Montgomery County Council

Committee: PHED
Committee Review: Completed
Staff: Naeem M. Mia, Legislative Analyst
Purpose: Final action – vote expected
Keywords: #BOE

AGENDA ITEM #1
May 11, 2022
Action

SUBJECT

Board of Elections (BOE) - FY23 Operating Budget

EXPECTED ATTENDEES

None

FY23 COUNTY EXECUTIVE RECOMMENDATION

Board of Elections	FY22 Approved	FY23 CE Recommended	Change from FY23 Approved
General Fund	**$8,300,356**	**$10,630,327**	**$2,329,971 28.0%**
Personnel Costs	$4,505,105 56.35 FTEs	$4,632,747 56.35 FTEs	$127,642 0.00 FTEs
Operating Costs	$3,795,251	$5,997,580	$2,202,329 58%
Total Expenditures (All Funds)	**$8,300,356 56.35 FTEs**	**$10,630,327 56.35 FTEs**	**$2,329,971 0.00 FTEs**

COMMITTEE RECOMMENDATIONS

- Approve 3-0 as recommended by Council staff
- Council staff concurs with the County Executive's recommended operating budget

SUMMARY OF KEY ISSUES

- None

This report contains:

Staff Report Pages 1-3

Alternative format requests for people with disabilities. If you need assistance accessing this report you may submit alternative format requests to the ADA Compliance Manager. The ADA Compliance Manager can also be reached at 240-777-6197 (TTY 240-777-6196) or at adacompliance@montgomerycountymd.gov

GO Item#2
May 2, 2022
Worksession

M E M O R A N D U M

April 28, 2022

TO: Government Operations (GO) Committee

FROM: Naeem M. Mia, Legislative Analyst

SUBJECT: **FY23 Recommended Operating Budget – Board of Elections (BOE)**

PURPOSE: Make Committee recommendations for Council Consideration

Expected Participants:

- Alysoun McLaughlin, Acting Director, Board of Elections (BOE)
- Shantee Jackson, Fiscal and Policy Analyst, Office of Management and Budget (OMB)

Council Staff Recommendation(s):

1) Approve the FY23 Recommended Operating Budget for BOE as requested by the County Executive.

Summary of FY23 Recommended Budget:

Board of Elections	FY22 Approved	FY23 CE Recommended	Change from FY23 Approved
General Fund	**$8,300,356**	**$10,630,327**	**$2,329,971 28.0%**
Personnel Costs	$4,505,105 56.35 FTEs	$4,632,747 56.35 FTEs	$127,642 0.00 FTEs
Operating Costs	$3,795,251	$5,997,580	$2,202,329 58%
Total Expenditures (All Funds)	**$8,300,356 56.35 FTEs**	**$10,630,327 56.35 FTEs**	**$2,329,971 0.00 FTEs**

Public Hearing/Testimony:

There were no speakers or testimony related to the Board of Elections during the Council's April 2022 operating budget public hearings.

A. Key Budget and Discussion Items

1. Ballot Sorting and Imaging Equipment (+ $109,932, one-time)

The department is opting into a statewide procurement of newly manufactured ballot envelope sorting and imaging equipment, through a multi-year lease. This is standard equipment used by jurisdictions with the volume of vote by mail ballots anticipated in Montgomery County and will allow the department to modernize existing procedures for ballot intake, implement timely precinct-level results reporting and expedite notification to voters when their ballot is received.

Existing processes are manual and labor-intensive and have resulted in delays in notifying voters of ballot receipt in the 2020 election cycle. In addition, expected increases in mail-in ballots, along with more precise (precinct-level) reporting and other requirements, have necessitated the transition to automated and improved processes.

The department has provided an additional description of the sorting machine and equipment on circles 11-17.

Council staff recommendation: Approve as requested by the County Executive.

2. Conversion of Three Temporary to Permanent Positions (+ $52,765, 0.0 FTEs)

The department is proposing to convert three temporary positions (intended to work seasonally) to full-time due to the fact that these positions have been working effectively year-round in inventory, maintenance and testing of voting equipment. The request increases the personnel compensation of the three positions.

Council staff recommendation: Approve as requested by the County Executive.

3. State Board of Elections Invoice (+ $ 1,689,052, one-time)

Every year, the State Board of Elections (SBE) invoices the Montgomery County Board of Elections (BOE) for expenses related to the administration of elections in the County. Since FY16, the annual BOE budget for SBE charges has averaged $1.5 million while actual annual charges have averaged $2.8 million. Based on this historical mismatch of budgeted and actual SBE charges, the Committee may want to discuss with the Executive Branch the funding model used to estimate SBE charges and whether it needs to be updated. Additionally, the Council may want to consider advocating for additional State funding to cover increases in State mandated election costs.

The FY22 cost is estimated at $3,413,833, but only $1,022,124 of that amount has been invoiced through the second quarter of FY22. The department currently expects the final cost of the invoice to be close to the estimate and intends to use the year-end transfer process to cover any overages.

The FY23 cost is estimated; the increase of $1.6 million (to a total of $3.1 million for FY23) is based on the difference between the three-year average *actual* invoice amount and the amount allocated in the department's FY22 budget for the SBE invoice.

