

GO COMMITTEE #1  
April 4, 2016

**MEMORANDUM**

March 31, 2016

TO: Government Operations and Fiscal Policy Committee  
FROM: Amanda Mihill, Legislative Attorney *A. Mihill*  
SUBJECT: **FY17 Operating Budget: Board of Elections**

Those expected to attend this worksession include:

Members of the Board of Elections  
Margaret Jurgensen, Election Director, Board of Elections  
Alysoun McLaughlin, Deputy Election Director, Board of Elections  
Marjorie Roher, Management and Budget Specialist, Board of Elections  
Helen Vallone, Senior Management and Budget Specialist, Office of Management and Budget

Board members are:

James Shalleck, President  
Nahid Khozeimeh, Vice President  
Mary Ann Keefe, Secretary  
Alexander Vincent, Board Member  
David Naimon, Board Member  
Jacqueline Phillips, Substitute Board Member  
Graciela Rivera-Oven, Substitute Board Member

Relevant pages from the FY17 Recommended Operating Budget are attached on ©1-4.

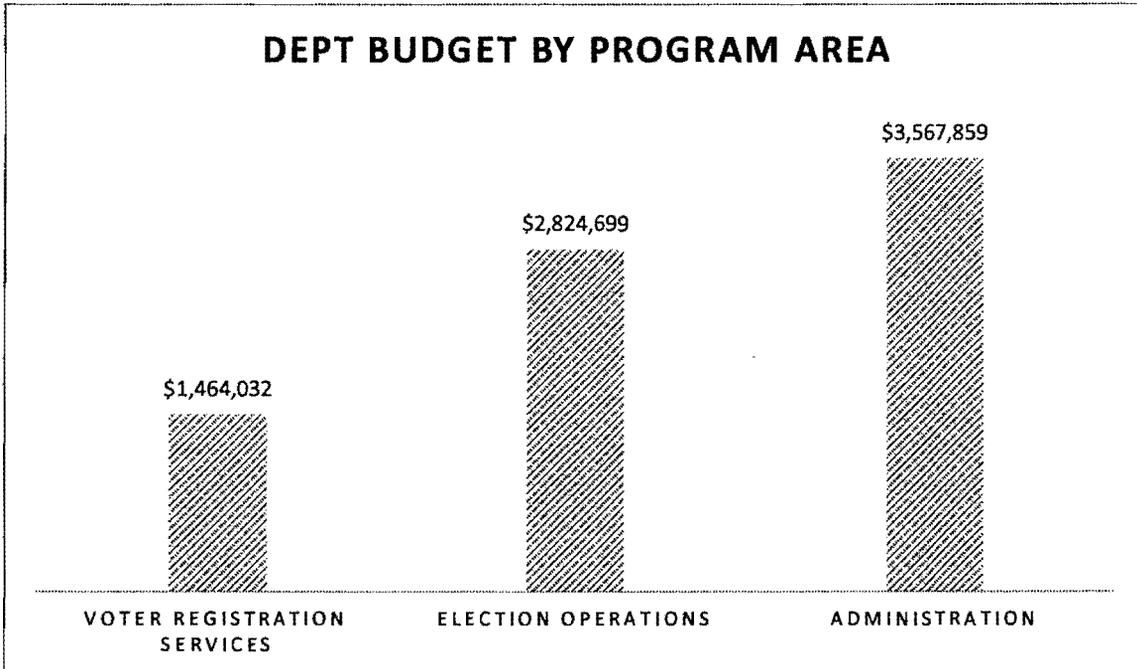
**Budget Summary:**

- Total recommended budget for the Board of Elections is \$7,856,590, which is a 19.83% increase from the FY16 approved budget.

