

# Election Commissioner

**Mission:** To provide all eligible Sedgwick County citizens the opportunity to register to vote and participate in an informed manner in simple, accessible and secure elections.

**Tabitha Lehman**  
**Sedgwick County Election Commissioner**

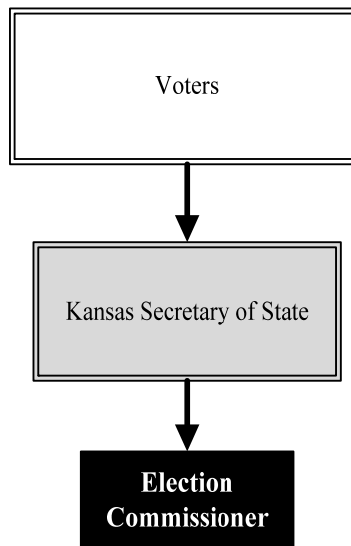
510 N. Main, Suite 101  
 Wichita KS 67203  
 316.660.7100

[tabitha.lehman@sedgwick.gov](mailto:tabitha.lehman@sedgwick.gov)

## Overview

The Election Commissioner, who is appointed by the Kansas Secretary of State, oversees all voter registration and elections within Sedgwick County. Many State statues relate to the conduct of elections, but the primary statutes governing elections are found in Chapter 25 of the Kansas Statutes. Statutes specifically outlining the main duties and responsibilities of the Election Commissioner are in Kansas Statutes 19-3419 through 19-3439.

To make the election process flow as smoothly as possible and to accomplish the goals and the mission of the Election Commissioner, the Election Office receives valuable support from the County. This financial, logistical, personnel and technical support is received from the Board of County Commissioners, the County Manager and other county departments.



## Strategic Goals:

- Provide voter registration to all eligible citizens within Sedgwick County
- Expand the awareness and opportunity for advanced voting
- Increase accessibility and awareness for voters at all voting locations

## Highlights

- Hundreds of board workers assist in advance voting and Election Day voting, often working long hours to ensure that all registered voters have the opportunity to cast their vote in an election.
- In 2013 the Election Office facilitated more than 23,000 ballots being cast.



# Accomplishments and Priorities

## Accomplishments

During 2013, the Election Office conducted two regularly scheduled and two special elections.

In January 2013, the next phase of the Secure and Fair Elections (SAFE) Act took effect requiring every new registrant to submit a citizenship document with their application. The Election Office now attends every Naturalization Ceremony to help new citizens register to vote and to collect the registration cards and documents for new citizens across the state and disseminate them to the correct County Election Officers. In 2013, the Election Office processed more than 300 new citizen registrations.

## Priorities

The staff of the Sedgwick County Election Office are pursuing new outreach programs to facilitate broader understanding of the electoral process. This includes conducting off site voter registration drives, speaking at public events, conducting onsite informational workshops and increased media outreach.



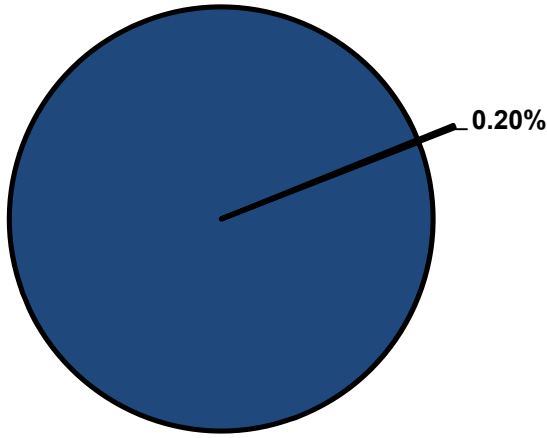
## Significant Budget Adjustments

Changes to the Election Commissioner's 2015 budget include a \$54,000 reduction for one-time funding in 2014 for battery replacement on voting machines and a 0.98 FTE adjustment to make data consistent with Human Resources system data.

