

FY 2027 Department Funding Request for a NEW Position

Department/Program #	Department Name / Program	Priority #	Department Improvement Title
05001-0001	05001 - ELECTIONS/0001 - ADMIN	1	New Position - Elections Training Coordinator
Budget Category, FINAL Recommendation and Comments			
FINAL Budget Department Category	FINAL RECOMMENDATION for Funding	Comments (if any)	
F-Supported	Supported	The number of poll workers has greatly increased from FY 2018 - FY 2025. Having this position would greatly assist the department and they would no longer have to rely on part-time election judges for training. The number of poll workers needed for each election will continue to increase as the county grows	

WHY is this position needed?

Since implementing Ballot on Demand (BOD) printers for hand-marked paper ballots, the Collin County Elections Office has experienced a significant increase in the complexity of poll worker training. Election workers must now be proficient not only in voter processing, but also in BOD operations, equipment troubleshooting, ballot accountability, and chain-of-custody procedures.

Additionally, recent statutory changes — including updates under Senate Bill 985 amending Section 42.0051 of the Texas Election Code — have increased the number of required polling locations during uniform election dates. As Collin County continues to grow and new precincts are created, the volume of election workers required — and therefore the scale and frequency of training — will continue to increase.

Currently, the Elections Office relies heavily on part-time election judges to assist with developing training curriculum and conducting hands-on instruction. While their support is valuable, this structure results in inconsistency in materials, messaging, and delivery. A full-time Elections Training Coordinator is needed to professionalize, standardize, and scale the County's election worker training program in alignment with statutory requirements and operational growth. There is also a potential to create an election training program for citizens (citizen election academies). This has the potential to alleviate public concerns about voting.

HOW will this position benefit your office and/or the County?

Establishing an Elections Training Coordinator will provide the following benefits:

- **Operational Consistency and Standardization**
Develop and maintain a comprehensive, election-specific training curriculum that ensures consistent instruction across all polling locations.
- **Improved Compliance and Risk Reduction**
Strengthen adherence to statutory requirements, equipment procedures, and ballot accountability standards through uniform training and documentation.
- **Increased Efficiency During Election Preparation**
Relieve the Election Administrator, Polling Place Coordinator, and Office Administrator of primary curriculum development responsibilities, allowing them to focus on logistics, vendor coordination, compliance oversight, and election execution.
- **Workforce Development and Certification Program**
Create and administer a structured certification program for election workers, potentially reducing retraining needs and improving worker retention and performance.
- **Stronger Public Confidence**
Well-trained election workers reduce operational errors, improve voter experience, and enhance public trust in the County's election processes.

Section 42.0051 of the Texas Election Code, as amended by Senate Bill 985, establishes required polling place minimums for counties during certain elections. As Collin County's population increases and precincts expand, the County is required to open additional polling locations.

While statute does not mandate a specific training position, the Code requires that election officials properly conduct elections, maintain equipment security, ensure ballot accountability, and comply with prescribed procedures. Adequate and standardized training is essential to fulfilling these statutory obligations and mitigating operational risk.

This position is not expected to directly generate revenue. However, it is anticipated to reduce costs and improve operational efficiency.

Prior to the March 3, 2026 Primary Election, the Elections Office expended approximately \$15,000 to bring in election workers to assist with training curriculum development and materials preparation. Establishing a full-time Training Coordinator would reduce reliance on temporary curriculum development assistance and could offset similar costs in future election cycles.

Additional cost avoidance may include:

- Reduced corrective training expenses
- Lower risk of operational errors
- Improved retention of experienced election workers

Is there statutory authority for this request?	Yes, see above.	Will this generate revenue?	Not directly.	If Yes, potential amount?	election
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Job Duties of NEW Position

