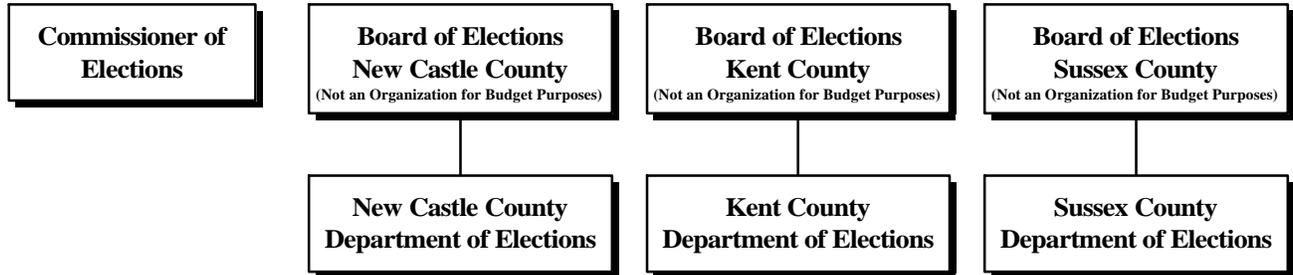


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Elections



MISSION

The mission of the Department of Elections is to provide for and to maintain a voter registration system for the citizens of Delaware using a verifiable, voter registration process which operates within a framework of state and federal laws to ensure the orderly process of voter registration and elections and to provide for the management of campaign finance laws, rules and regulations.

KEY OBJECTIVES

- Ensure the standard administration of Delaware Election Laws under Title 15, Delaware Code, and applicable federal and state law including, the Federal Voting Accessibility for the Elderly and Handicapped Act of 1984 (PL94-435), the Uniformed and Overseas Citizens Absentee Voting Act (PL94 410), and the National Voter Registration Act of 1993 (PL103-31)(Motor Voter). The administrative functions of planning, training, logistical and technical support with clerical activities necessary to insure operation are accomplished at this level.
- Provide the administration of and the coordination requirements for the National Voter Registration Act. This includes the development and production of standardized materials for the Commissioner's Office, county Departments of Election, designated registration agencies. Training of agency based

personnel and organized voter registrars is managed statewide to consistently apply voter registration procedures. Materials supplied include voter registration documents, forms, absentee ballot affidavits with envelopes and instructions, copies of Title 15, Delaware Code, signature cards, polling lists, etc.

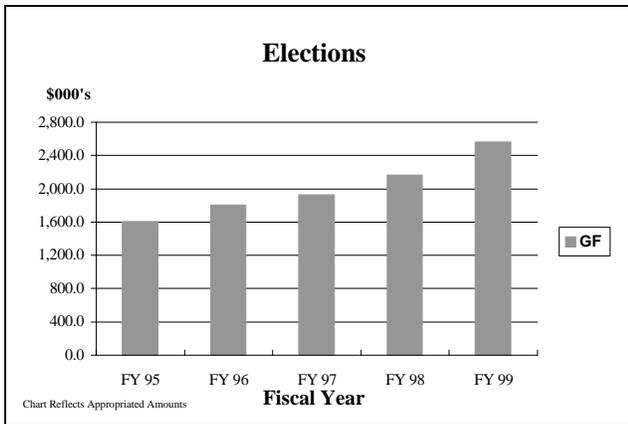
- The administration of Chapter 80 of the Delaware Code, campaign finance, is exclusive to the Commissioner's Office with the supporting technical and clerical staff necessary for committees to accomplish campaign functions in accordance with Chapter 80. Development of and application of a standardized process, such as, filing dates, forms, instructional guides, calendars, fliers and other materials insure a uniform records management approach and easy public access.
- Provide for the maintenance and production of statewide materials for the Commissioner, each county Department of Elections, and the recipients of election's data and materials, including centrally purchased project materials, computer ballots, signature cards, voter registration applications, voter registration listing, tapes and diskettes, tabulations, election results, statistical information and services (electronic bulletin board) are completed at this level.
- Research, develop, and produce materials that establish written, statewide standards for elections, agency based personnel/private groups to use in

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providing consistent application of elections operations. This includes standard address information, application forms and instructions. Standardized computer generated materials containing public information are produced for sale to the general public, including street districting books, unofficial and official elections results, courts of canvass, results by age, sex and party, and campaign finance information.