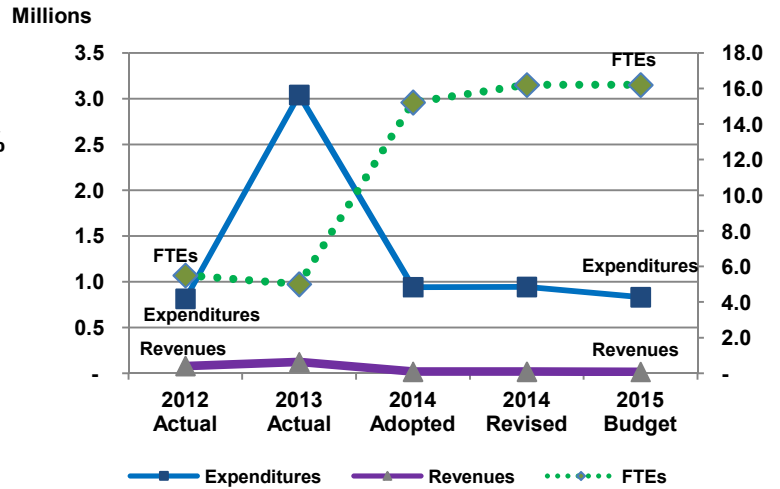


**Departmental Graphical Summary**

**Election Commissioner**  
Percent of Total County Operating Budget



**Expenditures, Program Revenue & FTEs**  
All Operating Funds



**Budget Summary by Category**

	2012 Actual	2013 Actual	2014 Adopted	2014 Revised	2015 Budget	Amount Chg '14 Rev.-'15	% Chg '14 Rev.-'15
<b>Expenditures</b>							
Personnel	572,557	350,802	603,330	605,229	548,299	(56,930)	-9.41%
Contractual Services	158,388	122,001	293,087	264,912	235,884	(29,028)	-10.96%
Debt Service	-	-	-	-	-	-	-
Commodities	82,519	68,107	44,500	72,675	47,500	(25,175)	-34.64%
Capital Improvements	-	-	-	-	-	-	-
Capital Equipment	-	-	-	-	-	-	-
Interfund Transfers	-	2,500,000	-	-	-	-	-
<b>Total Expenditures</b>	<b>813,463</b>	<b>3,040,909</b>	<b>940,917</b>	<b>942,816</b>	<b>831,683</b>	<b>(111,133)</b>	<b>-11.79%</b>
<b>Revenues</b>							
Tax Revenues	-	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-
Charges for Services	77,775	5,275	15,911	15,911	13,016	(2,895)	-18.19%
All Other Revenue	1,617	117,392	1,709	1,709	1,841	132	7.74%
<b>Total Revenues</b>	<b>79,392</b>	<b>122,667</b>	<b>17,620</b>	<b>17,620</b>	<b>14,857</b>	<b>(2,763)</b>	<b>-15.68%</b>
<b>Full-Time Equivalents (FTEs)</b>							
Property Tax Funded	5.50	5.00	15.22	16.20	16.20	-	0.00%
Non-Property Tax Funded	-	-	-	-	-	-	-
<b>Total FTEs</b>	<b>5.50</b>	<b>5.00</b>	<b>15.22</b>	<b>16.20</b>	<b>16.20</b>	<b>-</b>	<b>0.00%</b>

**Budget Summary by Fund**

Fund	2012 Actual	2013 Actual	2014 Adopted	2014 Revised	2015 Budget	Amount Chg '14 Rev.-'15	% Chg '14 Rev.-'15
General Fund	813,463	3,040,909	940,917	942,816	831,683	(111,133)	-11.79%
<b>Total Expenditures</b>	<b>813,463</b>	<b>3,040,909</b>	<b>940,917</b>	<b>942,816</b>	<b>831,683</b>	<b>(111,133)</b>	<b>-11.79%</b>

**Significant Budget Adjustments from Prior Year Revised Budget**

	Expenditures	Revenues	FTEs
Reduction for one-time funding in 2014 for battery replacement on voting machines	(54,000)		
FTE adjustment to make data consistent with HR system data			0.98
<b>Total</b>	<b>(54,000)</b>	<b>-</b>	<b>0.98</b>

**Budget Summary by Program**

Program	Fund	2012 Actual	2013 Actual	2014 Adopted	2014 Revised	2015 Budget	% Chg '14 Rev.-'15	2015 FTEs
Administration	110	280,304	371,391	489,885	491,784	506,421	2.98%	6.00
Election Operations	110	533,159	2,669,518	451,032	451,032	325,263	-27.88%	10.20
<b>Total</b>		<b>813,463</b>	<b>3,040,909</b>	<b>940,917</b>	<b>942,816</b>	<b>831,683</b>	<b>-11.79%</b>	<b>16.20</b>

