

2008-09 Spending Plan	Agency Name NYS Board of Elections
	Agency Head Stanley L. Zalen, Todd D. Valentine

A. Overview of Proposed Plan

A.1 Overall Approach

The agency proposes that it will no longer use the help desk resources of a private contractor for an annual savings of over \$300,000. This will require the initial hiring of two additional staff within the agency's current FTE target to assume the responsibilities associated with help desk activities.

A.2 Achievement of Savings on a Recurring Basis

By absorbing the help desk function of the Statewide Database, using resources available in our agency, we will not be dependent on a private contractor and will better be able to monitor and control costs to the agency.

A.3 Protecting Key Priorities

The Help America Vote Act (HAVA) is requiring significant changes to the way New Yorkers cast their ballots and the way that elections are administered in New York. The agency now has a statewide voter database we are in the process of rolling out the first phase of the new voting systems. In the next fiscal year we expect to replace all lever voting machines with HAVA Compliant Voting Systems, as mandated by Federal Law. The law requires that prior to these voting machines being dispatched to the counties for use that each and every voting machine be acceptance tested by the Agency to ensure various security requirements and functionality. This is both a daunting and detailed task that is requiring increased shifts of full time help and the use of temporary workers. We fully expect the level of intensity to continue indefinitely and we note that the Department of Justice continues to monitor our progress and compliance with a time table established to effectuate these legal mandates.

In 2005, the State Legislature amended the Election Law to extend the electronic filing mandate with the State Board by requiring candidates and committees for local elections that raise or spend or expect to raise or spend more than \$1,000, to file their campaign finance statements in electronic format with the State Board. It was originally anticipated that the number of filers that the State Board would be processing in 2007 would be increased by over 200%. The number of local filers captured in 2007, in fact, nearly tripled the number of filers in our system. We anticipate that number of local filers who are required to file with the State Board, will continue to increase over the next fiscal year.

In order for the agency to accomplish these legal mandates in a timely and responsible manner, an increase in temporary federally funded staff may be needed as well as the continuance of normal fill of critical positions within the agency's existing resources.

A.4 Treatment of New Initiatives

The agency will move forward in performing required review and audits.

B. Summary of General Fund Financial Impacts

GENERAL FUND -- SAVINGS SUMMARY			
	Required Reduction	2008-09 Savings	2009-10 Savings
Local Assistance	\$10,000	\$10,000	N/A
Personal Service	N/A	\$0	\$0
Non-personal Service	N/A	\$300,000	\$300,000
Total State Operations	300,000	\$300,000	\$300,000
Capital	N/A	N/A	N/A
TOTAL	\$310,000	\$310,000	\$300,000

GENERAL FUND -- YEAR-TO-YEAR CHANGE, AFTER SAVINGS			
	2007-08 Actual	Revised Projection	Percent Change
Local Assistance	\$415,255	\$4,574,745	1001.9%
Personal Service	\$3,277,045	\$4,614,000	40.7%
Non-personal Service	\$2,271,109	\$4,353,000	91.7%
Total State Operations	\$5,548,154	\$8,967,000	61.4%
Capital			
TOTAL	\$5,963,409	\$13,541,745	127.1%

C. Identification of Proposed General Fund Actions

	<u>2008-09 Cash</u>	<u>2009-10 Cash</u>	<u>2010-11 Cash</u>
GENERAL FUND			
Local Assistance			
1. Reduction of allocation to the Counties	\$10,000	N/A	N/A
State Operations			
1. Non Personal Services-reduction of private contractor	\$300,000	\$300,000	\$300,000
Capital Projects			
	N/A	N/A	N/A

D. Summary of Impact on Other Funds

N/A

E. Identification of Proposed Other Fund Actions

N/A

F. Plan to Manage the Workforce*F.1 Overall Approach*

The agency is faced with statewide implementation of HAVA and Election Reform Monitoring Act (ERMA). The legal requirements set out under this legislation have increased the work load and legally-mandated duties of nearly every unit in the Agency. In addition, the extensive increase in reviews by the Campaign Finance Unit necessarily means that there will be an increase in inquiries, reports and investigations for that unit as well. As such, the Agency has no reasonable expectation of Reduction in Force over the next few years. Both processes have caused a huge burden on a small staff, thus the agency can not identify any reasonable or responsible reductions in workforce that would still allow us to carry out our mandated responsibilities. We fully anticipate that these increased legal mandates will require that our workforce approach our FTE target.

