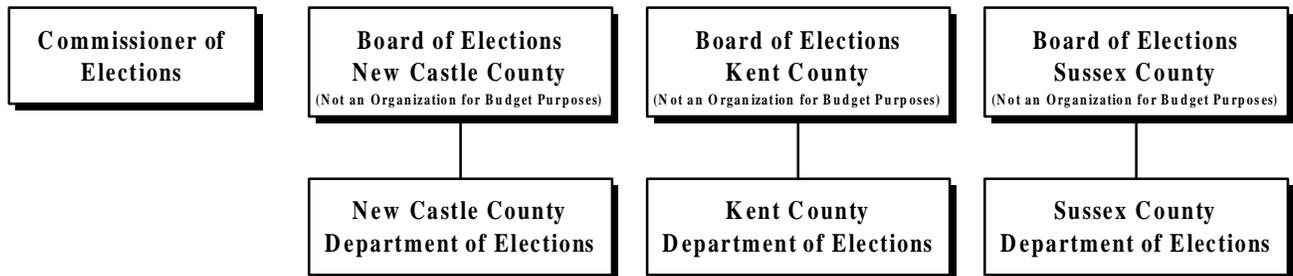


ELECTIONS

70-00-00

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. This process 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 Titles 14 and 15, Delaware Code, and applicable federal and state laws. These laws include 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 for the administration and coordination of the National Voter Registration Act, which comprises the development and production of standardized materials for the Commissioner's Office, county Departments of Election, and designated agency-based registration agencies. Training of agency-based personnel and organized voter registrars is managed statewide for standardized 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.

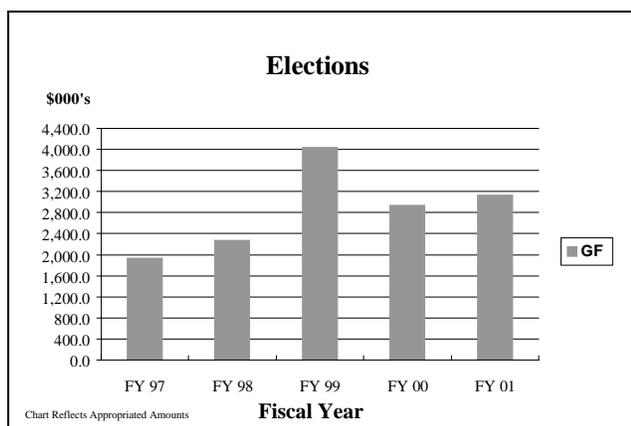
- The administration of Chapter 80, Delaware Code, campaign finance, is exclusive to the Commissioner's Office with the supporting technical and clerical staff necessary for committees to accomplish campaigns functions in accordance with Chapter 80. The development of a standardized process, such as, forms, instructional guides, calendars, fliers and other materials insure a uniform records management approach and simplified public access.
- Provide for the maintenance and production of statewide materials for the Commissioner, each county Department of Elections, and the recipients of election 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, such as, an electronic bulletin board, and web sites, are completed at this level.
- Research, develop and produce materials that establish written, statewide standards for agency based personnel/private groups to use in 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,

ELECTIONS

70-00-00

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, Social Security number and address is maintained at this level. Monthly audits are performed of scheduled and randomly selected data elements contained in the central database to assess uniformity and statewide standardization of voter records. Technical assistance is available to the county departments, agency-based registration agencies, private registration groups and the public at this level.



BUDGET

	FY 1999 ACTUAL	FY 2000 BUDGET	FY 2001 GOV. REC.
GF	4,035.2	2,935.3	3,134.3
ASF	--	--	--
TOTAL	4,035.2	2,935.3	3,134.3

POSITIONS

	FY 1999 ACTUAL	FY 2000 BUDGET	FY 2001 GOV. REC.
GF	40.0	42.0	42.0
ASF	--	--	--
NSF	--	--	--
TOTAL	40.0	42.0	42.0

FY 2001 BUDGET HIGHLIGHTS

OPERATING BUDGET:

- ◆ Recommend enhancements of \$15.2 New Castle County Elections, \$1.5 Kent County Elections and \$5.0 to Sussex County Elections for electronic voting machine parts.

- ◆ Recommend one-time funding in the Budget Office's Contingency of \$60.0 for reapportionment issues, FY 2001 election process amounting to \$329.3, Commissioner; \$1,392.8, New Castle County; \$259.2, Kent County and \$222.4, Sussex County. Additional one-time funding is recommended for "I Vote" project, \$10.0; enhancement of New Castle County Elections election day fail safe process, \$48.0 and \$11.5 for a new phone system at Sussex County Elections.