**Personnel Summary By Fund**

Position Titles	Fund	Grade	Budgeted Compensation Comparison			FTE Comparison		
			2014 Adopted	2014 Revised	2015 Budget	2014 Adopted	2014 Revised	2015 Budget
Poll Worker	110	ELECT	201,260	102,180	102,180	9.20	6.80	6.80
Election Commissioner	110	APPOINT	78,098	82,050	82,050	1.00	1.00	1.00
Chief Deputy Election Commissioner	110	GRADE129	45,562	50,922	50,922	1.00	1.00	1.00
Deputy Election Commissioner	110	GRADE124	35,971	37,266	37,266	1.00	1.00	1.00
Election Specialist	110	GRADE121	61,240	66,029	66,029	2.00	2.00	2.00
Fiscal Associate	110	GRADE118	25,056	26,520	26,520	1.00	1.00	1.00
KZ4 Election 2nd job	110	GRADE116	1,100	1,100	1,100	0.02	1.00	1.00
Temp: Office/Administrative	110	EXCEPT	-	12,000	12,000	-	2.40	2.40
<b>Subtotal</b>					<b>378,067</b>			
Add:								
Budgeted Personnel Savings					-			
Compensation Adjustments					11,992			
Overtime/On Call/Holiday Pay					207			
Benefits					158,033			
<b>Total Personnel Budget</b>					<b>548,299</b>	<b>15.22</b>	<b>16.20</b>	<b>16.20</b>

• Administration

The Election Commissioner is appointed by the Kansas Secretary of State for a four-year term. The Office is responsible for registering citizens to vote, negotiating with other entities for polling location arrangements, and organizing and scheduling employees and volunteers to staff polling places for elections, provide advance ballots, and tabulating the results of voting. Indirect costs for the election process are funded from this program.

Fund(s): County General Fund 110

Expenditures	2012 Actual	2013 Actual	2014 Adopted	2014 Revised	2015 Budget	Amnt. Chg. '14 - '15	% Chg. '14 - '15
Personnel	216,671	249,572	383,400	385,299	419,037	33,737	8.8%
Contractual Services	54,276	62,541	94,985	94,985	69,884	(25,101)	-26.4%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	9,357	59,278	11,500	11,500	17,500	6,000	52.2%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
<b>Total Expenditures</b>	<b>280,304</b>	<b>371,391</b>	<b>489,885</b>	<b>491,784</b>	<b>506,421</b>	<b>14,636</b>	<b>3.0%</b>
<b>Revenues</b>							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	-	-	-	-	-	-	0.0%
All Other Revenue	-	76	-	-	81	81	0.0%
<b>Total Revenues</b>	<b>-</b>	<b>76</b>	<b>-</b>	<b>-</b>	<b>81</b>	<b>81</b>	<b>0.0%</b>
<b>Full-Time Equivalents (FTEs)</b>	<b>4.00</b>	<b>4.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>-</b>	<b>0.0%</b>

• Election Operations

This program is established to capture the direct costs associated with conducting annual elections. The largest expense is for Election Day board worker salaries and mileage. These employees are hired on a temporary basis prior to, during and after the election. Also included is printing of ballots, payment to polling places, set up and delivery of voting machines, administrative costs, voter registration, and voter outreach. This program also captures the revenue generated by fees candidates pay to file for election and reimbursements received for special elections. These fees are not enough to cover the cost of elections and the majority of funding comes from the County's general fund. 2013 actuals include a transfer to the equipment reserve to set aside funds for election machine replacement in 2017.

Fund(s): County General Fund 110

Expenditures	2012 Actual	2013 Actual	2014 Adopted	2014 Revised	2015 Budget	Amnt. Chg. '14 - '15	% Chg. '14 - '15
Personnel	355,886	101,230	219,930	219,930	129,263	(90,667)	-41.2%
Contractual Services	104,111	59,459	198,102	169,927	166,000	(3,927)	-2.3%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	73,162	8,829	33,000	61,175	30,000	(31,175)	-51.0%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	2,500,000	-	-	-	-	0.0%
<b>Total Expenditures</b>	<b>533,159</b>	<b>2,669,518</b>	<b>451,032</b>	<b>451,032</b>	<b>325,263</b>	<b>(125,769)</b>	<b>-27.9%</b>
<b>Revenues</b>							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	77,775	5,275	15,911	15,911	13,016	(2,895)	-18.2%
All Other Revenue	1,617	117,315	1,709	1,709	1,760	51	3.0%
<b>Total Revenues</b>	<b>79,392</b>	<b>122,591</b>	<b>17,620</b>	<b>17,620</b>	<b>14,776</b>	<b>(2,844)</b>	<b>-16.1%</b>
<b>Full-Time Equivalents (FTEs)</b>	<b>9.22</b>	<b>9.22</b>	<b>9.22</b>	<b>10.20</b>	<b>10.20</b>	<b>-</b>	<b>0.0%</b>