

# Scorecard - ELECTIONS DEPARTMENT FY2019/20

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▼ Ensure timely and accurate verification of candidate and initiate petitions in accordance with federal, state, and local laws						McClain, Michelle (Elections); Ramirez, Vanessa (Elections)	Ensure timely and accurate verification of candidate and initiate petitions in accordance with federal, state, and local laws
Total Number of Petitions Processed	'19 FQ4		255,095 Petitions	255,000 Petitions		336,028 Petitions 270,500 Petitions	McClain, Michelle (Elections)
Average number of petitions processed within target	Sep '19		51,305	51,305		51,305 51,305	Ramirez, Vanessa (Elections); McClain, Michelle (Elections)
▼ 2 Financial							2 Financial
▼ Meet Budget Targets						Gonzalez-Bruzzo, Mary (Elections); Ponce, Jose J. (Elections)	Meet Budget Targets
Total Expense (Elections)	n/a		n/a	n/a		n/a	Gonzalez-Bruzzo, Mary (Elections); Ponce, Jose J. (Elections)
Total Revenue (Elections)	n/a		n/a	n/a		n/a	Gonzalez-Bruzzo, Mary (Elections); Ponce, Jose J. (Elections)
▼ 3 Internal							3 Internal
▼ Promote Elections employees development and leadership						Gonzalez-Bruzzo, Mary (Elections); Ponce, Jose J. (Elections)	Promote Elections employees development and leadership
Number of employees who attended training	n/a		n/a	n/a		n/a	Ponce, Jose J. (Elections); Gonzalez-Bruzzo, Mary (Elections)
▼ 4 Learning and Growth							4 Learning and Growth
▼ Recruitment of Election Staff						Gonzalez-Bruzzo, Mary (Elections); Ponce, Jose J. (Elections)	Recruitment of Election Staff
Full-Time positions filled	'19 FQ4		97% (96 / 99)	95%		97% (96 / 99)	Ponce, Jose J. (Elections); Gonzalez-Bruzzo, Mary (Elections); Marti-Perez, Susana

### Linked Objects

▼ Child Scorecards												
Name		Owners										
Elections - Finance and Administration FY2019/20		Saifer, Rena (Elections); Ponce, Jose J. (Elections); Gonzalez-Bruzzo, Mary (Elections)										
ELECTIONS DEPARTMENT FY2019/20		White, Christina (Elections); Ponce, Jose J. (Elections) ; Gonzalez-Bruzzo, Mary (Elections)										
Elections - Governmental Affairs FY2019/20		Rodriguez, Roberto (Elections); Trutie, Suzy (Elections)										
Elections - Information Systems FY2019/20		Johnson, Michael (Elections); Yurubi, Gilbert (Elections)										
Elections - Operations FY2019/20		Sierra-Trujillo, Erika B. (Elections); Diaz, Marcela (Elections); Lopez, Andrew (Elections)										
Elections - Poll Worker Recruitment and Training FY2019/20		McComb, Allison (Elections); Hodge, Katrina (ELECTIONS)										
Elections - Voter Services FY2019/20		McClain, Michelle (Elections); Ramirez, Vanessa (Elections)										
Elections		White, Christina (Elections)										
▼ Parent Scorecards												
Name		Owners										
ELECTIONS DEPARTMENT FY2019/20		White, Christina (Elections); Ponce, Jose J. (Elections) ; Gonzalez-Bruzzo, Mary (Elections)										
General Government Strategic Area Scorecard		Miami-Dade County										
▼ ActiveViews												
▼ Initiatives												
Name		Type	As Of						%	Status	Owners	
Effectively and accurately integrate new voting technology that provides a paper trail for voters with disabilities		Improvement	n/a							n/a	Johnson, Michael (Elections); Yurubi, Gilbert (Elections)	
▼ Objectives												
Name		Owners										
Educate and engage existing and potential voters		Trutie, Suzy (Elections); Rodriguez, Roberto (Elections)										
Respond to all communications from customers in a timely manner		Trutie, Suzy (Elections); Rodriguez, Roberto (Elections)										
Ensure municipal elections are conducted successfully		Trutie, Suzy (Elections); Rodriguez, Roberto (Elections)										
Promote the convenience of voting to increase voter confidence in the electoral process		Ramirez, Vanessa (Elections); McClain, Michelle (Elections)										

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Provide Early Voting at convenient locations	McComb, Allison (Elections); Hodge, Katrina (ELECTIONS)
Promote a Vote-By-Mail voting	McClain, Michelle (Elections); Ramirez, Vanessa (Elections)
Secure the most convenient facilities to serve as polling places	Sierra-Trujillo, Erika B. (Elections); Lopez, Andrew (Elections)
Ensure poll workers are qualified and properly trained	McComb, Allison (Elections); Hodge, Katrina (ELECTIONS)
Ensure timely coding of ballots for all Countywide, municipal and special elections	Johnson, Michael (Elections); Yurubi, Gilbert (Elections)
Ensure timely tabulation and availability of election results on Department website	Johnson, Michael (Elections); Yurubi, Gilbert (Elections)
Ensure timely and accurate verification of candidate and initiate petitions in accordance with federal, state, and local laws	McClain, Michelle (Elections); Ramirez, Vanessa (Elections)
Meet Budget Targets	Gonzalez-Bruzzo, Mary (Elections); Ponce, Jose J. (Elections)
Promote Elections employees development and leadership	Gonzalez-Bruzzo, Mary (Elections); Ponce, Jose J. (Elections)
Recruitment of Election Staff	Gonzalez-Bruzzo, Mary (Elections); Ponce, Jose J. (Elections)
▼ Program Groups	
▼ Spotlight Charts	
▼ Tasks	

