

Board of Elections

Department Summary

		FY 2003 Actual	FY 2004 Adopted Budget	FY 2004 Current Budget	FY 2005 Adopted Budget
Personal Services	\$	1,221,737	1,248,029	1,272,837	1,419,368
Operating Expenses		706,982	1,133,665	1,128,665	682,868
Capital Outlay		87,078	0	5,000	2,000
Expenditure Totals	\$	2,015,797	2,381,694	2,406,502	2,104,236
Intergovernmental Revenue	\$	14,340	0	0	0
Fees & Other Revenues		50,544	226,288	226,288	0
Revenue Totals	\$	64,884	226,288	226,288	0
Number of FTEs		15.00	15.00	15.00	15.00

Department Description

The Board of Elections maintains the integrity of elections and ensures accuracy of voting results. Its mission is to make the election process inclusive for all eligible voters wanting to vote.

The Board of Elections maintains the voter registration records for the County pursuant to the requirements of federal and state statutes. It conducts all federal, state, county and municipal elections. The staff processes voter registrations, answers citizens' questions, and provides information on polling site locations and dates of scheduled elections.

The agency conducts regularly scheduled elections, special elections as required for constitutional amendments, bond referenda, and other

called elections. Precinct officials are recruited and trained by the staff. The Board of Elections is responsible for establishing precincts and polling places. To ensure compliance with campaign finance laws, staff confers with candidates, officials, and political action committees.

List of Major Services

- Register eligible voters
- Maintain an accurate voter registration list pursuant to federal and state statutes and State Board of Elections policies
- Complete Notice of Candidacy forms for candidates for public office
- Survey population patterns and voter participation to determine suitable voting sites

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- Manage voting precincts for election days
- Manage absentee by mail and one-stop voting sites
- Report and certify election results
- Administer State Board of Elections policies that interpret federal and state statutes
- Monitor legislation affecting voters, candidates and election changes

Business Plan Priorities

- Comply with statutory changes required by federal and state law and State Board of Elections policy.
- Conduct elections in compliance with election laws in a courteous, accurate and efficient manner.
- Process all voter transactions in a timely and accurate manner, complying with legal requirements contained in the *Help America Vote Act* (HAVA) and North Carolina election laws.
- Comply with the reporting requirements set forth by the *State and National Voter Registration Act*.
- Reduce citizens' wait time at polling places by creating additional one-stop voting sites.

Highlights for FY 2004

- The Board of Elections was the first department to work with the Information Services Department to convert from SQL 6.5 to SQL 2000. The conversion went according to the project statement of work and project management plan and was completed ahead of schedule and under budget. The conversion also involved significant software changes to meet new state and federal election requirements.
- Conducted the City of Raleigh, Town of Cary and Wake County Bond Referenda
- Conducted the municipal elections for Apex, Fuquay-Varina, Gar-

ner, Holly Springs, Knightdale, Morrisville, Rolesville, Wake Forest, Wendell, Zebulon and the run-off elections for the City of Raleigh and the Town of Cary.

- The Board of Elections staffed one-stop voting sites in Cary, Knightdale, Garner and Wendell for the November 2003 election. These sites were in addition to the one-stop required by law at the Board of Elections office.
- The County's provisional ballot procedures and documentation were recognized in the Federal Election Commission's "Innovations in Election Administration" booklet.
- Pursuant to a directive from the State Board of Elections, the Wake County Board of Elections, with the help of County and municipal building inspectors, completed an accessibility survey of each of the 181 polling places in the county.
- Implemented programming and administrative changes necessary to comply with the *Help America Vote Act* (HAVA) and changes in the North Carolina General Statutes bringing North Carolina into compliance with HAVA.

Key Issues for FY 2005

- Continue to update voter registration management system to meet the mandates and changes in the election laws, most significantly the *Help America Vote Act* (HAVA) that will place new requirements for selective voter identification at the polling places, transfer of data to the State Board of Elections, and notifications to provisional voters.
- Participate in planning sessions for migration to the Statewide Election Information Management System as the State Board of Elections determines the operational and technical requirements for that migration.
- Plan and implement administrative and procedural changes to comply with HAVA and North Carolina General Assembly legislation regarding absentee voting, provisional voting, identification requirements and signature requirement on the Authorization to Vote

