



FY 2011 EXECUTIVE BUDGET HEARING

NEW YORK CITY COUNCIL COMMITTEE ON FINANCE COMMITTEE ON GOVERNMENTAL OPERATIONS

TESTIMONY BY COMMISSIONER MARTHA K. HIRST DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES MAY 17, 2010

Good morning Chair Recchia, Chair Brewer, and members of the Finance and Governmental Operations Committees. I am Martha Hirst, Commissioner of the Department of Citywide Administrative Services (DCAS). I am joined by a number of my DCAS colleagues to discuss DCAS's planned expenditures and revenues for FY 2011, as well as highlights of the DCAS Capital Program.

OVERVIEW

As many of you know, DCAS ensures that other City agencies have the critical resources and support they need to provide the best possible services to the public. To assist City agencies, DCAS administers civil service and licensing exams, and conducts professional development and employee training programs. Our agency purchases, inspects and distributes supplies and equipment, from paper, furniture and fuel, to computers, ambulances and garbage trucks, as well as assists agencies in the disposal of surplus goods. DCAS also makes energy purchases for City agencies, and leads citywide energy management initiatives to reduce energy consumption and greenhouse gas emissions from City government facilities and operations. In addition, DCAS provides overall facilities management including maintenance and construction services for 54 buildings, including City Hall, the Manhattan and Brooklyn Municipal Buildings, all Borough Halls, and City and State Courts. DCAS provides security operations for a number of these buildings as well. We also purchase, sell, and lease real property, and locate space for City agencies. DCAS is responsible for setting and overseeing citywide equal employment opportunity (EEO) policies, programs, and training, and addressing citywide occupational safety and health (COSH) issues. Finally, we oversee the Combined Municipal Campaign, the critical citywide Blood Drive, and we have an exciting partnership with the 100 Year Association, through which we recognize the achievements of

distinguished civil servants and award college scholarships to students who are the children of civil servants.

DCAS has planned expenditures of \$1.2 billion for FY 2011, of which \$799.6 million is allocated for citywide energy expenses. The DCAS expense budget provides for a planned headcount of 1,988 in FY 2011. We anticipate that DCAS operations will generate \$86.6 million in revenue in FY 2011.

EXPENDITURES

As you are aware, all City agencies were directed to reduce their City-funded budgets. DCAS's budget reduction will primarily be implemented via reductions in our agency's Expense Budget, as well as through a one-time revenue increase in FY 2011 – \$3.1 million in additional State revenue from the Office of Court Administration for providing cleaning and maintenance services for court facilities in DCAS-managed buildings.

A program to eliminate the gap (PEG) for energy conservation projects, which shifts funding from City PlaNYC funds to Federal American Recovery and Reinvestment Act (ARRA) funds, is included in the Executive Budget. As I testified in March on the January Financial Plan, the City applied for and received approval for \$87 million in ARRA funding, through the Energy Efficiency and Conservation Block Grant and the State Energy Program funding opportunities. DCAS's Division of Energy Management (DEM) identified \$1.2 million of operations and maintenance projects in FY 2011 that are eligible for Federal ARRA funding, and thus, these projects do not require City PlaNYC appropriations.

Another expense budget PEG is a reduction in the energy budget to reflect energy savings resulting from our Energy Cost Reduction Program and PlaNYC projects. DCAS is anticipating baseline savings of \$1.1 million beginning in FY 2011. These savings will only continue to grow as we conduct more building energy audits and implement energy efficiency projects in City facilities. Please note that the FY 2011 Heat, Light and Power Budget already reflects \$3.2 million in energy cost reductions from prior Financial Plan initiatives. This additional \$1.1 million PEG will result in a total of \$4.3 million in energy savings in the upcoming fiscal year.

As I mentioned when I testified in March, DCAS is proposing to eliminate *The City Record* printing contract. Most newspapers are now available and accessible online. Electronically publishing *The City Record* will increase the ease of circulation and expand readership. The elimination of this contract will result in a net savings of \$700,000 in Expense funds. Eliminating *The City Record* printing contract results in net savings because the Expense budget reduction of \$1.1 million is offset by a loss of \$400,000 in revenue received from current subscribers. The budget includes a half-year savings of \$300,000 starting in FY 2011 because this initiative is contingent upon State legislation (S.5952A) which has not yet passed.

The Financial Plan also contains a baseline reduction totaling \$1.6 million for contractual guard services. The majority of this reduction—\$1.3 million—will be achieved by decreasing the number of guards at various locations identified as facilities that have minimal foot traffic or determined to have a low security risk. The remaining \$300,000 in savings from the reduction in contractual guard services will result from the closing of several DCAS-managed buildings during overnight hours. Security staff from nearby buildings will be dispatched to these sites should an emergency occur during these hours.

DCAS is also considering a change of work schedule for custodial and trades staff. Staff who currently work during regular business hours may be requested to change their work schedule to off-peak hours, such as evenings and weekends. We anticipate that this change will lead to increased productivity since custodial and trades staff will have unimpeded access to the workplace during evening and weekend hours. DCAS projects savings of \$500,000 in overtime once the new work schedules are in effect. We will be working closely with the Office of Labor Relations and the relevant unions to implement any schedule changes.

The Executive Budget contains a Debt Service Savings PEG that is associated with the delay of construction of PlaNYC retrofits funded in the Capital Budget. This delay was initially due to additional time needed to boost the scale of the PlaNYC retrofit effort. Now, the projects are moving forward, but because a number of important steps—such as energy audits, feasibility studies, and procurement activities to determine the most cost-effective retrofits—must precede construction, the actual construction will begin at a later date, resulting in debt service savings from

FY 2011 through FY 2013. The amount of debt service savings expected in FY 2011 alone is approximately \$2.5 million.

DCAS received funding in FY 2011 for 39 Interfund Agreement (IFA) positions and \$3.3 million for the continued development of the New York City Automated Personnel System (NYCAPS). DCAS is working on a joint effort with the Financial Information Services Agency to upgrade PeopleSoft, the software behind NYCAPS, to version 9.0 to enable use of new technology in NYCAPS that is critical to the deployment of new modules and enhanced functionality. For example, DCAS is developing eHire to automate and streamline the hiring process for non-civil service list hiring in NYCAPS. This will enable applicants to apply for positions online, allow hiring managers to screen resumes automatically, and preserve an applicant's personal and background information as the data passes through the system from the time of application to the time of employment. This initial scope will serve as the foundation to later automate the civil service list hiring process in NYCAPS, where an applicant will be able to apply for an exam and, in some cases, take an examination online, with the information again automatically passing through to the relevant systems for further processing.

