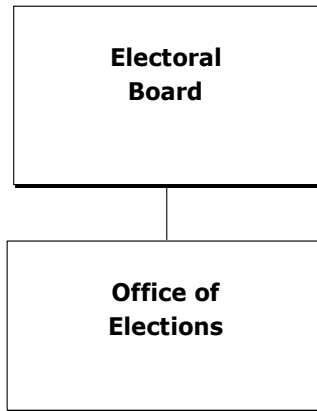


# Office of Elections



## Mission




To provide each resident of Fairfax County with the opportunity to exercise his or her right to vote in an efficient and equitable manner in accordance with the Constitutions of the United States and the Commonwealth of Virginia and the Code of Virginia.

## Focus

The Office of Elections is guided by policy set by the State Board of Elections, the State Department of Elections, and the Fairfax County Electoral Board, and is administered by the General Registrar. The Office supports the electoral process which provides Fairfax County citizens with a critical channel to have a voice in their government. The Office is required to conduct fair, transparent elections that accurately reflect the intent of the electorate to ensure continued confidence in the integrity of the electoral process. The Office has two primary statutory functions: voter registration and conducting elections. Additionally, the

Office coordinates ballot access for local candidates and ensures that voters and citizens are appropriately informed of upcoming elections and changes in electoral procedures and laws.

**The Office of Elections supports the following County Vision Elements:**

-  **Creating a Culture of Engagement**
-  **Connecting People and Places**
-  **Exercising Corporate Stewardship**

The Office provides year-round voter registration and community engagement activities. Using a State maintained statewide database called the Virginia Elections and Registration Information System (VERIS), the Office determines the eligibility of voters, maintains the voter registration records database, certifies candidate nominating petitions, processes absentee ballot applications, provides photo IDs, and provides public information and access to electronic lists of registered voters and absentee applicants. In addition to the Office's main location at the Government Center, the Office also manages ten absentee voting locations each fall to ensure that residents throughout the County have access to in-person registration and absentee voting services.

The Office manages the logistics of conducting and certifying elections by recruiting and training election officers, preparing voting equipment, overseeing polling places, preparing ballots, compiling election returns, and posting unofficial election results on the agency's website on election night. In addition, the Office receives, audits, and provides public access to candidates' campaign contribution and expenditure reports. The Office also develops voter information and procedures to comply with federal and state laws,

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and responds to inquiries, suggestions and complaints from voters, campaigns, candidates, elected officials and the press.

The workload and related expenses of the Office are related to the number of voter registrations as well as the election turnout and the number of absentee ballots received. The Office is responsible for analyzing all of these variables and for developing plans and programs to facilitate successful elections.

In FY 2017, the Office of Elections successfully administered the 2016 Presidential Election with approximately 383,525 votes being cast, including absentee voting. This success was due, in large part, to investments made by the Board of Supervisors following the establishment of the Bipartisan Election Process Improvement Commission which was tasked with making recommendations on how to improve the voting process following the 2012 Presidential Election. The recent purchase of new ballot tabulators eliminated the dual voting system previously utilized, which extended the time required for each citizen to vote.

The Office also provided a “sample ballot” mailer to every registered voter in Fairfax County ahead of the 2016 November Election. The sample ballots contained critical information about each voters’ selections, Voter Photo ID requirements, and absentee voting opportunities. The mailing was a huge success and voters were seen throughout the County at absentee locations and their polling places with the sample ballots. The Office will continue this practice for every November General Election.

At the beginning of FY 2018, the General Registrar began a new voter registration notification procedure that reduced the cost of every correspondence from approximately \$0.70/piece to less than \$0.20/piece. The Office continues to look for innovations and technology solutions to improve communications with voters, election officers, and the media to ensure critical information is disseminated quickly.

In future years, the Office anticipates that the State Department of Elections (ELECT) will continue to reduce the amount of support provided. As a result, the Office will continue to rely on funding from the County to ensure elections are efficiently conducted.