The County has not yet received a revised estimate from the SBE reflecting the expenditures that will be shifted into FY23 due to the change in the primarily election date.

Council staff recommendation: Approve as requested by the County Executive.

4. Election Judge Training and Stipends (+ $353,000 new funding, $47,222 re-aligned funding, one-time)

The Board of Elections paid 2,979 Election Judges to serve in the 2018 gubernatorial primary election and 3,393 to serve in the 2018 general election. Due to the expansion of early voting and to mitigate wait times experienced in the previous gubernatorial election, the current recruitment target is 3,400 for the primary election and 3,600 for the general election.

As of April 15, 2022, 2,862 Election Judges had signed up to serve for the primary election. Concerns about the pandemic and the current labor market has necessitated the consideration of increasing the stipend to attract candidates to meet the 2022 target.

In addition to the $353,000 of new funding that the CE is requesting, an additional $47,222 is proposed to be shifted from Administration, Information Technology, and Voter Services program areas to provide the additional funding. The total budget for Election Judge Recruitment and Training is $1,902,505, which includes $1,064,240 for stipends paid to Election Judges.

Council staff recommendation: Approve as requested by the County Executive.

5. Other Adjustments ($125,242)

The BOE's FY23 recommended budget includes several technical adjustments to reflect updated personnel costs from the approved FY22 and proposed FY23 compensation agreements, retirement adjustments, motor pool chargebacks, and print and mail chargebacks.

Council staff recommendation: Approve as requested by the County Executive.

This report contains:	**Circle Page #**
1. FY23 Publication Pages – Board of Elections	©1-10
2. Ballot Sorting Machine	©11-17

Board of Elections

RECOMMENDED FY23 BUDGET	FULL TIME EQUIVALENTS
$10,630,327	56.35

ALYSOUN MCLAUGHLIN, ACTING ELECTIONS DIRECTOR

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 FY23 Operating Budget for the Montgomery County Board of Elections is $10,630,327, an increase of $2,329,971 or 28.07 percent from the FY22 Approved Budget of $8,300,356. Personnel Costs comprise 43.58 percent of the budget for 32 full-time position(s) and two part-time position(s), and a total of 56.35 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 56.42 percent of the FY23 budget.

COUNTY PRIORITY OUTCOMES

While this program area supports all seven of the County Executive's Priority Outcomes, the following are emphasized:

- **Effective, Sustainable Government**
- **Thriving Youth and Families**

INITIATIVES

- Expand opportunities for voters to request and cast their ballot, including: permanent vote by mail, additional early voting sites, and additional ballot drop boxes.
- Improve resiliency and scalability of election operations by applying lessons learned from the 2020 Presidential Election.

INNOVATIONS AND PRODUCTIVITY IMPROVEMENTS

- Reconfigured facility to accommodate expanded vote by mail along with a return to traditional polling places on Election Day.
- Conducted process mapping exercises to modernize vote by mail ballot handling and results reporting.
- Expanded use of Short Message Service (SMS) texting application to allow voters to register to vote, find their nearest early voting center or drop box, or sign up to be an Election Judge.

- Live video stream of election procedures to bolster public confidence.

PROGRAM CONTACTS

Contact Alysoun McLaughlin of the Montgomery County Board of Elections at 240.777.8522 or Shantee Jackson of the Office of Management and Budget at 240.777.2751 for more information regarding this department's operating budget.

PROGRAM 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 FY22 estimates reflect funding based on the FY22 Approved Budget. The FY23 and FY24 figures are performance targets based on the FY23 Recommended Budget and funding for comparable service levels in FY24.

PROGRAM DESCRIPTIONS

Administration

The Administration program of the Board of Elections is responsible for delivering a fundamental and legally mandated public good by ensuring that all eligible citizens have the right to vote, and that elections are accurate, fair, and equitable. This requires effective management of resources from the State Board of Elections and County Government, as well as adherence to all Federal, State, and local laws and regulations. This is accomplished through the following activities: public records management, including the certification of election results with the Board of Canvassers; support to the County Board of Elections and its attorney; compliance with Montgomery County Government policies and regulations related to human resources, procurement, budget, etc.; liaising with the Maryland State Board of Elections; compliance with Federal and State statutory and regulatory requirements; and the effective coordination of public information. These combined activities are essential to ensure the accuracy and integrity of the election process, and to instill public confidence in election results.

Program Performance Measures	Actual FY20	Actual FY21	Estimated FY22	Target FY23	Target FY24
Number of public comments recorded at official board meetings	12	5	24	20	24
Percent of precincts reporting election results by 11:00 p.m. [1]	75%	8%	96%	96%	96%
Average voter wait time on election day (minutes)	20	3	20	20	20

[1] *Results from the Silver Spring Civic Building were late in reporting results for the 2020 Presidential Primary Election due to long lines and a backlog of same-day registrants after polls closed. For the 2020 Presidential General Election, all sites returned their results to the Board of Elections timely but a technical issue in state software prevented the reporting of full results that night.*

FY23 Recommended Changes	Expenditures	FTEs
FY22 Approved	**2,879,743**	**4.00**
Increase Cost: State Board of Elections Invoice	1,689,052	0.00
Re-align: From Administration to Election Operations to Support Election Judge Training and Stipends	(24,500)	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.	(65,908)	0.00
FY23 Recommended	**4,478,387**	**4.00**

Election Operations

The Election Operations program consists of three independent sections that ensure Early Voting and Election Day is successful. These sections are Polling Place Management, Election Judge Recruitment and Training, and Outreach.