The agency received \$200,000 in the current fiscal year for the New York City Cool Roofs Program. This program involves the procurement of roof coating application services, products, and supplies, such as rollers and gloves. The coating will be applied on three City-owned buildings: the Sun Building located at 280 Broadway here in Lower Manhattan, the Police Department's 40th Precinct located at 257 Alexander Avenue in the Mott Haven section of the Bronx, and a Department of Homeless Services' Single Room Occupancy facility located at 1381 East New York Avenue in Brownsville, Brooklyn.

As I referenced earlier, DCAS's expense budget includes the Heat, Light, and Power Budget for Mayoral agencies and other City offices and institutions, which we commonly refer to as the Energy Budget, although it does not include heating fuel oil or vehicle gasoline. The FY 2011 Heat, Light, and Power Budget is \$799.6 million, which is \$45.9 million or 6% more than the \$753.7 million allocated in the FY 2010 budget. The Heat, Light, and Power Budget adjusts for net rate increases, additional square footage, and expected heating and cooling degree days due to relatively mild seasons during FY 2010.

In addition, the Office of Administrative Trials and Hearings (OATH) is becoming its own agency in FY 2011. Since the inception of DCAS as a consolidated administration services agency in 1996, OATH has been an autonomous operational entity but contained within DCAS's budget and administratively supported by this agency. The Environmental Control Board merged with OATH in FY 2009. This expanded agency, managing the City's administrative trials and hearings, has now become its own agency. DCAS's operating budget was decreased by 172 positions and \$26.6 million as a result of the separation from OATH. DCAS's Revenue Budget no longer includes OATH either.

REVENUES

As I previously mentioned, it is expected that DCAS operations will generate \$86.6 million in revenue in the upcoming fiscal year. DCAS generates most of its revenue through rent collections, the sale of surplus equipment and vehicles, and civil service and license exam fees. Our largest source of revenue is through the Division of Real Estate Services, with projected revenue of \$67.5 million for FY 2011. Most of this revenue derives from commercial rentals of City-owned property.

DCAS also receives revenue from applicant filing fees for civil service examinations. In FY 2011, DCAS anticipates collecting \$3.2 million in civil service exam revenues. Some of the important exams that we will administer in FY 2011 include Fire Alarm Dispatcher, Fire Protection Inspector, Police Administrative Aide, Police Communications Technician, Emergency Medical Specialist-EMT, Emergency Medical Specialist-Paramedic, Supervisor (Sanitation), Administrative Education Officer, Administrative Accountant, Health Services Manager, Child and Family Specialist, Program Evaluator, Supervisor II and III (Social Services), Call Center Representative, Administrative Engineer and Inspector (Construction).

Another significant revenue source is the sale of surplus goods at public auction and by competitive sealed bids by the Division of Municipal Supply Services (DMSS). DMSS has implemented a number of new strategies to increase revenue at its auto auctions. These strategies include setting minimum prices, spreading the sale of similar equipment over multiple auctions to maintain demand, consolidating auctions when the number of vehicles relinquished by agencies is relatively small, and enhancing the auction information on NYC.gov to include pictures of the more popular equipment available. The revenue plan for the sale of surplus goods is \$6.4 million in FY 2011.

CAPITAL

I would now like to turn to the DCAS capital plan for FY 2011. DCAS's focus remains on maintaining and preserving buildings – paying particular attention to health and life safety issues and legal obligations – as well as projects that further energy conservation objectives. In the DCAS portion of the City's capital commitment plan, \$291 million is allocated for DCAS-managed facilities for FY 2010 and FY 2011.

DCAS is undertaking numerous building improvements in our facilities including the rehabilitation of elevators, fire safety systems, and work associated with Local Law 11 of 1998 in relation to building façades. A \$7.5 million project for elevator rehabilitation at 80 Centre Street in Lower Manhattan is currently in the bid process. Fire safety systems at 49-51 Chambers Street and 137 Centre Street, also located in Lower Manhattan, will be upgraded for a total of \$3.1 million. Significant façade rehabilitation and restoration projects include \$2.3 million for the Brooklyn Supreme Court located at 360 Adams Street, and \$2.3 million for Queens Supreme Court at 88-11 Sutphin Boulevard.

Design has been completed for a \$15 million electrical upgrade and a \$7.5 million chiller replacement at the Bronx Family/Criminal Court located at 215 East 161st Street. We are also replacing chillers at the Queens Supreme Court located at 88-11 Sutphin Boulevard for \$6 million. In addition, we are scheduled to start a \$3.6 million electrical upgrade project at the Staten Island Supreme Court located at 18 Richmond Terrace.

DCAS will also manage various construction projects in the City's leased spaces in FY 2011. One major initiative is the consolidation of offices for the Department of Health and Mental Hygiene (DOHMH) at 2 Gotham Center in Long Island City, Queens. DOHMH is relinquishing 13 sites to move into the 650,000 square feet of space at 2 Gotham Center. DCAS's portion of this project is \$100 million. Another noteworthy project is the consolidation of two Police Department Traffic Enforcement Unit offices in the East Tremont section of the Bronx. DCAS has allocated \$3.6 million of capital funds in FY 2011 for this project.

Finally, there is \$133 million set aside for citywide capital energy conservation building projects managed by DCAS in FY 2010 and FY 2011. These funds are allocated to specific projects as they

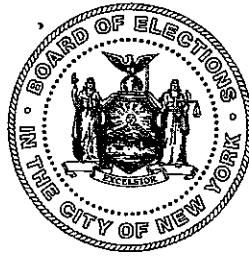
are identified by DCAS's Division of Energy Management and approved by the inter-agency Energy Conservation Steering Committee. The majority of these projects will involve lighting upgrades, occupancy sensor installations, high efficiency motor installations for mechanical and plumbing systems, building envelope upgrades, and building controls.

CONCLUSION

Thank you for this opportunity to testify about the Department of Citywide Administrative Services' planned expenditures and revenues for FY 2011 and our capital commitment program. I am pleased to answer any questions you may have.

JULIE DENT
PRESIDENT
JUAN CARLOS "J.C." POLANCO
SECRETARY

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**Testimony of
George Gonzalez,
Deputy Executive Director,
Board of Elections in the City of New York
before the
Committee on Governmental Operations
and the
Committee on Finance
The New York City Council
on the
Executive Budget's Proposed Fiscal Year 2011 Budgets
for the
Board of Elections in the City of New York
May 17, 2010**

Chairs Brewer and Recchia and members of the New York City Council's Committees on Finance and Governmental Operations.

Thank you for inviting the Board of Elections in the City of New York to testify on the Proposed Executive Budgets for the Board of Elections in the City of New York for Fiscal Year 2011. For the record, my name is George González and I am the Deputy Executive Director of the Board. Joining me here today are several Commissioners of Elections in the City of New York:

In addition, our Administrative Manager Pamela Perkins, our General Counsel Steven H. Richman, and our Finance Officer John Ward, join me at this table.

