

**CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA**



Agenda Date:	August 3, 2020
Action Required:	Appropriation of CARES ACT Funding
Presenter:	Anne Hemenway, City of Charlottesville Electoral Board Chair
Staff Contacts:	Melissa A. Morton, Director of Elections and General Registrar City of Charlottesville Office of Voter Registration and Elections Anne Hemenway, Electoral Board Chair
Title:	Office of Voter Registration CARES ACT funding for 2020 Presidential Election - \$64,229

Background:

The City of Charlottesville Office of Voter Registration and Elections has received award approval for \$64,229 from the CARES ACT- (COVID-19) from the Virginia Department of Elections to use to help offset the costs associated with the 2020 Presidential Election.

Discussion:

The Office of Voter Registration and Elections will use the funding for costs related to the 2020 Presidential Election for items such as postage, mailings, purchase of an additional absentee hi-speed scanner, purchase of a cart to store absentee and election day ballots, office supplies, two workstations, and office and precinct supplies. COVID-19 office and precinct plans were written and implemented for the June 23, 2020 Dual Congressional Primary.

The purchase of the additional HART Verity Central package is to handle the increase of the working capacity for absentee mailed ballots scanned for pre-processing and on Election Day. Both scanners can work independently with two teams of election officers to tabulate and report numbers faster and accurately. The package includes a Cannon scanner, workstation with a monitor and printer and other related items. The purchasing cost is \$22,429.00 including shipping and handling charges. The Director of Elections and General Registrar, Electoral Board Members, and Voting Equipment Technicians will receive, inspect, and perform a functionality test on the equipment upon arrival. Training will be provided for, and by, the Director of Elections to the electoral board members, voting equipment technicians, voter registration manager, and all election officers working in the Central Absentee Precinct (CAP) prior to usage.

Due to the unknown of COVID-19, we are anticipating of the 31,000+ registered voters that half will vote by mail or in-person during the Absentee Voting period from September 18-October 31 and the other half will vote on Election Day. The \$64,229 appropriation funding will also cover the cost to

mail approximately 15,000 voters an absentee application and the ballot package, which includes two return envelopes; \$7,700.00 for postage; \$6,450.00 for a precinct scanner; \$3,054.00 all required envelopes for the ballot package; \$4,000.00 for two staff workstations, a table, precinct voter stanchions, and a secured cage; \$15,115.00 for working and training of staff, precinct election officers and CAP election officers.

Alignment with City Council's Vision and Strategic Plan:

This funding supports and contributes to Goal 5 of the Strategic Plan, a responsible organization and Goal 2, a healthy and safe city. Due to the unknown of the pandemic bringing unprecedented challenges to the voters, office staff, electoral board members, election officers and the polling places for the June Primary and will continue for the November General Elections.

Community Engagement:

Office of Voter Registration and Elections will provide qualified voters who request their absentee ballot by mail a pre-paid return postage envelope for their absentee ballot. Hand sanitizer stations were purchased for voters use in-person and on Election Day. Election officers, staff, electoral board members had to wear personal protective equipment (PPE) for their safety, and voters were encouraged to, but not required, to wear PPE. We will also follow and administer any recommendations and guidelines provided by the State of Virginia Governor's Office, and Center of Disease Control and Preventions. Voters will be notified via the city's website and media outlets of any changes related to the November General Election, including but not limited to polling place, election date, election officers, witness signatures, candidates on the ballot, etc. as soon as possible.

Budgetary Impact:

This has no impact on the General Fund. These funds will be appropriated to and expended from a grants fund and no local match is required. These funds will be expensed and used for Elections expenses for the 2020 Presidential Election only and will be separate from the approved fiscal year 2021 budget.

Recommendation:

Director of Elections and General Registrar and the City of Charlottesville Electoral Board recommends approval and appropriation of CARES ACT (COVID-19) Funding.

Alternatives:

There is no alternative. Funds must be used for 2020 Presidential Election or returned to the Department of Elections.

Attachments:

This section should list additional relevant supplemental material provided, such as appropriations, resolutions, ordinances, maps and drawings, reports, presentations, etc.

APPROPRATION

Office of Voter Registration CARES ACT funding for 2020 Presidential Election
\$64,229

WHEREAS, the Charlottesville Office of Voter Registration and Elections has received award approval for \$64,229 from the CARES ACT from the Virginia Department of Elections to use to help offset the costs associated with the 2020 Presidential Election;

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that the sum of \$64,229 is hereby appropriated in the following manner:

Revenue-\$64,229

Fund 208 Cost Center: 2301001000 I/O: 1900368 G/L Account: 430127

Expenditures

\$11,634 Fund 208 Cost Center: 2301001000 I/O: 1900368 G/L Account: 599999

\$7,700 Fund 208 Cost Center: 2301001000 I/O: 1900368 G/L Account: 520030

\$6,450 Fund 208 Cost Center: 2301001000 I/O: 1900368 G/L Account: 520900

\$12,535 Fund 208 Cost Center: 2301001000 I/O: 1900368 G/L Account: 520990

\$3,481 Fund 208 Cost Center: 2301001000 I/O: 1900368 G/L Account: 530210

\$22,429 Fund 208 Cost Center: 2301001000 I/O: 1900368 G/L Account: 541050