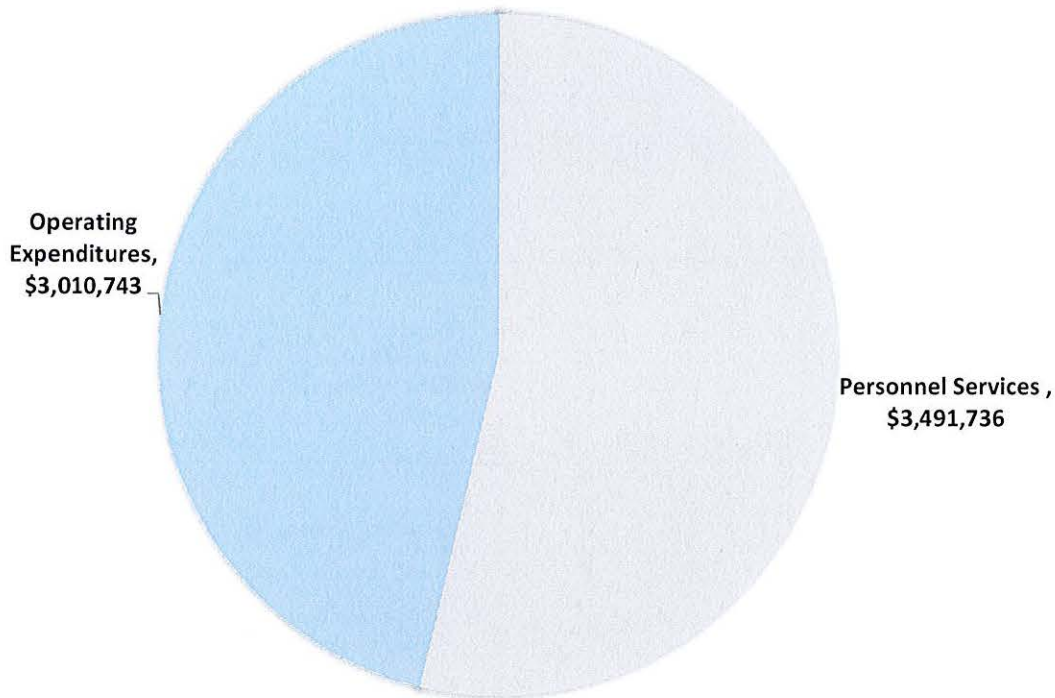


Elections Department

FY 18/19 RECOMMENDED BUDGET



Mission Statement

The mission of the Pima County Election Department is to ensure federal, state and local elections are conducted timely, responsibly, and with the highest level of professional election standards, as well as accountability, security and integrity that is intended to earn and maintain public confidence in the electoral process.

Departmental Functions

- Conduct fair and impartial federal, state, local and school elections
- Determine nomination signature requirements for elected office
- Act as Filing Officer for campaign finance statements
- Document the timely filing of campaign finance statements
- Procure and supply over 200 Election Day polling places
- Recruit, assign, train and compensate nearly 2,000 poll workers
- Count votes under public observation and the observation of the of the appointed logic and accuracy board
- Administer hand count audits of federal and state elections
- Certify unofficial results of all elections for eventual canvass
- Conduct recounts as prescribed by statute
- Safeguard counted ballots as prescribed by Federal and State law
- Costs for federal, state, and county elections are borne by the county, while the other jurisdictions (cities, schools, and special districts) reimburse the county for the cost of conducting their elections.

