

## **Roanoke County Electoral Board Meeting Minutes**

Date: April 7, 2022

Time: 10:00 AM

900 Chestnut St. Vinton, VA 24079

Chair: Ken Srpan

Vice Chair: Jeff Krasnow

Acting Secretary: Jeff Krasnow

Board Attendance:

Ken Srpan

Anna Cloeter

Jeff Krasnow

Visitors: John Young and Maurice McBride

1. Call to Order: 10:07 AM

2. Welcome and Adoption of Agenda:

- a. Chairman Srpan welcomed everyone in attendance to the meeting.
- b. Item II of the agenda, Welcome of New Board Member, was removed as the Circuit Court has yet to finalize appointment of said member.
- c. Item III(b) was also removed from the agenda as it was determined that the discussion of the Officer of Election Recruitment Program & Update should be postponed until we have a full complement of Board members.

3. Old Business: Approval of Minutes: The Board reviewed and approved the minutes of the March 11, 2022 meeting.

4. New Business

- a. Budget and Staffing. The Director reviewed the budget requests submitted by the Elections Office for the upcoming FY 2022-2023 with the Electoral Board once more in addition to a communication from the Finance Department regarding what County Administration proposed to fund in the upcoming year. A number of significant expenses that Elections will necessarily incur in the administration of upcoming elections and both requests for additional full-time equivalent staffing were not included. It was decided to set up a meeting for Chair Srpan and Director Cloeter to meet with Paul Mahoney to discuss these issues in light of the discretion granted by the Code of Virginia to the Director and the Electoral Board regarding these issues and the statutory requirement that localities provide the funding and staffing required for local election offices to administer elections in accordance with law. Director Cloeter will draft a letter addressing these issues.
- b. Redistricting. Director Cloeter briefed the Board on the details of the local redistricting plan adopted by the Board of Supervisors on March 22, 2022. Director Cloeter described the changes outlined in the attached documents and reported that, once the Attorney General's Office either approves the County's local redistricting plan or issues a Certificate of No Objection a total of eight voters residing in the revised North Glenvar and South Glenvar precincts will be impacted by unavoidable Virginia Senate District splits. This will require the locality to seek annual approval from the County's Board of Supervisors to submit a yearly application for a waiver to administer split election districts. Director Cloeter also reported that letters to voters informing them of their new precinct assignments would be mailed out. In advance of the election.
- c. Chair's Report – no report.
- d. Director's Report
  - i. The Director reported that SB 3, which had passed the legislature, but had not yet been signed by the Governor, would require the report of votes from the Central Absentee Precinct be reported by precinct and by method of absentee voting (in person and by mail)

but they would no longer require staff to sort voted ballots by manner cast and precinct prior to their transport to the Circuit Court for retention.

- ii. The Director informed the Board that the letter signed by the Board regarding the County Office of Elections' adherence to Virginia's Locality Election Security Standards had been provided to the State Board.
- iii. The Director shared the materials submitted in support of the County's request that it be permitted to administer future Virginia Senate elections in two precincts containing split districts to the State Board of Elections with the Electoral Board. Copies of these materials, which includes maps detailing the affected area and a resolution approved by the Board of Supervisors authorizing submission of the waiver request to the State Board of Elections, are appended to these minutes. This item has been added to the agenda for the State Board of Elections meeting on April 13, 2022.
- iv. Early voting for any primary to be held on June 21, 2022 will commence of May 6, 2022. Virginia Democratic and Republican Parties are expected to certify candidates for Congressional and any local primaries to the Department of Elections within the next week.

5. Public Comment: None

6. Adjournment: 11:35 AM on Motion of Mr. Krasnow

7. Next Meeting: To be determined.

Acting Secretary \_\_\_\_\_

Chair \_\_\_\_\_

Vice Chair \_\_\_\_\_

Laurie Gearheart  
Director of Finance and  
Management Services

County of Roanoke



## Memo

To: Anna Cloeter, Registrar

From: Laurie Gearheart, Director of Finance and Management Services

Date: March 25, 2022

Subject: Fiscal Year 2022-2023 Operating Budget Funding increases for the Registrar

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The County Administrator's Proposed Fiscal Year 2022-2023 Operating Budget included \$60,955 to fund part-time and operating expenses.

This increase was based on the Elections Funding Adjustment Form submitted as part of the budget development process for Fiscal Year 2022-2023. Attachment A details the requests from the Registrar and the amounts included in the proposed budget.

Also, submitted as part of the FY2022-2023 budget process was a request for an Early & Absentee Voting Assistant to "Organize staffing of Brambleton Satellite to allow us to extend the number of days we're able to offer voting at two locations to reduce demands placed on staff in Vinton. Ensure adequate supply of ballots and proper use and operation of early voting equipment. Assist Jenn with packing and preparing absentee ballots requested by mail for dispatch. Assist Anna with review, curing, and tracking of defective absentee ballots returned prior to Election Day. Maintain returned ballots in precinct alpha order and assist with absentee ballot check-in while Anna assists with officer training, prepares electronic pollbooks, and organizes Election Day operations. Provide backup support to front office and voter check-in as available. Liaise with local high schools, Hollins, and area nursing/rehab/senior living homes prior to the start of absentee voting to ensure that special populations of voters have access to the paper forms and information they need in order to exercise their right to vote and reduce number of VR and AB applications denied due to being filled out incorrectly. Coordinate voted AB ballot drop-off/pick-up. Assist with staffing weekend early voting hours (likely to be increased by GA), monitoring ballot drop boxes (something EB wants to add)." The request was for a Grade 14 with total salary and benefits of \$45,232 offset by \$30,000 in part time salaries for a final request of \$15,232.

Another request was submitted for an Office Support Specialist to "Process daily reports, print and mail voter registration cards, respond to voter requests for forms and information,

generate/copy all related voter correspondence, scan completed forms and applications into VERIS, maintain files with hard copies of all forms and documents, process and distribute mail, check returned voter correspondence into VERIS with tracking information, assist voters on the phones and at the counter, maintenance of extensive paper files, take care of document retention/destruction, etc.” The request was for a Grade 12 with total salary and benefits of \$41,729 offset by \$30,000 in part time salaries for a final request of \$11,729.

As discussed in our meeting held on Tuesday March 15th, we had very limited funding for new Full Time Equivalents (FTE's) as part of our proposed operating budget for Fiscal Year 2022-2023. The Elections office was approved for the \$26,961 which was the net amount requested to help organize staffing of the Brambleton Satellite to allow extended number of days you would be able to offer voting at two locations to reduce demands placed on staff in Vinton as outlined in the original request.

Since the time the position requests were submitted, the County has moved to a decision band method for our pay plan. In order to properly evaluate where these positions fall in the new pay scale, additional work will be needed in conjunction with the Human Resources Office to determine the proper placement in the new pay scale. Upon the approval of the Electoral Board, please resubmit the revised budget request to the County Administrator, Richard Caywood by April 1, 2022.

In summary, \$60,955 was included in the proposed Fiscal Year 2022-2023 operating budget. Upon receipt of the requested information, your budget request will be reviewed and discussed with the Board of Supervisors.

If you have any additional questions, please contact me at 540-283-8126 or [lgearheart@roanokecountyva.gov](mailto:lgearheart@roanokecountyva.gov).

Cc: Richard Caywood, County Administrator  
Rebecca Owens, Deputy County Administrator  
Doug Blount, Assistant County Administrator  
Ken Srpan, Chairman Electoral Board

**Attachment A**

**Elections Funding Adjustment Form for Consideration FY2022-2023 Budget**

<b>Funding Request</b>	<b>Description</b>	<b>Amount Requested</b>	<b>Amount Funded</b>
Increase Ballot Orders to 100%	These are costs we already incur or will necessarily incur due to Virginia Law - i.e., machine warranties and licenses related to required security upgrades - that are either not included in or covered by our existing budget.	\$ 30,000	\$ 15,000
Licenses, Warranties - Pollbooks	These are costs we already incur or will necessarily incur due to Virginia Law - i.e., machine warranties and licenses related to required security upgrades - that are either not included in or covered by our existing budget.	13,250	13,250
Service Agreement - Pitney Bowes	These are costs we already incur or will necessarily incur due to Virginia Law - i.e., machine warranties and licenses related to required security upgrades - that are either not included in or covered by our existing budget.	3,314	3,314
H&SW Warranties - Voting Machines	These are costs we already incur or will necessarily incur due to Virginia Law - i.e., machine warranties and licenses related to required security upgrades - that are either not included in or covered by our existing budget.	20,430	2,430
EM Licesnses - Voting Machines	These are costs we already incur or will necessarily incur due to Virginia Law - i.e., machnie warranties and licenses related to required security upgrades - that are either not included in or covered by our existing budget.	8,254	-
OOEs for Election Day	These are costs we already incur or will necessarily incur due to Virginia Law - i.e., machnie warranties and licenses related to required security upgrades - that are either not included in or covered by our existing budget.	47,500	-
<b>Total included in the FY 2022 2023 Operating Budget</b>		<b>122,748</b>	<b>\$ 33,994</b>



## Elections - Division 6401

Main Account	Main Account Description	OLI	Dept	Div	Fund	Function	Program	Subdivision	Project	FY 2020		FY 2021		FY 2022		FY 2023 Dept.		FY 2023	
										Actual	Budget	Actual	Budget	Baseline	Dept Adj.	Dept Adj.	Revised Dept.		
101010	Regular	1	C64	6401	C100	C103				\$ 142,455	\$ 137,168	\$ 145,991	\$ 145,991	\$ 145,991	\$ 145,991	\$ 145,991	\$ 145,991		
101015	Overtime	1	C64	6401	C100	C103				\$ 13,133	\$ 25,171	\$ 4,284	\$ 4,284	\$ 4,284	\$ 4,284	\$ 4,284	\$ 4,284		
101020	Part-Time	1	C64	6401	C100	C103				\$ 61,460	\$ 92,750	\$ 90,368	\$ 90,368	\$ 90,368	\$ 90,368	\$ 90,368	\$ 90,368		
101030	PT - Holiday	1	C64	6401	C100	C103				\$ 51	\$ 277	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
101111	Board Member	1	C64	6401	C100	C103				\$ 10,567	\$ 13,323	\$ 9,500	\$ 9,500	\$ 9,500	\$ 9,500	\$ 9,500	\$ 9,500		
202100	FICA - Employer Contribution	1	C64	6401	C100	C103				\$ 16,773	\$ 19,913	\$ 18,113	\$ 18,113	\$ 18,113	\$ 18,113	\$ 18,113	\$ 18,113		
202200	Retirement - VRS	1	C64	6401	C100	C103				\$ 17,602	\$ 19,970	\$ 20,993	\$ 20,993	\$ 20,993	\$ 20,993	\$ 20,993	\$ 20,993		
202300	Group Health Insurance	1	C64	6401	C100	C103				\$ 21,404	\$ 23,293	\$ 25,057	\$ 25,057	\$ 25,057	\$ 25,057	\$ 25,057	\$ 25,057		
202310	Group Dental Insurance	1	C64	6401	C100	C103				\$ 995	\$ 1,045	\$ 1,191	\$ 1,191	\$ 1,191	\$ 1,191	\$ 1,191	\$ 1,191		
202400	Life Insurance - VRS	1	C64	6401	C100	C103				\$ 1,872	\$ 1,861	\$ 1,956	\$ 1,956	\$ 1,956	\$ 1,956	\$ 1,956	\$ 1,956		
202500	Long Term Disability Insurance	1	C64	6401	C100	C103				\$ 607	\$ 591	\$ 691	\$ 691	\$ 691	\$ 691	\$ 691	\$ 691		
202750	YRS Retiree Health Credit	1	C64	6401	C100	C103				\$ 428	\$ 416	\$ 437	\$ 437	\$ 437	\$ 437	\$ 437	\$ 437		
202800	Termination Pay	1	C64	6401	C100	C103				\$ -	\$ 1,205	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
202810	Cash-in FLP Option	1	C64	6401	C100	C103				\$ 1,334	\$ 1,334	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
202840	Deferred Comp Match	1	C64	6401	C100	C103				\$ 1,306	\$ 1,300	\$ 1,300	\$ 1,300	\$ 1,300	\$ 1,300	\$ 1,300	\$ 1,300		
300013	Professional Services	2	C64	6401	C100	C103				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
300033	Software Support	2	C64	6401	C100	C103				\$ 21,354	\$ 20,430	\$ 18,100	\$ 18,100	\$ 18,100	\$ 18,100	\$ 18,100	\$ 18,100		
320001	Contracted Repairs	2	C64	6401	C100	C103				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
330005	Maintenance and Service Contracts	2	C64	6401	C100	C103				\$ -	\$ 72	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
350010	Printing & Binding	2	C64	6401	C100	C103				\$ 8,281	\$ 13,398	\$ 40,410	\$ 40,410	\$ 40,410	\$ 40,410	\$ 40,410	\$ 40,410		
360010	Advertising	2	C64	6401	C100	C103				\$ -	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000		
400100	Data Processing	2	C64	6401	C100	C103				\$ 43,444	\$ 55,872	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
520010	Postage and Box Rental	2	C64	6401	C100	C103				\$ 22,375	\$ 8,504	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000		
520030	Telephone	2	C64	6401	C100	C103				\$ 1,026	\$ 1,087	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000		
540010	Lease and Rent	2	C64	6401	C100	C103				\$ 1,236	\$ 372	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500		
550001	Travel - Mileage	2	C64	6401	C100	C103				\$ 1,329	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500		
550006	Travel - Per Diem	2	C64	6401	C100	C103				\$ 374	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000		
550040	Conferences, Training & Education	2	C64	6401	C100	C103				\$ 2,363	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000		
580001	Dues & Association Memberships	2	C64	6401	C100	C103				\$ 23	\$ 378	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800		
580050	Miscellaneous Operating Costs	2	C64	6401	C100	C103				\$ 32	\$ 468	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500		
580095	Unallocated Purchasing Card Charges	2	C64	6401	C100	C103				\$ 33	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
601010	General Office Supplies	2	C64	6401	C100	C103				\$ 2,036	\$ 920	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000		
601013	Supplies and Small Equipment	2	C64	6401	C100	C103				\$ 5,030	\$ 5,866	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000		
601018	Copy Paper	2	C64	6401	C100	C103				\$ 1,827	\$ 335	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000		
608080	Gas, Oil & Grease	2	C64	6401	C100	C103				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
620001	Books & Subscriptions	2	C64	6401	C100	C103				\$ 209	\$ -	\$ 86	\$ 86	\$ 86	\$ 86	\$ 86	\$ 86		
620010	Library Media - Large Print	2	C64	6401	C100	C103				\$ 88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
650001	Supplies	2	C64	6401	C100	C103				\$ -	\$ 12,113	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
										Division Total		\$ 424,777		\$ 424,777		\$ 424,777		\$ 424,777	

Multi Year Budget Requests				
Future Budget Need	Description/Purpose	Frequency	Fiscal Year Start	Annual Amount
Voting Machine Warranties	Annual cost not covered under existing budget	Recurring	2023	\$20,430
Pollbook Licenses, Warranties	Annual cost after state-mandated upgrades	Recurring	2023	\$13,250
Pitney Bowes Svc. Agmt.	Annual cost not covered under existing budget	Recurring	2023	\$3,314
OOEs for Election Days	Staffing of precincts on Election Days - separate costs of regular PT staffing and Election Day staffing, make use of funds clear	Recurring	2023	\$95,000
Increase Ballot Orders to 100%	Ensure adequate ballot stock given increase in voter participation, rising incidence of duplicate requests, voided/spoiled ballots, ballots lost/not delivered	Recurring	2023	\$30,000
THESE ITEMS ARE ALSO	LISTED ON THE FUNDING ADJUSTMENT FORM			JUST IN CASE
		Subtotal	\$161,994	

**Instructions:**

Use this tab to add requests that you foresee coming within the next 4 fiscal years

Please be sure to select the frequency and the Fiscal Year Start date from the corresponding drop down menus

Provide the annual cost for each need in the final column



## **OPERATING ADJUSTMENT**

**Directions:** To request additional funding, please complete the following fields. All cells in **BLUE** are required. Additional cells will automatically calculate based on responses. Please include the appropriate accounting ledger string along with a brief description for each line requested.

