

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

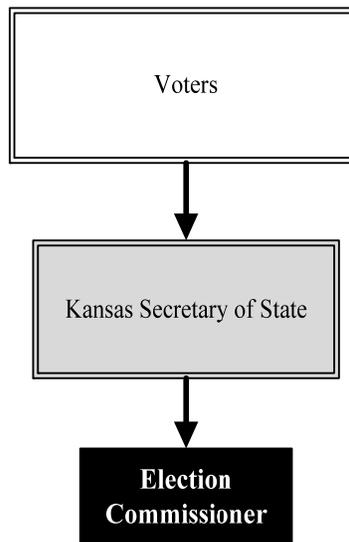
510 N. Main, Suite 101
 Wichita, KS 67203
 316.660.7100

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 2015 and April 2016, total voter registration in Sedgwick County increased by 8,276



Accomplishments and Priorities

Accomplishments

In 2015, the Election Office conducted and certified eight elections.

The Sedgwick County Election Office boasts the most active Advance By Mail program in the State of Kansas. If more people vote by mail, fewer people vote at polling places on Election Day. With fewer expected voters, the Election Office is able to assign more precincts to a single polling place and subsequently reduce voter wait times on Election Day while minimizing costs associated with Election Day voting.

Starting in 2015 and continuing in 2016, the Sedgwick County Election Office participated in a collaborative effort with three other counties to issue a Request for Proposal (RFP) for new voting equipment to be purchased in 2017.

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 2015, the Sedgwick County Election Office attended more than 100 Naturalization Ceremonies, registering in excess of 1,500 new voters.

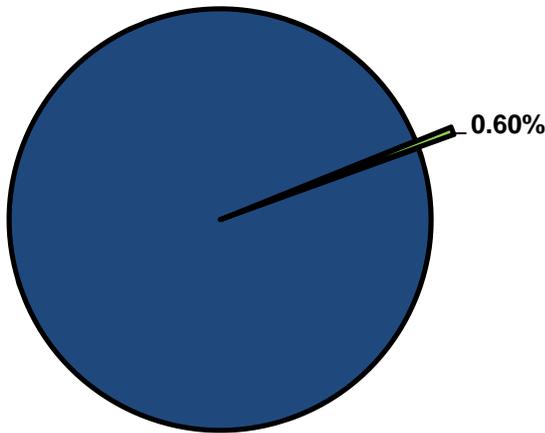


Significant Budget Adjustments

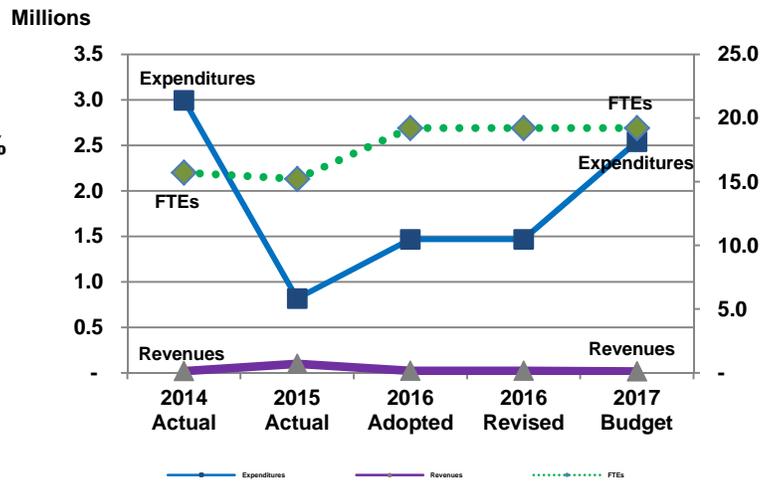
Changes to the Election Commissioner's 2017 budget include a \$416,574 decrease in cyclical expenses from the 2016 Presidential Election budget, as well as an increase of \$1,500,000 to purchase new voting equipment.

Divisional Graphical Summary

Election Commissioner
Percent of Total County Operating Budget



Expenditures, Program Revenue & FTEs
All Operating Funds



Budget Summary by Category

	2014 Actual	2015 Actual	2016 Adopted	2016 Revised	2017 Budget	Amount Chg '16 Rev.-'17	% Chg '16 Rev.-'17
Expenditures							
Personnel	648,615	532,301	1,062,718	1,062,718	755,371	(307,347)	-28.92%
Contractual Services	273,165	229,862	296,769	289,726	229,927	(59,799)	-20.64%
Debt Service	-	-	-	-	-	-	-
Commodities	71,923	53,119	106,995	114,038	53,445	(60,593)	-53.13%
Capital Improvements	-	-	-	-	-	-	-
Capital Equipment	-	-	-	-	1,500,000	1,500,000	
Interfund Transfers	2,000,000	-	-	-	-	-	-
Total Expenditures	2,993,703	815,282	1,466,482	1,466,482	2,538,743	1,072,261	73.12%
Revenues							
Tax Revenues	-	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-
Charges for Services	8,204	63,694	10,412	10,412	5,005	(5,407)	-51.93%
All Other Revenue	10,374	34,515	11,005	11,005	10,254	(752)	-6.83%
Total Revenues	18,578	98,210	21,417	21,417	15,258	(6,159)	-28.76%
Full-Time Equivalent (FTEs)							
Property Tax Funded	6.50	6.00	19.20	19.20	19.20	-	0.00%
Non-Property Tax Funded	-	-	-	-	-	-	-
Total FTEs	15.70	15.20	19.20	19.20	19.20	-	0.00%

