Board of Elections

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Table DL0-1

				% Change
	FY 2016	FY 2017	FY 2018	from
Description	Actual	Approved	Proposed	FY 2017
OPERATING BUDGET	\$9,379,113	\$7,623,411	\$8,907,003	16.8
FTEs	60.3	60.0	56.0	-6.7

The Board of Elections, a chartered independent agency, is comprised of a three-member Board along with a small, dedicated staff that carries out the agency's mission. The mission of the Board is to enfranchise eligible residents, conduct elections, and assure the integrity of the electoral process as mandated by both federal and local laws.

Summary of Services

The Board of Elections (BOE) achieves its mission through the execution of the following services and programs: voter registration services; voting system technologies; voter information services including public and media outreach and candidate services; information technology and information services systems that support voting, ballot tabulation, and electronic mapping of election district boundaries; planning and implementation of District of Columbia elections; and through the aid of legal counsel, rule making and adjudication functions.

The agency's FY 2018 proposed budget is presented in the following tables:

FY 2018 Proposed Gross Funds Operating Budget and FTEs, by Revenue Type

Table DL0-2 contains the proposed FY 2018 budget by revenue type compared to the FY 2017 approved budget. It also provides FY 2016 actual data.

Table DL0-2

(dollars in thousands)

	Dollars in Thousands				Full-Time Equivalents					
				Change					Change	
	Actual 2	Approved	Proposed	from	Percentage	Actual	Approved	Proposed	from	Percentage
Appropriated Fund	FY 2016	FY 2017	FY 2018	FY 2017	Change*	FY 2016	FY 2017	FY 2018	FY 2017	Change
GENERAL FUND										
LOCAL FUNDS	7,114	7,623	7,907	284	3.7	60.3	60.0	56.0	-4.0	-6.7
TOTAL FOR										
GENERAL FUND	7,114	7,623	7,907	284	3.7	60.3	60.0	56.0	-4.0	-6.7
FEDERAL RESOURCES										
FEDERAL GRANT FUNDS	2,255	0	1,000	1,000	N/A	0.0	0.0	0.0	0.0	N/A
TOTAL FOR										
FEDERAL RESOURCES	2,255	0	1,000	1,000	N/A	0.0	0.0	0.0	0.0	N/A
PRIVATE FUNDS										
PRIVATE GRANT FUNDS	10	0	0	0	N/A	0.0	0.0	0.0	0.0	N/A
TOTAL FOR										
PRIVATE FUNDS	10	0	0	0	N/A	0.0	0.0	0.0	0.0	N/A
GROSS FUNDS	9,379	7,623	8,907	1,284	16.8	60.3	60.0	56.0	-4.0	-6.7

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to Schedule 80 Agency Summary by Revenue Source in the FY 2018 Operating Appendices located on the Office of the Chief Financial Officer's website.

FY 2018 Proposed Operating Budget, by Comptroller Source Group

Table DL0-3 contains the proposed FY 2018 budget at the Comptroller Source Group (object class) level compared to the FY 2017 approved budget. It also provides FY 2015 and FY 2016 actual expenditures.

Table DL0-3

(dollars in thousands)

					Change	
	Actual	Actual	Approved	Proposed	from	Percentage
Comptroller Source Group	FY 2015	FY 2016	FY 2017	FY 2018	FY 2017	Change*
11 - REGULAR PAY - CONTINUING FULL TIME	2,407	2,581	3,024	2,957	-67	-2.2
12 - REGULAR PAY - OTHER	1,180	1,100	800	634	-166	-20.7
13 - ADDITIONAL GROSS PAY	38	25	0	0	0	N/A
14 - FRINGE BENEFITS - CURRENT PERSONNEL	591	619	761	649	-112	-14.7
15 - OVERTIME PAY	454	430	500	500	0	0.0
SUBTOTAL PERSONAL SERVICES (PS)	4,670	4,755	5,085	4,740	-345	-6.8
20 - SUPPLIES AND MATERIALS	206	196	285	285	0	0.0
31 - TELEPHONE, TELEGRAPH, TELEGRAM, ETC.	12	11	20	20	0	0.0
40 - OTHER SERVICES AND CHARGES	1,749	1,736	1,621	2,249	628	38.8
41 - CONTRACTUAL SERVICES - OTHER	1,028	586	570	645	75	13.2
70 - EQUIPMENT AND EQUIPMENT RENTAL	27	2,096	42	967	925	2,177.5
SUBTOTAL NONPERSONAL SERVICES (NPS)	3,021	4,624	2,538	4,167	1,628	64.2
GROSS FUNDS	7,691	9,379	7,623	8,907	1,284	16.8

*Percent change is based on whole dollars.

