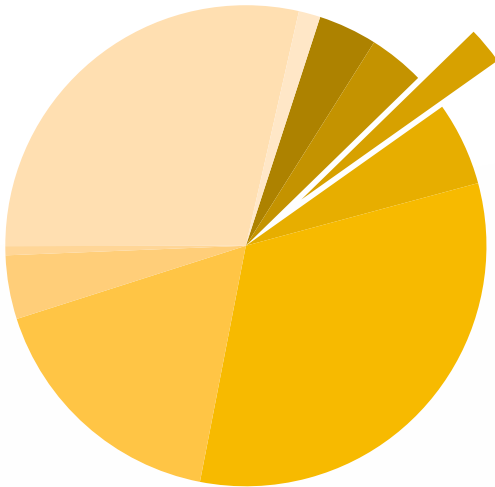


# Elections

## 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 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 315,789 registered voters, the Prince William County Electoral Board, the State Department of Elections, election officers, candidates, and partnering county agencies.



Government Operations, Performance & Innovation  
**Expenditure Budget: \$169,387,938**

**Expenditure Budget:**  
**\$4,214,731**

*2.5% of Government Operations,  
Performance & Innovation*

### Programs:

- Conduct & Certify Elections: \$4,214,731

## 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	FY21 Actuals	FY22 Actuals	FY23 Actuals	FY24 Adopted	FY25 Adopted	% Change Budget FY24/ Budget FY25
Conduct and Certify Elections	\$3,316,902	\$2,933,305	\$3,791,482	\$3,690,754	\$4,214,731	14.20%
<b>Total Expenditures</b>	<b>\$3,316,902</b>	<b>\$2,933,305</b>	<b>\$3,791,482</b>	<b>\$3,690,754</b>	<b>\$4,214,731</b>	<b>14.20%</b>

