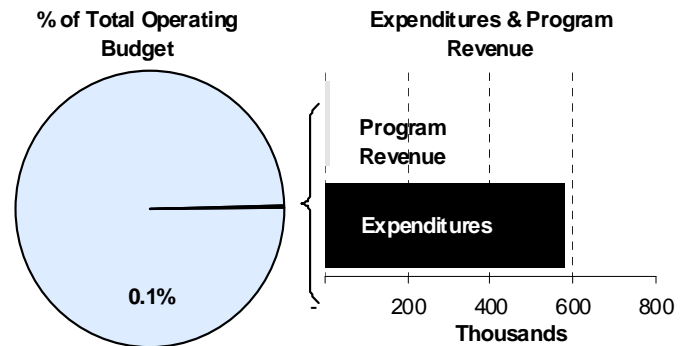
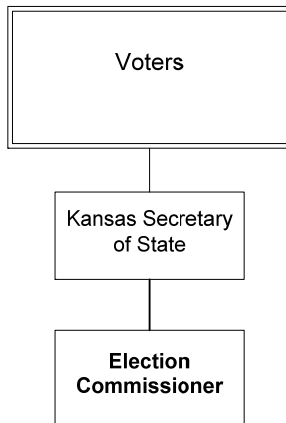




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**Mission:**  
 □ To provide all eligible Sedgwick County citizens the opportunity to register to vote and participate in an informed manner in simple, accessible and secure elections.



**Description of Major Services**

The Election Commissioner, who is appointed by the Kansas Secretary of State, oversees all voter registration and elections within Sedgwick County. Many State statutes relate to the conduct of elections, but the primary statutes governing Elections are found in Chapter 25 of the Kansas Statutes. Statutes specifically outlining the main duties and responsibilities of the Election Commissioner are in Kansas Statutes 19-3419 through 19-3439. These duties and responsibilities include:

- Establishing, fixing, and proclaiming all of the boundaries of wards and precincts in the County
- Accepting and filing nomination and declaration papers of candidates and declarations of party affiliation
- Providing public notice of elections
- Printing the ballots for all elections
- Performing the duties of the clerk of the court for the trial of contested local elections

- Conducting and controlling all elections within the County
- Verifying petitions
- Maintaining records pertaining to the administration of elections
- Maintaining records pertaining to voter registration

To make the election process flow as smoothly as possible and to accomplish the goals and the mission of the Election Commissioner, the Election Office receives valuable support from the County. This financial, logistical, personnel and technical support is received from the Board of County Commissioners, the County Manager, other County departments and employees who ensure that elections in Sedgwick County run smoothly. The Election Office is also fortunate to have hundreds of election board workers whose hard work makes sure that holding elections is possible. These board workers assist with advance voting and Election Day voting in multiple capacities, often working long hours to ensure that all registered voters have the opportunity to cast their vote in an election.

The Election Office works closely with cities, school districts and other county election officials to make sure that the election process is well coordinated.

On August 23, 2011 Secretary of State Kris Kobach commended the Sedgwick County Election Office for its success in a voter registration database cleanup project resulting in deceased voters being removed from the voter rolls.

**Programs and Functions**

Increased advance voting opportunities in Sedgwick County have been well received and have proven to be very successful. The majority of voters in the 2008 and 2010 November general elections cast their votes prior to Election Day. The Election Office is preparing for even larger numbers of voters to participate in advance voting for the 2012 Presidential Election.

The Election Office also continues to work toward the goal of implementing voter centers. Voter Centers will allow any registered voter to vote at any voting location on Election Day instead of being assigned to one specific polling location. With the implementation of new electronic poll books for the check in process, the Office is one step closer to this goal.

**Current and Emerging Issues**

The Election Office continues to utilize more technology and streamlined processes to allow it to require fewer permanent employees. These employees are prepared to coordinate temporary personnel during the busy election season to handle the increased work volume.

Beginning in January 2012, new legislation took effect to increase the security and integrity of the election process. All voters in Sedgwick County will now have to show government issued photo ID when voting in person and must provide specific identification when voting by

mail. Beginning in 2013, proof of citizenship will be required when registering to vote for the first time in Kansas.

**Budget Adjustments**

Changes to the Election Commissioner’s 2013 budget include a reduction in contractals and commodities of \$44,893 related to the election cycle. An additional reduction of \$70,940 is shown in personnel related to the elimination of 1.0 FTE Administrative Assistant position, six temporary workers (totaling 0.3 FTE), and 100 poll workers (totaling 1.0 FTE) due to efficiencies from the purchase of an automated mail ballot reader system in 2012.

