

Supervisor Of Elections Voter Registration

The mission of the Supervisor of Elections Voter Registration Program is to pursue excellence in the registration of citizens to vote in compliance with the National Voter Registration Act (NVRA) as well as process and maintain voter records in a timely and professional manner that serves all citizens of Leon County

PROGRAM HIGHLIGHTS

1. In 2001 and 2002, voter registration drives were held at community events including Springtime Tallahassee, North Florida Fair, Winter Festival, Unity Day, Martin Luther King Birthday Celebration, 4th of July, football games, concerts and area malls.
2. Produced a calendar for Leon County for distribution to candidates and the public which includes educational information and dates for specific activities relating to voter registration and elections for the year 2002.
3. Assisted the School Board in a successful redistricting process. Major data conversion relevant to the re-districting process pending finalization of legislative and congressional redistricting. All precincts have been renumbered to allow for logical growth in the future.
4. The Legislature has mandated changes to the registration form and the way the form may be duplicated by the public. Legislative changes were also made concerning procedures for voter list maintenance and removal of voters, including certified mail and administrative hearings.

ADVISORY BOARD

None

SUMMARY OF KEY STATUTORY RESPONSIBILITIES

Florida Constitution *Florida Statutes, Chapters 97-106 "Elections Code" *National Voter Registration Act

SUMMARY OF KEY SERVICE FUNCTIONS

1. Qualify and register electors.
2. Establish voting precincts and polling locations.
3. Maintain registration rolls.
4. Furnish statistical and research information concerning registration and voter turn out.
5. Provide training to individuals and groups to register voters.
6. Perform outreach in the community to educate the public about voting.

PERFORMANCE MEASUREMENTS

	FY 99/00 Actual	FY 00/01 Actual	FY 01/02 Estimate	FY 02/03 Target
1) All voter Transactions processed within 5 business days.	100%	100%	100%	100%
2) Confirmation by voter identification card mailed on weekly basis	89%	95%	90%	100%
3) Citizens inquires responded to by staff within 15 seconds	100%	100%	100%	100%
4) Requests for public documents processed within 72 hours	100%	100%	100%	100%
5) Minimum of 12 voter registration and awareness booths conducted outside Courthouse Office	100%	100%	100%	100%

Supervisor of Elections - Voter Registration

ACCOUNT NUMBER: 060-520-513

FY 2002/2003 THRU FY 2006/2007 FINANCIAL & STAFFING SUMMARY

	FY 00/01 Actual	FY 01/02 Adopted	FY 02/03 Budget	FY 03/04 Planned	FY 04/05 Planned	FY 05/06 Planned	FY 06/07 Planned
OPERATING							
Personnel	\$691,982	\$767,130	\$751,110	\$773,643	\$796,853	\$820,758	\$845,381
Operating	87,043	185,018	172,546	172,546	172,546	172,546	172,546
Capital Outlay	11,592	1,500	19,780	19,780	19,780	19,780	19,780
Non-Operating	0	2,500	5,000	5,000	5,000	5,000	5,000
TOTAL	\$790,617	\$956,148	\$948,436	\$970,969	\$994,179	\$1,018,084	\$1,042,707
STAFFING							
Full Time	14.00	14.00	14.00	14.00	14.00	14.00	14.00
O.P.S.							

FY 2002/2003 PROGRAM CHANGES & NOTES:

This program is recommended at overall decreased funding level. These recommendations include funding for increased legislative requirements, litigation expenses, and operating increases related to growth and redistricting. However, other operational decreases have mitigated these impacts.

Requested decreases: \$52,114

Requested increases: \$44,084

FY 2003/2004 THRU FY 2006/2007 PLANNED INITIATIVES & NOTES:

Election Schedule:

FY 02/03: November 2002, General Election (Governor and others)

FY 03/04: March 2004, Presidential Preference

September 2004, 1st primary

FY 04/05: October 2004, 2nd primary

November 2004, General Election (Presidential and others)

FY 05/06: September 2006, 1st primary some costs for 2nd Primary in October

FY06/07: October, 2006 2nd Primary and November 2006, General Election (Governor and others)

FY07/08: March, 2008, Presidential Preference

September, 2008, First Primary

Addition of ADA voting equipment will require the hiring of one additional technical support position. Anticipated starting salary and fringe will be \$42,000 to \$48,000 for the first year. Equipment will be in Elections (Org 521).