**Council Staff Recommendation:**

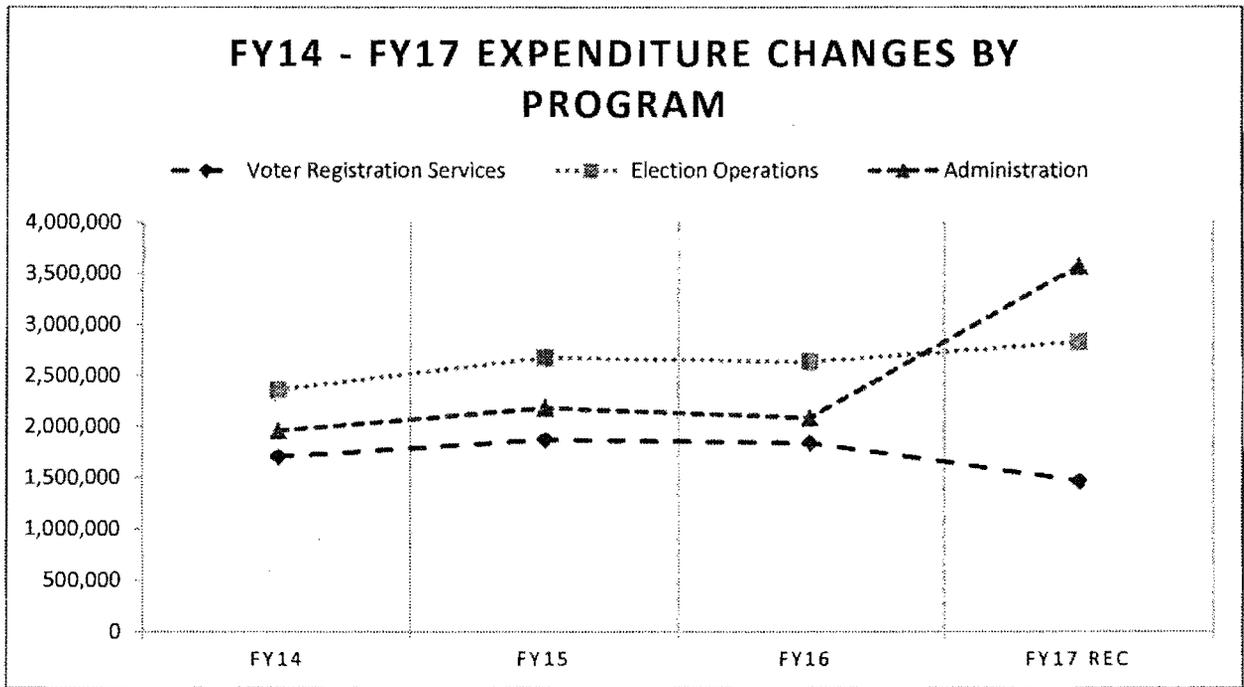
- Approve the Executive's recommended operating budget submission.

### Overview



For FY17, the County Executive recommends total expenditures of \$7,856,590 for the Board of Elections, which is a 19.83% increase from the FY16 Approved Budget of \$6,556,351. The Executive is recommending an increase of 3 part-time positions.

	<i>FY15 Actual</i>	<i>FY16 Approved</i>	<i>FY17 Recommended</i>	<i>% Change FY16 - FY17</i>
<b><i>Expenditures by fund</i></b>				
General Fund	\$6,646,450	\$6,556,351	\$7,856,590	19.8%
<b><i>Expenditures by type</i></b>				
Personnel Cost	\$3,447,874	\$3,730,572	\$3,891,058	4.3%
Operating Expenses	\$3,168,576	\$2,825,779	\$3,965,532	40.3%
<b><i>Total Expenditures</i></b>	<b>\$6,646,450</b>	<b>\$6,556,351</b>	<b>\$7,856,590</b>	<b>19.8%</b>
<b><i>Positions</i></b>				
Full-Time	28	28	28	
Part-Time	0	0	3	
<b><i>FTEs</i></b>	<b>50.98</b>	<b>54.78</b>	<b>54.88</b>	<b>0.2%</b>



### FY17 Expenditure Issues

Many of the Board’s services are mandated by federal and state election law. Section 2-203 of the Election Law Article of the Maryland Code requires the County to appropriate funds to the local Board of Elections to cover the necessary and reasonable expenses incurred in the performance of its duties as prescribed by law.