The Polling Place Management section is responsible for leasing Early Voting locations and Election Day polling places, assigning all Montgomery County voters to Election Day polling places that are in the same or an adjacent precinct to the voter's home address, ensuring each polling place complies with the Americans with Disabilities Act and other State and Federal requirements, ensuring all polling places have adequate ballots and supplies, and providing the Board of Elections with information about the cost of facilities, the accessibility of voting sites, and other criteria.

The program's duties also include coordinating with the Information Technology program and the Montgomery County Department of General Services to transport voting equipment, assisting candidates and groups requesting to add questions to the ballot, assisting with candidate filings, proofing ballot styles, and redistricting and updating voter precincts.

The timeline of Montgomery County's election process is dictated by the Maryland State Election Calendar, and begins with the establishment of Early Voting Centers and Election Day polling places. As Polling Place Management is preparing the supplies and equipment necessary to facilitate an election, other sections within Election Operations are preparing Election Judges, and providing voter outreach to the public.

Election Judge Recruitment and Training is responsible for the recruitment of registered Maryland voters to serve as Election Judges during Early Voting and Election Day. This section also provides training, assigns Election Judges to sites, and provides payment to each volunteer. Recruitment of volunteers is done year-round utilizing a variety of methods, with increased effort and focus in the six months preceding an election. A database of interested volunteers is maintained by the section to maintain the efficiency of the selection process.

Training for all election workers is required by State law and is necessary for successful operations on Election Day. The training program includes both on-line and in-person class instruction throughout the County, over a period of approximately 12 weeks. Each precinct team includes volunteers that are registered in different political parties, have various levels of experience, and have bilingual language capabilities. Following each election, the Election Judge Recruitment and Training staff completes payroll processing and conducts a thorough precinct performance review and audit.

Montgomery County is required under Section 203 of the Voting Rights Act to provide voting information in Spanish as well as English, and the Outreach section is responsible for meeting the cultural and linguistic needs of Montgomery County voters. This section is responsible for working with community groups and providing direct assistance to eligible residents, including those who are unregistered, for whom English is a second language, who have special needs or disabilities, who are homeless, or who live in underserved communities. With over 170 recognized languages, Montgomery County is a nationally recognized leader in providing effective voter outreach through voter-focused planning and community engagement. A key asset for the Outreach section is its national award-winning Future Vote Initiative that has recruited over 47,000 students to participate in elections since 2004. The Initiative has also recruited over 10,000 students that are at least 16 years old to serve as Election Judges.

Program Performance Measures	Actual FY20	Actual FY21	Estimated FY22	Target FY23	Target FY24
Percent of voters rating Election Day polling place as "well run"	99%	97%	95%	95%	95%
Percent of no-show Election Judges on Election Day	6%	5%	4%	4%	4%
Number of election judges recruited, trained, and placed per election [1]	139	3,353	3,400	3,400	3,400
Percent of polling places opening on time	100%	100%	100%	100%	100%
Tax dollars saved by leveraging Future Vote students earning Student Learning (SSL) hours [2]	$0	$13,413	$250,000	$250,000	$250,000

[1] *The decrease in FY20 is due to the elimination of early voting for the 2020 Presidential Primary Election and COVID-19-related restrictions on in-person voting.*

[2] *Zero figure for FY20 reflects suspension of the Future Vote Program for the 2020 Presidential General Election. The reduced figure for FY21 reflects restriction of the program only to those age 16 or older choosing SSL hours rather than payment of a stipend for Election Judge service.*

FY23 Recommended Changes	Expenditures	FTEs
FY22 Approved	**2,956,048**	**21.53**
Increase Cost: Election Judge Training and Stipends	353,000	0.00
Re-align: From Administration, Information Technology, and Voter Services to Election Operations to Support Election Judge Training and Stipends	47,222	0.00
Re-align: From Information Technology Budget to Election Operations Budget to Support SMS Application Development and Programming	7,000	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.	(2,489)	0.00
FY23 Recommended	**3,360,781**	**21.53**

Information Technology

The Information and Technology (IT) program supports the year-round security of all data and the efficient performance of voting equipment for thousands of voters during an election cycle. The IT program is responsible for network infrastructure; the production of data reports; the maintenance of systems related to election operations; the maintenance, storage and security of equipment; and the maintenance of website and database applications mandated for use by the State Board of Elections. The program coordinates with the Maryland State Board of Elections to organize and integrate voter registration information, to modify polling place precincts and district boundaries, and to transport voting equipment.

The IT program collaborates with Montgomery County's Department of Technology and Enterprise Business Solutions (TEBS) to implement enhancements to the Election Management System. The Election Management System is used to manage election workers, Future Vote students, and polling places. The program also coordinates with TEBS to implement technology that provides valuable information and resources to voters such as the display of wait times on the department website, and allowing voters to request and receive voting information by text message.