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OVERVIEW

We meet today as this City faces the most serious crisis for our election administration system in our lifetime. Beginning with September's Primary Election and all subsequent elections conducted here in the City of New York, we will use the new poll-site optical scanning system, the DS-200 and the Automark Ballot Marking Device, manufactured by Election Systems and Software.

In prior testimony before your Committees, the City Board outlined the challenges that the introduction of a new voting system imposes but the underlying truth bears repeating ---- **the way we conduct elections, including almost every system, task and procedure is being modified or in many instances changed entirely as we deploy the new voting system for the first time.**

While this would have been a challenge under any circumstance, this has been and continues to be made considerably worse due to the lack of adequate funding for the Board's operations and obligations. At a time when everyone clearly anticipated historic changes and when the Board's obligations were increased significantly by a Federal Court Order, its budget was reduced by more than \$3 million in the current Fiscal Year which ends on June 30, 2010. Even after the recently adopted budget modification, the Board estimates that it will close Fiscal Year 2010 on June 30th with a deficit of approximately \$10 million in personal service. It should be noted that this situation has been created as a result of the continued chronic under-funding of the legally mandated expenses of the Board.

Unlike many other agencies, virtually all of the Board's duties, responsibilities, and activities are prescribed by Federal, State, and local law. The Board does not have the discretion to delay or cancel an election based on municipal budget shortfalls.

On March 23, 2010, the Board submitted to the Director of the City's Office of Management and Budget a detailed summary of these tasks and responsibilities, which I have included as an attachment to this statement. This year, we will conduct the entire electoral process for all Statewide Offices and every Member of Congress, the State Senate and State Assembly, as well as for many judicial and party positions.

To meet these challenges, the Board has successfully conducted an intensive effort to plan for the effective implementation of the new voting system. In addition to acquiring the new equipment and learning its technology, the Board has focused its efforts on enhanced and expanded poll worker training and an unprecedented public information and education campaign.

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This integrated comprehensive implementation plan has been the subject of numerous reviews and revisions, following discussions with the City's Office of Management and Budget, the relevant City Council committees, as well as many civic and community groups, to make it a modest, less costly endeavor, yet retaining its effectiveness.

However, without minimally adequate financial and human resources, the effective implementation of that plan is in serious jeopardy, and as such puts the voting rights of the 4.4 million voters in the City of New York at great risk.

Mayor's Executive Budget for Fiscal Year 2011

In order to fulfill its Constitutional and statutory mission, the budgetary allocation for the Board cannot be reduced; in fact to meet our obligations in this new environment, the City of New York **must provide significant additional resources**. The Executive Budget does not reflect these facts.

For the Fiscal Year ending next month, the total cost of the Board's operations will be \$110 million. The Mayor's Proposed Executive Budget for the Fiscal Year beginning July 1, 2010 would, if enacted, provide us with only \$88 million to operate, \$22 million less than the current year.

The chart which follows this written statement summarizes the inadequate funding set forth in the Executive Budget.

PERSONAL SERVICE

The Board projects that the proposed appropriation for personal service, including current full time staff, overtime and the necessary seasonal employees is **at least \$ 9.5 million less** than what we anticipate spending. The Executive Budget continues the chronic under-funding of permanent staff. The Board knows that it has been authorized 351 full time positions. The Executive Budget seeks to fund only 319. Further, given the electoral calendar, the Board has been able to successfully meet its legal obligations through a combination of a high level of overtime and the addition of a significant number of seasonal, temporary employees.

The only other way for the Board to meet its statutory responsibilities and thus reduce the amount spent on overtime and seasonal temporary employees, would be an increase in its permanent staff. For the Fiscal Year beginning July 1, 2010 the Board has requested 102 new positions. Eight (8) are supervisory positions, seventy-one (71) are for clerical and office support functions and twenty-three (23) are voting systems technicians, that will be assigned to our voting machine facilities. This was based on an analysis of the current staff allocation and their assignments which was conducted by

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the Chief and Deputy Chief Clerks in each of the borough offices and our key Executive Office unit heads. Please note that most of these positions will be assigned to borough facilities, while a few will be located at the Board's Executive Office. Each of these new positions are required to enable the Board to comply with the new mandates and responsibilities imposed on the Board by HAVA and related legislation and would allow the Board to continue to effectively discharge its other, pre-existing legal obligations. There is no funding for these new positions in the Executive Budget.

Finally, by letter dated May 4, 2010, the Internal Revenue Service advised the New York City Law Department that poll workers can no longer be considered "independent contractors" but are deemed to be "employees" under the Internal Revenue Code. The fiscal implications of this determination along with procedures for implementation for the Board's more than 36,000 poll workers are being assessed at this time. One unknown consequence of this ruling, --- the willingness of persons to act as poll workers --- cannot be predicted.

OTHER THAN PERSONAL SERVICE

The Executive Budget also reduces the Board's other than personal service (OTPS) allocation by **more than \$12 million**. In our review of the Executive Budget, the key areas of OTPS under-funding or cuts are:

- Inadequate funding in the range of \$2.2 to \$2.5 million for the costs of transporting the new voting systems to and from poll sites for both the primary and general elections;
- Inadequate funding of approximately \$700,000 for day to day operations of the Board;
- Failure to fund the Board's required 5% match, approximately \$200,000 for the State's Public Education and Poll Workers Training Grant;
- An across the board, unspecified reduction in the Board's OTPS budget of just over \$8.8 million.

If the Executive Budget is enacted into law, then the Commissioners will have to determine which components of the scaled down HAVA/New Voting System Implementation Plan will have to be reduced or eliminated so that the Board, in accordance with the provisions of Articles 3 and 4 of the Election Law, functions within the budget approved by the City of New York.

Conclusion

The conduct of fair, honest, and open elections is a fundamental right in our democracy and the cuts made by the City to the Board's budget in Fiscal Year 2010 and the further

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reductions proposed in the Mayor's Executive Budget for Fiscal Year 2011 at this critical time has put our democracy in peril.

The most pressing concern for the Board is our ability to successfully manage the most dramatic transition in the history of elections administration in the City of New York. If the Board was to conduct elections in the manner that it has refined over the years, there would be no need for additional support or assistance. Clearly, this is not the case.

In fact, the proposed \$22 million cut in the Board's budget must be restored. The additional \$ 3.4 million should be provided for the additional full-time staff positions. The City of New York has to appropriate for the operations of the Board of Elections \$113 million for Fiscal Year 2011 to ensure that these dramatic implementations are done seamlessly.

If this funding is not provided as a result of the City's actions during the next month, then the Commissioners of Elections will be placed in an untenable position of either fulfilling their legal obligations despite the lack of adequate funding or deciding collectively that the City's failure to adequately fund elections vitiates their legal obligations, thereby disenfranchising voters in New York City.

Protecting the rights of the voters of this city is paramount. It is an understatement, at best, when I state that we need your support and assistance if we are to succeed.