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 Titles 14 and 15, Delaware Code, and compliance with state and federal law.

KEY OBJECTIVES

- Administration of Delaware Election Laws under Titles 14 and 15, Delaware Code, and applicable federal election laws.
- Provide an internet-based campaign finance reporting system and election forms database.
- Assure the timely and accurate reporting of election results and provide for public access to that collection process.
- Administration of school and municipal election elements.
- Administration of Chapter 80, Delaware Code, campaign finance reporting.
- Maintenance and office of statewide materials for the Commissioner's Office 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 agency based personnel/private groups to use in providing consistent application of elections operations.

ELECTIONS

70-00-00

- Verification of selected data base elements such as name and Social Security number.
- Successful implementation of electronic voting machines and improved results reporting.
- Complete the Elections Information System by adding an imaging component and adding connectivity for the county Department(s) of Elections.

BACKGROUND AND ACCOMPLISHMENTS

The Office of the Commissioner provides additional and expanded services as required by state and federal laws and as necessary for citizen involvement in the electoral process.

The office provides 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 electronic voting machines.

Information and assistance to Delaware residents actively seeking to establish and to qualify as political parties with ballot status has increased, including assistance to independent candidates seeking national office.

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

Additional electronic information has been developed which is available on the Internet.

BUDGET

	FY 1999 ACTUAL	FY 2000 BUDGET	FY 2001 GOV. REC.
GF	1,042.0	1,075.9	1,145.8
ASF	--	--	--
TOTAL	1,042.0	1,075.9	1,145.8

POSITIONS

	FY 1999 ACTUAL	FY 2000 BUDGET	FY 2001 GOV. REC.
GF	10.0	11.0	11.0
ASF	--	--	--
NSF	--	--	--
TOTAL	10.0	11.0	11.0

ACTIVITIES

- Administer and coordinate elections and other programs according to state and federal laws.
- Train voter registrars.
- Provide 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.
- Additional reporting dates for campaign finance reports have increased support and technical assistance to candidates and committees.

PERFORMANCE MEASURES

	FY 1999 Actual	FY 2000 Budget	FY 2001 Gov. Rec.
% registrations verified	100	100	100
% trained agency based registrars	85	95	100
% requested organized voter registration trainers	100	100	100
% campaign finance transaction completed	100	100	100

NEW CASTLE COUNTY DEPARTMENT OF ELECTIONS 70-02-01

MISSION

The Department of Elections for New Castle County 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.

ELECTIONS

70-00-00

- 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 website that provides information regarding voter registration and elections to the public.

- 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.

The Delaware Agency Based Registration Act was implemented on January 30, 1994 and the National Voter Registration Act 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 -- increased the department's workload after an election. During the 1996 General Election over 5,000 Fail-Safe applications were completed at polling places. Department staff processed over 6,000 transactions from these applications. The disparity between the number of applications and transactions results from a single application including more than one transaction.

The table following shows the principal voter registration transactions completed by the department over the past several fiscal years. In Fiscal Year 1999 the number of address changes is higher than the number of new voters for the first time. Additionally, for the first 15 weeks of Fiscal Year 2000, the number of address changes is higher than the number of new voters. It is expected this trend will continue given the five-year driver's license cycle and the mobility of the population.

ELECTIONS

70-00-00

Summary of Principal Transactions FY 1992 to FY 2000

	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	18,051	14,848	2,471	624	35,994
FY 1999	18,703	23,543	3,022	2,348	47,616
FY2000*	4,219	5,291	689	440	10,639

* Jul 1 to Oct 14

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 require 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 approximately 40 percent of the individuals who replied to address verification notices.

Address Verifications 1994 - 1999

YEAR	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	4,065	1,436	1,668	961
1998	4,503	1,953	1,906	644
1999*	1,984	510	908	566
TOTAL	14,032	5,478	5,564	2,990

*Jan. 1 to Oct. 14

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

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

1. The department has a full-time position where the incumbent is responsible for attempting to resolve voter registration problems. This person is also responsible for Absentee Voting.

2. The department operates the address verification program using a stand-alone database program. The process needs to be integrated into the Election System Database in order to be fully functional and efficient.
3. Approximately 25 percent of individuals placed in "INACTIVE" status during 1995 and 1996 were returned to "ACTIVE" status by updating their voter registration record and/or voting.

