

WESTCHESTER COUNTY
BOARD OF ELECTIONS
2018 BUDGET PRESENTATION
BOARD OF LEGISLATORS
BUDGET COMMITTEE

Prepared by:

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Overview: Board of Elections

- The Board of Elections is New York State's government agent for the administration and execution of the State Election Law. Under New York State Election Law, the Board of Elections' goal is to facilitate the registration of every qualified voter in Westchester County. The Board executes the laws pertaining to designating and nominating petitions for public office and party positions and is required by New York State Election Law to assist with school board and village elections in Westchester County. The Department is required to operate under New York State Laws and State Codes, Rules and Regulations.

Board of Elections: General Initiatives

- To produce lists, maps, poll books and all other information pertinent to election matters without relying upon vendors and other County departments whenever possible.
- To provide voters, candidates and the general public with information in a more precise fashion.
- To print poll books and supply lists for all elections held in Westchester County.
- To facilitate the translation of all materials that are required under NYS Election Law into Spanish language by in- house staff.
- To provide services to high schools, nursing homes, adult centers and community organizations for the purpose of registering potential new voters, or to explain the voting process and answer any election related questions.

Organizational Structure - Staff

Departments

- **Registration** – Provides for the timely administration and execution of the State Election Law and related laws pertaining to voter registration and the holding of public elections.
- **Election Inspector Training and Development** – Ensures elections are conducted smoothly by recruiting, training and developing knowledgeable, competent and impartial individuals to staff the polls on each Election Day.
- **Absentee** - Assists voters in securing and completing absentee ballots including visiting nursing homes and assisted living centers throughout the County to help residents in the proper completion of ballots to ensure all votes are properly cast and counted.
- **Information Technology** - Carries full responsibility for the programming, maintenance, and operation of Plan A and Plan B voting machines as well as the Maptitude system that produces maps for public use.
- **Campaign Financial Disclosure** – Supplies candidates with disclosure statements and maintains a cursory audit of statements filed by political candidates to ensure compliance with Ethics Laws

BOARD OF ELECTIONS STATISTICAL DATA

- 1.) There are currently 624,895 registered voters in Westchester County.
- 2.) The Board of Elections currently utilizes the space of 365 polling sites located throughout Westchester County for its general elections.
- 3.) During the 2017 year the Absentee department processed and mailed over 17,243 ballots. They received and processed 11,288 return ballots.

STAFFING AT OTHER COMPARABLE COUNTY BOARD OF ELECTIONS

FULL TIME EMPLOYEES

NASSAU - 160

SUFFOLK - 123

WESTCHESTER - 90

Comparison of Counties in 9th Judicial District

<u>County</u>	<u>Number of ED's</u>	<u>Number Polling Sites</u>
Dutchess	220	104
Orange	333	124
Putnam	86	22
Rockland	277	67
Westchester	942	365

General Cost Analysis of 2018 Budget

• <u>Fixed Cost</u>		
• Salary cost	(1010)	<u>\$7,818,465</u>
• <u>Total fixed cost</u>		\$ 7,818,465
• <u>Variable Cost</u>		
• Hourly/Overtime	(1400)	\$ 990,000
• Equip/Supplies/Expenses		\$5,769,500
• Inter-department	(5000)	<u>\$1,793,014</u>
• <u>Total variable cost</u>		\$ 8,552,514
• TOTAL BUDGET COST		\$ 16,370,979
• Operating budget Revenue		(1,536,854)
• Department Tax Levy		\$ 14,834,125

BOARD OF ELECTIONS (1)

All changes/additions in RED type.

OBJECTS OF EXPENDITURE:		EXPENDED	ADOPTED	APPROPRIATED	PROJECTED	REQUESTED	Analysis
		2016	2017	2017	2017	2018	
Personal Service:							
Annual-Regular:	GROUP						
Commissioner		2	2	2	2	2	
Deputy Commissioner	XVI	2	2	2	2	2	
Director of Technical Services	XIV	2	2	2	2	6	4
Program Administrator	XII	6	8	8	8	12	4
Supervising Voting Mach. Tech	XII	2	2	2	2	2	
Program Specialist	X	20	20	20	20	32	12
Voting Machine Tech	X	10	10	10	10	10	
Executive Secretary to Comm.	X	2	2	2	2	2	
Jr. Administrative Assistant	VIII	3	3	3	3	3	
Sr. Clerk-Board of Elections	VIII	11	11	11	11	11	
Supervisor of Poll Records	VIII	2	2	2	2	2	
Clerk-Board of Elections	VII	1	1	1	1	1	
Unit Record Supervisor	VII	1	1	1	1	1	
Office Asst.	VI	4	4	4	4	4	
Payroll Clerk	VI	1	1	1	1	1	
Supervising File Clerk	VI	1	1	1	1	1	
Sr. File Clerk	V	1	1	1	1	1	
Sr. Clerk	V	9	9	9	9	9	
Receptionist	IV	2	2	2	2	2	
Int. File Clerk	III	6	6	6	6	6	
Total Positions		88	90	90	90	110	20