Program Performance Measures	Actual FY20	Actual FY21	Estimated FY22	Target FY23	Target FY24
Annual hours worked by temporary employees to perform Maryland State Board of Elections mandated tasks exceeding merit workforce availability [1]	18,586	13,554	25,000	14,000	14,000
Number of electronic poll books prepared and used on election days [2]	31	581	1,286	1,286	1,286
Percent of required voting units per precinct that were operable on election day	100%	100%	100%	100%	100%
Average response time to resolve equipment and/or maintenance concerns during voting hours (hours)	0.5	1.0	1.5	1.5	1.5
Incidents of emergency bin use during voting hours [3]	0	0	8	8	8

[1] *Figure for FY21 is lower due to the use of alternate labor sources, particularly Recreation Department staff, during the time that many County facilities were closed due to the pandemic. Labor costs were borne by other County departments, as employees were reassigned to the Board of Elections in lieu of COVID administrative leave.*

[2] *Less equipment was used in FY20 and FY21 due to restrictions in the number of in-person voting sites and an increase in the footprint required for each check-in station due to the restrictions presented by the COVID-19 virus. Projections for FY22 and future years reflect acquisition of additional equipment due to expansion of early voting.*

[3] *Due to the use of vote centers, there were several ballot scanners at each site. There was no need for any voter to use the emergency bin due to a technical issue with a scanner during the 2020 Presidential General Election. It is anticipated that this will return as an issue with the number of scanners distributed across many more Election Day polling sites beginning in FY22.*

FY23 Recommended Changes	Expenditures	FTEs
FY22 Approved	**754,993**	**12.45**
Enhance: Conversion of Three Temporary to Permanent Positions	52,765	0.00
Re-align: From Information Technology to Election Operations to Support SMS Application Development and Programming	(7,000)	0.00
Re-align: From Information Technology to Election Operations to Support Election Judge Training and Stipends	(10,346)	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.	106,729	0.00
FY23 Recommended	**897,141**	**12.45**

Voter Services

Accurate voter registration records are the foundation for fair and equitable elections, and accurate voter registration records are the basis of effective election planning. The Voter Services program administers voter registration and mail-in voting under procedures established by the State Administrator of Elections and is consistent with election law. Voter Services is also responsible for answering voters' questions, and ensures compliance with Federal and State confidentiality requirements. In addition, the Voter Services program coordinates the counting of mail-in and provisional ballots, and ensures that each ballot for an election corresponds to a single eligible voter who has not cast more than one ballot.

Voter Services is a deadline-driven program that diligently processes a constant stream of incoming data. The program processes all changes to name, address, and party affiliation, and maintains a database of citizens that may not vote for reasons of death, felony conviction, ineligibility for jury duty, residency outside of the jurisdiction, or other valid legal reason.

The program provides legally-required training for volunteer registrars; responds to various voter and candidate requests for voter registration applications, listings, and data regarding registered voters; verifies nominating and referenda petitions; and issues and canvasses mail-in and provisional ballots. The program also tracks returned mail and sends multiple mailings to voters for whom new eligibility information is obtained in order to comply with State and Federal requirements.

The program also provides voter registration data to municipalities within Montgomery County, and is responsible for researching provisional ballots, verifying same-day registration, performing monthly peer audits of other jurisdictions within the state, assisting military and overseas voters, administering voting for residents of nursing homes and assisted living facilities, receiving and staging ballots, conducting the post-election canvassing, counting and auditing of ballots cast, and reconciling and auditing mail-in and provisional voter credit.

Program Performance Measures	Actual FY20	Actual FY21	Estimated FY22	Target FY23	Target FY24
Number of registered voters served per program FTE	38,584	35,932	36,799	37,017	37,289

Program Performance Measures	Actual FY20	Actual FY21	Estimated FY22	Target FY23	Target FY24
Number of absentee ballots requested (000s) [1]	671	378	100	150	300
Number of active registered voters (000s)	670	673	676	680	685

[1] *FY20 and FY21 figures reflect the unique circumstances of elections conducted during the pandemic. The FY20 figure reflects the total number of registered voters, because ballots were mailed to all voters without a request required for the 2020 primary election. FY21 reflects actual requests. FY22 and future years reflect an assumption that 1/3 of voters will choose to continue voting by mail.*

FY23 Recommended Changes	Expenditures	FTEs
FY22 Approved	**1,709,572**	**18.37**
Enhance: Ballot Sorting and Imaging Equipment	109,932	0.00
Re-align: From Voter Services to Election Operations to Support Election Judge Training and Stipends	(12,376)	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.	86,890	0.00
FY23 Recommended	**1,894,018**	**18.37**