Budget Summary by Fund

Fund	2014 Actual	2015 Actual	2016 Adopted	2016 Revised	2017 Budget	Amount Chg '16 Rev.-'17	% Chg '16 Rev.-'17
General Fund	2,993,703	815,282	1,466,482	1,466,482	2,538,743	1,072,261	73.12%
Total Expenditures	2,993,703	815,282	1,466,482	1,466,482	2,538,743	1,072,261	73.12%

Significant Budget Adjustments from Prior Year Revised Budget

	Expenditures	Revenues	FTEs
Increase to purchase new voting equipment in addition to \$4.5 million set aside in previous years	1,500,000		
Decrease in expenditures from the 2016 Presidential Election budget	(416,574)		
Total	1,083,426	-	-

Budget Summary by Program

Program	Fund	2014 Actual	2015 Actual	2016 Adopted	2016 Revised	2017 Budget	% Chg '16 Rev.-'17	2017 FTEs
Administration	110	472,222	476,150	721,783	721,783	704,637	-2.38%	10.00
Election Operations	110	2,521,481	339,132	744,700	744,700	1,834,106	146.29%	9.20
Total		2,993,703	815,282	1,466,482	1,466,482	2,538,743	73.12%	19.20

Personnel Summary By Fund

Position Titles	Fund	Grade	Budgeted Compensation Comparison			FTE Comparison		
			2016 Adopted	2016 Revised	2017 Budget	2016 Adopted	2016 Revised	2017 Budget
Election Commissioner	110	APPOINT	83,086	84,540	84,540	1.00	1.00	1.00
Chief Deputy Election Commissioner	110	GRADE129	52,224	52,224	52,224	1.00	1.00	1.00
Administrative Officer	110	GRADE124	66,226	71,052	71,052	2.00	2.00	2.00
Deputy Election Commissioner	110	GRADE124	38,219	36,237	36,237	1.00	1.00	1.00
Election Specialist	110	GRADE121	133,807	130,254	130,254	4.00	4.00	4.00
Fiscal Associate	110	GRADE118	27,198	-	-	1.00	-	-
PT Fiscal Associate	110	EXCEPT	-	25,500	25,500	-	1.00	1.00
Temp: Office/Administrative	110	EXCEPT	50,790	12,000	12,000	2.40	2.40	2.40
Poll Worker	110	ELECT	333,012	102,180	102,180	6.80	6.80	6.80
Subtotal					513,987			
Add:								
Budgeted Personnel Savings					-			
Compensation Adjustments					21,053			
Overtime/On Call/Holiday Pay					1,322			
Benefits					219,009			
Total Personnel Budget					755,371	19.20	19.20	19.20

• 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	2014 Actual	2015 Actual	2016 Adopted	2016 Revised	2017 Budget	Amnt. Chg. '16 - '17	% Chg. '16 - '17
Personnel	374,305	400,232	647,634	647,634	628,159	(19,475)	-3.0%
Contractual Services	87,481	44,113	65,969	58,926	44,346	(14,580)	-24.7%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	10,436	31,806	8,180	15,223	32,132	16,909	111.1%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
Total Expenditures	472,222	476,150	721,783	721,783	704,637	(17,146)	-2.4%
Revenues							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	-	-	-	-	-	-	0.0%
All Other Revenue	304	225	322	322	184	(139)	-43.0%
Total Revenues	304	225	322	322	184	(139)	-43.0%
Full-Time Equivalents (FTEs)	6.00	6.00	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. The 2014 actuals include a transfer to the Equipment Reserve to set aside funds for election machine replacement in 2017.

Fund(s): County General Fund 110

Expenditures	2014 Actual	2015 Actual	2016 Adopted	2016 Revised	2017 Budget	Amnt. Chg. '16 - '17	% Chg. '16 - '17
Personnel	274,310	132,069	415,085	415,085	127,212	(287,873)	-69.4%
Contractual Services	185,684	185,749	230,800	230,800	185,581	(45,219)	-19.6%
Debt Service	-	-	-	-	-	-	0.0%
Commodities	61,487	21,313	98,815	98,815	21,313	(77,502)	-78.4%
Capital Improvements	-	-	-	-	-	-	0.0%
Capital Equipment	-	-	-	-	1,500,000	1,500,000	0.0%
Interfund Transfers	2,000,000	-	-	-	-	-	0.0%
Total Expenditures	2,521,481	339,132	744,700	744,700	1,834,106	1,089,406	146.3%
Revenues							
Taxes	-	-	-	-	-	-	0.0%
Intergovernmental	-	-	-	-	-	-	0.0%
Charges For Service	8,204	63,694	10,412	10,412	5,005	(5,407)	-51.9%
All Other Revenue	10,070	34,290	10,683	10,683	10,070	(613)	-5.7%
Total Revenues	18,274	97,985	21,095	21,095	15,075	(6,020)	-28.5%
Full-Time Equivalents (FTEs)	9.70	9.20	9.20	9.20	9.20	-	0.0%