Elections Department

Recommended operating department expenditures, revenues, operating transfers and FTEs:

	FY 17/18 ADOPTED BUDGET	FY 18/19 RECOMMENDED BUDGET	PERCENT CHANGE
Elections Department			
Expenditure:			
Personnel Services	\$2,317,294	\$3,491,736	50.7%
Operating Expenditures	1,793,697	3,010,743	67.9%
Expenditure Total	\$4,110,991	\$6,502,479	58.2%
Revenue:			
State Revenue	-	\$200,000	100.0%
City Revenue Other Operating	-	-	0.0%
Other Local Governments Other	200,000	630,000	215.0%
Charges for Services	3,000	3,000	0.0%
Other Miscellaneous Revenue Operating	100	100	0.0%
Revenue Total	\$203,100	\$833,100	310.2%
Operating Transfers:			
Transfers Out	\$ -	\$ -	0.0%
Transfers In	-	-	0.0%
Elections Department FTEs	37	51.75	14.75
Elections Grants Special Revenue Fund			
Expenditure:			
Personnel Services	-	-	0.0%
Operating Expenditures	\$ -	\$54,000	100.0%
Capital > \$5,000	-	-	0.0%
Expenditure Total	\$0	\$54,000	100.0%
Revenue:			
Miscellaneous Revenue	\$ -	\$54,000	100.0%
Revenue Total	\$0	\$54,000	100.0%
Elections Grants FTEs	-	-	-

Major programs and related services provided by the department

Item 1 - N/A

Major costs of providing programs and related services by the department

Item 1 - N/A

Significant changes in the recommended FY2018/19 budget versus the FY 2017/18 adopted budget

Item 1 - The significant changes are due to fiscal year 18/19 having two major elections, the Primary and General. Fiscal year 17/18 had only one major election and it was all mail except for 7 polling sites in Oro Valley. Cost increases as we use polling sites, due to seasonal employees, poll workers and supplies.

Item 2 - Provisional envelopes were re-printed at an additional cost of \$94,992.88 due to a statement that was added to the envelope based on the recommendation from the Secretary of State.

Major departmental budget issues, if any, the department is facing in FY 2017/18

Item 1 - We do not expect any budget issues in FY 17/18

SUMMARY BY OBJECT

Department: Elections

	2016/2017	2017/2018	2018/2019		
Object Name	Actual	Adopted	Actuals Thru Feb 28 2018	Requested	Recommended
EXPENDITURE OBJECTS					
Salaries & Wages	659,929	787,243	429,844	770,855	787,251
Overtime	111,568	75,000	2,449	150,000	150,000
Temporary Help	259,794	563,819	25,998	993,722	993,722
Election Pay	836,185	430,000	8,260	1,000,000	1,000,000
Holiday Worked Pay	11,254	20,000	159	40,000	40,000
Special Assignment Pay	13,951	45,000	3,183	45,000	45,000
Social Security & Medicare	80,226	103,355	33,891	134,991	134,991
Unemployment Insurance	835	946	343	942	942
Health Insurance Premiums	80,096	79,543	39,954	70,518	70,518
Workers Compensation	4,517	3,610	1,289	4,873	4,873
Life Insurance	534	509	276	509	509
Employer Paid Subsidy	-	100	-	100	100
Arizona State Retirement	86,119	115,929	50,626	116,332	116,332
Correction Officer Retirement - Judicial Employees	-	2,952	-	3,000	3,000
Dental Insurance Premiums	1,137	1,288	729	1,257	1,257
Interdepartmental Salaries - Charged out/Credit	(1,786)	-	(1,312)	-	-
Interdepartmental Salaries - Charged in/Debit	15,432	20,000	1,482	40,000	40,000
Interdepartmental Fringe - Charged out/Credit	(148)	-	(117)	-	-
Interdepartmental Fringe - Charged in/Debit	36,348	50,000	774	100,000	100,000
Labor Distribution Fringe Charged out/Credit	(1,957)	(3,000)	-	(3,000)	(3,000)
Labor Distribution Fringe Charged in/Debit	1,958	3,000	-	3,000	3,000
Budgeted Benefits	-	-	-	-	3,241
Vacation Payout	631	-	-	-	-
HSA Contribution - Employer	-	18,000	11,000	17,000	17,000
HSA Expense Offset	-	-	-	-	(17,000)
Personnel Services Total	2,196,623	2,317,294	608,828	3,489,099	3,491,736
Office Supplies	20,910	20,000	1,698	22,454	22,454
Software Under \$5M	419	58,000	-	1,000	1,000
Computer Equipment less than \$1,000	275	1,000	-	131,000	131,000
Food Supplies	489	216	-	190	190
Medical & Lab Supplies	18	100	-	100	100
Fuel & Oil	11	250	-	250	250
Books, Subscriptions & Videos	164	1,300	-	1,050	1,050
Repair & Maintenance Supplies	11,084	20,000	4,583	20,000	20,000

