

DEPARTMENTAL ACTIVITIES & GOALS

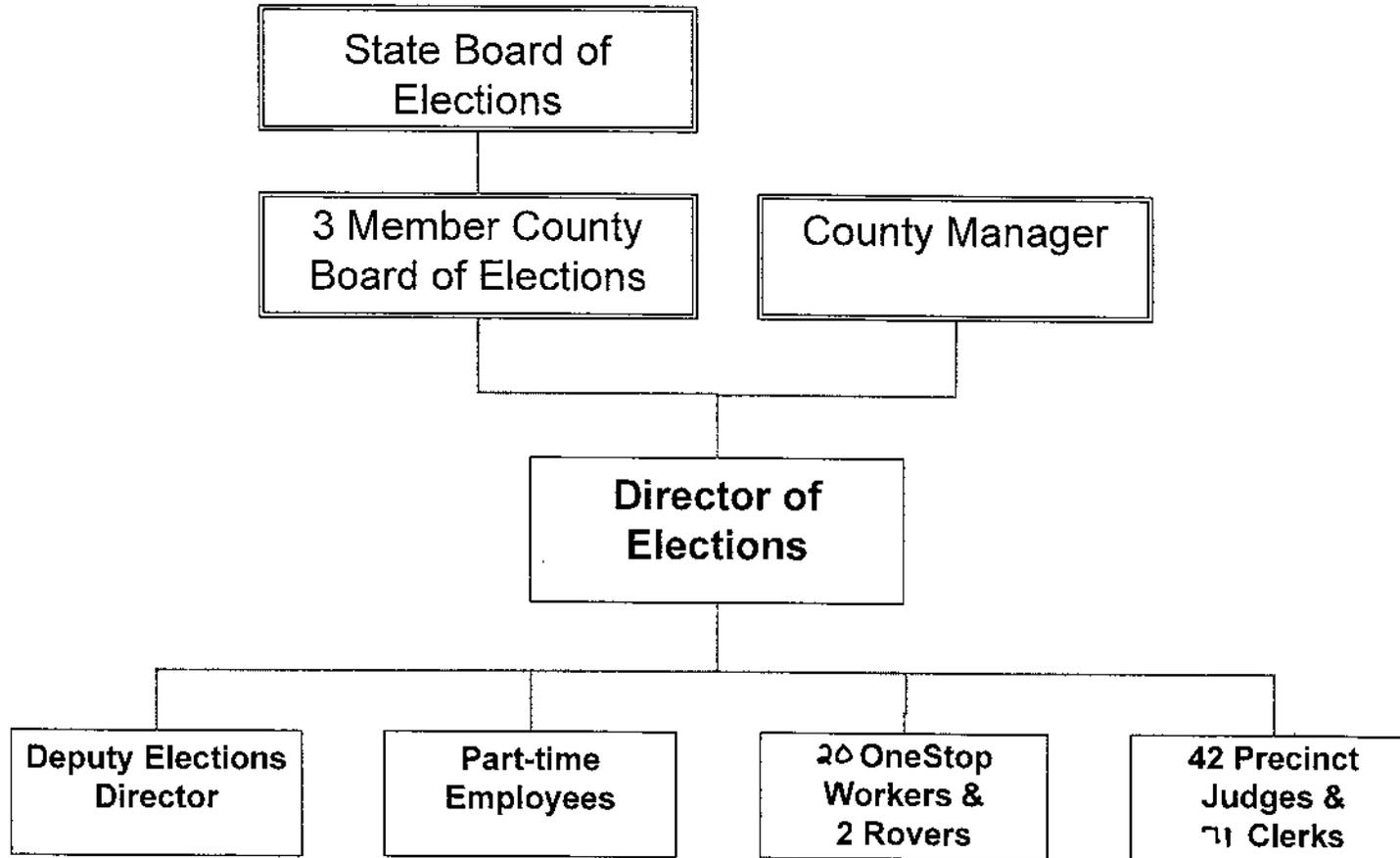
Activities:

- 1) Maintain the Elections office 40 hours a week. Expect extended hours as necessary. Receive and respond to all correspondence; answer questions regarding voter registration, voting precincts, campaign finance. Provide requested information within the bounds of the election laws. Prepare Voter Guides, keep web page information current.
- 2) It is important that the Director, Deputy Director, and Board of Election members uphold the current election law and all new state mandates. Serve the citizens of Davie County by sharing this information, and by conducting fair and just elections.
- 3) The Director and Deputy process all voter registration applications by mail, in person, from all Public Assistance Agencies and multiple D.M.V.offices. It is their responsibility to determine if the application is for a new applicant or for an address or name change. All application information, new or updated is scanned into the voter registration software; and verified with a voter registration card. In some instances it will take two or three mailings to complete this process. When applicant has been registered in another county or state, notification is mailed or scanned and emailed for cancellation to the previous location.
- 4) Update the media of candidate filing dates, absentee voting request periods, and publicize all elections.
- 5) Certify filing eligibility of each candidate, receive filing fees, and deposit fees into county account.
- 6) Ballot layout data must be approved by the director before information is made available to the ballot coding vendor, Print Elect for coding the ballots for iVotronic DRE voting machines & the paper ballots for the m100 Optical Scan tabulator machines. Paper ballots must be available to mail to persons requesting to vote by mail at least 50 days prior to all Election Dates.
- 7) Personal Electronic Ballot (PEB's) and Flash Cards must be defined for each precinct and multiple one stop voting machines for the mandated Logic and Accuracy testing of each machine. The tests must meet all state requirements, with paper back-up before the machines are qualified, secured and sealed for delivery to the designated precinct.
- 8) Expedite absentee ballot applications; keep Board members advised of mandated meetings to review applications, mail, and record receipt of ballots when returned. The "One stop/no excuse" voting is now available for all elections, 15 days prior to – 1:00 p.m. Sat. before the election. Four additional sites are staffed and open for a minimum of 6 days for all county elections.
- 9) As required by state election laws, we must communicate with county party chairs; coordinate listing of all registered voters twice yearly upon request, as well as electronically to the state party chairs.
- 10) Remain in contact with appointed precinct officials, keep them informed of election schedules, and provide proper training prior to each election. Ensure all necessary precinct equipment and supplies are secured for conducting an election. Recruit poll workers assistants for each polling place.
- 11) Prepare for the Election canvass; prepare official election results abstracts for the State Board, Clerk of Court, and election office files; and mail certifications to persons elected.
- 12) Prepare agenda for Board's monthly meetings, record minutes, and notify members of mandated meetings, and seminars. Prepare board for hearings, protests, and challenges.
- 13) Create lists, disks, and labels as requested for sale to candidates, or the public upon request. Creating a deposit slip of funds for the county revenue account, and then sending a monthly report to Finance Dept.
- 14) Maintain communication with both the residents, and other county departments by attending county staff meetings, sharing department activities to be scheduled with other departments.
- 16) Be present at all mandated State Seminars, Core Classes, NCADE, and District meetings for special training, to share information, gain knowledge about law changes and new voter registration software procedures.
- 17) It is the responsibility of the elections office to see that a supply of voter registration forms and Voter Guides are visible for residents to pick up throughout the county.