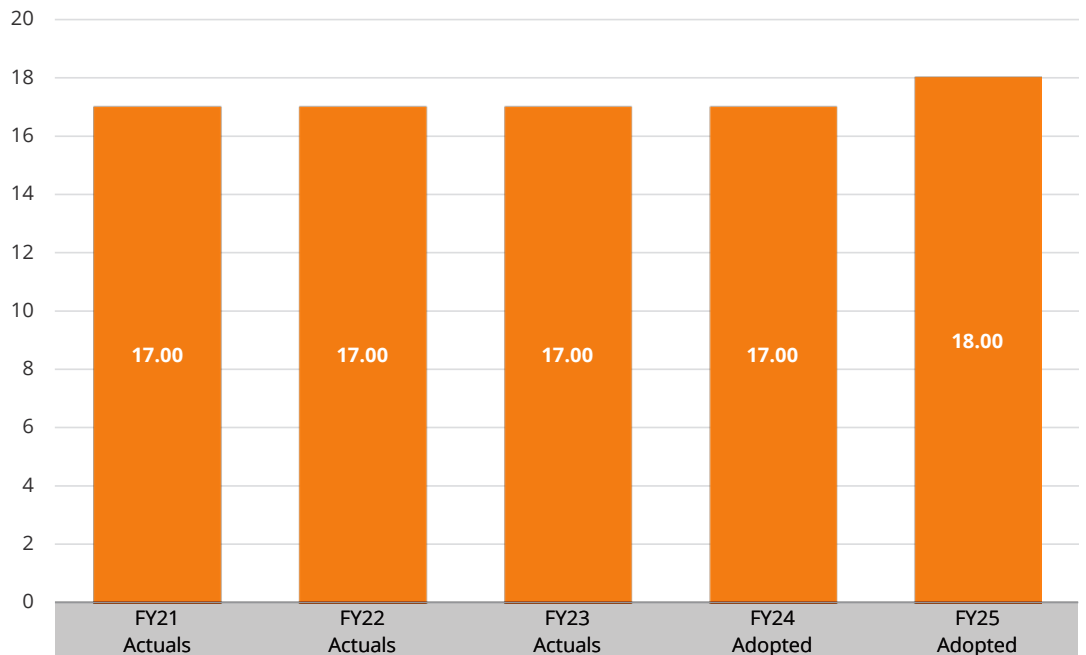
### Expenditure by Classification

Salaries & Benefits	\$1,890,864	\$1,581,406	\$2,049,029	\$2,049,999	\$2,645,646	29.06%
Contractual Services	\$738,207	\$365,835	\$1,079,220	\$1,124,793	\$1,020,543	(9.27%)
Internal Services	\$101,431	\$123,181	\$250,216	\$238,701	\$271,281	13.65%
Purchase of Goods & Services	\$364,998	\$851,748	\$383,676	\$283,167	\$283,167	0.00%
Capital Outlay	\$0	\$0	\$20,000	\$0	\$0	-
Leases & Rentals	\$22,931	\$11,135	\$9,341	\$8,174	\$8,174	0.00%
Reserves & Contingencies	\$0	\$0	\$0	(\$14,080)	(\$14,080)	0.00%
Debt Maintenance	\$198,472	\$0	\$0	\$0	\$0	-
<b>Total Expenditures</b>	<b>\$3,316,902</b>	<b>\$2,933,305</b>	<b>\$3,791,482</b>	<b>\$3,690,754</b>	<b>\$4,214,731</b>	<b>14.20%</b>

### Funding Sources

Revenue from Federal Government	\$198,472	\$0	\$0	\$0	\$0	-
Miscellaneous Revenue	\$18,912	\$58	\$11,256	\$0	\$0	-
Revenue from Commonwealth	\$92,319	\$0	\$143,854	\$92,202	\$92,202	0.00%
<b>Total Designated Funding Sources</b>	<b>\$309,703</b>	<b>\$58</b>	<b>\$155,110</b>	<b>\$92,202</b>	<b>\$92,202</b>	<b>0.00%</b>
<b>Net General Tax Support</b>	<b>\$3,007,199</b>	<b>\$2,933,247</b>	<b>\$3,636,372</b>	<b>\$3,598,552</b>	<b>\$4,122,529</b>	<b>14.56%</b>
<b>Net General Tax Support</b>	<b>90.66%</b>	<b>100.00%</b>	<b>95.91%</b>	<b>97.50%</b>	<b>97.81%</b>	

## Staff History by Program



Conduct & Certify Elections	17.00	17.00	17.00	17.00	18.00
<b>Full-Time Equivalent (FTE) Total</b>	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>	<b>18.00</b>

## 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.

**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. 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.

**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 for Security Improvements in FY2024** – A total of \$228,500 has been removed from Elections FY24 budget for one-time costs associated with facility security improvements necessary to secure entry points, protect staff and the public while improving office accessibility and functionally.

## Budget Initiatives

### A. Budget Initiatives

#### 1. 2024 Presidential General Election – Conduct and Certify Elections

Expenditure	\$392,987
Revenue	\$0
General Fund Impact	\$392,987
FTE Positions	0.00

- a. Description** – A presidential election will occur on November 5, 2024. One-time expenditures related to the election include additional election officers, temporary Election staffing and overtime, testing and programming voting equipment and machinery, as well as expenses associated with printing and mailing additional paper and absentee ballots due to expected higher voter turnout.
- b. Service Level Impacts** – This initiative will sustain higher Elections operations workloads preceding the 2024 presidential general election. It will also maintain services during higher voter turnout which is estimated at approximately 250,000 voters.

# Elections

## 2. Senior IT Analyst – Conduct and Certify Elections

Expenditure	\$114,788
Revenue	\$0
General Fund Impact	\$114,788
FTE Positions	1.00

- a. **Description** – This funding supports the role of a Senior IT Analyst in the Office of Elections. The responsibilities include overseeing security infrastructure, working closely with DoIT personnel, and upholding election accuracy by assessing contracts, handling Freedom of Information Act (FOIA) requests, and implementing quality control procedures.
- b. **Service Level Impacts** – This role entails ensuring compliance with state standards and assisting with office requests, including the handling of FOIA requests, which have seen an increase in recent years.

## 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	FY21 Actuals	FY22 Actuals	FY23 Actuals	FY24 Adopted	FY25 Adopted
Experience of voting in PWC is pleasant (community survey)	84%	84%	84%	85%	85%

Program Activities & Workload Measures <i>(Dollar amounts expressed in thousands)</i>	FY21 Actuals	FY22 Actuals	FY23 Actuals	FY24 Adopted	FY25 Adopted
<b>Register Voters &amp; Conduct &amp; Certify Elections</b>	<b>\$3,317</b>	<b>\$2,933</b>	<b>\$3,791</b>	<b>\$3,691</b>	<b>\$4,215</b>
Registration updates, changes, and confirmations	409,317	164,000	105,065	150,000	135,000
Total mail ballots sent to voters	-	28,105	41,622	40,000	50,000
Transactions involving mail requests (ongoing annual applications)	-	16,000	18,300	25,000	30,000
Registered county voters	305,422	312,676	315,789	325,000	325,000
Total voters served (turnout)	258,424	160,658	197,732	155,000	250,000
Percentage of voters who voted early or by mail	66%	66%	66%	50%	50%