Commentary

Action Items

	Due Date ▲	Status ▲	Action	Owners
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Comments

Date ▼	Author	Comment
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Attachments & Links

▼ External Links
▼ Attachments

Measures

As Of: <M/d/yyyy> 15	Sum. Lvl.: Base ▼	Comparator: Default ▼									
		Name	Description	Comparator Name	Sum. Lvl.	Period	Actual	Target	Variance	Owners	Domain
▲		Average number of petitions processed within target		Goal - Default	Base	Dec '19	52,237	30	52,207	Ramirez, Vanessa (Elections); McClain, Michelle (Elections)	Elections
▲		Election - Average Call Wait Time With Election Central	Election Central is a call center that is organized for every countywide election as a central information center for poll workers to report issues and make inquiries. This measure is designed to reduce the average answer speed in queue time to less than thirty...	Goal - Default	Base	Dec '19	:0 seconds	:60 seconds	:-60 seconds	Sierra-Trujillo, Erika B. (Elections); Lopez, Andrew (Elections); Diaz, Marcela (Elections)	Elections
		Full-Time positions filled		Goal - Default	Base	'20 FQ1	90% (95 / 105)	n/a	n/a	Ponce, Jose J. (Elections); Gonzalez-Bruzzo, Mary (Elections); Marti-Perez, Susana	Elections
VR		Municipal Clerk satisfaction with Elections Department overall		Goal - Default	Base	Jan '20	n/a	99%	n/a	Miranda, Ingrid (Elections); Prieto, Elizabeth (Elections); Capote, Daisy (Elections) ; Rabagh-Garcia, Nelfa	Elections
▲		New Voter registrations	Number of new voter registration applications	Goal - Default	Base	'20 FQ1	17,476	12,000	5,476	McClain, Michelle (Elections); Ramirez, Vanessa (Elections)	Elections
▲		Number of days to confirm Polling Locations	A letter is sent out to each prospective Polling location 45 days before the Election date. Follow ups are done by the Polling section staff on a periodic basis until a response is received on whether or not the Polling location can be used for elections or not.	Goal - Default	Base	Dec '19	0days	60days	60days	Sierra-Trujillo, Erika B. (Elections); Diaz, Marcela (Elections); Lopez, Andrew (Elections)	Elections
		Number of election results completed before midnight		Goal - Default	n/a	n/a	n/a	n/a	n/a	Gonzalez-Bruzzo, Mary (Elections); Yurubi, Gilbert (Elections); Ponce, Jose J. (Elections); Johnson, Michael (Elections)	Elections
▲		Number of employees who attended training		Goal - Default	Base	Oct '19	2	2	0	Ponce, Jose J. (Elections); Gonzalez-Bruzzo, Mary (Elections)	Elections
▲		Number of media requests fulfilled	Track the number of media interviews provided by the Elections Department to help educate voters on election issues and increases awareness of the democratic process.	Goal - Default	Base	Dec '19	8	1	7	Trutie, Suzy (Elections); Rodriguez, Roberto (Elections)	Elections

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	Number of outreach events to promote voter education		Goal - Default	Base	Dec '19	11	11	0 Noboa, Teo (Elections); Trutie, Suzy (Elections); Rodriguez, Roberto (Elections)	Elections
	Number of Poll Workers trained	Florida Statute F.S. 102.014 requires all Poll Workers to be trained prior to being assigned to work on Election Day(s). Training is done for new poll workers, returning poll workers and those who will work in the role of Election Specialist (ES). Certification training is also done for succession planning for Clerks and...	Goal - Default	Base	Dec '19	268	150	118 McComb, Allison (Elections); Hodge, Katrina (Elections)	Elections
	Number of public records requests completed		Goal - Default	Base	Dec '19	28	n/a	n/a Ponce, Jose J. (Elections); Collazo, Richard (Elections); Rodriguez, Roberto (Elections); Castellanos, Ramon (Elections)	Elections
	Percentage of voters utilizing Vote-By-Mail - All Elections		Goal - Default	Base	Dec '19	100.00% (186.00 / 186.00)	n/a	n/a Johnson, Michael (Elections); STUART, GINA (ELECTIONS); Yurubi, Gilbert (Elections)	Elections
	Percentage of voters who voted early - all elections	Percentage of Voters who voted at all Early Voting locations prior to all elections.	Goal - Default	Base	Dec '19	n/a	n/a	n/a Hodge, Katrina (ELECTIONS); McComb, Allison (Elections)	Elections
VR	Timely Coding of Ballots - Countywide and Special Election		Goal - Default	Base	'20 FQ1	n/a	n/a	n/a Johnson, Michael (Elections); STUART, GINA (ELECTIONS); Yurubi, Gilbert (Elections)	Elections
	Timely Coding of Ballots - Municipal Elections	Code municipal elections within 3 days of receipt of master ballot layout	Goal - Default	Base	Dec '19	1Days	3Days	2Days Johnson, Michael (Elections); STUART, GINA (ELECTIONS); Yurubi, Gilbert (Elections)	Elections
	Total Expense (Elections)		Goal - Default	Base	Dec '19	3,115,685	3,109,000	-6,685 Gonzalez-Bruzzo, Mary (Elections); Ponce, Jose J. (Elections)	Elections
	Total Number of Petitions Processed	The number of petitions processed quarterly	Goal - Default	Base	'20 FQ1	122,088 Petitions	n/a	n/a McClain, Michelle (Elections); Ramirez, Vanessa (Elections)	Elections
	Total Revenue (Elections)		Goal - Default	Base	Dec '19	8,401	1,000	7,401 Gonzalez-Bruzzo, Mary (Elections); Ponce, Jose J. (Elections)	Elections