Goals:

- 1) The first and foremost goal of our department is to maintain a good relationship with both the elected, and electors of Davie County, showing no favoritism to any political party, candidate, or issue. We desire to continue to conduct fair, honest, and uncontested elections as we have in the past. We continue to meet the mandated challenges to comply with both Federal & State laws imposed upon us. 2) We must stay informed of current election law changes by being able to attend all seminars, and workshops provided by the State Board, Institute of Government, and NCADE etc. 3) County voter registration currently is at **27,788** and we are committed to maintain accurate records, removing moved and deceased voters and felony convictions as notified, while adding new voters daily. We also must keep new residents aware of registration availability through the news media. Ensure that all pertinent candidate information is provided for posting on the county web page by the staff each day after filing. 4) Continue with cross training Deputy Director on all activities involved in the Election Office. 5) we do have 2 part time ladies who will work as needed. These ladies work full time during the Election cycle and at other designated times. It is very important to have well- trained part-time staff that is current on election law and current procedures. Tabatha Parrish, Luther Potts, and Selma Suiter are certified, and **must** continue to attend required meetings and courses to maintain certification. Melissa Marion, Deputy Director, should strive for certification as well.

Elections Department
FY 2013 - 2014



F.Y. 2013-2014

Department **Elections**

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Division _____

ACTIVITY JUSTIFICATION

| | | | |
|---|-------------------------------------|---|-------------------------------------|
| Activity: ABSENTEE VOTING | Number of Employees | # of Full-time .6 # of Part-Time 1 | Annual Cost: \$35,830 |
| Mandated by GS - NCGS # 163-226-227 | County Cost: \$35,830 | | Federal/State Cost: 0 |

Each Employee, Job Title, Duties/Responsibilities of Positions in the Activity:

Director (25% of Absentee Voting)

Deputy Director (35% of Absentee Voting)

Part – Time:

Terri Eanes (50% of Absentee Voting)

Barbara Rumble (50% of Absentee Voting)

Director (Absentee Voting – 25%)

Approves ballot layout and orders absentee ballot to be available to be mailed 50 days prior to each election. Plans, organizes and supervises the operations of four one-stop sites in addition to one-stop voting in the office. This includes procuring a site, adequate staffing and supplies. Applies for grants offered by the SBOE. Advertises one-stop voting sites in accordance with Election law. Supervises and often helps with the processing of one-stop voters and absentee voting by mail and Military/Overseas voting which may be faxed or emailed with the proper documentation. Prepares board minutes and agendas for required weekly absentee board meetings. Submits vouchers to finance department for one-stop worker and rental of one-stop sites. Responds to calls and questions from voters and one-stop sites as needed. Supervises the preparation of voter registration checklists once one-stop voting has ended. This activity has increased in volume over the last seven years because of new absentee laws.

Deputy Director (Absentee Voting – 35%)

Creates test script, defines PEB's for each polling place location and burns flash cards for logic and accuracy testing as required by the law. Conducts and supervises the L&A testing on each ivotronic unit before it may be used for voting. During a municipal election is assisted by one rover and during a countywide election is assisted by two rovers. Prepares the SOSA software program for one-stop voting while working in conjunction with Phyllis Presley and Paris Whitley from the IT dept. in resolving the sites connectivity issues before one-stop voting. Conducts training of one stop workers on an individual basis. Prepares supplies for one-stop sites and resupplies daily as needed. Reconciles totals daily for each one-stop site. Assists with the processing of one-stop voters and absentee voting by mail depending on volume. Responsible for opening ivotronics each day to have ready for voting by 8:00 a.m. and securing each terminal and reconciling totals at the end of the day. At 1:00 p.m. the Saturday before each Election, all one-stop terminals must be closed and tapes printed. After one-stop sites have all closed, voter registration checklists must be printed for all precincts. Responds to calls and questions from voters and one-stop sites as needed.

In the past 10 years this position has changed from mostly a clerical position to a technical position that must verify coding provided from Elections System and Software is correct before preparing the different media and overseeing the testing of all equipment. Prior to 2006 the testing was completed by a technical person hired during Election time. Prior to 2008 one-stop voting was only in the office; currently during a countywide election, we provide one-stop voting in four additional locations. The additional staff must be trained on the ivotronic voting machines as well as the SOSA voting system. The duties of this position require independent evaluation of data, the ability to teach processes and systems used for one stop voting to one-stop workers with varied comfort levels

of technology. The complexity of this position is not accurately reflected by being classified as a 59 in the salary schedule. The duties are more comparative with the duties of a class 61.

