

Election Commissioner

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

Tabitha Lehman
Sedgwick County Election Commissioner

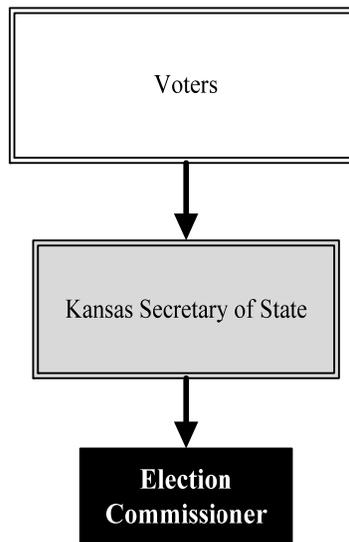
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Overview

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:

- *Continue the tradition of conducting successful elections in Sedgwick County*
- *Streamline office operations and conduct elections in an efficient manner*
- *Improve the voting experience for Sedgwick County voters*

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 2014, the Election Office implemented new ballot processing procedures utilizing a new envelope scanning and sorting machine that allows for more efficiencies in the processing of mail and increased mail ballot security



Accomplishments and Priorities

Accomplishments

During the last 18 months, the Election Office conducted and certified 20 elections.

The Sedgwick County Election Office boasts the most active Advance By Mail program in the State of Kansas. If more people vote by mail, fewer people vote at polling places on Election Day. With fewer expected voters, the Election Office is able to assign more precincts to a single polling place and subsequently reduce voter wait times on Election Day while minimizing costs associated with Election Day voting.

The Sedgwick County Election Office secured six new polling places for Election Day voting, ensuring accessible voting areas are available for all voters of Sedgwick County.

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.

The Election Office staff is currently attending Naturalization Ceremonies on a weekly basis to facilitate the voter registration of newly naturalized United States citizens. In the last 18 months, the Sedgwick County Election Office has attended over 20 Naturalization Ceremonies.

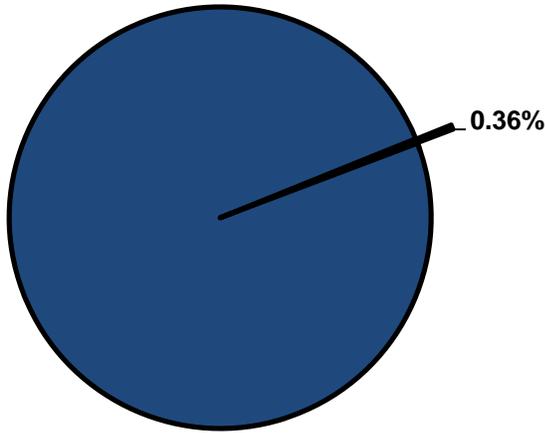


Significant Budget Adjustments

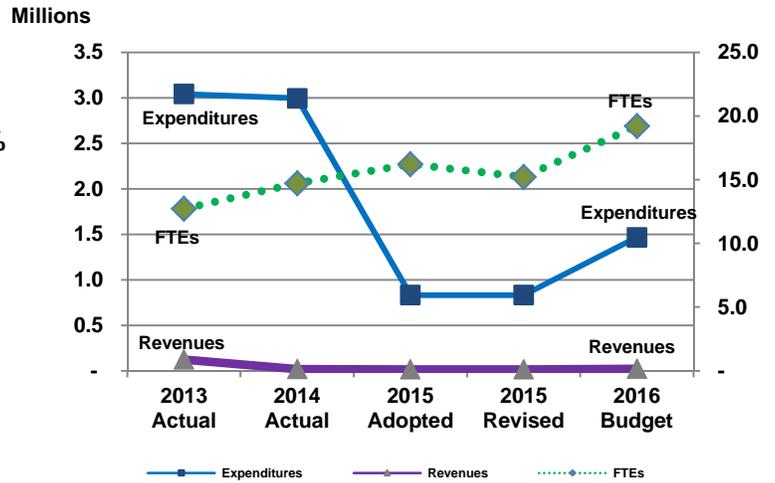
Changes to the Election Commissioner's 2016 budget include anticipated cyclical expenses for the 2016 Presidential Election as well as the addition of 2.0 FTE Election Specialist positions and 2.0 FTE Administrative Officer positions.

Departmental Graphical Summary

Election Commissioner
Percent of Total County Operating Budget



Expenditures, Program Revenue & FTEs
All Operating Funds



Budget Summary by Category

	2013 Actual	2014 Actual	2015 Adopted	2015 Revised	2016 Budget	Amount Chg '15 Rev.-'16	% Chg '15 Rev.-'16
Expenditures							
Personnel	350,802	648,615	548,299	548,299	1,062,718	514,419	93.82%
Contractual Services	122,001	273,165	235,884	247,884	296,769	48,885	19.72%
Debt Service	-	-	-	-	-	-	-
Commodities	68,107	71,923	47,500	35,500	106,995	71,495	201.39%
Capital Improvements	-	-	-	-	-	-	-
Capital Equipment	-	-	-	-	-	-	-
Interfund Transfers	2,500,000	2,000,000	-	-	-	-	-
Total Expenditures	3,040,909	2,993,703	831,683	831,683	1,466,482	634,799	76.33%
Revenues							
Tax Revenues	-	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-
Charges for Services	5,275	8,204	13,016	13,016	10,412	(2,604)	-20.01%
All Other Revenue	117,392	10,374	1,841	1,841	11,005	9,164	497.71%
Total Revenues	122,667	18,578	14,857	14,857	21,417	6,560	44.15%
Full-Time Equivalents (FTEs)							
Property Tax Funded	12.72	14.72	16.20	15.20	19.20	4.00	26.32%
Non-Property Tax Funded	-	-	-	-	-	-	-
Total FTEs	12.72	14.72	16.20	15.20	19.20	4.00	26.32%