FY 2018 Proposed Operating Budget and FTEs, by Division/Program and Activity

Table DL0-4 contains the proposed FY 2018 budget by division/program and activity compared to the FY 2017 approved budget. It also provides FY 2016 actual data. For a more comprehensive explanation of divisions/programs and activities, please see the Division/Program Description section, which follows the table.

Table DL0-4

(dollars in thousands)

	J	Dollars in Tl	housands		F	ull-Time	Equivalen	ts
Division/Program and Activity	Actual FY 2016	Approved FY 2017	Proposed FY 2018	Change from FY 2017		Approved FY 2017	Proposed FY 2018	Change from FY 2017
(1000) AGENCY MANAGEMENT	F I 2010	F I 2017	F I 2010	FI 2017	F I 2010	FI 2017	F I 2010	FI 2017
(1010) PERSONNEL	467	472	389	-83	5.5	5.5	4.0	-1.5
(1020) CONTRACTING AND	107	172	507	05	5.5	5.5	1.0	1.0
PROCUREMENT	121	151	87	-65	1.5	1.5	1.0	-0.5
(1030) PROPERTY MANAGEMENT	59	9	185	176	1.0	1.0	5.0	4.0
(1040) INFO TECH	567	574	640	66	6.0	5.0	5.0	0.0
(1060) LEGAL	467	476	504	28	3.5	3.0	3.0	0.0
(1070) FLEET MANAGEMENT	0	25	27	2	0.0	0.0	0.0	0.0
(1080) COMMUNICATION	97	104	108	4	1.0	1.0	1.0	0.0
(1085) CUSTOMER SERVICE	394	363	255	-109	3.0	4.0	3.0	-1.0
(1090) PERFORMANCE MGMT	251	307	369	62	2.0	2.0	2.0	0.0
SUBTOTAL (1000) AGENCY								
MANAGEMENT	2,424	2,482	2,564	82	23.6	23.0	24.0	1.0
(3000) BOARD OF SUPERVISORS								
(3001) BOS OPERATIONS	34	52	52	0	0.0	0.0	0.0	0.0
SUBTOTAL (3000) BOARD OF								
SUPERVISORS	34	52	52	0	0.0	0.0	0.0	0.0
(4000) ELECTION OPERATIONS								
(4001) VOTER REGISTRATION	816	892	839	-53	20.1	20.0	19.0	-1.0
(4002) VOTER SERVICES	428	493	360	-133	7.5	7.5	5.0	-2.5
(4004) ELECTION OPERATIONS	5,677	3,705	5,092	1,387	9.0	9.5	8.0	-1.5
SUBTOTAL (4000) ELECTION								
OPERATIONS	6,922	5,090	6,291	1,201	36.7	37.0	32.0	-5.0
TOTAL PROPOSED OPERATING BUDGET	9,379	7,623	8,907	1,284	60.3	60.0	56.0	-4.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see Schedule 30-PBB Program Summary by Activity in the FY 2018 Operating Appendices located on the Office of the Chief Financial Officer's website. "No Activity Assigned" indicates budget or actuals that are recorded at the division/program level.

Program Description

The Board of Elections operates through the following 3 programs:

Board of Supervisors – provides assistance to the BOE in carrying out their duties. This policy-making board manages all activities relating to the BOE, including meetings. The Board members meet a minimum of once a month with the Office of the General Counsel, the Office of the Executive Director, and the Office of Campaign Finance to discuss any situation or concern that the BOE may have.

Election Operations – provides the administrative functions for the agency's overall operations. This program directs election-related program operations and support activities; conducts elections; provides voter registration services; and provides voter roll maintenance, technology and information, and administration and support.

This program contains the following 3 activities:

