

# 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**

| <u>Description</u>    | <u>FY16<br/>Actual</u> | <u>FY17<br/>Original</u> | <u>FY18<br/>Approved</u> | <u>Change<br/>17 to 18</u> |
|-----------------------|------------------------|--------------------------|--------------------------|----------------------------|
| Personnel             | \$ 1,280,749           | \$ 1,053,863             | \$ 1,144,902             | 8.6%                       |
| Operation             | 309,293                | 373,046                  | 390,796                  | 4.8%                       |
| Capital               | 630                    | 200                      | 200                      | 0.0%                       |
| Total                 | <u>\$ 1,590,672</u>    | <u>\$ 1,427,109</u>      | <u>\$ 1,535,898</u>      | <u>7.6%</u>                |
| Personnel Complement* | 8                      | 8                        | 9 **                     | 1                          |

\*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.

| <b>Performance Measures</b>                  |             |             |             |                            |
|--|-------------|-------------|-------------|----------------------------|
|  | <b>FY16</b> | <b>FY17</b> | <b>FY18</b> | <b>Change<br/>17 to 18</b> |
| <b>Workload Measures</b>                     |             |             |             |                            |
| Number of Registered Voters                  | 208,366     | 223,205     | 224,098     | 893                        |
| <b>Efficiency Measures</b>                   |             |             |             |                            |
| % 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.

workload resulting from a rise in voter registration and absentee voting.

The operating component of the budget increased by \$17,750 or 4.8 percent when compared to the prior fiscal year. This increase is due to the addition of funds for Easy Vote Solutions, a poll worker management software program. This software will assist with the processing of poll worker appointments, training and work duties. The capital component of the budget remains flat compared to the prior fiscal year. The Electoral Board's budget for FY2017-18 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 2016 November Presidential 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 savings.

**Budget Highlights**

The Department's budget for FY2017-18 is \$1,535,898, which represents an increase of \$108,789 or 7.6 percent compared to the FY2016-17 budget. The \$91,039 or 8.6 percent increase in personnel is due to several changes, including the addition of an Assistant Registrar II position, an increase in temporary salaries, a 2.5 percent salary increase for FY2017-18 as well as an increase in healthcare costs. The approved budget includes an increase in temporary salaries as well as an additional Assistant Registrar II position to address an increase in