

APPROVED

December 15, 2014

MEETING OF THE MONTGOMERY COUNTY BOARD OF ELECTIONS  
18753-210 North Frederick Avenue, Gaithersburg, Maryland

In Attendance:

Board Members:

Mary Ann Keeffe, President  
Donice Jeter, Vice President  
Graciela Rivera-Oven  
Nahid Khozeimeh  
Jacqueline Phillips  
David Naimon

Board Attorney:

Kevin Karpinski

Staff:

Margaret Jurgensen, Election Director  
Alysoun McLaughlin, Deputy Election Director  
Lisa Merino, Office Services Coordinator  
Marjorie Roher, Management and Budget Specialist III  
Christine Rzeszut, Operations Manager

Guests:

Kate Alexander  
Dolly Kildee  
Barbara Sanders  
Michael Subin

**Convene the Board Meeting and Declare a Quorum Present**

Ms. Keeffe called the Board Meeting to order and declared a quorum present at 2:30 p.m.

**Public Comments (Incorporated as attachments A)**

Ms. Kildee, Liaison for the Democratic Central Committee, asked to speak in advance to present experiences at polling places on November 4, 2014. She presented a report on behalf of Alan Banov, Chair of the Montgomery County Democratic Central Committee is Voter Protection

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Committee. Ms. Kildee briefly reviewed positive experiences and situations needing improvement including a request to reconsider the voting location for Precinct 13-47. Ms. Keeffe thanked Ms. Kildee for her specific examples of issues and suggested resolutions. Ms. Keeffe asked staff for clarification regarding a candidate who tried to file their finance report and discovered there was no record of their candidacy. Ms. Jurgensen responded that candidate filing is completed electronically by the candidate into the State's Elec-trac database. The information can be entered at any computer or at the local board of elections if assistance is needed. Ms. Jurgensen only saw the letter shortly prior to the Board meeting and has not had the opportunity to review the situation in depth. Ms. Keeffe asked that this topic be added to the January Board Meeting Agenda for follow up. Regarding Precinct 13-47, Mr. Naimon stated the Board spent a lot of time and energy to appease the neighborhood association and voters with the Montgomery College location. The suggestion to look for a more convenient place, due to parking, is appreciated and if Mr. Banov, or anyone else, has suggestions they would be welcome. The Board thanked Ms. Kildee.

## **Additions/Changes to the Agenda**

Ms. Jurgensen requested an Executive Session to discuss the FY16 budget and Executive Session minutes.

## **Approval of the November 17, 2014, Board Meeting Minutes**

The Board was sent the November 17, 2014, Board meeting minutes in advance. Mrs. Khozeimeh made a motion to approve the minutes. The motion was seconded by Mrs. Jeter and passed unanimously.

## **Election Director Status Report**

### **Personnel**

Ms. Jurgensen reported that payments for election judges were mailed. During election judge training, 1,241 pounds of food was donated to the Manna Food Bank.

Ms. Jurgensen stated that the Board of Elections has adopted twelve children from the Linkages to Learning Holiday Giving Tree program. Staff has collected gifts to be provided to them.

Ms. Jurgensen reported that temporary personnel is being released as election related tasks are completed. Temporary IT staff was given several weeks off while the State Board of Elections deliberated the closing procedures for the voting units.

Ms. Jurgensen stated that procedures for preventative maintenance were sent December 8, 2014. Local Boards were ordered to start auditing and testing any units removed from service because of complaints of "vote flipping." IT staff reviewed the one unit (out of the 2,832) that was pulled out of service due to "vote flipping." She stated that SBE and Board of Elections' staff

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conducted testing on the unit and it passed the testing requirements for functionality. A response of touch screen testing was provided to the Board (incorporated as attachment B.) Ms. Jurgensen reported that IT staff is in Annapolis today being introduced to the new voting system. She added that they will complete the maintenance and purging of election related files on the touch screen units by the early part of January 2015. The touch screen units will then be sent to SBE's new warehouse and the local Board will prepare to take delivery of the new voting system.

Ms. Keeffe inquired if an email was sent to each election judge notifying them their check was in the mail along with verbiage regarding the article in the *Gazette*. She expressed her dissatisfaction that the Board was not informed that an email was sent to all election judges. Ms. Jurgensen provided a copy of the email to the Board. She responded that an email was sent to put election judges at ease with inaccurate statements from Mrs. Ross which were printed in the *Gazette* regarding the time it takes to close a polling place. Mr. Naimon noted that if any inaccurate statements were made, they should have been clarified by Mrs. Ross during the meeting; if Ms. Jurgensen wanted to "correct" the record by sending an email to election judges, the Board should have been notified since the statement was made to the Board. Ms. Jurgensen stated that Mrs. Ross approached her to clarify her response which was printed in the *Gazette*. The question was what it would take to modem election results and how long it would take to close voting units; not how long it would take to close a polling place so that the results could be modemed to the Board of Elections. The Board did not agree with the clarification of the statement; Ms. Jurgensen stated that she would further review the audio of Mrs. Ross's response.

Ms. Keeffe stated that she disagreed, as the debate was why it took so long to receive results and Mrs. Ross responded that it could be done in 20 minutes. Ms. Jurgensen stated that the election judges viewed the statement as closing the entire polling place; which is why clarification was sent with payment notification and thanking judges for their service. Mr. Naimon inquired when Ms. Jurgensen would have notified the Board of the correction. Ms. Jurgensen apologized to the Board for not initially involving them in the email, as her focus was to ease any tension election judges may have had with the printed statement for positive recruitment in 2016. Mr. Naimon noted that the Board heard the question and it was not in the context of how long it takes to get the results in. Ms. Keeffe noted that it was not accurate to state that it (the statement) was reported inaccurately. Mr. Naimon noted that an opportunity was lost, as the election judges' opinions or suggestions could have been obtained on how results could be received more efficiently. Ms. Keeffe stated in the future to make every effort to bring items to the Board. Ms. Jurgensen agreed.

