

Election Commissioner

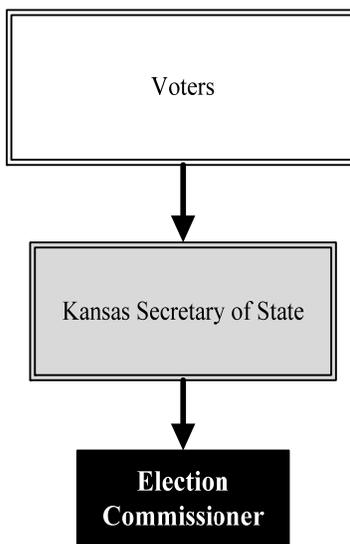
Mission: *To conduct elections and enfranchise all eligible Sedgwick County citizens, giving them the opportunity to register to vote and participate in an informed manner in simple, accessible, and secure elections.*

Tabitha Lehman
Sedgwick County Election Commissioner
 510 N. Main St., Suite 101
 Wichita, KS 67203
 316.660.7100
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 Kansas statutes 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, working long hours to ensure that all registered voters have the opportunity to cast their vote in an election



Accomplishments and Strategic Results

Accomplishments

In 2019, the Election Office added five new polling locations and continues to study the need for more.

In 2019, the Election Office conducted five post-election audits, each of which confirmed the accuracy of the voting equipment and processes used by the Election Office.

Strategic Results

The Election Office conducted five elections in 2019. More than 89,000 ballots were cast, including 10,894 ballots cast during in-person early voting, 14,651 ballots cast by mail, and 64,148 ballots cast at a polling place on Election Day.

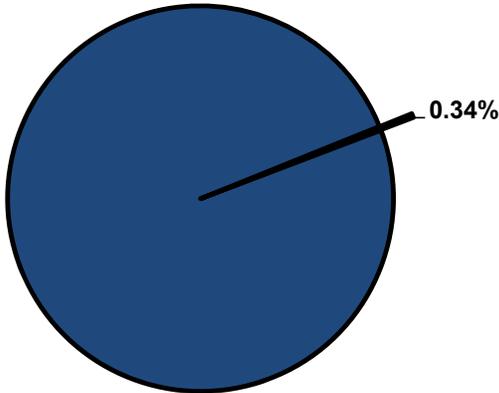


Significant Budget Adjustments

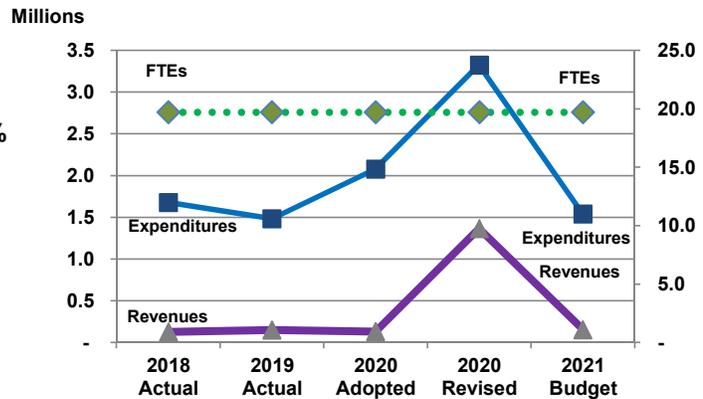
Significant adjustments to the Election Commissioner's 2021 Budget include a \$1,236,765 reduction in revenue due to grants aimed at safe elections during COVID-19. Additional changes include a \$681,581 reduction in personnel costs due to the presidential election a \$312,298 reduction in contractual costs, for the presidential election and a \$74,951 decrease in capital equipment spent for the presidential election.

