



# THE PRINCE GEORGE'S COUNTY GOVERNMENT

## Office of Audits and Investigations

April 18, 2018

### MEMORANDUM

TO: Mary A. Lehman, Chair  
Health, Education, and Human Services Committee (HEHS)

THRU: David H. Van Dyke, County Auditor *DAH*

FROM: Jude S. Moise, Staff Auditor *JSM*

RE: Board of Elections  
Fiscal Year 2019 Budget Review

#### Budget Overview

The FY 2019 Proposed Budget for the Board of Elections is \$5,781,000. This is a reduction of \$130,900, or 2.2%, below the FY 2018 Approved Budget. The decrease is primarily due to reduced costs for temporary/seasonal employees in FY 2019. The Board's expenditures are funded entirely by the General Fund.

#### Budget Comparison - General Fund

Approved Fiscal Year 2018 to Proposed Fiscal Year 2019

Category	FY 2017 Actual	FY 2018 Approved	FY 2018 Estimated	% Change - Est vs App	FY 2019 Proposed	\$ Change	% Change
Compensation	\$ 4,047,649	\$ 4,465,700	\$ 4,465,500	0.0%	\$ 4,351,300	\$ (114,400)	-2.6%
Fringe Benefits	536,369	544,800	534,900	-1.8%	531,200	\$ (13,600)	-2.5%
Operating Expenses	800,292	901,400	891,200	-1.1%	898,500	\$ (2,900)	-0.3%
<b>Total</b>	<b>\$ 5,384,310</b>	<b>\$ 5,911,900</b>	<b>\$ 5,891,600</b>	<b>-0.3%</b>	<b>\$ 5,781,000</b>	<b>\$ (130,900)</b>	<b>-2.2%</b>

#### Authorized Staffing Count - General Fund

	FY 2018 Approved	FY 2019 Proposed	Change Amount	Percentage Change
Full-Time	18	18	0	0.0%
<b>Total</b>	<b>18</b>	<b>18</b>	<b>0</b>	<b>0.0%</b>

### **Staffing Changes and Compensation**

- The FY 2019 Proposed Budget includes authorization for 18 full-time General Fund positions, the same as the FY 2018 approved level.
- As of March 28, 2018, the Board reported five (5) full-time vacant positions. All five (5) positions are funded in the FY 2019 Proposed Budget.
- Compensation is proposed to decrease by \$114,400, or 2.6%, below the FY 2018 approved level, due to a reduction in the temporary employees' staff complement required for the next election.
- The table below compares the FY 2018 estimated number of Election Day temporary employees to the FY 2019 projected amount.

<b>Election Day Temporary Employees</b>		
<b>Descriptions</b>	<b>FY 2018 Estimated</b>	<b>FY 2019 Projected</b>
Early Voting Election Judges (eight days)*	2,816	2,376
Election Day Election Judges (includes closing judges)	3,994	3,774
Election Day Trainers/Recruiters	6	6
Election Day and Early Voting Technicians	205	335
Election Day telephone operators	45	45
General Clerks, Voter Registration, Prov. Absentee Ballot Data	70	70
Data Coordinators, Voting Unit Programmers	45	45
Department of Environment Staff Drivers	25	25
Security (includes Election Day, Early Voting and Canvass)	44	27
Board of Canvassers	35	35
Election Night/Return Staff	38	38
Summer Youth	5	5
<b>TOTAL</b>	<b>7,328</b>	<b>6,781</b>

*\* (Figure includes Early Voting Election Judges for each of the eight days of early voting at 11 sites)*

- Funding is provided for 13 individuals (General Clerks, Data Coordinators and an Absentee Clerk) through personal service contracts to process voter registration and absentee ballots, as well as to conduct site surveys. Approximately \$405,800 is included in FY 2018 compensation for these contracts. Personal service contracts in the amount of \$424,600 are proposed for FY 2019.
- The Board consists of five (5) members – the President is paid \$11,000 a year, the other members are paid \$10,000 a year, and the alternate Board members are paid \$200 per meeting. The current members are as follows:

John E. Rowe (R), President  
Beatrice P. Tignor (D), Vice-President  
Thomas J. Slezak (R)  
Roberta B. Deegan (R)  
Jaime J. Vasquez-Saldana (R)

Alternate Board Members  
Olivia D. Vaughns (R)  
Clement A. Gaynor (R)  
Lester W. Jones (D)

### Fringe Benefits

- FY 2019 Fringe Benefits are proposed at \$531,200, a decrease of \$13,600, or 2.5%, below the FY 2018 approved level, to align with actual expenses.
- A five-year trend analysis of fringe benefit expenditures is included below.