#### 1. Election Year Fluctuations (\$201,425)

The workload of the Board of Elections fluctuates according to the following four-year election cycle:

FY17-FY20 Election Cycle		
Year	Election	Fiscal Year
One	Presidential General	FY17
Two	Federal, State, and County Primary	FY18
Three	Federal, State, and County General	FY19
Four	Presidential Primary	FY16

The recommended FY17 Operating Budget reflects this cycle and contains several cost changes associated with election cycle changes. Additionally, the County Board is subject to State Election Law, which has imposed several unfunded mandates and the Board of Elections must continue to follow ever-changing directives from the State Board of Elections. The table on the following page summarizes these election year fluctuations.

<b>Item</b>	<b>Amount</b>
Increase Cost: Add Election Judges per Precinct and Early Voting Center	\$154,461
Increase Cost: Printing, Mailing, Delivery of Ballots	\$93,481
Increase Cost: Postage	\$52,500
Increase Cost: Printing and Mail	\$450
Increase Cost: Motor Pool Adjustment	\$133
Decrease Cost: Equipment Rentals - MD Voters	-\$99,600
<b>Net Election Year Fluctuations</b>	<b>\$201,425</b>

**Council staff comments:** support the Executive's recommended budget for these items.

## 2. Same services adjustments (\$63,229)

The FY17 Recommended Operating Budget includes the following same services adjustments:

<b>Item</b>	<b>Amount</b>
Increase Cost: Convert 3 Temp. Positions to Permanent	\$73,610
Increase Cost: FY17 Compensation Adjustment	\$55,753
Increase Cost: Annualization of FY16 Personnel Costs	\$21,711
Increase Cost: Group Insurance Adjustment	\$17,500
Decrease Cost: Charges for Facility Maintenance	-\$6,148
Decrease Cost: Retirement Adjustment	-\$8,088
Decrease Cost: Imaging	-\$25,380
Shift: Telecommunications to the NDA	-\$65,729
<b>Net Same Services Adjustments</b>	<b>\$63,229</b>

**Council staff comments:** support the Executive's recommended budget for these items.

## 3. New Voting System (\$1,000,000)

As Committee members are well aware, there will be new voting equipment deployed for the 2016 election cycle. These machines will be in place for the primary election in spring 2016. As Committee members are also aware, funding for the new equipment is a shared responsibility between the State and the counties: The State pays 50% and counties pay 50%. Based on information received from Board of Elections staff, in addition the funds that are included in the FY17 Recommended Operating Budget, an additional \$524,000 may be required to fund items necessary for the FY17 Presidential General Election. This amount includes equipment for the General Election and the Potomac Early Voting Center and program management.

**Council staff comments:** support the Executive's recommended budget for this item. Council staff does not recommend adding additional funds beyond what is currently recommended, but did want to make Committee members aware of potential overruns that the Board of Elections might incur during FY17. These overruns could be addressed through either a mid-year supplemental or an end of year transfer.

#### **4. Early Voting Centers**

**10<sup>th</sup> Early Voting Center - \$25,600; Wheaton Rescue Squad Early Voting Center - \$9,985**

As Committee members know, the General Assembly enacted, and Governor Hogan signed into law, House Bill 204, Montgomery County – Elections – Early Voting Centers, which requires the County to have 10 early voting centers. The Executive’s recommended operating budget includes items necessary to fund these centers. Council staff notes that the logistics of using the Wheaton Rescue Squad Ballroom as an early voting center (which is the center that has been approved by the State Board of Elections) is currently subject to discussions between Executive departments as the ballroom has also been designated as the interim Wheaton Library. (See letter from Councilmember Navarro on ©5-6.)

