

Election Commissioner

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

Tabitha Lehman
Sedgwick County Election Commissioner

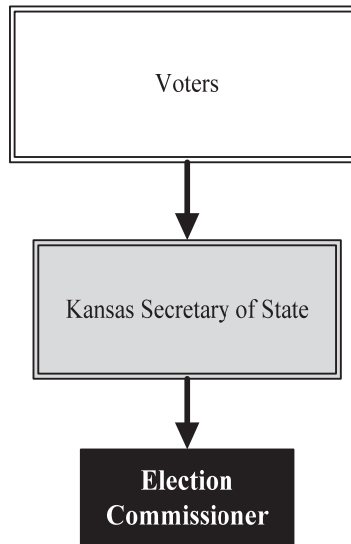
510 N. Main, Suite 101
 Wichita, KS 67203
 316.660.7100

tabitha.lehman@sedgwick.gov

Overview

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

To make the election process flow as smoothly as possible and to accomplish the goals and the mission of the Election Commissioner, the Election Office receives valuable support from the County. This financial, logistical, personnel, and technical support is received from the Board of County Commissioners, the County Manager, and other County divisions.



Strategic Goals:

- *Continue the tradition of conducting successful elections in Sedgwick County*
- *Streamline office operations and conduct elections in an efficient manner*
- *Improve the voting experience for Sedgwick County voters*

Highlights

- Hundreds of board workers assist in advance voting and Election Day voting, working long hours to ensure that all registered voters have the opportunity to cast their vote in an election
- Between March 2016 and April 2017, total voter registration in Sedgwick County increased by 19,185



Accomplishments and Priorities

Accomplishments

In 2016, the Election Office conducted and certified three elections.

In 2017, the Sedgwick County Election Office successfully implemented new voting equipment and electronic poll books to better increase transparency and the efficiency of the election process.

This process was expedited because of the 2017 Special Congressional Election which was unanticipated. Accomplishing a successful implementation with a shortened project calendar required significant planning and organization.

Priorities

The staff of the Sedgwick County Election Office are pursuing new outreach programs to facilitate broader understanding of the electoral process. This includes conducting off-site voter registration drives, speaking at public events, conducting on-site informational workshops, and increased media outreach.

The Election Office staff is currently attending Naturalization Ceremonies on a weekly basis to facilitate the voter registration of newly naturalized United States citizens. In 2016, the Sedgwick County Election Office attended 55 Naturalization Ceremonies, registering in excess of 700 new voters.



Significant Budget Adjustments

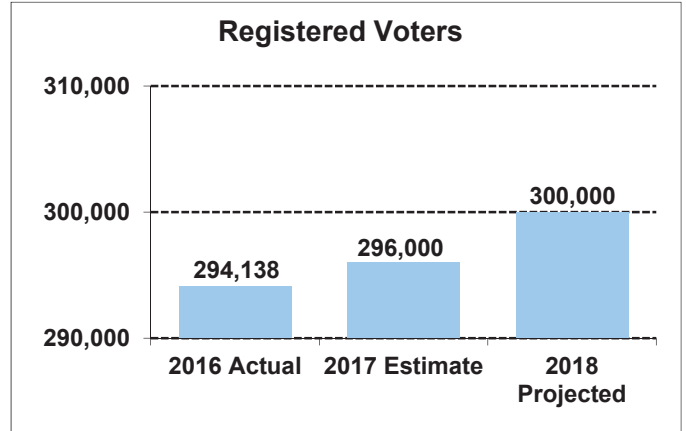
Changes to the Election Commissioner's 2018 budget include a \$1,500,000 decrease from one-time funding for election equipment in 2017, a \$223,334 increase in personnel for the 2018 gubernatorial election, a \$212,530 increase for voting equipment maintenance fees, a \$65,000 increase for voter registration database fees, a \$50,000 increase for an electronic pollbook licensing fee, a \$41,845 increase for new equipment software licensing fees, and an increase of \$26,228 for the addition of ten polling locations.