Fringe Benefits Historical Trend					
	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Estimated	FY 2019 Proposed
Fringe Benefit Expenditures	\$ 427,289	\$ 455,669	\$ 536,369	\$ 534,900	\$ 531,200
As a % of Compensation	10.4%	12.4%	13.3%	12.0%	12.2%
Annual % Change		6.6%	17.7%	-0.3%	-0.7%

### Operating Expenses

- The FY 2019 operating expenses are proposed at \$898,500, or 0.3%, below the FY 2018 approved level. The operating expenses are comprised of the following major items:
  - Training \$217,500
  - Telephone 141,000
  - Gen. and Admin. Contracts 140,000
  - Printing and Reproduction 115,300
  - Office and Building Rental/Lease 83,500
- The accompanying table compares the FY 2019 Proposed Budget operating expenditures with the FY 2018 Approved Budget operating expenditures. In six (6) of the categories, the FY 2019 Proposed Budget increases planned spending from the FY 2018 budget. In seven (7) of the categories, the FY 2019 Proposed Budget level remains unchanged compared to the FY 2018 budget. FY 2019 expenditures decrease in two (2) categories.

Operating Objects	FY 2018 Budget	FY 2019 Proposed	FY 2018 - FY 2019	
			\$ Change	% Change
General & Administrative Contracts	\$ 55,000	\$ 140,000	\$ 85,000	154.5%
Telephone	112,000	141,000	29,000	25.9%
Printing	105,000	110,000	5,000	4.8%
Office Building Rental/Lease	81,000	83,500	2,500	3.1%
General Office Supplies	34,900	36,500	1,600	4.6%
Membership Fees	200	400	200	100.0%
Training	217,500	217,500	-	0.0%
Equipment Lease	30,000	30,000	-	0.0%
Office and Operating Equipment Non-Capital	15,000	15,000	-	0.0%
Data-Voice	3,000	3,000	-	0.0%
Building Repair/Maintenance	1,600	1,600	-	0.0%
Periodicals	2,000	2,000	-	0.0%
Mileage Reimbursement	10,000	10,000	-	0.0%
Advertising	85,000	52,000	(33,000)	-38.8%
Office Automation	149,200	56,000	(93,200)	-62.5%
<b>TOTAL</b>	<b>\$ 901,400</b>	<b>\$ 898,500</b>	<b>\$ (2,900)</b>	<b>-0.3%</b>

- The most significant increases between the FY 2019 Proposed Budget and the FY 2018 Approved Budget are in General and Administrative Contracts (\$85,000 increase), as a result of transferring a G&A contract expense from Advertising costs, and Telephone (\$29,000 increase) to align with telephone costs anticipated during the Gubernatorial Election.
- The most significant reductions between the FY 2019 Proposed Budget and the FY 2018 Approved Budget are in Office Automation (\$93,200 reduction) due to a change in methodology, and Advertising (\$33,000 reduction) to reflect a shift from Advertising costs to General and Administrative Contract expenditures.

## **HIGHLIGHTS**

- The Board attended several community outreach events this fiscal year, including student government elections, County Fairs/events, homeowners and civic association meetings, and the County Executive's Listening Session to inform voters of the new voting system. In FY 2018, the Board reported attending an estimated 75 public outreach events.
- The Board reported that House Bill 1278, which requires the Board to conduct audits of 2% of randomly selected precincts and 1% of Early Voting, Provisional and Absentee ballots after each General election, passed the 2018 Maryland General Assembly. The Board estimated that a minimum of four (4) temporary/seasonal employees at a cost of \$48,000 would be required to continue employment beyond Election Day to assist with auditing the ballots. Funding to ensure compliance with this law is not included in the FY 2019 proposed budget.
- The Board reported that one of its top priorities is to reduce the number of duplicate voters registered in various states utilizing the Electronic Registration Information Center (ERIC). ERIC is a non-profit organization with the sole mission of assisting states in improving the accuracy of America's voter rolls, and increasing access to voter registration for all eligible citizens. ERIC is governed and managed by states who choose to join.
- The Board currently has 274 voting precincts. In FY 2018, the Board added two (2) new early voting sites, bringing the total number of sites across the County to 11 early voting sites. The number of votes cast during early voting have risen from 46,236 in FY 2015 to a projected amount of 130,000 in FY 2019.
- The Board stated that a major challenge that it will face over the next three years is protecting voter data and equipment from hackers. The Board reported that, considering all the foreign intrusion attempts into election networks on a national level, it will be critical for the Board of Elections and the Office of Information Technology, at both the State and Local levels, to ensure that the network voter registration database and all voting equipment are secured.
- The Board reported that it had developed a new training module for its Election Judge Training Program to offer election judges more hands-on training with the election equipment. In addition, the Board reported that it has received an additional 165 voting units to ensure that two (2) voting units are available at every polling place that has 800 or more registered voters. The Board is projecting the average wait time for voters to be under five (5) minutes in the upcoming election.