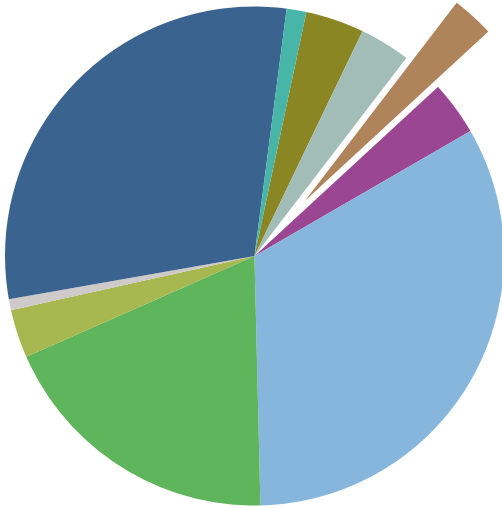


Mission Statement

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, conduct all elections at the highest level of professional standards, ensuring transparency and building public confidence in the integrity of the 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:
\$139,495,276

Expenditure Budget:
\$3,478,275



2.7% of General Government

Programs:

- Conduct & Certify Elections:
\$3,478,275

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	FY18 Actuals	FY19 Actuals	FY20 Actuals	FY21 Adopted	FY22 Proposed	% Change Budget FY21/ Budget FY22
Conduct & Certify Elections	\$1,927,983	\$1,988,554	\$2,493,030	\$3,780,113	\$3,478,275	(7.98%)
Total Expenditures	\$1,927,983	\$1,988,554	\$2,493,030	\$3,780,113	\$3,478,275	(7.98%)

Expenditure by Classification

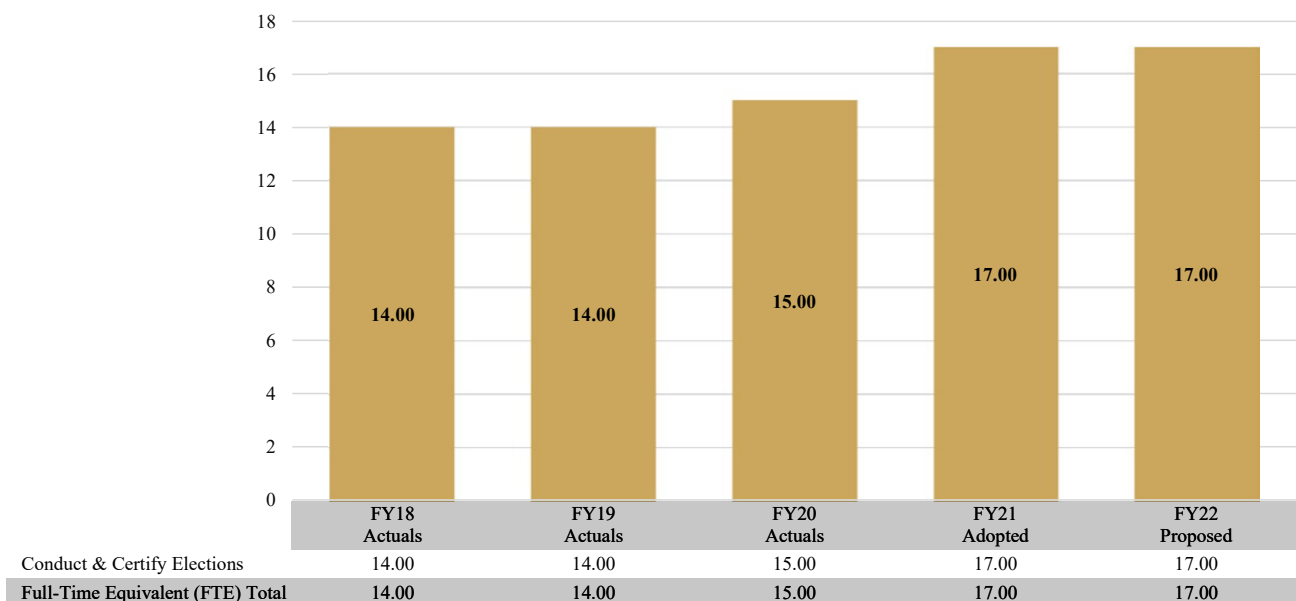
Salaries & Benefits	\$1,292,316	\$1,340,964	\$1,416,791	\$2,877,146	\$2,004,858	(30.32%)
Contractual Services	\$417,059	\$356,024	\$434,373	\$632,323	\$753,173	19.11%
Internal Services	\$86,783	\$89,336	\$99,132	\$83,703	\$108,703	29.87%
Purchase of Goods & Services	\$129,985	\$174,026	\$261,010	\$178,767	\$283,367	58.51%
Capital Outlay	\$0	\$22,150	\$266,631	\$0	\$320,000	-
Leases & Rentals	\$1,840	\$6,054	\$15,093	\$8,174	\$8,174	0.00%
Total Expenditures	\$1,927,983	\$1,988,554	\$2,493,030	\$3,780,113	\$3,478,275	(7.98%)