**Alignment with County Values**

- **Professionalism** - Elections are conducted efficiently and in an environment of continual improvement in order to provide the greatest access to the process
- **Commitment** - Working hard to make the election process available and convenient for all citizens
- **Honesty** - Elections are conducted in an open and transparent manner

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**Goals & Initiatives**

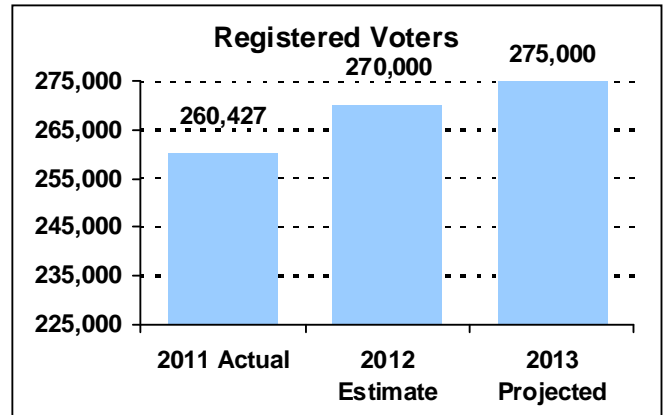
- **Provide voter registration to all eligible citizens within Sedgwick County**
- **Expand the awareness and opportunity for advance voting**
- **Increase accessibility and awareness for voters at all voting locations**

**PERFORMANCE MEASURE HIGHLIGHTS**

The following chart illustrates the Key Performance Indicator (KPI) of the Election Commissioner’s Office.

**Registered Voters in Sedgwick County -**

- Measure of the number of voters registered to vote in Sedgwick County. This measure helps determine the extent to which the Election Commissioner is providing citizens the opportunity to register to vote in a simple and accessible manner.



Department Performance Measures	2011 Actual	2012 Est.	2013 Proj.
Registered voters in Sedgwick County (KPI)	260,427	270,000	275,000
Voter participation rate for April/November elections	13%	72%	13%
Number of advanced ballots cast in April/November elections	8,268	127,000	8,300
Number of permanent FTE’s	6	4	4
Number of polling places on April/November election	63	62	62
Number of registered voters per FTE	43,405	67,500	68,750

**Significant Adjustments From Previous Budget Year**

<ul style="list-style-type: none"> <li>• Eliminate Admin. Assistant and temp. positions due to ballot system purchase after 2012 budget adoption</li> <li>• Decrease in contractals and commodities related to election cycle</li> </ul>	<table border="0"> <tr> <td><b>Expenditures</b></td> <td><b>Revenue</b></td> <td><b>FTEs</b></td> </tr> <tr> <td>(70,940)</td> <td></td> <td>(2.30)</td> </tr> <tr> <td>(44,893)</td> <td></td> <td></td> </tr> </table>	<b>Expenditures</b>	<b>Revenue</b>	<b>FTEs</b>	(70,940)		(2.30)	(44,893)		
<b>Expenditures</b>	<b>Revenue</b>	<b>FTEs</b>								
(70,940)		(2.30)								
(44,893)										

**Total**      (115,833)      -      (2.30)

**Budget Summary by Category**

**Budget Summary by Fund**

Expenditures	2011	2012	2012	2013	% Chg.	Expenditures	2012	2013
	Actual	Adopted	Revised				Budget	Revised
Personnel	488,842	485,393	485,393	414,453	-14.6%	General Fund-110	695,582	579,749
Contractual Services	79,726	201,189	200,189	156,296	-21.9%			
Debt Service	-	-	-	-				
Commodities	4,801	9,000	10,000	9,000	-10.0%			
Capital Improvements	-	-	-	-				
Capital Equipment	-	-	-	-				
Interfund Transfers	55,000	-	-	-				
<b>Total Expenditures</b>	<b>628,368</b>	<b>695,582</b>	<b>695,582</b>	<b>579,749</b>	<b>-16.7%</b>	<b>Total Expenditures</b>	<b>695,582</b>	<b>579,749</b>
<b>Revenue</b>								
Taxes	-	-	-	-				
Intergovernmental	-	-	-	-				
Charges For Service	32,867	8,898	8,898	8,376	-5.9%			
Other Revenue	22,426	381	381	11	-97.1%			
<b>Total Revenue</b>	<b>55,293</b>	<b>9,279</b>	<b>9,279</b>	<b>8,387</b>	<b>-9.6%</b>			
<b>Full-Time Equivalents (FTEs)</b>	<b>18.52</b>	<b>15.52</b>	<b>13.22</b>	<b>13.22</b>	<b>0.0%</b>			

**Budget Summary by Program**

Program	Fund	Expenditures			2013	% Chg.	Full-Time Equivalents (FTEs)		
		2011	2012	2012			2012	2012	2013
		Actual	Adopted	Revised	Budget	'12-'13	Adopted	Revised	Budget
Administration	110	483,049	414,932	414,932	363,749	-12.3%	5.00	4.00	4.00
Election Operations	110	145,320	280,650	280,650	216,000	-23.0%	10.52	9.22	9.22
<b>Total</b>		<b>628,368</b>	<b>695,582</b>	<b>695,582</b>	<b>579,749</b>	<b>-16.7%</b>	<b>15.52</b>	<b>13.22</b>	<b>13.22</b>