Budget Summary by Fund

Fund	2013 Actual	2014 Actual	2015 Adopted	2015 Revised	2016 Budget	Amount Chg '15 Rev.-'16	% Chg '15 Rev.-'16
General Fund	3,040,909	2,993,703	831,683	831,683	1,466,482	634,799	76.33%
Total Expenditures	3,040,909	2,993,703	831,683	831,683	1,466,482	634,799	76.33%

Significant Budget Adjustments from Prior Year Revised Budget

	Expenditures	Revenues	FTEs
Increase in expenditures due to 2016 Presidential election	395,324		
Addition of two Administrative Officer positions	120,422		2.00
Addition of two Election Specialist positions	108,830		2.00
Total	624,576	-	4.00

Budget Summary by Program

Program	Fund	2013 Actual	2014 Actual	2015 Adopted	2015 Revised	2016 Budget	% Chg '15 Rev.-'16	2016 FTEs
Administration	110	371,391	472,222	506,421	481,421	721,783	49.93%	10.00
Election Operations	110	2,669,518	2,521,481	325,263	350,263	744,700	112.61%	9.20
Total		3,040,909	2,993,703	831,683	831,683	1,466,482	76.33%	19.20

Personnel Summary By Fund

Position Titles	Fund	Grade	Budgeted Compensation Comparison			FTE Comparison		
			2015 Adopted	2015 Revised	2016 Budget	2015 Adopted	2015 Revised	2016 Budget
Poll Worker	110	ELECT	102,180	102,180	333,012	6.80	6.80	6.80
Election Commissioner	110	APPOINT	82,050	83,086	83,086	1.00	1.00	1.00
Chief Deputy Election Commissioner	110	GRADE129	50,922	52,224	52,224	1.00	1.00	1.00
Administrative Officer	110	GRADE124	-	-	66,226	-	-	2.00
Deputy Election Commissioner	110	GRADE124	37,266	38,219	38,219	1.00	1.00	1.00
Election Specialist	110	GRADE121	66,029	67,581	133,807	2.00	2.00	4.00
Fiscal Associate	110	GRADE118	26,520	27,198	27,198	1.00	1.00	1.00
KZ4 Election 2nd job	110	GRADE116	1,100	-	-	1.00	-	-
Temp: Office/Administrative	110	EXCEPT	12,000	12,000	50,790	2.40	2.40	2.40
Subtotal					784,562			
Add:								
Budgeted Personnel Savings					-			
Compensation Adjustments					9,194			
Overtime/On Call/Holiday Pay					1,322			
Benefits					267,640			
Total Personnel Budget					1,062,718	16.20	15.20	19.20

• 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, 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	2013 Actual	2014 Actual	2015 Adopted	2015 Revised	2016 Budget	Amnt. Chg. '15 - '16	% Chg. '15 - '16
Personnel	249,572	374,305	419,037	419,037	647,634	228,597	54.6%
Contractual Services	62,541	87,481	69,884	56,884	65,969	9,085	16.0%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	59,278	10,436	17,500	5,500	8,180	2,680	48.7%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
Total Expenditures	371,391	472,222	506,421	481,421	721,783	240,362	49.9%
Revenues							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	-	-	-	-	-	-	0.0%
All Other Revenue	76	304	81	81	322	241	297.6%
Total Revenues	76	304	81	81	322	241	297.6%
Full-Time Equivalents (FTEs)	4.00	6.00	6.00	6.00	10.00	4.00	66.7%

• 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. The 2013 and 2014 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	2013 Actual	2014 Actual	2015 Adopted	2015 Revised	2016 Budget	Amnt. Chg. '15 - '16	% Chg. '15 - '16
Personnel	101,230	274,310	129,263	129,263	415,085	285,822	221.1%
Contractual Services	59,459	185,684	166,000	191,000	230,800	39,800	20.8%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	8,829	61,487	30,000	30,000	98,815	68,815	229.4%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	2,500,000	2,000,000	-	-	-	-	0.0%
Total Expenditures	2,669,518	2,521,481	325,263	350,263	744,700	394,437	112.6%
Revenues							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	5,275	8,204	13,016	13,016	10,412	(2,604)	-20.0%
All Other Revenue	117,315	10,070	1,760	1,760	10,683	8,923	506.9%
Total Revenues	122,591	18,274	14,776	14,776	21,095	6,319	42.8%
Full-Time Equivalents (FTEs)	8.72	8.72	10.20	9.20	9.20	-	0.0%