Funding Sources

Miscellaneous Revenue	\$12,745	\$115	\$277,986	\$0	\$0	-
Revenue from Commonwealth	\$87,762	\$88,003	\$0	\$92,202	\$92,202	0.00%
Total Designated Funding Sources	\$100,507	\$88,118	\$277,986	\$92,202	\$92,202	0.00%
Net General Tax Support	\$1,827,476	\$1,900,436	\$2,215,044	\$3,687,911	\$3,386,073	(8.18%)
Net General Tax Support	94.79%	95.57%	88.85%	97.56%	97.35%	



Staff History by Program



Future Outlook

Early Voting – 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 [24.2-701.1](#). 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 accommodate high early voter turnouts; provide staffing, adequate facilities, and the appropriate number of vote 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.

Vote by Mail Infrastructure – The Office of Elections is mandated to mail a ballot to any registered voter who requests a mail ballot, see [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](#). Vote by Mail procedures include processing mail requests, printing ballots, storage for incoming and outgoing mail ballots with quality controls in place. The Vote by Mail infrastructure includes secure space requirements for both public processes and non-public processes, adequate outgoing and incoming postage including the mailing of the annual application requirement. “Official Ballot Drop Boxes” must be stored and deployed to multiple locations throughout the County during the forty-five days voting period and on Election Day.

Technology Refresh/Update – The Office of 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.

2020 Census and Redistricting – 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 distribution of billions of dollars in federal funding to states, cities, and counties. Redistricting is the process of redrawing lines for local election districts and precincts and establishing polling places. The Virginia Redistricting Commission is responsible for redistricting the state for congressional, state senate and house election districts. The Board of County Supervisors is responsible for reapportioning the county’s local election (magisterial) districts and precincts to account for population shifts and achieve equal representation for the constituents of all representatives.

General Overview

- A. **Removal of One-Time Costs from Elections Budget** – A total of \$1,103,711 has been removed from Elections FY22 budget for one-time costs associated with the 2020 Presidential election.

Budget Initiatives

A. Budget Initiatives

1. 2020 Census Redistricting/Provision for Additional Voting Precincts – Conduct and Certify Elections

Expenditure	\$600,000
Revenue	\$0
General Fund Impact	\$600,000
FTE Positions	0.00

Elections

- a. **Description** – Redistricting is the process of redrawing lines for local election districts and precincts and 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 state for congressional, state senate and house election districts. The Board of County Supervisors is responsible for reapportioning the county’s local election (magisterial) districts and precincts. Currently, there are 94 voting precincts in PWC. This initiative includes a \$600,000 provision in the proposed budget for the creation of new election precincts after Census data is received, analyzed, and election districts and precincts are redrawn during FY22.
- b. **Service Level Impacts** – The budget provision supports the state mandate [24.2-307](#) which requires, at the time any precinct is established, it shall have no more than 5,000 registered voters.

2. Technology Refresh – Conduct and Certify Elections

Expenditure	\$152,600
Revenue	\$0
General Fund Impact	\$152,600
FTE Positions	0.00

- a. **Description** – This initiative supports upgrading technology software, application licensing, and systems security of voting equipment. This addition supports on-going costs to refresh and maintain 94 voter check-in laptops and 397 Hart Intercivic machines. The computers currently operate on Windows 7 which is no longer supported by Microsoft. Upgrading voting equipment to Windows 10 ensures reliability, maximizes system performance, and addresses security risks.
- b. **Service Level Impacts** – Existing service levels are maintained.

Elections

Program Summary

Conduct and Certify Elections

The Office of Elections is comprised of the Electoral Board, the General Registrar/Director of Elections, and Elections Assistants. 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 PWC and is a state mandated office whose purpose is to register voters and provide ballots when requested by voters during early voting periods and provide Election Day administration. In addition, the office receives and processes voter registration applications, 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	FY18 Actuals	FY19 Actuals	FY20 Actuals	FY21 Adopted	FY22 Proposed
Experience of voting in PWC is pleasant (community survey)	96%	96%	96%	96%	96%

Program Activities & Workload Measures (Dollar amounts expressed in thousands)	FY18 Actuals	FY19 Actuals	FY20 Actuals	FY21 Adopted	FY22 Proposed
Register Voters & Conduct & Certify Elections	\$1,928	\$1,989	\$2,493	\$3,780	\$3,478
Transactions involving voting records (non-mail)	321,960	357,028	229,584	380,000	300,000
Transactions involving mail requests (election specific)	-	-	-	-	78,587
Transactions involving mail requests (ongoing annual applications)	-	-	-	-	42,609
Registered county voters	279,549	283,803	292,701	291,555	303,000
Election voter turnout	151,023	238,221	150,465	259,192	155,000
Percentage of registered voters who cast early votes	-	-	-	-	50%