to provide that.

At the January 7, 2013 meeting, the Advisory Group heard the Elections Department's presentation of the After Action Report, which focused on challenges experienced within the three methods of voting – Early Voting, Absentee Voting, and Election Day (Attachment B). Analyses of the General Election activities were conducted to identify opportunities for process improvements and technological enhancements.

The Advisory Group unanimously adopted the departmental recommendations highlighted in the After Action Report. It was the consensus of the Group that every election cannot be approached with the same assumptions and, depending on the type and size of the election, the Department needs the flexibility to adjust and reallocate resources as appropriate. The following is an overview of the various recommendations that came out of the Group's discussion during the January 7th meeting and the Elections Department's responses.

Recommendation – Use of County Employees

The Group recommended that there be policies set forth to expand the use of County employees on Election Day. Management level County employees will help ensure the effective management and accountability of polling place operations, especially during a presidential election cycle. In addition, it was suggested that the Department collaborate with the Florida Bar, Community Based Organizations, the chambers of commerce, and economic development agencies in order to expand poll worker and seasonal staff recruitment.

The Department has reviewed the use of County employees on Election Day and will be working with County departments to identify management level employees who will be trained to manage a polling place during presidential election cycles. In addition, the Department will reach out to the organizations suggested, and others, in order to expand poll worker and seasonal staff recruitment.

Recommendation – Improve Technologies for Enhanced Processes

The Advisory Group emphasized the need for enhanced technology to include signature verification software, voter check-in process enhancements, and faster absentee ballot processing technology in order to ensure smoother and more efficient elections in the future. The Group asked for a status report on these technological improvements, including an overview of the fiscal impact to the Department which should include the cost of the administrative recommendations made by the Department as part of their after action report.

The Department will be moving forward in the very near future with the purchase of equipment to improve the voter check-in process and the efficiency of absentee ballot processing including signature verification software. The timeliness of these purchases is essential in order to receive and implement the equipment with time to train staff and educate voters before the 2014 General Election. The costs of these enhancements will be addressed as part of the FY2013-14 budget preparation and are included as part of the Department's fiscal impacts of the recommendations made in the After Action report (Attachment C).

Recommendation – Increase Early Voting Sites
The Group debated whether there were enough Early Voting sites and whether the locations were appropriate. It was recommended that the Department conduct a review to ensure Early Voting sites are commensurate with the type of election being conducted.

As a result of this discussion at the January 7th meeting, Supervisor Townsley displayed a map of existing and potential future Early Voting locations. She explained that the number and locations of the County's 20 Early Voting sites has remained constant since it originated in 2004. Consequently, Elections staff has begun site reviews of all existing Early Voting locations and potential new ones, including new libraries which may be used to augment existing sites when high turnout is anticipated (Attachment F). Moving forward, the Department will recommend a number of Early Voting sites that is commensurate with the complexities of the election to the Board for consideration.

Recommendation – Establish Performance Measures for Wait Times
The Group discussed performance measures as a means to understand what is acceptable to voters today and how this information can be used to guide the Department in allocating resources in the future. It was recommended that the Department create an aspirational goal establishing the maximum time that a voter should wait to vote. This, in turn, would drive the resources needed to **not** exceed the wait time goal. It was further recommended that the Department create a tool in the future to measure average wait times. The Group also suggested that the Department reach out to other jurisdictions to see if any studies have been conducted relative to waiting times. In addition I asked the Advisory Group to poll the community and ask what a reasonable wait time is in order to develop a bench mark for Elections in the future.

In response, the Department conducted research and best practices were reviewed to identify an acceptable maximum wait time for voters. An overview of the policies and methodologies from the states of Ohio, New York, and Arizona were studied. As a result, the Department's recommendation for a wait time aspirational goal is one hour, which the Advisory Group endorsed at its February 1, 2013 meeting. A methodology for measuring wait times will be established that is similar to the methodology used during the Early Voting period, where a specific voter in line is monitored every hour on the hour.

Recommendation – Allow Absentee Ballot Drop Off at Precincts on Election Day
The Group had an extensive discussion regarding whether it was a policy decision versus legally acceptable to allow voters to drop off their absentee ballots at their precinct on Election Day. As a result, the Group requested that staff seek an advisory opinion from the state to better understand whether a change to current state law would be required to implement an operation whereby voters are allowed to drop off their absentee ballot at their polling location on Election Day and/or process their absentee ballots using the optical scanner on Election Day.