Ms. Keeffe confirmed that although several complaints were received of "vote flipping" only one voting unit was taken out of service. Ms. Jurgensen agreed. After testing the one voting unit, it passed calibration testing. The Board inquired if other machines were taken out of service for other reasons. Ms. Jurgensen responded yes, for battery and electronic plug issues.

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### **Significant Meetings**

Ms. Jurgensen reported that Ms. McLaughlin attended the National Council of State Legislatures' (NCSL) annual meeting. Ms. McLaughlin reported that she attended a session on Motor Voter where she learned that the State of Maryland is far ahead of the rest of the country in terms of integration of systems between the Motor Vehicle Administration and the voter rolls. She stated that the Montgomery County Board of Elections' situation was not addressed at the conference, although offline conversations with speakers agree that a signature provided by the voter/customer after they review and confirm their information would be a good thing.

Ms. McLaughlin reported that she attended the Metropolitan Washington Council of Government's Elections Committee meeting (as co-chair) where colleagues from Virginia discussed their new voting system change. She stated that Margaret, select staff and herself had the opportunity to visit Fairfax County earlier this month and witness their logic and accuracy testing on the voting system that will be implemented in Montgomery County. Staff will again make a visit next month as Virginia will hold a special election for House of Delegates. Ms. Phillips asked that Ms. McLaughlin notify Board members of the next visit; Ms. McLaughlin agreed to send an email notification.

### **Budget** (incorporated as attachment C)

The FY15 Operating Budget was provided in advance through November 30. State Board of Elections' bills have not been received as of yet.

A revised detailed spreadsheet reflecting prior year surplus and/or deficit was provided in advance. Ms. Keeffe thanked Ms. Roher for the information and summary provided as she found it very helpful.

### **Voter Registration**

Ms. Jurgensen reported that staff has processed 1,006 documents for Jury Commission returned mail, 8,950 electronic Voter Registration Applications from Maryland MVA, 500 paper Voter registration applications, 350 precinct update forms, 386 death notices, and 6,553 provisional documents, of which 535 were not registered. Permanent and temporary staff will begin the 66,616 changes of address (NCOA), of which 8,000 are returned mail documents.

Ms. Jurgensen reported that SBE notified local boards that transition of inactive to cancelled voters will occur in December 2014.

Ms. Keeffe stated during her attendance at the SBE meeting, ERIC was discussed and it was noted that LBEs will be updating and removing those deceased individuals who are identified by comparing their social security number to the Social Security Administration death records card after one mailing.

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Ms. Keeffe added that sample ballots not being returned to LBEs has become an issue with voters remaining on the rolls who no longer live in the State. Ms. Jurgensen stated that this is why the ERIC program has been a beneficial way to cross check voters who have moved out of Maryland and are now registered elsewhere. Mrs. Rivera-Oven noted that more states are needed for the program to work well; Ms. Jurgensen agreed. Ms. Phillips inquired how LBEs are charged to participate in the program. Ms. McLaughlin responded there is a fee and she is unaware what the current fee is. The Board suggested that stronger language be used to stress the importance of returning the sample ballot. Mrs. Rivera-Oven suggested that sample ballot directions to "return to sender" be added to the FAQ's. Ms. Jurgensen agreed.

### **State Board of Elections**

Ms. Keeffe reported on her statements to the State Board of Elections on December 11, 2014. Her talking points were provided to the Board. She noted that MVA representatives stated that several of the issues brought to their attention by Montgomery County will be taken care of beginning in January to include a separate signature and a check box verification of citizenship at the end of MVA processing. Ms. Keeffe will draft a letter to the chairs of the Special Joint Audit committee with an update on items discussed at the State Board of Elections meeting. Ms. Jurgensen will inquire if the committee chairs will change. The Board agreed to send the letter in January.

Ms. Jurgensen reported that the State has provided an estimated cost to the LBE for the new voting system, with the first payment due January 1, 2015. The planning process is the State Board requested volunteers to serve from the local boards. The committees are:

- Project Management
- Voting System
- Polling Place Logistics
- Communications
- Election Judges
- LBE Requirements

Ms. Jurgensen reported that the new Voting System Implementation has appointed Alysoun McLaughlin to the planning committee, Leslie Woods is appointed to the development of Election Judge training material working group, Gilberto Zelaya is been recommended for the Communications/Outreach Committee, and Ms. Jurgensen is recommended for Project Management.

Ms. McLaughlin briefed the Board on the communications workgroup. Ms. Keeffe inquired if the cost of outreach is known. Ms. Roher noted that it is imperative that she know how Montgomery County's budget will be affected as it may have a significant impact.

### **Board Attorney Report**

Mr. Karpinski had no information to report.

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## **Old Business**

### **Other Old Business**

Ms. Jurgensen provided staff responses to public comments made at the November Board meeting.

## **2014 Gubernatorial General Election Follow-up**

### **Board Observations**

Ms. Jurgensen reported that staff has received some of the Board members observations and is reviewing the polling places that were identified. Staff has also received Board attorney observations which are being reviewed.

Ms. Khozeimeh inquired what the roamer's roll is. Ms. Jurgensen responded that roamers are trainers who offer technical assistance with equipment and review processes in the polling place. Ms. Khozeimeh mentioned an issue that occurred at a polling place on Election Day; Ms. Jurgensen will review and follow up.

Ms. Keeffe asked that staff compile all observations provided to the Board including public, board attorney, and Board observations, to be presented at the February Board meeting.

