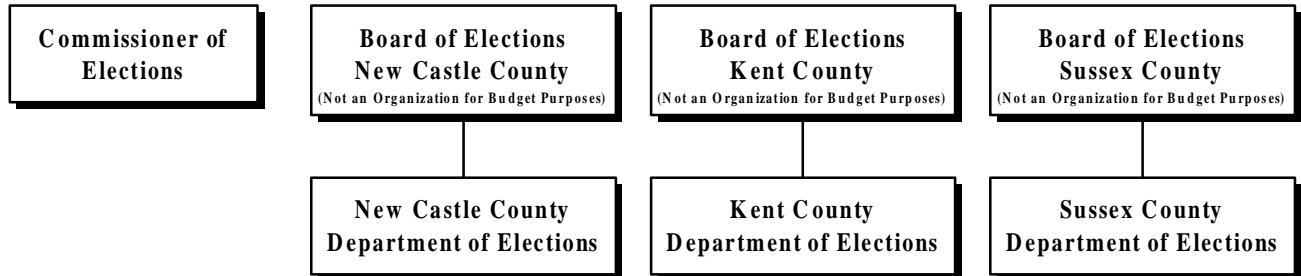


ELECTIONS

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 Title 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

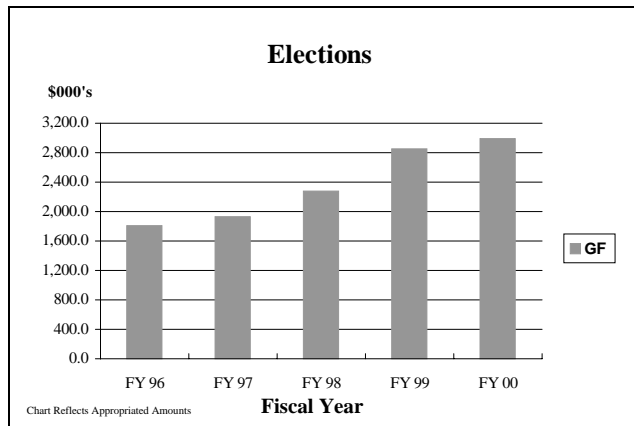
Office, county Departments of Election, and designated agency-based registration agencies. Training of agency-based personnel and organized voter registrars is managed statewide for standardized voter registration procedures. Materials supplied include voter registration documents, forms, absentee ballot 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 campaign 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.

ELECTIONS

70-00-00

- 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. 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 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 1998 ACTUAL	FY 1999 BUDGET	FY 2000 GOV. REC.
GF	2,277.5	2,850.1	2,988.2
ASF	--	--	--
TOTAL	2,277.5	2,850.1	2,988.2

POSITIONS

	FY 1998 ACTUAL	FY 1999 BUDGET	FY 2000 GOV. REC.
GF	39.0	40.0	41.0
ASF	--	--	--
NSF	--	--	--
TOTAL	39.0	40.0	41.0

FY 2000 BUDGET HIGHLIGHTS

OPERATING BUDGET:

- ◆ Recommend one-time funding in the Budget Office's Contingency of \$55.0 to purchase ten voting machines for statewide use.
- ◆ Recommend one-time funding in the Budget Office's Technology Fund for continued development of the electronic campaign finance filing project.
- ◆ Recommend one-time funding in the Budget Office's Contingency for voting machine spare parts; \$15.7 for New Castle County, \$10.0 for Kent County, and \$2.0 for Sussex County.
- ◆ Recommend one-time funding in the Budget Office's Contingency for CY 2000 Presidential primary and other elections: \$62.7 for the Commission, \$564.8 for New Castle County, \$113.2 for Kent County, and \$85.9 for Sussex County.
- ◆ Recommend 1.0 FTE Application Support Specialist 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.
- Provide an internet-based campaign finance reporting system and election forms database.
- Assure the timely and accurate reporting of election results and for the public access to that collection process.

ELECTIONS

70-00-00

- 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.
- 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 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 from 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. Also, assistance to independent candidates seeking national office has increased.

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.

