

ELECTION COMMISSION



ELECTION COMMISSION

Linda Phillips, Administrator

FY21 Budget Highlights

DEPARTMENT MISSION:

The mission of the Shelby County Election Commission is to administer all public elections in Shelby County, Tennessee, in accordance with applicable laws.

DESCRIPTION OF ACTIVITIES:

The Election Commission administers elections conducted for the Federal Government, State of Tennessee, City of Memphis, Shelby County, and other municipalities within Shelby County.

REVENUE SOURCES:

Revenue is generated from reimbursements from the State, City of Memphis, and other municipalities within Shelby County and from sales of voter registration data to the public.

GENERAL FUND 010 – Dept 8009

Summary	FY19 Actual	FY20 Amended *	FY21 Proposed	FY21-20 Var
Revenue	424,037	4,249,927	23,000	(4,226,927)
Total Personnel	3,342,486	4,118,913	3,272,234	(846,678)
O&M	1,389,456	2,247,588	1,180,499	(1,067,089)
Net Expenditures	(4,307,905)	(2,116,574)	(4,429,734)	(2,313,160)

**Excludes carry forwards and one time expenditures*

BUDGETARY ISSUES/TRENDS:

Election cycles can have a significant budget impact, depending on the type of election and reimbursements to the County within a fiscal period. FY21 cycle of elections, there are no elections where election costs are reimbursable to the County. The Election Commission's FY21 total budget of \$4.4 million includes two non-reimbursable elections:

- FY21 non-reimbursable elections:
 - August 2020 – State & Federal Primary and Shelby County General elections
 - November 2020 – State & Federal General elections

CHANGES TO MAJOR CATEGORIES:

- **Revenues:** The \$4,226,927 decrease in revenue from prior year is a reflection that the costs of elections in the FY21 election cycle are not reimbursable.
- **Personnel:** Decrease is based on county-wide reductions in the personnel budget through the elimination of vacant positions and reduction of variances between position budgets and actual salaries.
- **O&M:** Decrease is based on county-wide reductions in operating expenditures.

GENERAL FUND

PERSONNEL					
	Current	FY 2021 New Request	% Change		
FTE	23.0	6.0	26.1%		
Base Salary	3,388,268	302,500	8.9%		
Fringe	484,513	124,707			
	3,872,781	427,207	11.0%		
		<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020⁽²⁾</u>
Total Budgeted Personnel ⁽¹⁾		2,854,521	1,855,217	3,360,439	4,110,035
Actual Under-spending		125,637	50,909	37,953	490,897
Vacancy Overview					
		<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
Budgeted FTEs		22.0	23.0	23.0	23.0
Monthly Average Vacancies		1.7	0.6	2.0	0.0
Actual Unspent as a % of Total Personnel		4.4%	2.7%	1.1%	11.9%

OPERATING & MAINTENANCE							
	FY 2017	FY 2018	FY 2019	FY 2020 ⁽²⁾	FY 2021 Request	\$ Change	% Change
Adopted Budget	1,424,900	1,357,800	1,525,469	2,187,588	2,272,588	85,000	3.9%
Amended Budget	1,757,357	1,327,800	1,559,473	2,247,588			
Actual	1,340,238	981,367	1,389,456	1,025,576			
Variance	417,119	346,433	170,017	1,222,012			
% Unspent O&M	29.3%	25.5%	11.1%				
	% of O&M Budget Expended as of 3/31/20 ⁽³⁾			46.9%			

(1) Total personnel includes base salary, other compensation, fringe, and restricted salaries.