**Council staff comments:** support the Executive’s recommended budget for these items.

#### **FY17 Revenue Issues**

Revenues for the Board are calculated based on publication sales. State law mandates the fees charged for election publications, and sales are expected to produce \$10,000 in FY17.

#### **Council Staff Recommendation**

Council staff recommends approving the Executive’s recommended operating budget submission.

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# Board of Elections

## Mission Statement

The mission of the Board of Elections is to register voters, conduct elections, assist persons seeking elective office with candidate filings and campaign fund reports, assist citizens seeking to place questions on the ballot, and preserve election data.

## Budget Overview

The total recommended FY17 Operating Budget for the Montgomery County Board of Elections is \$7,856,590, an increase of \$1,300,239 or 19.83 percent from the FY16 Approved Budget of \$6,556,351. Personnel Costs comprise 49.53 percent of the budget for 28 full-time position(s) and three part-time position(s), and a total of 54.88 FTEs. Total FTEs may include seasonal or temporary positions and may also reflect workforce charged to or from other departments or funds. Operating Expenses account for the remaining 50.47 percent of the FY17 budget.

## Linkage to County Result Areas

While this program area supports all eight of the County Result Areas, the following are emphasized:

- ❖ **A Responsive, Accountable County Government**
- ❖ **Vital Living for All of Our Residents**

## Department Performance Measures

Performance measures for this department are included below (where applicable), with multi-program measures displayed at the front of this section and program-specific measures shown with the relevant program. The FY16 estimates reflect funding based on the FY16 approved budget. The FY17 and FY18 figures are performance targets based on the FY17 recommended budget and funding for comparable service levels in FY18.

## Accomplishments

- ✓ **SAME DAY VOTER REGISTRATION:** The Maryland Legislature expanded Early Voting for the 2016 Presidential General Election and added same day voter registration for both 2016 elections.
- ✓ **EARLY VOTING:** A State Legislative measure is pending to add an additional Early Voting Center for 2016 at the Potomac Community Center. All ten Early Voting Centers will be open for eight days, 12 hours each day, including Saturday and Sunday.
- ✓ **RECYCLING EFFORTS:** The Board of Elections partnered with the Division of Solid Waste Services to minimize the amount of recycling materials that are left at the Early Voting Centers and Election Day polling places. Additional recycling containers were provided at Early Voting Centers and Polling Places on Election Day to encourage paper recycling.

## Program Contacts

Contact Margaret A. Jurgensen of the Montgomery County Board of Elections at 240.777.8523 or Helen P. Vallone of the Office of Management and Budget at 240.777.2755 for more information regarding this department's operating budget.

## Program Descriptions

### Voter Registration Services

The Voter Registration Services program provides clerical and administrative support to register new voters, maintains the currency of information in the official registry and provides clerical and administrative support to process requests for absentee ballots. The Federal Help

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America Vote Act mandated the establishment of a statewide voter registration database (MDVOTERS) that occurred in 2006 moving the County voter registration database to a statewide platform under the aegis of the State Board of Elections. In addition, this program processes all changes of name, address, and party affiliation and maintains a delete file, removing voters for reasons of death, felony conviction, ineligibility for jury duty, moving out of the jurisdiction, and other valid legal reasons. The program provides legally-required training for volunteer registrars; responds to various voter and candidate requests for voter registration applications, listings, and CDs of registered voters; verifies nominating or referenda petitions submitted; and issues and canvasses absentee and provisional ballots. Implementation of the National Voter Registration Act of 1993, on January 1, 1995, requires all motor vehicle and State social service agencies to solicit voter registration applications and information changes from every client or customer resulting in an increase in the number of applications and changes received for processing, many of which require research to clarify inaccurate or incomplete information. The program also tracks returned mail and sends a second mailing in order to accurately maintain the database.