The Department has requested a formal opinion from the Florida State Division of Elections (Division) on whether it is permissible or prohibited for voters to drop off their absentee ballot at their precinct on Election Day and/or to scan their ballot at their precinct. The Division was unable to provide a formal opinion in time for the final Advisory Group meeting. The Division did, however, refer to a previously issued opinion, DE 86-06, which remains in effect. In that opinion, the Secretary of State opined that state law prohibits the delivery of absentee ballots to poll workers inside the polling place on Election Day rather than to the Supervisor of Elections, and such delivery would render the ballot invalid. Therefore, a change in state law would be required (Attachment G).

The Department noted that the operational impact of allowing voters to drop off their absentee ballots at their polling location would not increase productivity of processing absentee ballots, but would instead delay the reporting of absentee ballot results on Election Night.

Recommendation – Increase Supervised Voting
The Group discussed Supervised Voting as a valuable tool to protect the elderly from absentee ballot abuse by allowing them to vote by absentee ballot in their safe and secure home environment with the assistance of election officials. It was recommended resources be increased for supervised voting so that the program can continue to expand and more voters can be serviced.

Elections staff reviewed this recommendation and in order to increase the number of voters served by the Supervised Voting program, the Department is exploring opportunities to increase the number of assisted living facilities willing to participate in the program. Accordingly, the Department will hire 16 seasonal employees during countywide elections. This level of staffing will be included as part of their FY2013-14 budget request.

Recommendation – Increase Outreach Services
The Advisory Group recommended that the Department conduct more inclusive outreach events year-round including after normal work hours, in order to better educate voters.

Currently, the Department has one permanent employee in the Outreach section. In order to increase the Department's ability to reach voters with its outreach programs, the Department will need additional staff. The Department will include a request for three permanent employees as part of the FY2013-14 budget request, which will allow for an increased number of outreach events year-round. Accordingly, an additional eight seasonal employees will be requested and dedicated to outreach activities during a presidential election cycle.

Recommendation – Ensure Capacity for Future Growth in Reprecincting Review
The Advisory Group discussed the Department's reprecincting at length and the process and assumptions by which it would be conducted were presented by staff. As a result, the Advisory Group recommended that Elections staff consider the potential future growth of registered voters in reprecincting decisions in order to ensure sufficient capacity at polling locations.

The Department will target a maximum of 2,500 voters per precinct in its reprecincting efforts in order to ensure a more uniform distribution across all polling locations. In addition, an analysis of voting habits by voting methods and an assessment of registered voter growth by precinct will be conducted annually to determine the need for adjustments prior to every countywide election. It is the goal of the Department to have a recommendation for a reprecincting plan to the Board for consideration in late fall of 2013.

Additional Requests made by the Advisory Group:
The Advisory Group requested additional information from staff which is summarized below and includes the outcome of the follow up by the Elections Department.

The Group requested a precinct-by-precinct analysis of Election Day and Early Voting in order to better understand what happened at each polling location. To address this request, the Department has conducted a precinct level analysis which includes when the last voter voted. The report concludes that 91% of polling locations served their last voter by 10:00p.m. A summary of poll worker comments and feedback is attached in order to provide more information about each precinct on Election Day (Attachment D). An Early Voting analysis was similarly conducted to capture comments from poll workers and shows average wait times of each Early Voting site (Attachment E).

A question was posed by the Group as to what the cost per voter is in Miami-Dade County, and a request was made to inquire with other jurisdictions to identify their costs per voter for comparison purposes. The Elections Department requested benchmarks regarding the cost per voter from other jurisdictions, but it was difficult to identify, as other jurisdictions have not included this type of measure in their budgeting tools. Five other similar counties were contacted, including New York City, Maricopa County, Dallas County, Los

Angeles, and Broward. With the exception of Maricopa County, each jurisdiction reported that cost per voter is not a benchmark they calculate or use. In Maricopa County, they used a method of calculating a cost per vote cast for the 2012 General Election which did not include the cost of personnel, and therefore is not a comparable figure. Their cost per vote cast based on Election Day turnout was $5.34 and during Early Voting was $4.34. Their cost per registered voter based on budgeted cost was $3.56. The national Election Assistance Commission was contacted, but does not have a bench mark or methodology for measuring cost per voter.