- Voter Registration operates the voter registration system; conducts the absentee voter program, including in person, by mail, overseas citizen services, and absentee registration and voting; maintains voter history data; disseminates and provides access to voter registry data products; determines registration status for special ballots and petition signatures; assists in automated ballot tabulation and recount operations; conducts the biennial voter canvass; and executes the statutorily mandated requirements for the management and maintenance of the District's voter registry, including data processing systems support for on-line voter registration;
- Voter Services provides centralized voter assistance, public reception, and information services; provides candidates with the information and documentation necessary for them to qualify for office, including petitions and declarations of candidacy; administers ballot access procedures for candidates and initiative, referendum, and recall measures; ensures petition sufficiency, voter qualification and eligibility, absentee registration and voting, and documentation for certification of election results; conducts ballot position lotteries and assists in automated ballot tabulation and recount operations; and conducts the in-person absentee voting program; and
- Election Operations provides central planning, administrative, and logistical support for all agency operations, including those directly associated with the conduct of elections and their subsequent clean-up. This activity is responsible for resource planning and financial management, including budgeting, accounting, procurement activity, and intra-District charges for services; contractual support for elections; and maintenance of agency facilities, specialized equipment, and other material. This activity also coordinates special elections and recall; develops election ballot layouts and design; effects procurement, monitors production, and ensures proper distribution of ballots for each voting precinct; performs comprehensive planning and support to election operations; and ensures that elections are carried out in an open and accessible manner for voters of the District of Columbia.

Agency Management – provides for administrative support and the required tools to achieve operational and programmatic results. This program is standard for all agencies using performance-based budgeting.

Program Structure Change

The Board of Elections has no program structure changes in the FY 2018 proposed budget.

FY 2017 Approved Budget to FY 2018 Proposed Budget, by Revenue Type

Table DL0-5 itemizes the changes by revenue type between the FY 2017 approved budget and the FY 2018 proposed budget. For a more comprehensive explanation of changes, please see the FY 2018 Proposed Budget Changes section, which follows the table.

Table DL0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2017 Approved Budget and FTE		7,623	60.0
Removal of One-Time Funding	Multiple Programs	-85	0.0
Other CSFL Adjustments	Multiple Programs	42	0.0
LOCAL FUNDS: FY 2018 Current Services Funding Level (CSFL) Budget		7,580	60.0

Table DL0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
Increase: To align resources with operational spending goals	Multiple Programs	444	0.0
Decrease: To align personal services and Fringe Benefits with projected costs	Multiple Programs	-444	-6.0
LOCAL FUNDS: FY 2018 Agency Budget Submission		7,580	54.0
Enhance: To support FY 2018 Mayoral elections (one-time)	Multiple Programs	215	0.0
LOCAL FUNDS: FY 2018 Mayor's Proposed Budget		7,795	54.0
Enhance: To support additional FTEs	Election Operations	112	2.0
LOCAL FUNDS: FY 2018 District's Proposed Budget		7,907	56.0
FEDERAL GRANT FUNDS: FY 2017 Approved Budget and FTE Increase: To align budget with projected grant awards	Election Operations	0 1,000	0.0 0.0
FEDERAL GRANT FUNDS: FY 2018 Agency Budget Submission		1,000	0.0
No Change		0	0.0
FEDERAL GRANT FUNDS: FY 2018 Mayor's Proposed Budget		1,000	0.0
No Change		0	0.0
FEDERAL GRANT FUNDS: FY 2018 District's Proposed Budget		1,000	0.0
GROSS FOR DL0 - BOARD OF ELECTIONS		8,907	56.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

FY 2018 Proposed Budget Changes

The Board of Elections' (BOE) proposed FY 2018 gross budget is \$8,907,003, which represents a 16.8 percent increase over its FY 2017 approved gross budget of \$7,623,411. The budget is comprised of \$7,907,003 in Local funds and \$1,000,000 in Federal Grant funds.

Current Services Funding Level

The Current Services Funding Level (CSFL) is a Local funds ONLY representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the FY 2017 approved budget across multiple programs, and it estimates how much it would cost an agency to continue its current programs and operations into the following fiscal year. The FY 2018 CSFL adjustments to the FY 2017 Local funds budget are described in table 5 of this agency's budget chapter. Please see the CSFL Development section within Volume 1: Executive Summary for more information regarding the methodology used and components that comprise the CSFL.

BOE's FY 2018 CSFL budget is \$7,580,363, which represents a \$43,048, or less than 1.0 percent, decrease from the FY 2017 approved Local funds budget of \$7,623,411.

CSFL Assumptions

The FY 2018 CSFL calculated for BOE included adjustment entries that are not described in detail on table 5. These adjustments include a decrease of \$12,176 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, and an increase of \$52,648 in nonpersonal services based on the Consumer Price Index factor of 2.5 percent.

CSFL funding for BOE also includes a reduction of \$85,000 to account for the removal of one-time funding appropriated for FY 2017 to support ballot access initiatives. Additionally, an increase of \$1,480 for the Fixed Costs Inflation Factor accounts for estimates for Fleet services.

Agency Budget Submission

Increase: BOE's proposed Local funds budget reflects a net increase of \$444,317 primarily in the Election Operations program to support the planning, administrative, and logistical costs required for agency operations.

