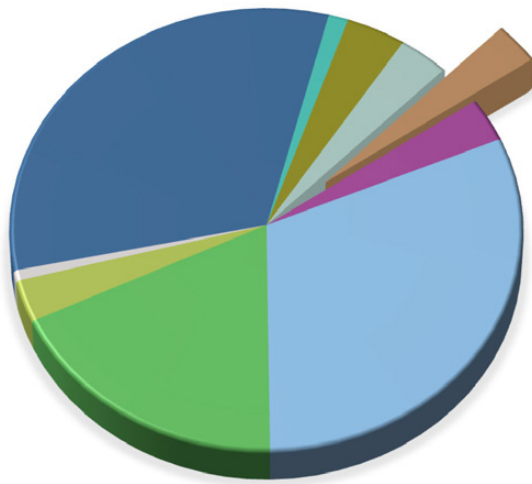


Mission Statement

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:
\$124,990,648

Expenditure Budget:
\$3,780,113

3.0% of General Government

Programs:

- Conduct & Certify Elections:
\$3,780,113

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)

Elections

Expenditure and Revenue Summary



Expenditure by Program	FY17 Actuals	FY18 Actuals	FY19 Actuals	FY20 Adopted	FY21 Adopted	% Change Budget FY20/ Budget FY21
Conduct & Certify Elections	\$2,913,542	\$1,927,983	\$1,988,554	\$2,633,866	\$3,780,113	43.52%
Total Expenditures	\$2,913,542	\$1,927,983	\$1,988,554	\$2,633,866	\$3,780,113	43.52%

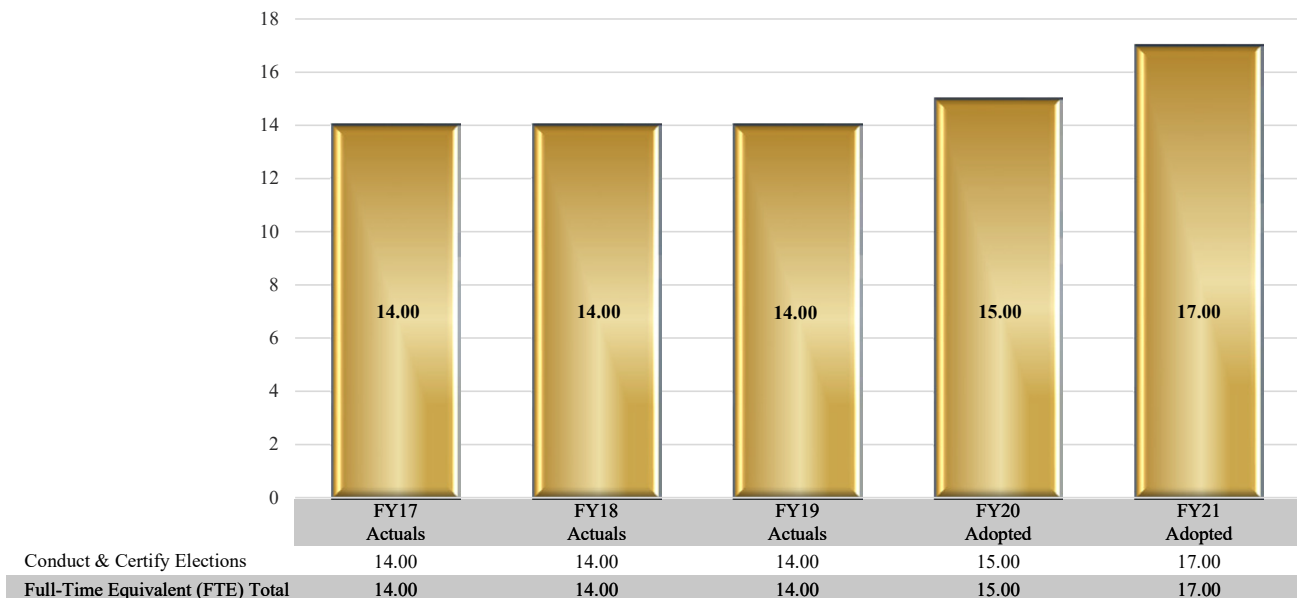
Expenditure by Classification

Salaries and Benefits	\$1,498,273	\$1,292,316	\$1,340,964	\$1,343,285	\$2,877,146	114.19%
Contractual Services	\$730,076	\$417,059	\$356,024	\$763,145	\$632,323	(17.14%)
Internal Services	\$67,075	\$86,783	\$89,336	\$85,203	\$83,703	(1.76%)
Purchase of Goods & Services	\$438,502	\$129,985	\$174,026	\$434,509	\$178,767	(58.86%)
Capital Outlay	\$152,501	\$0	\$22,150	\$0	\$0	-
Leases & Rentals	\$15,416	\$1,840	\$6,054	\$7,724	\$8,174	5.83%
Debt Maintenance	\$11,699	\$0	\$0	\$0	\$0	-
Total Expenditures	\$2,913,542	\$1,927,983	\$1,988,554	\$2,633,866	\$3,780,113	43.52%

Funding Sources

Miscellaneous Revenue	\$2,768	\$12,745	\$115	\$0	\$0	-
Revenue from Commonwealth	\$252,390	\$87,762	\$88,003	\$257,178	\$92,202	(64.15%)
Total Designated Funding Sources	\$255,157	\$100,507	\$88,118	\$257,178	\$92,202	(64.15%)
Net General Tax Support	\$2,658,384	\$1,827,476	\$1,900,436	\$2,376,688	\$3,687,911	55.17%
Net General Tax Support	91.24%	94.79%	95.57%	90.24%	97.56%	

Staff History by Program



Future Outlook

Early Voting – Beginning July 1, 2020 No Excuse Absentee/Early Voting will become a law in Virginia with a delayed implementation date of September 18, 2020, for the Presidential 2020 election. Presidential 2020 and all future elections moving forward are mandated to have No Excuse Absentee/Early Voting for a period of forty-five days, prior to every election conducted. Since Prince William County (PWC) has already been operating absentee voting centers, Early Voting will be, for the most part, business as usual. Elections' main concern is being able to correctly estimate the number of voters during the early voting period in order to provide adequate staffing and the appropriate number of voter centers. The vote center locations will be strategically placed across the County for equitable voter access and will operate with the same hourly and daily schedule. Early voting must be conducted on public property Virginia Code ([§ 24.2-707-B](#)).