(2) As of 3/31/2020 Month-end close

(3) Normalized spend rate for 9 months = 75%

FY 2021 Budgetary Considerations

New Budget Request Summary

		<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	FY21 <u>TOTAL</u>
SALARIES:	<i>Permanent</i>	6	270,000	122,058	\$ 392,058
	<i>Temporary</i>		32,500	2,649	\$ 35,149
	TOTAL SALARIES	6	302,500	124,707	\$ 427,207
OTHER COMPENSATION:					\$ -
O&M:					\$ 85,000
REVENUE: <i>(subtract from cost)</i>					\$ -
TOTAL FY21 NEW REQUEST:					\$ 512,207

FTE Count – 5 Year History

Fund	Dept	Dept Description	FY16 Budget	FY17 Budget	FY18 Budget	FY19 Budget	FY20 Budget	FY21 Request
GENERAL FUND								
010	8009	Election Commission	20.5	22.0	23.0	23.0	23.0	6.0 427,207
FTE Changes					+1.5	+1.0		6.0 \$427,207

FY17 - Added one (1) Tech Specialist; converted Clerical Specialist from part-time to full-time.

FY18 - Added one (1) Admin Tech to provide bi-partisan assistance within Absentee ballot section.

FTE Vacancy Overview

<u>Total FTEs:</u>		Budgeted Vacancies ⁽¹⁾	Budgeted Vacancy Savings	Actual Under-spending	Variance (Add'l Unspent)	Actual Underspent as % of Total Personnel
FISCAL	Monthly Avg					
2017	22.0	0.2	\$ 11,732	\$ 125,637	\$ 113,905	4.4%
2018	23.0	0.7	\$ 40,000	\$ 50,909	\$ 10,909	2.7%
2019	23.0	0.3	\$ 20,000	\$ 37,953	\$ 17,953	1.1%
2020	23.0	0.3	\$ 16,420 <i>9mo alloc.</i>	\$ 490,897	\$ 474,477	11.9%
			\$ 21,894 <i>full year</i>			

FY2020 YTD as of 3/31/2020

Positive = Underspending was more than budgeted.

Vacant FTEs

FISCAL	JUL 1	AUG 2	SEP 3	OCT 4	NOV 5	DEC 6	JAN 7	FEB 8	MAR 9	APR 10	MAY 11	JUN 12	Monthly Avg
2017	3.0	3.0	1.0	1.0	1.0	2.0	2.0	2.0	1.0	1.0	1.0	2.0	1.7
2018	3.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	1.0	1.0	0.6
2019	2.0	4.0	4.0	4.0	4.0	4.0	1.0	1.0	0.0	0.0	0.0	0.0	2.0
2020	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0				0.0

(1) Budgeted vacancies calculated based on mean personnel costs divided by total budgeted vacancy savings.

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FY 2021 Budgetary Considerations

Operating Changes – 5 Year History (Adopted Budget)

Fund	Dept	Dept Description	FY16 Adopted	FY17 Adopted	FY18 Adopted	FY19 Adopted	FY20 Adopted	FY21 Request
GENERAL FUND								
010	8009	Election Commission	1,550,200	1,424,900	1,357,800	1,525,469	2,187,588	2,272,588
Operating & Maintenance Changes			-	(125,300)	(67,100)	167,669	662,119	85,000
FY17	(86,800)	Reduction in services, primarily postage and mail services and court costs and related service due to run-off special electi						
	(12,000)	Reduction in professional contracted services						
	(54,400)	Reduction in interfund services, primarily telecommunications						
	29,000	Increase in supplies and materials						
	(124,200)							
FY18	(67,100)	Due to reduction of accounting and audit services for prior-year elections and reductions in contracted computer/telecom services						
FY19	114,629	Rent, utilities and maintenance primarily due to increased voting location to accommodate higher voter turnout						
	100,000	Maintenance for new voter registration machines						
	75,000	Software and licensing for new voter machines						
	41,500	Freight and shipping cost to transport voting machines to precincts						
	13,000	Increase in contracted professional services						
	10,780	Increase in interfund servicers						
	(188,940)	Removal of one-time poll pad and voter machine battery purchases						
	165,969							
FY20	662,119	Increase relates to the FY20 the City of Memphis, Arlington, and Presidential Preference Primary elections. Expenditures include such items as increased rent for additional voting locations (\$230,000), required legal notices related to candidate filings (\$188,000), addition, computing/telecommunications (\$139,000), legal and attorney fees (\$72,000), and software a licensing (\$84,000)						

**Other Elected Officials - 80
Election Commission - 8009**

Budget Overview

**As of 3/31/2020
Fund 010 - General Fund**

Account	2017				2018				2019				2020				2020	2021	2020-2021	
	Budget	Actual	Variance	Act %	Budget	Actual	Variance	Act %	Budget	Actual	Variance	Act %	Budget	Actual	Variance	75%	Excl 1-Time	Preliminary	Variance	%
6060 - Petroleum Products	-	1,047	1,047	100%	-	8	8	100%	-	-	-	0%	800	-	(800)	0%	800	1,192	392	48.9%
60 - Supplies & Materials	299,190	188,754	(110,436)	63%	275,040	227,053	(47,987)	83%	110,265	92,597	(17,668)	84%	163,600	90,298	(73,302)	55%	163,600	87,577	(76,023)	-46.5%
6404 - Advertising And Legal Notices	228,767	150,028	(78,739)	66%	106,000	36,632	(69,368)	35%	168,668	124,976	(43,692)	74%	357,500	76,349	(281,151)	21%	357,500	139,259	(218,241)	-61.0%
6405 - Bad Debts & Cash Short/Over	-	(5)	(5)	100%	-	-	-	0%	-	-	-	0%	-	-	-	0%	-	-	-	0.0%
6418 - Dues & Memberships - Individual	500	175	(325)	35%	1,475	1,320	(155)	89%	675	1,320	645	196%	1,345	675	(670)	50%	1,345	1,002	(343)	-25.5%
6425 - Court Costs & Related Expenses	-	-	-	0%	-	296	296	100%	-	-	-	0%	-	-	-	0%	-	-	-	0.0%
6428 - Freight, Shipping & Storage	87,500	85,145	(2,355)	97%	44,000	44,012	12	100%	111,282	136,974	25,692	123%	95,500	146,703	51,203	154%	95,500	81,917	(13,583)	-14.2%
6433 - Hospitality Expenses	3,870	6,970	3,100	180%	4,900	4,530	(370)	92%	7,363	11,381	4,018	155%	3,900	7,811	3,911	200%	3,900	5,995	2,095	53.7%
6436 - Insurance - Property & Liability	14,500	14,165	(335)	98%	14,500	13,550	(950)	93%	14,500	13,424	(1,076)	93%	14,500	14,344	(156)	99%	14,500	10,798	(3,702)	-25.5%
6446 - Local Transportation	3,800	3,272	(528)	86%	2,200	4,139	1,939	188%	5,296	9,048	3,752	171%	6,675	7,068	393	106%	6,675	4,152	(2,523)	-37.8%
6450 - Permits, Licenses and Fees	-	-	-	0%	-	-	-	0%	-	17	17	100%	-	-	-	0%	-	-	-	0.0%
6452 - Photography, Film & Graphics Services	-	-	-	0%	-	642	642	100%	-	1,100	1,100	100%	1,000	195	(805)	20%	1,000	2,234	1,234	123.4%
6459 - Postage & Mail Services	10,000	-	(10,000)	0%	1,000	816	(184)	82%	6,000	1,751	(4,249)	29%	-	2,103	2,103	100%	-	372	372	100.0%
6461 - Printing - Outside	6,000	-	(6,000)	0%	5,000	2,595	(2,405)	52%	2,500	8,141	5,641	326%	3,249	18,233	14,984	561%	3,249	35,373	32,124	988.7%
6462 - Publications & Subscriptions	200	216	16	108%	300	353	53	118%	300	419	119	140%	500	237	(263)	47%	500	372	(128)	-25.5%
6465 - Software-Acquisition & Licenses	32,800	47,675	14,875	145%	71,800	63,326	(8,474)	88%	57,800	32,632	(25,168)	56%	142,700	81,932	(60,768)	57%	142,700	180,515	37,815	26.5%
6467 - Travel -Training Related	6,500	2,618	(3,882)	40%	9,000	8,601	(399)	96%	6,000	10,073	4,073	168%	12,000	11,085	(915)	92%	12,000	8,936	(3,064)	-25.5%
6469 - Training & Education - Local	8,000	-	(8,000)	0%	8,000	150	(7,850)	2%	8,000	-	(8,000)	0%	-	1,437	1,437	100%	-	-	-	0.0%
6499 - Other Services & Expenses	-	244	244	100%	3,614	2,020	(1,594)	56%	1,114	134	(980)	12%	2,769	-	(2,769)	0%	2,769	2,062	(707)	-25.5%
64 - Services & Other Expenses	402,437	310,503	(91,934)	77%	271,789	182,981	(88,808)	67%	389,498	351,389	(38,109)	90%	641,638	368,174	(273,464)	57%	641,638	472,988	(168,651)	-26.3%
6601 - Accounting & Auditing Services	65,000	54,435	(10,565)	84%	30,000	19,460	(10,540)	65%	47,500	48,395	895	102%	92,000	22,000	(70,000)	24%	92,000	60,000	(32,000)	-34.8%
6620 - Computing/Telecom Services - Contracted	236,000	119,315	(116,685)	51%	131,000	87,661	(43,339)	67%	90,556	63,135	(27,421)	70%	230,000	22,697	(207,303)	10%	230,000	22,341	(207,659)	-90.3%
6647 - Legal/Attorney Services	88,000	76,865	(11,135)	87%	60,000	77,103	17,103	129%	165,000	182,863	17,863	111%	93,000	90,962	(2,038)	98%	93,000	47,718	(45,282)	-48.7%
6665 - Outside Consultant Services	5,000	-	(5,000)	0%	5,000	-	(5,000)	0%	5,000	-	(5,000)	0%	-	-	-	0%	-	-	-	0.0%
6678 - Professional Services - Other	39,900	44,725	4,825	112%	50,500	33,375	(17,125)	66%	54,625	44,725	(9,900)	82%	58,550	25,050	(33,500)	43%	58,550	29,788	(28,762)	-49.1%
66 - Professional & Contracted Services	433,900	295,341	(138,559)	68%	276,500	217,599	(58,901)	79%	362,681	339,118	(23,563)	94%	473,550	160,709	(312,841)	34%	473,550	159,847	(313,703)	-66.2%
6710 - Bldg & Grounds Maintenance - Contracted	5,000	11,056	6,056	221%	33,500	32,437	(1,063)	97%	6,500	3,487	(3,013)	54%	6,500	-	(6,500)	0%	6,500	4,841	(1,659)	-25.5%
6714 - Bldg & Land Rent	257,550	254,241	(3,309)	99%	126,771	106,155	(20,616)	84%	270,694	265,062	(5,632)	98%	500,500	177,960	(322,540)	36%	500,500	201,069	(299,431)	-59.8%
6723 - Equipment Maintenance - Contracted; Com	-	-	-	0%	1,000	-	(1,000)	0%	-	-	-	0%	1,000	-	(1,000)	0%	1,000	-	(1,000)	-100.0%
6724 - Equip Maintenance - Contracted	16,000	180	(15,820)	1%	5,000	1,151	(3,849)	23%	5,000	7,121	2,121	142%	1,500	895	(605)	60%	1,500	1,862	362	24.1%
6727 - Equipment Rent	14,680	13,633	(1,047)	93%	8,500	3,362	(5,138)	40%	11,493	10,463	(1,030)	91%	32,400	9,816	(22,584)	30%	32,400	6,032	(26,368)	-81.4%
6760 - Vehicle Maintenance-Contracted	-	9	9	100%	-	20	20	100%	-	-	-	0%	-	-	-	0%	-	-	-	0.0%
6767 - Travel	-	-	-	0%	-	-	-	0%	(831)	-	831	0%	-	-	-	0%	-	-	-	0.0%
6789 - Utility Services	42,000	45,533	3,533	108%	42,000	45,133	3,133	107%	47,000	48,718	1,718	104%	45,000	29,099	(15,901)	65%	45,000	33,511	(11,489)	-25.5%
67 - Rent, Utilities & Maintenance	335,230	324,652	(10,578)	97%	216,771	188,257	(28,514)	87%	339,856	334,851	(5,005)	99%	586,900	217,770	(369,130)	37%	586,900	247,315	(339,585)	-57.9%
6831 - Fleet Petroleum Services	3,300	458	(2,842)	14%	1,500	408	(1,092)	27%	1,600	382	(1,218)	24%	800	170	(630)	21%	800	800	-	0.0%
6832 - Fleet Vehicle Services	2,800	1,800	(1,000)	64%	1,900	1,800	(100)	95%	1,900	1,860	(40)	98%	1,900	1,800	(100)	95%	1,900	1,900	-	0.0%
6834 - Geographic Information Services	5,000	5,000	-	100%	5,000	9,800	4,800	196%	9,800	9,800	-	100%	9,800	5,000	(4,800)	51%	9,800	9,800	-	0.0%
6837 - Vehicle Replacement Fees	2,200	2,200	-	100%	2,200	2,200	-	100%	2,200	2,200	-	100%	6,000	2,200	(3,800)	37%	6,000	6,000	-	0.0%
6850 - Copy Machines - Inside	11,000	10,125	(875)	92%	18,000	9,919	(8,081)	55%	18,000	12,923	(5,077)	72%	21,000	8,652	(12,348)	41%	21,000	21,000	-	0.0%
6852 - Printing - Inside	72,000	56,004	(15,996)	78%	53,600	16,022	(37,578)	30%	64,373	56,408	(7,966)	88%	86,500	14,172	(72,329)	16%	86,500	49,000	(37,500)	-43.4%
6854 - Mail Services - Inside	82,300	61,685	(20,615)	75%	80,000	50,260	(29,740)	63%	138,400	60,310	(78,090)	44%	66,300	58,766	(7,534)	89%	66,300	78,850	12,550	18.9%
6855 - Support Services Work	-	-	-	0%	5,000	-	(5,000)	0%	5,000	-	(5,000)	0%	15,000	-	(15,000)	0%	15,000	15,000	-	0.0%
6860 - PC Replacement Installments	-	-	-	0%	20,000	13,924	(6,076)	70%	14,000	13,924	(76)	99%	18,000	13,924	(4,076)	77%	18,000	13,924	(4,076)	-22.6%
6874 - Telecommunication Services - Inside	108,000	83,717	(24,283)	78%	100,500	61,145	(39,355)	61%	101,900	113,696	11,796	112%	96,600	83,941	(12,659)	87%	96,600	76,500	(20,100)	-20.8%
68 - Interfund Services	286,600	220,989	(65,611)	77%	287,700	165,478	(122,222)	58%	357,173	271,502	(85,671)	76%	321,900	188,625	(133,275)	59%	321,900	272,774	(49,126)	-15.3%
TOTAL OPERATING & MAINTENANCE	1,757,357	1,340,238	(417,119)	76%	1,327,800	981,367	(346,433)	74%	1,559,473	1,389,456	(170,017)	89%	2,187,588	1,025,576	(1,162,013)	47%	2,187,588	1,240,499	(947,089)	-43.3%
TOTAL OTHER USES	-	-	-	0%	-	-	-	0%	-	-	-	0%	-	-	-	0%	-	-	-	0.0%

**Other Elected Officials - 80
Election Commission - 8009**

Budget Overview

**As of 3/31/2020
Fund 010 - General Fund**

Account	2017				2018				2019				2020				2020	2021	2020-2021	
	Budget	Actual	Variance	Act %	Budget	Actual	Variance	Act %	Budget	Actual	Variance	Act %	Budget	Actual	Variance	75%	Excl 1-Time	Preliminary	Variance	%
TOTAL APPROPRIATED USES	4,611,878	4,080,854	(531,024)	88%	3,183,017	2,825,675	(357,342)	89%	4,919,912	4,731,942	(187,970)	96%	6,297,623	3,640,283	(2,657,340)	58%	6,306,501	4,512,734	(1,793,767)	-28.4%
BALANCE	(4,229,378)	(4,042,650)			(3,123,189)	(2,662,024)			(4,434,602)	(4,307,905)			(2,047,696)	(3,575,056)			(2,056,574)	(4,489,734)	(2,433,160)	