- Designs, develops, and delivers in-person and virtual elections training programs, workshops, and online modules for election workers, volunteer deputy registrars (VDRs), and Collin County Elections staff.
- Administers and maintains online training systems, manages content and user access, tracks training completion, and generates reports on participation and compliance.
- Develops instructional materials, procedural guides, manuals, and handouts to ensure clear, standardized, and compliant training content.
- Provides quality assurance and oversight for all training content and delivery, ensuring accuracy, consistency, and effectiveness.
- Oversees and administers VDR training for approximately more than 1,000 VDRs annually, ensuring compliance with Texas Election Code and Secretary of State requirements.
- Schedules, announces, and registers all training classes for Collin County Elections staff; monitors participation and tracks professional certifications and credentials (CERA, REO).
- Responds to training-related requests, questions, and procedural inquiries from poll workers, VDRs, and Collin County Elections Staff.
- Collaborates with department leadership to assess training needs, address operational gaps, and develop strategic plans tailored to elections operations.
- Maintains and organizes all training materials, equipment, and resources needed for effective instruction.
- Develops communications, correspondence and guidance documents to inform and support poll workers and VDRs regarding training programs and elections procedures.
- Ensures compliance with county policies, Texas Election Code, and Secretary of State guidance; exercises sound judgment to maintain integrity and accuracy in training and elections operations.
- Organizes and oversees the intake of forms, and materials from Election Judges on election night, ensuring completeness, accuracy, and proper documentation.

NEW POSITION(S) REQUEST											
Requested Position Title	Requested Quantity	Requested Grade	Part-Time (20 hrs.) Full-Time (40 hrs.)	Requested Salary Per Position	Total Estimated Amount with Benefits	CORRECTED Salary	CORRECTED Position Title/Grade (match to job duties detailed above)	CORRECTED Salary with Benefits	FY 2027 Supported Quantity	FY 2027 Supported Amount	
Elections Training Coordinator	1	537	Full-Time	\$66,304.00	\$101,290.00	\$56,583.00	Elections Training Coordinator/535	\$89,796.00	1	\$89,796.00	
Requested NEW Position(s) Subtotal:						\$101,290.00	CORRECTED New Position(s) Subtotal:		\$89,796.00		
							SUPPORTED New Position(s) Subtotal:				\$89,796.00

TRAINING INCREASE REQUESTS								
Name of Attendee	Purpose for Conference Attendance (CLE, CE, etc. as required)	Estimated Travel Expense*	Requested Quantity	Total Requested	Budget Dept. Comments	Supported Amount	FY 2027 Supported Quantity	FY 2027 Supported Total
Elections Training Coordinator	Annual Conference in Denton County	\$1,250.00	1	\$1,250.00		\$1,250.00	1	\$1,250.00
*Include registration, mileage, airfare, hotel, taxi/Uber/Lyft, airport parking,		Training Requested Subtotal:				Supported Training Subtotal:		
				\$1,250.00				\$1,250.00

*Include registration, mileage, airfare, hotel, taxi/Uber/Lyft, airport parking, hotel parking, per diem, etc.