Part-time (Terri Eanes and Barbara Rumble) (Absentee Voting 50% each)

Processes voters which include regular voters, changes of addresses, register and vote the same day and absentee by mail. The register and vote the same day process became law in 2008. With proper identification, previously unregistered voters could register and vote the same day only at the one-stop sites. The new process had to be taught to all one-stop and office staff. Having well trained part-time staff serves as an asset with questions that come from the additional one-stop sites. Assists with opening, securing, and reconciling totals at the beginning and end of each day. As needed, helps prepare absentee ballots to be mailed, faxed, or emailed and prepares bins to be used at one-stop sites. Responds to calls and questions from voters and one-stop sites as needed. At the end of one-stop voting helps close machines and prepare voter registration checklists.

Justify Need for Each Position in Detail (use additional pages if necessary):

Absentee Voting History

| Election | Absentee ballots mailed | One-stop voting | Number of sites |
|------------|-------------------------|-----------------|-----------------|
| 05/06/2008 | 208 | 1,965 | 1 |
| 06/24/2008 | 50 | 478 | 1 |
| 11/04/2008 | 1407 | 11169 | 4 |
| 05/04/2010 | 111 | 1565 | 5 |
| 06/22/2010 | 60 | 1367 | 5 |
| 11/02/2010 | 374 | 4987 | 5 |
| 05/08/2012 | 97 | 3476 | 5 |
| 07/17/2012 | 13 | 120 | 1 |
| 11/06/2012 | 1024 | 11205 | 5 |

With the increased popularity of one-stop voting, the need to have trained staff and one-stop workers to process the large volume of voters is essential. The SBOE did not make grants available for one-stop voting in 2012 as in previous years; however, if grants become available, we will actively pursue them.

ACTIVITY JUSTIFICATION

| | | | |
|---|-------------------------------------|--|-------------------------------------|
| Activity: | Number of Employees | # of Full-time .9 # of Part-Time .5 | Annual Cost: \$47,576 |
| ADMINISTRATION | | | |
| Mandated by GS - NCGS #163-278,163-82 | County Cost: \$47,576 | | Federal/State Cost: 0 |

Each Employee, Job Title, Duties/Responsibilities of Positions in the Activity:

Director (50% Election Day Activities)

Deputy Directory (40% Election Day Activities)

Part-time:

Terri Eanes (25% Election Day Activities)

Barbara Rumble (25% Election Day Activities)

Director (50% Administration)

Supervises the operations and management of Elections Office. Acts as liaison between the County and the State Board of Elections. Prepares and maintains all financial paperwork for the Elections Office including purchase orders, pay vouchers, line item adjustments and financial reports to the Finance Dept. Prepares fiscal budget. Collects filing fees and makes deposits. Conducts the filing of candidates and assists candidates with any Campaign Finance issues. Campaign finance laws are constantly becoming more complex and candidates need assistance in both filing the reports and understanding the allowable contributions and expenditures and the correct way of reporting them. Mails reminder letters to treasurers. With the threshold for campaign reporting being decreased to \$1,000, from \$3,000 the required time for campaign finance has increased exponentially. In 2012, 13 candidates filed in the Elections office and 5 filed over the threshold. In 2010, 24 candidates filed in the Elections office with most filing over the threshold as opposed to 2008 all filed under the 3,000 threshold. The candidates that file over the threshold are required to file quarterly reports that must be audited within 30 days of receipt. Verify the reports have been received in a timely manner and if not, reports must be mailed to the State Board of Elections for penalties to be assessed. Recruits precinct officials and prepares all correspondence to them. Negotiates contracts for Precincts and one-stop sites. Composes advertisements and legal notices for local newspaper. Investigates complaints about process or voter registration. Prepares and maintains calendar of required board meetings and training and notifies board members of deadlines and meetings. Prepares agendas and minutes for all board meetings. Oversees the list maintenance procedures including bi annual no contact mailings(4,018 in December 2012) and national change of address mailing (542 in 2012). Develops procedures to conduct special projects initiated by the State Board of Elections. Provides information about the election process and voting procedures to the media, government officials, the public, schools and civic clubs. Prepare current election information and ensure it is available on the County web site.

Deputy Director (40% Administration)

Greets public and serves as first contact to citizens when part-time is not working. Processes new voters and voter changes. GS 163.82 provides for preregistration of 16 and 17 year olds increasing the processing and additional mailing. Following list maintenance procedures removes moved voters, deceased voters and felons with proper documentation. Processes National Change of address mailing quarterly. Mails verification cards, confirmation cards, reject letters, preregistration letters to voters, and cancellations to other counties and states. Creates lists, discs, and labels as requested by candidates, voters, parties, and the public for a small fee. Maintains geo code/mapping program adding new streets and changing street ranges within the county. Assists with Candidate filing. Helps candidates with Campaign Finance questions as Campaign finance laws are constantly becoming

more complex and candidates need assistance in both filing the reports and understanding the allowable contributions and expenditures and the correct way of reporting them. Maintains a spreadsheet of preference forms received from various agencies. Processes lawful petitions through the software module.

In the past 10 years, this position has evolved from answering the phone, accepting voter registration cards, data entry and typing cards into a much more complex job with increased responsibility. The constantly changing Campaign Finance laws have made this a large part of the Deputy Director's duties. With the increased responsibilities and duties of the position, being classified as a salary grade of 59 does not adequately reflect the complexity of this position. It is no longer a clerical only position. The duties are more comparative with the duties of a class 61.