The voter removal program depends on a functioning address verification program. The department cannot remove as an active voter many 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. In 1999 over 6,000 persons were removed from the voting rolls as a result of an address verification program run by the Commissioner of Elections.

Voter Removals 1991-1999

YEAR	Deceased	Moved from State	Board Removal	Failure to Vote 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	2,095	1,580	14		3,689
1998	2,726	1,314	12		4,052
1999*	1,983	7,082	11		9,076

*Jan. 1 to Oct. 14

The department has identified approximately 900 registered voters who were processed through the Address Verification program during 1995 and 1996 that meet the criteria in the Delaware Code, Title 15 for removal. As soon as required modifications are made to the Election System software, the Commissioner may direct the department to remove these people from the list of registered voters.

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 preparation for future primary and general elections.

ELECTIONS

70-00-00

The department continues to print many election documents. This reduces printing costs and allows the department to tailor documents 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 conducted five school board member elections Fiscal Year 1999.

The department also supported numerous municipal, student government and union elections during Fiscal Year 1999. 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.

The department developed and published a website that provides information regarding elections, voting and voter registration to the public.

BUDGET

	FY 1999 ACTUAL	FY 2000 BUDGET	FY 2001 GOV. REC.
GF	1,707.6	912.4	991.0
ASF	--	--	--
TOTAL	1,707.6	912.4	991.0

POSITIONS

	FY 1999 ACTUAL	FY 2000 BUDGET	FY 2001 GOV. REC.
GF	17.0	17.0	17.0
ASF	--	--	--
NSF	--	--	--
TOTAL	17.0	17.0	17.0

ACTIVITIES

- Register new voters.
- Maintain, update, and correct voter registration records.
- Operate the address verification program.
- Plan and program for upcoming elections.
- Remove ineligible voters from the voter registration rolls in accordance with state and federal law.
- Conduct elections in accordance with state and federal law.
- Voter education.
- Train permanent and temporary election officers and employees.

- Train staff and board members in the operation of new voting machines.
- 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.

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 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 1999 multiple city and school elections along with the Statewide Primary and the

ELECTIONS

70-00-00

General Elections all were preformed without any difficulties.

The National Voter Registration Act (Motor Voter) is still increasing the work processing load. In Fiscal Year 1999, this department processed 15,983 documents.

BUDGET

	FY 1999 ACTUAL	FY 2000 BUDGET	FY 2001 GOV. REC.
GF	681.4	539.9	552.5
ASF	--	--	--
TOTAL	681.4	539.9	552.5

POSITIONS

	FY 1999 ACTUAL	FY 2000 BUDGET	FY 2001 GOV. REC.
GF	7.0	7.0	7.0
ASF	--	--	--
NSF	--	--	--
TOTAL	7.0	7.0	7.0

ACTIVITIES

- Maintenance of voter files, analyze problems with voter registration documents, keep statistical information on Motor Voter problem documents.
- Provide voting machine demonstrations.
- Plan for up coming elections, including:
 - Print absentee information
 - Advertise in local papers
 - Schedule casual and seasonal employees
 - Appoint and train election officers on conduction of an election
 - Produce and print manuals and procedures
 - Preparation of the machine ballots
 - Prepare the voting machines
 - Transport voting machines
 - Secure polling places

PERFORMANCE MEASURES

	FY 1999 Actual	FY 2000 Budget	FY 2001 Gov. Rec.
# of documents processed	15983	16500	17000

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 2000 Presidential Primary, Primary and General Elections.
- Setup for 2000 reapportionment.

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.

ELECTIONS

70-00-00

- 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, 1999, the department has an increase of 34,657 registered voters.

During Fiscal Year 2000, the department is ready to provide for the set up and the delivery of voting machines for six student government elections, for six school district elections and referendums, 26 municipal elections and referendums in Sussex County, and the annual Delaware Electric Co-op Board of Directors election.

BUDGET

	FY 1999 ACTUAL	FY 2000 BUDGET	FY 2001 GOV. REC.
GF	604.1	407.1	445.0
ASF	--	--	--
TOTAL	604.1	407.1	445.0

POSITIONS

	FY 1999 ACTUAL	FY 2000 BUDGET	FY 2001 GOV. REC.
GF	6.0	7.0	7.0
ASF	--	--	--
NSF	--	--	--
TOTAL	6.0	7.0	7.0

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 municipal elections and referendums.
- Conduct the primary and general elections in Sussex County.
- Voter education.
- Presidential Primary setup for 2000.