Mr. Naimon inquired why there is a discrepancy in the number of closing judges that served for the Gubernatorial Election. Mr. Naimon was provided with a list of names of all judges who served at each polling place in the General Election. He questioned if two closing judges were appointed to each polling place; Ms. Jurgensen noted that if one closing judge is available, a chief judge will also serve as a closing judge. Mr. Naimon asked that staff identify all precincts that had two closing judges, no closing judge, and those precincts that had one. Ms. Jurgensen will provide Mr. Naimon and the Board his request of closing judge count tomorrow. He stated that better recruiting efforts be made for closing judges and suggested that closing judges be tech savvy to assist judges. Mr. Naimon recommended that closing judges be deployed in such a manner so that results are provided faster, by concentrating them to those locations further from BOE. Ms. Jurgensen noted that, as discussed in a previous meeting, staff is looking into methods to provide results faster. However, in 2016, there will be a different method of reporting results, whether it is cellular or modem, which is currently undetermined. The requirements of the closing judge/chief judge will be vastly different. Each year discussions with SBE and the legislature regarding security regulations have limited the ability to modem transmissions from all polling places.

## **New Business**

Ms. Jurgensen reported that precinct adjustments because of school construction, county construction, and building availability will need to begin for the upcoming 2016 elections. Staff will begin recommendations after the budget decisions are made for Capital Construction plans for the Montgomery County schools. Mr. Naimon made a motion to assign the New Wheaton Fire and Rescue Squad as an Early Voting site in replace of the Wheaton Recreation Center in 2016. The

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motion was seconded by Mrs. Khozeimeh and passed unanimously. Ms. Rzeszut stated that she has been in contact with the Wheaton Rescue Squad coordinator and is in the process of preparing a letter to outline Early Voting site plans.

Mr. Naimon inquired if a polling place can be changed/moved within an election due to construction. Mr. Karpinski will provide information to Mr. Naimon.

### **Future Meetings**

- A. January 26, 2016
- B. March 16, 2014
- C. April 20, 2014
- D. May 18, 2014
- E. June 15, 2014
- F. July 20, 2014
- G. August 17, 2014 - tentative
- H. September 14, 2014
- I. October 19, 2014
- J. November 16, 2014
- K. December 21, 2014 - tentative

\*\*\* The Board took a brief recess \*\*\*

Mrs. Khozeimeh made a motion to go into Executive Session. The motion was seconded by Mrs. Jeter and passed unanimously.

### **Report on Executive Session**

The Montgomery County Board of Elections convened in Executive Session at 4:42 p.m., pursuant to State Government Article 10-508(a)(13) to discuss the FY16 operating budget and Executive Session minutes.

The Montgomery County Board of Elections met in closed session on this date. The following members of the Board and staff were in attendance: Mary Ann Keeffe, Donice Jeter, Nahid Khozeimeh, Graciela Rivera-Oven, David Naimon, Jackie Phillips, Margaret Jurgensen, Alysoun McLaughlin, Marjorie Roher, Lisa Merino, and Board Attorney Kevin Karpinski.

The Board discussed the FY16 operating budget.

The Board reviewed the November 17, 2014, Executive Session minutes.

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With no further business, Mrs. Jeter moved to adjourn the Executive Session and reconvene in Regular Session. The motion was seconded by Mrs. Khozeimeh and carried unanimously.

**Executive Session Minutes**

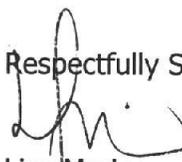
Mrs. Khozeimeh made a motion to approve the November 17, 2014, Executive Session minutes. The motion was seconded by Mrs. Jeter and passed unanimously.

Ms. Roher informed the Board that the County Council calendar for the Government Operations Committee on February 12, 2014, at 9:30 a.m., shows an - update on the Board of Elections and discussion on the report and recommendations of the Right To Vote Task Force. Ms. Phillips asked that information be provided via email to the Board. Ms. Roher agreed.

**Adjournment**

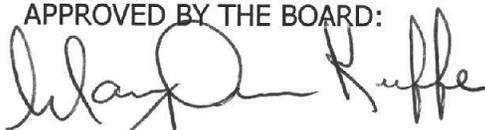
With no further business, Mrs. Khozeimeh moved to adjourn the meeting. The motion was seconded by Mrs. Rivera-Oven and carried unanimously. The meeting adjourned at 5:48 p.m.

Respectfully Submitted,



Lisa Merino  
Office Services Coordinator

APPROVED BY THE BOARD:



Mary Ann Keeffe  
President

**MONTGOMERY COUNTY DEMOCRATIC CENTRAL COMMITTEE**

3730 Farragut Avenue, Suite 303  
Kensington, MD 20895

December 15, 2014

Hon. Mary Ann Keeffe  
President  
Montgomery County Board of Elections  
18753 N. Frederick Ave. #210  
Gaithersburg, MD 20879

Re: General Election 2014

Dear President Keeffe:

We write you to inform you of positive and negative experiences of the Montgomery County Democratic Central Committee (MCDCC) and our precinct officials during the General Election on November 4, 2014.

**The positive experiences**

1. We very much appreciate the Board of Election's giving us CD's of maps for the early voting sites and the general election polling places. They generally enabled us to see at a glance where the Board had placed the electioneering boundaries before and during the election. One tip for the future: aerial views and front views of the polling places gave us the best views; in some situations there were two aerial views and no ground-level view.

2. Thank you also for giving us a copy of the Election Judge's manual. It was helpful to see the instructions which the Board gave to the Judges. I hope this will be a permanent policy of the Board.

3. Whenever we advised Board members or its counsel of issues, they promptly investigated them and always produced good results. Furthermore, they advised us of their actions soon after they took them.

**Situations Needing Improvement**

1. Although the Board has become more accommodating in placing the electioneering boundaries at polling places, some boundaries are still not practicable for electioneering, and some judges do not observe the boundaries indicated in the Board's maps. In the future when the Board sets out electioneering boundaries, please start with the premise that candidates of every persuasion and party have a First Amendment right to communicate their positions to voters and as long as they do not coerce or intimidate

voters, campaigners should be able to come close to the 25-foot limit. This issue arose in Precincts 4-08, 8-06, 9-08, 13-31, and 13-58, among others.

2. We had too many situations in which the chief judge would not post election totals by party at 10 and 3. This occurred in Precincts 7-19, 7-24, 13-11, among others. Page 3.12 of the Judge's Manual advises chief judges to post vote totals at 10 and 3, but does not tell them to break down the totals by affiliation: Democrats, Republicans, Other, Unaffiliated. The totals are merely academic and of no value to the parties unless they include the breakdowns. However, some judges resisted the breakdowns until we contacted the Board or pressured them to post them. Please revise the Manual to make this clear.

