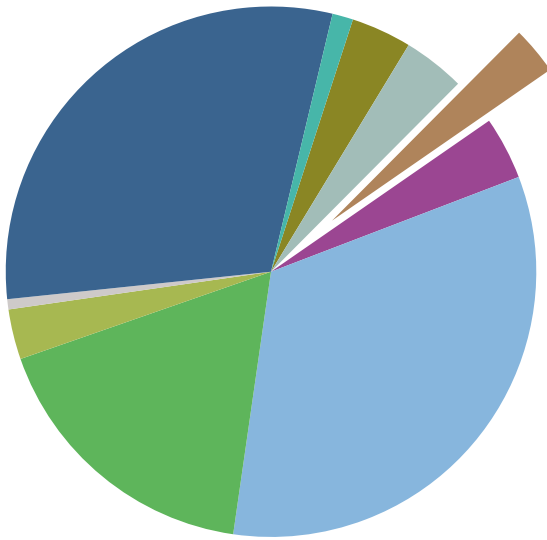


# Elections

## Mission Statement

The mission of the Office of Elections is to provide an equal opportunity for all qualified citizens of Prince William County to register to vote and conduct all elections at the highest level of professional standards. This should be completed by ensuring transparency and building public confidence in the integrity of the election process and election results. The Office of Elections operates as a communication and information resource for citizens. The major stakeholders of Prince William County; the Electoral Board, Officers of Election, candidates, partnering county agencies and the voting public see the benefit of a consistent and transparent electoral process every election.



**General Government Expenditure Budget:**  
**\$138,804,339**

**Expenditure Budget:**  
**\$4,025,964**



*2.9% of General Government*

### Programs:

- Conduct & Certify Elections: \$4,025,964

## Mandates

The Code of Virginia mandates the appointment of an electoral board in the County, the position of General Registrar and the compensation, expenses, and suitable office space for the General Registrar and associated staff. Reasonable expenses include, but are not limited to, costs for: (i) an adequately trained registrar's staff, including training in the use of computers and other technology to the extent provided to other local employees with similar job responsibilities, and reasonable costs for the general registrar to attend the annual training offered by the State Board; (ii) adequate training for officers of election; (iii) conducting elections as required by this title; and (iv) voter education.

**State Code:** [24.2-106](#) (Appointment and terms; vacancies; chairman and secretary; certain prohibitions; training) through [24.2-123](#) (Requirements for registration and voting; prohibition on use of power of attorney), [24.2-700](#) (Persons entitled to vote by absentee ballot), and [24.2-701.1](#) (Absentee voting in person).

# Elections

## Expenditure and Revenue Summary



Expenditure by Program	FY19 Actuals	FY20 Actuals	FY21 Actuals	FY22 Adopted	FY23 Proposed	% Change Budget FY22/ Budget FY23
Conduct and Certify Elections	\$1,988,554	\$2,493,030	\$3,118,430	\$3,476,112	\$4,025,964	15.82%
<b>Total Expenditures</b>	<b>\$1,988,554</b>	<b>\$2,493,030</b>	<b>\$3,118,430</b>	<b>\$3,476,112</b>	<b>\$4,025,964</b>	<b>15.82%</b>

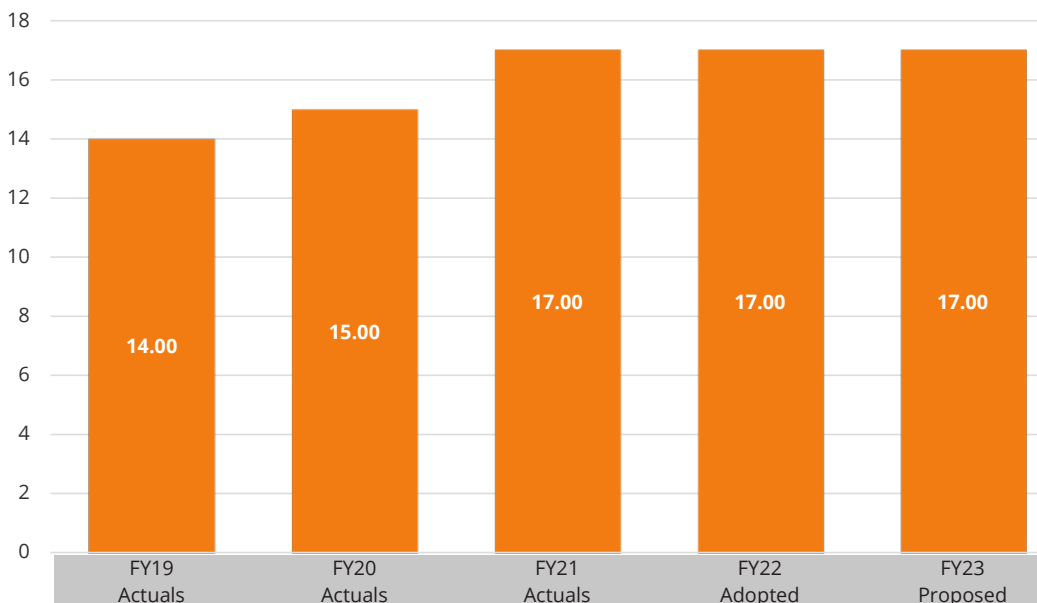
### Expenditure by Classification

Salaries and Benefits	\$1,340,964	\$1,416,791	\$1,890,864	\$2,002,695	\$2,097,700	4.74%
Contractual Services	\$356,024	\$434,373	\$738,207	\$753,173	\$996,293	32.28%
Internal Services	\$89,336	\$99,132	\$101,431	\$108,703	\$232,230	113.64%
Purchase of Goods & Services	\$174,026	\$261,025	\$364,998	\$283,367	\$283,367	0.00%
Capital Outlay	\$22,150	\$266,631	\$0	\$320,000	\$408,200	27.56%
Leases & Rentals	\$6,054	\$15,093	\$22,931	\$8,174	\$8,174	0.00%
<b>Total Expenditures</b>	<b>\$1,988,554</b>	<b>\$2,493,044</b>	<b>\$3,118,430</b>	<b>\$3,476,112</b>	<b>\$4,025,964</b>	<b>15.82%</b>

### Funding Sources

Revenue from Federal Government	\$0	\$0	\$198,472	\$0	\$0	-
Miscellaneous Revenue	\$115	\$277,986	\$18,912	\$0	\$0	-
Revenue from Commonwealth	\$88,003	\$0	\$92,319	\$92,202	\$92,202	0.00%
<b>Total Designated Funding Sources</b>	<b>\$88,118</b>	<b>\$277,986</b>	<b>\$309,703</b>	<b>\$92,202</b>	<b>\$92,202</b>	<b>0.00%</b>
<b>Net General Tax Support</b>	<b>\$1,900,436</b>	<b>\$2,215,058</b>	<b>\$2,808,727</b>	<b>\$3,383,910</b>	<b>\$3,933,762</b>	<b>16.25%</b>
<b>Net General Tax Support</b>	<b>95.57%</b>	<b>88.85%</b>	<b>90.07%</b>	<b>97.35%</b>	<b>97.71%</b>	

## Staff History by Program



Conduct & Certify Elections	14.00	15.00	17.00	17.00	17.00
Full-Time Equivalent (FTE) Total	14.00	15.00	17.00	17.00	17.00

## Future Outlook

**Communication with the Public** – In an environment of voter confusion and misinformation, it is important Elections works to ensure voters receive timely information from official sources. Social media and the Elections' website must be utilized to provide updates for voters. To improve public engagement, reduce voter confusion, and ensure equal access to official information other formats should be leveraged. Staff must work to identify official and unofficial communications to inform the public. Access to the voting process before, during and after the election must be made transparent and visible insofar as the law allows.

**Vote by Mail Infrastructure** – The Office of Elections is mandated to mail a ballot to any registered voter who requests a mail ballot (24.2-706). Voters can request mail ballots online or via paper requests. Voters can request mail ballots for an entire calendar year (24.2-703.1). Mail voting procedures include processing mail requests, mailing ballots and instructions, storage of ballots, and maintaining chain of custody with quality controls. The infrastructure for this process includes secure storage space for both public processes and non-public processes, adequate outgoing and incoming postage (including the mailing of the annual application requirement). Mail drop boxes must be deployed to multiple locations throughout the County during the forty-five days voting period and on Election Day.

**Office Security** – Ballot security, ballot custody and the security of Elections' office must be given increased consideration as election security has become increasingly important and threats of violence against public officials have increased. Elections should work to modify the physical office space and custody procedures to build confidence in the voting process, ensure appropriate handling of ballots and safeguard Elections' staff from harm.

**Technology Refresh/Update** – Elections will need to plan for cyber security updates to voting equipment. In addition, the Virginia Department of Elections will be replacing the centralized voter database in the near future. This replacement will likely incur additional technology expenses that are not known or defined at this time. Additional training time will be needed to ensure no disruption of public service during the transition.

## General Overview

**A. Redistribution of Internal Service Fund (ISF) Technology Budget** – The County annually allocates all information technology (IT) costs to agencies through an ISF, using the approved cost basis for each technology activity. Technology activities include computer support (hardware replacement, software licenses, and helpdesk customer services), IT security, business systems support (public safety communications, financial systems, human services systems, etc.), geographic information system, web services, capital equipment replacement, messaging, cloud storage, network and infrastructure services, telecommunications, and radio. The cost basis is calculated through a formula derived from the Department of Information Technology's (DoIT) ISF fee schedule.

For FY23, ISF costs have been revised to align and more accurately reflect overall technology activities with current department specific technology services. Costs are adjusted to reflect agency technology usage more accurately, as tracked by DoIT billing systems using the updated methodology. In FY23, Elections' technology bill increases by \$123,527. No technology service levels are changed, and there is no impact to the technology services individual agencies currently receive. For additional information on the countywide impact and methodology of redistributing technology charges, please see the Budget Highlights section of this document.

**B. Removal of One-Time Costs from Elections Budget** – A total of \$320,000 has been removed from Elections Proposed FY23 Budget for one-time costs associated with the 2020 Census Redistricting initiative funded in the FY22 Budget.

## Budget Initiatives

### A. Budget Initiatives

#### 1. Election Equipment Licensing – Conduct and Certify Elections

Expenditure	\$29,620
Revenue	\$0
General Fund Impact	\$29,620
FTE Positions	0.00

- a. Description** – This initiative supports increased costs upgrading technology software, application licensing, and systems security of voting equipment. The current Demtech Advocate system will not be certified by the state Department of Elections’ standards as of July 1, 2022 and must be upgraded to Centerpoint software that meets state certification requirements. The addition funds on-going costs to refresh and maintain the DemTech electronic pollbooks and Hart Touchwriter accessible voting machines. Software updates will ensure that equipment deployed on Election Day is up to date.
- b. Service Level Impacts** – Existing service levels maintained.

#### 2. High-Speed Ballot Scanner – Conduct and Certify Elections

Expenditure	\$115,000
Revenue	\$0
General Fund Impact	\$115,000
FTE Positions	0.00

- a. Description** – During the 2020 session, the Virginia General Assembly introduced and passed [HB 207](#), which provided no excuse mail voting ([24.2-700](#)) and established the option to join a permanent absentee voter list ([24.2-703.1](#)). Since implementation, July 1, 2021, the number of permanent absentee voters has increased 306% from 5,040 to 15,441. During the 2020 General Election, The Office of Elections received more than 61,000 mail ballots from voters, including military personnel and persons residing outside of the U.S. A high-speed ballot scanner will tabulate ballots in a timely manner in high-volume elections, reduce the number of temporary staff needed, improve access to observation of the process, and mitigate the risk of errors in tabulating results. This initiative funds the one-time cost of purchasing a high-speed scanner including an alternate scanner to ensure the continuity of operations.
- b. Service Level Impacts** – Existing service levels maintained.

#### 3. Additional Voting Precincts Resulting from Redistricting – Conduct and Certify Elections

Expenditure	\$506,000
Revenue	\$0
General Fund Impact	\$506,000
FTE Positions	0.00

- a. Description** – Redistricting is the process of redrawing lines for local election districts and precincts as well as establishing polling places. The Code of Virginia requires localities to reapportion or redistrict their population every 10 years following the U.S. Census. The Virginia Redistricting Commission is responsible for redistricting the Congressional (federal), Senate (state), and House of Delegates (state) election districts. The Board of County Supervisors (BOCS) is responsible for reapportioning the county’s local election (magisterial) districts and precincts. Currently, there are 93 Election Day precincts.

The FY22 Budget included \$280K in recurring costs and \$320K in one-time costs to begin the purchasing of voting machines, ballot scanners, and electronic poll books associated with the new election precincts after the redistricting process is completed. This initiative completes funding for up to 20 new voting precincts resulting from federal and state redistricting. The addition includes \$113K in on-going costs and \$393K in one-time cost. One-time costs consist of the purchase of electronic poll books, Verity Central, a high-speed ballot scanner for absentee ballots, and digitizing voter registrations. New voting precincts are scheduled to be finalized on March 1, 2022.

# Elections

- b. **Service Level Impacts** – This initiative supports the mandate under Virginia Code [24.2-307](#) which requires states establish “as many precincts as it deems necessary.” Such precincts must contain fewer than 5,000 voters and must be “wholly contained with a single Congressional district, Senate district, House of Delegates district, and” election district established by the local governing body. Each additional precinct requires a baseline addition of equipment and staff to be fully functional and serve voters under this mandate.

## Program Summary

### Conduct and Certify Elections

The Office of Elections is comprised of the Electoral Board, the General Registrar/Director of Elections, and Assistant Registrars. The Electoral Board appoints the General Registrar/Director of Elections who serves the Board and appoints Assistant Registrars. The Office of Elections conducts all elections in Prince William County and is a state-mandated office whose purpose is to maintain voter registration records and conduct elections, including voting by mail, early, and on Election Day. The Office of Elections maintains regular hours open to the public, processes voter registration applications, provides election data to citizens and candidates, certifies local candidate filings, trains election officers to conduct each election, maintains election equipment, and certifies the results for each election.

Key Measures	FY19 Actuals	FY20 Actuals	FY21 Actuals	FY22 Adopted	FY23 Proposed
Experience of voting in PWC is pleasant (community survey)	96%	96%	84%	96%	85%

Program Activities & Workload Measures (Dollar amounts expressed in thousands)	FY19 Actuals	FY20 Actuals	FY21 Actuals	FY22 Adopted	FY23 Proposed
<b>Register Voters &amp; Conduct &amp; Certify Elections</b>	<b>\$1,989</b>	<b>\$2,493</b>	<b>\$3,118</b>	<b>\$3,476</b>	<b>\$4,026</b>
Transactions involving voting records (non-mail)	357,028	229,584	409,317	300,000	300,000
Transactions involving mail requests (election specific)	-	-	-	78,587	75,000
Transactions involving mail requests (ongoing annual applications)	-	-	-	42,609	25,000
Registered county voters	283,803	292,701	305,422	303,000	310,000
Election voter turnout	238,221	150,465	258,424	155,000	200,000
Percentage of registered voters who cast early votes	-	-	66%	50%	50%