Part-time (Terri Eanes and Barbara Rumple) (25%each Administration)

Serves as back up when Election staff must be out of office for training. During high volume registration times they scan voter registration applications and process the undeliverable verifications cards. During a presidential election year, voter registration, changes of address and party changes increase dramatically and require over time to complete the task by a voter registration deadline.

Justify Need for Each Position in Detail (use additional pages if necessary):

| FISCAL YEAR | NEW VOTERS | ADDRESS CHANGES | PARTY CHANGES | TOTAL |
|--------------------|-------------------|------------------------|----------------------|--------------|
| 07/08 | 1,918 | 608 | 270 | 2,796 |
| 08/09 | 2,799 | 1,005 | 316 | 4,120 |
| 09/10 | 918 | 364 | 162 | 1,444 |
| 10/11 | 1,154 | 597 | 198 | 1,949 |
| 11/12 | 1,359 | 621 | 188 | 2,168 |
| 12/13 (6 months) | 2,152 | 895 | 268 | 3,315 |

ACTIVITY JUSTIFICATION

| | | | |
|--|---------------------------------|---|---------------------------------|
| Activity: ELECTION DAY ACTIVITIES | Number of | # of Full-time .5 Employees # of Part-Time .5 | Annual Cost: \$27,810 |
| Mandated by NCGS # 163-104,163-111 163-284-85, 163-288 | County Cost: \$27,810 | Federal/State Cost: 0 | |

Each Employee, Job Title, Duties/Responsibilities of Positions in the Activity:

Director (25% Election Day Activities)

Deputy Directory (25% Election Day Activities)

Part-time:

Terri Eanes (25% Election Day Activities)

Barbara Rumble (25% Election Day Activities)

Director (25% Election Day Activities)

Schedules and conducts training for 20 precinct officials in a Municipal Election and up to 113 in a Countywide Election. Prepares and presents training materials to precinct workers. Opens office by 6:00 a.m. to be available to voters and precinct officials as the polls open at 6:30 a.m. Directs rovers to troubleshoot precincts. Creates absentee abstracts to be signed by the Board at absentee meeting and prints official absentee lists to be delivered to the poll by Board Members. Supervises return of supplies and the tallying of electronic votes. Reports to media and other interested parties throughout the day and posts to website unofficial totals when available. Processes pay vouchers for precinct officials, precinct rental, truck rental and board members. Schedules and supervised required hand eye recount after the Election. Conducts provisional voter research that must be completed by canvas. Prepares Canvass reports for the Board.

Deputy Director (25% Election Day Activities)

Creates test script, defines PEB's for each polling place location and burns flash cards for logic and accuracy testing as required by the law. During a municipal election will be assisted by one rover and during a countywide election is assisted by two rovers to conduct and supervise the L&A testing on each ivotronic unit before the voting equipment is used for voting. Conducts ivotronic portion of training for precinct officials. Plans and supervises the delivery of 40 items and voting equipment to the precincts beginning on Monday and ending on Wednesday. Verifies that Chief Judge receives all needed supplies on list. Reports to office by 6:00 a.m. to be available to voters and precinct officials. Directs technical rovers as needed to precincts. With oversight of the IT dept. and in the presence of the Board, tallies absentee votes using the m100 tabulator and manually enters the results into Election Reporting Manager software. Once polls close at 7:30 p.m. along with IT dept. read results from PEB's into software and submit to the SBOE after verifying the totals. Conducts precinct audits and assists with provisional voter research and voter history that must be completed by Canvass shortly after Election Day.

Changes in Election Day processes have changed greatly in the past ten years. Ten years ago totals were entered manually by precinct from a hand written piece of paper provided by the precinct official. Now, the results are electronically entered into a disconnected Unity Computer through the Unity software, transferred by USB to a connected computer and once totals are verified released to the State Board of Elections and available to anyone thru the website using Election Night Reporting software. Precinct audits must be conducted for all precincts before canvas per the Precinct Uniformity Project. With these changes and additional technical responsibilities, the

Deputy Directors responsibilities are not accurately reflected by being classified as a 59 in the salary schedule. It can be more accurately compared to positions classified as a 61.

Part-time (Terri Eanes and Barbara Rumble) (25% each Election Day Activities)

Prepares bins with over 40 supplies (sample ballots, atv forms, rtal rolls, provisional pollbook voter registration checklist) for precincts and checks out supplies on Monday before Election. The counting of supplies and preparation of these bins takes a person several days. Available from 6:30 am to answer questions for voters and questions about procedure (curbside, provisional, and Election Day transfer) for precinct officials both by phone and in person. Reviews the incoming absentee ballots to ensure they are properly executed following election law. Accounts for supplies from the Chain of Custody forms from at the closing of polls on Tuesday night through Wednesday. Scans in voter history from Authorization to Vote forms that must be completed and reconciled by Canvass.

Justify Need for Each Position in Detail (use additional pages if necessary):

Davie County currently has 27,788 registered voters. During a county-wide election, 14 precincts must be open for voting from 6:30 a.m. to 7:30 p.m. staffed by 113 precinct officials. For the Elections to be a success these officials have to be trained and 106 ivotronic voting machines that have to be tested and prepared for Election Day and many supplies have to be prepared. The addition of one-stop voting had led to increased confusion on Election Day. Voters that previously voted one-stop are not sure where to vote on Election Day when all voters should go to their assigned precinct. Many voters call or come by the office to get instructions. The precinct officials call with questions and problems.

