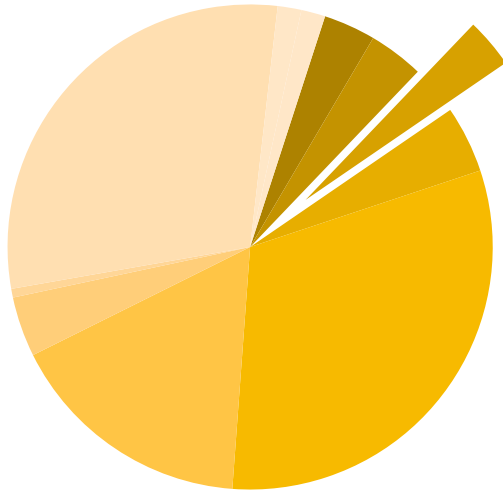


Elections

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 324,000 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: \$192,914,513

Expenditure Budget:
\$6,352,910

*3.3% of Government Operations,
Performance & Innovation*

Programs:

- Conduct & Certify Elections: \$6,352,910

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	FY22 Actuals	FY23 Actuals	FY24 Actuals	FY25 Adopted	FY26 Proposed	% Change Budget FY25/ Budget FY26
Conduct and Certify Elections	\$2,933,305	\$3,791,482	\$4,400,456	\$4,214,731	\$6,352,910	50.73%
Total Expenditures	\$2,933,305	\$3,791,482	\$4,400,456	\$4,214,731	\$6,352,910	50.73%

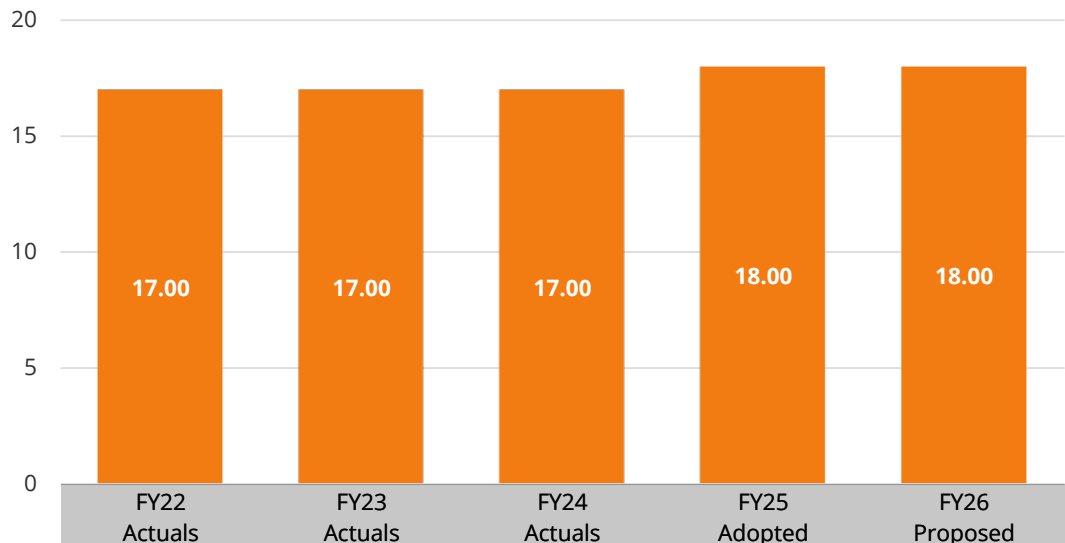
Expenditure by Classification

Salaries & Benefits	\$1,581,406	\$2,049,029	\$2,684,690	\$2,645,646	\$2,532,075	(4.29%)
Contractual Services	\$365,835	\$1,079,220	\$1,066,389	\$1,020,543	\$896,293	(12.17%)
Internal Services	\$123,181	\$250,216	\$279,124	\$271,281	\$247,281	(8.85%)
Purchase of Goods & Services	\$851,748	\$383,676	\$325,341	\$283,167	\$2,683,167	847.56%
Capital Outlay	\$0	\$20,000	\$36,121	\$0	\$0	-
Leases & Rentals	\$11,135	\$9,341	\$8,535	\$8,174	\$8,174	0.00%
Reserves & Contingencies	\$0	\$0	\$256	(\$14,080)	(\$14,080)	0.00%
Total Expenditures	\$2,933,305	\$3,791,482	\$4,400,456	\$4,214,731	\$6,352,910	50.73%