Program Performance Measures	Actual FY14	Actual FY15	Estimated FY16	Target FY17	Target FY18
Number of active registered voters (000s)	630	635	640	645	650
Number of voter registration transactions (000s)	620	650	680	700	720
Number of provisional ballots issued on election day(s)	2,460	6,554	9,000	18,000	3,000
Number of absentee ballots requested (000s)	8	17	30	60	12
Number of absentee ballots voted/returned (000s)	6	14	20	40	10

FY17 Recommended Changes	Expenditures	FTEs
<b>FY16 Approved</b>	<b>1,838,717</b>	<b>18.10</b>
Increase Cost: Convert 3 Temporary Positions to Permanent Merit Positions	73,610	0.10
Increase Cost: Postage	52,500	0.00
Decrease Cost: Imaging	(25,380)	0.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	(475,415)	0.00
<b>FY17 Recommended</b>	<b>1,464,032</b>	<b>18.20</b>

## Election Operations

The Election Operations program provides administrative, clerical, and technical support for the conduct of local, State, and Federal elections. The Election Operations program assists individuals seeking elective office with candidate filings; delineates and maintains accurate precinct boundaries; prepares and produces various district and precinct maps; administers the results of redistricting; acquires and maintains required polling places; surveys and monitors compliance of handicapped accessibility at all polling places; obtains and provides all polling place supplies and logistics to properly equip the polling places for voting; and develops training materials, recruits, and trains election judges to staff the polling places. In 2016, a tenth Early Voting Center is added. Early Voting Centers will be open for eight days, 12 hours each day, including Saturday and Sunday.

An example of a four-year election cycle, is shown below.

Year One: Federal Primary Elections (FY16)

Year Two: Federal General Elections (FY17)

Year Three: Federal, State and County Primary Elections (FY18)

Year Four: Federal, State and County General Elections (FY19)

Program Performance Measures	Actual FY14	Actual FY15	Estimated FY16	Target FY17	Target FY18
Number of designated polling place equivalents per election	291	291	303	303	303
Percent of polling places opening on time	100	100	100	100	100
Percent of provisional ballots that were issued because of a clerical error	0.1	0.0	0.0	0.0	0.0
Percent of election judge compliance with chain of custody procedure	100	100	100	100	100
Number of election judges recruited, trained, and placed per election	2,253	2,416	2,900	3,200	2,500

FY17 Recommended Changes	Expenditures	FTEs
<b>FY16 Approved</b>	<b>2,634,656</b>	<b>20.23</b>

FY17 Recommended Changes	Expenditures	FTEs
Increase Cost: Increase the number of Election Judges per precinct and Early Voting Center	154,461	0.00
Enhance: Tenth Early Voting Site	25,600	0.00
Increase Cost: Rental and custodial fees at Wheaton Rescue Squad Early Voting Site	9,985	0.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	(3)	0.00
<b>FY17 Recommended</b>	<b>2,824,699</b>	<b>20.23</b>

## Administration

The Administration program of the Board of Elections includes budget development; fiscal control; administration of personnel and contractual issues; procurement; program planning and evaluation; and coordination and cooperation with Federal, State, and local government agencies, elected officials, and political organizations. This includes ensuring that the requirements of Section 203 of the Voting Rights Act are met by providing all election related materials in both English and Spanish languages. The program is also responsible for providing accessible voting for all registered voters and coordinating all technology needs and activities with the State and County technology systems. Finally, the program is responsible for programming and coordinating resources for a voting system comprised of voting machines, express poll books, and printers and required peripheral equipment for deployment to polling places and early voting centers within Montgomery County.