In Federal Grant funds, BOE's proposed budget includes a net increase of \$1,000,000 in the Election Operations program to align the budget with anticipated funding for the Help America Vote Act (HAVA) grant. This adjustment includes \$925,000 to support funding for equipment purchases and maintenance, and \$75,000 to support the costs associated with contractual services.

Decrease: BOE's Local funds budget proposal includes a net personal services reduction of \$444,317 and 6.0 Full-Time Equivalent positions (FTEs), primarily in the Election Operations program, to offset the increase in nonpersonal services. This reduction is comprised of \$327,466 and 6.0 FTEs to reflect savings in employee salaries, and \$116,852 to reflect projected Fringe Benefits costs.

Mayor's Proposed Budget

Enhance: The proposed Local funds budget reflects an increase of \$215,000 in nonpersonal services across multiple programs. This one-time adjustment is to support the cost of voting equipment and other services needed to ensure the successful conduct of the District's 2018 Mayoral Primary and General Election. Specifically, this funding provides: \$25,000 for United States Postal Service (USPS) Intelligent Mail Barcode Solutions; \$50,000 to support Ward Coordinators for Americans with Disabilities Act (ADA) and Language Assistance services; \$75,000 for rental costs for 50 DS 200 precinct scanners, tabulators and wireless modems; and \$65,000 for the rental of 50 Express Votes voting systems and kiosks.

District's Proposed Budget

Enhance: BOE's proposed Local funds budget includes an increase of \$111,640 to support two Voter Registration Specialists in the Election Operations program in accordance with the Automatic Registration Amendment Act of 2016 (D.C. Law 21-0208).

Agency Performance Plan*

Board of Elections (BOE) has the following the strategic objectives for FY 2018:

Strategic Objectives

Strategic Objectives describe what the agency will do, at a high level, to achieve its mission. These are action-based sentences that define what an agency does for its customers, whether the customers are residents or other District agencies, and how that improves the District.

Objectives

- 1. Increase the percentage of District of Columbia residents registered to vote.
- 2. Maintain an accurate and up-to-date voter registry.
- 3. Increase accessibility, public awareness, and knowledge of the electoral process.
- 4. Leverage technology to improve the efficiency of Board operations.
- 5. Recruit and train poll workers adequately to fulfill duties and provide excellent customer service to voters.
- 6. Create and maintain a highly efficient, transparent and responsive District government.**

ACTIVITIES

Activities include the work that happens on a daily basis to help achieve the Strategic Objectives. Activity names come from the budget line items. This is further divided into "daily services" (ex. sanitation disposal), and long-term "key projects" that are high profile, one-time and span several years, (ex. redevelopment of Walter Reed Army Medical Center). Many agencies will mostly have daily services, whereas some agencies that have more of their budget come from capital funding will have several key projects.

1. Maintain an accurate and up-to-date voter registry. (1 Activity)

Activity Title	Activity Description	Type of Activity
Processing Voter Registration Information	Updating voter registry based upon information	Daily Service
Received	from voters and other sources.	

	and knowledge of the electoral process. (1 Activity)
/ Increase accessibility hubble awareness	and knowledge of the electoral process (1) Activity)
2.1100000000000000000000000000000000000	

Activity Title	Activity Description	Type of Activity
Deploy New, Accessible Website	Deploy new, accessible website.	Key Project

KEY PERFORMANCE INDICATORS

Key Performance Indicators measure how well an agency is achieving its Strategic Objectives. They are outcome-oriented and should be used to answer the question, "What does the agency need to measure to determine success?"

1. Increase the percentage of District of Columbia residents registered to vote. (1 Measure)

Measure	New Measure/ Benchmark Year	FY 2015 Actual		FY 2016 Target	FY 2017 Target	FY 2018 Target
Number of District of Columbia	No	Not	4,000	Not	6,000	6,000
residents who are registered to		Available		Available		
vote each month						

2. Maintain an accurate and up-to-date voter registry. (1 Measure)

Measure	New Measure/ Benchmark Year		FY 2016 Actual	FY 2016 Target		FY 2018 Target
Percent decrease in registered	Yes	Not	New	Not	New	New
voters who request non-address		Available	Measure	Available	Measure	Measure
change related corrections to their						
voter records						

3. Increase accessibility, public awareness, and knowledge of the electoral process. (1 Measure)

Measure	New Measure/	FY 2015	FY 2016	FY 2016	FY 2017	FY 2018
	Benchmark Year	Actual	Actual	Target	Target	Target
Percent of polling places that are operationally accessible in FY 2018 elections	Yes	Not Available		Not Available	New Measure	New Measure