3. The Board can improve its notification to voters to inform them of changes in their polling places. To be sure, it mails out sample general ballots to all registered voters, and that helps a great deal. However, sometimes, particularly when voters vote in the same place for many years and the polling place is changed, some voters went to their old polling place. This seems to have happened in Precinct 13-44, where voters may have been misinformed about their actual polling place (Arcola Elementary School, not Wheaton Recreation Center). The Board should do more to inform voters where the actual polling place is.

4. Precinct 09-03, Thurgood Marshall Elementary School, is very difficult to get to via public transportation. The school is 0.7 miles away (about a 15-minute walk) from the nearest bus stop, and the terrain is moderately hilly. The location was not clearly marked at the entrance to the development. This was a change of polling place for the Brown Station Elementary School voters, who felt they did not receive sufficient notification of the change. Also, on Election Day there was no notice at Brown Station that the polling place was changed.

5. Related to that, we found that signage in general could be more visible. One example was Precinct 09-02, Gaithersburg High School. We ask you to look at ways to make the signage more visible. It's confusing to voters where to turn, and if they miss the turn, they must park off in the distance or go back out to 355 and maneuver their way back in.

6. The Board can improve signage about access to Early Voting places for disabled persons. One place which needs improvement is the Silver Spring Civic Center. Voters leaving the garage on Ellsworth do not see signs indicating that there is a separate back door in the back of the building for handicapped access. Too many people had to rely on the steps going up to the center. In the same vein, we recommend at least one wheelchair at each Early Voting site.

7. Precinct 06-14 originally voted at Stone Mill Elementary School. The polling place was moved to Shady Grove Conference Center, back to Stone Mill, and is back again at Shady Grove Conference Center. The issues include parking and handicapped access. For some it took ½ hour to park, which is very inconvenient,

especially for parents with kids, and it could be even more difficult with bad weather. The election judge said they received several complaints. Apparently, these concerns were brought to the Board's attention, but without any change. They also asked that the handicapped parking be checked. The only visible handicapped parking has steps that one would have to maneuver.

8. Precinct 13-47. We recall that in 2012 the Board went through a lengthy period of trying to find a suitable polling place for Precinct 13-47. Voters in that precinct had voted at NOAA, which was no longer available, then they went to Silver Spring Civic Center, which was difficult to get to. The community and Board all agreed on Montgomery College Cultural Center. However, parking there is a major problem and is seen as a deterrent to voting. Please continue to look for a more convenient place.

9. Precinct 13-03. There were issues here during the primary but more so during the general election. The electioneering boundaries had been set by the chief judge according to the guidelines provided by the Board. At the primary, another judge came out and attempted to change those boundaries. After the volunteers enlisted the assistance of the chief judge, the problem was solved for that day. At the general election, this same judge was more aggressive and again attempted to change the boundaries set up by the chief judge. He came out in mid-afternoon and began moving the signs and the tables to where he decided the boundaries should be. Again, the volunteers approached the chief judge who put the boundaries back where they were originally.

10. Candidate Filing. When Marjorie Goldman tried to file her finance report, there was no record of her candidacy. She had to redo all the paperwork, and the State BOE suggested it be reported to the local board.

11. Finally, there were no complaints or issues regarding access for the handicapped. However, based on the personal observation of an MCDCC member at Early Voting, there were many voters with limited mobility who would have benefitted from having the use of a wheel chair. Judges at the site were in agreement. Therefore, we recommend that you look into whether having one wheelchair at each of the Early Voting sites is feasible.

We look forward to discussing these issues with you and thank you for considering our comments.

Sincerely,

Alan Banov  
Chair, MCDCC Voter Protection "Committee

## **2014 General Election TS Screen Response Testing**

During the 2014 General election, a number of allegations and complaints were received from voters concerning vote 'flipping'. It was alleged that a voter would touch a particular candidate name or vote box, and the vote box of a different candidate would have been selected.

On Election Day, voting unit 11 in precinct 6-10 Great Seneca Creek Elementary School was withdrawn from service due to alleged vote flipping. At the time the voting unit was taken out of service there were 85 votes on the unit.

The State Board of Elections directed the Accuvote-TS Calibration Test calibration test performed on any unit withdrawn from service due to alleged vote flipping. The purpose of the calibration test is to verify that the TS unit correctly responds to touchscreen inputs from voters.

On December 8, 2014 the Accuvote-TS Calibration Test was performed on the unit removed from service due to alleged vote flipping by Lisa Jones IT Technician. The testing was observed by Shafiq Satterfield, Regional Manager State Board of Elections and Janet Ross IT Specialist. The voting unit passed the calibration test.

The Accuvote-TS Screen Response Test steps and the completed test form for the affected voting unit is attached.