Program Performance Measures	Actual FY14	Actual FY15	Estimated FY16	Target FY17	Target FY18
Percent of required voting units per precinct that were operable on election day	100	100	100	100	100
Number of electronic poll books prepared and used on election days	943	995	1,042	1,042	995
Number of voting booths prepared and used on election days	2,948	2,762	3,683	3,683	3,683
Total ballots cast (000s)	111	247	300	500	130

FY17 Recommended Changes	Expenditures	FTEs
<b>FY16 Approved</b>	<b>2,082,978</b>	<b>16.45</b>
Increase Cost: Voting System	1,000,000	0.00
Increase Cost: Operating Expenses associated with printing, mailing, and delivery of ballots	93,481	0.00
Decrease Cost: Charges for Facility Maintenance	(6,148)	0.00
Decrease Cost: Equipment Rentals - MDVoters	(99,600)	0.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	497,148	0.00
<b>FY17 Recommended</b>	<b>3,567,859</b>	<b>16.45</b>

## Budget Summary

	Actual FY15	Budget FY16	Estimate FY16	REC FY17	% Chg Bud/Rec
<b>COUNTY GENERAL FUND</b>					
<b>EXPENDITURES</b>					
Salaries and Wages	2,803,061	3,031,835	3,070,418	3,128,146	3.2 %
Employee Benefits	674,813	698,737	671,537	762,912	9.2 %
<b>County General Fund Personnel Costs</b>	<b>3,477,874</b>	<b>3,730,572</b>	<b>3,741,955</b>	<b>3,891,058</b>	<b>4.3 %</b>
Operating Expenses	3,168,576	2,825,779	3,442,442	3,965,532	40.3 %
<b>County General Fund Expenditures</b>	<b>6,646,450</b>	<b>6,556,351</b>	<b>7,184,397</b>	<b>7,856,590</b>	<b>19.8 %</b>
<b>PERSONNEL</b>					
Full-Time	28	28	28	28	—
Part-Time	0	0	0	3	—
FTEs	50.98	54.78	54.78	54.88	0.2 %
<b>REVENUES</b>					
Other Charges/Fees	6,523	10,000	10,000	10,000	—

	Actual FY15	Budget FY16	Estimate FY16	REC FY17	%Chg Bud/Rec
County General Fund Revenues	6,523	10,000	10,000	10,000	—

## FY17 Recommended Changes

	Expenditures	FTEs
<b>COUNTY GENERAL FUND</b>		
<b>FY16 ORIGINAL APPROPRIATION</b>	<b>6,556,351</b>	<b>54.78</b>
<b><u>Changes (with service impacts)</u></b>		
Enhance: Tenth Early Voting Site [Election Operations]	25,600	0.00
<b><u>Other Adjustments (with no service impacts)</u></b>		
Increase Cost: Voting System [Administration]	1,000,000	0.00
Increase Cost: Increase the number of Election Judges per precinct and Early Voting Center [Election Operations]	154,461	0.00
Increase Cost: Operating Expenses associated with printing, mailing, and delivery of ballots [Administration]	93,481	0.00
Increase Cost: Convert 3 Temporary Positions to Permanent Merit Positions [Voter Registration Services]	73,610	0.10
Increase Cost: FY17 Compensation Adjustment	55,753	0.00
Increase Cost: Postage [Voter Registration Services]	52,500	0.00
Increase Cost: Annualization of FY16 Personnel Costs	21,711	0.00
Increase Cost: Group Insurance Adjustment	17,500	0.00
Increase Cost: Rental and custodial fees at Wheaton Rescue Squad Early Voting Site [Election Operations]	9,985	0.00
Increase Cost: Printing and Mail	450	0.00
Increase Cost: Motor Pool Adjustment	133	0.00
Decrease Cost: Charges for Facility Maintenance [Administration]	(6,148)	0.00
Decrease Cost: Retirement Adjustment	(8,088)	0.00
Decrease Cost: Imaging [Voter Registration Services]	(25,380)	0.00
Shift: Telecommunications to the Telecommunications Non-Departmental Account	(65,729)	0.00
Decrease Cost: Equipment Rentals - MDVoters [Administration]	(99,600)	0.00
<b>FY17 RECOMMENDED</b>	<b>7,856,590</b>	<b>54.88</b>

