

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.*

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.
- To ensure the number of absentee voters is correctly projected, all absentee requests are reported, and issue correct ballots to each voter.
- 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.

FISCAL YEAR 2020 SUMMARY

Annual Fiscal Plan

Description	FY18 Actual	FY19 Original	FY20 Approved	Change 19 to 20
Personnel	\$ 1,211,047	\$ 1,167,375	\$ 1,425,524	22.1%
Operation	380,580	440,796	500,796	13.6%
Capital	1,529	200	200	0.0%
Total	<u>\$ 1,593,156</u>	<u>\$ 1,608,371</u>	<u>\$ 1,926,520</u>	<u>19.8%</u>
Personnel Complement*	9	9	9	0

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

PERFORMANCE MEASURES

	FY18	FY19	FY20	Change 19 to 20
Workload Measures				
Number of Registered Voters	221,429	222,951	225,100	2,149
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

OBJECTIVES (CONTINUED)

- 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.
- 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.

BUDGET HIGHLIGHTS

The Department's budget for FY2019-20 is \$1,926,520, which represents an overall increase of \$318,149 or 19.8 percent compared to the FY2018-19 approved budget. The personnel component increased by \$258,149 or 22.1 percent from the previous fiscal year. This component reflects a salary increase for FY2019-20 as well as rising health care costs. Funding of \$210,000 is included for temporary help and associated FICA to address the need to train all Officer of Elections in October 2019. In addition, overtime and associated FICA totaling \$10,227 is included in order to cover expenses for three elections as well as the training of election officials on nights and weekends.

The operating component of the budget totals \$500,796 for FY2019-20, which represents an increase of \$60,000 or 13.6 percent from the previous approved budget. Additional funding of \$25,000 is included in postal services for elections and absentee voting by mail. The maintenance service contracts account was adjusted by \$15,000 to reflect the increased costs of software and firmware for voting machines and electronic poll books. Funding of \$10,000 was added for delivery of voting machines for training and the Presidential Primary Election. Telecommunications was adjusted by \$10,000 in order to cover the Presidential Primary Election activation and deactivation of the polling place cell phones as well as the cost to replace inoperable phones used on Election Day. The capital component totals \$200 and remains constant from the previous fiscal year.

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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 2018 November General Election, 99 student pages, representing all nine County High Schools, earned 693 hours of community service working at the polling places. These community service hours resulted in overall savings of \$10,395 for the department.