

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.

Quadrant Area

% of Government Operations,
Performance & Innovation

2.2%

Quadrant Expenditure Budget:

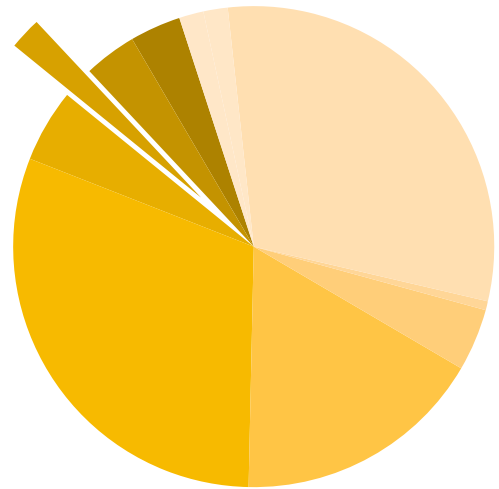
\$197,021,749

Programs

Conduct and Certify Elections \$4,285,446

Agency Expenditure Budget:

\$4,285,446



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)

Expenditure and Revenue Summary



Expenditure by Program	FY23 Actuals	FY24 Actuals	FY25 Actuals	FY26 Adopted	FY27 Adopted	% Change Budget FY26/ Budget FY27
Conduct and Certify Elections	\$3,791,482	\$4,400,456	\$5,553,167	\$6,352,910	\$4,285,446	(32.54%)
Total Expenditures	\$3,791,482	\$4,400,456	\$5,553,167	\$6,352,910	\$4,285,446	(32.54%)

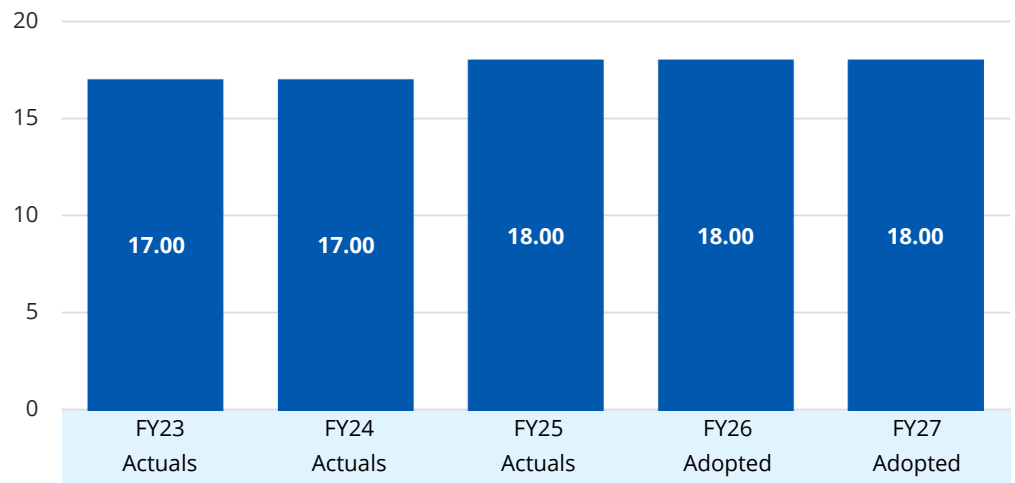
Expenditure by Classification

Salaries & Benefits	\$2,049,029	\$2,684,690	\$2,823,311	\$2,532,075	\$2,804,221	10.75%
Contractual Services	\$1,079,220	\$1,066,389	\$1,705,615	\$896,293	\$923,123	2.99%
Internal Services	\$250,216	\$279,124	\$671,072	\$247,281	\$307,847	24.49%
Purchase of Goods & Services	\$383,676	\$325,341	\$337,995	\$2,683,167	\$253,053	(90.57%)
Capital Outlay	\$20,000	\$36,121	\$0	\$0	\$0	-
Leases & Rentals	\$9,341	\$8,535	\$15,173	\$8,174	\$11,283	38.04%
Reserves & Contingencies	\$0	\$256	\$0	(\$14,080)	(\$14,080)	0.00%
Total Expenditures	\$3,791,482	\$4,400,456	\$5,553,167	\$6,352,910	\$4,285,446	(32.54%)

Funding Sources

Fines & Forfeitures	\$0	\$900	\$300	\$0	\$0	-
Miscellaneous Revenue	\$11,256	\$256	\$3,856	\$0	\$0	-
Charges for Services	\$0	\$251	\$1,867	\$0	\$0	-
Revenue from Commonwealth	\$143,854	\$524,135	\$158,446	\$166,548	\$166,548	0.00%
Transfers In	\$0	\$0	\$0	\$2,400,000	\$0	(100.00%)
Total Designated Funding Sources	\$155,110	\$525,541	\$164,468	\$2,566,548	\$166,548	(93.51%)
Net General Tax Support	\$3,636,372	\$3,874,915	\$5,388,699	\$3,786,362	\$4,118,898	8.78%
Net General Tax Support	95.91%	88.06%	97.04%	59.60%	96.11%	

Staff History by Program



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

Future Outlook

Continuing to Provide Multiple Voting Options – 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 Voting Equipment Replacement** – A total of \$2,400,000 has been removed from the Election's FY27 budget for one-time expenses related to replacing election voter equipment included in the FY26 budget. The new voting equipment improves the voting experience by introducing new features and ensured compliance with newly established standards from the Election Assistance Commission, focusing on security and accessibility options for individuals with disabilities.
- B. Redistribution of Internal Service Fund (ISF) Technology Budget** – The County allocates information technology (IT) costs to agencies through an ISF for all technology activities including computer support (hardware replacement, software licenses, and helpdesk customer services), IT security, business systems support (public safety communications, financial systems, human services systems, etc.), geographic information system, web services, capital equipment replacement, messaging, cloud storage, network and infrastructure services, telecommunications, and radios.

In FY26, funding was allocated in Non-Departmental to support the FY26 internal services fund billings for the Department of Information Technology, and in FY27 this funding is being reallocated to specific agencies to better represent the functional areas supported by these initiatives. In FY27, Election's technology bill increases by \$60,390. No technology service levels are changed, and there is no impact to the technology services individual agencies currently receive.

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	FY23 Actuals	FY24 Actuals	FY25 Actuals	FY26 Adopted	FY27 Adopted
Experience of voting in PWC is pleasant (community survey)	84%	84%	94%	85%	90%

Program Activities & Workload Measures <i>(Dollar amounts expressed in thousands)</i>	FY23 Actuals	FY24 Actuals	FY25 Actuals	FY26 Adopted	FY27 Adopted
Register Voters & Conduct & Certify Elections	\$3,791	\$4,400	\$5,553	\$6,353	\$4,285
Registration updates, changes, and confirmations	105,065	110,259	143,820	130,000	125,000
Total mail ballots sent to voters	41,622	59,771	53,414	45,000	48,000
Transactions involving mail requests (ongoing annual applications)	18,300	20,400	25,653	17,500	25,000
Registered county voters	315,789	324,323	326,399	330,000	335,000
Total voters served (turnout)	197,732	209,719	257,211	175,000	175,000
Percentage of voters who voted early or by mail	66%	66%	66%	50%	55%