## Program Summary

Program Name	FY16 APPR		FY17 REC	
	Expenditures	FTEs	Expenditures	FTEs
Voter Registration Services	1,838,717	18.10	1,464,032	18.20
Election Operations	2,634,656	20.23	2,824,699	20.23
Administration	2,082,978	16.45	3,567,859	16.45
<b>Total</b>	<b>6,556,351</b>	<b>54.78</b>	<b>7,856,590</b>	<b>54.88</b>

## Future Fiscal Impacts

Title	CE RECOMMENDED (\$000s)					
	FY17	FY18	FY19	FY20	FY21	FY22
<b>COUNTY GENERAL FUND</b>						
<b>EXPENDITURES</b>						
<b>FY17 Recommended</b>	<b>7,857</b>	<b>7,857</b>	<b>7,857</b>	<b>7,857</b>	<b>7,857</b>	<b>7,857</b>
No inflation or compensation change is included in outyear projections.						
<b>Labor Contracts</b>	<b>0</b>	<b>59</b>	<b>59</b>	<b>59</b>	<b>59</b>	<b>59</b>
These figures represent the estimated annualized cost of general wage adjustments, service increments, and other negotiated items.						
<b>Subtotal Expenditures</b>	<b>7,857</b>	<b>7,916</b>	<b>7,916</b>	<b>7,916</b>	<b>7,916</b>	<b>7,916</b>

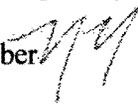


**MONTGOMERY COUNTY COUNCIL**  
ROCKVILLE, MARYLAND

**NANCY NAVARRO**  
COUNCILMEMBER, DISTRICT 4

**MEMORANDUM**

**TO:** Isiah Leggett, County Executive  
James Shalleck, President, Montgomery County Board of Elections

**FROM:** Nancy Navarro, Councilmember 

**DATE:** March 24, 2016

**SUBJECT:** Wheaton Early Voting Site for the 2016 General Election

I am writing to urge you to work collaboratively to resolve the issue regarding the availability of the Wheaton Volunteer Rescue Squad Ballroom for General Election Early Voting.

When I learned that the Ballroom was selected to serve as the interim library, my first question was how this solution would be compatible with Early Voting. My understanding was that the interim library would not open until after the Primary Election and that it would close for a period of no more than two weeks to accommodate Early Voting for the General Election in November. I believe this is a reasonable solution and would serve our residents well.

I am very pleased the County will maintain an interim library during the two years of construction. Wheaton Library is one of the most heavily utilized libraries in the entire system, making a well-resourced interim library essential for this community. At the same time, a large and diverse group of residents testified before the Board of Elections at the September 12, 2015 Public Hearing in support of maintaining an Early Voting Site in Wheaton while the Wheaton Recreation Center would be unavailable. The Board of Elections did an excellent job recognizing the need to maintain Early Voting in Wheaton when it pursued the Wheaton Volunteer Rescue Squad Ballroom as an alternate site.

At the Board's March 21 meeting, Board Members were informed that the County now recommends using the old Wheaton Volunteer Rescue Squad building on Grandview Ave as the Early Voting site for the General Election. My office was never informed of this recommendation, and only learned about it from Board Members during and after the

meeting. While it is exclusively within the purview of the Board of Elections to evaluate the suitability of a specific Early Voting location, I understand Board Members' concerns about the availability of parking at that site and the confusion it may cause to change sites between the Primary and General Elections.

I strongly encourage you to direct your staff to evaluate the feasibility and cost of temporarily closing the interim library site for no more than two weeks to accommodate Early Voting for the General Election. I continue to believe this solution will create the least amount of confusion for voters and minimize disruption to library patrons. While I understand the logistics of temporarily relocating library equipment and revising plans for setting up Early Voting operations may be difficult, I have confidence that your staff will be able to work together toward a positive outcome.

Thank you for taking the time to consider my views on this matter. Please do not hesitate to contact me if I can be of assistance as you work through these issues.

CC: David Dise, Director, Department of General Services  
Parker Hamilton, Director, Montgomery County Public Libraries  
Margaret Jurgensen, Election Director  
Board of Elections Members  
Councilmembers