

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department:

**CLERK-RECORDER-
ELECTIONS (03330)**

Function:

General

Activity:

Elections

Fund:

General

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	264,796	277,493	301,864	301,864
710103 Extra Help	15,085	30,000	30,000	30,000
710105 Overtime	0	0	0	0
710200 Retirement	86,609	89,278	91,671	91,671
710300 Health Insurance	47,736	45,865	55,180	55,180
710400 Workers' Compensation Insurance	1,212	2,821	186	186
710500 Other Benefits	600	600	600	600
TOTAL SALARIES & EMPLOYEE BENEFITS	416,039	446,057	479,501	479,501
SERVICES & SUPPLIES				
720300 Communications	2,706	3,400	3,000	3,000
720600 Insurance	64	118	3,541	3,541
720800 Maintenance - Equipment	2,201	4,000	3,500	3,500
721100 Memberships	600	200	200	200
721300 Office Expense	20,739	15,000	15,000	15,000
721400 Professional & Specialized Services	73,481	72,000	84,500	84,500
721500 Publications & Legal Notices	1,486	3,500	5,000	5,000
721600 Rents & Leases - Equipment	200	1,000	500	500
721700 Rents & Leases - Buildings	0	700	700	700
721900 Special Departmental Expense	265,939	230,000	355,000	355,000
722000 Transportation & Travel	6,078	5,500	8,000	8,000
TOTAL SERVICES & SUPPLIES	373,494	335,418	478,941	478,941
FIXED ASSETS				
740300 Equipment	0	0	30,000	30,000
TOTAL FIXED ASSETS	0	0	30,000	30,000
TOTAL - ELECTIONS	789,533	781,475	988,442	988,442

ELECTIONS

COMMENTS

The Elections Division is under the jurisdiction of the County Clerk-Recorder, with the responsibility of conducting most elections held within the county. Ongoing duties include: voter registration and maintenance of registration lists and records; preparation of precinct and district maps; verification of signatures on petitions; filing campaign disclosure statements and statements of economic interests. During an election season, duties include: ballot layout and acquisition; preparation/mailing of vote-by-mail ballots; processing voted ballots for tabulation; procurement, training and payment of poll workers; acquisition of polling sites; preparation of polling place supplies; and programming/deploying HAVA-compliant voting equipment.

***Law regulates voting procedures for military or overseas voters and provides that a military or overseas voter has the right to register for, and to vote by a vote by mail ballot in any election within the state. It also defined a "ballot marking system". Assembly Bill 2252, which became effective in January, 2017, renames a "ballot marking system" to "remote accessible vote by mail system" and defines it as a mechanical, electromechanical, or electronic system and its software that is used for the sole purpose of marking an electronic vote by mail ballot remotely, outside a polling location, for a voter with disabilities or a military or overseas voter who would then be required to print the paper cast vote record to be submitted to the elections official.*

***Counties will be required to implement a remote system once the Secretary of State has certified systems for use in California. At this time, it is not known what the costs will be to implement such a system, however, it is an expense that the Elections Division will face in the future, quite possibly as soon as the June, 2018 Gubernatorial Statewide Primary Election.*

ELECTIONS

WORKLOAD – Elections Conducted

		<u>Actual 2015-16</u>	<u>Estimated 2016-17</u>	<u>Projected 2017-18</u>
9/1/15	Golden Valley Unified Recall Minor; 5 Precincts 3,700 registered voters	1		
6/7/16	Presidential Primary Election Major; 100 Precincts 60,000 registered voters	1		
11/8/16	Presidential General Election Major; 100 Precincts 60,000 registered voters		1	
3/7/17	Special Election Major; 42 Precincts 36,000 registered voters		1	
11/7/17	West Hills CCD General Election Minor; 1 Precinct 250 registered voters			1
6/5/18	Gubernatorial Primary Election Major; 100 Precincts 60,000 registered voters			1

This workload schedule as projected for 2017-18 does not reflect any unforeseen special elections called by the Governor or by any jurisdiction in the county.

ELECTIONS

REVENUE (totals by category)

	Actual	Estimated	Projected
	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
State reimbursements (mailings, postage, etc.)	\$ 2,259	\$ 5,098	\$ 1,500
Help American Voters Act reimbursements (Sec 261 & 271)	0	0	0
Election-related revenues – candidate filing fees	5,859	225	30,000
Election-related revenues – candidate statements (transfer from Trust)	10,315	11,100	30,000
Election-related revenue – agency payments	22,541	336,542	200
Penalties/fines – late filing	120	100	100
Election sales/services provided	<u>2,459</u>	<u>1,855</u>	<u>3,000</u>
TOTAL:	\$43,553	\$354,920	\$64,800

STAFFING

<u>Permanent</u>	2016-17 Authorized		2017-18 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
County Clerk-Recorder	0.5	0.0	0.5	0.0
Elections Division Manager	1.0	0.0	1.0	0.0
Accounting Technician I/II	0.0	0.5	0.5	0.0
Deputy County Clerk-Recorder I/II**	2.0	1.0	2.0	1.0
Senior Deputy County Clerk-Recorder***	<u>1.0</u>	<u>0.0</u>	<u>1.0</u>	<u>0.0</u>
Total Permanent	4.5	1.5	5.0	1.0

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$301,864) is recommended increased \$24,371 based on the cost of recommended staffing.