**I. FUNDING ADJUSTMENT DETAIL**

## II. JUSTIFICATION

Double click in the box below to enter a detailed justification for this request.

These are costs we already incur or will necessarily incur due to Virginia Law - i.e., machine warranties and licenses related to required security upgrades - that are either not included in or covered by our existing budget.

Would the adjustment(s) be offset by an increase in revenue or decrease in other expenditures?

Double click in the box below to describe the estimate, if applicable.

If yes, please provide an estimate.

## STRATEGIC PLAN ALIGNMENT

Please enter an "X" next to ANY of the Strategic Initiatives in the **Community Strategic Plan** and/or **Organizational Strategic Plan** that would align with the addition of this position. Multiple initiatives may be selected and may be selected from both plans if applicable.

### Community Strategic Plan Initiatives

<input checked="" type="checkbox"/> Connect Roanoke County to the World	Ensure Citizen Safety
<input type="checkbox"/> Position Roanoke County for Future Economic Growth	Promote Lifelong Learning
<input type="checkbox"/> Promote Neighborhood Connections	Be a Caring and Inclusive Community
<input type="checkbox"/> Keep Roanoke County Healthy, Clean, and Beautiful	

### Organizational Strategic Plan Initiatives

**X** Responsive Service Delivery **Branding and Marketing** **X** Workplace Culture/Employer of Choice

Please describe how the adjustment(s) would support the Initiative(s) marked above.

Permit conduct of elections. Reduce/eliminate issues re: Elections budget overages.

## New Position (1)

### I. POSITION INFORMATION

Position Title:	Early & Absentee Voting Assistant									
Number of Positions:	1									
Select Pay Grade	101010	202100	202205	202400	202500	202750	202300	202310	202840	
Salary*	\$ 30,325	\$ 2,320	\$ 4,361	\$ 406	\$ 179	\$ 91	\$ 6,615	\$ 285	\$ 650	
Total Salary	\$ 30,325			Total Benefits:	\$ 14,907			Total Salary & Benefits	\$ 45,232	

\*Salary (101010) is based on the FY 2021-22 Class Plan with an added 10% of base.

### II. POSITION DESCRIPTION

Double click in the box below to explain the typical duties and responsibilities and how these duties have been handled in the past if applicable. Explain why this position is necessary to the department's operations. If this is a newly created position, please also include a job description with the additional funding request submission.

Organize staffing of Brambleton Satellite to allow us to extend the number of days we're able to offer voting at two locations to reduce demands placed on staff in Vinton. Ensure adequate supply of ballots and proper use and operation of early voting equipment. Assist Jenn with packing and preparing absentee ballots requested by mail for dispatch. Assist Anna with review, curing, and tracking of defective absentee ballots returned prior to Election Day. Maintain returned ballots in precinct alpha order and assist with absentee ballot check-in while Anna assists with officer training, prepares electronic pollbooks, and organizes Election Day operations. Provide backup support to front office and voter check-in as available. Liaise with local high schools, Hollins, and area nursing/rehab/senior living homes prior to the start of absentee voting to ensure that special populations of voters have access to the paper forms and information they need in order to exercise their right to vote and reduce number of VR and AB applications denied due to being filled out incorrectly. Coordinate voted AB ballot drop-off/pick-up. Assist with staffing weekend early voting hours

Would the cost of the position be offset?  Yes  If yes, please provide an estimate.  \$ 30,000

If yes, please describe the estimated amount in detail below. Examples might include reduction in expenditures or revenue enhancement.

Greatly reduce the hours worked by PT staff (to SEASONAL. ONLY if both positions funded) and the amount of overtime & comp time claimed by department staff during the two months prior to each Election Day (at least 2 per year) and during the week of each election.

### ADDITIONAL OPERATING IMPACTS

Please double click below to describe any additional impacts to the operating budget with the addition of the requested position(s).

### STRATEGIC PLAN ALIGNMENT

Please enter an "X" next to ANY of the Strategic Initiatives in the Community Strategic Plan and/or Organizational Strategic Plan that would align with the addition of this position. Multiple initiatives may be selected and may be selected from both plans if applicable.

#### Community Strategic Plan Initiatives

<input checked="" type="checkbox"/>	Connect Roanoke County to the World	<input type="checkbox"/>	Ensure Citizen Safety
	Position Roanoke County for Future Economic Growth	<input type="checkbox"/>	Promote Lifelong Learning
<input checked="" type="checkbox"/>	Promote Neighborhood Connections	<input type="checkbox"/>	Be a Caring and Inclusive Community
	Keep Roanoke County Healthy, Clean, and Beautiful		

#### Organizational Strategic Plan Initiatives

<input checked="" type="checkbox"/>	Responsive Service Delivery	<input type="checkbox"/>	Branding and Marketing	<input checked="" type="checkbox"/>	Workplace Culture/Employer of Choice
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Please describe how the position(s) would support the Initiative(s) marked above.

Adding this position would allow us to provide better and more timely service to voters wishing to vote absentee by mail or early in-person, demand for which has increased SIGNIFICANTLY since rules for absentee voting were changed in July 2020 to allow every voter the option to vote early in person during the 45 days prior to each election. From 2004-2020, the percentage of voters voting absentee during presidential years has gone from

## New Position Form (2)

### I. POSITION INFORMATION

Position Title:	Office Support Specialist								
Number of Positions:	1								
Select Pay Grade	101010	202100	202205	202400	202500	202750	202300	202310	202840
	Salary*	FICA	VRS Hybrid	VRS - Life Insurance	LTD	VRS RHC	Health	Dental	Deferred Comp
12	\$ 27,506	\$ 2,104	\$ 3,955	\$ 369	\$ 162	\$ 83	\$ 6,615	\$ 285	\$ 650
Total Salary:	\$ 27,506		Total Benefits:	\$ 14,223		Total Salary & Benefits:			\$ 41,729

\*Salary (101010) is based on the FY 2021-22 Class Plan with an added 10% of base.

### II. POSITION DESCRIPTION

Double click in the box below to explain the typical duties and responsibilities and how these duties have been handled in this past if applicable. Explain why this position is necessary to the department's operations. If this is a newly created position, please also include a job description with the additional funding request submission.

Process daily reports, print and mail voter registration cards, respond to voter requests for forms and information, generate/copy all related voter correspondence, scan completed forms and applications into VERIS, maintain files with hard copies of all forms and documents, process and distribute mail, check returned voter correspondence into VERIS with tracking information, assist voters on the phones and at the counter, maintenance of extensive paper files, take care of document retention/destruction, etc..

Would the cost of the position be offset?  Yes  If yes, please provide an estimate.  \$ 30,000  
If yes, please describe the estimated amount in detail below. Examples might include reduction in expenditures or revenue enhancement.

Reduce number of PT staff required to complete department duties to SEASONAL ONLY, allow us to start using our PT staff for an acceptable number of hours/year. Would also allow us to reduce the overtime & comp time claimed by staff during the two months prior to each Election Day and during each election week, thereby providing everyone in the department with a more stable and predictable schedule and reducing likelihood of

### ADDITIONAL OPERATING IMPACTS

Please double click below to describe any additional impacts to the operating budget with the addition of the requested position(s).

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### STRATEGIC PLAN ALIGNMENT

Please enter an "X" next to ANY of the Strategic Initiatives in the Community Strategic Plan and/or Organizational Strategic Plan that would align with the addition of this position. Multiple initiatives may be selected and may be selected from both plans if applicable.

#### Community Strategic Plan Initiatives

<input checked="" type="checkbox"/>	Connect Roanoke County to the World	<input type="checkbox"/>	Ensure Citizen Safety
<input type="checkbox"/>	Position Roanoke County for Future Economic Growth	<input type="checkbox"/>	Promote Lifelong Learning
<input checked="" type="checkbox"/>	Promote Neighborhood Connections	<input type="checkbox"/>	Be a Caring and Inclusive Community
<input type="checkbox"/>	Keep Roanoke County Healthy, Clean, and Beautiful		

#### Organizational Strategic Plan Initiatives

<input type="checkbox"/>	Responsive Service Delivery	<input type="checkbox"/>	Branding and Marketing	<input type="checkbox"/>	Workplace Culture/Employer of Choice
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Please describe how the position(s) would support the initiative(s) marked above.

Would allow us to maintain current levels of work while reducing year-round strain on use of PT staff, permit compliance with limits on the average number of hours/week an PT staffer may work, promote scheduling stability for regular staff, and reduce need for overtime and comp time on a regular basis.

Major Election Statistics, 2004-2022											
Election	Type	FT Staff	PT Staff	AB In Person	AB By Mail	AB Turnout	Election Day	Total Turnout	Reg'd Voters	% AB Turnout	% Total Turnout
February 2004	Presidential	3	11	-	-	59	4,621	4,680	60,159	0.1%	7.8%
November 2004	Presidential	3	16	-	-	3,191	43,782	46,973	61,888	5.2%	75.9%
November 2005	State/Local	3	2	-	-	1,193	30,402	31,595	61,259	1.9%	51.6%
November 2006	Federal	3	3	-	-	1,589	35,134	36,723	61,706	2.6%	59.5%
November 2007	State/Local	3	4	379	251	1,312	21,494	22,806	62,906	2.1%	36.3%
February 2008	Presidential	3	2	198	200	356	17,859	18,215	64,205	0.6%	28.4%
November 2008	Presidential	3	8	2,779	2,427	4,967	46,443	51,410	66,464	7.5%	77.4%
November 2009	State/Local	3	6	822	610	1,312	29,210	30,522	65,866	2.0%	46.3%
November 2010	Federal	3	6	935	571	1,345	30,316	31,661	66,257	2.0%	47.8%
November 2011	State/Local	3	6	449	225	633	22,012	22,645	66,644	0.9%	34.0%
March 2012	Presidential	3	4	85	73	132	3,631	3,763	67,347	0.2%	5.6%
June 2012	Federal	3	5	88	27	103	4,433	4,536	67,517	0.2%	6.7%
November 2012	Presidential	3	10	2,568	2,292	4,490	47,132	51,622	68,864	6.5%	75.0%
November 2013	State/Local	3	6	850	578	1,318	29,808	31,126	67,230	2.0%	46.3%
November 2014	Federal	3	6	858	563	1,334	29,428	30,762	66,969	2.0%	45.9%
November 2015	State/Local	3	6	526	321	762	23,688	24,450	66,845	1.1%	36.6%
March 2016	Presidential	3	5	233	286	422	22,074	22,496	66,012	0.6%	34.1%
June 2016	Federal	3	1	96	37	122	3,387	3,509	50,145	0.2%	7.0%
November 2016	Presidential	3	7	2,492	2,964	5,001	46,688	51,689	69,016	7.2%	74.9%
November 2017	State/Local	3	4	1,025	1,085	1,822	32,009	33,831	67,774	2.7%	49.9%
June 2018	State/Local	3	2	148	95	174	5,569	5,743	68,485	0.3%	8.4%
November 2018	Federal	3	5	1,646	1,719	3,096	39,133	42,229	69,170	4.5%	61.1%
November 2019	State/Local	3	4	616	639	1,043	25,522	26,565	68,468	1.5%	38.8%
March 2020	Presidential	3	4	189	317	392	11,038	11,430	69,253	0.6%	16.5%
June 2020	Federal	3 <sup>^</sup>	1-2 <sup>^</sup>	93	1,191	701	4,425	5,126	69,544	1.0%	7.4%
November 2020	Presidential	2-3*	4-9*	26,089	14,312	37,701	19,834	57,479	72,199	52.2%	79.6%
June 2021	State	2 <sup>^</sup>	3-5 <sup>^</sup>	465	661	935	2,720	2,763	72,438	1.3%	3.8%
November 2021	State/Local	3 <sup>"</sup>	3-7 <sup>"</sup>	11,900	3,950	15,234	27,733	42,967	71,925	21.2%	59.7%
June 2022	Federal										
November 2022	Federal/State/TOV										

#### Notes:

\* 3 FT from March 18-May 15, + 1 PT May 15-June 1, + 1 add'l PT June 1-23

45 full days of no-excuse absentee in-person voting; open in two locations for last two weeks of AB period

^ 2 FT staff - supported by 3 regular PT and 2 temp PT (working last 2 weeks @ satellite only)

" 3 FT staff - supported by 3 regular PT and 5 temp PT (working last 2-3 weeks only)

In 2015, Roanoke County transitioned from all-in-one voting machines to using multiple machines and paper ballots at all precincts.

Virginia law began to provide for 45 days of no-excuse absentee in-person (early) voting prior to every election after 7/1/20.