Departmental Graphical Summary

Election Commissioner
Percent of Total County Operating Budget



Expenditures, Program Revenue & FTEs
All Operating Funds



Budget Summary by Category

	2018 Actual	2019 Actual	2020 Adopted	2020 Revised	2021 Budget	Amount Chg '20 Rev.-'21	% Chg '20 Rev.-'21
Expenditures							
Personnel	1,072,137	859,744	1,385,549	1,556,533	874,953	(681,581)	-43.79%
Contractual Services	557,151	545,900	608,657	894,321	582,023	(312,298)	-34.92%
Debt Service	-	-	-	-	-	-	-
Commodities	50,157	78,600	84,811	797,502	84,157	(713,345)	-89.45%
Capital Improvements	-	-	-	-	-	-	-
Capital Equipment	-	-	-	74,951	-	(74,951)	-100.00%
Interfund Transfers	-	-	-	-	-	-	-
Total Expenditures	1,679,444	1,484,244	2,079,017	3,323,308	1,541,133	(1,782,175)	-53.63%
Revenues							
Tax Revenues	-	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-	-
Intergovernmental	-	-	-	420,307	-	(420,307)	-100.00%
Charges for Services	9,161	23,089	9,334	825,792	25,714	(800,078)	-96.89%
All Other Revenue	118,158	127,433	120,538	120,538	129,998	9,461	7.85%
Total Revenues	127,319	150,522	129,871	1,366,637	155,712	(1,210,924)	-88.61%
Full-Time Equivalents (FTEs)							
Property Tax Funded	19.70	19.70	19.70	19.70	19.70	-	0.00%
Non-Property Tax Funded	-	-	-	-	-	-	-
Total FTEs	19.70	19.70	19.70	19.70	19.70	-	0.00%

Budget Summary by Fund

Fund	2018 Actual	2019 Actual	2020 Adopted	2020 Revised	2021 Budget	Amount Chg '20 Rev.-'21	% Chg '20 Rev.-'21
General Fund	1,679,444	1,484,244	2,079,017	2,086,542	1,541,133	(545,409)	-26.14%
Stimulus Funds	-	-	-	1,236,765	-	(1,236,765)	-
Total Expenditures	1,679,444	1,484,244	2,079,017	3,323,308	1,541,133	(1,782,175)	-53.63%

Significant Budget Adjustments from Prior Year Revised Budget

	Expenditures	Revenues	FTEs
Decrease in revenues and expenditures for the CARES HAVA and CTCL Elections Grant	(1,236,765)	(1,236,765)	
Decrease in personnel expenses for 2020 presidential election	(681,581)		
Decrease in contractual expenses for 2020 presidential election	(312,298)		
Decrease in capital equipment for 2020 presidential election	(74,951)		
Total	(2,305,595)	(1,236,765)	-

Budget Summary by Program

Program	Fund	2018 Actual	2019 Actual	2020 Adopted	2020 Revised	2021 Budget	% Chg '20 Rev.-'21	2021 FTEs
Administration	110	786,889	765,692	811,488	826,474	823,908	-0.31%	10.00
Election Operations	110	892,555	718,552	1,267,529	1,260,068	717,225	-43.08%	9.70
CARES HAVA	277	-	-	-	420,307	-	-100.00%	-
CTCL Elections Grant	277	-	-	-	816,458	-	-100.00%	-
Total		1,679,444	1,484,244	2,079,017	3,323,308	1,541,133	-53.63%	19.70

Personnel Summary By Fund

Position Titles	Fund	Grade	Budgeted Compensation Comparison			FTE Comparison		
			2020 Adopted	2020 Revised	2021 Budget	2020 Adopted	2020 Revised	2021 Budget
Election Commissioner	110	APPOINT	91,040	93,088	93,088	1.00	1.00	1.00
Chief Deputy Election Commissioner	110	GRADE129	57,288	58,577	58,577	1.00	1.00	1.00
Deputy Election Commissioner	110	GRADE124	37,513	38,357	38,357	1.00	1.00	1.00
Administrative Technician	110	GRADE124	76,636	78,360	78,360	2.00	2.00	2.00
Election Specialist	110	GRADE121	133,927	135,470	135,470	4.00	4.00	4.00
Poll Worker	110	ELECT	578,381	578,381	170,907	6.80	6.80	6.80
PT Fiscal Associate	110	EXCEPT	27,032	16,243	16,243	1.00	1.00	1.00
Temp: Office/Administrative	110	EXCEPT	46,096	46,096	30,096	2.90	2.90	2.90
Subtotal					621,098			
Add:								
Budgeted Personnel Savings					-			
Compensation Adjustments					8,190			
Overtime/On Call/Holiday Pay					1,375			
Benefits					244,291			
Total Personnel Budget					874,953	19.70	19.70	19.70

• 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, providing 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	2018 Actual	2019 Actual	2020 Adopted	2020 Revised	2021 Budget	Amnt. Chg. '20 - '21	% Chg. '20 - '21
Personnel	685,272	635,982	693,427	708,414	657,441	(50,973)	-7.2%
Contractual Services	95,073	119,639	110,453	110,453	159,467	49,015	44.4%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	6,544	10,071	7,608	7,608	7,000	(608)	-8.0%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
Total Expenditures	786,889	765,692	811,488	826,474	823,908	(2,566)	-0.3%
Revenues							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	-	-	-	-	-	-	0.0%
All Other Revenue	263	65,414	273	273	66,733	66,460	24334.6%
Total Revenues	263	65,414	273	273	66,733	66,460	24334.6%
Full-Time Equivalents (FTEs)	10.00	10.00	10.00	10.00	10.00	-	0.0%

• Election Operations

The Center for Tech and Civic Life grant was awarded to assist the Election Office with meeting the demands of the 2020 General Election. Grant funds were used to increase the number of electronic voting machines in the Election Office fleet. A mega-site was also created to provide adequate social distancing for early voters, as well as an increase in the number of poll workers at polling locations. Promotional materials were translated into Vietnamese and Spanish to expand voter outreach.