Election Day Voting

| | |
|------------|-------|
| 05/06/2008 | 8,785 |
| 11/04/2008 | 8,048 |
| 05/04/2010 | 5,643 |
| 11/02/2010 | 8,767 |
| 05/08/2012 | 8,717 |
| 07/17/2012 | 845 |
| 11/06/2012 | 8,594 |

DAVIE COUNTY
ANNUAL BUDGET ESTIMATE - SUMMARY OPERATIONAL EXPENSE REQUEST

F.Y. 2013-2014

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Department: Elections - Absentee Voting

| Account No. | Item | Remarks | Requested | | Recommended | |
|---------------|-------------------------|---|------------|----------------|-------------|----------------|
| | | | Local Cost | Non-Local Cost | Local Cost | Non-Local Cost |
| 51610-510030 | Perdiem Payments | 28% - absentee meetings and training | 1,610 | | | |
| 51610-520080 | Workmen's Comp | 33.33% personnel cost | 93 | | | |
| 51610-530120 | Postage | 28% mail absentee ballots and verification of reg. & vote | 700 | | | |
| 51610-530250 | Printing and Binding | 10% printing absentee ballots | 300 | | | |
| 51610-530320 | Office Supplies | 10% paper, supplies for absentee bins | 130 | | | |
| 51610-530330 | Department Supplies | 25% toner | 250 | | | |
| 51610-540100 | Education & Training | 33.33% | 833 | | | |
| 51610-540110 | Telephone | 25% | 325 | | | |
| 51610-5401140 | Travel | 33% training | 2,600 | | | |
| 51610-540210 | Building & Equip rental | 34% - rental of one-stop sites | 3,200 | | | |
| 51610-540450 | Purchased Services | 40% - cost of election coding | 4,280 | | | |
| 51610-550160 | Equipment Maintenance | 49% - ivo maint. agreement, replacement battery sticks | 16,895 | | | |
| 51610-560900 | Election Expenses | 45% - staff one-stop sites, L&A testing | 22,888 | | | |
| | | | | | | |
| Totals | | | 54,104 | | | |

DAVIE COUNTY
ANNUAL BUDGET ESTIMATE - SUMMARY OPERATIONAL EXPENSE REQUEST

F.Y. 2013-2014

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Department: Elections - Administration

| Account No. | Item | Remarks | Requested | | Recommended | |
|---------------|-----------------------|--|------------|----------------|-------------|----------------|
| | | | Local Cost | Non-Local Cost | Local Cost | Non-Local Cost |
| 51610-510030 | Perdiem payments | 34% - monthly meetings and training | 1,970 | | | |
| 51610-520080 | Workmens Comp. | 33.33% personnel cost | 94 | | | |
| 51610-530120 | Postage | 72% verification&confirmation cards,ncoa cards,reject letters,shipping | 1,800 | | | |
| 51610-530250 | Printing and Binding | 20% NCOA cards and envelopes | 600 | | | |
| 51610-530320 | Office Supplies | 65% paper, tape, staples, pens, pencils, labels | 845 | | | |
| 51610-530330 | Department Supplies | 50% toner | 500 | | | |
| 51610-540100 | Education & Training | 33.33% | 834 | | | |
| 51610-540110 | Telephone | 50% | 650 | | | |
| 51610-540140 | Travel | 33% training | 2,600 | | | |
| 51610-550160 | Equipment Maintenance | 2% - maintenance cardveyor and copier | 909 | | | |
| 51610-560120 | Special Events | 100%- host dis. Mtg.,voter reg. drive at high school & College,food ED | 300 | | | |
| 51610-560530 | Dues & Subscriptions | 100% - enterprise, board association, directors association | 130 | | | |
| Totals | | | 11,232 | | | |

DAVIE COUNTY
ANNUAL BUDGET ESTIMATE - SUMMARY OPERATIONAL EXPENSE REQUEST

F.Y. 2013-2014

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Department: Elections - Election Day Activities

| Account No. | Item | Remarks | Requested | | Recommended | |
|---------------|-------------------------|--|---------------|----------------|-------------|----------------|
| | | | Local Cost | Non-Local Cost | Local Cost | Non-Local Cost |
| 51610-510030 | Perdiem Payments | 38% election day, provisional, canvas, training | 2,240 | | | |
| 51610-520080 | Workmens Comp. | 33.33% personnel cost | 93 | | | |
| 51610-530250 | Printing and Binding | 70% atv labels,forms,ballots,prov. Aan chal. Envelopes | 2,100 | | | |
| 51610-530320 | Office Supplies | 25% - paper, toner, supplies for precinct bins | 325 | | | |
| 51610-530330 | Department Supplies | 25% - toner | 250 | | | |
| 51610-540100 | Education & Training | 33.33% | 833 | | | |
| 51610-540110 | Telephone | 25% | 325 | | | |
| 51610-5401140 | Travel | 34% - training & Mileage for Board, rovers,precinct judges | 2,700 | | | |
| 51610-540210 | Building & Equip rental | 66% - precinct rental, truck rental & gas(delivery) | 6,350 | | | |
| 51610-540450 | Purchased Services | 60% - cost of election coding | 6,402 | | | |
| 51610-550160 | Equipment Maintenance | 49% - ivo maint.agreement, replacement battery sticks | 16,894 | | | |
| 51610-560260 | Advertising | 100%- legal ads for 3 weeks before elections | 1,262 | | | |
| 51610-560900 | Election Expenses | 55% - precinct staff, L&A test, rovers, handeye recount | 28,759 | | | |
| | | | | | | |
| Totals | | | 68,533 | | | |