FY 2027 Department Funding Request for a NEW Position

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05001-0001	05001 - ELECTIONS/0001 - ADMIN	1	New Position - Elections Training Coordinator							
MAINTENANCE/OPERATIONS EXPENSES (SUPPLIES, DUES, MAINTENANCE, ETC):										
Account Description	Details	Amount Requested	Budget Dept. Comments	Supported Amount						
Office Supplies		\$200.00		\$200.00						
M&O Requested Subtotal:		\$200.00		Supported M&O Subtotal: \$200.00						
FURNITURE, EQUIPMENT, TECHNOLOGY, ONE-TIME PURCHASES (ITEMS THAT NEED TO BE PRICED)										
Item Detailed Description	New / Replace	Quantity Requested	User Name and/or Job Title	Estimated Unit Cost	Estimated Total Requested	Unit Cost Provided by Purchasing	Updated Item Description (if applicable)	Supported Quantity	FY 2027 Supported Amount	FY 2026 Recommended Amount
Computer - Tablet/Enhanced Laptop	New	1	Elections Training Coordinator	\$2,781.00	\$2,781.00	\$5,118.00		1	\$5,118.00	\$0.00
Software - EA	New	1	Elections Training Coordinator	\$624.00	\$624.00	\$624.00		1	\$624.00	\$0.00
Scanner - Top Feed	New	1	Elections Training Coordinator	\$999.00	\$999.00	\$999.00		1	\$999.00	\$0.00
Phone - Employee Desk Phone	New	1	Elections Training Coordinator	\$597.00	\$597.00	\$597.00		1	\$597.00	\$0.00
Desk - Employee Package	New	1	Elections Training Coordinator	\$4,975.00	\$4,975.00	\$4,975.00		1	\$4,975.00	\$0.00
Printer - Color Large	New	1	Elections Training Coordinator	\$1,005.00	\$1,005.00	\$1,005.00		1	\$1,005.00	\$0.00
Printer Tray - Color Large Tray Letter	New	1	Elections Training Coordinator	\$230.00	\$230.00	\$230.00		1	\$230.00	\$0.00
Printer Tray - Color Large Tray Legal	New	1	Elections Training Coordinator	\$230.00	\$230.00	\$230.00		1	\$230.00	\$0.00
Adobe Pro software	New	1	Elections Training Coordinator		\$0.00	\$130.00		1	\$130.00	\$0.00
MiFi Device	New	1	Elections Training Coordinator	\$55.00	\$55.00	\$55.00		1	\$55.00	\$0.00
MiFi Service	New	1	Elections Training Coordinator	\$396.00	\$396.00	\$396.00		1	\$396.00	\$0.00
Phone - Cell Phone Voice & Data	New	1	Elections Training Coordinator	\$130.00	\$130.00	\$130.00		1	\$130.00	\$0.00
Phone Service - Voice & Data	New	1	Elections Training Coordinator	\$509.00	\$509.00	\$509.00		1	\$509.00	\$0.00
Estimated Requested Equipment Subtotal:						\$12,531.00	Supported Equipment Subtotal:		\$14,998.00	\$0.00
Total Estimated Department Request:						\$115,271.00	Updated Total Department Request:		\$106,244.00	
						SUPPORTED Total Department Request Utilizing FY 2027 Funds:		\$106,244.00		
						RECOMMENDED Total Department Request Utilizing FY 2026 Funds:				\$0.00

ANALYSIS					
Q & A Discussions with Department					
Sent To:	Date Sent	Comment	Date Received	Responder's Name	Comment
Kaleb B. and Cheryl G.	3/9/2026		3/10/2026	Kaleb	
Questions TO Department			Response From Department		
Are you aware of any other Texas counties that has this position?			Denton County currently has this position, and a lot of information that I used in our budget packet comes from them.		
Does this position need any office supplies? If so, how much?			As far as office supplies goes, we are already doing lots of printing in-house for our training sessions. We may see an increase in those supplies in the future, just as our training classes scale up as the county continues to grow. Outside of that, I cannot imagine this position needing any more than the standard amount of supplies for a normal employee. Let's do \$200. We cannot think of anything extra that this position would need starting out.		
Sent To:	Date Sent	Comment	Date Received	Responder's Name	Comment
Kaleb B. and Cheryl G.	3/25/2026		3/25/2026	Kaleb	
Questions TO Department			Response From Department		
Would this position need a cellphone or a MiFi device and service?			Sometimes, in the past, we have conducted training sessions off-site. It may be a good idea for this employee to have cell phone and MiFi capabilities.		
What is the average number of election workers needed for each election?			The average number of election workers needed for each election is around 1,100 workers. The number of poll workers needed for each election will continue to increase as the county grows, as our growth impacts the number of polling locations that we have to open for each election. The number of polling locations are statutory, dictated by Texas Election Code (Sec. 42.0051).		
How are trainings currently conducted and how often?			All trainings for election workers are currently conducted in-person. To accommodate the 1,100 or so workers needed in a large election, training sessions can last between 2-3 weeks. Typically we conduct trainings Monday-Saturday at 9 a.m. and 1 p.m. every day during this period. The sessions last 3-4 hours. During smaller elections where not as many polling locations are required (May city/school elections), or coming off of the back of a major election, the scope of training can be less. Typically, we conduct some sort of training prior to EVERY election.		
In this past election, when there was an issue at a polling location regarding BOD, who would the election workers contact for assistance?			When our poll workers call our "judges hotline" regarding issues with equipment during the voting period, BOD issues typically go to our Functional Analyst, or our election techs (warehouse team).		