710103 **Extra Help** (\$30,000) is recommended unchanged. Extra help personnel are needed prior to, during, and after large elections to assist elections staff in a variety of assignments, including precinct supply box preparation, assembling election materials for precincts, answering phones, verification of signatures on petitions, data entry, and preparing mailings. This division has reduced the number of extra help staff typically requested and will perform a larger portion of the duties with regular staff. However, extra help staff is necessary when regular staff cannot be removed from their duties which may inhibit customer service or other vital functions of the department. Extra help staff will be utilized to assist staff in keeping up with the demands of the daily workload and duties that must be performed in order to produce a successful election.

710105 **Overtime** (\$0) is not recommended.

ELECTIONS

SALARIES & EMPLOYEE BENEFITS (continued)

710200 **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.

710300 **Health Insurance** is based on the employer's share of health insurance premiums.

710400 **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

720300 **Communications** (\$3,000) is recommended reduced \$400 based on cost experience and the elimination of polling place phones for use on Election Day.

720600 **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.

720800 **Maintenance - Equipment** (\$3,500) is recommended reduced \$500 based on replacement of old equipment which will be under warranty for one year and anticipated costs for maintenance contracts for servers and printers, for pre-election service on four ballot card readers, and to service existing equipment and computers not covered by maintenance agreements.

721100 **Memberships** (\$200) is recommended unchanged based on current memberships paid from this account.

721300 **Office Expense** (\$15,000) is recommended unchanged based on anticipated costs for general office supplies. The account includes the cost of the postal permits, Election Code books and the cost of preparation of poll worker instructions. Note: postage expense for mailing voter information guides is budgeted under Special Departmental Expense (721900).

721400 **Professional & Specialized Services** (\$84,500) is recommended increased \$12,500 to allow for increases in contract charges (4% annual increase for HART and 7% increase for DFM). Contracts for HART InterCivic (electronic voting equipment vendor) annual software license/support maintenance agreement represents (\$25,000) and DFM (election management and voting system vendor) annual software license/support lease represents (\$42,000). Note: the DFM contract is calculated based upon the department's report of registrations which changes annually in October. The HART contract rate above reflects a 4% increase after April 2015. We have also added costs in the account for the installation of NetFile for annual software contract in the amount of \$7,500. The remaining \$10,000 is for funding necessary to contract with outside counsel should the need arise.

ELECTIONS

SERVICES & SUPPLIES (continued)

- 721500** **Publications & Legal Notices** (\$5,000) is recommended increased \$1,500 due to increased costs to publish mandated Legal Notices for the November 2017 and June 2018 elections and publications for voter outreach. Expenses in this account are necessary due to legal requirement to publish all election related materials in English and Spanish.
- 721600** **Rents & Leases – Equipment** (\$500) is recommended reduced \$500 based on past experience and provides a minimal allowance of use of County vehicles by staff for association training, poll worker training, voter outreach/education and election related travel as it becomes necessary.
- 721700** **Rents & Leases - Building** (\$700) is recommended unchanged for the rental of polling places for the June 2018 Gubernatorial Primary Election.
- 721900** **Special Departmental Expense** (\$355,000) is recommended increased \$125,000 for increases to following: Printing/Postage for Ballots, Voter Information Guides, PVBM envelopes (\$220,000); Payroll and mileage reimbursement for poll workers/field inspectors/election night support staff (\$75,000); Vote by Mail Ballot envelopes, instructional inserts, secrecy sleeves, labels and supplies (\$28,450); Precinct supplies, ballot boxes, signage, tables/chairs, ADA accessibility modifications, official seals, electronic voting equipment batteries and voting devices (\$16,750); Spanish Translations as required by VRA and HAVA (\$2,500); Audio files for ADA accessible voter information guides (\$10,000); and Miscellaneous supplies such as labels for candidate data requests, labels for on-demand voter information guides and shredding of past election materials (\$2,300).
- 722000** **Transportation & Travel** (\$8,000) is recommended increased \$2,500 to provide necessary travel to stay abreast of new laws, provide for staff training which affect the conduct of elections and in garnering ideas on saving on election costs, and to cover costs associated with mandatory Election Center Certification.

FIXED ASSETS

- 740301** **Fixed Assets** (\$30,000) is recommended for the purchase a new Election Management Software and Ballot Counting server. The existing server is 2 years past the recommended timeframe for replacement. Funds requested are based on the estimates provided by the IT Department and will accommodate any unforeseen or necessary upgrades and/or licensing requirements. The Elections server provides functionality between the Election Management System (EIMS), VoteCal, and ballot counting. Server failure of any kind greatly impacts the ability to function and could be detrimental to an ongoing election and/or certification of its results.