REG VOT FOR 06/16 ELECTION: 6th CD ONLY - 66,715 reg'd voters in both CDs

Voter Registration Requests and Changes Processed by Roanoke County, 2007-2021																
Type	Action	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Address Change	1,061	1,892	1,573	1,336	1,767	1,886	1,272	1,724	1,804	4,645	5,060	5,587	4,974	5,337	4,826	
Administrative Duplicate Match	-	-	-	-	-	-	-	-	-	7,644	10,257	9,163	5,086	6,260	6,260	
Change In	945	1,587	1,209	1,042	1,343	1,504	1,001	1,224	1,285	2,136	1,834	1,848	1,704	1,710	1,814	
Change Out	945	1,587	1,209	1,042	1,343	1,504	1,001	1,224	1,285	2,136	1,834	1,848	1,704	1,710	1,814	
Correction	168	575	88	53	98	154	83	94	149	479	213	1,129	192	147	43	
Duplicate	45	165	133	279	334	845	342	374	399	3,170	1,998	1,586	973	995	951	
Inactivate	-	-	69	26	18	587	83	12	-	4	2	5	-	-	-	
Name Change	169	360	185	228	249	374	202	221	256	779	1,239	1,286	1,315	966	789	
Name/Address Change	150	293	140	140	161	209	150	152	173	665	594	678	449	634	411	
New	2,342	3,842	1,797	1,733	1,644	3,536	1,604	1,688	1,924	4,994	2,025	2,690	2,500	4,659	2,599	
Reactivate	163	289	333	449	354	1,471	506	238	356	2,206	755	873	465	493	530	
Reinstate	40	50	13	8	8	10	12	10	5	9	11	3	6	9	11	
Transfer In	1,739	3,358	1,846	1,936	1,888	3,075	1,794	1,920	1,986	4,428	3,193	3,805	3,084	3,845	3,073	
Updated	7	14	4	9	8	22	17	32	28	538	190	144	227	576	327	
<b>Added/Changed Voters Total</b>		<b>7,774</b>	<b>14,012</b>	<b>8,599</b>	<b>8,281</b>	<b>9,215</b>	<b>15,177</b>	<b>8,067</b>	<b>8,913</b>	<b>9,650</b>	<b>26,189</b>	<b>26,592</b>	<b>31,739</b>	<b>26,756</b>	<b>26,167</b>	<b>23,448</b>
Active Cancel - Other	11	29	6	3	5	13	26	3	-	-	1	-	-	-	2	
Deceased	670	657	610	735	734	792	716	803	710	775	890	817	751	603	1,145	
Declared Non-Citizen	-	-	9	9	14	10	2	3	3	5	11	1	-	-	3	
Felon	22	42	2	172	66	62	61	71	71	182	62	52	60	76	81	
Inactive Cancel - NVRA Purge	952	-	1,076	-	3	-	1,769	-	1,916	-	1,483	-	1,606	-	978	
Cancelled Voters																
Ineligible	1	13	8	10	1	2	3	3	1	3	-	2	1	3	2	
Mentally Incapacitated	2	6	8	8	5	4	7	6	1	12	4	1	-	6	6	
Out of State	104	236	601	304	334	448	563	968	656	520	1,002	379	228	206	570	
Per Choice	2	3	4	6	5	10	5	77	14	24	11	12	419	53	315	
Registrar Error	52	19	7	11	9	16	12	7	4	18	6	3	12	9	5	
Transfer Out	1,679	3,361	1,912	2,014	1,886	3,244	1,829	1,848	1,988	4,093	3,277	3,517	3,164	3,571	2,975	
Confirmations																
Confirmation	37	59	49	59	475	400	452	125	52	175	257	826	1,025	2,648	673	
<b>Confirmations Total</b>		<b>37</b>	<b>59</b>	<b>49</b>	<b>59</b>	<b>475</b>	<b>400</b>	<b>452</b>	<b>125</b>	<b>52</b>	<b>175</b>	<b>257</b>	<b>826</b>	<b>1,025</b>	<b>2,648</b>	<b>673</b>
Deceased	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	
Felony Conviction	7	51	17	22	34	39	36	23	24	97	39	49	52	85	113	
Mentally Incapacitated	-	2	-	-	4	-	2	7	3	2	2	1	-	-	1	
Missing Information	1	38	40	46	33	125	67	70	119	215	202	233	188	157	125	
Out of State	-	-	-	-	-	-	-	-	-	-	-	-	27	59	25	
Refused - Other	-	4	22	23	26	25	21	22	85	70	142	161	88	70	96	
<b>Denied Voters Total</b>		<b>8</b>	<b>95</b>	<b>79</b>	<b>91</b>	<b>97</b>	<b>189</b>	<b>126</b>	<b>122</b>	<b>231</b>	<b>384</b>	<b>385</b>	<b>471</b>	<b>387</b>	<b>338</b>	<b>394</b>
Grand Total	11,314	18,532	12,970	11,703	12,849	20,370	13,641	12,949	15,297	32,380	33,981	37,820	34,411	33,680	30,598	

# Roanoke County Voting Precincts

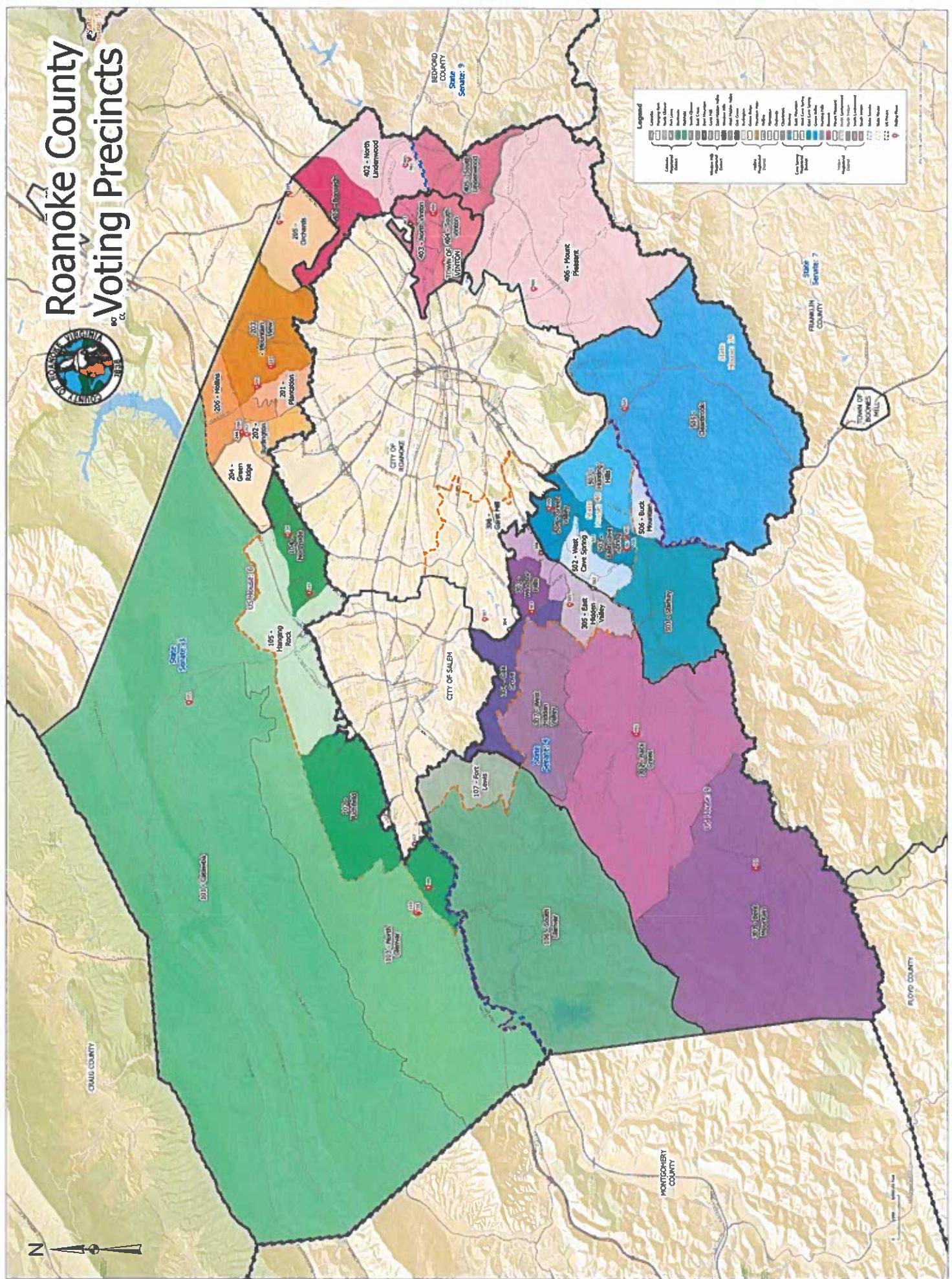
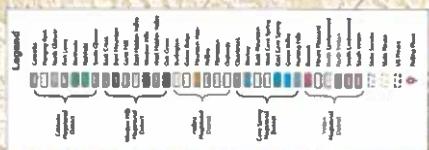


Table of Proposed Precinct Numbers, Names, Polling Places, and Districts

PRECINCT NAME	PCT STATUS	PRECINCT LOCATION	PRECINCT ADDRESS	VOTING ROOM	CON	SEN	HSE
<b>CATAWBA DISTRICT</b>							
101 CATAWBA	NEW PP	MASON'S COVE ELEMENTARY SCHOOL GLENVAR HIGH SCHOOL	3370 BRADSHAW ROAD SALEM, VA 24153 4549 MALUS DRIVE SALEM, VA 24153	GYMNASIUM TBD	6	3	41
102 RICHFIELD	NEW PP	GLENVAR MIDDLE SCHOOL	4555 MALUS DRIVE SALEM, VA 24153	CAFETERIA	6	3	40
103 NORTH GLENVAR		NORTHSIDE HIGH SCHOOL	6758 NORTHSIDE HIGH SCHOOL ROAD ROANOKE, VA 24019	AUDITORIUM FOYER	6	3	41
104 NORTHSIDE		GLEN COVE ELEMENTARY SCHOOL	5901 COVE ROAD ROANOKE, VA 24019	GYMNASIUM	6	3	40
105 HANGING ROCK		GLENVAR LIBRARY	3917 DAUGHERTY ROAD SALEM, VA 24153	MEETING ROOM	6	3	40
106 SOUTH GLENVAR		FORT LEWIS ELEMENTARY SCHOOL	3115 WEST MAIN STREET SALEM, VA 24153	GYMNASIUM	9	4/3	41
107 FORT LEWIS	NEW PCT				9	4	40
<b>HOLLINS DISTRICT</b>							
201 PLANTATION		SUMMERDEAN CHURCH	6604 PLANTATION ROAD ROANOKE, VA 24019	FELLOWSHIP HALL	6	3	40
202 BURLINGTON		BURLINGTON ELEMENTARY SCHOOL	6533 PETERS CREEK ROAD NW ROANOKE, VA 24019	CAFETERIA	6	3	40
203 MOUNTAIN VIEW		MOUNTAIN VIEW ELEMENTARY SCHOOL	5901 PLANTATION CIRCLE ROANOKE, VA 24019	GYMNASIUM	6	3	39
204 GREEN RIDGE		LIFE CHURCH	7422 DEER BRANCH ROAD ROANOKE, VA 24019	ACTIVITY ROOM/FOYER	6	3	40
205 ORCHARDS		BONSAK BAPTIST CHURCH	4845 CLOVERDALE ROAD ROANOKE, VA 24019	FELLOWSHIP HALL	6	3	39
206 HOLLINS		HOLLINS LIBRARY	6624 PETERS CREEK ROAD NW ROANOKE, VA 24019	MEETING ROOM	6	3	40
<b>WINDSOR HILLS DISTRICT</b>							
301 BENT MOUNTAIN	NEW PP	BENT MOUNTAIN COMMUNITY CENTER/LIBRARY	10140-8 TINSLEY LANE BENT MOUNTAIN, VA 24059	TBD	9	4	41
302 BACK CREEK		BACK CREEK ELEMENTARY SCHOOL	7130 BENT MOUNTAIN ROAD ROANOKE, VA 24018	GYMNASIUM	9	4	41
303 WINDSOR HILLS		OUR LADY OF NAZARETH	2505 ELECTRIC ROAD ROANOKE, VA 24018	FELLOWSHIP HALL	9	4	40
304 OAK GROVE		OAK GROVE ELEMENTARY SCHOOL	5005 GRANDIN ROAD EXTENSION ROANOKE, VA 24018	GYMNASIUM	9	4	40
305 EAST HIDDEN VALLEY	NEW PP	HIDDEN VALLEY HIGH SCHOOL	5000 TITAN TRAIL ROANOKE, VA 24018	AUXILIARY GYMNASIUM	9	4	40
306 GARST MILL		THE BRAMBLETON CENTER	3738 BRAMBLETON AVENUE ROANOKE, VA 24018	SATELLITE OFFICE OR GYMNASIUM	9	4	40
307 WEST HIDDEN VALLEY	NEW PCT	HIDDEN VALLEY MIDDLE SCHOOL	4902 HIDDEN VALLEY SCHOOL ROAD ROANOKE, VA 24018	ENTRY FOYER OR CAFETERIA	9	4	41
<b>VINTON DISTRICT</b>							
401 BONSAK		BONSAK ELEMENTARY SCHOOL	5437 CRUMPACKER DRIVE ROANOKE, VA 24019	GYMNASIUM	6	3	39
402 NORTH LINDENWOOD		WILLIAM BYRD HIGH SCHOOL	2902 WASHINGTON AVENUE VINTON, VA 24179	CAFETERIA (LIBRARY 2022)	6	3	39
403 NORTH VINTON	NEW PP	HERMAN HORN ELEMENTARY	1002 RUDDELL ROAD VINTON, VA 24179	TBD	6	4	39
404 SOUTH VINTON	NEW PP	W.E. CUNDIFF ELEMENTARY	1200 HARDY ROAD VINTON, VA 24179	TBD	6	4	39
405 SOUTH LINDENWOOD		WILLIAM BYRD MIDDLE SCHOOL	2910 WASHINGTON AVENUE VINTON, VA 24179	CAFETERIA	6	4	39
406 MOUNT PLEASANT		MOUNT PLEASANT ELEMENTARY SCHOOL	3216 MOUNT PLEASANT BOULEVARD ROANOKE, VA 24014	CAFETERIA	6	4	39
<b>CAVE SPRING DISTRICT</b>							
501 STARKEY		PENN FOREST ELEMENTARY SCHOOL	6328 MERRIMAN ROAD ROANOKE, VA 24018	CAFETERIA	9	4	41
502 WEST CAVE SPRING	NEW PP	CAVE SPRING MIDDLE SCHOOL	4880 BRAMBLETON AVENUE ROANOKE, VA 24018	TBD	9	4	40
503 EAST CAVE SPRING	NEW PP	CAVE SPRING HIGH SCHOOL	3712 CHAPARRAL DRIVE ROANOKE, VA 24018	TBD	9	4	40
504 GREEN VALLEY		GREEN VALLEY ELEMENTARY SCHOOL	3838 OVERDALE ROAD ROANOKE, VA 24018	GYMNASIUM	9	4	40
505 CLEARBROOK		CLEARBROOK ELEMENTARY SCHOOL	5205 FRANKLIN ROAD ROANOKE, VA 24014	CAFETERIA	6	4	39
506 BUCK MOUNTAIN	NEW PCT	SOUTH COUNTY LIBRARY	6303 MERRIMAN ROAD ROANOKE, VA 24018	AUDITORIUM	9	4	39
507 HUNTING HILLS		SOUTH COUNTY LIBRARY	6303 MERRIMAN ROAD ROANOKE, VA 24018	MEETING ROOM	9	4	40

RED - NEW PCT

ITALICS - REV PCT NAME, #, PP

### Impact of Changes in Population on Magisterial District Size and Racial Distribution

Following the 2010 Census and redistricting cycles, Roanoke County's total population was 92,376; **existing local election districts** were approved and implemented with the following population counts and deviations from the mean:

<u>District</u>	<u>Pop.</u>	<u>% Dev.</u>
<i>Catawba:</i>	19,399	5%
<i>Hollins:</i>	19,399	4.68%
<i>Windsor Hills:</i>	18,206	-1.46%
<i>Vinton:</i>	17,771	-3.81 %
<i>Cave Spring:</i>	17,661	-4.41%

*The only changes made by Roanoke County during the 2010 Redistricting Cycle were the relocation of several polling places. No changes were made to any magisterial district or precinct boundaries.*

Average deviation from mean: 3.87%

Following the 2020 Census, the **total population of Roanoke County increased from 92,376 to 96,929**, with local election districts changing in terms of total population and deviation from the mean as such:

<u>District</u>	<u>Pop.</u>	<u>% Dev.</u>
<i>Catawba:</i>	19,399 → 19,971	3.02%
<i>Hollins:</i>	19,399 → 20,344	4.94%
<i>Windsor Hills:</i>	18,206 → 19,247	-0.72%
<i>Vinton:</i>	17,771 → 18,138	-6.44%
<i>Cave Spring:</i>	17,661 → 19,229	-0.81%

Average deviation from mean: 3.18%

The **new local redistricting plan** proposed by the Roanoke County Redistricting Committee and approved by the Roanoke County Board of Supervisors in Ordinance No. 032222-7 would result in the following changes in population and deviation from the mean by local election district:

<u>District</u>	<u>Pop.</u>	<u>% Dev.</u>
<i>Catawba:</i>	19,971	3.02%
<i>Hollins:</i>	19,478	0.48%
<i>Windsor Hills:</i>	19,247	-0.16%
<i>Vinton:</i>	19,004	-1.97%
<i>Cave Spring:</i>	19,229	-0.81%

*Reducing the population deviation between the Hollins and Vinton Magisterial Districts required movement of a portion of land between West Ruritan Rd. and Roanoke City from Hollins to Vinton.*

Average deviation from mean: 1.40%

The County's proposed redistricting plan would have only a nominal impact on the **distribution of the minority or non-white population** across local election districts:

<u>District</u>	<u>Existing</u>	<u>Proposed</u>	<u>% Change</u>
<i>Catawba:</i>	9.6%	9.6%	0.0%
<i>Hollins:</i>	15.8%	16.3%	0.5%
<i>Windsor Hills:</i>	10.4%	10.4%	0.0%
<i>Vinton:</i>	8.2%	8.1%	-0.1%
<i>Cave Spring:</i>	12.3%	12.3%	0.0%

## **Other Changes by Magisterial District**

### **Overall:**

Goals for Roanoke County's Redistricting Committee were as follows:

1. Align magisterial district boundaries with 2020 Census Blocks insofar as is practical.
2. Adjust the population distribution between the Hollins and Vinton Magisterial Districts.
3. Restructure local voting precincts to accommodate new legislative boundaries (Congress, Virginia Senate, Virginia House), relocate several polling places from private to publicly-owned facilities, and, where possible, equalize numbers of voters assigned to precincts in an effort to ensure that County voters have a uniform experience on Election Day.

### **Catawba:**

- Due to low numbers of registered voters in each, and the close proximity of their individual polling places, existing precincts 101 – Catawba (CD: 9, SD: 21, HD: 8), 102 – Mason Valley (CD: 9, SD: 19, HD: 8) and 107 – Bennett Springs (CD: 9, SD: 21, HD: 8) were combined into the proposed Precinct 101 – Catawba (CD: 6, SD: 3, HD: 41), which would vote at Masons Cove Elementary School upon approval or no objection of the Attorney General's Office. Masons Cove Elementary was the permanent polling place for existing Precinct 102, has hosted existing Precinct 107 since March 2020 due to emergency waiver, and is located inside the proposed precinct's boundaries. Proposed Precinct 101 – Catawba would serve 2,694 voters as of the time that local redistricting was considered by the Board of Supervisors.
- A new precinct was established from small portions of the existing Precincts 103 – Glenvar and 106 – Green Hill (both CD 9, SD: 19, HD: 8) that were moved into a new State House District under the lines approved by the Virginia Supreme Court, along with the whole of existing Precinct 108 – Wildwood (CD: 9, SD: 19, HD: 8). These areas will be known as proposed Precinct 102 – Richfield (CD: 6, SD: 3, HD: 40), which is named for a major senior living and retirement community in the area and their assigned polling place will be Glenvar High School. Glenvar High School is located 0.23 miles from the border of proposed Precinct 102, which is well-within the one-mile distance permitted by Virginia Code. Proposed Precinct 102 – Richfield would serve 2,344 voters as of the time that local redistricting was considered by the Board of Supervisors.
- The primary changes proposed for existing Precinct 103 – Glenvar (CD:9, SD: 19, HD: 8) are in name and voting districts; Precinct 103 will be known as North Glenvar under the new redistricting plan (as it occupies the northern portion of the Census-designated place known as Glenvar) and its assigned districts will be: CD: 6, SD: 3/4, and HD: 41. The majority of the new Precinct 103 – North Glenvar is located within the 3<sup>rd</sup> Virginia Senate District, but for some reason the State Senate boundary approved by the Supreme Court of Virginia diverges from the major roadway, boundary between existing Precincts 103 and 106, and the existing and revised Congressional district boundaries in such a way that the eight registered voters who currently vote in existing Precinct 106 – Green Hill (CD: 9, SD: 19, HD: 8) will now have to vote in proposed Precinct 103 – North Glenvar. Because eight is significantly below the 100-voter minimum set forth in Virginia Code for establishment of county voting precincts, these voters will require an additional ballot style including any races called in Virginia State Senate District 4 to be created

and sent to their new voting precinct. Proposed Precinct 103 – North Glenvar would serve 2,137 voters as of the time that local redistricting was considered by the Board of Supervisors.

- Existing Precinct 104 – Northside (CD: 9, SD: 19/21, HD: 17) will remain the same in number, name, and assigned polling place, but its election districts will be updated as follows: CD: 6, SD: 3, HD: 40. Notably, changes in the statewide political boundaries approved by the Supreme Court of Virginia in late 2021 have eliminated the Virginia Senate split that has existed in Precinct 104 since 2011. Proposed Precinct 104 – Northside would serve 2,496 voters as of the time that local redistricting was considered by the Board of Supervisors.
- Existing Precinct 105 – Peters Creek (CD: 9, SD: 19, HD: 17) will maintain the same number and assigned polling place, but its name will become Hanging Rock in recognition of a major geographic feature in the area and because the area it serves is part of the unincorporated Roanoke County community of Hanging Rock. The updated election districts for proposed Precinct 105 – Hanging Rock will be: CD: 6, SD: 3, HD: 40. Proposed Precinct 105 – Hanging Rock would serve 2,550 voters as of the time that local redistricting was considered by the Board of Supervisors.
- Existing Precinct 106 – Green Hill (CD: 9, SD: 19, HD: 8) will undergo several changes under this redistricting plan. First, it will lose a small northeastern chunk to the proposed Precinct 102 – Richfield (CD: 6, SD: 3, HD: 40) and its easternmost portion will become the proposed Precinct 107 – Fort Lewis (CD: 9, SD: 4, HD: 40). Secondly, its name will change to Precinct 106 – South Glenvar, in recognition of the fact that it's the southern portion of the Census-designated place of the same name. Third, its polling location will be permanently moved from Fort Lewis Baptist Church (which has not served as a polling place since March 2020 due to concerns over COVID), to Glenvar Library, which has served as the precinct's assigned polling location since that time due to emergency waiver. Due to other changes in political boundaries, this polling location will no longer be located within the confines of proposed Precinct 106 – South Glenvar itself; Glenvar Library is now located within the bounds of proposed Precinct 102 – Richfield, and is approximately 0.42 miles from the outer boundary of new Precinct 106, which is well within the allowed distance of one mile provided by Code. Finally, and most significantly, proposed Precinct 106 – South Glenvar will contain a Senate District split opposite of that in proposed Precinct 103 – North Glenvar and for the same reasons. Proposed Precinct 106 – South Glenvar will thus contain CD: 9, SD: 4/3, and HD: 41. At present, two voters who previously cast ballots in Precinct 103 – Glenvar, will now vote in proposed Precinct 106 – South Glenvar. As this affects 98 voters fewer than the 100-voter per county precinct minimum provided by the Code of Virginia, this variation from previously recognized district boundaries will require an additional ballot style including any races in Virginia State Senate District 3 to be created and sent to their new voting precinct. Proposed Precinct 106 – South Glenvar would serve 1,249 voters as of the time that local redistricting was considered by the Board of Supervisors.
- Proposed Precinct 107 – Fort Lewis (CD: 9, SD: 4, HD: 40) is formed from the easternmost portion of existing Precinct 106 – Green Hill, which is separated from the rest of its former mass by the placement of the revised Congressional district lines approved by the Virginia Supreme Court in 2021. Proposed Precinct 107 – Fort Lewis will vote at Fort Lewis Elementary School, which currently serves as the polling place for existing Precinct 108 – Wildwood. Proposed Precinct 107 – Fort Lewis would serve 1,425 voters as of the time that local redistricting was considered by the Board of Supervisors.

**NOTE: For more information on the two precinct splits that Roanoke County plans to administer going forward, please see the materials provided as attachments at XII(a-c) and XIII(a-d).**

**Hollins:**

- The only changes between the existing Precinct 201 – Plantation (CD: 6, SD: 23, HD: 17) and the proposed Precinct 201 – Plantation (CD: 6, SD: 3, HD: 40) are in assigned General Assembly districts. Proposed Precinct 201 – Plantation would serve 2,349 voters as of the time that local redistricting was considered by the Board of Supervisors.
- Apart from assigned General Assembly districts, the major change between existing Precinct 202 – Burlington (CD: 6, SD: 21, HD: 17) is that the easternmost boundary for proposed Precinct 202 – Burlington (CD: 6, SD: 3, HD: 40) is now at Williamson Road. Proposed Precinct 202 – Burlington would serve 1,819 voters as of the time that local redistricting was considered by the Board of Supervisors.
- The southeastern border between existing Precinct 203 – Mountain View (CD: 6, SD: 23, HD: 17) and existing Precinct 205 – Orchards (CD: 6, SD: 23, HD: 17) is being adjusted follow the lines between Census Blocks 4006 and 4008, 1005 and 1000 as opposed land parcels. Apart from that change, the political districts assigned to the proposed Precinct 203 – Mountain View will be as follows: CD: 6, SD: 3, HD: 39. Proposed Precinct 203 – Mountain View would serve 3,266 voters as of the time that local redistricting was considered by the Board of Supervisors.
- Proposed Precinct 204 – Green Ridge (CD: 6, SD: 3, HD: 39) will vary from existing Precinct 204 – Botetourt Springs (CD: 9, SD: 21, HD: 17) in terms of its assigned voting districts, precinct name (Botetourt Springs is actually mapped to a location outside of the precinct, while Green Ridge is the name of a major geographic feature in the area), and that it transfers the area to the northeast of Webster Drive to the proposed Precinct 206 – Hollins in an effort to equalize the number of voters assigned to the two precincts. There will be no change to Precinct 204's assigned polling place, which adjoins the Precinct's border. Proposed Precinct 204 – Green Ridge would serve 2,450 voters as of the time that local redistricting was considered by the Board of Supervisors.
- West Ruritan Road will become the western boundary for Proposed Precinct 205 – Orchards (CD: 6, SD: 3, HD: 39), whereas the existing Precinct 205 – Orchards (CD: 6, SD: 23, HD: 17) currently extends westward from West Ruritan Road to the Roanoke City/County boundary. The proposed northern boundary for proposed Precinct 205 will also be adjusted southward slightly to run along the southern portion of Census Block 4006 and the southern and eastern parts of Census Block 1005. Proposed Precinct 205 – Orchards would serve 2,963 voters as of the time that local redistricting was considered by the Board of Supervisors.
- Proposed Precinct 206 – Hollins (CD: 6, SD: 23, HD: 17) will differ from existing Precinct 206 – Hollins in terms of its assigned political districts (CD: 6, SD: 23, HD: 17) and that, going forward, it will incorporate the area between Webster Drive and Deer Branch Creek that is currently part of the existing Precinct 204 – Botetourt Springs. Proposed Precinct 206 – Hollins would serve 1,387 voters as of the time that local redistricting was considered by the Board of Supervisors.

**Windsor Hills:**

- Existing Precinct 301 – Bent Mountain (CD: 9, SD: 19, HD: 8) will retain the same shape and size under the new local redistricting plan, but its assigned polling place will change from the Bent Mountain Volunteer Fire Station to the Bent Mountain Community Center & Library and its

- updated election districts will be: CD: 9, SD: 4, HD: 41. Proposed Precinct 301 – Bent Mountain would serve 703 voters as of the time that local redistricting was considered by the Board of Supervisors.
- Existing Precinct 302 – Poages Mill (CD: 6, SD: 19, HD: 8) will be renamed as Precinct 302 – Back Creek in recognition of the greater unincorporated community identified by that name and a major geographic feature that runs through the precinct. The northern boundary of proposed Precinct 302 – Back Creek was adjusted southward to follow Roselawn Road and Mount Chestnut Road in order to accommodate the revised Virginia Senate lines approved by the Supreme Court of Virginia in 2021, so all of Census Block 1999, the bulk of Census Blocks 1019, 1024-1025, and 1043 will be in the new, proposed Precinct 307 – West Hidden Valley. Proposed Precinct 302 – Back Creek would serve 2,963 voters as of the time that local redistricting was considered by the Board of Supervisors.
- Existing Precinct 303 – Windsor Hills (CD: 6, SD: 19, HD: 17) was expanded to the south and southeast by incorporating everything to the West of Garst Mill Road and North of Cresthill Road, as well as Census Blocks 4008-4009 and 4014-4016 from existing Precinct 306 – Garst Mill into the proposed Precinct 303 – Windsor Hills (CD: 9, SD: 4, HD: 40). Precinct 303 will return to its permanent polling place, Our Lady of Nazareth Catholic Church (which was temporarily closed to voters to COVID), which is on a parcel adjacent to the western edge of the precinct directly across from the intersections of Electric and Cordell Roads. Proposed Precinct 303 – Windsor Hills would serve 2,454 voters as of the time that local redistricting was considered by the Board of Supervisors.
- Proposed Precinct 304 – Oak Grove (CD: 9, SD: 4, HD: 40) takes a dramatically different shape than its current form due to the completely illogical placement of the Virginia State House lines through cohesive and long-standing neighborhoods of Southwest Roanoke County. Existing Precinct 304 – Oak Grove (CD: 6, SD: 19, HD: 8) will gain Census Blocks 11000-11003, 11009-11015, 3002, 3004-3005 (from existing Precinct 305 – Castle Rock) and will lose the bulk of Census Blocks 21001, 21020, 21006-21007, and all of Census Blocks 11004-11008, 14015-14016, 14020, 14022, 21000-21001 (to proposed Precinct 307 – West Hidden Valley). The precinct's name, number, and polling place will remain the same under the County's proposed local redistricting plan. Proposed Precinct 304 – Oak Grove would serve 2,419 voters as of the time that local redistricting was considered by the Board of Supervisors.
- Proposed Precinct 305 – East Hidden Valley (CD: 9, SD: 4, HD: 40) varies from existing Precinct 305 – Castle Rock (CD: 6, SD: 19, HD: 8) in several ways other than district assignments. Firstly, proposed Precinct 305 will lose Census Blocks 11000-11003, 11009-11015, 3002, 3004-3005 to proposed Precinct 304 – Oak Grove and Census Blocks 1016-1017, 4017, 4020-4025 to proposed Precinct 306 – Garst Mill, and split Census Block 1012 between proposed Precincts 304 and 306. Secondly, the name of Precinct 305 will change from Castle Rock to East Hidden Valley as the community for which the precinct was originally named is no longer a part of its territory and voters in this precinct are served by Hidden Valley High School. Finally, the assigned polling place for proposed Precinct 305 – East Hidden Valley will be changed from Cave Spring Baptist Church to Hidden Valley High School, a public school built within the last 15 years that has served the County well as the emergency polling place for current Precinct 303 – Windsor Hills when its regularly assigned facility was closed due to COVID. Proposed Precinct 305 – East

Hidden Valley would serve 2,136 voters as of the time that local redistricting was considered by the Board of Supervisors.