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05001-0001	05001 - ELECTIONS/0001 - ADMIN	1	New Position - Elections Training Coordinator										
Sent To:	Date Sent	Comment	Date Received	Responder's Name	Comment								
Kaleb B. and Cheryl G.	5/28/2026		5/29/2026	Sherri									
Questions TO Department			Response From Department										
On your department request for an "Elections Training Coordinator" you mentioned that your office "relies heavily on part-time election judges to assist with developing training curriculum and conducting hands on instruction." Would you happen to know how many hours the part-time election judges totaled for training in a fiscal year? If you are able to provide us with the last couple of fiscal years that would be very useful. I'm not sure if you would be able to provide us with this or if I need to contact HR?			FY26 thus so far has a total of 2,681.98 hours involving Training Workshop, Forms Updates, Trainers Trainings and Training Sessions. We will have more of these sessions over the summer in preparation for the November election. FY25 which between July 7 – September 30 so far has a total of 271.81 hours of Training Workshop and preparations specific to BOD transition. Remainder of FY25 to come.										
			I finished looking at the timesheets for FY25. The number can be updated to: 10/1/2024 – 09/30/2025 we spent a total of 3,724.37 hours involving Training Workshops, Forms Updates, Trainers Trainings and Training Sessions. Hope this all helps. Let me know if you need anything else.										
Sent To:	Date Sent	Comment	Date Received	Responder's Name	Comment								
Kaleb B./Cheryl G./ Sherri	6/3/2026		6/3/2026	Sherri									
Questions TO Department			Response From Department										
Is there anyway we can get the number of poll workers used for the past Fiscal Years? Even part-time ones? Even if we can get the last 2 years if you are unable to provide us going back to FY 2020.			Number of Poll Workers Used in Elections <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Oct 1, 2022 – Sep 30, 2023</td><td style="text-align: right;">1,243</td></tr> <tr> <td>Oct 1, 2023 – Sep 30, 2024</td><td style="text-align: right;">1,389</td></tr> <tr> <td>Oct 1, 2024 – Sep 30, 2025</td><td style="text-align: right;">2,491</td></tr> <tr> <td>Oct 1, 2025 – June 3, 2026</td><td style="text-align: right;">2,013</td></tr> </table>			Oct 1, 2022 – Sep 30, 2023	1,243	Oct 1, 2023 – Sep 30, 2024	1,389	Oct 1, 2024 – Sep 30, 2025	2,491	Oct 1, 2025 – June 3, 2026	2,013
Oct 1, 2022 – Sep 30, 2023	1,243												
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Kaleb B./Cheryl G./ Sherri	6/9/2026		6/9/2026	Cheryl G.									
Questions TO Department			Response From Department										
Would it be possible to provide us with the number of polling locations for the below fiscal years? FY 2023 FY 2024 FY 2025 FY 2026 Also, do any election employees assist the part-time judges with the training?			FY 2023 – EV locations – 100, ED locations - 183 FY 2024 - EV locations – 151, ED locations - 192 FY 2025 – EV locations – 100, ED locations - 193 FY 2026 – EV locations – 150, ED locations - 270 Yes, approximately 8 full-time employees per election, assist in various ways with the training										
Q & A Discussions with IT													
Sent To:	Date Sent	Comment	Date Received	Responder's Name	Comment								
David M.													
Questions to IT			Response From IT										
Any other IT related items missing for this request?			DM: looks like they have everything covered.										
How many MiFi's does the Elections Department have?			DM: Elections office staff only have (1) Mi-Fi assigned to them.										
Statistical Analysis													
STATISTICS RELATED TO NEW POSITION REQUEST													
# of Elections Held / # of Poll Workers / # of Polling Locations													
Fiscal Year	# of Elections held	# of Poll Workers	% change in Poll Workers	# of EARLY Voting Polling Locations	% change in Early Voting Polling	# of ELECTION DAY Voting Locations	% Change in Election day locations	Comments / Findings					
FY 2018	6												
FY 2019	3												
FY 2020	6												
FY 2021	5												
FY 2022	7												
FY 2023	3	1,243		100		183							
FY 2024	5	1,389	12%	151	51%	192	5%						
FY 2025	4	2,491	79%	100	-34%	193	1%	From FY 2018 - FY 2025, average number of elections held is 5					
FY 2026 as of 2nd Quarter	3	2,013	-19%	150	50%	270	40%	# of Poll Workers of 2,013 is from Oct 1st - Current					
FY 2026 Year-End Estimate	6												