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PROGRAM EXPENDITURE DETAIL

Object Code	Account Description	FY 00/01	FY 01/02	FY 02/03 Requested			FY 02/03 Budget		ARB
		Actual	Adopted	NIJ	Change	Total	NIJ	Change	
51100	Executive Salaries	\$ 93,392	\$ 97,559	\$ 96,177		\$ 96,177	\$ 96,177		\$ 96,177
51200	Salaries & Wages	446,412	496,619	490,359		490,359	490,359		490,359
51300	Other Salaries			11,960		11,960	11,960		11,960
52100	FICA Taxes	39,465	44,465	44,465		44,465	44,465		44,465
52200	Retirement	59,495	66,512	66,512	(20,512)	46,000	66,512	(20,512)	46,000
52300	L & H Insurance	50,118	58,618	58,618		58,618	58,618		58,618
52400	Workers' Comp	3,100	3,357	3,357	174	3,531	3,357	174	3,531
TOTAL PERSONAL SERVICES		691,982	767,130	771,448	(20,338)	751,110	771,448	(20,338)	751,110
53100	Prof. Services	1,522	2,200	2,200	800	3,000	2,200	800	3,000
54000	Travel & Per Diem	20,432	9,600	9,600	400	10,000	9,600	400	10,000
54100	Communication	8,869	12,000	12,000		12,000	12,000		12,000
54200	Postage	17,073	65,000	65,000	(12,120)	52,880	65,000	(12,120)	52,880
54400	Rentals & Leases	5,053	7,000	7,000	8,000	15,000	7,000	8,000	15,000
54500	Insurance	959	604	604		604	604		604
54600	Repair & Maint.	12,617	16,250	16,250	3,550	19,800	16,250	3,550	19,800
54601	Vehicle Repair & Mtc.	312	542	542		542	542		542
54700	Printing & Binding	2,900	16,760	16,760	(2,160)	14,600	16,760	(2,160)	14,600
54900	Other Current Chg.	1,425	24,422	24,422	(2,822)	21,600	24,422	(2,822)	21,600
55100	Office Supplies	4,999	9,240	9,240	260	9,500	9,240	260	9,500
55200	Operating Supplies				5,620	5,620		5,620	5,620
55210	Fuel & Oil	339	400	400		400	400		400
55400	Bks, Pubs, & Memb.	4,190	3,500	3,500	500	4,000	3,500	500	4,000
55401	Training	6,353	17,500	17,500	(14,500)	3,000	17,500	(14,500)	3,000
TOTAL OPERATING EXPENSES		87,043	185,018	185,018	(12,472)	172,546	185,018	(12,472)	172,546
56400	Mach. & Equip.	11,592	1,500		19,780	19,780		19,780	19,780
TOTAL CAPITAL OUTLAY		11,592	1,500		19,780	19,780		19,780	19,780
59900	Othr. Non-Operating		2,500		5,000	5,000		5,000	5,000
TOTAL NON-OPERATING			2,500		5,000	5,000		5,000	5,000
PROGRAM TOTAL		\$ 790,617	\$ 956,148	\$ 956,466	\$ (8,030)	\$ 948,436	\$ 956,466	\$ (8,030)	\$ 948,436

PROGRAM STAFFING DETAIL

STAFFING TABLE	FY 00/01	FY 01/02	FY 02/03 Requested			FY 02/03 Budget		ARB
	Actual	Adopted	NIJ	Change	Total	NIJ	Change	
Supervisor of Elections	1.00	1.00	1.00		1.00	1.00		1.00
Asst. Supervisor of Elections	1.00	1.00	1.00		1.00	1.00		1.00
Dempographic/GIS Analyst	1.00	1.00	1.00		1.00	1.00		1.00
Election Coordinator	1.00	1.00	1.00		1.00	1.00		1.00
Election Project Specialist	1.00	1.00	1.00		1.00	1.00		1.00
Election Records Manager	1.00	1.00	1.00		1.00	1.00		1.00
Election Records Specialist	2.00	2.00	2.00		2.00	2.00		2.00
Elections System Manager	1.00	1.00	1.00		1.00	1.00		1.00
Fiscal Coordinator	1.00	1.00	1.00		1.00	1.00		1.00
Outreach Prg. Coordinator	1.00	1.00	1.00		1.00	1.00		1.00
Records Clerk	1.00	1.00	1.00		1.00	1.00		1.00
Voting System Manager	1.00	1.00	1.00		1.00	1.00		1.00
Warehouse Technician	1.00	1.00	1.00		1.00	1.00		1.00
Total	14.00	14.00	14.00		14.00	14.00		14.00