CONFERENCE & TRAINING DETAIL

Projected Estimated Cost based on previous years:

| No. Attending | Purpose, Estimated Date & Locations | Mode of Travel | Travel | Fees | Lodging | Total |
|---------------|---|----------------|---------|---------------------------|---|-------------------------|
| 2 | District Director quarterly meetings Sharing - learning TBA- 4 | car | \$300 | 0 | 0 | \$300 |
| 5 | State Board of Elections/Institute of Government Conf. July 25 & 26 2013 Asheville, NC (core courses included) | car | \$400 | 5@ \$125 = \$625 | \$120 per night x 2 x 5 = \$1,200 + \$300 meals Total = \$1,500. | \$2,525 |
| 5 | Institute of Gov. Director's Winter Workshop Dec. 9 & 10 2013 Durham, NC (core courses included) | car | \$400 | 5@ \$125 = \$625 | \$120 per night x 2 x 5 = \$1,200 + \$300 meals Total = \$1,500. | \$2,525 |
| 5 | State Board of Elections Conf. End of August or beginning of September 2013 Training for Nov. Gen. (mandatory GS 163-82.24) | car | \$400 | 5@ \$125. = \$625. | \$120 per night x 2 x 5 = \$1,200 + \$300 meals Total = \$1,500 | \$2,525 |
| 5 | State Board of Elections Conf. March 2014 Training for May Primary (mandatory GS 163-82.24) | cars | \$400 | 5 @ \$125. = \$625. | \$120 per night x 2 x 5 = \$1,200 + \$300 meals Total = \$1,500 | \$2,525 |
| | Line item totals | 0 | \$1,900 | \$2,500 | \$6,000 | Grand total \$10,400 |

Note: The State Board of Elections Conferences are mandatory before each election. I have included the 3 Board members to attend and the Director & Deputy Director. Tabatha Parrish and Board Members Luther Potts and Selma Suiter are all certified and need to attend core courses to maintain certification. Melissa Marion, Deputy Director, is working towards certification. The July Conference will include core courses as will the December Conference. This year we will be having at least 1 new board member and it is very important for new members to attend meetings to learn of the constantly changing Election Laws and processes. The District meetings are held quarterly and help with other counties and are used to share more efficient ways of doing things in the elections process and occasionally will include a core course and do not require overnight stay.

SPECIAL WORK PROJECT

Location:

Voter registration drive takes place at Davie High School during the month of September during Citizens Awareness Month.

Additional voter registration drive possible between Primary and General Election at Davie High School to promote interest in elections.

Voter education at any requested place around the County.

Description:

Mandated voter registration drive promotes voter registration and preregistration at the High School during lunch all periods.

Will talk to any organization about different types of voting or demonstrate voting machines upon request.

Justification:

Promote voter education.

Estimated Cost:

Minimal cost to the county. Will staff registration drives with office staff, part-time staff and volunteers.

Director or Deputy Director will demonstrate machines or speak to interested groups.

Cost of Municipal Primary (Only if more than 2 people file for one of offices)

| Account | Title | Cost |
|---------------|-----------------------------|-------|
| 51610-5404450 | Purchased Services | 2,122 |
| 51610-840210 | Building & Equipment Rental | 200 |
| 51610-2011 | Election Expense | 795 |
| Total | | 3,117 |

Cost of 2nd Primary (if Called) – Historically 2nd Primaries 2004, 2008, 2010, 2012

| Account | Title | cost |
|---------------|-----------------------------|--------|
| 51610-5404450 | Purchased Services | 2,468 |
| 51610-840210 | Building & Equipment Rental | 4,220 |
| 51610-2011 | Election Expense | 18,950 |
| Total | | 25,638 |

- **Total decrease in budget if Municipal Primary and Second Primary are not required \$ 28,755**
- **In 2008, 2010, 2012 grants were offered by the SBOE. Davie County applied for and received the grants(2012 pending). All available grants will be actively sought.**

ELECTION EXPENSES 51610-560900

Municipal Elections – 2013

Bermuda Run

Primary – [if more than 2 candidates file for any one of the 3 seats]

Includes training and Election Day, pick up and canvass

| | |
|---------------------------------|--------------|
| 1 – Chief Judge | \$205 |
| 2 – Judges of Elections @ \$160 | \$320 |
| 2 – Clerks @ \$135 | <u>\$270</u> |
| | \$795 |

November General Election

Includes training and Election Day, pick up and canvass

| | |
|---------------------------------|--------------|
| 1 – Chief Judge | \$205 |
| 2 – Judges of Elections @ \$160 | \$320 |
| 2 – Clerks @ \$135 | <u>\$270</u> |
| | \$795 |

Total Election Expense for Bermuda Run **\$1590**

Cooleemee

November General Election

Includes training and Election Day, pick up and Canvass

| | |
|--------------------------------|--------------|
| 1 – Chief Judge | \$205 |
| 2 – Judges of Elections @\$160 | \$320 |
| 2 – Clerks @\$135 | <u>\$270</u> |
| | \$795 |

Total Election Expense for Cooleemee **\$795**

Mocksville [2 precincts]

November General Election

Includes training and Election Day, pick up and Canvass

| | |
|---------------------------------|--------------|
| 2 – Chief Judges @ \$205 | \$410 |
| 4 – Judges of Elections @ \$160 | \$640 |
| 4 – Clerks @ \$135 | <u>\$540</u> |
| | \$1,590 |

Total Election Expense for Mocksville **\$1,590**

Logic & Accuracy

20 hrs X \$20 **\$400**

Rover [Election Day]2 X 13 X \$20 **\$520**

\$920

Total Municipal: 51610-560900

\$4,895

Rent for Municipal Elections: 51610-840210

Bermuda Run 2 X \$200 **\$400**

Mocksville 1 X \$200 **\$200**

Total \$600

Coding for Municipal Elections: Purchased services 51610-5404450 \$2,700

Coding for Bermuda Run Primary \$2,122

TOTAL ELECTIONS COST REIMBURSEMENT \$10,317

2013-2014 Election Expense: 51610-560900

May Primary [14 Precincts]