- Verification of selected data base elements, such as, name and Social Security number, is maintained at this level. Monthly audits are performed of scheduled and randomly selected data elements contained in the data base compiled by the county Departments of Election to assess uniformity and statewide standardization of voter records. Notification of any variance is directed to the appropriate county for correction of the electronic database. Technical assistance is available to the county departments, agency-based registration agencies and private registration groups is available at this level.



BUDGET

	FY 1997 ACTUAL	FY 1998 BUDGET	FY 1999 GOV. REC.
GF	3,824.6	2,164.7	2,563.6
ASF	--	--	--
TOTAL	3,824.6	2,164.7	2,563.6

POSITIONS

	FY 1997 ACTUAL	FY 1998 BUDGET	FY 1999 GOV. REC.
GF	34.0	39.0	40.0
ASF	--	--	--
NSF	--	--	--
TOTAL	34.0	39.0	40.0

FY 1999 BUDGET HIGHLIGHTS

OPERATING BUDGET:

- ◆ Recommend \$300.0 for a Statewide School Elections Program.
- ◆ Recommend \$40.0 for an annual Statewide Inactive Voter Purge.
- ◆ Recommend one-time funding in the Budget Office's Contingency for FY 1999 elections and related costs; \$264.7 for the Commission, \$1,321.5 for New Castle County, \$252.6 for Kent County, and \$227.4 for Sussex County.
- ◆ Recommend one-time funding of \$275.0 in the Budget Office's Contingency for 50 voting machines.
- ◆ Recommend one-time funding of \$26.0 in the Budget Office's Contingency for a vehicle to transport equipment for Sussex County.

COMMISSIONER OF ELECTIONS

70-01-01

MISSION

The mission of Commissioner of Elections is to assure, by standard process, the conduct of voter registration and the conduct of all elections, the administration of campaign finance with advisory opinions, rules and regulations contained in Title 15, Delaware Code, and compliance with state and federal law.

KEY OBJECTIVES

- Administration of Delaware Election Laws under Title 15, Delaware Code, and applicable federal election laws.

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- Administration and coordination requirements for the National Voter Registration Act and for the Organized Voter Registration Act, Title 15, Delaware Code, Chapter 20, §2060-2065.
- Assure the timely and accurate reporting of election results and the public access to that collection process.
- Administration of Chapter 80, Delaware Code, campaign finance.
- Maintenance and production of statewide materials for the Commissioner's and each county Department of Elections, and the recipients of election data and materials.
- Research, develop and produce materials that establish written, statewide standards for elections, agency based personnel/private groups to use in providing consistent application of elections operations.
- Verification of selected data base elements such as name and Social Security number.
- Complete the Banyan Network by adding an imaging component.

BACKGROUND AND ACCOMPLISHMENTS

The Office of the Commissioner is providing additional and expanded services as required by state and federal laws and from citizen involvement in the electoral process.

This office is providing training and support to persons in state agencies as Agency Based Registrars (Motor Voter) and to Delaware residents who request training as registrars in accordance with the Organized Voter Registration Act. Additional training is offered to familiarize the electorate with the new Electronic Voting Machines.

Information and assistance to Delaware residents actively seeking to establish and to qualify as political parties with ballot status has increased. Also, assistance to independent candidates seeking national office has increased. Additional reporting dates for campaign finance reports have increased support and technical assistance to candidates and committees.

This office has begun participation in national voter training initiatives, specifically, First Vote in cooperation with the Office of the Secretary of State, the Department of Public Instruction, and the League of Women Voters. This project will continue as an outreach program for the department.

BUDGET

	FY 1997 ACTUAL	FY 1998 BUDGET	FY 1999 GOV. REC.
GF	784.8	531.5	898.6
ASF	--	--	--
TOTAL	784.8	531.5	898.6

POSITIONS

	FY 1997 ACTUAL	FY 1998 BUDGET	FY 1999 GOV. REC.
GF	9.0	10.0	10.0
ASF	--	--	--
NSF	--	--	--
TOTAL	9.0	10.0	10.0

ACTIVITIES

- Administer and coordinate elections and other programs according to state and federal laws.
- Train voter registrars.
- Provided centralized support for the Department of Elections, candidates, political parties and the public including increased availability of electronic data.
- Monitor voter registration process and database.