2020 Census and Redistricting, Including the Establishment of Additional Precincts – The U.S. Census attempts to count every person living in the United States and is mandated to take place every 10 years by the U.S. Constitution ([Article 1, Section 2](#)). Population counts determine the number of seats per state in the U.S. House of Representatives and the distribution of billions of dollars in federal funding to states, counties, and cities. Defining state legislative districts is a process called 'redistricting.' Congressional and legislative districts are redrawn by the US Congress, Virginia Senate and Virginia House of Delegates and the magisterial districts are adjusted to account for population shifts and to achieve equal representation for the constituents of all representatives. April 20, 2020, is Census Day and by April 1, 2021, redistricting counts will be sent to the states. The Office of Elections estimates 20 additional precincts will be added in PWC.

Voter List Maintenance and Online Transactions – Three additional full-time assistant registrar positions were passed at 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 and the processing of increased online transactions. Online transactions were implemented by the Virginia Department of Elections for the voting public in summer 2016. As of September 15, 2019, staff has handled 114,355 online voter registration transactions (not including absentee transactions) since January 2019. The PWC Office of Elections has an incoming average of 551 new transactions per day. These transactions can take an average of 10-15 minutes per transaction.

General Overview

- A. Compensation Studies Implementation** – PWC implemented the findings of two compensation studies during the past three years. The Public Safety Retention and Recruitment Study findings for public safety sworn personnel were completed in FY20. Findings from the Classification and Compensation Study for general, non-sworn employees began implementation in FY20 and funding is included in the FY2021 Budget for completion in FY21. Salary and benefits increases in the FY2021 Budget are due to implementation of both studies. Please refer to the Compensation section of this document for more information.
- B. Removal of One-Time Costs from Elections Budget** – A total of \$417,133 has been removed from Elections FY21 budget for one-time costs associated with the March 2020 presidential primary (election officer compensation, voting machine programming and testing, paper ballot printing, staffing, and supplies), and the purchase of 46 ballot scanners.

Budget Initiatives

A. Budget Initiatives

1. 2020 Presidential Election – Conduct and Certify Elections

Expenditure	\$1,133,535
Revenue	\$0
General Fund Impact	\$1,133,535
FTE Positions	0.00

- a. **Description** – A presidential election will be held on November 3, 2020. One-time costs pertaining to the election will include Election Officer compensation, voter machine programming and testing, paper ballot printing, and supplies.
- b. **Service Level Impacts** – Existing service levels are maintained. The Office of Elections will provide the same level of efficient and effective service regardless of an anticipated increase in voter turnout.

2. No Excuse Absentee/Early Voting – Conduct and Certify Elections

Expenditure	\$430,176
Revenue	\$0
General Fund Impact	\$430,176
FTE Positions	0.00

- a. **Description** – Early voting (No Excuse Absentee) will become a law in Virginia with implementation during the Presidential 2020 election. Elections will add four additional voting locations in addition to the current locations in Woodbridge, Manassas, and Haymarket. These locations will be strategically placed across the County for equitable voter access and will have the same hourly and daily schedule as the other locations. All together there are forty-five days of early voting (No Excuse Absentee) prior to the November 3rd presidential election.
- b. **Service Level Impacts** – Existing service levels are maintained. The Office of Elections will provide the same level of efficient and effective service regardless of an anticipated increase in voter turnout.

3. Elections Assistants – Conduct and Certify Elections

Expenditure	\$108,646
Revenue	\$0
General Fund Impact	\$108,646
FTE Positions	2.00

- a. **Description** – This initiative funds 2.00 FTE Assistant Registrar positions in the Office of Elections main office. The positions perform 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.

- b. Service Level Impacts** – These positions are needed due to the increases in the number of registered voters and increases in voter transactions. Comparing November 4, 2014, and November 5, 2019, election statistics, there has been a 14% increase in registered voters and a 195% increase in absentee voters. Between calendar year 2015 and year-to-date 2019, there has been a 319% increase in National Voter Registration Act (Motor Voter) transactions. As of September 15, 2019, staff has handled 114,355 online voter registration transactions (not including absentee transactions) since January 2019.

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 local candidate filings; trains Officers of Elections to conduct each election; and certifies the results for each election.

Key Measures	FY17 Actuals	FY18 Actuals	FY19 Actuals	FY20 Adopted	FY21 Adopted
Experience of voting in PWC is pleasant (community survey)	94%	96%	96%	96%	96%

Program Activities & Workload Measures (Dollar amounts expressed in thousands)	FY17 Actuals	FY18 Actuals	FY19 Actuals	FY20 Adopted	FY21 Adopted
Register Voters & Conduct & Certify Elections	\$2,914	\$1,928	\$1,989	\$2,634	\$3,780
Transactions involving citizen voting records	245,052	321,960	357,028	333,228	380,000
Registered county voters	272,286	279,549	283,803	287,935	291,555
Election voter turnout	242,297	151,023	238,221	282,879	259,192