BUDGET

	FY 1998 ACTUAL	FY 1999 BUDGET	FY 2000 Gov. REC.
GF	596.5	1,062.1	1,077.0
ASF	--	--	--
TOTAL	596.5	1,062.1	1,077.0

POSITIONS

	FY 1998 ACTUAL	FY 1999 BUDGET	FY 2000 Gov. REC.
GF	10.0	10.0	10.0
ASF	--	--	--
NSF	--	--	--
TOTAL	10.0	10.0	10.0

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 has increased support and technical assistance to candidates and committees

PERFORMANCE MEASURES

	FY 1998 Actual	FY 1999 Budget	FY 2000 Gov. Rec.
% registrations verified	100	100	100
% trained agency based registrars	90	95	100
% requested organized voter registration trainers	100	100	100
% campaign finance transaction completed	90	95	100

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.

ELECTIONS

70-00-00

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.

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 -- 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. 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.

ELECTIONS

70-00-00

Summary of Principal Transactions FY 1992 to FY 1999

	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*	6,005	6,483	932	671	14,091
*Jul. 1 to Sept. 30					

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 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 - 1998

YEAR	Total		No	Not
	Mailed	Replies	Response	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*	3,287	1,380	1,381	526
TOTAL	10,832	4,395	4,131	2,306
*Jan. 1 to Oct. 12				

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 FY 1999 budget authorized a full-time position to handle voter registration problems. This position should be filled by mid-year.
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 "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 1991-1998

YEAR	Deceased	Moved	Board	Failure	TOTAL
		from State	Removal	to Vote	
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*	1,921	1,166	9		3,096
*Jan. 1 to Oct. 6					

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

ELECTIONS

70-00-00

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 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 and three referendums during FY 1998. The epilogue of the FY 1999 Budget Act assigns the Department of Elections additional responsibilities in conducting school elections. Since school elections have been conducted under the new structure, the department believes that the appropriation for school elections in FY 2000 should remain the same as for FY 1999 subject to revision based on experience gained during the spring of 1999.

The department also supported numerous municipal, student government and union elections during FY 1998. For each election, the department produced machine ballots, absentee ballots (in some instances) and certification documents. The department also educated the individuals charged with operating the voting machines.

The department's administrators developed and taught a course in elections and voter registration to the department's staff. The many changes over the past several years combined with several new staff members made this a worthwhile endeavor.

BUDGET

	FY 1998 ACTUAL	FY 1999 BUDGET	FY 2000 GOV. REC.
GF	897.1	927.2	971.8
ASF	--	--	--
TOTAL	897.1	927.2	971.8

POSITIONS

	FY 1998 ACTUAL	FY 1999 BUDGET	FY 2000 GOV. REC.
GF	16.0	17.0	17.0
ASF	--	--	--
NSF	--	--	--
TOTAL	16.0	17.0	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.

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.

ELECTIONS

70-00-00

- 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 1998 multiple city and school elections were performed without any difficulties.

The National Voter Registration Act (Motor Voter) is beginning to moderate the work processing load. In Fiscal Year 1998, this department processed 3,141 documents.

BUDGET

	FY 1998 ACTUAL	FY 1999 BUDGET	FY 2000 GOV. REC.
GF	455.4	512.3	537.2
ASF	--	--	--
TOTAL	455.4	512.3	537.2

POSITIONS

	FY 1998 ACTUAL	FY 1999 BUDGET	FY 2000 GOV. REC.
GF	7.0	7.0	7.0
ASF	--	--	--
NSF	--	--	--
TOTAL	7.0	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 1998 Actual	FY 1999 Budget	FY 2000 Gov. Rec.
# registrations completed	3,141	16,000	16,000

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

ELECTIONS

70-00-00

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, 1998, this department has an increase of 30,250 registered voters.

During FY 99, this department is ready to provided for the set up and the delivery of voting machines for seven student government elections, seven school district elections and referendums, 26 municipal elections and referendums in Sussex County, two county executive committee elections and the annual Delaware Electric Co-op Board of Directors election.

BUDGET

	FY 1998 ACTUAL	FY 1999 BUDGET	FY 2000 GOV. REC.
GF	328.6	348.5	402.2
ASF	--	--	--
TOTAL	328.6	348.5	402.2

POSITIONS

	FY 1998 ACTUAL	FY 1999 BUDGET	FY 2000 GOV. REC.
GF	6.0	6.0	7.0
ASF	--	--	--
NSF	--	--	--
TOTAL	6.0	6.0	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 elections and referendums.
- Conduct the primary and general elections in Sussex County.
- Voter education.