PERFORMANCE MEASURES

	FY 1997 Actual	FY 1998 Budget	FY 1999 Gov. Rec.
% registrations verified	100	100	100
% trained agency based registrars	100	100	100
% requested organized voter registration trainers	100	100	100
% campaign finance transaction completed	100	100	100

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***NEW CASTLE COUNTY DEPARTMENT OF
ELECTIONS
70-02-01***

MISSION

The New Castle County Department of Elections operates the voter registration program and conducts primary, general, special and school elections in accordance with state and federal law.

KEY OBJECTIVES

- Provide prompt and courteous service to all customers.
- Conduct all elections mandated by Delaware Code, Titles 14 and 15, in an efficient, fair and impartial manner.
- Maintain the Election District structure in accordance with Delaware Code, Title 15.
- Appoint and train election officers to conduct fair and impartial elections.
- Register to vote all eligible permanent residents of the State of Delaware who submit a complete and accurate voter registration application.
- Resolve problems with a person's voter registration application or record.
- Provide mobile voter registration teams requested by individuals or groups and required by Delaware Code, Title 15, to register voters at various locations throughout the county within the limits of appropriated funds.
- Educate the public in the use of the electronic voting machine.
- Provide voting machines and other support for municipal elections.
- Provide voting machines and other support for elections conducted by other entities in New Castle County within the resources available to the department. These include student government and union elections.

- Update and maintain city codes on the voter registration database in support of Newark and Elsmere municipal elections.
- Remove, to the extent feasible, all ineligible voters from the voting rolls in accordance with state and federal law.
- Properly maintain the department's voting machines and vehicles.
- Enhance the department's productivity through application of technology and redesign of tasks.
- Enhance the capabilities of the department's Elections Unit through training and experience.
- Maintain a healthy and productive work environment.

BACKGROUND AND ACCOMPLISHMENTS

The operation of the New Castle County Department of Elections is governed by Delaware Code, Titles 14 and 15, and federal law.

Prior to January 30, 1994, department operations had matured into a smoothly operating system with sufficient time for the department to accomplish all the tasks required by Delaware Code, Title 15, within the established timelines.

The Delaware Agency Based Registration Act was implemented on January 30, 1994 and the National Voter on January 1, 1995. These acts mandate that the Division of Motor Vehicles, the Department of Health and Social Services and the Department of Labor provide voter registration services to clients being provided specific services.

The department's workload that had previously risen and fallen depending on the date of the next election, increased to a steady but very high level with spikes in activity still occurring during the five to six months prior to a general election.

The addition of Fail-Safe voting -- the process by which a registered voter who moved within the State and/or legally changed their name without updating their voter registration record -- significantly increased the department's workload after an election. During the 1996 General Election over 5,000 Fail-Safe applications

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were completed at polling places. Department staff processed over 6,000 transactions from these applications. NOTE: The disparity between the number of applications and transactions is because a single application may include more than one transaction.

The table below shows the principal voter registration transactions completed by the department over the past several fiscal years.

**Summary of Principal Transactions
FY 1992 to FY 1998**

	New Voters	Address Change	Name Change	Party Change	TOTAL
FY 1992	13,484	7,244	1,326	1,638	23,692
FY 1993	33,250	13,990	1,937	2,071	51,248
FY 1994	12,858	5,139	1,116	490	19,603
FY 1995	24,879	12,553	2,460	1,712	41,604
FY 1996	22,917	12,664	2,592	1,716	39,889
FY 1997	28,644	19,435	3,790	3,275	55,144
FY 1998*	4,886	3,136	599	174	8,795
<i>*Jul 1 to Sept 30</i>					

Periods between elections where there was time to purge voters, split overly large election districts into more manageable sizes, etc., are now occupied with registering voters and maintaining other records (VOIDS, duplicates, and declinations) that are generated by the registration process.

Besides an increase in the voter registration workload, the type of work has changed. Most voter registration applications are generated outside of the Department of Elections. Many of the voter registration applications created through the agency based registration program are incomplete and/or inaccurate and require an inordinate amount of research before they can be processed.

The table below shows the results of the address verification program. As shown, the department was able to correct records, update records with new addresses, or remove voters who have moved out-of-state from the voter registration rolls for the approximately 40 percent of the individuals who replied to address verification notices.