**FY15 OPERATING BUDGET SPREADSHEET**  
**Through November 30, 2014 (As of December 1, 2014)**

LINE ITEM	FY15 APPROVED	FY15 YEAR TO DATE*
<b>PERSONNEL COSTS</b>	<b>3,694,533</b>	<b>1,528,485</b>
<b>5A001 - Salaries &amp; Wages</b>	<b>3,013,667</b>	<b>1,283,441</b>
50010 - Full Time Salaries	1,919,065	625,061
50012/50020 - Part Time Salaries/Seasonal Temps	648,960	427,048
60168 - Temporary Office Clerical (moved from OP for clarity)	201,329	57,586
<b>SUBTOTAL FOR TEMPORARY PERSONNEL</b>	<b>850,289</b>	<b>484,635</b>
50324 - Overtime (includes emergency, multi-lingual & holiday)	244,313	173,745
<b>5A002 - FICA</b>	<b>209,979</b>	<b>96,356</b>
<b>5A003 - Group Insurance</b>	<b>286,432</b>	<b>94,508</b>
<b>5A004 - Group Retirement</b>	<b>184,455</b>	<b>54,180</b>
<b>OPERATING EXPENSES</b>	<b>3,760,559</b>	<b>1,124,566</b>
<b>6A001 - Services and Contracts</b>	<b>1,305,634</b>	<b>220,552</b>
60060 - Legal/Attorney Services	100,000	14,875
60066 - SBE Program Management	485,370	171,155
60304 - Maintenance - Electrical	0	0
60314 - Maint - Computer Systems	25,000	0
60326 - Repair/Maint Agmts - Office Equip	11,000	2,659
60412 - Moving Services	25,000	16,145
60414 - Building Construction	0	0
60416 - Building Design	0	0
60530 - Other Professional Services - EJ Stipend	624,764	15,718
60532 - Other Non-Professional Services (includes EJ mod.)	34,500	0
<b>6A002 - Maintenance</b>	<b>115,233</b>	<b>30,945</b>
61010 - Computer Equip Repairs/Maint (EPB)	115,233	30,945
<b>6A003 - Rentals/Leases</b>	<b>1,306,165</b>	<b>480,837</b>
61902 - Furniture Rentals (Polling Place)	7,000	6,734
61904 - Copiers, Fax, Mailing Machine Rentals (see 63020)	0	2,909
61924 - Other Equipment Rentals (MDVoters)	864,766	364,766
61926 - Bldg or Space Rental/Leases (Pol. Place)	24,500	9,050
61932 - Other Rentals/Leases (DREs)	409,899	97,378
New Voting System (Optical Scan)	0	0
<b>6A004 - Office Supplies &amp; Equipment (&lt;\$5,000)</b>	<b>185,600</b>	<b>31,085</b>
62010 - General Office Supplies+	84,140	28,110
62016 - Computer Supplies	5,000	971
62018 - Computer Equip (<\$5,000)	28,000	0
62022 - Paper and Supplies for Copiers	0	2,004
62028 - Other Supplies & Equipment	68,460	0
<b>6A011 - Books, Videos, and Subscriptions</b>	<b>3,500</b>	<b>3,288</b>
62700 - Books/Reference Materials	2,500	1,355
62712 - Other Books, Videos, and Subscriptions	1,000	1,933
<b>6A012 - Other Supplies/Materials/Equipment</b>	<b>133,584</b>	<b>58,302</b>
62826 - Keys and Locks	0	2,385
62946 - Charges from SBE	133,584	55,916
<b>6A013 - Printing/Central Duplicating Services</b>	<b>172,115</b>	<b>65,779</b>
63016 - Imaging	35,380	4,923
63018 - Document Shredding	0	74
63020 - Office Mach. Cop. Leasing (see 61904)	11,760	2,909
63022 - Other Central Dup Svc - Printing (all printing costs)	124,975	57,872
Mandated Legal Requirements		
Charges from SBE		
Election Specific Costs		
Personnel Charges		
Temporary Personnel Charges		
Overtime Costs		
Benefits		

**FY15 OPERATING BUDGET SPREADSHEET**  
**Through November 30, 2014 (As of December 1, 2014)**

LINE ITEM	FY15 APPROVED	FY15 YEAR TO DATE*
<b>6A014 - Outside Printing</b>	<b>105,550</b>	<b>81,434</b>
63100 - Outside Printing/Copying	550	0
63104 - Sample Ballot Printing	105,000	81,434
<b>6A015 - Mail</b>	<b>138,361</b>	<b>66,703</b>
63200 - Central Dup - Postage - Bulk (services, NO postage)	36,530	12,031
63202 - Central Dup - Postage - Individual (PO Box rental)	21,081	1,696
63206 - Inter-Office Mail/Pony Charge	750	2,756
63208 - Other - Mail (Sample Ballot Postage)	80,000	50,220
<b>6A016 - Outside Postage and Mail</b>	<b>38,000</b>	<b>22,158</b>
63300 - Outside Mail Services (VNCs and all other postage)	37,500	21,942
63304 - Other Outside Mail Services	500	216
<b>6A017 - Motor Pool</b>	<b>29,114</b>	<b>6,833</b>
63500 - Assigned Motor Pool Vehicles	25,614	2,188
63504 - Daily Rental Motor Pool	3,500	4,620
63506 - Other Motor Pool Charges	0	0
63508 - MP EZPASS Charges	0	26
<b>6A018 - Communications Services</b>	<b>150,399</b>	<b>33,529</b>
63600 - Local Telephone Service Charges	25,000	24,569
63604 - Cellular Phone Line Charges	6,800	531
63618 - Blackberry Charges (smart phones)	9,000	2,986
63624 - Communication Circuits	27,729	0
63626 - Communication Modems (SBE)	24,870	44
63634 - Other Communication Services (PP Phone Lines)	57,000	5,400
<b>6A020 - Charges from Others</b>	<b>26,148</b>	<b>0</b>
63810 - Charges for Facility Maintenance	26,148	0
<b>6A021 - Travel</b>	<b>13,996</b>	<b>7,198</b>
64010 - Metropolitan Area Travel	7,996	5,792
64012 - Non-Metropolitan Area Travel	6,000	1,406
<b>6A022 - Education, Tuition, and Training</b>	<b>10,125</b>	<b>0</b>
64100 - Local Conference Related	2,000	0
64120 - Other Education, Tuition, & Training	8,125	0
<b>6A023 - Dues/Memberships</b>	<b>2,000</b>	<b>664</b>
64200 - Professional Memberships (Individual)	2,000	664
<b>6A024 - Advertising</b>	<b>20,036</b>	<b>14,711</b>
64300 - Advertising - Jobs	0	0
64304 - Advertising - Marketing/Sales	20,036	14,711
<b>6A099 - Miscellaneous Operating Expenses</b>	<b>5,000</b>	<b>549</b>
69999 - Other Misc Operating Expenses	5,000	549
<b>DEPARTMENTAL TOTAL</b>	<b>7,455,093</b>	<b>2,653,051</b>
* Included prior year encumbrances		
+ Includes office supplies, polling place supplies, and office furniture		
Mandated Legal Requirements		
Charges from SBE		
Election Specific Costs		
Personnel Charges		
Temporary Personnel Charges		
Overtime Costs		
Benefits		