**Personnel Summary by Fund**

Position Title(s)	Fund	Band	Budgeted Personnel Costs			Full-Time Equivalents (FTEs)			
			2012 Adopted	2012 Revised	2013 Budget	2012 Adopted	2012 Revised	2013 Budget	
Poll Workers	110	Election	148,200	132,600	132,600	9.50	8.50	8.50	
Temp Admin Workers	110	Election	5,000	3,500	3,500	1.00	0.70	0.70	
Chief Deputy Election Commission	110	B324	64,568	43,958	43,958	1.00	1.00	1.00	
Administrative Officer	110	B321	36,686	35,387	35,387	1.00	1.00	1.00	
Administrative Specialist	110	B219	76,979	-	-	2.00	-	-	
Fiscal Associate	110	B216	-	24,648	24,648	-	1.00	1.00	
Election Commissioner	110	APPOINT	78,098	78,098	78,098	1.00	1.00	1.00	
KZ4 Election	110	0	1,100	1,100	1,100	0.02	0.02	0.02	
<b>Subtotal</b>					<b>319,291</b>		<b>15.52</b>	<b>13.22</b>	<b>13.22</b>
Add:									
Budgeted Personnel Savings (Turnover)					-				
Compensation Adjustments					-				
Overtime/On Call/Holiday Pay					207				
Benefits					94,955				
<b>Total Personnel Budget</b>					<b>414,453</b>				



• Administration

The Election Commissioner is appointed by the Kansas Secretary of State for a four-year term. The Office is responsible for registering citizens to vote, negotiating with other entities for polling location arrangements, and organizing and scheduling employees and volunteers to staff polling places for elections, provide advance ballots, and tabulating the results of voting. Indirect costs for the election process are funded from this program.

Fund(s): General Fund 110

66001-110

	2011	2012	2012	2013	% Chg.
	Actual	Adopted	Revised	Budget	'12-'13
<b>Expenditures</b>					
Personnel	397,029	317,543	317,543	265,566	-16.4%
Contractual Services	26,220	88,389	88,389	89,183	0.9%
Debt Service	-	-	-	-	-
Commodities	4,801	9,000	9,000	9,000	0.0%
Capital Improvements	-	-	-	-	-
Capital Equipment	-	-	-	-	-
Interfund Transfers	55,000	-	-	-	-
<b>Total Expenditures</b>	<b>483,049</b>	<b>414,932</b>	<b>414,932</b>	<b>363,749</b>	<b>-12.3%</b>
<b>Revenue</b>					
Taxes	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Charges For Service	-	-	-	-	-
Other Revenue	11	381	381	11	-97.1%
<b>Total Revenue</b>	<b>11</b>	<b>381</b>	<b>381</b>	<b>11</b>	<b>-97.1%</b>
<b>Full-Time Equivalents (FTEs)</b>	<b>8.00</b>	<b>5.00</b>	<b>4.00</b>	<b>4.00</b>	<b>0.0%</b>

Goal(s):

- Provide voter registration to all eligible citizens within Sedgwick County
- Expand the opportunity for Advance Voting
- Increase accessibility and awareness for voters at traditional voting locations

• Election Operations

This program is established to capture the direct costs associated with conducting annual elections. The largest expense is for Election Day board worker salary and mileage. These employees are hired on a temporary basis prior to, during and after the election. Also included is printing of ballots, payment to polling places, set up and delivery of voting machines, administrative costs, voter registration, and voter outreach.

This program also captures the revenue generated by fees candidates pay to file for election and reimbursements received for special elections. These fees are not enough to cover the cost of elections and the majority of funding comes from the County's general fund.

Fund(s): General Fund 110

	2011	2012	2012	2013	% Chg.
	Actual	Adopted	Revised	Budget	'12-'13
<b>Expenditures</b>					
Personnel	91,813	167,850	167,850	148,887	-11.3%
Contractual Services	53,506	112,800	111,800	67,113	-40.0%
Debt Service	-	-	-	-	-
Commodities	-	-	1,000	-	-100.0%
Capital Improvements	-	-	-	-	-
Capital Equipment	-	-	-	-	-
Interfund Transfers	-	-	-	-	-
<b>Total Expenditures</b>	<b>145,320</b>	<b>280,650</b>	<b>280,650</b>	<b>216,000</b>	<b>-23.0%</b>
<b>Revenue</b>					
Taxes	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Charges For Service	32,867	8,898	8,898	8,376	-5.9%
Other Revenue	22,415	-	-	-	-
<b>Total Revenue</b>	<b>55,283</b>	<b>8,898</b>	<b>8,898</b>	<b>8,376</b>	<b>-5.9%</b>
<b>Full-Time Equivalents (FTEs)</b>	<b>10.52</b>	<b>10.52</b>	<b>9.22</b>	<b>9.22</b>	<b>0.0%</b>

Goal(s):

- Coordinate sufficient numbers of volunteers and temporary employees to staff all voting locations
- Increase Advance Voting participation rates over previous years of same election type