Address Verifications 1994 - 1997

	Total Mailed	Replies	No Response	Not Deliverable
1994	301	202	66	33
1995	1,474	645	405	424
1996	1,705	732	611	362
1997*	3,100	1,063	1,347	690
TOTAL	6,580	2,642	2,429	1,509
<i>*Jan. 1 to Oct. 14</i>				

The other 60 percent of the address verification notices were either returned as undeliverable or not returned. The individuals sent these notices would eventually be coded as "INACTIVE". If there were no subsequent qualifying activity with their voter registration record, these individuals would be removed from the voter registration rolls after two general elections.

The department analyzed the voter registration records of the 973 individuals to whom address verifications were mailed during 1996 and for whom the notices were returned as undeliverable or from whom there was no response. Approximately 25 percent of these individuals updated their voter registration record and/or voted in one or more of the 1996 elections and were removed from "INACTIVE" status. This information was not included in the chart because the analysis was not completed for 1994 or 1995.

There are three important aspects of the address verification program that must be noted:

1. This activity, despite its importance in maintaining accurate voter registration rolls, is operated on a time available basis. The department has approximately 2,000 returned Polling Place Cards that need to be processed though the address verification program but have not.
2. The department operates the address verification program using a stand-alone spreadsheet and intends to move it to a stand-alone database program. The process needs to be integrated into the Election System Database in order to be fully functional and eliminate some unnecessary and repetitive tasks.
3. A fairly large number of individuals placed in "INACTIVE" status seem to qualify for return to

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“ACTIVE” status by updating their voter registration record and/or voting.

The voter removal program depends on a functioning address verification program. Since the department cannot remove as an active voter most individuals reported as having registered in another state because the department does not have that individuals authorization to remove him/her from Delaware’s voter registration rolls, the department contacts these individuals for permission to remove them through the address verification program. In the following chart, a large number of the “Moved from State” column since 1994 are a result of the address verification program.

Voter Removals 1991-1997

		Moved		Failure	
		from	Board	to Vote	
YEAR	Deceased	State	Removal	Purge	TOTAL
1991	1,865	924	344	10,812	13,945
1992	1,466	1,510	355		3,331
1993	2,142	1,525	5	16,881	20,553
1994	1,812	1,214	20		3,046
1995	2,101	700	9		2,810
1996	2,084	1,197	12		3,293
1997*	1,555	1,359	12		2,926
*Jan. 1 to Oct. 8					

Delaware’s purchase of new voting machines has also impacted department operations because activities and timelines have had to be adjusted. The net effect should be more efficient and effective use of department resources in the preparation for future primary and general elections.

The department continues to print many election documents. This reduces printing costs and allows the department to tailor documents so as to reduce errors in the polling place. Included in this program are absentee ballots for primary and special elections, initial printing of absentee ballots for general elections, voting machine certificates, tally sheets, and payroll vouchers.

The department also supported numerous municipal, school elections (financial and school board), student government, and union elections during FY 1997. For each election, the department produced machine ballots, absentee ballots (in some instances) and certification documents. The department also trained the individuals charged with operating the voting machines.

BUDGET

	FY 1997 ACTUAL	FY 1998 BUDGET	FY 1999 GOV. REC.
GF	1,868.8	866.5	884.0
ASF	--	--	--
TOTAL	1,868.8	866.5	884.0

POSITIONS

	FY 1997 ACTUAL	FY 1998 BUDGET	FY 1999 GOV. REC.
GF	14.0	16.0	17.0
ASF	--	--	--
NSF	--	--	--
TOTAL	14.0	16.0	17.0

ACTIVITIES

- Register new voters.
- Maintain, update, and correct voter registration records.
- Operate the address verification program.
- Remove ineligible voters from the voter registration rolls in accordance with state and federal law.
- Plan and program for upcoming elections.
- Conduct elections in accordance with state and federal law.
- Train permanent and temporary election officers and employees.
- Train staff and board members in operation of new voting machines.
- Voter education.
- Produce and publish manuals and procedures for election officers and department staff.
- Produce, where feasible, necessary documents and forms tailored for individual elections.

PERFORMANCE MEASURES

Charts in the preceding section provide insight into department performance and operations.

ELECTIONS

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KENT COUNTY DEPARTMENT OF ELECTIONS ***70-03-01***

MISSION

The Kent County Department of Elections operates the voter registration program and conducts primary, general, special and school elections in accordance with state and federal law.