SUMMARY BY OBJECT

Department: Elections

	2016/2017	2017/2018	Actuals Thru	2018/2019	
Object Name	Actual	Adopted	Feb 28 2018	Requested	Recommended
Janitorial Supplies	-	500	54	500	500
Clothing, Uniforms, and Safety Apparel	557	1,500	-	750	750
Cameras, Film & Equipment	-	30,076	-	30,076	30,076
Other Operation Supplies	7,517	15,000	720	15,000	15,000
Tools & Equipment Under \$1,000	2,962	7,223	392	1,000	1,000
Furniture Under \$1,000	9,769	10,000	1,735	-	-
Software Maintenance and Support	60,739	136,780	17,664	124,906	124,906
In State Training	23	1,000	-	-	-
Out of State Training	2,792	3,768	-	3,000	3,000
In State Travel	1,130	2,000	397	400	400
Out of State Travel	3,612	5,400	4,737	6,500	6,500
Postage & Freight	52,787	35,440	898	70,850	70,850
Printing & Microfilming	909,845	830,000	180,316	1,821,000	1,821,000
Security	172	-	-	-	-
Moving and Storage Fees	34,868	25,000	-	50,000	50,000
Leases & Rental - Real Estate - Internal	-	400	200	-	-
Leases & Rental - Real Estate - External	146,764	91,032	1,240	174,700	174,700
R&M-Machinery & Equipment Services	8,714	20,270	460	20,020	20,020
R&M Building Services	1,368	4,500	-	-	-
R&M Grounds and Landscaping	-	-	-	2,000	2,000
Other Professional Services	2,802	176,756	67,160	135,850	135,850
Advertising	206	500	152	500	500
Leases & Rental - Other (Mchnry, Equip, etc.)	5,949	5,100	2,793	5,100	5,100
Pest Control Services	-	-	-	2,500	2,500
Interdepartmental Supplies & Services - Charged Out/Credit	-	-	40	-	-
Interdepartmental Supplies & Services - Charged In/Debit	1,949	1,873	466	1,873	1,873
Parking Charges	-	-	-	100	100
Telephone & Internet	95,293	-	-	-	-
Electricity	-	6,827	-	14,000	14,000
Waste Disposal and Recycling	15	1,000	417	1,000	1,000
Mileage Reimbursement	13,787	10,000	-	20,000	20,000
Motor Pool Charges	25,575	47,467	17,883	46,769	46,769
Dues and Memberships	675	2,279	2,279	2,279	2,279
Other Miscellaneous Charges	25	300	23	400	400
Computer Hardware - ISF Charges	33,882	31,513	21,008	36,427	36,427
Server and Storage - ISF Charges	37,310	44,443	29,632	50,201	50,201
Software - ISF Charges	11,351	8,828	5,888	9,526	9,526

SUMMARY BY OBJECT

Department: Elections

	2016/2017	2017/2018	2018/2019		
Object Name	Actual	Adopted	Actuals Thru Feb 28 2018	Requested	Recommended
Mobile Devices - External	-	72,000	5,768	107,000	107,000
ISF- IT Port Charges	-	55,056	36,704	65,472	65,472
Office Machines & Computers - Non-Capital	6,609	9,000	-	-	-
Telecommunication Equipment - Non-Capital	-	-	-	15,000	15,000
Operating Expenses Total	1,512,417	1,793,697	405,307	3,010,743	3,010,743
EXPENDITURE OBJECTS TOTAL	3,709,040	4,110,991	1,014,135	6,499,842	6,502,479
REVENUE OBJECTS					
State Revenue	887,437	-	-	200,000	200,000
City Revenue Other Operating	-	-	89,997	-	-
Other Local Governments Other	571,482	200,000	176,802	630,000	630,000
Intergovernmental Total	1,458,919	200,000	266,799	830,000	830,000
General Government Fees	1,304	3,000	310	3,000	3,000
Charges for Services Total	1,304	3,000	310	3,000	3,000
Other Misc. Revenue Operating	3,077	100	275	100	100
Miscellaneous Revenue Total	3,077	100	275	100	100
REVENUE OBJECTS TOTAL	1,463,300	203,100	267,384	833,100	833,100