I thank you again for your time and for allowing me to come before you on behalf of the Board of Elections in the City of New York today. As always, my colleagues and I are available to answer any questions that you may have.

Attachment: March 23, 2010 Letter to NYC OMB Director Mark Page

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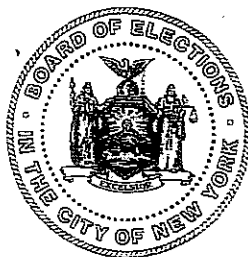
Board of Elections in the City of New York Fiscal Year 2011 Funding Needs

BOE Operating Expenses	\$110,000,000
Mayor's Executive Budget Allocation	\$88,000,000
Shortfall	\$22,000,000
Personal Service (PS)	\$9,500,000
Other Than Personal Service (OTPS)	\$12,500,000

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PAMELA GREEN PERKINS
ADMINISTRATIVE MANAGER

April 23, 2010

Mark Page, Director
Office of Management and Budget
75 Park Place
New York, NY 10007

Dear Mr. Page:

The Board of Elections in the City of New York ["The Board"] is writing to advise you that the proposed reductions contained in our budget for Fiscal Year 2011, as set forth in the Mayor's Preliminary Budget and modified by your memorandum dated March 23, 2010, if imposed will jeopardize the voting rights of this City's more than 4.3 million voters. Virtually all of the Board's duties, responsibilities and activities are prescribed by Federal, State and Local Law.

It is imperative to note that lack of funding will result in disastrous effects such as an inability to effectively prepare and carryout Primary, General, or Special Elections as mandated by the United States and New York State Constitutions and applicable laws. Such proposed reduction will place the rights of our citizens in serious danger of abrogation. The Board does not have the discretion to delay or cancel an election based on municipal budget shortfalls. The Board is required to obtain approval under the federal Voting Rights Act of 1965, as amended, for any change which affects how a person registers to vote, how the Board communicates with voters and most importantly how a voter casts his/her vote. These proposed reductions could not come at a more critical time for the Board as the State of New York, which includes the City of New York, is under a federal court order mandating us to implement a new voting system to be used in this year's elections.

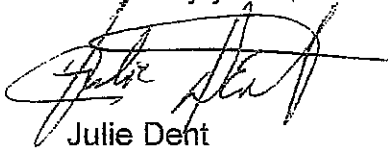
Attached please find an outline of the Board's statutory mandates and the cost associated with each task. As an agency that has expertly conducted elections in New York City since time immemorial, our experience in these matters must be given great weight. As such, we are requesting that the attached information be reviewed with the appropriate level of deference to that expertise. Furthermore, as we deploy a brand new voting system that is untested in our City, additional costs will likely be incurred to

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effectively implement the new system, while at the same time fulfilling our legal mandate to conduct fair and honest elections in the City of New York.

As the City Council Committee on Government Operations was advised on March 15, 2010: "If the required funding is not provided, we respectfully ask that you give us direction and chose which election you wish to cancel during the coming fiscal year". That request is also made of you and the Executive Branch.

Very truly yours,



Julie Dent
President



Juan Carlos "J.C." Polanco
Secretary

BOARD OF ELECTIONS

Mandated Responsibilities
of
the Board of Elections
in the City of New York

BOARD OF ELECTIONS

Overview

The Board of Elections in the City of New York ("the Board") is authorized to employ only 351 full-time employees. The legal obligations and responsibilities imposed on the Board cannot be performed by them alone during regular business hours. At critical times during the year (generally July through November) the Board's responsibilities are extremely concentrated and the statutory time frames to perform our mandated duties are exceptionally tight. Over the years, the Board has requested additional permanent staff.

The Board has demonstrated the need for an additional 102 new full time positions (at an estimated cost of \$3.4 million) in fiscal year 2011 to ensure the proper administration of elections in this city. Any suggestion to reduce or eliminate any of the Board's current full time staff would prevent the Board from implementing a new voting system and conducting elections.

To perform the duties and responsibilities outlined in this document, the Board utilizes overtime for its permanent staff as well as the hiring of approximately 300 seasonal employees. To date, this combination of permanent employees, overtime and seasonal additions has enable the Board to properly serve this City's 4.3 million registered voters. During the critical period of the 2009 election cycle, the Board incurred \$4,372,699 in overtime costs and paid \$2,561,936 million to seasonal employees. For the 2010 election cycle and the introduction of a new poll site voting system (PVS), the Board expects to incur even greater expense for overtime and seasonal employees as a direct result of the additional statutory obligations associated with the implementation of the new PVS.

The Other Than Personal Services (OTPS) expenses in the coming fiscal year will also grow as outlined in this document (the poll worker and paper ballots expenses are just two key examples). The Board has chronically been under funded for its operational needs. During the current fiscal year, the uncertainty as to how to timely pay poll workers who worked the November 2009 General Election created unnecessary worry and concern for many our 30,000 dedicated poll workers.

The Board conservatively expects to spend over \$115 million in city tax levy funds in fiscal year 2011 to meet its basic constitutional and statutory responsibilities. Our careful review of these projected expenses confirms the vital need to fully fund the Board in that amount.

Therefore, any attempt to reduce the permanent head count, overtime costs, number of seasonal employees or any part our OTPS allocation would seriously impair and

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jeopardize the fundamental constitutional rights of each and every voter in this city to cast their ballot in a fair and honest election.

Operation and Maintenance of the Voter Registration System (AVID)

- Processing New Registrations

New York State Election Law requires that a bi-partisan team review and examine each registration form to determine if an applicant is legally qualified to register and/or enroll as stated in his or her application. Such application must be processed within 21 days of receipt. In 2009, 123,517 new registration applications were processed.

- Processing Changes & List Maintenance Functions

In addition to the processing of new registrations, bi-partisan teams also process changes to the voter's records. Such changes include but are not limited to address, name and enrollment. In 2009, 2,652,265 transactions were processed by Board staff. In 2009, the poll site locations for 105,214 voters were changed.

- Processing of Absentee, Military and Special Ballots Applications

Bi-partisan teams review and process absentee ballot applications for voters who are unable to appear at the polls on Election Day. In 2009, 111,737 ballots were distributed to those voters who qualified for such ballots.

- Production of Poll Books

Prior to each election and after voter registration applications received by the statutory deadline have been processed, Board staff produce, proof-read and prepare for delivery to the poll sites the poll list. A poll list book that contains the voter's information is produced for each Election District in the City. Currently there are 6,307 election districts citywide.

Pre-Election Day Related Activities

- Staff Training

351 permanent staff members will be trained on the operation of the new voting system. This is required for all staff since they serve a trouble-shooting function on Election Day. Intensive specialized training will be provided to designated

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employees who perform specific functions such as the set-up of the election management system or configuring each of the over 5,000 scanners.

- *Poll Workers*

- *Recruitment and Training*

The Board receives applications throughout the year from individuals desiring to serve as Election Day workers. In addition, the Board receives applications from various sources that include good government groups as well as voter registration drives. The applications are reviewed and entered into a database. All Election Day workers are required to attend a mandatory training session in which all aspects of the Election Day procedures are reviewed. This year every Election Day worker will receive hands-on training with the PVS. Following the completion of this comprehensive training, each applicant will be tested on their knowledge of the Board's revised poll site procedures as well as their ability to operate the new PVS.

- *Assignments*

Every election district at each poll site in the city must have sufficient bi-partisan personnel for the proper conduct of the election. The Board staff working with political leaders makes assignments to comply with the statutory requirements. In certain areas of the City, some Election Day workers are required to be fluent in Spanish, Chinese or Korean, to enable the Board to comply with language assistance requirements of the federal Voting Rights Act.

- *Stand-bys*

In order to ensure that each election district has adequate personnel on Election Day, the Board creates a pool of poll workers to be assigned in districts where sufficient coverage is not achieved. These Election Day workers are deployed on the morning of the Election to ensure that the statutory requirements are met.

- *Poll Sites/Training Sites*

- *Identification & Surveys*

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On an on-going basis, Board staff identifies potential sites to be used on Election Days. This process requires staff to visit numerous locations to determine if such sites can accommodate the voting equipment needed for the conduct of an Election, be accessible to persons with disabilities as mandated by federal law, as well as accommodating the needs of the voters and poll workers.

Once a site is identified, staff is required to survey the site to determine if the site meets all the BOE requirements as well as ADA/HAVA requirements.

Board staff continues to administer a \$1,733,000 State grant to permanently improve poll site accessibility. Working in cooperation with the Division of School Facilities of the NYC Department of Education improvements will be made at schools that serve as poll sites throughout the City.

- *Designations/Leases*

By May 1st of each year, the Commissioners of Elections must designate poll sites to be used for the ensuing elections that are legally obligated to be poll sites. In addition, the Board and the privately owned sites may, following negotiations, enter into a lease for the use of the site for that election year. It should be noted that additional equipment will be placed at each poll site requiring the Board to obtain larger spaces at greater costs. The increase in cost for the private sites is projected to be \$308,890.

- *Training Sites*

The introduction of the new PVS requires the Board to identify and secure additional training sites which can accommodate the revised poll worker training strategy including hands-on training and reduced class size. The Board is working with the NYC Department of Education plans to utilize many public school facilities. The costs to use DOE sites has not been identified.

- *Transportation of Scanners, BMDs, Tables, Chairs & Supply Carts*

With the introduction of the new voting system, the existing transportation contracts for lever machines cannot meet the requirement to transport the new system. The new system has many components that need to be delivered to

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each poll site including the scanner, ballot marking device, ED supply cart and privacy booths. New contracts have to be written and approved to provide transport and delivery services of the 27,000 components to the City's over 1,300 poll site. With the increase in the number of components required to be delivered to each poll site, the Board is estimating that the cost of voting systems transportation will double (to approximately \$4 million dollars).

The Board is responsible for the delivery of 30,000 chairs and 10,000 tables to the poll sites for Election Day use.

In 2009, the transportation cost including all election equipment, tables and chairs was over \$950,000 for the Primary Election and over \$1,000,000 for the General Election.

In the event of some unforeseen development that requires the Board to use the mechanical voting machines and ballot marking devices (BMD) the Board, as part of its contingency plan will contract for the transport of the 8,500 mechanical voting machines and BMDs.

- Voter Information

- *Information Notice*

In August of every year, the Board is required by law to send a first class notice to each of the City's 4.3 million registered voters. The notice must be produced in the English, Spanish, Chinese and Korean languages and provides the dates of the Primary and General Elections as well as the political subdivisions and the name and address of the voter's poll site. A citywide mailing to all voters cost the Board between \$2.2 and \$2.5 million. This year, with the implementation of the new voting system, the Board must send an additional informational brochure to each voter instructing them on how to use the new voting system. To meet our voter education mandate with respect to the new system, a second mailing is required at a cost of between \$2.2 and \$2.5 million dollars.

- *Phone Bank Operations*

To properly serve the voters of the City of New York, the Board operates a central call center. The call center staff is trained on all aspects of the Board's operations to effectively respond to the public's inquiries. Operators fluent in English, Spanish, Chinese and Korean are available to assist voters. During the election season (July to November) the Board

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hires 60 temporary employees to staff the call center. Hours of operations of the call center must increase as each election event approaches.

Petition Process

• Filing (Petitions & Specs)

Each year, during the second week of July and the third week in August, the Board receives designating/independent nominating petitions for candidates seeking to be placed on the ballot for a public office and/or party position. Hundreds of such petitions for thousands of candidates are received during each election cycle. In 2009, the Board processed 1,982 petitions for 11,868 candidates, received 597 general objections and over 200 specifications of objections and over 130 judicial proceedings.

○ *Staffing (CRU/Front Counter/Lobbies)*

To adequately prepare for the petition filing period, staff is increased in the departments affected. It is necessary to staff each borough desk with at least three staff members who are responsible for the receipt and documentation of each petition/document that is filed.

The staff assigned to the Front Counter must be increased as well to handle the volume.

To maintain a safe and effective working environment staff must be assigned to the building lobby to greet and authorize visitors to enter the premises after regular business hours.

○ *Obligations to Meet Statutory Mandates*

The timeframe for the receipt of the petitions and related documents is compressed. All designating petitions must be filed with the Board during a four-day window. Each name on the petition for public office and/or party position must be entered into the Board's S-Elect system. Once entered, said information must be proofed for accuracy.

In addition to the petitions, a cover sheet grouping all petitions for a particular candidate for public office and/or party position must be filed with the Board. The cover sheet is also entered and recorded in the Board's S-Elect system. Within two (2) business days of filing, each cover sheet must be reviewed for compliance.

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Within three (3) days of the filing of a petition, a qualified voter may object to a candidate seeking public office and/or party position by filing a General Objection. Each general objection must be processed and reviewed for statutory compliance. Within six (6) days of filing the general objection, specifications of objections must be filed. Each specification contains detailed line-by-line claims as to why said petition is not valid.

• Petition Review, Data Entry & Reproduction of Filed Documents

○ *Staffing (Legal/CRU/6th Floor Operations)*

Documents filed with the Board must be recorded. Such documents include, but are not limited to petitions, cover sheets, county committee schedules, acceptance, declinations, certificates to fill vacancies and all court orders naming the Board as a respondent. The petition identification number as well as the number of pages in each petition is recorded into a database. Once that process is complete, these documents are securely stored in a double-locked room.

Approximately thirty (30) staff members are needed for this operation. During a compressed time period, the documents are reviewed by the public and copies are made upon requests.

○ *Obligations to Meet Statutory Mandates*

Within two (2) business days of a filing, Board staff must review petitions and cover sheets to ensure they meet the statutory requirements. The process requires that a bi-partisan team review the information contained in the document. After the initial staff review of these materials, the staff of the legal department presents the findings to a Committee of Commissioners for action under the Election Law. If the Commissioners find that a petition or cover sheet does not meet the statutory requirements, a notice is generated to the candidate(s) advising them of the defects and the process to cure.

• Preparation of Clerk's Reports

○ *Line by Line Review*

When specifications are received and filed at the Executive Office, staff records the receipt of the document in the S-Elect System. The

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specifications are then delivered to the appropriate Borough Office to be "worked". At the Borough Office, bi-partisan team(s) reviews the line-by-line allegations and makes a recommendation on each specific objection. Given the short timeframe, extensive overtime is often incurred.

- *Obligations to Meet Statutory Mandates*

In order to meet the statutory mandates and to ensure that the line-by-line rulings are made and recorded accurately, the bi-partisan teams must work a compressed schedule. After the staff review, the Borough Chief and Deputy Chief Clerks perform a final review and prepare a Clerk's Report's report of the staff's findings. A copy of the Clerk's Report must be provided to the objector and candidate at least twenty-four (24) hours prior to the commencement of the Board's hearings. Staff must be present throughout the Commissioners Hearings on petition challenges to provide information and support to enable a timely completion of the hearing process.

Ballot Management

- *Preparation and Production*

- *Paper*

Once a candidate's petitions has been entered and survived the challenge process, ballots are created in the Election Management System [EMS], printed and forwarded to Candidate Records Unit for proofing.

- *Review by Translators*

Once ballots are proofed and approved by CRU, they are forwarded to the translators to be proofed in each of the covered languages.

- *Send to Printer for Production*

Once ballots have been proofed by both CRU and the translators where applicable, a PDF of those ballots are forwarded to ballot printer via e-mail for production.

- *Production of Ballots*

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To use the new system in the first year, the Board estimates that 22 million ballots will have to be printed. These include the actual ballots used on each Election Day as well as those used for the mandatory periodic testing, training of poll workers and for public education demonstrations. The estimated cost for the printing of these ballots is between \$14 and \$15 million. In 2009, the Board spent approximately \$7 million to produce ballots used at the poll site in the then existing voting system. Using the new poll site based optical scanning system requires the printing of these additional ballots to provide all voters with a ballot as well as meet the testing and training requirements. In addition, the Board will continue to produce Absentee/Special/Military ballots in the same manner as we have done in past.

- Audio

- *Send File to Vendor*

Once a candidate's petition has been entered, an excel file is created and sent to the audio recording vendor. The vendor then records each candidate's name, office title, etc. in English and in each covered language where applicable, as a .wav file and returned to BOE via e-mail.

- *Reviewed by Assigned Staff & Translators*

Once recordings are returned from the audio recording vendor, assigned staff and translators listen to each .wav file on their computer and check for accuracy.

- Covered Languages

Voter registration applications, absentee ballot applications and ballots must be available in English, Spanish, Chinese and Korean, where applicable.

- Records Retention

All ballots (used and unused) must be kept for a period of two (2) years after the election event. With the introduction of an all paper ballot voting system, the space required to meet this statutory obligation will increase. This has been factored in to the renovations now underway in each Voting Machine Facility, the cost of which is being covered by DCAS with capital budget funds.

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- Extracting Election-specific data from the Board's S-Elect system

The candidate and contest data that was entered and processed in S-Elect must be extracted from that system to be used in other computer systems.

- Configuring EMS system for current Election

The Election Management System (EMS) manages the operation of the poll site scanners. The scanners must receive data that allows them to recognize the Election Day ballot and tally them and accumulate results for each candidate and contest. It must be set-up for each Election.

- Importing Election-specific data into EMS

The candidate and contest data that was processed in the Board's S-Elect system must be imported into the EMS. This must be accomplished in the EMS so that ballot formats can be designed, ballot files can be generated, and portable memory devices can be written.

- Designing ballot format in EMS

The candidate and contest data that has been imported into the EMS is used to layout the ballots for each election district. Contest, candidates, instructions, translations and all ballot elements must be formatted.

- Generating PDF file of ballots

PDF files that will be used by the print vendor to produce the ballots are generated in the EMS system. Once generated, they are sent to the print vendors.

- Writing portable memory devices (PMDs)

PMDs are used to carry the data from the EMS system into the scanners so that they have the necessary information to recognize the ballots for a given election and tally ballots and accumulate results for each candidate and contest. A PMD for each scanner is written.

- Importing Election-specific audio files for Ballot Marking Devices (BMDs)

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Ballots are provided on the BMDs in audio form for voters who cannot see a printed or displayed ballot. Audio files, produced in all the required languages, must be imported from the Board's systems containing these files.

- Writing PMDs for BMDs

PMDs are used to carry the data from the EMS system into the BMDs so that they have the necessary information to provide the ballots to voters in displayed or audio form so that voters can use the BMDs to mark their ballots to be read by the scanner.

- Reading of PMDs with Election results from scanners into EMS

After the election, the PMDs are removed from the scanners and read into the EMS so that election results can be accumulated and distributed to the relevant contest, candidates and appropriate political sub-divisions.

- Extracting Election results from EMS into Board's S-Elect system

Once the results are accumulated in the EMS system, they must be extracted and imported into S-Elect where they will be combined with election results from absentee, military, special ballots and write-in votes. Certification results will be produced from this system.

Post-Election

- Processing and accounting for poll site Election materials returned by the NYPD

On Election Night, the NYPD delivers to the BOE Borough facility, election materials including the ballots, the PMDs, the paper tape results report and other materials. These must be accounted for and documented. Missing items must be retrieved. Election materials are then stored in secured rooms in the borough facilities until needed for post-election canvass activities.

- Receiving Election results transmitted from NYPD

The election results that are captured by the NYPD on Election Night are transmitted into the S-Elect system where they will be used for later post-election recanvassing activities.

- Capturing write-in votes

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Poll site ballots must be individually reviewed to determine if any write-in votes were cast. These write-in votes must be captured from the ballot and entered into the Board's S-Elect system where they will be combined with election results from the poll site ballots and absentee, military and special ballots.

- Conducting required audit of scanners

An audit of scanners is required by New York State Election Law and must be conducted following specific regulations and procedures.

- Conducting manual Recanvass of ballots as needed

In the event that an election is contested in court, the Board may be ordered to manually recanvass all the ballots for the contested public office and/or party position.

Poll Site Voting Systems Components – Pre-Election

All of the tasks described in the section below have never been required. These entirely new tasks are mandated by state law and regulation for the new Poll Site Voting System (PVS). To accomplish these tasks the Board plans to use existing staff on overtime and trained temporary employees to fulfill our statutory obligations.