Includes training, election day, pick up and canvass

| | |
|--------------------------------------|------------------|
| 14 Chief Judges @ \$205 | \$2,870 |
| 28 Judges of Elections @ \$160 | \$4,480 |
| 4 Clerks @ 12 precincts [48] @ \$135 | \$6,480 |
| 2 Clerks @ 2 precincts [4] @ \$135 | \$ 540 |
| Total | \$14,370. |

Second Primary[14 Precincts]

Includes election day, pick up and canvass

| | |
|--------------------------------|----------------|
| 14 Chief Judges @ \$185 | \$2,590 |
| 28 Judges of Elections @ \$140 | \$3,920 |
| Total | \$6,510 |

Office One Stop Assistants X 2 Primaries

| | |
|--------------------------------|----------------|
| 13 days X 8 hrs X 2 X \$12 X 2 | \$4,992 |
|--------------------------------|----------------|

4 One Stop Sites x 2 Primaries:

| | |
|---------------------------------|-----------------|
| 4 Chiefs @ \$12 per hr X 50 X 2 | \$ 4,800 |
| 12 Judges @\$12 per hr X 42 X 2 | \$12,096 |
| Total | \$16,896 |

Mandated Hand-Eye Count following each Primary

3sets of counters X 3 = 9 X 4hrs X \$12 = \$432X 2=\$864

Logic & Accuracy Testing

| | |
|---------------------------|-----------------------|
| 2 persons X 50 hrs X \$20 | <u>\$2,000</u> |
|---------------------------|-----------------------|

Election Day Rovers

| | |
|-------------------|-----------------------|
| 2 X 14 X \$20 X 2 | <u>\$ 1120</u> |
|-------------------|-----------------------|

Total: 51610-560900 \$46,752

Plus Municipal \$ 4,895

Total \$51,647

2013-2014 Building and Equipment Rental: 51610-540210

Rent for Municipal Elections: 51610-840210

| | |
|-----------------------|--------------|
| Bermuda Run 2 X \$200 | \$400 |
| Mocksville 1 X \$200 | <u>\$200</u> |
| Total | \$600 |

Primary Elections Rent: 51610-540210

| | |
|------------------------|----------------|
| Churches 8 X 2 X \$200 | \$3,200 |
|------------------------|----------------|

4 One Stop Sites

| | |
|----------------------------------|----------------|
| 4 X 2 X \$300 [\$50 per day X 6] | \$2,400 |
|----------------------------------|----------------|

Truck Rental for Delivery of Equipment

| | |
|--|----------------|
| Municipal: 1 Penske truck – 3 days | \$510 |
| Primary: 2 Penske trucks – 3 days | \$1,020 |
| One Stop: 1 Penske truck – 2 days | \$400 |
| 2 nd Primary: 2 Penske trucks | \$1,020 |
| One Stop: 1 Penske truck – 2 days | <u>\$400</u> |
| | \$3,350 |

Total: 51610-540210 **\$9,550**

2013-2014 Equipment Maintenance: 51610-550160

| | |
|---|----------------|
| Ivo voting equipment maintenance contract | \$31,414 |
| Cardveyor maintenance contract | \$440 |
| Copier maintenance contract | \$469. |
| 25 replacement batteries ivo @\$95 | <u>\$2,375</u> |

Total: 51610-550160 **\$34,698**

2013-2014 Purchased services 51610-540450

| | |
|--|----------------|
| Coding for: Bermuda Run Primary 10/2013 | \$2,122 |
| Municipal General 11/2013 | \$2,700 |
| Primary 05/2014 | \$3,392 |
| 2 nd Primary 06/2014 | <u>\$2,468</u> |

Total: 51610-540450 **\$10,682**

| COUNTY OF DAVIE BUDGET 2013-2014 FISCAL YEAR | | | | | | | | |
|---|--------|-----------------------------|---------------------------|--------------------------|---------------------------|------------------------|----------------------|--------------------|
| | | | PRIOR YR ACT JUNE 2012 | CURR ACTUAL 2012-2013 | CURR REVISED 2012-2013 | REQUESTED 2013-2014 | MANAGER 2013-2014 | BOARD 2013-2014 |
| BOARD OF ELECTIONS | | | | | | | | |
| 51610 | 510010 | SALARIES AND WAGES | 68,607.45 | 29,840.11 | 67,025.00 | 65,027.00 | | |
| 51610 | 510020 | PART-TIME SALARIES | 13,281.57 | 9,495.02 | 18,650.00 | 15,000.00 | | |
| 51610 | 510030 | PERDIEM PAYMENTS | 3,470.00 | 1,960.00 | 5,070.00 | 5,820.00 | | |
| 51610 | 510040 | LONGEVITY | 580.00 | 640.00 | 640.00 | 700.00 | | |
| 51610 | 520050 | FICA | 6,213.87 | 3,497.18 | 6,335.00 | 6,176.00 | | |
| 51610 | 520060 | GROUP HOSPITAL INSURANCE | 7,732.94 | 3,356.68 | 17,690.00 | 17,850.00 | | |
| 51610 | 520070 | RETIREMENT | 4,782.19 | 2,017.90 | 4,703.00 | 4,430.00 | | |
| 51610 | 520080 | WORKMENS COMPENSATION | 223.38 | 279.75 | 273.00 | 280.00 | | |
| 51610 | 520110 | GROUP LIFE INSURANCE | 78.24 | 34.19 | 0.00 | 82.00 | | |
| 51610 | 520120 | 401K-EMPLOYER SUPPLEMENT | 5,390.05 | 2,478.04 | 1,981.00 | 1,951.00 | | |
| 51610 | 530120 | POSTAGE | 2,217.50 | 1,392.32 | 2,500.00 | 2,500.00 | | |
| 51610 | 530250 | PRINTING & BINDING | 1,770.99 | 467.94 | 3,000.00 | 3,000.00 | | |
| 51610 | 530320 | OFFICE SUPPLIES | 1,436.34 | 263.73 | 1,300.00 | 1,300.00 | | |
| 51610 | 530330 | DEPARTMENT SUPPLIES | 685.63 | 412.00 | 1,000.00 | 1,000.00 | | |
| 51610 | 540100 | EDUCATION & TRAINING | 1,294.00 | 700.00 | 2,500.00 | 2,500.00 | | |
| 51610 | 540110 | TELEPHONE | 1,005.80 | 465.17 | 1,300.00 | 1,300.00 | | |
| 51610 | 540140 | TRAVEL | 3,074.68 | 2,196.87 | 9,300.00 | 7,900.00 | | |
| 51610 | 540210 | BUILDING & EQUIPMENT RENTAL | 4,480.11 | 6,218.27 | 6,300.00 | 9,550.00 | | |
| 51610 | 540450 | PURCHASED SERVICES | 9,263.86 | 0.00 | 4,862.00 | 10,682.00 | | |
| 51610 | 550160 | EQUIPMENT MAINTENANCE | 478.94 | 32,102.65 | 33,763.00 | 34,698.00 | | |
| 51610 | 560120 | SPECIAL EVENTS | 52.52 | 332.23 | 450.00 | 300.00 | | |
| 51610 | 560260 | ADVERTISING | 1,480.00 | 450.00 | 800.00 | 1,262.00 | | |
| 51610 | 560530 | DUES & SUBSCRIPTIONS | 130.00 | 20.00 | 130.00 | 130.00 | | |
| 51610 | 560900 | ELECTION EXPENSES | 32,820.15 | 41,400.18 | 48,666.00 | 51,647.00 | | |
| TOTAL BOARD OF ELECTIONS | | | 170,642.95 | 140,020.23 | 238,238.00 | 245,085.00 | | |

