

A P P R O V E D

ELECTORAL BOARD MINUTES

JANUARY 6, 2017

This is a recordation of official activities of the Botetourt County Electoral Board on Friday, January 6, 2017, in conjunction with Botetourt County Administration personnel regarding preparation and submission of the proposed budget for the Botetourt County Department of Elections and Voter Registration (DEV R) for Fiscal Year 2018.

The conference began at 3 p.m. in the Second Floor Conference Room of the Botetourt County Court House. Botetourt County Administration personnel present were Deputy County Administrator David Moorman, Finance Director Tony Zirrella, and Cody Sexton. Electoral Board Vice-Chairman William L. Heartwell, III, Electoral Board Secretary Paul E. Fitzgerald, and Director of Elections and General Registrar (DoE/GR) Traci S. Clark were present. Electoral Board Chairman John W. Rader was not able to attend.

The FY 2018 DEV R budget submitted to the county totaled \$249,465, which is a 21.4 per cent reduction from the \$317,357 total budgeted for FY 2017. The primary attributable factor regarding the variance was the FY 2017 Presidential Election. No request was made for any capital outlay in FY 2018. (The Budget Worksheet FY 2018 reflecting this submission is attached as a portion of these minutes.)

Discussion initiated by the administration review group indicated that their primary concern was not directed at the budget total but at perceived changes in the Department's categorization of proposed FY2018 expenditures as compared to previous years.

DoE/GR Clark explained that the changes had been deliberate and were part of a positive effort to improve transparency of the department's categorization, seeking clarification rather than obfuscation, by using a generally logical plan of grouping expenditures and eliminating the more confusing esoteric and arbitrary system that had developed over time.

No change was requested or discussed regarding the budget as submitted.

There was, however, an ongoing exchange regarding the concerns brought forward by the Department's representatives regarding suitability and appropriateness of the physical quarters now provided for fulfilling the Department's responsibilities, especially regarding the security, storage, and accessibility of the new optical-scan voting equipment.

The administration representatives effectively conveyed their concern that FY2018, for a variety of circumstances, loomed as a particularly constrained budget cycle in which there would be little opportunity for a change in the Department's physical operating environments.

They did, however, urge the Department to continue research into future relocation possibilities, especially regarding the voting equipment security, storage, and accessibility concerns, and preferably within the immediate Fincastle area.

Respectfully submitted,

Paul E. Fitzgerald, Secretary

February 9, 2017