F.2 Plan for Refill of Vacant Positions (both current and anticipated vacancies)

Workforce Impact -- All Funds	
a. Initial Target:	83
b. Current Fills PP# 3 or 4	62
c. Recurring impact of proposed actions (see Parts C & E)	
d. Recurring impact of vacancy-refilling plan (see F.2)	21
e. Total FTEs March 31, 2009 (line b minus line c, plus/minus line d)	83
f. Change from Initial 2008-09 Target (line a minus line e)	0

G. Monthly Projections: All Funds Workforce; General Fund State Operations/Local/Capital

	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL
A. Workforce - All Funds	62	67	70	70	70	70	75	75	83	83	83	83	
Est FTEs Month-end													
	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL
B. State Operations													
Personal Service													
1st PP	32,373	147,313	160,839	178,530	186,235	186,235	192,875	185,976	217,722	198,952	198,952	198,952	2,084,954
2nd PP	141,220	150,253	164,225	178,530	186,235	186,235	185,976	189,047	198,952	195,722	198,952	198,952	2,174,299
3rd PP (if applies)	148,877	0	0	0	0	0	185,976	0	0	0	0	19,895	354,748
Subtotal PS	322,469	297,566	325,064	357,060	372,470	372,470	564,827	375,023	416,674	394,674	397,904	417,799	4,614,000
NPS	225,000	245,000	275,000	398,000	450,000	450,000	425,000	395,000	395,000	375,000	385,000	335,000	4,353,000
Total Disbursements -- State Ops	547,469	542,566	600,064	755,060	822,470	822,470	989,827	770,023	811,674	769,674	782,904	752,799	8,967,000
C. Local Assistance													
Program x	68,995	86,000	224,800	498,000	609,745	750,000	780,000	425,000	350,000	225,000	225,000	332,205	4,574,745
Program y	0	0	0	0	0	0	0	0	0	0	0	0	0
Program z	0	0	0	0	0	0	0	0	0	0	0	0	0
All other local assistance	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Disbursements - Local	68,995	86,000	224,800	498,000	609,745	750,000	780,000	375,000	350,000	225,000	225,000	332,205	4,574,745
D. Capital Projects													
Program/project aa	0	0	0	0	0	0	0	0	0	0	0	0	0
Program/project bb	0	0	0	0	0	0	0	0	0	0	0	0	0
Program/project cc	0	0	0	0	0	0	0	0	0	0	0	0	0
All other Capital Projects	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Disbursements - Capital	0												

H. Assumptions Underlying the Proposed Plan

No new initiatives.

I. Management of Risks Inherent in the Plan

It is possible that due to the use of HAVA compliant voting machines in the upcoming elections as well as an increased scrutiny of campaign finance practices there may be an increase in the volume of calls received by the help desk. This may result in a temporary backlog or the need to reevaluate staffing requirements for the help desk.

J. Additional Savings Opportunities for 2008-09

This fiscal year includes a Presidential Election, when the agency experiences its highest volume of activities. Compounding this task is the continued implementation of the Help America Vote Act. The legal mandates set forth by HAVA and ERMA have significantly increased the demand on the entire staff of the agency. For example, the mandate that each polling place be equipped with a ballot marking device--requiring that prior to any ballot marking device or ultimately certified voting system being dispatched to the counties for use, each and every voting system must first be acceptance tested by the Agency. This entails each and every machine being subjected to a timely and detailed set of tests to review both the machine's accuracy and functionality. This is currently requiring the total attention of five full time Election Operations staff and multiple temporary staff that the agency has hired. This is just one small illustrative example of how one requirement partially affects the staffing needs of the agency as a whole. It is not anticipated that this strain on the staff will be alleviated in the foreseeable future.

In addition, recent legislative changes and mandates have resulted in a significant increase in the Campaign Financial Disclosure filings with the Board. Over the past few years the number of these filings has quadrupled and we have every reason to believe that these numbers will continue to increase. We plan to fill critical positions currently dedicated to support the enforcement of the vastly increased number of complaints, and the entire process that accompanies each step of the filing, review and investigative process.

K. Potential Future Savings Opportunities/Operational Improvements

The Agency will continue to evaluate its operational procedures in an effort to identify opportunities for potential staffing and administrative efficiencies resulting from changes in its organizational needs as the Agency transitions from HAVA implementation to routine maintenance and administration.