- Existing Precinct 306 – Garst Mill (CD: 6, SD: 21, HD: 17) will continue with the same precinct name, number, and assigned polling place, but will lose Census Blocks 4008-4009 and 4014-4016 to the proposed Precinct 303 – Windsor Hills and gain part of Census Block 1012 and all of Census Blocks 1016-1017, 4017, 4020-4025 from existing Precinct 305 – Castle Rock. The assigned voting districts for proposed Precinct 306 – Garst Mill will be: CD: 9, SD: 4, HD: 40. Proposed Precinct 306 – Garst Mill would serve 2,198 voters as of the time that local redistricting was considered by the Board of Supervisors.
- Due to the manner in which existing Precinct 304 – Oak Grove was divided and elongated by the placement of Virginia’s revised House of Delegates boundary, and in order to prevent the creation of an oversized precinct in the Windsor Hills Magisterial District, establishment of Precinct 307 – West Hidden Valley is proposed. Proposed Precinct 307 – West Hidden Valley would contain the northern portion of the existing Precinct 302 – Poages Mill and the southern 2/3 of the existing Precinct 304 – Oak Grove. Its assigned polling place would be Hidden Valley Middle School, which serves the area, and is located less than a mile (approximately 0.88 miles) from the boundary of Precinct 307. There do not appear to be any suitable public or privately-held facilities located within the confines of proposed Precinct 307 and the closest public option, Oak Grove Elementary, is already in use as a polling place and lacks the interior space or parking facilities to accommodate voters from more than one precinct. The voting districts for proposed Precinct 307 – West Hidden Valley will be: CD: 9, SD: 4, HD: 41. Proposed Precinct 307 – West Hidden Valley would serve 1,963 voters as of the time that local redistricting was considered by the Board of Supervisors.

**Vinton:**

- Proposed Precinct 401 – Bonsack (CD: 6, SD: 3, HD: 39) is formed from existing Precinct 402 – Bonsack (CD: 6, SD: 19, HD: 17), will maintain its current polling location, and be expanded to incorporate the area between West Ruritan Road and the limits of Roanoke City from existing Precinct 205 – Orchards , which is located in the Hollins Magisterial District, in order to bring the population distribution between the County’s magisterial districts within the acceptable range of +/- 5%. Proposed Precinct 401 – Bonsack would serve 1,401 voters as of the time that local redistricting was considered by the Board of Supervisors.
- Proposed Precinct 402 – North Lindenwood (CD: 6, SD: 3, HD: 39) is known as Precinct 405 – North Lindenwood (CD: 6, SD: 19, HD: 17) under the County’s current redistricting plan. There will be no other changes to this precinct. Proposed Precinct 402 – North Lindenwood would serve 2,204 voters as of the time that local redistricting was considered by the Board of Supervisors.
- Existing Precinct 403 – North Vinton (CD: 6, SD: 19, HD: 17) is one of two precincts within the Vinton Magisterial District that comprise the Town of Vinton. Apart from its assigned voting districts, which would be: CD: 6, SD: 4, HD: 39, two changes are proposed for Precinct 403. The first is to move Census Blocks 3000-3010, 3012-3025, 3032-3033, 3052, and the portion of Census Block 3034 between Chestnut Street and Pine Street from existing Precinct 404 – South Vinton into proposed Precinct 403 – North Vinton to better distribute the number of voters in the Town of Vinton between its precincts. The second is to relocate the polling place from Vinton Baptist Church to Herman L. Horn Elementary School, which is a publicly-owned building

located within the confines of the proposed Precinct 403 – North Vinton. Proposed Precinct 403 – North Vinton would serve 2,671 voters as of the time that local redistricting was considered by the Board of Supervisors.

- Existing Precinct 404 – South Vinton (CD: 6, SD: 19, HD: 17), the second of two precincts that make up the Town of Vinton, is proposed to change in three ways. The first is that its newly-drawn election districts would become: CD: 6, SD: 4, HD: 39. Secondly, it would lose Census Blocks 3000-3010, 3012-3025, 3032-3033, 3052, and the portion of Census Block 3034 between Chestnut Street and Pine Street to proposed Precinct 403 – North Vinton. Finally, its polling place would be moved from Charles R. Hill Senior Center to W.E. Cundiff Elementary, which is a public school located within the bounds of the proposed Precinct 404. Proposed Precinct 404 – South Vinton would serve 2,649 voters as of the time that local redistricting was considered by the Board of Supervisors.
- Proposed Precinct 405 – South Lindenwood (CD: 6, SD: 4, HD: 39) is currently called Precinct 401 – South Lindenwood (CD: 6, SD: 19, HD: 17). There are no other changes proposed for Precinct 405 – South Lindenwood. Proposed Precinct 405 – South Lindenwood would serve 2,052 voters as of the time that local redistricting was considered by the Board of Supervisors.
- Only assigned election districts will change between proposed Precinct 406 – Mount Pleasant (CD: 6, SD: 4, HD: 39) and existing Precinct 406 – Mount Pleasant (CD: 6, SD: 19, HD: 17). Proposed Precinct 406 – Mount Pleasant would serve 2,803 voters as of the time that local redistricting was considered by the Board of Supervisors.

#### **Cave Spring:**

- Proposed Precinct 501 – Starkey (CD: 9, SD: 4, HD: 41) is currently known as Precinct 501 – Cotton Hill (CD: 6, SD: 19, HD: 8). The name of proposed Precinct 501 is changing from Cotton Hill, which is a single neighborhood within Precinct 501, to Starkey, which is the name of the unincorporated community that it serves. Proposed Precinct 501 – Starkey would serve 1,851 voters as of the time that local redistricting was considered by the Board of Supervisors.
- Proposed Precinct 502 – West Cave Spring (CD: 9, SD: 4, SD: 40) differs from existing Precinct 502 – Penn Forest (CD: 6, CD: 19, CD: 8) that it will incorporate Census Blocks 2000-2002, 2005, and 2006, which are currently a part of the existing Precinct 503 – Cave Spring and Census Blocks 2014-2018 from the existing Precinct 504 – Ogden in an effort to balance the number of registered voters between the three precincts. The assigned polling location for Precinct 502 – Penn Forest will revert to Cave Spring High School, which was its permanent polling place prior to the start of construction at the building in 2018. A change to the Precinct's name is proposed in hopes of eliminating confusion caused by the fact that the former "Penn Forest" Precinct did not vote at Penn Forest Elementary and in recognition of the fact that it occupies the western portion of the Census-designated place known as Cave Spring. Proposed Precinct 502 – West Cave Spring would serve 1,936 voters as of the time that local redistricting was considered by the Board of Supervisors.
- Proposed Precinct 503 – East Cave Spring (CD: 9, SD: 4, HD: 41) is currently known as Precinct 503 – Cave Spring (CD: 6, SD: 19, HD: 8). Its polling place will change from the Church of the Holy Spirit to Cave Spring Middle School, which previously served as a polling location for Precinct 305 before the building underwent renovation sometime after the last Census. Precinct 503's name will also change to East Cave Spring as it serves the voters who live in the eastern

part of the Census-designated place known as Cave Spring. Proposed Precinct 503 – East Cave Spring will gain Census Blocks 2013, 2019, 2030, and 2031 from proposed Precinct 504 – Green Valley. Proposed Precinct 503 – East Cave Spring would serve 2,118 voters as of the time that local redistricting was considered by the Board of Supervisors.

- Existing Precinct 504 – Ogden (CD: 6, SD: 21, HD: 17) and existing Precinct 506 – Mount Vernon (CD: 6, CD: 21, HD: 17) will be combined to form the bulk of the proposed Precinct 504 – Green Valley (CD:9, SD: 4, HD: 40). Proposed Precinct 504 will relinquish the areas located to the South of Electric Road/Rt. 419 to proposed Precincts 502 – West Cave Spring (Census Blocks 2000-2002, 2005-2006) and 503 – East Cave Spring (Census Blocks 2013, 2019, 2030-2031). The assigned polling location for the proposed Precinct 504 – Green Valley will be Green Valley Elementary School, which serves the area as both a school and as the current polling place for Precinct 504 – Ogden. Proposed Precinct 504 – Green Valley would serve 3,340 voters as of the time that local redistricting was considered by the Board of Supervisors.
- The only change to existing Precinct 505 – Clearbrook (CD: 6, SD: 19, HD: 17) is in assigned voting districts, which will be: CD: 6, CD: 4, CD: 39. Proposed Precinct 505 – Clearbrook would serve 1,597 voters as of the time that local redistricting was considered by the Board of Supervisors.
- Proposed Precinct 506 – Buck Mountain (CD: 9, SD:4, HD: 39) will be a new precinct formed from a portion of the existing Precinct 507 – Hunting Hills that was moved into a different House of Delegates district than the rest of Precinct 507 under the redistricting plan approved by the Supreme Court of Virginia in 2021. As such, it is completely unrelated to the existing Precinct 506 – Mount Vernon. Proposed Precinct 506 – Buck Mountain will consist of Census Blocks 3000 and 3002, which are bounded by Buck Mountain Road, the Blue Ridge Parkway, Merriman Road, and Starkey Road. These voters will continue to cast ballots at the South County Library on Election Day as they have as a part of Precinct 507, but they will do so in the auditorium instead of the Library's larger meeting rooms. Proposed Precinct 506 – Buck Mountain would serve 504 voters as of the time that local redistricting was considered by the Board of Supervisors.
- Existing Precinct 507 – Hunting Hills (CD: 6, SD: 19, HD: 17) will lose its southernmost portion to the proposed Precinct 506 – Buck Mountain. Proposed Precinct 507 – Hunting Hills will have no other changes apart from its assigned voting districts, which will be: CD9, SD: 4, HD: 40. Proposed Precinct 507 – Hunting Hills would serve 2,872 voters as of the time that local redistricting was considered by the Board of Supervisors.



\* VIRGINIA \*  
STATE BOARD of ELECTIONS

**Waiver to Administer a  
Split Precinct**

Pursuant to Virginia Code § 24.2-307, split precincts must be eliminated in any congressional district, Senate district, House of Delegates district, and election district used for the election of one or more members of the governing body or school board for the county or city, unless a waiver is granted by the State Board.

A locality may only administer a split precinct for elections held in the year the waiver is granted (i.e. you must request a new waiver each year), and the governing body of the locality must approve to apply for a waiver to administer a split precinct.

Please type the information below. Requests must be received at least two (2) weeks before the next scheduled State Board meeting to be heard at that meeting.

Locality: Roanoke County Date: 03/24/2022

Contact Name/Title: Anna Cloeter Phone Number: 540-772-7500

Email Address: acloeter@roanokecountyyva.gov

Date the Governing Body's Meeting Occurred: 03/22/2022

Supporting Documentation (Please Attach):

Governing Body's Resolution

Governing Body's Meeting Minutes

Any Previous Waiver Requests Submitted?  Yes  No

If Yes, When? \_\_\_\_\_

Was it Granted?  Yes  No

Precinct #	Precinct Name/District	Please explain the reason for the waiver request and include the number of voters impacted.
103	Glenvar (N. Glenvar after 07/01/2022)	Please see attached. Currently affects 8 voters.
106	Green Hill (S. Glenvar after 07/01/2022)	Please see attached. Currently affects 2 voters.

\*You may add additional pages/rows if more space is required.

- **Attachment 1:** Certified Resolution Approving the Submission of Waivers to the Virginia Department of Elections to Administer Split Precincts
- **Attachment 2:** Agenda, Item D(2) Details, and Proposed Resolution Approving the Submission of Waivers to the Virginia Department of Elections to Administer Split Precincts from Roanoke County Board of Supervisors' March 22, 2022 Meeting Packet
- **Attachment 3:** Maps and Detailed Explanation of Virginia Senate District Splits in Roanoke County Precincts 103 and 106

**Attachment 1**

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF ROANOKE COUNTY, VIRGINIA HELD AT THE ROANOKE COUNTY ADMINISTRATION CENTER, MARCH 22, 2022

**RESOLUTION 032222-2 APPROVING THE SUBMISSION OF WAIVERS TO THE VIRGINIA DEPARTMENT OF ELECTIONS TO ADMINISTER SPLIT PRECINCTS**

WHEREAS, pursuant to Virginia Code § 24.2-307, each voting precinct "must be wholly contained within a single congressional district, Senate district, House of Delegates district, and election district used for the election of one or more members of the governing body or school board for the locality"; and

WHEREAS, split precincts must be eliminated by the 2022 November election, unless a waiver is granted by the Virginia Department of Elections; and

WHEREAS, under the proposed redistricting maps for 2022, Roanoke County will have two voting precincts that contain splits between two different election districts – (1) Precinct 103 – North Glenvar, which includes a portion of Senate District 3 and Senate District 4, and (2) Precinct 106 – South Glenvar, which includes a portion of Senate District 3 and Senate District 4; and

WHEREAS, it is proposed that the Board of Supervisors apply to the Virginia Department of Elections for waivers to administer Precinct 103 and Precinct 106 as split districts pursuant to Virginia Code § 24.2-307.

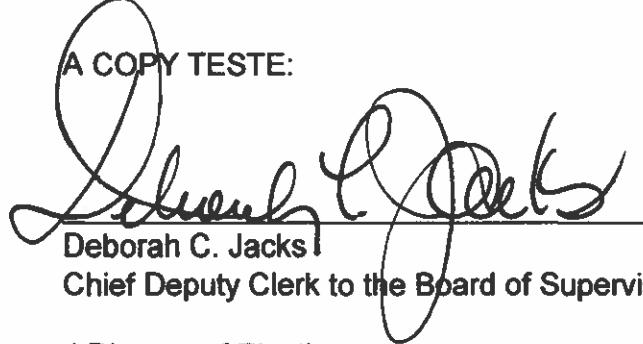
NOW THEREFORE, BE IT RESOLVED that the Board authorizes the Roanoke County Registrar to submit waiver requests to the Virginia Department of Elections to enable the County to administer Precinct 103 and Precinct 106 as split precincts pursuant to Virginia Code § 24.2-307.

On motion of Supervisor Hooker to adopt the resolution, seconded by Supervisor Peters and carried by the following recorded vote:

AYES: Supervisors Peters, Hooker, North, Radford, Mahoney

NAYS: None

A COPY TESTE:



Deborah C. Jacks  
Chief Deputy Clerk to the Board of Supervisors

cc: Anna Cloeter, General Registrar and Director of Elections  
Peter Lubeck, County Attorney

**Attachment 2**



**Roanoke County  
Board of Supervisors**

**March 22, 2022**

**NOTE: There is no 7:00 p.m. session as there are no public hearings scheduled for that time.**

**INVOCATION:** Pastor Allen James  
Cave Spring Baptist Church

**PLEDGE OF ALLEGIANCE TO THE UNITED STATES FLAG**

*Disclaimer:*

*"Any invocation that may be offered before the official start of the Board meeting shall be the voluntary offering of a private citizen, to and for the benefit of the Board. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Board and do not necessarily represent the religious beliefs or views of the Board in part or as a whole. No member of the community is required to attend or participate in the invocation and such decision will have no impact on their right to actively participate in the business of the Board."*



**Roanoke County  
Board of Supervisors  
Agenda**

**March 22, 2022**

Good afternoon and welcome to our meeting for March 22, 2022. Regular meetings are held on the second and fourth Tuesday at 3:00 p.m. Public hearings are held at 7:00 p.m. on the fourth Tuesday of each month. Deviations from this schedule will be announced. The meetings are broadcast live on RVT, Channel 3, and will be rebroadcast on Friday at 7:00 p.m. and on Sunday from 10:00 a.m. until 5 p.m. Board of Supervisors meetings can also be viewed online through Roanoke County's website at [www.RoanokeCountyVA.gov](http://www.RoanokeCountyVA.gov). Our meetings are closed-captioned, so it is important for everyone to speak directly into the microphones at the podium. Individuals who require assistance or special arrangements to participate in or attend Board of Supervisors meetings should contact the Clerk to the Board at (540) 772-2005 at least 48 hours in advance. Please turn all cell phones off or place on silent.

**A. OPENING CEREMONIES**

1. Roll Call

**B. REQUESTS TO POSTPONE, ADD TO OR CHANGE THE ORDER OF AGENDA ITEMS**

**C. BRIEFINGS**

1. Briefing by the Roanoke Regional Partnership (John Hull, Executive Director, Roanoke Regional Partnership)

**D. NEW BUSINESS**

1. Resolution authorizing the execution of amendments to Memoranda of Understanding with the Town of Vinton for the Vinton/East County Hotel, Vinyard Station, and Gish Mill redevelopment projects (Jill Loope, Director of Economic Development)

2. Resolution approving the submission of waivers to the Virginia Department of Elections to administer split precincts (Peter S. Lubeck, County Attorney)

**E. REQUEST FOR PUBLIC HEARINGS AND FIRST READING OF REZONING ORDINANCE-CONSENT AGENDA:** *Approval of these items does not indicate support for, or judge the merits of, the requested zoning actions but satisfies procedural requirements and schedules the Public Hearings which will be held after recommendation by the Planning Commission:*

1. The petition of ABoone Real Estate, Inc., to rezone approximately 32.32 acres from R-1, Low Density Residential District, to C-2, High Intensity Commercial District, and R-3, Medium Density Multi-Family Residential District, to construct a hotel, professional/medical offices, and townhouses located in the 1300 and 1400 blocks of Edgebrook Road, Catawba Magisterial District
2. The petition of Ronald Moran and Michael Boynton to rezone approximately 3.145 acres from R-1, Low Density Residential District, to I-1, Low Intensity Industrial District, located at 4038, 4056, and 4066 Crossmill Lane, Catawba Magisterial District
3. The petition of WECO LLC to obtain a special use permit to operate a short term rental on approximately 2.28 acres on property zoned R-1, Low Density Residential District, located at 910 Paint Bank Road, Catawba Magisterial District
4. The petition of Wild Partners to obtain a special use permit to operate a car wash on 1.03 acres on property zoned C-2C, High Intensity Commercial District with conditions, located at 3250 Electric Road, Cave Spring Magisterial District

**F. PUBLIC HEARINGS AND ADOPTION OF RESOLUTIONS**

1. Public hearing for citizen comments on the maximum 2022 calendar year tax rates for Real Estate, Personal Property and Machinery and Tools Taxes (Laurie Gearheart, Director of Finance and Management Services)
2. Resolutions to set the following maximum tax rates for calendar year 2022 to support the fiscal year 2022-2023 operating budget:
  - (a) Resolution to set the Real Estate maximum tax rate for calendar year 2022;
  - (b) Resolution to set the Personal Property maximum tax rate for calendar year 2022;
  - (c) Resolution to set the Machinery and Tools maximum tax rate for calendar year 2022

## G. PUBLIC HEARING

1. Public hearing for citizen comments on the Real Estate effective tax rate for calendar year 2022 (Laurie Gearheart, Director of Finance and Management Services)
2. Public hearing to receive citizen comments regarding proposed amendments to the fiscal year 2021-2022 budget in accordance with Code of Virginia Section 15.2-2507 (Laurie Gearheart, Director of Finance and Management Services)

## H. SECOND READING OF ORDINANCES

1. Ordinance accepting and appropriating \$5,157,837.51 in additional grants for Roanoke County Public Schools (Susan Peterson, Director of Finance - Roanoke County Public Schools)

## I. PUBLIC HEARING AND SECOND READING OF ORDINANCES

1. Ordinance reapportioning the representation in the Board of Supervisors of Roanoke County, Virginia, by altering the boundaries of the election districts, establishing voting precincts therefor, incorporating a map showing the boundaries of said districts and precincts, and designating new polling places for certain precincts (Peter S. Lubeck, County Attorney)

## J. APPOINTMENTS

1. Library Board (appointed by District)
2. Parks, Recreation and Tourism Advisory Commission (appointed by District)
3. Roanoke County Economic Development Authority (EDA) (appointed by District)

## K. CONSENT AGENDA

ALL MATTERS LISTED UNDER THE CONSENT AGENDA ARE CONSIDERED BY THE BOARD TO BE ROUTINE AND WILL BE ENACTED BY ONE RESOLUTION IN THE FORM OR FORMS LISTED BELOW. IF DISCUSSION IS DESIRED, THAT ITEM WILL BE REMOVED FROM THE CONSENT AGENDA AND WILL BE CONSIDERED SEPARATELY

1. Approval of minutes – November 17, 2021; November 19, 2021; November 29, 2021
2. Request to accept and allocate funds in the amount of \$27,664.70 from the Commonwealth of Virginia for the Library of Virginia's Records Preservation Program

3. Request to accept and allocate funds in the amount of \$2,804.66 to the Clerk of the Circuit Court from the Commonwealth of Virginia
4. Request to accept and allocate the Washington/Baltimore High Intensity Drug Trafficking Grant funds in the amount of \$64,375 to the Roanoke County Police Department for the Roanoke Valley Regional Drug Unit
5. Ratification of appointment to the Community Policy and Management Team (CPMT)

**L. CITIZENS' COMMENTS AND COMMUNICATIONS**

**M. REPORTS**

1. Unappropriated, Board Contingency and Capital Reserves Report
2. Outstanding Debt Report
3. Comparative Statement of Budgeted and Actual Revenues as of February 28, 2022
4. Comparative Statement of Budgeted and Actual Expenditures and Encumbrances as of February 28, 2022
5. Accounts Paid – February 28, 2022
6. Statement of Treasurer's Accountability per Investment and Portfolio Policy as of February 28, 2022

**N. REPORTS AND INQUIRIES OF BOARD MEMBERS**

1. P. Jason Peters
2. Martha B. Hooker
3. Phil C. North
4. David F. Radford
5. Paul M. Mahoney

**O. WORK SESSIONS**

1. Work session to review with the Board of Supervisors the County Administrator's Proposed Fiscal Year 2022-2023 Operating Budget (Laurie Gearheart, Director of Finance and Management Services;)

**P. CLOSED MEETING, pursuant to the Code of Virginia as follows:**

1. Section 2.2-3711(A) (5) of the Code of Virginia, to discuss a prospective business or industry where no previous announcement has been made of the business or industry's interest in locating or expanding its facilities in the

community. Specifically, the Board will discuss the proposed location of a new business in the Center for Research Technology

2. Section 2.2-3711(A) (5) of the Code of Virginia, to discuss a prospective business or industry where no previous announcement has been made of the business or industry's interest in locating or expanding its facilities in the community. Specifically, the Board will discuss construction of a facility in a Roanoke County park

**Q. CERTIFICATION RESOLUTION**

**R. ADJOURNMENT**

ACTION NO. \_\_\_\_\_

ITEM NO. D.2

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF ROANOKE COUNTY, VIRGINIA HELD AT THE ROANOKE COUNTY ADMINISTRATION CENTER

**MEETING DATE:** March 22, 2022

**AGENDA ITEM:** Resolution approving the submission of waivers to the Virginia Department of Elections to administer split precincts

**SUBMITTED BY:** Peter S. Lubeck  
County Attorney

**APPROVED BY:** Richard L. Caywood  
County Administrator

**ISSUE:**

Under the proposed redistricting maps for 2022, Roanoke County will have two voting precincts that contain splits between two different election districts. Split precincts in Roanoke County must be eliminated by the 2022 November election unless a waiver is granted by the Virginia Department of Elections.

**BACKGROUND:**

Pursuant to Virginia Code Section 24.2-307, each voting precinct "must be wholly contained within a single congressional district, Senate district, House of Delegates district, and election district used for the election of one or more members of the governing body or school board for the locality." The Board of Supervisors will need to apply for a waiver by the Virginia Department of Elections to administer split precincts.

**DISCUSSION:**

Under the proposed redistricting maps for 2022, Roanoke County will have two voting precincts that contain splits between two different election districts:

- Precinct 103 - North Glenvar, which includes a portion of Senate District 3 and Senate District 4; and
- Precinct 106 - South Glenvar, which includes a portion of Senate District 3 and Senate District 4.

It is proposed that the Board apply to the Virginia Department of Elections for waivers to administer these two precincts as split districts pursuant to Virginia Code Section 24.2-307.

**FISCAL IMPACT:**

There is no fiscal impact associated with this resolution.

**STAFF RECOMMENDATION:**

Staff recommends that the Board adopt the proposed resolution.

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF ROANOKE COUNTY, VIRGINIA HELD AT THE ROANOKE COUNTY ADMINISTRATION CENTER, MARCH 22, 2022

**RESOLUTION APPROVING THE SUBMISSION OF WAIVERS TO THE VIRGINIA DEPARTMENT OF ELECTIONS TO ADMINISTER SPLIT PRECINCTS**

WHEREAS, pursuant to Virginia Code § 24.2-307, each voting precinct "must be wholly contained within a single congressional district, Senate district, House of Delegates district, and election district used for the election of one or more members of the governing body or school board for the locality"; and

WHEREAS, split precincts must be eliminated by the 2022 November election unless a waiver is granted by the Virginia Department of Elections; and

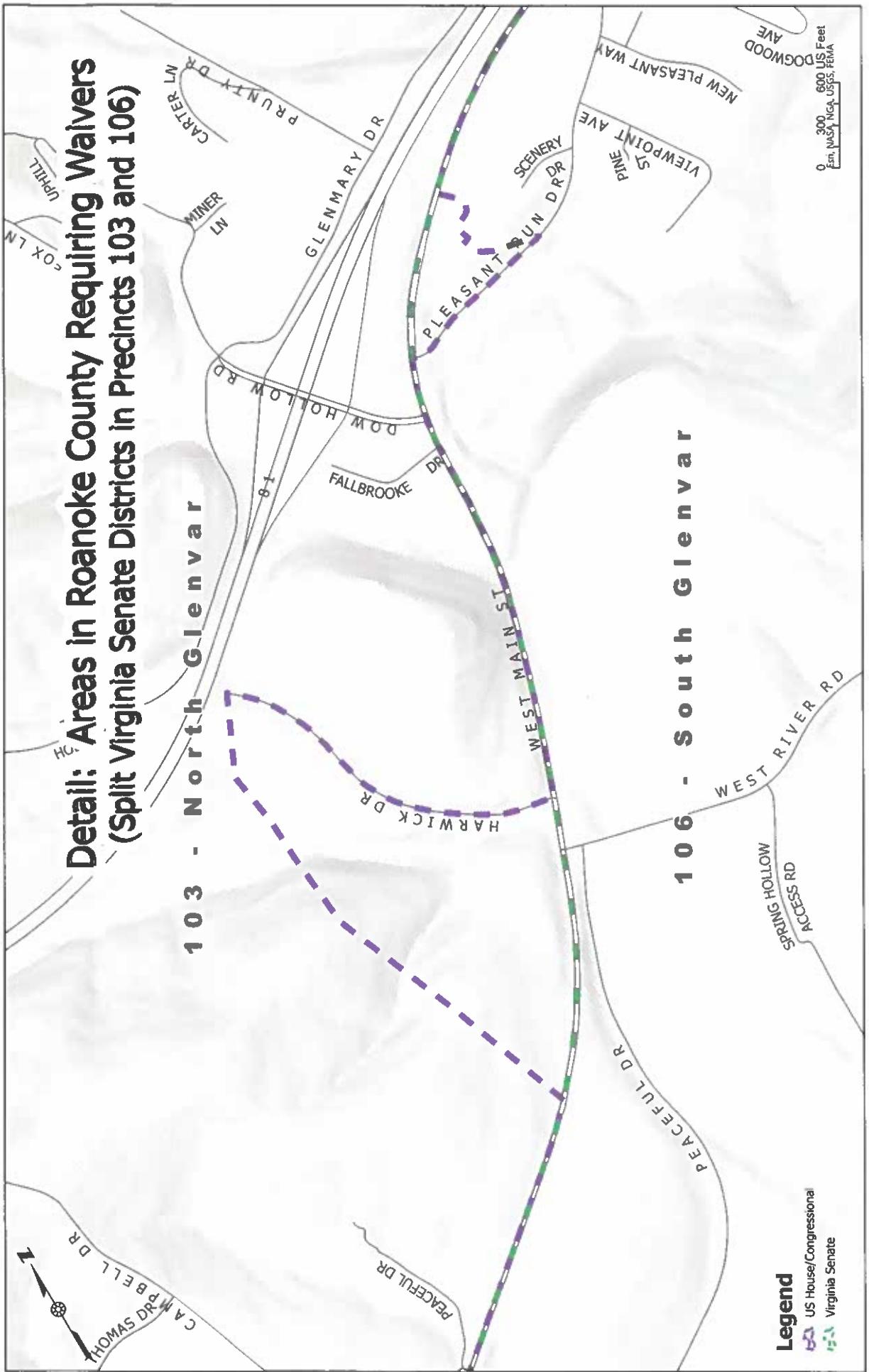
WHEREAS, under the proposed redistricting maps for 2022, Roanoke County will have two voting precincts that contain splits between two different election districts – (1) Precinct 103 – North Glenvar, which includes a portion of Senate District 3 and Senate District 4, and (2) Precinct 106 – South Glenvar, which includes a portion of Senate District 3 and Senate District 4; and

WHEREAS, it is proposed that the Board of Supervisors apply to the Virginia Department of Elections for waivers to administer Precinct 103 and Precinct 106 as split districts pursuant to Virginia Code § 24.2-307.

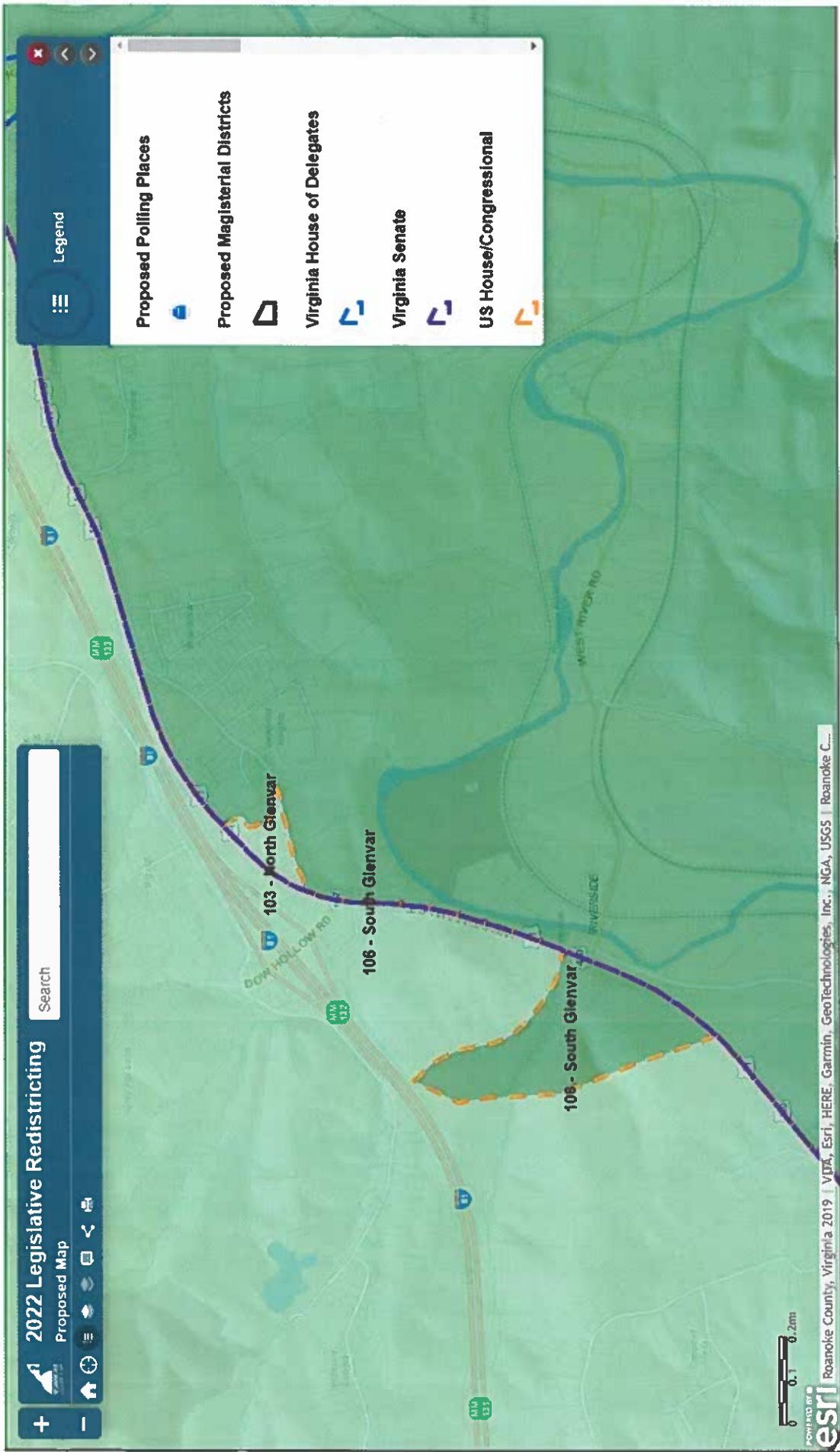
NOW THEREFORE, BE IT RESOLVED that the Board authorizes the Roanoke County Registrar to submit waiver requests to the Virginia Department of Elections to enable the County to administer Precinct 103 and Precinct 106 as split precincts pursuant to Virginia Code § 24.2-307.

**Attachment 3**

**Detail: Areas in Roanoke County Requiring Waivers  
(Split Virginia Senate Districts in Precincts 103 and 106)**



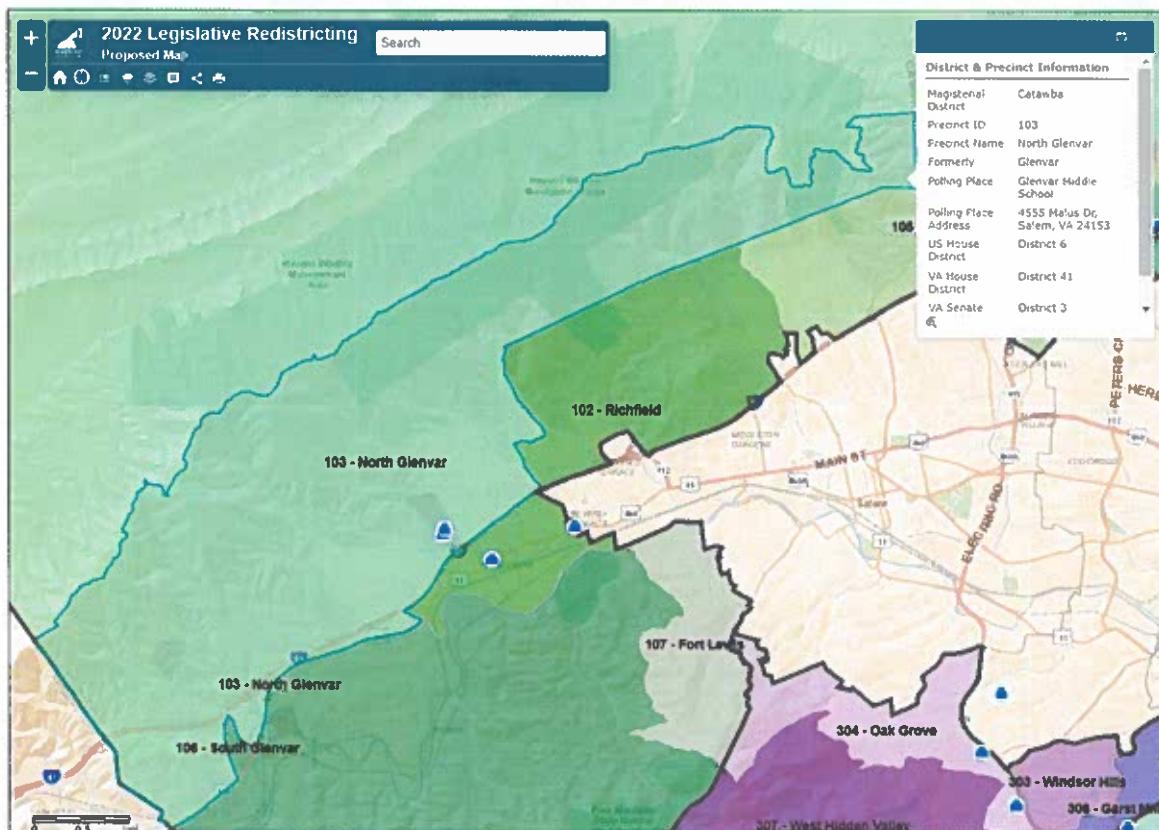
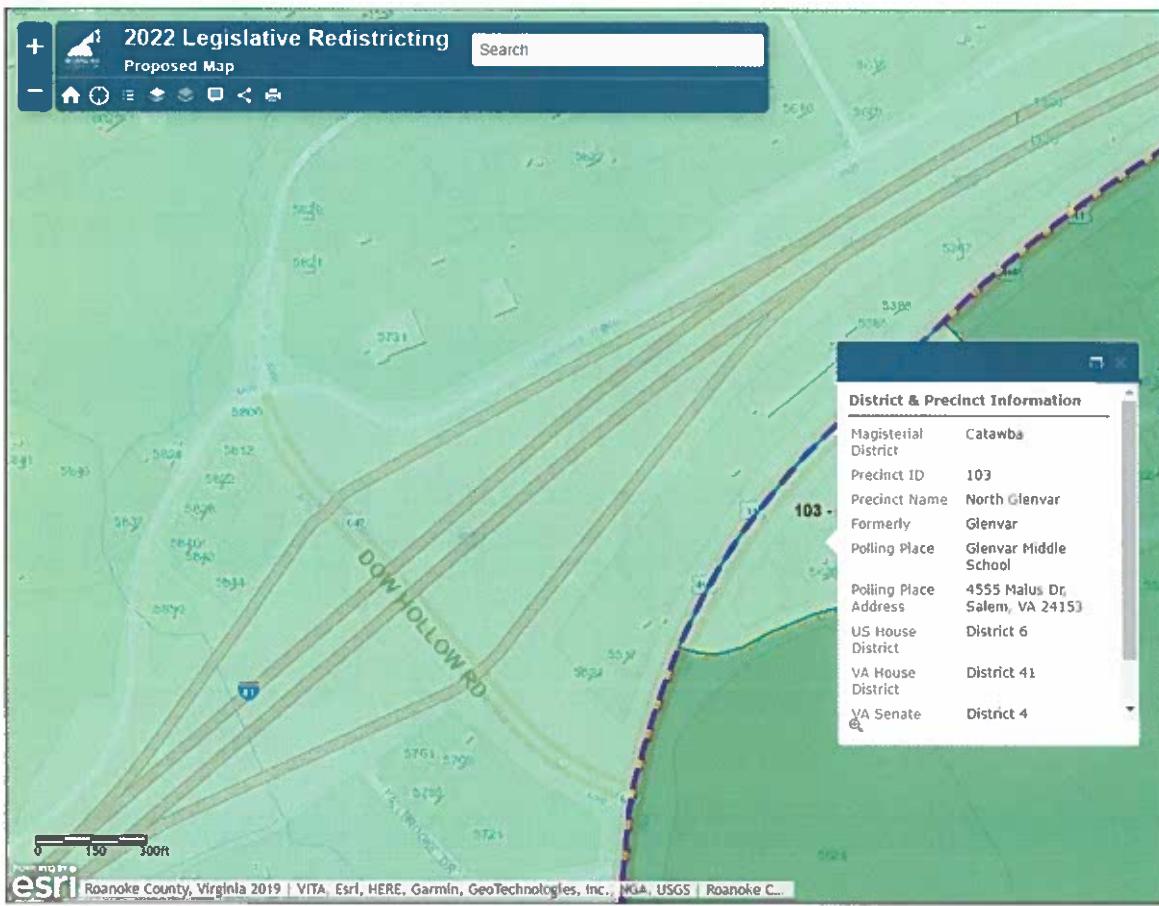
## Virginia State Senate District Splits in the Catawba Magisterial District of Roanoke County



The Virginia Senate boundaries approved by the Virginia Supreme Court following the 2020 Decennial Census do not comport with established Congressional District or local election precinct boundaries, nor do they follow the major roadway that divides Precinct 103 – Glenvar (or North Glenvar, per Roanoke County's proposed Redistricting Plan) and Precinct 106 – Green Hill (or South Glenvar, per Roanoke County's proposed Redistricting Plan). This issue, in combination with the lack of clear paths through which a locality might seek reconciliation of any such unnecessary variations in political district boundaries enacted via the Commonwealth's new statewide redistricting process, has left Roanoke County with no other option than to request a waiver to administer future elections conducted under Virginia's 2020 Legislative Redistricting Plan in two local precincts containing Senate District splits.

## Precinct 103 – Glenvar

Precinct 103 – North Glenvar under proposed 2022 Redistricting Plan



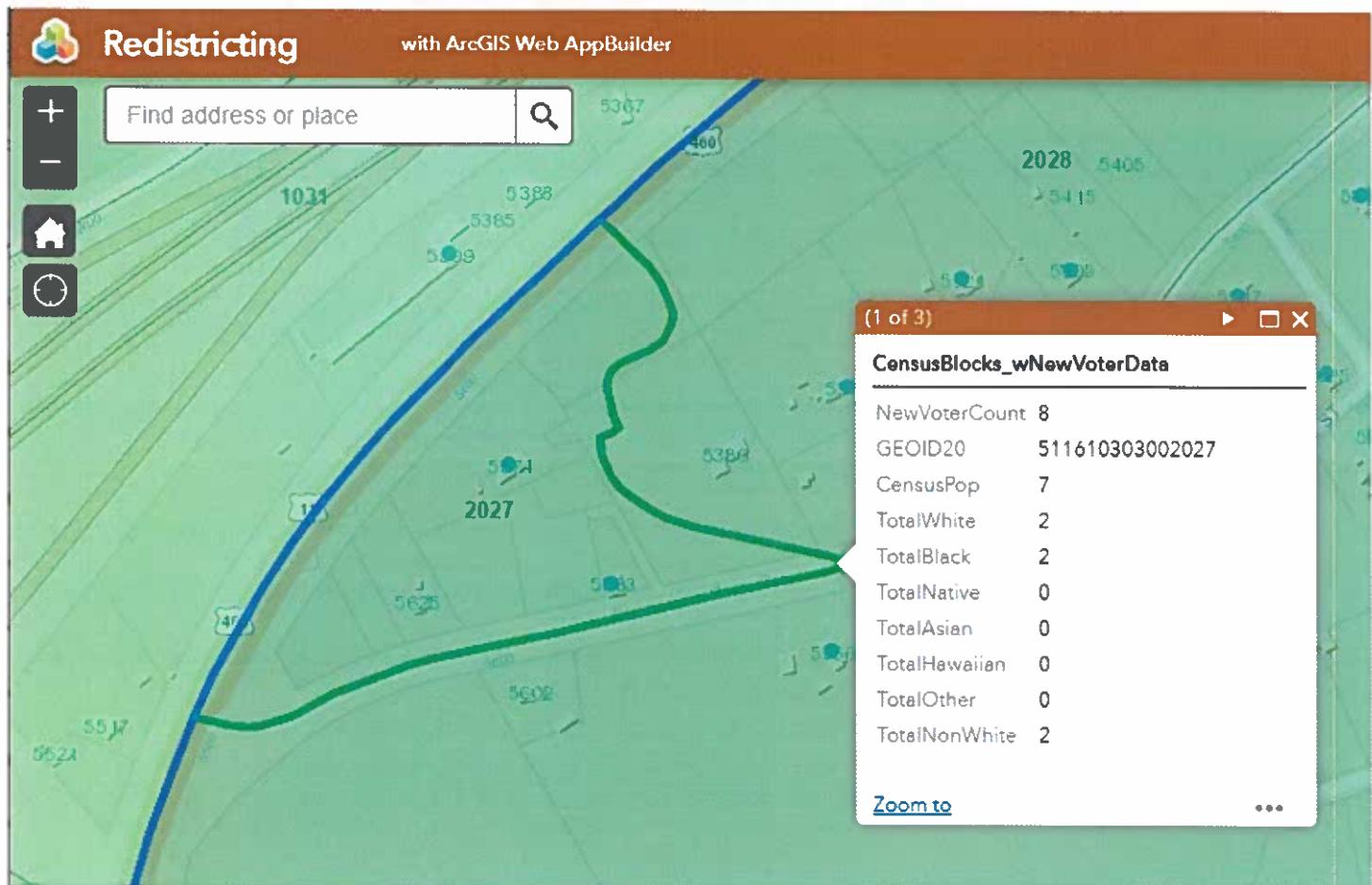
The 2020 Statewide Legislative Maps enacted by the Virginia Supreme Court include Census Block 2027 in the same Congressional District as the rest of Precinct 103 – Glenvar/N. Glenvar (light green area, Congressional boundary shown by blue line) but in the same Virginia Senate District as Precinct 106 – Green Hill/S. Glenvar (dark green area bounded by blue line to the left and a bright green State Senate line to the right).



 **Redistricting** with ArcGIS Web AppBuilder

Find address or place  



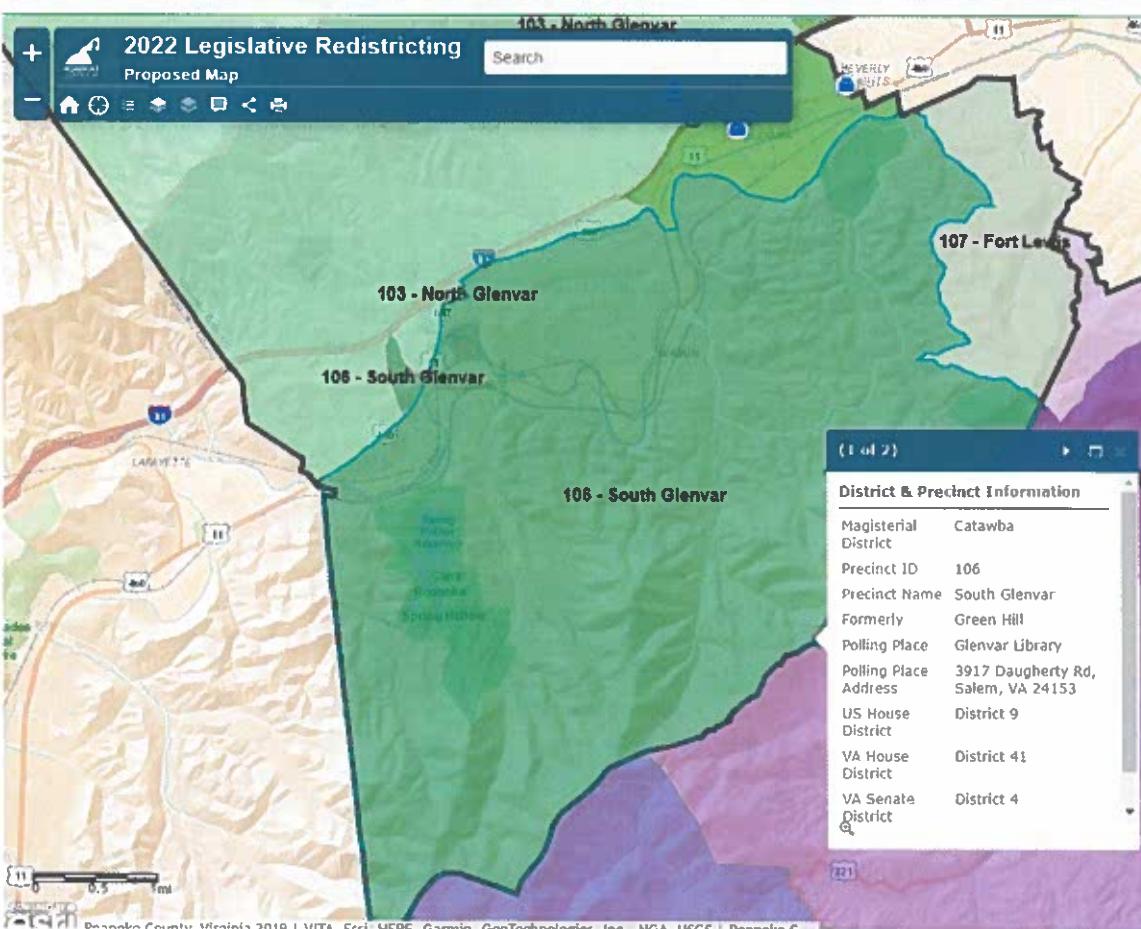
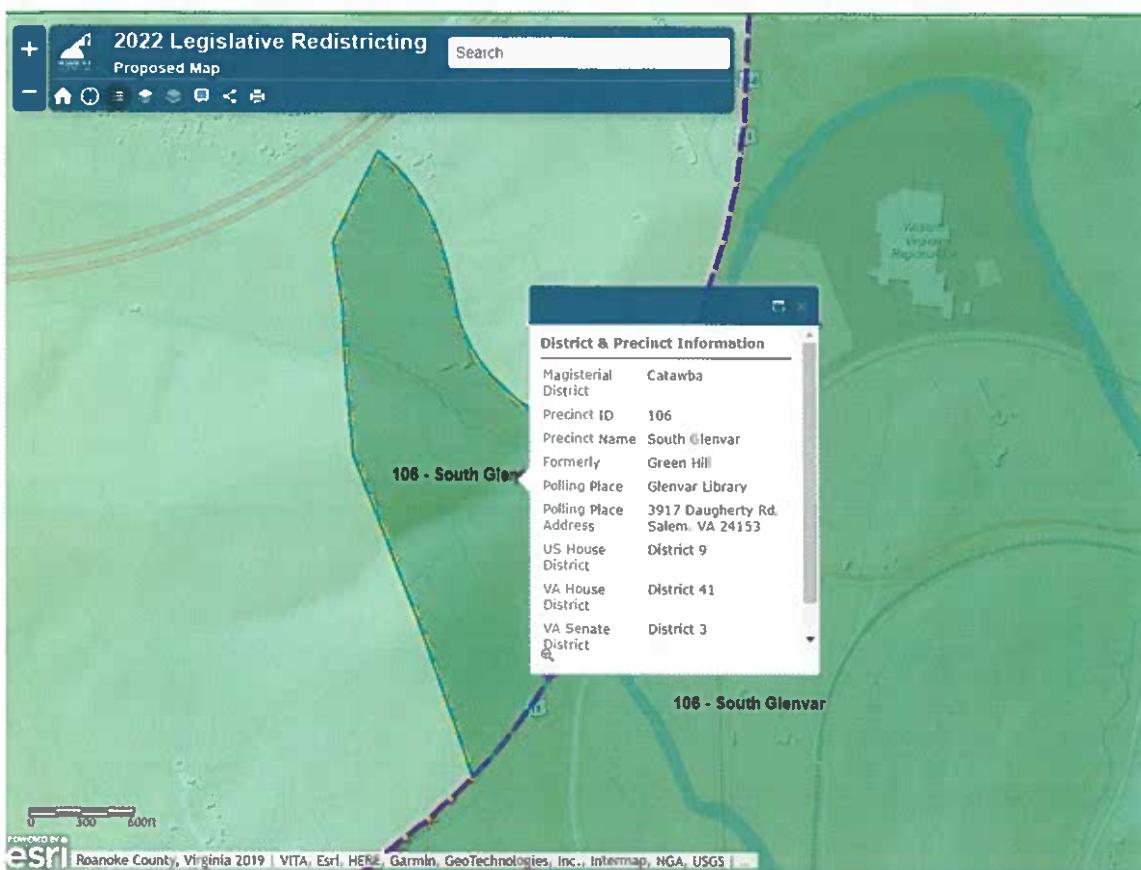
**CensusBlocks\_wNewVoterData**

NewVoterCount	8
GEOID20	511610303002027
CensusPop	7
TotalWhite	2
TotalBlack	2
TotalNative	0
TotalAsian	0
TotalHawaiian	0
TotalOther	0
TotalNonWhite	2

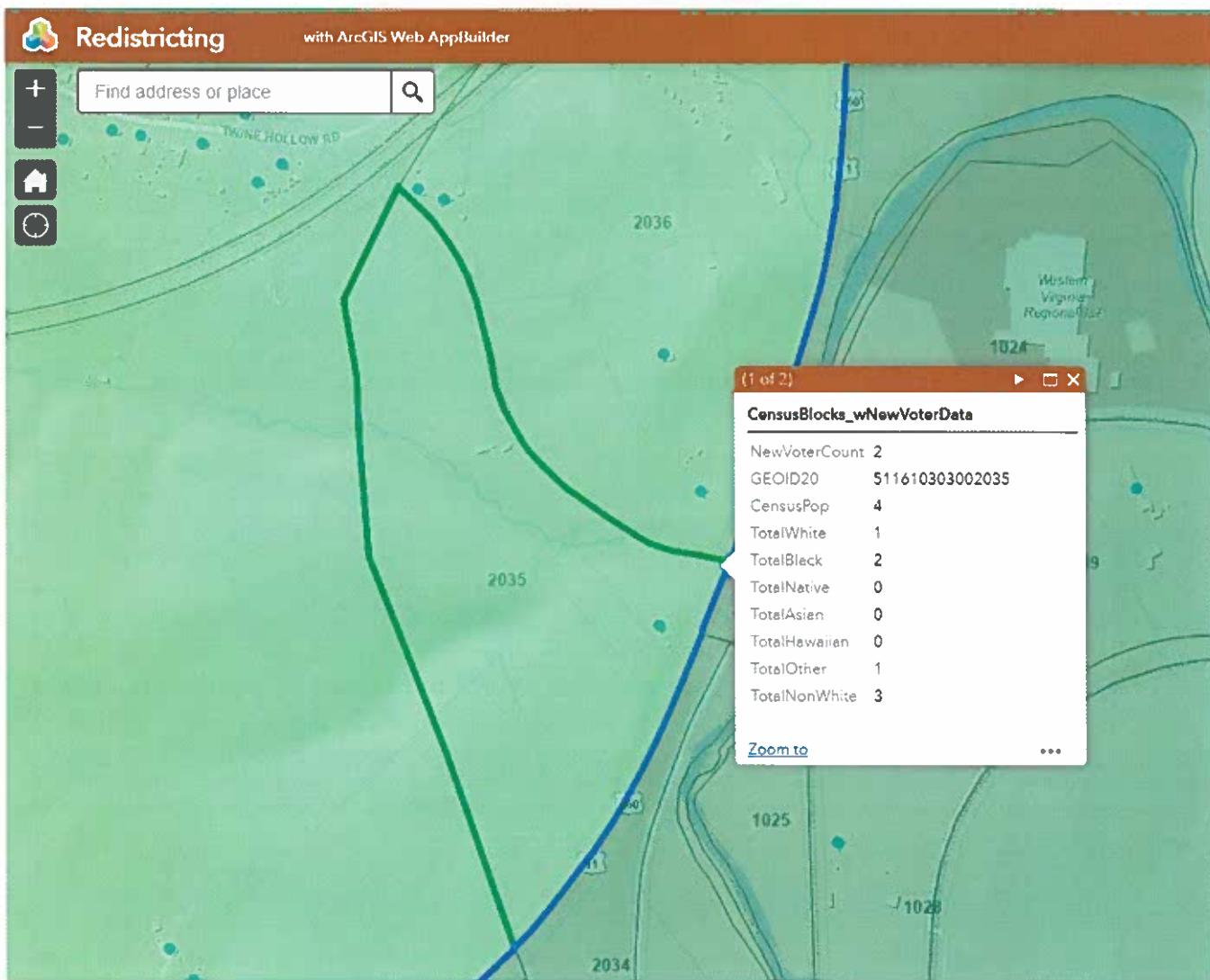
[Zoom to](#) 

Precinct 106 – Green Hill

Precinct 106 – South Glenvar under proposed 2022 Redistricting Plan



The 2020 Statewide Legislative Maps enacted by the Virginia Supreme Court include Census Block 2035 in the same Congressional District as the rest of Precinct 106 – Green Hill/S. Glenvar (dark green area shown to the right of the blue Congressional District line) but in the same Virginia Senate District as Precinct 103 – Glenvar/N. Glenvar (light green area surrounding Census Block 2035 where it juts out from the blue line).



**Anna Cloeter - [EXTERNAL] - Re: SBE-307 Split Precinct Waiver - Roanoke County - 2022 - COMPLETE.pdf**

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**From:** "Pruett, Tanya" <tanya.pruett@elections.virginia.gov>  
**To:** Anna Cloeter <ACLOETER@roanokecountyva.gov>  
**Date:** 4/1/2022 3:39 PM  
**Subject:** [EXTERNAL] - Re: SBE-307 Split Precinct Waiver - Roanoke County - 2022 - COMPLETE.pdf  
**Cc:** "ea@elections.virginia.gov" <ea@elections.virginia.gov>

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Anna,

Received and forwarded to Policy for processing.

Thank you!



**Tanya Pruett | Senior Registrar Liaison | Voter Outreach  
Virginia Department of Elections**  
O: (804) 864-8931  
[tanya.pruett@elections.virginia.gov](mailto:tanya.pruett@elections.virginia.gov)  
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On Wed, Mar 30, 2022 at 12:27 PM Anna Cloeter <[ACLOETER@roanokecountyva.gov](mailto:ACLOETER@roanokecountyva.gov)> wrote:

Hi, Tanya -

Attached please find Roanoke County's request for a waiver to administer split precincts (senate splits in Pcts 103 and 106, affecting a total of 10 registered voters). Please let me know if you require any additional information.

Thank you,

Anna

**Anna Cloeter**  
Director of Elections & General Registrar  
County of Roanoke, Virginia  
[acloeter@roanokecountyva.gov](mailto:acloeter@roanokecountyva.gov)

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trusted source.