PERFORMANCE MEASURE HIGHLIGHTS

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

Registered Voters in Sedgwick County -

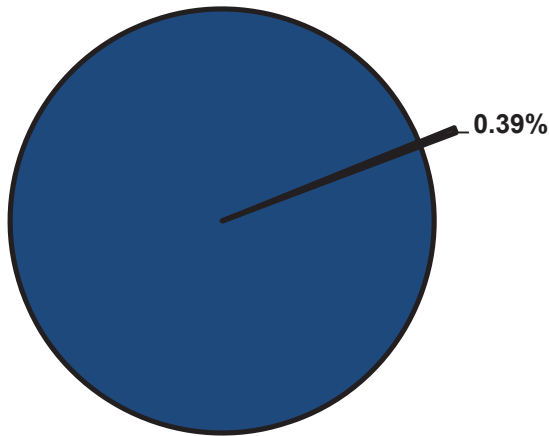
- Measure of the number of voters registered to vote in Sedgwick County. This measure helps determine the extent to which the Election Commissioner is providing citizens the opportunity to register to vote in a simple and accessible manner.



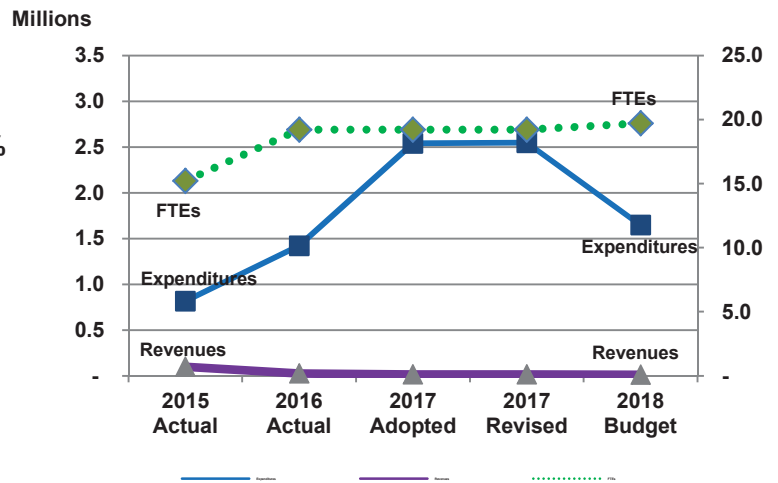
Division Performance Measures	2016 Actual	2017 Est.	2018 Proj.
Goal: Enhance the voting experience for all Sedgwick County voters by optimizing the efficiency of conducting elections through improved election planning, logistics, preparation, and implementation while ensuring the security of the electoral process			
Registered voters in Sedgwick County (KPI)	294,138	296,000	300,000
Advance voter participation	55%	20%	55%
Number of election office voter registration drives	65	100	100
Number of candidate/voter education classes	10	15	20
Voter wait time at Election Day polling places	30-40 minutes	15-20 minutes	15-20 minutes

Divisional Graphical Summary

Election Commissioner
Percent of Total County Operating Budget



Expenditures, Program Revenue & FTEs
All Operating Funds



Budget Summary by Category

	2015 Actual	2016 Actual	2017 Adopted	2017 Revised	2018 Budget	Amount Chg '17 Rev.-'18	% Chg '17 Rev.-'18
Expenditures							
Personnel	532,301	1,046,392	755,371	762,927	1,013,707	250,781	32.87%
Contractual Services	229,862	255,434	229,927	229,927	526,304	296,377	128.90%
Debt Service	-	-	-	-	-	-	-
Commodities	53,119	119,419	53,445	1,553,445	105,452	(1,447,993)	-93.21%
Capital Improvements	-	-	-	-	-	-	-
Capital Equipment	-	-	1,500,000	-	-	-	-
Interfund Transfers	-	-	-	-	-	-	-
Total Expenditures	815,282	1,421,245	2,538,743	2,546,299	1,645,463	(900,835)	-35.38%
Revenues							
Tax Revenues	-	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-
Charges for Services	63,694	22,122	5,005	5,005	8,799	3,794	75.81%
All Other Revenue	34,515	3,827	10,254	10,254	183	(10,070)	-98.21%
Total Revenues	98,210	25,949	15,258	15,258	8,982	(6,276)	-41.13%
Full-Time Equivalent (FTEs)							
Property Tax Funded	15.20	19.20	19.20	19.20	19.70	0.50	2.60%
Non-Property Tax Funded	-	-	-	-	-	-	-
Total FTEs	15.20	19.20	19.20	19.20	19.70	0.50	2.60%

Budget Summary by Fund

Fund	2015 Actual	2016 Actual	2017 Adopted	2017 Revised	2018 Budget	Amount Chg '17 Rev.-'18	% Chg '17 Rev.-'18
General Fund	815,282	1,421,245	2,538,743	2,546,299	1,645,463	(900,835)	-35.38%
Total Expenditures	815,282	1,421,245	2,538,743	2,546,299	1,645,463	(900,835)	-35.38%

