

ELECTORAL BOARD

Description

The General Registrar provides appropriate forms for those registering to vote, maintains the official voter registration records for Henrico County, and other duties defined in the Code of Virginia and by the State Board of Elections. The official voter registration records allow the Registrar to provide an accurate list of voters to each polling place. The Henrico County Electoral Board delegates to the General Registrar the duties of arranging and supervising the elections held in Henrico County. The mission statement of the Office of Voter Registration and Elections is: *To promote consistent administration of all elections, registration and campaign finance laws, rules and regulations.*

- To ensure the number of absentee voters is correctly projected, all absentee requests are reported, and issue correct ballots to voters.
- To provide information about the requirements, procedures, and codes governing campaign reporting.
- To educate staff and poll workers on registration and election laws as well as voting procedures and ensure all poll workers are notified of training dates before each election.
- To ensure every precinct conducts fair and impartial elections and a safe and secure voting environment is provided to each voter.
- To provide information to the public regarding the administration of elections in the County and Commonwealth.
- To ensure the programming of ballots is designed in a timely manner to permit voters to cast and mail ballots to the Registrar's office before the voting deadline for each election.

Objectives

- To provide all County residents the opportunity to register to vote.
- To provide fair and honest Federal, Commonwealth, and County elections to qualified registered voters of the County of Henrico.
- To offer absentee voting to all qualified voters of the County of Henrico who request this service.

Annual Fiscal Plan

Description	FY17 Actual	FY18 Original	FY19 Approved	Change 18 to 19
Personnel	\$ 1,462,961	\$ 1,144,902	\$ 1,167,375	2.0%
Operation	445,109	390,796	440,796	12.8%
Capital	300	200	200	0.0%
Total	\$ 1,908,370	\$ 1,535,898	\$ 1,608,371	4.7%
 Personnel Complement*	 8	 9 **	 9	 0

*Complement does not include 1 Complement IV position, whose salary is set and funded by the State.

**An Assistant Registrar II position was added in FY2017-18 to address an increase in workload resulting from an increase in voter registration and absentee voting.

Electoral Board (cont'd)

Performance Measures				
	FY17	FY18	FY19	Change 18 to 19
Workload Measures				
Number of Registered Voters	217,757	223,172	219,563	(3,609)
Efficiency Measures				
% of Manuals Published before Training	100%	100%	100%	0
% of Attendance for All Chief and Assistants	100%	100%	100%	0
% Accuracy of Daily Registration Reports	100%	100%	100%	0
% of Polling Locations Meeting ADA	100%	100%	100%	0
% of Ballots Passing Public Testing	100%	100%	100%	0
% of Ballots Cast Reconciled with Voters	100%	100%	100%	0
% of Candidates Receiving Filing Manuals	100%	100%	100%	0

- To ensure all required media advertisement from Virginia General Code is published.
- To ensure precinct manuals on Election Day procedures and actions are supplied to all precinct workers.
- To record all candidate filings for upcoming elections and to collect information on candidates' contributions, committees, and treasurers.
- To provide regulation advice for political advertising.
- To provide required forms and supplies to candidates, treasurers, and committees.

FY2018-19 and rising health care costs. The operating component totals \$440,796, an increase of \$50,000 or 12.8 percent from the FY2017-18 submission. The additional \$50,000 for ballots is attributed to the County's optical scan voting machine.

The Electoral Board's budget for FY2018-19 will cover the operating costs of the voter registration operation along with costs associated with elections held during the fiscal year.

An election resource not included in the budget is the Henrico County Student Page Program, which is supervised by the department. High school students volunteer to work on Election Day at the polling places to earn community service hours. Their duties include assisting with the opening of polls on Election Day, distributing voting guide pamphlets, operating doors for elderly and disabled voters, and other duties as assigned by the Chief Officer of Election. In the 2017 November General Election, 152 student pages, representing all nine County High Schools, earned 1,778 hours of community service working at the polling places. These community service hours resulted in \$22,800 in cost.

Budget Highlights

The Department's budget for FY2018-19 is \$1,608,371, which represents an increase of \$72,473 or 4.7 percent compared to the FY2017-18 budget. The \$22,473 or 2.0 percent increase in personnel is due to revised salary estimates including a salary increase for