- Preparation of Scanners

With the PVS, the State Board of Elections requires that each scanner pass Pre-Qualification testing as required by NYS Board of Elections rules. This testing requires using a predetermined test deck on each ballot style on that scanner. Each test deck will require Board staff to complete by hand a specified pattern of votes and verify that the result match the pattern. Pre-Qualification testing also includes, verifying that firmware on the each scanner used in an election is the same firmware that the State Board of Elections has certified. This verification is performed using Secure Hash Signature Standard (SHS) validation program. These tasks required by regulation in the preparation of one scanner will take approximately 1.5 to 3.25 hours (depending on how many ballot styles are on that scanner). At least 3,855 scanners are required in a citywide election; this requires between 5,782 and 12,528 staff hours.

- Preparation of BMDs

The BMD has similar Pre-Qualification testing as the scanners, including test deck and Secure Hash Signature Standard (SHS) validation. These tasks

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required by regulation in the preparation of one BMD will take approximately 1.5 to 2.25 hours (depending on how many ballot styles are on that BMD). At least 1,357 BMDs (one per poll site) are required in a Citywide election; this requires between 2,035 and 3,053 staff hours.

- Preparation of ED Transportation Container:

With the PVS comes new requirements for supplies. These supplies need to be received and accounted for in each of our Voting Machines Facilities. The supplies then have to be disbursed among the 6,109 ED transportation containers, used in citywide election. Each ED transportation container will require approximately 1 to 1.5 hour to prepare; this requires between 6,109 and 9,163 staff hours.

- Preparation of Transport Bags

The new PVS requires a new method for the Board to securely and accurately retrieve from the poll sites on Election Day, the PMDs (with results) all ballots and other materials, using a transport bag. Each transport bag requires an identification label and numbered security seals. The Board is required to record all seal numbers used on each bag to verify that no one tampers with the contents. Approximately 11,321 bags will be used in a citywide election; it will take approximately .25 hours to prepare, this requires 2,830 staff hours.

- Preparation of Privacy Booths

The new PVS requires the Board to deploy over 16,700 privacy booths for each citywide election. Each privacy booth has to be prepared prior to deployment. This includes placing a shipping identification tag on each booth, ensuring that the pens used to mark the ballots and the batteries in the light are operable. The Board estimates that it will take approximately 10 minutes to prepare each privacy booth for a total of 2,786 staff hours.

Election Day Related Activities

- Poll Workers

To effectively implement the new PVS, the number, duties and responsibilities of most poll workers will change. To ensure proper site management at least one (1) election day coordinator will be assigned to every poll site with two (2) or more election districts, the number increasing in proportion to the number of election districts at a given site.

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Poll workers will have new responsibilities including setting up the scanners as well as the privacy booths. The process to open and close the polls is different and more complex when compared to the mechanical voting machines. Since all poll sites will have at least two (2) PVSs, adequate staffing in each area of the poll site is required to minimize voter wait times and inconvenience including the assignment of relief poll workers to cover breaks.

Finally, the number of stand-by poll workers will be increased to ensure that a sufficient number of trained poll workers are available to cover every poll site in the City of New York.

- Transportation

In order to provide this comprehensive coverage, the Board utilizes the services of a licensed private for-hire vehicles. The cost for this service in 2009 was \$940,525.

- Problem Resolution

In order to ensure that all poll sites operate in accordance with the requirements of the Election Law and the federal Voting Rights Act, the Board has implemented a comprehensive poll site monitoring program. This involves specially trained monitors assigned to each Assembly District who are responsible for each poll site within the district. Borough staff is assigned to monitor selected poll sites that, based on prior experience require special attention. In addition, Executive Office personnel are assigned to a geographic area within the City to act as the Board's rapid response team to any unforeseen activity. Finally, the Commissioners of Elections visit poll sites within their borough on each Election Day.

Simultaneously the Board's 65 Voting Machine Technicians are strategically located around the City to quickly respond to any machine-related incidents. At times this involves something as simple as making minor adjustments to the machines or as dramatic as replacing the entire machine with stand-by equipment.

In 2010 with the introduction of the new system, the Commissioners have authorized the appointment of an additional monitoring team for each Assembly District (3 teams per district) as well as contracting for an enhanced level of support from the new voting systems vendor for qualified personnel to provide on-site support with respect to understanding how the new system works as well

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as experienced technical/service staff (Note: The cost of these vendor provided personnel is included in the new system acquisition, paid for by the federal HAVA funds). With this enhanced additional field staff, additional transportation costs will be incurred.

Post-Election

- Returns by the Police Department

All essential materials used on Election Day are returned to the Board at the close of the polls. Bi-partisan staff is required to accept the materials, record and document items and sort by Election/Assembly District. Such items include all types of voted ballots, the portable memory devices from the PVS, poll list books, and the return of canvass.

- Retrieval of Scanners, BMDs, Tables, Chairs & Supply Carts

Retrieval of the equipment used on Election Day commences the day after the election and are returned to Voting Machine Facility in each Borough. Bi-partisan staff is required to accept the receipt of the equipment and document the chain of custody.

- Processing of Absentee Ballots

All absentee ballots that have been returned to the Borough Offices are required to be reviewed by a bi-partisan team to ensure that the statutory requirements are met prior to the opening of the ballot envelope. Items that are reviewed include, but are not limited to:

1. Valid application on file
2. Date of postmark
3. Signature of voter
4. Date Envelope was signed by the voter
5. Ballot envelope is sealed

Once the initial determination is made on the face of the ballot envelope, the bi-partisan staff is required to check the poll list book to ensure that the absentee voter did not cast his/her ballot at the poll site. This process must be completed prior to the opening and counting of all paper ballots.

- Processing of Affidavit Ballots

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A bi-partisan team is required to review and determine the eligibility of the voter based on the Board's records. This process must be completed prior to the opening and counting of all paper ballots.

- *Recanvass of Election Night Returns*

The recanvass of the election night returns commences a week after the election. This process includes comparing the results reported by the NYPD, the results tape produced by the scanner and the return of canvass submitted by the inspectors. Any discrepancy is attempted to be resolved.

- *3% Audit*

See above.

- *Certification of Results*

Within 15 days after the Primary Election and within 25 days after the General Election, the Board must by law, certify the results of the election.

Public Education in 2010

- *Educating the Voters on the New Voting System (Media/Community Outreach) – Pre-Election Day*

The Board will conduct a comprehensive, citywide public education campaign to inform and educate voters about the new PVS. The campaign will consist of the following elements:

- **Website:** The Board's website will include information on how to vote using the new PVS, downloadable materials for use by individuals and community organizations, educational videos, frequently asked questions, and information for the press. The site will allow community organizations to request a demonstration, and will include a link to the Board's Poll Worker Application. The public education website will be developed using Lighthouse International and WebAIM guidelines for user accessibility, and will be presented in all covered languages. Hosting, development and maintenance of the public education website is estimated to cost \$775,000.