**OPERATING BUDGET SURPLUS SPREADSHEET  
FISCAL YEARS 2011, 2012, 2013, 2014**

LINE ITEM	FY11 SURPLUS^	FY12 SURPLUS^	FY13 SURPLUS^	FY14 SURPLUS^	COMMENTS
<b>PERSONNEL COSTS</b>	<b>508,726.00</b>	<b>(206,037.00)</b>	<b>(198,392.00)</b>	<b>133,617.00</b>	
5A001 - Salaries & Wages	470,059.00	(218,630.00)	(190,197.00)	85,226.00	
50010 - Full Time Salaries	(144,583.00)	(37,499.00)	(71,827.00)	70,223.00	
50012/50020 - Part Time Salaries/Seasonal Temps	16,827.00	(92,290.00)	(324,268.00)	(128,010.00)	
60168 - Temporary Office Clerical (moved from OP for clarity)	445,746.00	(39,566.00)	404,997.00	174,162.00	
<b>SUBTOTAL FOR TEMPORARY PERSONNEL</b>	<b>462,573.00</b>	<b>(131,856.00)</b>	<b>80,739.00</b>	<b>46,152.00</b>	
50324 - Overtime (includes emergency, multi-lingual & holiday)	152,069.00	(40,276.00)	(199,309.00)	(81,140.00)	
5A002 - FICA	9,303.00	(10,547.00)	(47,781.00)	1,893.00	
5A003 - Group Insurance	23,553.00	11,841.00	10,681.00	28,373.00	
5A004 - Group Retirement	5,811.00	11,299.00	28,905.00	18,125.00	
<b>OPERATING EXPENSES</b>	<b>65,850.00</b>	<b>8,487.00</b>	<b>(36,507.00)</b>	<b>51,927.00</b>	
6A001 - Services and Contracts	(29,124.00)	(193,201.00)	61,198.00	18,768.00	
60052 - Information Systems Services	0.00	800.00	0.00	0.00	
60060 - Legal/Attorney Services	(57,567.00)	(47,198.00)	36,723.00	49,999.00	
60066 - SBE Program Management	(269,013.00)	(275,601.00)	73,821.00	0.00	
60168 - Temporary Para-Professional	(2,871.00)	0.00	0.00	0.00	
60304 - Maintenance - Electrical	0.00	0.00	(2,052.00)	0.00	
60314 - Maint - Computer Systems	0.00	22,244.00	22,576.00	(2,509.00)	
60326 - Repair/Maint Agmts - Office Equip	124.00	2,623.00	6,189.00	2,969.00	
60412 - Moving Services	(12,259.00)	(18,350.00)	(16,245.00)	23,855.00	
60414 - Building Construction	0.00	0.00	0.00	0.00	
60416 - Building Design	0.00	0.00	0.00	(180.00)	
60530 - Other Professional Services - EJ Stipend	304,192.00	115,276.00	(55,030.00)	341.00	
60532 - Other Non-Professional Services (includes EJ mod.)	8,270.00	5,006.00	(3,784.00)	(55,727.00)	
6A002 - Maintenance	(67,285.00)	0.00	(13,370.00)	0.00	
61010 - Computer Equip Repairs/Maint (EPB)	(67,285.00)	0.00	(13,370.00)	0.00	
6A003 - Rentals/Leases	106,472.00	(9,680.00)	121,913.00	(8,877.00)	
61902 - Furniture Rentals (Polling Place)	4,313.00	(1,690.00)	(2,604.00)	4,803.00	
61904 - Copiers, Fax, Mailing Machine Rentals (see 63020)	(1,735.00)	(18,169.00)	(16,169.00)	(12,499.00)	
61924 - Other Equipment Rentals (MDVoters)	(42,853.00)	(163,491.00)	0.00	0.00	
61928 - Bldg or Space Rental/Leases (Pol. Place)	2,200.00	16,760.00	(5,742.00)	(1,181.00)	
61932 - Other Rentals/Leases (DREs)	144,547.00	154,910.00	146,428.00	0.00	
New Voting System (Optical Scan)	-	-	-	-	
6A004 - Office Supplies & Equipment (<\$5,000)	60,301.00	85,957.00	44,745.00	(833.00)	
62010 - General Office Supplies+	54,748.00	51,285.00	37,428.00	20,762.00	
62016 - Computer Supplies	(9,231.00)	2,934.00	5,000.00	(4,957.00)	
62018 - Computer Equip (<\$5,000)	14,190.00	13,749.00	(2,807.00)	8,982.00	
62022 - Paper and Supplies for Copiers				(10,268.00)	
62028 - Other Supplies & Equipment	594.00	17,989.00	5,124.00	(15,352.00)	

