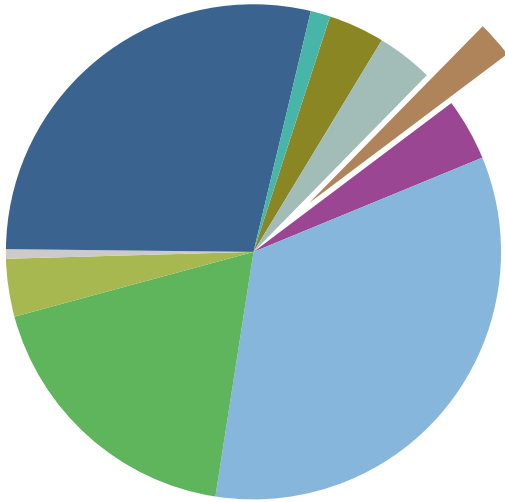


Mission Statement

The mission of the Office of Elections is to provide an equal opportunity for all qualified citizens of Prince William County to register and vote in all local, state, and federal elections. The Office of Elections conducts all elections to the standards of the Virginia Code and meets best practices of the elections' industry. This should be accomplished while ensuring transparency and building public confidence in the election process. The Office of Elections works to ensure that voters can vote via all methods allowed in Virginia including voting by mail, voting early, and voting on Election Day. The Office of Elections operates as a communication and information resource for citizens and keeps the public informed of critical deadlines and procedures for how to register and vote. The major stakeholders are more than 310,000 registered voters, the Prince William County Electoral Board, the State Department of Elections, election officers, candidates, and partnering county agencies.



Expenditure Budget:
\$3,690,754



2.4% of General Government

Programs:

- Conduct & Certify Elections: \$3,690,754

General Government Expenditure Budget:
\$154,834,121

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	FY20 Actuals	FY21 Actuals	FY22 Actuals	FY23 Adopted	FY24 Adopted	% Change Budget FY23/ Budget FY24
Conduct and Certify Elections	\$2,493,030	\$3,316,902	\$2,933,305	\$3,730,917	\$3,690,754	(1.08%)
Total Expenditures	\$2,493,030	\$3,316,902	\$2,933,305	\$3,730,917	\$3,690,754	(1.08%)

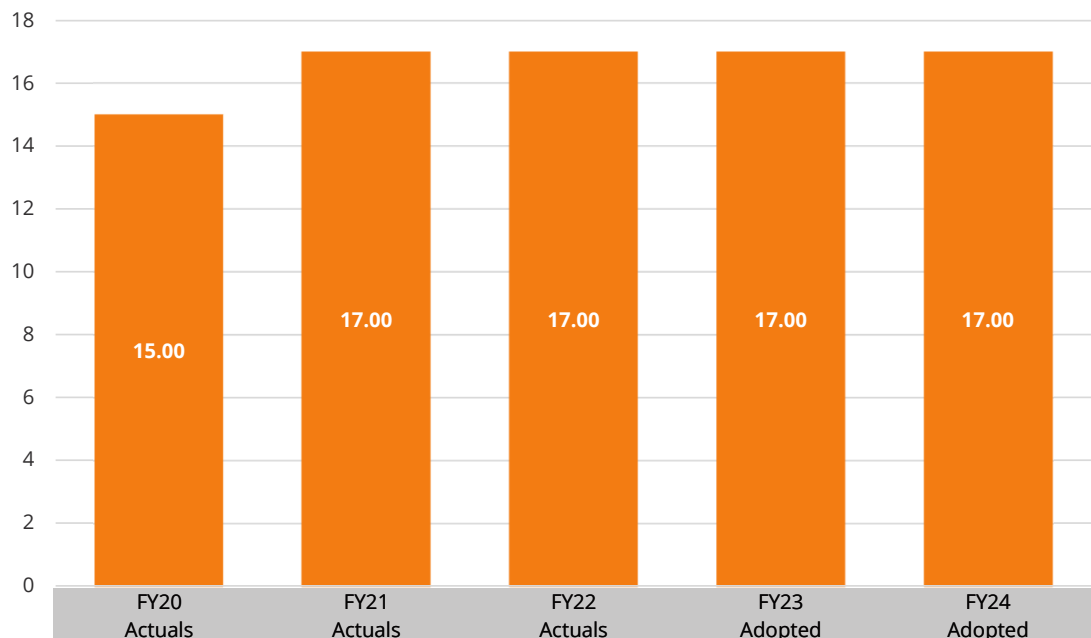
Expenditure by Classification

Salaries & Benefits	\$1,416,791	\$1,890,864	\$1,581,406	\$1,802,653	\$2,049,999	13.72%
Contractual Services	\$434,373	\$738,207	\$365,835	\$996,293	\$1,124,793	12.90%
Internal Services	\$99,132	\$101,431	\$123,181	\$232,230	\$238,701	2.79%
Purchase of Goods & Services	\$261,025	\$364,998	\$851,748	\$283,367	\$283,167	(0.07%)
Capital Outlay	\$266,631	\$0	\$0	\$408,200	\$0	(100.00%)
Leases & Rentals	\$15,093	\$22,931	\$11,135	\$8,174	\$8,174	0.00%
Reserves & Contingencies	\$0	\$0	\$0	\$0	(\$14,080)	-
Debt Maintenance	\$0	\$198,472	\$0	\$0	\$0	-
Total Expenditures	\$2,493,044	\$3,316,902	\$2,933,305	\$3,730,917	\$3,690,754	(1.08%)