- **Advertisements:** As this is the first year using the new voting system, public education efforts are critical to providing a meaningful right to vote to the voting

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public. In furtherance of that objective and to meet our legal mandates, the Board must advertise the implementation of the new PVS using some or all of the following media: community newspapers, covered language newspapers, public transit, on-line, radio and a public service announcement. Advertisements will provide the public with an overview of how to vote using a paper ballot and the PVS, and will include the telephone number for the Phone Bank and the Board's web address. The ads are designed to drive people to the website and Phone Bank where they can access more detailed information about the new voting process. Creative development and placement of advertisements for the campaign is estimated to cost \$2,660,000.

- **Mobile Outreach:** The Board must conduct mobile outreach to effectively bring the new PVS into communities across the City. Demonstrations will be conducted at street fairs, festivals, senior centers, libraries, meetings of community groups, etc. Demonstrations allow members of the public to have a hands-on experience with the PVS. Trained BOE staff will guide participants through the voting process. The Board will reach out to a wide variety of community based organizations to provide information and materials and offer demonstrations of the PVS. The Board will encourage the community based organizations to share information and materials with their members, and to provide links on their websites to the Board's public education website. The mobile outreach element of the campaign is estimated to cost \$768,000.

• Election Day Information

○ *Phone Bank*

The Board has developed a detailed list of frequently asked questions and all Phone Bank Staff have been trained on this script. Phone Bank staff have been trained on marking a paper ballot, using the scanner and using the BMD in order to better assist voters who call the Phone Bank. This training has also been provided to Borough staff that answer telephones in the Borough Offices and interface with the public. This function is critical to providing the voting public the information necessary to exercise the right to vote on Election Day.

○ *Poll Site Displays*

The Board will provide information on the new voting system at each poll site as required by NYS Election Law. There will be a "1-2-3" information flyer which will be distributed upon entry to the poll site and at each voter's ED/AD table. This flyer will guide a voter through each step of the voting

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process (signing in at the ED/AD table, marking the ballot in the privacy booth and inserting the ballot into the scanner). Each of these areas will be identified by a specific shape and color on the flyer that is replicated on signage at each of those areas in the poll site. The information on this flyer will also appear on a large multi-language poster within each poll site.

In addition, instructions on how to properly mark a ballot will be posted inside each privacy booth in English and all the covered languages. There will also be information directing the voter to proceed to the scanner after the voter marks the ballot.

Instructions on how to cast a ballot using the scanner will appear on large posters (in all covered languages) located throughout the poll site as well as on laminated cards at each ED/AD table.

The estimated cost for the poll site displays will be \$100,000 per election cycle.

Services to the Public

- *Production of Election Specific Information (Rules, Dates to Remember)*

In order to ensure compliance with the statutory requirements of running for office, the Board adopts rules to govern the process. Upon adoption copies of the rules are made available at each Board office and posted on our website. In addition, the Board publishes a list of dates to remember in which all pertinent legally mandated dates are listed. This too is posted on our website.

- *Production of Election Information Materials (Maps, Enrollment Books, Political Calendars, Street Finders)*

In April of each year, the Board, pursuant to the mandate of the Election Law, produces materials such as political sub-division maps, enrollment books, political calendars and street finders for the upcoming election cycle which are available for sale to the public.

- *Voter Registration Forms and Guides (Multiple Languages)*

The Election Law requires the Board to submit a voter registration action plan which identifies how the Board will promote the registration of all eligible citizens. Accordingly the Board prints voter registration forms in English as well as Spanish, Chinese and Korean [as required by the federal Voting Rights Act]. In

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addition, in accordance with the mandate of the federal National Voter Registration Act [NVRA] and New York City Local Law #29, the Board provides registration forms to designated government agencies and institutions including United States Post Offices and every public library branch. In 2009, the Board printed 2,236,000 registration forms at a cost of over \$866,000. The Board also prepares and distributes a guide to voter registration and elections in English, Spanish, Chinese and Korean. In 2010, the Board produced a similar guide in Russian pursuant to a newly enacted state Election Law mandate.

- *Voter Record Searches*

Pursuant to the Election Law the Board is required to respond to requests for information relating to a person(s) voter registration record. These searches are conducted by Board staff at the Executive and Borough Offices. The Board collects a de minimis fee which is deposited in the general fund of the City.

Office Management/Administrative Support

To provide day-to-day leadership, direction and support certain agency-wide functions are required. These include executive management, borough office management, legal, public information and fiscal/procurement services, human resources, management information systems, facilities and equipment management. Each of these components are integral part of any effective management structure. At the present time, the Board has assigned minimal staffing to perform these functions.

**THE COUNCIL
THE CITY OF NEW YORK**

Appearance Card

I intend to appear and speak on Int. No. _____ Res. No. _____

☐ in favor ☐ in opposition

Date: 05/7/10

Name: George Gonzalez (PLEASE PRINT)

Address: 32 Broadway - 7th FLOOR

I represent: Board of Elections

Address: _____

**THE COUNCIL
THE CITY OF NEW YORK**

Appearance Card

I intend to appear and speak on Int. No. _____ Res. No. _____

☐ in favor ☐ in opposition

Date: _____

Name: STEVEN H. RICHMAN (PLEASE PRINT)

Address: General Counsel

I represent: NYC BOARD OF ELECTIONS

Address: 32 Bldg, 7th Fl. NY 10004

**THE COUNCIL
THE CITY OF NEW YORK**

Appearance Card

I intend to appear and speak on Int. No. _____ Res. No. _____

☐ in favor ☐ in opposition

Date: 5-17-10

Name: John WARD (PLEASE PRINT)

Address: 39-75 48th N.Y.

I represent: Board of Elections

Address: 32 Broadway

Please complete this card and return to the Sergeant-at-Arms

**THE COUNCIL
THE CITY OF NEW YORK**

Appearance Card

I intend to appear and speak on Int. No. _____ Res. No. _____

☐ in favor ☐ in opposition

Date: 5/17/2010

(PLEASE PRINT)
Name: Pamela Perkins

Address: 32 Broadway, 1st Floor

I represent: NYC Board of Elections

Address: _____

**THE COUNCIL
THE CITY OF NEW YORK**

Appearance Card

I intend to appear and speak on Int. No. _____ Res. No. _____

☐ in favor ☐ in opposition

Date: 5.17.10

(PLEASE PRINT)
Name: Donald Brosen

Address: Deputy Commissioner

I represent: Division of Fiscal Management & Operations

Address: DCAS

**THE COUNCIL
THE CITY OF NEW YORK**

Appearance Card

I intend to appear and speak on Int. No. _____ Res. No. _____

☐ in favor ☐ in opposition

Date: 5.17.10

(PLEASE PRINT)
Name: Martha K. Hirst

Address: Commissioner

I represent: DCAS

Address: _____

Please complete this card and return to the Sergeant-at-Arms