BUDGET SUMMARY

	Actual FY21	Budget FY22	Estimate FY22	Recommended FY23	%Chg Bud/Rec
COUNTY GENERAL FUND					
EXPENDITURES					
Salaries and Wages	3,691,993	3,645,453	4,369,832	3,696,686	1.4 %
Employee Benefits	840,303	859,652	954,571	936,061	8.9 %
County General Fund Personnel Costs	**4,532,296**	**4,505,105**	**5,324,403**	**4,632,747**	**2.8 %**
Operating Expenses	4,755,590	3,795,251	7,773,097	5,997,580	58.0 %
County General Fund Expenditures	**9,287,886**	**8,300,356**	**13,097,500**	**10,630,327**	**28.1 %**
PERSONNEL					
Full-Time	29	29	29	32	10.3 %
Part-Time	2	2	2	2	—
FTEs	56.35	56.35	56.35	56.35	—
REVENUES					
Other Charges/Fees	1,376	1,000	1,100	1,300	30.0 %
County General Fund Revenues	**1,376**	**1,000**	**1,100**	**1,300**	**30.0 %**
GRANT FUND - MCG					
EXPENDITURES					
Salaries and Wages	1,121,306	0	0	0	—
Employee Benefits	1,799	0	0	0	—
Grant Fund - MCG Personnel Costs	**1,123,105**	**0**	**0**	**0**	**—**
Operating Expenses	1,348,544	0	0	0	—
Grant Fund - MCG Expenditures	**2,471,649**	**0**	**0**	**0**	**—**
PERSONNEL					
Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—

BUDGET SUMMARY

	Actual FY21	Budget FY22	Estimate FY22	Recommended FY23	%Chg Bud/Rec
FTEs	0.00	0.00	0.00	0.00	—
REVENUES					
Federal Grants	1,669,737	0	0	0	—
Miscellaneous Revenues	801,912	0	0	0	—
Grant Fund - MCG Revenues	**2,471,649**	**0**	**0**	**0**	**—**
DEPARTMENT TOTALS					
Total Expenditures	**11,759,535**	**8,300,356**	**13,097,500**	**10,630,327**	**28.1 %**
Total Full-Time Positions	**29**	**29**	**29**	**32**	**10.3 %**
Total Part-Time Positions	**2**	**2**	**2**	**2**	**—**
Total FTEs	**56.35**	**56.35**	**56.35**	**56.35**	**—**
Total Revenues	**2,473,025**	**1,000**	**1,100**	**1,300**	**30.0 %**

FY23 RECOMMENDED CHANGES

	Expenditures	FTEs
COUNTY GENERAL FUND		
FY22 ORIGINAL APPROPRIATION	**8,300,356**	**56.35**
Changes (with service impacts)		
Enhance: Ballot Sorting and Imaging Equipment [Voter Services]	109,932	0.00
Enhance: Conversion of Three Temporary to Permanent Positions [Information Technology]	52,765	0.00
Other Adjustments (with no service impacts)		
Increase Cost: State Board of Elections Invoice [Administration]	1,689,052	0.00
Increase Cost: Election Judge Training and Stipends [Election Operations]	353,000	0.00
Increase Cost: Annualization of FY22 Compensation Increases	83,266	0.00
Increase Cost: FY23 Compensation Adjustment	60,505	0.00
Re-align: From Administration, Information Technology, and Voter Services to Election Operations to Support Election Judge Training and Stipends [Election Operations]	47,222	0.00
Re-align: From Information Technology Budget to Election Operations Budget to Support SMS Application Development and Programming [Election Operations]	7,000	0.00
Increase Cost: Retirement Adjustment	2,926	0.00
Increase Cost: Printing and Mail Adjustment	512	0.00
Decrease Cost: Annualization of FY22 Personnel Costs	(20)	0.00
Re-align: From Information Technology to Election Operations to Support SMS Application Development and Programming [Information Technology]	(7,000)	0.00
Re-align: From Information Technology to Election Operations to Support Election Judge Training and Stipends [Information Technology]	(10,346)	0.00
Re-align: From Voter Services to Election Operations to Support Election Judge Training and Stipends [Voter Services]	(12,376)	0.00
Decrease Cost: Motor Pool Adjustment	(21,967)	0.00

FY23 RECOMMENDED CHANGES

	Expenditures	FTEs
Re-align: From Administration to Election Operations to Support Election Judge Training and Stipends [Administration]	(24,500)	0.00
FY23 RECOMMENDED	**10,630,327**	**56.35**

PROGRAM SUMMARY

Program Name	FY22 APPR Expenditures	FY22 APPR FTEs	FY23 REC Expenditures	FY23 REC FTEs
Administration	2,879,743	4.00	4,478,387	4.00
Election Operations	2,956,048	21.53	3,360,781	21.53
Information Technology	754,993	12.45	897,141	12.45
Voter Services	1,709,572	18.37	1,894,018	18.37
Total	**8,300,356**	**56.35**	**10,630,327**	**56.35**

FUNDING PARAMETER ITEMS

CE RECOMMENDED ($000S)

Title	FY23	FY24	FY25	FY26	FY27	FY28
COUNTY GENERAL FUND						
EXPENDITURES						
FY23 Recommended	**10,630**	**10,630**	**10,630**	**10,630**	**10,630**	**10,630**
No inflation or compensation change is included in outyear projections.						
Annualization of Positions Recommended in FY23	**0**	**46**	**46**	**46**	**46**	**46**
New positions in the FY23 budget are generally assumed to be filled at least two months after the fiscal year begins. Therefore, the above amounts reflect annualization of these positions in the outyears.						
Elimination of One-Time Items Recommended in FY23	**0**	**(2,224)**	**(2,224)**	**(2,224)**	**(2,224)**	**(2,224)**
Items recommended for one-time funding in FY23, including: Election Judge Training and Stipends, State Board of Elections Invoice, Ballot Sorting and Imaging Equipment, will be eliminated from the base in the outyears.						
Restoration of Personnel Costs (Ballot Sorting and Imaging Equipment - Year One of Five Year Lease)	**0**	**72**	**72**	**72**	**72**	**72**
Item recommended for one-time elimination in FY23 for anticipated savings from operational efficiencies of Ballot Sorting and Imaging Equipment will be restored to the base in the outyears.						
Labor Contracts	**0**	**169**	**169**	**169**	**169**	**169**
These figures represent the estimated annualized cost of general wage adjustments, service increments, and other negotiated items.						
Subtotal Expenditures	**10,630**	**8,692**	**8,692**	**8,692**	**8,692**	**8,692**