**OPERATING BUDGET SURPLUS SPREADSHEET  
FISCAL YEARS 2011, 2012, 2013, 2014**

LINE ITEM	FY11 SURPLUS^	FY12 SURPLUS^	FY13 SURPLUS^	FY14 SURPLUS^	COMMENTS
<b>6A011 - Books, Videos, and Subscriptions</b>	<b>289.00</b>	<b>205.00</b>	<b>(69.00)</b>	<b>(301.00)</b>	
62700 - Books/Reference Materials	1,045.00	38.00	750.00	2,150.00	
62712 - Other Books, Videos, and Subscriptions	(756.00)	167.00	(819.00)	(2,451.00)	
<b>6A012 - Other Supplies/Materials/Equipment</b>	<b>(14,956.00)</b>	<b>(17,048.00)</b>	<b>(6,304.00)</b>	<b>(6,331.00)</b>	
62826 - Keys and Locks				(6,331.00)	
62946 - Charges from SBE	(14,956.00)	(17,048.00)	(6,304.00)	0.00	
<b>6A013 - Printing/Central Duplicating Services</b>	<b>13,083.00</b>	<b>115,735.00</b>	<b>66,419.00</b>	<b>3,308.00</b>	
63016 - Imaging	22,100.00	31,537.00	31,471.00	31,305.00	
63018 - Document Shredding	(214.00)	0.00	0.00	(180.00)	
63020 - Office Mach. Cop. Leasing (see 61904)	0.00	11,760.00	11,760.00	11,760.00	
63022 - Other Central Dup Svc - Printing (all printing costs)	(8,803.00)	72,438.00	23,188.00	(39,577.00)	
<b>6A014 - Outside Printing</b>	<b>(33,680.00)</b>	<b>(28,372.00)</b>	<b>(22,169.00)</b>	<b>(6,212.00)</b>	
63100 - Outside Printing/Copying	19.00	912.00	1,000.00	550.00	
63104 - Sample Ballot Printing	(33,699.00)	(29,284.00)	(23,169.00)	(6,762.00)	
<b>6A015 - Mail</b>	<b>(43,030.00)</b>	<b>73,587.00</b>	<b>17,641.00</b>	<b>9,674.00</b>	
63200 - Central Dup - Postage - Bulk (services, NO postage)	(37,553.00)	35,650.00	(5,152.00)	6,707.00	
63202 - Central Dup - Postage - Individual (PO Box rental)	0.00	19,573.00	19,466.00	(291.00)	
63206 - Inter-Office Mail/Pony Charge	(1,292.00)	(1,425.00)	(1,483.00)	(1,542.00)	
63208 - Other - Mail (Sample Ballot Postage)	(4,185.00)	19,789.00	4,810.00	4,800.00	
<b>6A016 - Outside Postage and Mail</b>	<b>(14,440.00)</b>	<b>(92,938.00)</b>	<b>(349,913.00)</b>	<b>(49,875.00)</b>	
63300 - Outside Mail Services (VNCs and all other postage)	(15,177.00)	(93,197.00)	(349,809.00)	(50,007.00)	
63304 - Other Outside Mail Services	737.00	259.00	(104.00)	132.00	
<b>6A017 - Motor Pool</b>	<b>14,474.00</b>	<b>16,798.00</b>	<b>16,034.00</b>	<b>22,821.00</b>	
63500 - Assigned Motor Pool Vehicles	14,030.00	14,617.00	15,177.00	19,693.00	
63504 - Daily Rental Motor Pool	444.00	2,299.00	1,051.00	3,223.00	
63506 - Other Motor Pool Charges				(45.00)	
63508 - MP EZPASS Charges		(118.00)	(194.00)	(50.00)	
<b>6A018 - Communications Services</b>	<b>18,260.00</b>	<b>22,163.00</b>	<b>(1,145.00)</b>	<b>35,568.00</b>	
63600 - Local Telephone Service Charges	(75,054.00)	(63,109.00)	(71,044.00)	(42,998.00)	
63604 - Cellular Phone Line Charges	3,341.00	3,100.00	2,172.00	5,090.00	
63618 - Blackberry Charges (smart phones)	2,055.00	3,996.00	2,515.00	564.00	
63624 - Communication Circuits	30,654.00	20,276.00	20,314.00	20,656.00	
63626 - Communication Modems (SBE)	5,693.00	6,290.00	(52.00)	806.00	
63834 - Other Communication Services (PP Phone Lines)	51,571.00	51,600.00	44,950.00	51,450.00	
<b>6A020 - Charges from Others</b>	<b>25,001.00</b>	<b>26,798.00</b>	<b>26,606.00</b>	<b>26,148.00</b>	
63810 - Charges for Facility Maintenance	25,001.00	26,798.00	26,606.00	26,148.00	

**OPERATING BUDGET SURPLUS SPREADSHEET  
FISCAL YEARS 2011, 2012, 2013, 2014**

LINE ITEM	FY11 SURPLUS <sup>^</sup>	FY12 SURPLUS <sup>^</sup>	FY13 SURPLUS <sup>^</sup>	FY14 SURPLUS <sup>^</sup>	COMMENTS
<b>6A021 - Travel</b>	<b>10,984.00</b>	<b>888.00</b>	<b>(1,208.00)</b>	<b>(2,049.00)</b>	
64010 - Metropolitan Area Travel	7,989.00	(3,750.00)	(1,963.00)	(2,029.00)	
64012 - Non-Metropolitan Area Travel	2,995.00	4,638.00	755.00	(20.00)	
<b>6A022 - Education, Tuition, and Training</b>	<b>16,364.00</b>	<b>6,957.00</b>	<b>2,452.00</b>	<b>6,274.00</b>	
64100 - Local Conference Related	5,032.00	172.00	(1,265.00)	(475.00)	
64102 - Non-Local Conference Related	0.00	(941.00)	0.00	0.00	
64120 - Other Education, Tuition, & Training	11,332.00	7,726.00	3,717.00	6,749.00	
<b>6A023 - Dues/Memberships</b>	<b>(105.00)</b>	<b>(180.00)</b>	<b>(370.00)</b>	<b>(790.00)</b>	
64200 - Professional Memberships (Individual)	(105.00)	(180.00)	(370.00)	(790.00)	
<b>6A024 - Advertising</b>	<b>1,286.00</b>	<b>144.00</b>	<b>976.00</b>	<b>3,112.00</b>	
64300 - Advertising - Jobs		(1,230.00)			
64304 - Advertising - Marketing/Sales	1,286.00	1,374.00	976.00	3,112.00	
<b>6A031 - Claims</b>	<b>(1,348.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
65622 - Death Benefit - Sick Leave Payout	(1,348.00)				
<b>6A099 - Miscellaneous Operating Expenses</b>	<b>3,304.00</b>	<b>684.00</b>	<b>47.00</b>	<b>1,522.00</b>	
69012 - Employee Awards - Non Payroll			(142.00)		
69999 - Other Misc Operating Expenses	3,304.00	684.00	189.00	1,522.00	
<b>DEPARTMENTAL TOTAL</b>	<b>574,576.00</b>	<b>(197,550.00)</b>	<b>(234,899.00)</b>	<b>185,544.00</b>	
* Included prior year encumbrances					
+ Includes office supplies, polling place supplies, and office furniture					
<sup>^</sup> FY11 - Gubernatorial General Election; 2nd Election w/ EV					
FY12 - Presidential Primary Election					
FY13 - Presidential General Election					
FY14 - Gubernatorial Primary Election					
Represents line items with consistent year end surplus					
Mandated Legal Requirements					
Charges from SBE					
Election Specific Costs					
Personnel Charges					
Temporary Personnel Charges					
Overtime Costs					
Benefits					