KEY OBJECTIVES

- Perform duties related to conducting an election such as instruction classes for election officers, securing polling places, setting up voting machines, printing absentee information, preparation of the machine ballots, advertising in local papers, scheduling casual and seasonal employees, and transporting voting machines.
- Provide information to the public, candidates and political parties regarding election laws, rules and regulations, and registration requirements.
- Provide information to persons wanting to file to become candidates
- Conducting school elections. There are four (4) school districts in Kent County. Each district could have up to three elections.
- Maintain a current status of city codes on the voter registration files for the City of Dover and the Town of Harrington.

BACKGROUND AND ACCOMPLISHMENTS

During Fiscal Year 1997 a primary and a general election was conducted by this department, with no difficulties.

The National Voter Registration Act (Motor Voter) continues to increase the volume of work processed. In Fiscal Year 1997, this department processed 13008 documents.

BUDGET

	FY 1997 ACTUAL	FY 1998 BUDGET	FY 1999 GOV. REC.
GF	633.1	439.0	444.8
ASF	--	--	--
TOTAL	633.1	439.0	444.8

POSITIONS

	FY 1997 ACTUAL	FY 1998 BUDGET	FY 1999 GOV. REC.
GF	6.0	7.0	7.0
ASF	--	--	--
NSF	--	--	--
TOTAL	6.0	7.0	7.0

ACTIVITIES

- Voter registration
- Maintenance of voter files
- Provide voting machines to local schools and municipalities for conducting their elections
- Provide information to the City of Dover and the City of Harrington to assist in their elections.
- Provide voting machine demonstrations.

PERFORMANCE MEASURES

	FY 1997 Actual	FY 1998 Budget	FY 1999 Gov. Rec.
# registrations completed	13,008	14,000	16,000

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SUSSEX COUNTY DEPARTMENT OF ELECTIONS 70-04-01

MISSION

The Sussex County Department of Elections operates the voter registration program and conducts primary, general, special and school elections in accordance with state and federal law.

KEY OBJECTIVES

Perform services regulated by sections of Title 15 on a daily basis.

- Maintain the registration records of the qualified electorate of Sussex County.
- Provide mobile registration by scheduled events or at the request of organizations.
- Provide information to the public, candidates and political parties regarding election laws, rules and regulations, and registration requirements.
- Conduct school district elections and referendums.
- Comply with the Sussex County "911" road naming project.
- Conduct the 1998 Primary and General Elections.

BACKGROUND AND ACCOMPLISHMENTS

The operations and services provided by the Department of Elections for Sussex County is regulated by Title 15, Delaware Code and by federal law.

Delaware's Agency Based Registration Act continues to impact the Sussex County Department of Elections.

- Increased number of new registration applications, change of address applications and change of name applications due to Delaware's Agency Based Registration Act mandating the Division of Motor Vehicles, Department of Health and Social Services and the Department of Labor to register eligible citizens and residents of the State of Delaware.
- The National Voter Registration Act changed the process to remove ineligible voters from the voter registration files. This law will have an impact on

the increased number of registered voters in the department's files who will no longer be eligible to vote.

The Sussex County Department of Elections is currently housed in a state owned building, but with the increasing growth in records that currently have to be maintained, the department is out-growing the office space. The election community is looking at ways to streamline operations.

Since January 1, 1994 through June 30, 1997, this department has an increase of 25,600 registered voters.

During FY 1997, this department has provided for the set up and the delivery of voting machines for five student government elections, seven school district elections and referendums, 19 municipal elections and referendums in Sussex County, one county executive committee election and the annual Delaware Electric Co-op Board of Director's election.

During FY 1997, the department conducted the CY 1996 Primary and General Elections.

BUDGET

	FY 1997 ACTUAL	FY 1998 BUDGET	FY 1999 GOV. REC.
GF	538.0	327.7	336.2
ASF	--	--	--
TOTAL	538.0	327.7	336.2

POSITIONS

	FY 1997 ACTUAL	FY 1998 BUDGET	FY 1999 GOV. REC.
GF	5.0	6.0	6.0
ASF	--	--	--
NSF	--	--	--
TOTAL	5.0	6.0	6.0

ACTIVITIES

- Register new voters in the office of the department, by mail and by scheduled mobile registration.
- Process applications received as a result of Agency Based registration.
- Maintain voter registration files.
- Conduct school elections and referendums.
- Provide voting machines for elections and referendums.
- Conduct the primary and general elections in Sussex County.
- Voter education.