ANNUALIZATION OF FULL PERSONNEL COSTS

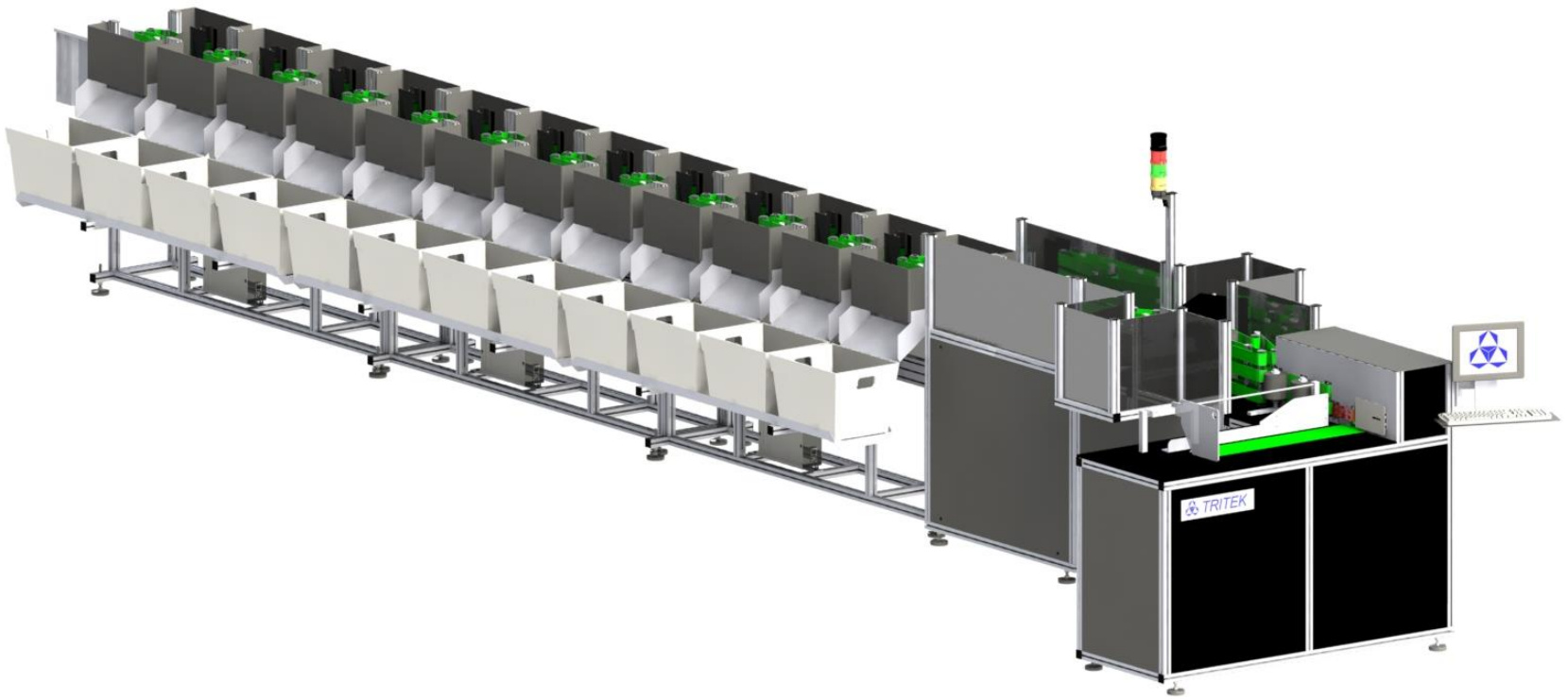
	FY23 Recommended		FY24 Annualized	
	Expenditures	FTEs	Expenditures	FTEs

ANNUALIZATION OF FULL PERSONNEL COSTS

	FY23 Recommended		FY24 Annualized	
	Expenditures	FTEs	Expenditures	FTEs
Conversion of Three Temporary to Permanent Positions	52,765	0.00	98,344	0.00
Total	**52,765**	**0.00**	**98,344**	**0.00**