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- form.
- Through HAVA funding, it is anticipated that each county could receive a grant in the amount of \$450 per precinct to help defray the costs of making the facilities accessible to persons with disabilities. Wake County could receive a maximum grant of \$81,450. However, the total needed to ensure that each precinct is in compliance with the requirements is \$194,406. To comply with the law, it would be Wake County's responsibility to fund the balance of \$112,956.
 - Continue implementing a separate Curbside Voting Plan pursuant to the directive from the State Board of Elections. If precinct officials cannot directly see the designated curbside voting parking from the area inside the polling place, an alternative solution must be put into effect. Two separate solutions are: (1) a Ballot Call device could be purchased and used at the curbside area. This device operates similarly to a doorbell and is used to alert officials inside that a curbside voter is outside. The cost is approximately \$500 per unit, however, the unit has a limited range. (2) In precincts where the curbside voter cannot be seen by the officials inside the polling place and where the range is farther than the Ballot Call signal can reach, an additional precinct official must be appointed to remain at the entrance to the polling place available to assist the curbside voter. (Each additional precinct official costs approximately \$125 per election per polling place.)
 - The Primary and Second Primary normally held in May (and June if necessary) were delayed as a result of the legal challenge of the legislative districts in North Carolina. The Primary is now tentatively scheduled for July 20th and the Second Primary, if necessary, is tentatively scheduled for August 17th.
 - Update newly enacted North Carolina House and Senate districts once all lawsuits have been settled or when directed by the State Board of Elections.
 - Mail voter cards to all voters updating North Carolina legislative districts.
 - A goal of the Board of Elections has been to reduce wait time at the polls. One way to accomplish this goal is to reduce precinct size to fewer than 3,000 registered voters. However, due to a statutory freeze on creating new precincts, no additional precincts can be created until after the 2004 elections.
 - Continue to review Direct Record Equipment for voting. By 2006, all counties must have one piece of voting equipment per precinct that will allow disabled voters to vote unassisted. Wake County's current optical scan does not meet this requirement.
 - Conduct General Election November 2, 2004.

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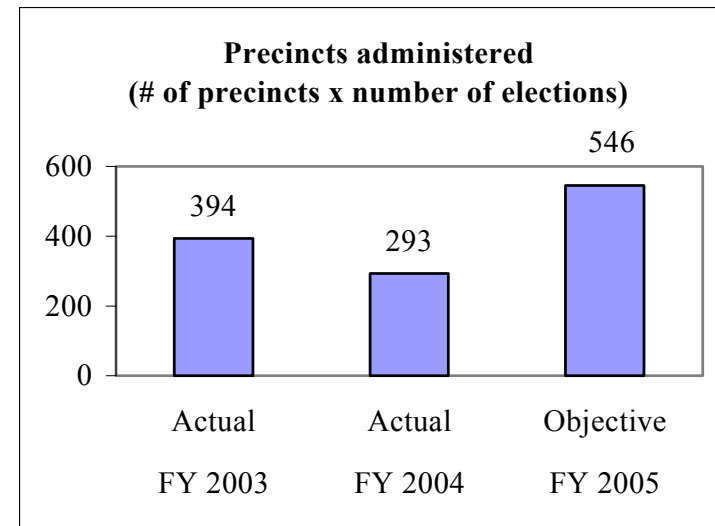
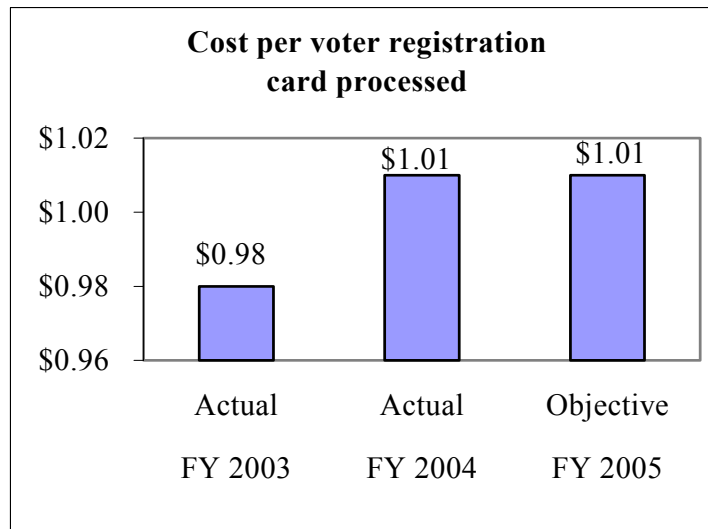
Performance Measures	FY 2003 Actual	FY 2004 Actual	FY 2005 Objective
Complaints as a percent of votes cast	0.50%	0.50%	0.50%
Precincts with more than 3,000 votes	30	26	n/a*
Time required to electronically transmit results	1 hr.	.5 hr.	.5 hr.
Cost per voter registration card processed	\$0.98	\$1.01	\$1.01
Precincts administered (# of precincts x number of elections)	394	293	546
Elections held	3	2	3
Presiding election officials	3,710	1,470	4,275
Voter registration cards processed	462,564	552,000**	210,000*** 640,000****

*Statutory freeze on creating new precincts in effect

**Redistricting cards will be mailed if districts set prior to July 1, 2004

***If cards for redistricting mailed prior to 7/1/04

****If cards mailed for redistricting after 7/1/04



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