Funding Sources

Fines & Forfeitures	\$0	\$0	\$900	\$0	\$0	-
Miscellaneous Revenue	\$58	\$11,256	\$256	\$0	\$0	-
Charges for Services	\$0	\$0	\$251	\$0	\$0	-
Revenue from Commonwealth	\$0	\$143,854	\$524,135	\$92,202	\$92,202	0.00%
Transfers In	\$0	\$0	\$0	\$0	\$2,400,000	-
Total Designated Funding Sources	\$58	\$155,110	\$525,541	\$92,202	\$2,492,202	2,602.98%
Net General Tax Support	\$2,933,247	\$3,636,372	\$3,874,915	\$4,122,529	\$3,860,708	(6.35%)
Net General Tax Support	100.00%	95.91%	88.06%	97.81%	60.77%	

Staff History by Program



Conduct & Certify Elections	17.00	17.00	17.00	18.00	18.00
Full-Time Equivalent (FTE) Total	17.00	17.00	17.00	18.00	18.00

Elections

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 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. Other communication formats should be leveraged in order to improve public engagement, reduce voter confusion, and ensure equal access. 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 Costs for 2024 Presidential Election – A total of \$392,987 has been removed from the Elections FY26 budget for one-time expenses linked to the 2024 Presidential Election. Funding in FY25 included costs for hiring additional election officers, temporary election staff, overtime, testing, and programming voting equipment and machinery. Additionally, it covered expenses for printing and mailing extra paper and absentee ballots in anticipation of an increase in voter turnout.

Budget Initiatives

A. Budget Initiatives

1. Equipment Replacement and Improvement Project – Conduct and Certify Elections

Expenditure	\$2,400,000
Use of Capital Reserve	\$2,400,000
General Fund Impact	\$0
FTE Positions	0.00

a. Description – This one-time funding covers the costs associated with replacing election voter equipment and enhances the voting experience by introducing new features that improve the process for County residents. Additionally, it addresses concerns about election integrity by providing voters the opportunity to review and confirm their choices before submitting their ballots.

b. Service Level Impacts – This will sustain and fulfill the requirements outlined in [Virginia Code §24.2-626](#), which mandates the use of updated electronic voting systems and options for individuals with disabilities. It also aligns with the newly established standards from the Election Assistance Commission, ensuring the highest security protocols for election equipment. This budget initiative assures voting equipment will be replaced within the 10-year life cycle recommended by [Brennan Center](#), thereby reducing the potential for equipment failure during elections.

Elections

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 (PWC) 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	FY22 Actuals	FY23 Actuals	FY24 Actuals	FY25 Adopted	FY26 Proposed
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>	FY22 Actuals	FY23 Actuals	FY24 Actuals	FY25 Adopted	FY26 Proposed
Register Voters & Conduct & Certify Elections	\$2,933	\$3,791	\$4,400	\$4,215	\$6,353
Registration updates, changes, and confirmations	164,000	105,065	110,259	135,000	130,000
Total mail ballots sent to voters	28,105	41,622	59,771	50,000	45,000
Transactions involving mail requests (ongoing annual applications)	16,000	18,300	20,400	30,000	17,500
Registered county voters	312,676	315,789	324,323	325,000	330,000
Total voters served (turnout)	160,658	197,732	209,719	250,000	175,000
Percentage of voters who voted early or by mail	66%	66%	66%	50%	50%