**COUNTY OF DAVIE BUDGET
2013-2014 FISCAL YEAR**

| | | | PRIOR YR ACT | CURR ACTUAL | CURR REVISED | REQUESTED | MANAGER | BOARD |
|---------------------------------|--------|-----------------------------|---------------------|--------------------|---------------------|------------------|------------------|------------------|
| | | | JUNE 2012 | 2012-2013 | 2012-2013 | 2013-2014 | 2013-2014 | 2013-2014 |
| BOARD OF ELECTIONS | | | | | | | | |
| 41610 | 430108 | ELECTION GRANT | -4,608.10 | 0.00 | 0.00 | | | |
| 41610 | 440011 | ELECTION COST REIMBURSEMENT | -9,085.27 | 0.00 | 0.00 | 10,317.00 | | |
| 41610 | 440012 | ELECTION FILING FEES | -1,239.09 | 0.00 | -5.00 | 3,769.00 | | |
| 41610 | 440013 | SALE OF REGISTRATION LIST | -20.66 | 0.00 | -100.00 | | | |
| 41610 | 440014 | CERTIFICATION FEES | 0.00 | 0.00 | 0.00 | | | |
| 41610 | 480017 | MISCELLANEOUS REVENUE | -280.84 | 0.00 | 0.00 | | | |
| TOTAL BOARD OF ELECTIONS | | | -15,233.96 | 0.00 | -105.00 | 14,086.00 | | |

FILING FEES – MUNICIPAL 2013/PRIMARY 2014:

| | |
|---|--------------------------|
| Bermuda Run - Councilman 3 seats @ \$5 Estimate 5 file | \$25.00 |
| Cooleemee – Commissioner 2 seats @ \$5 Estimate 5 file | \$25.00 |
| Mocksville – Commissioner 4 seats @ \$5 Estimate 6 file | \$30.00 |
| Davie County: | |
| Sherriff @ 746 Estimate 2 file | \$1,492 |
| Clerk of Court @ 834 Estimate 2 file | \$1,668 |
| 2 Commissioner Seats @ \$10 Estimate 8 file | \$80.00 |
| 34 th Senate @ \$207. | \$207.00 |
| 79 th House @ \$ 207. | \$207.00 |
| 2 School Board Seats @ \$5. Estimate 7 file | \$35.00 |
| Estimate total | <u>\$3,769.00</u> |

| Org | Emp # | Last | First | Job Desc | Service Date | Yrs Svc | | Hourly | Annual | Request | Grd | Mgr | Grd | Board | Grd | |
|-------|---------------------|---------|---------|-------------------------------|--------------|-----------------|-------|---------|--------|---------|-----|-----|-----|-------|-----|--|
| | | | | | | Jul 13 - Jun 14 | Grade | | | | | | | | | |
| 51610 | 754 | EANES | TERRI | PART TIME ELECTION SPECIALIST | | | | 12.8600 | | | | | | | | |
| 51610 | 934 | MARION | MELISSA | ELECTIONS SPECIALIST | 08/03/2011 | 2 | 59 | | 26,210 | 26,210 | | | | | | |
| 51610 | 185 | PARRISH | TABATHA | ELECTIONS DIRECTOR | 09/01/1995 | 18 | 68 | | 38,817 | 38,817 | | | | | | |
| 51610 | 599 | REDMAN | NANCY | PART TIME CLERK | | | | 12.6100 | | | | | | | | |
| 51610 | 906 | RUMPLE | BARBARA | PART TIME ELECTION SPECIALIST | | | | 12.1200 | | | | | | | | |

TOTAL FULL TIME 65,027
TOTAL PART TIME 15,000
TOTAL 80,027
LONGEVITY 700
FICA 6176
HOSPITAL 17850
RETIREMENT 4430
401K 1951

TOTAL AUTHORIZED POSITIONS 2 FULL TIME, PART-TIME AS NEEDED