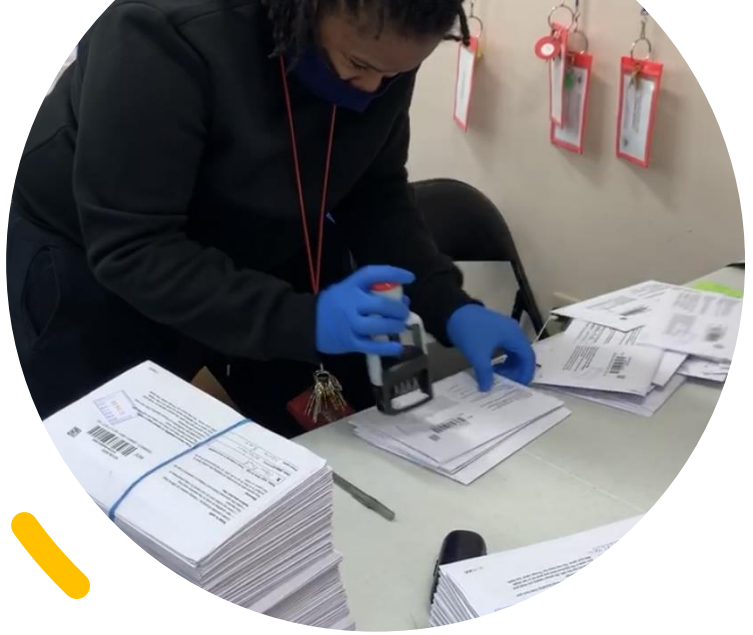
THIS PAGE INTENTIONALLY LEFT BLANK

Quadient/Tritek Ballot Sorting and Imaging Equipment
State of MD Sourcewell Contract Number 041917-NPI



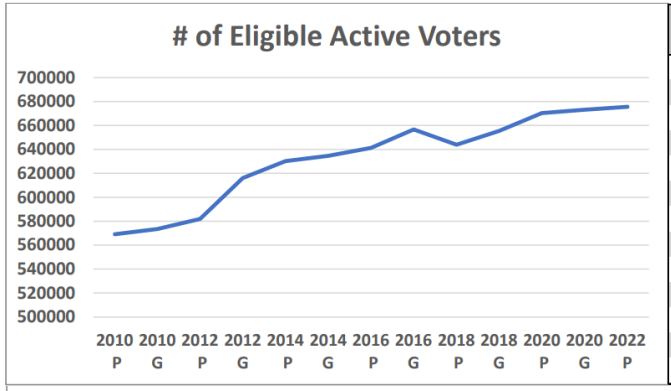
The Problem

- Voters were upset with delays in notification that their ballot was received in the 2020 presidential election
- The Board of Elections has no automation equipment and remains unable to keep up with the volume of ballots as quickly as they come in
- Existing processes are manual, inefficient and extremely labor intensive
- Telephone calls, email messages and requests for another ballot significantly increase the workload
- The department faces a labor shortage
    - Applications for temporary positions are down, as retirees and parents are not returning to the workforce
    - The Recreation Department has returned to work (REC staff worked 15,000 hours, approximately 23% of all BOE temporary workforce hours in 2020)

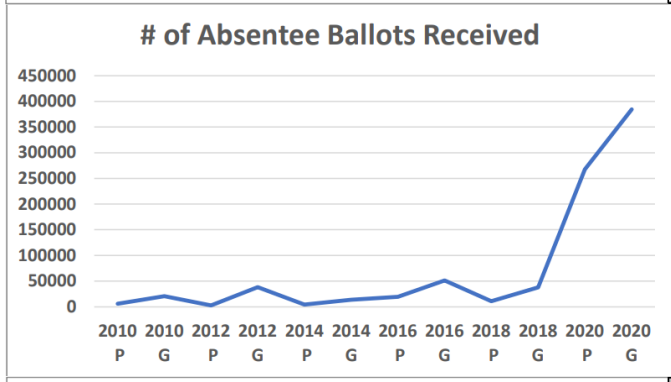


More Problems

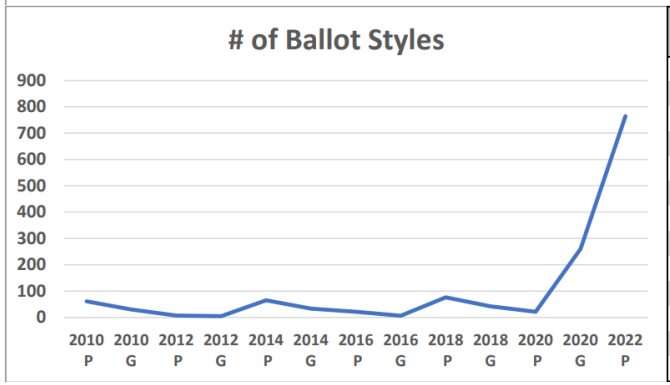
- Even if vote by mail volume reduces by half in 2022, it will be three times what that the department ever received prior to the 2020 election
- Redistricting and the reintroduction of precinct-based voting on Election Day will divert personnel and warehouse square footage from vote by mail
- The Board of Elections does not have authority to open absentee ballot envelopes early this year
- Precinct-level reporting of election results for the first time in the 2022 primary election creates a Sophie's choice:
  - Manually ballots into 765 categories before logging receipt (voters wait potentially weeks for notification)
  - Do not sort (commingling of ballots means that any recount of vote by mail ballots will be countywide)



Election	Eligible Voters
2010 P	569234
2010 G	573431
2012 P	581840
2012 G	616000
2014 P	630255
2014 G	634663
2016 P	641294
2016 G	656674
2018 P	643892
2018 G	655415
2020 P	670375
2020 G	673198
2022 P*	675622