Significant Budget Adjustments from Prior Year Revised Budget

	Expenditures	Revenues	FTEs
One-time funding for election equipment in 2017	(1,500,000)		
Increase in personnel for 2018 gubernatorial election	223,334		
Voting equipment maintenance fees	212,530		
Voter registration database fees	65,000		
Electronic pollbook licensing fee	50,000		
New equipment software licensing fee	41,845		
Addition of ten polling locations	26,228		0.50
Total	(881,063)	-	0.50

Budget Summary by Program

Program	Fund	2015 Actual	2016 Actual	2017 Adopted	2017 Revised	2018 Budget	% Chg '17 Rev.-'18	2018 FTEs
Administration	110	476,150	640,011	704,637	707,315	791,063	11.84%	10.00
Election Operations	110	339,132	781,234	1,834,106	1,838,983	854,400	-53.54%	9.70
Total		815,282	1,421,245	2,538,743	2,546,299	1,645,463	-35.38%	19.70

Personnel Summary By Fund

Position Titles	Fund	Grade	Budgeted Compensation Comparison			FTE Comparison		
			2017 Adopted	2017 Revised	2018 Budget	2017 Adopted	2017 Revised	2018 Budget
Election Commissioner	110	APPOINT	84,540	86,653	86,653	1.00	1.00	1.00
Chief Deputy Election Commissioner	110	GRADE129	52,224	54,527	54,527	1.00	1.00	1.00
Administrative Officer	110	GRADE124	71,052	74,470	74,470	2.00	2.00	2.00
Deputy Election Commissioner	110	GRADE124	36,237	37,617	37,617	1.00	1.00	1.00
Election Specialist	110	GRADE121	130,254	136,681	136,681	4.00	4.00	4.00
PT Fiscal Associate	110	EXCEPT	25,500	25,584	25,584	1.00	1.00	1.00
Temp: Office/Administrative	110	EXCEPT	12,000	67,087	67,087	2.40	2.40	2.40
Poll Worker	110	ELECT	102,180	256,418	269,359	6.80	6.80	7.30
Subtotal					751,979			
Add:								
Budgeted Personnel Savings					-			
Compensation Adjustments					30,768			
Overtime/On Call/Holiday Pay					1,375			
Benefits					229,586			
Total Personnel Budget					1,013,707	19.20	19.20	19.70

• Administration

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

Fund(s): County General Fund 110

Expenditures	2015 Actual	2016 Actual	2017 Adopted	2017 Revised	2018 Budget	Amnt. Chg. '17 - '18	% Chg. '17 - '18
Personnel	400,232	567,875	628,159	595,837	637,266	41,428	7.0%
Contractual Services	44,113	56,888	44,346	79,346	146,024	66,678	84.0%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	31,806	15,248	32,132	32,132	7,773	(24,359)	-75.8%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
Total Expenditures	476,150	640,011	704,637	707,315	791,063	83,748	11.8%
Revenues							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	-	-	-	-	-	-	0.0%
All Other Revenue	225	3,824	184	184	180	(4)	-2.0%
Total Revenues	225	3,824	184	184	180	(4)	-2.0%
Full-Time Equivalents (FTEs)	6.00	10.00	10.00	10.00	10.00	-	0.0%

• 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 salaries 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): County General Fund 110

Expenditures	2015 Actual	2016 Actual	2017 Adopted	2017 Revised	2018 Budget	Amnt. Chg. '17 - '18	% Chg. '17 - '18
Personnel	132,069	478,517	127,212	167,089	376,442	209,352	125.3%
Contractual Services	185,749	198,546	185,581	150,581	380,280	229,699	152.5%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	21,313	104,171	21,313	1,521,313	97,679	(1,423,634)	-93.6%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	1,500,000	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
Total Expenditures	339,132	781,234	1,834,106	1,838,983	854,400	(984,583)	-53.5%
Revenues							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	63,694	22,122	5,005	5,005	8,799	3,794	75.8%
All Other Revenue	34,290	3	10,070	10,070	3	(10,067)	-100.0%
Total Revenues	97,985	22,125	15,075	15,075	8,802	(6,273)	-41.6%
Full-Time Equivalents (FTEs)	9.20	9.20	9.20	9.20	9.70	0.50	5.4%