The Elections Department is assessing the final cost of the 2012 General Election, based on the approved budget. The Department will continue to work with the Office of Management and Budget to determine appropriate performance measures that more accurately reflect benchmarks to better serve the voter.

At the February 1, 2013 meeting of the Advisory group two additional legislative recommendations were approved and one recommendation, approved by the Board as part of the 2013 Legislative package on December 18th, was amended. These recommendations will need to be approved by the Board in order to be included into the County's amended annual Legislative package.

1. Early Voting - Change early voting from nine (9) to 14 days to include the second Sunday prior to Election Day. (*Amended by the Board at its meeting on February 5, 2012 - see Attachment H*)
2. Allow all County employees to work as poll workers – Change residency requirement and the requirement that poll workers have to be registered voters, so that any County employee can work at the polls during Early Voting and on Election Day, regardless of where they live or their voting status. Currently, you have to be a registered voter in Miami-Dade County in order to work at the polls in Miami-Dade County. *(New – will be heard by the Board at a future meeting date)*
3. Absentee Ballot - Allow absentee ballot drop off and tabulation at assigned polling place on Election Day. Currently, you can only drop off absentee ballots at Election Headquarters on Election Day. *(New – will be heard by the Board at a future meeting date)*

The work of the Advisory Group resulted in 15 recommendations, of which seven will require changes to State law. My staff will be immediately implementing the administrative recommendations described above and phasing in those that have budgetary implications. The Group will reconvene in April during the FY2013-14 budget cycle to monitor progress and to review the Department's budget request. In addition, the Group committed to convene as needed to review future issues that may arise that impact the Department. I want to thank each of the Advisory Group members for their dedication to this important process. It is my commitment to this community to ensure that our elections run smoothly and that Miami-Dade County is among the nation's best in carrying out elections in the future.

Attachments

c: Elections Advisory Group Members
R.A. Cuevas, Jr., County Attorney
Office of the Mayor Senior Staff
Penelope Townsley, Supervisor of Elections

Elections

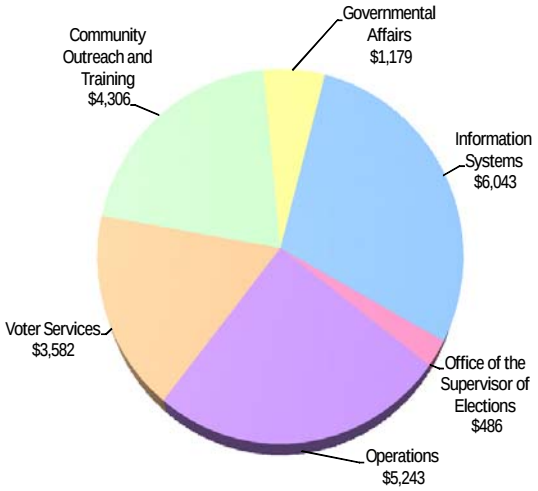
The Elections Department conducts elections that are fair, free, accurate, convenient, and accessible to all eligible voters throughout Miami-Dade County. The Department ensures that all federal, state, county, municipal, school district, and special taxing district elections are conducted and tabulated 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)