Fund(s): County General Fund 110

Expenditures	2018 Actual	2019 Actual	2020 Adopted	2020 Revised	2021 Budget	Amnt. Chg. '20 - '21	% Chg. '20 - '21
Personnel	386,865	223,763	692,122	684,661	217,512	(467,149)	-68.2%
Contractual Services	462,078	426,260	498,204	498,204	422,556	(75,648)	-15.2%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	43,612	68,529	77,203	77,203	77,157	(46)	-0.1%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
Total Expenditures	892,555	718,552	1,267,529	1,260,068	717,225	(542,843)	-43.1%
Revenues							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	9,161	23,089	9,334	9,334	25,714	16,380	175.5%
All Other Revenue	117,895	62,019	120,265	120,265	63,265	(57,000)	-47.4%
Total Revenues	127,056	85,108	129,598	129,598	88,979	(40,619)	-31.3%
Full-Time Equivalents (FTEs)	-	-	9.70	9.70	9.70	-	0.0%

• CARES HAVA

On March 11, 2020, the World Health Organization declared the novel coronavirus, COVID-19, a pandemic. On March 27, 2020, the Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act was signed into law. The Act provided \$2 trillion in economic relief funding and allocated \$400 million in Help America Vote Act (HAVA) funds to states. This funding is intended to prevent, prepare for, and respond to COVID-19 for the 2020 Federal election cycle. The Kansas Secretary of State’s Office has authorized use of the funds as reimbursements to counties for COVID expenditures in preparation for the August and November election cycles. Only eligible expenditures as defined by the United States Election Assistance Commission may be reimbursed up to a specified amount per county. Each county’s reimbursable amount is pre-determined by the Secretary of State; Sedgwick County was authorized for reimbursement up to \$420,307.

Fund(s): Stimulus Funds 277

Expenditures	2018 Actual	2019 Actual	2020 Adopted	2020 Revised	2021 Budget	Amnt. Chg. '20 - '21	% Chg. '20 - '21
Personnel	-	-	-	10,459	-	(10,459)	-100.0%
Contractual Services	-	-	-	164,665	-	(164,665)	-100.0%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	-	-	-	170,233	-	(170,233)	-100.0%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	74,951	-	(74,951)	-100.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
Total Expenditures	-	-	-	420,307	-	(420,307)	-100.0%
Revenues							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	420,307	-	(420,307)	-100.0%
Charges For Service	-	-	-	-	-	-	0.0%
All Other Revenue	-	-	-	-	-	-	0.0%
Total Revenues	-	-	-	420,307	-	(420,307)	-100.0%
Full-Time Equivalents (FTEs)	-	-	-	-	-	-	0.0%

• CTCL Elections Grant

The Center for Tech and Civic Life grant was awarded to assist the Election Office with meeting the demands of the 2020 General Election. Grant funds were used to increase the number of electronic voting machines in the Election Office fleet. A mega-site was also created to provide adequate social distancing for early voters, as well as an increase in the number of poll workers at polling locations. Promotional materials were translated into Vietnamese and Spanish to expand voter outreach.

Fund(s): Stimulus Funds 277

Expenditures	2018 Actual	2019 Actual	2020 Adopted	2020 Revised	2021 Budget	Amnt. Chg. '20 - '21	% Chg. '20 - '21
Personnel	-	-	-	153,000	-	(153,000)	-100.0%
Contractual Services	-	-	-	121,000	-	(121,000)	-100.0%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	-	-	-	542,458	-	(542,458)	-100.0%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
Total Expenditures	-	-	-	816,458	-	(816,458)	-100.0%
Revenues							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	-	-	-	816,458	-	(816,458)	-100.0%
All Other Revenue	-	-	-	-	-	-	0.0%
Total Revenues	-	-	-	816,458	-	(816,458)	-100.0%
Full-Time Equivalents (FTEs)	-	-	-	-	-	-	0.0%