Funding Sources

Revenue from Federal Government	\$0	\$198,472	\$0	\$0	\$0	-
Miscellaneous Revenue	\$277,986	\$18,912	\$58	\$0	\$0	-
Revenue from Commonwealth	\$0	\$92,319	\$0	\$92,202	\$92,202	0.00%
Total Designated Funding Sources	\$277,986	\$309,703	\$58	\$92,202	\$92,202	0.00%
Net General Tax Support	\$2,215,058	\$3,007,199	\$2,933,247	\$3,638,715	\$3,598,552	(1.10%)
Net General Tax Support	88.85%	90.66%	100.00%	97.53%	97.50%	

Staff History by Program



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

Future Outlook

Continuing to Provide Multiple Voting Types – Planning for three different types of voting (mail, early, and Election Day) means convenience for voters, but extra spending in each area due to uncertainty of how people will choose to vote each election. With the longest early voting period of any state and elections every year, no election officials in any state in the country are open for voting nearly a quarter of every year. Retaining election officers, keeping staff motivated, and spending public dollars efficiently in those conditions requires careful planning and consideration.

Inadequate Operating Space – The Office of Elections main facility does not provide enough room to efficiently service voters, run agency operations, and serve as an early voting site (as required by law). All agency operations are spread across multiple sites including (1) a main office, (2) separate warehouse, (3) borrowed space to train election officers, and (4) another meeting facility for Board meetings and events. This should all be in one location for operational efficiency, improved communications, and ballot security. Early voting sites have inadequate space for major elections and present operational challenges to meeting state (room for privacy, poll watcher requirements, etc.) and federal laws (ADA) even in low turnout elections. Modifications to existing early voting locations and/or infrastructure would be advisable until the Office of Elections can be relocated to a facility that adequately meets operational, accessible, and security needs.

Information and Observation Requests – The Office of Elections often receives information requests, inquiries, and questions on a scale previously unseen that requires the time of many staff members and threaten the completion of core tasks central to Election’s mission. Responses to these requests are important for agency transparency and to meet state and federal Freedom of Information Act (FOIA) laws, but the short response time required by law and the unpredictable nature of the requests creates a response challenge. The office may need a dedicated staff member working in this area to make sure Elections is responsive to the public while still enabling current staff to complete core duties.

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. County staff should feel safe in their work environment from physical threats for simply doing their job to the best of their ability.

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.

General Overview

A. Removal of One -Time Cost from Elections Budget – A total of \$508,200 has been removed from Elections FY23 budget for one-time costs associated with funding for high speed ballot scanners, electronic poll books and digitizing voter registrations for new voting precincts.

Budget Initiatives

A. Budget Initiatives

1. Facility Security Improvements – Conduct and Certify Elections

Expenditure	\$228,500
Revenue	\$0
General Fund Impact	\$228,500
FTE Positions	0.00

a. Description – After completion of local/federal security assessments, this initiative addresses security issues in order to safely maintain operations and the county’s obligation under [VA Code 24.2-600](#). This initiative will secure entry points, protect staff, improve accessibility, protect the public, increase office functionality, and improve ballot/equipment security.

b. Service Level Impacts – Existing service levels will be maintained.

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	FY20 Actuals	FY21 Actuals	FY22 Actuals	FY23 Adopted	FY24 Adopted
Experience of voting in PWC is pleasant (community survey)	96%	84%	84%	85%	85%

Program Activities & Workload Measures <i>(Dollar amounts expressed in thousands)</i>	FY20 Actuals	FY21 Actuals	FY22 Actuals	FY23 Adopted	FY24 Adopted
Register Voters & Conduct & Certify Elections	\$2,493	\$3,317	\$2,933	\$3,731	\$3,691
Transactions involving voting records (non-mail)	229,584	409,317	164,000	300,000	150,000
Transactions involving mail requests (election specific)	-	-	28,105	75,000	40,000
Transactions involving mail requests (ongoing annual applications)	-	-	16,000	25,000	25,000
Registered county voters	292,701	305,422	312,676	310,000	325,000
Election voter turnout	150,465	258,424	160,658	200,000	155,000
Percentage of registered voters who cast early votes	-	66%	66%	50%	50%