4. Leverage technology to improve the efficiency of Board operations. (1 Measure)

	New Measure/	FY 2015	FY 2016	FY 2016	FY 2017	FY 2018
Measure	Benchmark Year	Actual	Actual	Target	Target	Target
Number of voters who register or	Yes	Not	New	Not	New	New
update their voter registration		Available	Measure	Available	Measure	Measure
information electronically						
through the Board's mobile						
registration application						

5. Recruit and train poll workers adequately to fulfill duties and provide excellent customer service to voters. (5 Measures)

	New Measure/	FY 2015	FY 2016	FY 2016	FY 2017	FY 2018
Measure	Benchmark Year	Actual	Actual	Target	Target	Target
Percent of poll workers who	Yes	Not	New	Not	New	New
complete and submit required		Available	Measure	Available	Measure	Measure
post-election documentation in						
FY 2018						
Percent of polling places open on	No	Not	97%	Not	100%	100%
time on Election Day		Available		Available		
Percent of precincts that	Yes	Not	New	Not	New	New
successfully electronically		Available	Measure	Available	Measure	Measure
transmit election results to Board						
headquarters on election night in						
FY 2018						
Percent of special ballots	Yes	Not	New	Not	New	New
processed correctly in elections		Available	Measure	Available	Measure	Measure
held in FY 2018						
Percent of voting equipment open	No	Not	92.9%	Not	100%	100%
on time on Election Day		Available		Available		

6. Create and maintain a highly efficient, transparent and responsive District government.** (9 Measures)

	New Measure/	FY 2015	FY 2016	FY 2016	FY 2017	FY 2018
Measure	Benchmark Year	Actual	Actual	Target	Target	Target
Budget- Federal funds returned			Forthcoming			
		October 2017				
Budget- Local funds unspent			Forthcoming			
			October 2017			
Contracts/Procurement-			Forthcoming			
Contracts lapsed into retroactive		October 2017				
status						

(Continued on next page)

6. Create and maintain a highly efficient, transparent and responsive District government.** (9 Measures)

	New Measure/	FY 2015	FY 2016	FY 2016	FY 2017	FY 2018
Measure	Benchmark Year	Actual	Actual	Target	Target	Target
Contracts/Procurement-	No		Forthcoming			
Expendable Budget spent on		October 2017				
Certified Business Enterprises						
Customer Service- Meeting	No	Forthcoming	Forthcoming	Forthcoming	Forthcoming	Forthcoming
Service Level Agreements		October 2017				
Human Resources- Employee	No	Forthcoming	Forthcoming	Forthcoming	Forthcoming	Forthcoming
District residency		October 2017				
Human Resources- Employee	No	Forthcoming	Forthcoming	Forthcoming	Forthcoming	Forthcoming
Onboard Time		October 2017				
Human Resources- Vacancy Rate	No	Forthcoming	Forthcoming	Forthcoming	Forthcoming	Forthcoming
		October 2017				
Performance Management-	No	Forthcoming	Forthcoming	Forthcoming	Forthcoming	Forthcoming
Employee Performance Plan		October 2017				
Completion						

WORKLOAD MEASURES

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Workload Measures, also called inputs or outputs, quantify an activity, effort or process that is necessary to make progress towards the Strategic Objectives. They help answer the question; "How much are we doing?"

	New Measure/	FY 2014	FY 2015	FY 2016
Measure	Benchmark Year	Actual	Actual	Actual
Number of deceased voters removed from the voter registry	Yes	Not Available	Not Available	New Measure
Number of duplicate voters removed from the voter registry	Yes	Not Available	Not Available	New Measure
Number of incarcerated voters removed from the voter registry	Yes	Not Available	Not Available	New Measure
Number of non-resident voters removed from the voter registry	Yes	Not Available	Not Available	New Measure
Number of voter registration applications and updates submitted online	Yes	Not Available	Not Available	New Measure
Number of voter registration records with legacy birth dates (12/31/1800) corrected		Not Available	Not Available	New Measure

Performance Plan Endnotes

*For more information about the new structure and components of FY 2018 draft performance plans, please see the FY 2018 Proposed Budget and Financial Plan, Volume 1, Appendix E.

**"Create and maintain a highly efficient, transparent and responsive District government" is a new Strategic Objective this year required for all agencies.

***Key Performance Indicators that are new may not have historical data and may only have FY 2018 targets.

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