

## Clerk & Recorder - Elections

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### Activity Overview

The Gallatin County Election Office is part of the Clerk and Recorder's Office in the General Fund, and is under the supervision of the Clerk & Recorder/ Surveyor. The Office does not generate a significant amount of non-tax revenue.

The Election Office is responsible for elections held within the county. The staff maintains the voter registration database and election management software, and holds elections required by federal, state, and county government. The voter registration database is Gallatin County's portion of the statewide database known as Montana Votes. The office also conducts elections for the Cities and Towns of Belgrade, Bozeman, Manhattan, Three Forks, and West Yellowstone, and various special districts including fire, water/sewer, and resort districts. In addition, the office provides election materials to the various school districts to assist them in performing their election duties.

Federal Laws regulating functions of the office include the National Voter Registration Act (NVRA) and the Help America Vote Act (HAVA). HAVA has been cited as the most significant election reform of federal election law since the Voting Rights Act of 1965.

The Clerk & Recorder acts as the County Election Administrator. State Law was amended to allow for additional compensation be paid to those Clerk & Recorder's who act at the Election Administrator. The County approved payment of this stipend effective in October of 2005 per state law.

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### Activity Goals

- Successfully complete 5 Municipal Primary (if required) and General Elections
  - Purchase 23 additional new precinct counters (M100's)
  - Complete compliance with HAVA.
  - Continuing to improve Polling Place Accessibility
  - Train 300+ Election Judges
  - Develop processes for late registration on Election Day
  - Handle filings and elections for:
    - 14 Rural Fire Districts
    - 11 Water & Sewer Districts
    - 1 Resort District; and,
    - Any special elections that may arise.
    - Provide 18 School Districts voter registers and election materials.
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### Recent Accomplishments

- Completed the countywide federal, state, and local general election.
- Completed successfully 7special district mail ballot elections.
- Purchased 24 precinct counters for Election Day
- Mailed approximately 12000 NVRA confirmation cards which will clean up our voter database
- Improved accessibility to polling places.

# GENERAL GOVERNMENT

## Clerk & Recorder - Elections

### Activity Budget

Object of Expenditure	Actual FY 2006	Final FY 2007	Actual FY 2007	Request FY 2008	Preliminary FY 2008	Final FY 2008
Personnel	\$ 119,556	\$ 153,818	\$ 134,720	\$ 154,555	\$ 146,718	\$ 147,388
Operations	119,556	196,255	179,287	200,001	200,001	200,001
Debt Service	-	-	-	-	-	-
Capital Outlay	16,379	353,225	145,377	177,506	177,506	177,506
Transfers Out	-	-	-	-	-	-
<b>Total</b>	<b>\$ 255,491</b>	<b>\$ 703,298</b>	<b>\$ 459,384</b>	<b>\$ 532,062</b>	<b>\$ 524,225</b>	<b>\$ 524,895</b>

### Budget by Fund Group

General Fund	\$ 255,491	\$ 703,298	\$ 459,384	\$ 532,062	\$ 524,225	\$ 524,895
Special Revenue Funds	-	-	-	-	-	-
Debt Service Funds	-	-	-	-	-	-
Capital Project Funds	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-
Internal Service Funds	-	-	-	-	-	-
Trust & Agency Funds	-	-	-	-	-	-
<b>Total</b>	<b>\$ 255,491</b>	<b>\$ 703,298</b>	<b>\$ 459,384</b>	<b>\$ 532,062</b>	<b>\$ 524,225</b>	<b>\$ 524,895</b>

### Funding Sources

Tax Revenues	\$ 27,277	\$ 211,026	\$ 102,195	\$ 183,698	\$ 175,861	\$ 138,602
Non-Tax Revenues	150,200	326,813	211,813	170,858	170,858	170,858
Cash Reappropriated	78,014	165,459	145,377	177,506	177,506	215,434
<b>Total</b>	<b>\$ 255,491</b>	<b>\$ 703,298</b>	<b>\$ 459,384</b>	<b>\$ 532,062</b>	<b>\$ 524,225</b>	<b>\$ 524,895</b>

### Activity Personnel

#### Personnel Summary

No	FT/PT	Title	FTE
1	Full-Time	Election Supervisor	1.00
2	Full-Time	Support Staff	2.00
Total Program FTE			3.00

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2008 Budget Highlights

Personnel

- Increased temporary election workers to handle increased absentee ballots and late registration process during the last 30 days before an election.

Operations

- No increase in operations from the previous year, other than for fixed costs.

Capital

- Precinct Counters                   \$117,000
- Polling Places                         60,506

County Commission Goals/Department Response

The County Commission established a set of overarching goals for the county government. Listed below are the County Commission's goals, followed by the methods by which the Clerk & Recorder - Election department is striving to fulfill those goals.

Exceptional Customer Service

- Accurate Election information easily accessible to the public.
- Respond to inquiries in a customer friendly manner.

Be Model for Excellence in Government

- Timely response to election queries.
- Retain the integrity of the election process

Improve Communications

- Interdepartmental Communication.
- Improve access to public information (information on website and media blitz)

To be the Employer of Choice

- A pleasant, respectful work environment.
- Retain current staff.

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WORKLOAD INDICATORS/PERFORMANCE MEASURES

Workload Indicators

Indicator	Actual FY 2005	Actual FY 2006	Estimated FY 2007	Projected FY 2008
1 . Number of voter applications processed	N/A	3,173	9,500	13,000
2 . Number of confirmation cards issued to voters	N/A	14,000	10,500	13,000
3 Trained election judges	N/A	285	0	400
4 Number of ballots mailed	N/A	45,095	30,731	65,000
5 . Number of signatures verified	N/A	25,048	29,327	36,000
6 . Conduct successful elections	N/A	4	8	7

Performance Measures

Measure	Actual FY 2005	Actual FY 2006	Estimated FY 2007	Projected FY 2008
1 . Percentage of voter registration applications processed within 60 days	N/A	N/A	N/A	98%
2 . Percent of confirmation cards mailed weekly	N/A	85%	90%	98%
3 . Results compiled from Election Judge Post Election Survey	N/A	-	0%	100%
4 . Percent of Absentee ballots mailed by required deadline	N/A	100%	100%	100%
5 . Percent of Mail ballots mailed by required deadline	N/A	100%	100%	100%
6a . Meet certification deadlines	N/A	100%	100%	100%
6b . Meet notification deadlines	N/A	100%	100%	100%
6c . Meet counting / canvass deadlines	N/A	100%	100%	100%

Commentary