**FISCAL YEAR 2011 – 2014  
OPERATING BUDGET SURPLUS  
LINE ITEM DISCUSSION**

The line items highlighted in yellow represent consistent year-end surplus and the following information is provided for discussion purposes:

- **60326 – Repair/Maint Agmts – Office Furniture:** This line item covers the annual maintenance contracts for the Diebold file cabinets and all date/time stamps in the department. In addition to the cost of the annual maintenance fee, funds are included for emergency and other repairs not included in the base contract. Expenditure of this line item depends on the number of maintenance visits required for the equipment each year.
- **61932 – Other Rentals/Leases (DREs):** This line item covers the cost of all expenses related to the touchscreen voting machines. Expenditure of this line item is related solely to the amount billed by the SBE in any given year. In FY16 we expect this line item to convert to expenses related to the new paper based voting system.
- **62010 – General Office Supplies:** This line item covers the cost of all supplies – office, computer, and office type polling place. Expenditure is determined by need and staff conscientiously minimizes the cost of all supplies ordered.
- **62018 – Computer Equip (<\$5,000):** This line item covers the cost of computer equipment and accessories (such as scanners and label writers) for the staff. Expenditure is determined by need and staff works with the Department of Technology Services to minimize the cost of all items ordered.
- **62028 – Other Supplies & Equipment:** This line item covers the cost of large ticket items and polling place supplies that are not categorized as “office supplies.” The Early Voting cages are an example of something that would be charged to this line item. Expenditure is

determined by need and staff works with the Office of Procurement to minimize the cost of all items ordered.

- **62700 – Books/Reference Materials:** This line item covers the cost of law books. Expenditure is determined by the number of volumes revised throughout a given year requiring replacement.
- **63016 – Imaging:** This line item covers the cost of scanning performed by the Department of General Services. This task is no longer being performed outside the department and staff will move these funds in to line item 63300 in future budgets.
- **63020 – Office Mach. Cop. Leasing (see 61904):** You may recall that staff was instructed to budget the copier contract expense to this line item several years ago. Since that time, the county has continued to withdraw funds for that contract from account 61904 (Copiers, Fax, Mailing Machine Rentals). As a result, this is not a true surplus since 61904 shows a deficit each year. Staff will move these funds to 61904 in future budgets.
- **63100 – Outside Printing/Copying:** This line item covers the cost of emergency print jobs from outside vendors (Kinko, etc.). In recent years almost all of our needs have been met by the county print shop, which is why this line item shows a surplus. It is important to maintain funds in this line item in case of emergency situations.
- **63208 – Other – Mail (Sample Ballot Postage):** This line item covers the cost of mailing sample ballots to all registered voters in the county. Expenditures vary based on the size of the brochure and the number of registered voters which can only be estimated at the time the budget must be submitted.
- **63304 – Other Outside Mail Services:** This line item covers the cost of FedEx mail services for items sent to the SBE and for absentee ballot delivery to non-local addresses. The SBE's move toward Runbeck has resulted in a decreased cost for mailing absentee ballots in recent years and, if the trend continues through the Presidential Elections in 2016 staff will reduce this line item for future budgets.

- **63500 – Assigned Motor Pool Vehicles:** This line item covers the cost of the county van which is assigned to the Board of Elections. We are charged back from the county for maintenance fees and other operational costs and do not have advance notification of what these charges will be. This line item will be reduced in future budgets.
- **63504 – Daily Rental Motor Pool:** This line item covers the cost of cargo and passenger vans that are rented during peak election periods to assist in transporting equipment and materials to offsite training location, early voting centers, and polling places. Needs vary from election to election which is why there is a surplus in this line item. Staff is hesitant to reduce this line item as it is difficult to project actual need at the time the budget is submitted.
- **63604 – Cellular Phone Line Charges:** This line item covers the cost of cellular phone service for polling places without accessible land lines. Expenditures vary based on polling locations. Staff will reduce this line item in future budgets.
- **63618 – Blackberry Charges (smart phones):** This line item covers the cost of smart phones (devices and service) for the management team. Staff does not believe it is appropriate to reduce this line item as the surplus has decreased over the past two years.
- **63624, 63626, 63634 – Communication Circuits, Modems, and Services:** These line items represent charge backs from the Division of Telecommunications. Staff has made numerous attempts to reach out to them to clarify what they charge to each account so that appropriate funds may be budgeted. Once we have clarity we will recommend reductions in future budgets.
- **64012 and 64120 – Non-Metropolitan Area Travel and Non-Local Conference Related:** This line item covers expenses related to staff travel and registration fees to attend national conferences and training seminars. During FY11 and FY12, due to the county's economic situation, almost all non-local travel was prohibited. SBE encourages

maintaining election certification through continuing education and staff does not recommend reducing this line item.

- **64304 – Advertising – Marketing/Sales:** This line item covers the cost of advertising election related information and deadlines to the voters. The surplus that is shown is due to invoices coming in at less than approved amounts. Staff does not recommend reducing this line item.
- **69999 – Other Misc Operating Expenses:** This line item covers the cost of canvass expenses and fluctuates depending on the length of the canvasses as well as the number of Board Members in attendance throughout the canvass. Staff does not recommend reducing this line item.