SUMMARY BY OBJECT

Department: Elections Grants Special Revenue Fund

	2016/2017	2017/2018	2018/2019		
Object Name	Actual	Adopted	Actuals Thru Feb 28 2018	Requested	Recommended
EXPENDITURE OBJECTS					
Software Maintenance and Support	11,167	-	-	54,000	54,000
Operating Expenses Total	11,167	-	-	54,000	54,000
EXPENDITURE OBJECTS TOTAL	11,167	-	-	54,000	54,000
REVENUE OBJECTS					
Federal Grant Revenue	260,514	-	-	-	-
Federal Grant Revenue Pass Through State	-	-	-	54,000	54,000
Intergovernmental Total	260,514	-	-	54,000	54,000
Interest Revenue Pooled Investments Operating	3,087	-	251	-	-
Investment Earnings Total	3,087	-	251	-	-
REVENUE OBJECTS TOTAL	263,601	-	251	54,000	54,000

CROSSWALK - ELECTIONS

	EXPENDITURES	REVENUES	TRANSFERS	FUND IMPACT	FTEs
FY 2017/18 Adopted Budget	4,110,991	203,100	0	(3,907,891)	37.00
Exp Adj for FY1718 Primary/Gen Elections	(2,626,308)			2,626,308	
Rev Adj for FY1718 Primary/Gen Elections		(203,100)		(203,100)	
ITD ISF Software Adjustment	698			(698)	
Motor Pool Adjustment	(10,656)			10,656	
Adj for FY1819 Primary/Gen Elections	5,004,600			(5,004,600)	
Adj for FY1819 Primary/Gen Elections		833,100		833,100	
Telecom Port Adjustment	10,416			(10,416)	
ITD ISF Hardware Adjustment	4,914			(4,914)	
ITD ISF Server/Storage Adjustment	5,758			(5,758)	
Additional FTEs					14.75
Benefits Adjustment	(571)			571	
FY 2018/19 Base Budget	6,499,842	833,100	0	(5,666,742)	51.75
FY 2018/19 Submitted Requested Budget	6,499,842	833,100	0	(5,666,742)	51.75
HSA One-time Offset	(17,000)			17,000	
2.5% Salary/Benefits Increase Adjustment	19,637			(19,637)	
FY 2018/19 Recommended Budget	6,502,479	833,100	0	(5,669,379)	51.75
FY 2018/19 Proposed Adopted Budget	6,502,479	833,100	0	(5,669,379)	51.75
FY 2018/19 Adopted Budget	6,502,479	833,100	0	(5,669,379)	51.75

Notes:

CROSSWALK - ELECTIONS GRANTS

	EXPENDITURES	REVENUES	TRANSFERS	FUND IMPACT	FTEs
FY 2017/18 Adopted Budget	-	-	-	-	0.0
Expenditure Increase Adjustment	54,000			(54,000)	
Revenue Increase Adjustment		54,000		54,000	
				-	
				-	
				-	
FY 2018/19 Base Budget	54,000	54,000	-	-	0.0
				-	
				-	
FY 2018/19 Submitted Requested Budget	54,000	54,000	-	-	0.0
				-	
FY 2018/19 Recommended Budget	54,000	54,000	-	-	0.0
				-	
FY 2018/19 Proposed Adopted Budget	54,000	54,000	-	-	0.0
				-	
FY 2018/19 Adopted Budget	54,000	54,000	-	-	0.0

Notes: