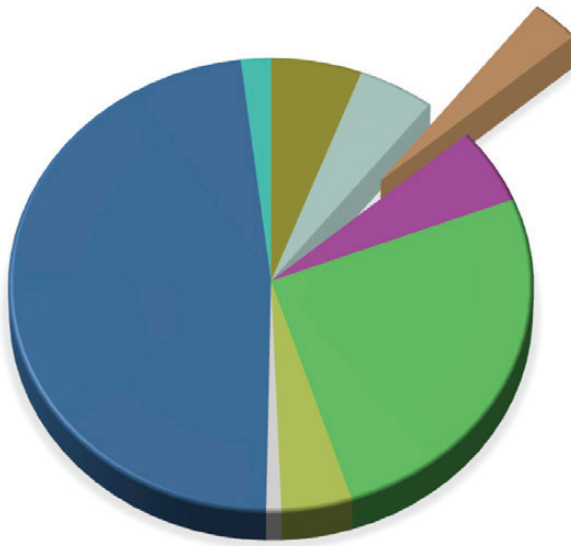


# Elections

## Mission Statement

The mission of the Office of Elections is to provide equal opportunity for all qualified citizens of Prince William County to register to vote, maintain accurate voter records used in elections, conduct all elections at the highest level of professional standards, ensuring public confidence in the integrity of the results, and be an information resource for citizens regarding voter registration, absentee voting, elections, and elected officials.



**General Government Expenditure Budget:**  
**\$83,788,209**

**Expenditure Budget:**  
**\$2,633,866**



*3.1% of General Government*

### Programs:

- Conduct and Certify Elections:  
\$2,633,866

## 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](#) through [24.2-123](#)

# Elections



## Expenditure and Revenue Summary

Expenditure by Program	FY16 Actuals	FY17 Actuals	FY18 Actuals	FY19 Adopted	FY20 Adopted	% Change Budget FY19/ Budget FY20
Conduct and Certify Elections	\$2,170,232	\$2,913,542	\$1,927,983	\$1,855,391	\$2,633,866	41.96%
<b>Total Expenditures</b>	<b>\$2,170,232</b>	<b>\$2,913,542</b>	<b>\$1,927,983</b>	<b>\$1,855,391</b>	<b>\$2,633,866</b>	<b>41.96%</b>

### Expenditure by Classification

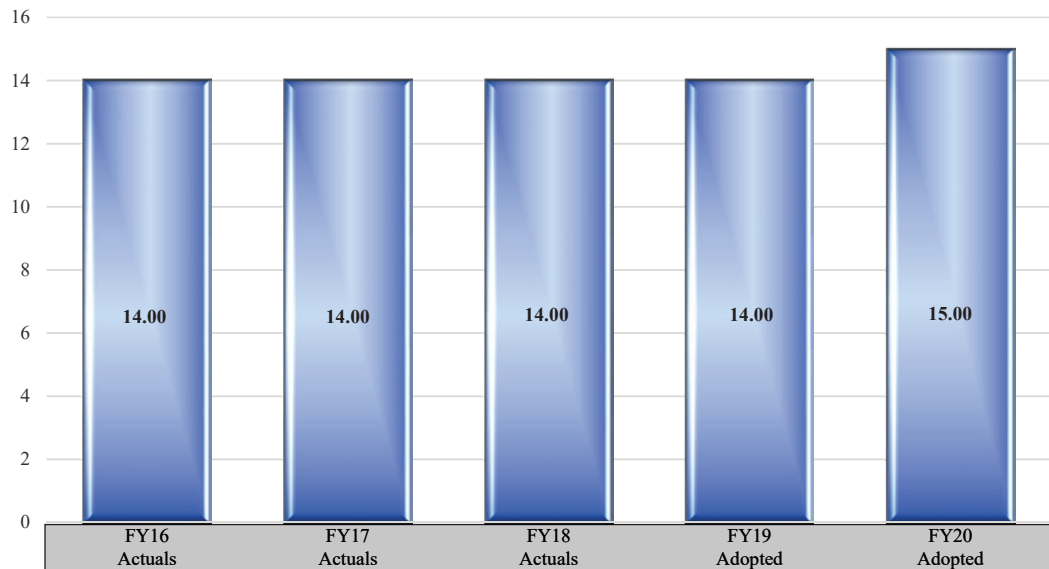
Salaries and Benefits	\$1,067,405	\$1,498,273	\$1,292,316	\$1,084,184	\$1,343,285	23.90%
Contractual Services	\$546,662	\$730,076	\$417,059	\$528,502	\$763,145	44.40%
Internal Services	\$71,589	\$67,075	\$86,783	\$80,598	\$85,203	5.71%
Purchase of Goods & Services	\$214,221	\$438,502	\$129,985	\$154,383	\$434,509	181.45%
Capital Outlay	\$259,039	\$152,501	\$0	\$0	\$0	0.00%
Leases & Rentals	\$11,316	\$15,416	\$1,840	\$7,724	\$7,724	0.00%
Debt Maintenance	\$0	\$11,699	\$0	\$0	\$0	0.00%
<b>Total Expenditures</b>	<b>\$2,170,232</b>	<b>\$2,913,542</b>	<b>\$1,927,983</b>	<b>\$1,855,391</b>	<b>\$2,633,866</b>	<b>41.96%</b>

### Funding Sources

Revenue from Federal Government	\$3,500	\$0	\$0	\$0	\$0	0.00%
Miscellaneous Revenue	\$4,364	\$2,768	\$12,745	\$0	\$0	0.00%
Revenue from Commonwealth	\$85,269	\$252,390	\$87,762	\$83,669	\$257,178	207.38%
<b>Total Designated Funding Sources</b>	<b>\$93,133</b>	<b>\$255,157</b>	<b>\$100,507</b>	<b>\$83,669</b>	<b>\$257,178</b>	<b>207.38%</b>
<b>Net General Tax Support</b>	<b>\$2,077,099</b>	<b>\$2,658,384</b>	<b>\$1,827,476</b>	<b>\$1,771,722</b>	<b>\$2,376,688</b>	<b>34.15%</b>
<b>Net General Tax Support</b>	<b>95.71%</b>	<b>91.24%</b>	<b>94.79%</b>	<b>95.49%</b>	<b>90.24%</b>	



## Staff History by Program



Conduct & Certify Elections	14.00	14.00	14.00	14.00	15.00
<b>Full-Time Equivalent (FTE) Total</b>	<b>14.00</b>	<b>14.00</b>	<b>14.00</b>	<b>14.00</b>	<b>15.00</b>

# Elections

## Future Outlook

**Future Precinct Growth** – Best practices call for new precincts to be created when the registered voter count exceeds 4,000. On January 23, 2017, the Electoral Board voted to start working on breaking up precincts over 4,500 registered voters. Eight additional precincts have been identified by staff and the Electoral Board that need to be split because of growth. These are being addressed before the (Presidential Election Year) 2020 census and 2021 redistricting, which may result in additional precincts being expected and needed in 2021. The local governing body has the authority to add precincts and draw boundaries for new precincts. In accordance with Virginia Code [24.2-307](#), the General Registrar shall notify the governing body whenever the number of voters who voted in a precinct in an election for President of the United States exceeds 4,000, and within 6 months of such notice, the governing body shall proceed to revise precinct boundaries and add additional precincts as deemed necessary.

**Additional Full Time Staffing** – Three additional full-time assistant registrar positions were passed via a full motion of the Electoral Board meeting on September 26, 2017. Virginia Code [24.2-112](#) mandates that the Electoral Board shall set the number of assistant registrars. The need covers accurate voter list maintenance, the processing of increased online transactions. Online transactions were implemented by the Virginia Department of Elections for the voting public in the summer of 2016. As of September 15, 2018, staff has handled 119,732 online voter registration transactions (not including Absentee transactions) since January 2018. The Prince William County (PWC) Office of Elections averages an incoming average of 680 new transactions per day. These transactions can take an average of 10-15 minutes per transaction.

**Essential Election Day Equipment** – Office of Elections needs one-time funding for several essential pieces of equipment including optical scan readers and radio batteries. Ballot on Demand ensures that each voter is given the correct ballot and creates savings over time by ordering less pre-printed ballots before Election Day. The Office of Elections uses County radios at each precinct. The batteries in the radios are failing and need to be replaced. Radios are essential for all day communication between the Emergency Operations Center, Office of Elections and 94 precincts and for the smooth recovery of elections equipment.

**Western & Eastern Satellite Office Locations/Warehouse Space Constraints** – The Office of Elections faces combined space issues with the continued increase in registered voters in a large county. Parking is a constant challenge for voters at the Manassas Office, as the public parking lots are shared with the Court judicial system. The current warehouse has multiple uses that go beyond the original scope of the facility. The Office of Elections could also benefit by having their own adequately sized conference room and training room combination. These need to be addressed in one comprehensive plan for the Office of Elections as a whole, that will need to develop and planned with the County over time.

## General Overview

- A. **Removal of One-Time Costs from Elections Budget** – \$14,000 has been removed from the Elections FY20 budget for one-time costs associated with the addition of two new precincts.
- B. **Budget Shift** – \$37,000 has been shifted from undistributed and miscellaneous to miscellaneous compensation to place funding in the correct accounting code for the in-person absentee voting precinct at the Haymarket-Gainesville Community Library.

# Elections

## Budget Initiatives

### A. Budget Initiatives

#### 1. March 2020 Presidential Primary – Conduct and Certify Elections

Expenditure	\$300,000	General Fund Impact	\$135,024
Revenue	\$164,976	FTE Positions	0.00

a. **Description** – In March 2020 there will be a presidential primary in Virginia. This initiative covers the costs of conducting the presidential primary (Election Officer compensation, voting machine programming and testing, paper ballot printing, staffing and supplies). The Commonwealth has reimbursed localities for a portion of presidential primary expenses in prior years. The amount of reimbursement will be determined by the 2019 session of the General Assembly.

#### b. Service Level Impacts – Election Voter Turnout

FY20 w/o Addition		153,308
FY20 w/ Addition		282,879

#### 2. Ballot Scanners – Conduct and Certify Elections

Expenditure	\$288,734	General Fund Impact	\$288,734
Revenue	\$0	FTE Positions	0.00

a. **Description** – This initiative purchases an additional 46 ballot scanners so that 51 of the 94 election precincts in PWC will have two ballot scanners available for use.

b. **Service Level Impacts** – Additional ballot scanners will reduce the time required to voters to cast their ballots.

#### 3. Electronic Poll Books – Conduct and Certify Elections

Expenditure	\$114,371	General Fund Impact	\$114,371
Revenue	\$0	FTE Positions	0.00

a. **Description** – In 2017, the Virginia Department of Elections shifted electronic poll book costs to localities as an unfunded mandate. The electronic poll book hardware and software costs are \$51,997, plus \$15,374 in postage for absentee ballots and \$47,000 for election night reporting assuming two elections per year.

b. **Service Level Impacts** – Existing service levels are maintained.

#### 4. Assistant Registrar – Conduct and Certify Elections

Expenditure	\$56,771	General Fund Impact	\$56,771
Revenue	\$0	FTE Positions	1.00

a. **Description** – This initiative funds 1 FTE Assistant Registrar position in the Office of Elections main office. The position performs high level clerical work related to voter registration, assists with in-person and mail-in absentee voting; assists with registering qualified citizens to vote; assists in determining the validity of voter registration applications (in-person, mail-in, from other state and federal agencies); and assists in the receipt of candidate filings and finance reports. Many of these transactions are complex, time sensitive, and require communication with other government agencies.

# Elections

- b. **Service Level Impacts** – This position is needed due to the increases in the number of registered voters and voter transactions since FY14 when 2 FTE Assistant Registrar positions were added to address workload. Since FY14, there has been a 10% increase in registered voters, a 454% increase in absentee transactions and a 171% increase in National Voter Registration Act (Motor Voter) transactions.

## Program Summary

### Conduct and Certify Elections

The Office of Elections is comprised of the Electoral Board, the General Registrar, and Assistant Registrars. The Electoral Board appoints the General Registrar who serves the Board and appoints Assistant Registrars. The Office of Elections supervises all elections in PWC and is a state mandated office whose purpose is to register voters and maintain up-to-date voter registration records. In addition, the office receives and processes voter registration applications; provides voter registration applications; provides absentee voting prior to all elections; provides election related data to all citizens and candidates; accepts and certifies candidate filings; trains Officers of Elections to conduct each election; and certifies the results for each election.

Key Measures	FY16 Actuals	FY17 Actuals	FY18 Actuals	FY19 Adopted	FY20 Adopted
Experience of voting in PWC is pleasant (community survey)	94%	94%	96%	94%	96%

Program Activities & Workload Measures (Dollar amounts expressed in thousands)	FY16 Actuals	FY17 Actuals	FY18 Actuals	FY19 Adopted	FY20 Adopted
<b>Register Voters &amp; Conduct &amp; Certify Elections</b>	<b>\$2,170</b>	<b>\$2,914</b>	<b>\$1,928</b>	<b>\$1,855</b>	<b>\$2,634</b>
Transactions involving citizen voting records	154,812	245,052	321,960	211,306	333,228
Registered county voters	232,219	272,286	279,549	273,698	287,935
Election voter turnout	69,752	242,297	151,023	136,849	282,879