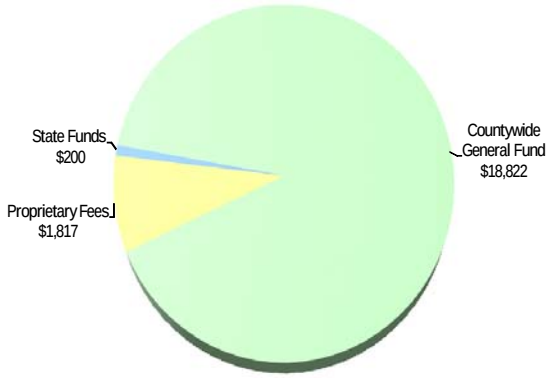
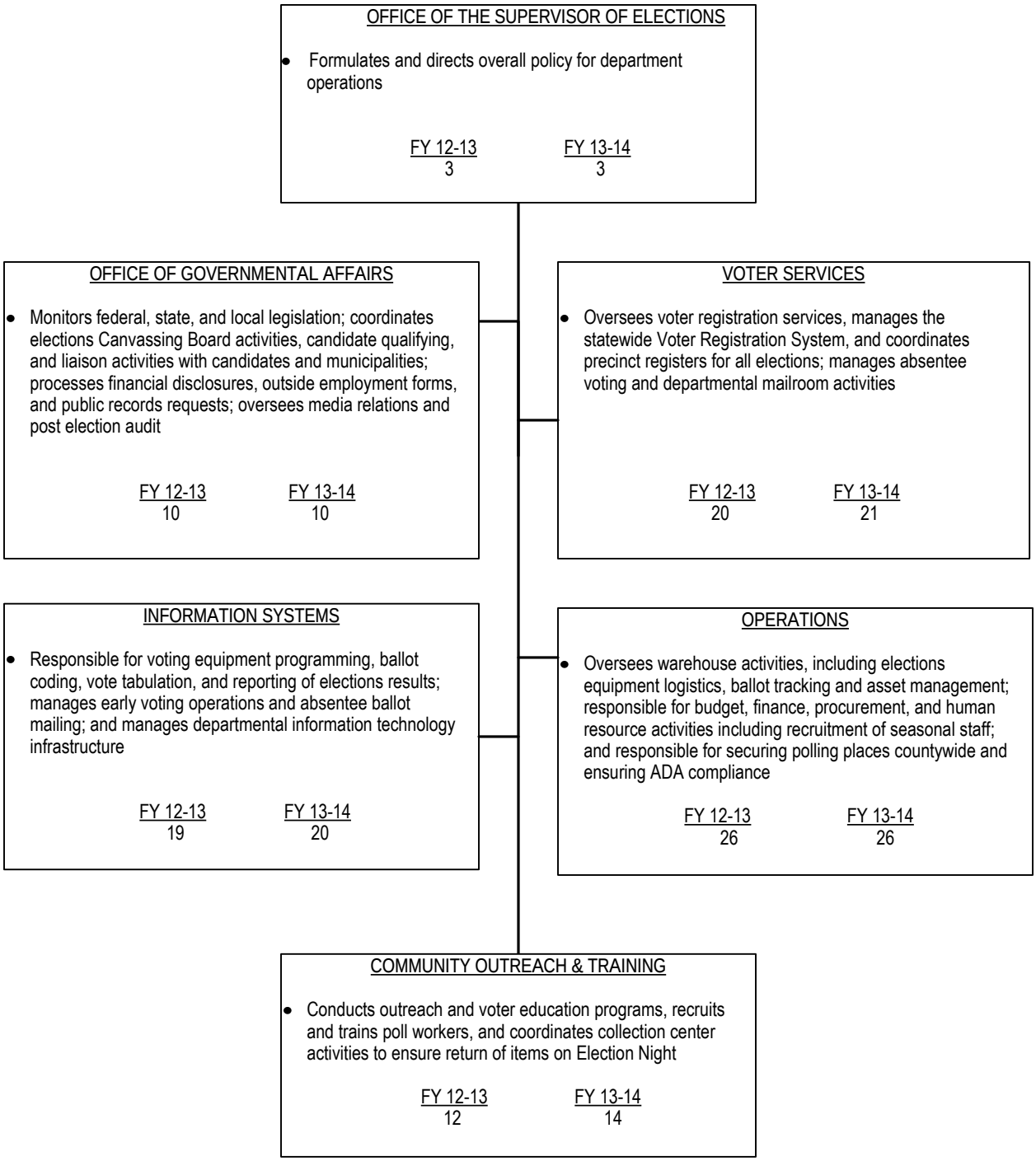


TABLE OF ORGANIZATION



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) Expenditure By Program	Total Funding Budget FY 12-13	Total Funding Proposed FY 13-14	Total Positions Budget FY 12-13	Total Positions 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

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 Actual	FY 11-12 Actual	FY 12-13 Budget	FY 12-13 Projection	FY 13-14 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 Actual	FY 11-12 Actual	FY 12-13 Budget	FY 12-13 Projection	FY 13-14 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)

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 Actual	FY 11-12 Actual	FY 12-13 Budget	FY 12-13 Projection	FY 13-14 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 Actual	FY 11-12 Actual	FY 12-13 Budget	FY 12-13 Projection	FY 13-14 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

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 Actual	FY 11-12 Actual	FY 12-13 Budget	FY 12-13 Projection	FY 13-14 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 Actual	FY 11-12 Actual	FY 12-13 Budget	FY 12-13 Projection	FY 13-14 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%

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

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

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
Throughout Miami-Dade County

District Located: Countywide
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