Election	Absentee Ballots
2010 P	5729
2010 G	20482
2012 P	2650
2012 G	38096
2014 P	4010
2014 G	13706
2016 P	19497
2016 G	51382
2018 P	10612
2018 G	37538
2020 P	267583
2020 G	384744



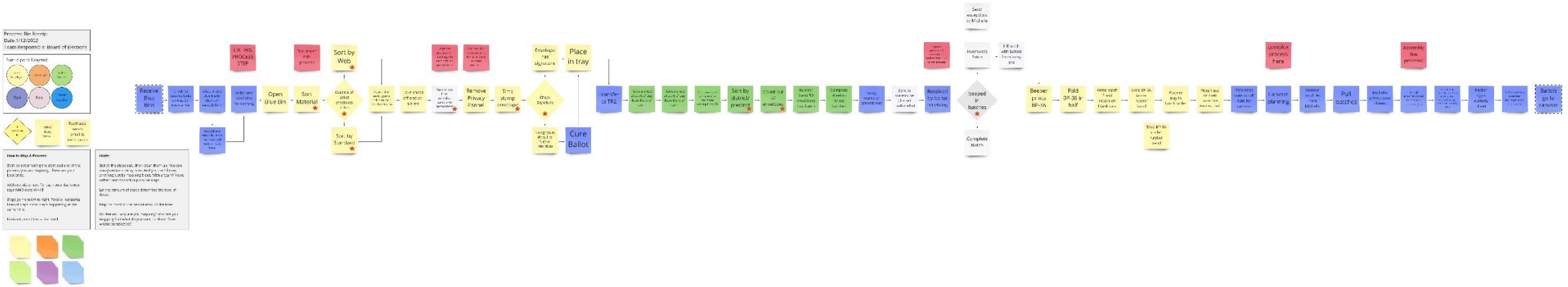
Election	Ballot Styles
2010 P	61
2010 G	30
2012 P	7
2012 G	5
2014 P	65
2014 G	33
2016 P	21
2016 G	6
2018 P	76
2018 G	42
2020 P	21
2020 G	260
2022 P	765

The Solution

- State Board of Elections issued an RFI for a high-speed envelope sorter solution in April 2021
- Three vendors responded and Montgomery County Board of Elections staff participated in demonstrations of each proposed solution
- One vendor, Quadient, demonstrated a superior capability to handle Maryland's unique web delivery ballot envelopes
- SBE identified an existing contract through another state agency in September 2021
- In-person site visits were conducted and measurements were taken for equipment installation in November 2021
- The selected vendor provided a price quote in December 2021
- The vendor has indicated equipment can be installed prior to ballots being mailed for the primary election if the county makes a decision quickly

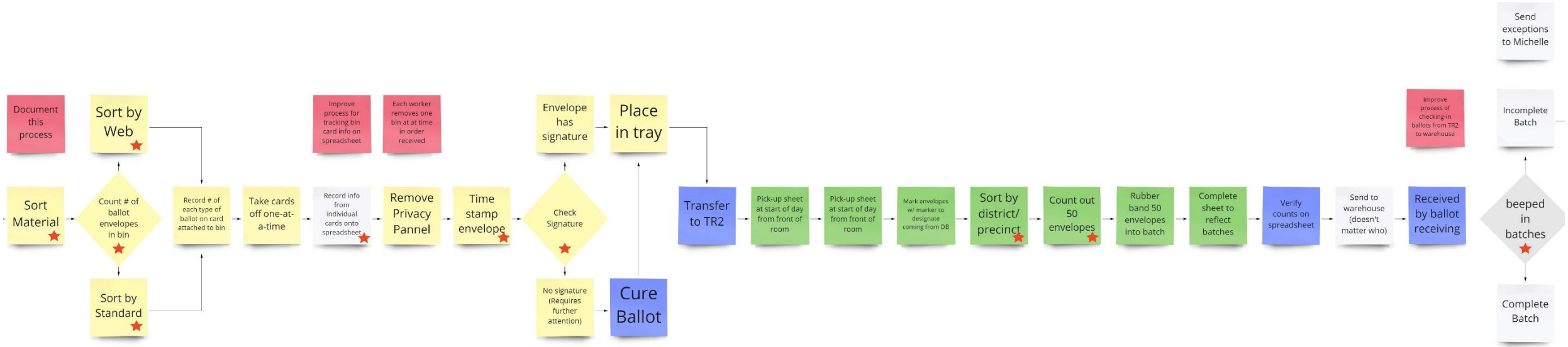
Process Mapping

- Chief Innovation Officer Michael Baskin and the County's Civic Design Team led a process mapping exercise that identified opportunities for improved efficiency and service quality



Process Mapping

- Identified six steps that could benefit from automation (sorting, counting, data entry, time/date stamping, signature check, sorting by precinct)



The Value Add

- Voters can obtain timely information that their ballot was received
- Reduced additional phone calls, emails, and mailing costs due to voters requesting a second ballot
- Greater quality control through reduced physical handling of ballots and manual counting, date stamping and data entry
- Fewer temporary staff needed
- Reduced number of issued and processed provisional ballots
- Imaging of ballot envelopes will improve the ability to quickly locate a specific ballot in the event of a challenge or concern