## Budget and Staff Resources

Category	FY 2018 Actual	FY 2019 Adopted	FY 2019 Revised	FY 2020 Advertised	FY 2020 Adopted
<b>FUNDING</b>					
<b>Expenditures:</b>					
Personnel Services	\$3,604,319	\$3,307,888	\$3,630,313	\$3,362,134	\$3,398,522
Operating Expenses	924,029	861,637	1,796,180	1,061,637	1,061,637
<b>Total Expenditures</b>	<b>\$4,528,348</b>	<b>\$4,169,525</b>	<b>\$5,426,493</b>	<b>\$4,423,771</b>	<b>\$4,460,159</b>
<b>Income:</b>					
State Shared General Registrar Expenses	\$87,762	\$85,806	\$85,806	\$85,806	\$85,806
<b>Total Income</b>	<b>\$87,762</b>	<b>\$85,806</b>	<b>\$85,806</b>	<b>\$85,806</b>	<b>\$85,806</b>
<b>NET COST TO THE COUNTY</b>	<b>\$4,440,586</b>	<b>\$4,083,719</b>	<b>\$5,340,687</b>	<b>\$4,337,965</b>	<b>\$4,374,353</b>
<b>AUTHORIZED POSITIONS/FULL-TIME EQUIVALENT (FTE)</b>					
Regular	25 / 25	25 / 25	25 / 25	24 / 24	24 / 24
Exempt	5 / 5	5 / 5	5 / 5	6 / 6	6 / 6

# Office of Elections

1 General Registrar, E	1 IT Technician II	4 Administrative Assistants V, 2E
2 Management Analysts III, 1E	1 Business Analyst III	9 Administrative Assistants IV
3 Management Analysts II, 1E	1 Business Analyst I	5 Administrative Assistants III
3 Management Analysts I, 1E		

**TOTAL POSITIONS**  
30 Positions / 30.0 FTE

E Denotes Exempt Positions

## FY 2020 Funding Adjustments

The following funding adjustments from the FY 2019 Adopted Budget Plan are necessary to support the FY 2020 program. Included are all adjustments recommended by the County Executive that were approved by the Board of Supervisors, as well as any additional Board of Supervisors' actions, as approved in the adoption of the Budget on May 7, 2019.

- ◆ **Employee Compensation**

An increase of \$90,634 in Personnel Services includes \$69,467 for a 2.10 percent market rate adjustment (MRA) for all employees and \$21,167 for performance-based and longevity increases for non-uniformed merit employees, both effective July 2019.

**\$90,634**
- ◆ **Operating Expenses**

An increase of \$200,000 in Operating Expenses is associated with funding to support the maintenance and upgrades of licenses and software necessary for election functions.

**\$200,000**

## Changes to FY 2019 Adopted Budget Plan

The following funding adjustments reflect all approved changes in the FY 2019 Revised Budget Plan since passage of the FY 2019 Adopted Budget Plan. Included are all adjustments made as part of the FY 2018 Carryover Review, FY 2019 Third Quarter Review, and all other approved changes through April 30, 2019.

- ◆ **Carryover Adjustments**

As part of the FY 2018 Carryover Review, the Board of Supervisors approved encumbered funding of \$17,795 for costs related to voter registration and elections management.

**\$17,795**
- ◆ **Third Quarter Adjustments**

As part of the FY 2019 Third Quarter Review, the Board of Supervisors approved funding of \$1,239,173, of which \$761,925 is necessary to purchase voting machine precinct carts and replacement batteries for voting machines, and \$477,248 is based on higher than anticipated costs for the November Mid-Term election due to increased voter turnout, as well as for two special elections that occurred in FY 2019. Funding supports staff necessary to process absentee ballots and staff voting locations, as well as for the purchase of ballots and registration notices.

**\$1,239,173**

# Office of Elections

## Key Performance Measures

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 2016 Actual	FY 2017 Actual	FY 2018 Estimate/Actual	FY 2019	FY 2020
<b>Office of Elections</b>					
Machines/precinct	3.11	4.15	3.00/3.00	3.00	3.00
Officers/precinct	9.23	14.98	10.00/10.23	10.00	10.00
Percent of registrations, transfers and address/name changes completed without error	98.0%	98.1%	98.0%/98.0%	98.0%	98.0%

A complete list of performance measures can be viewed at  
<https://www.fairfaxcounty.gov/budget/fy-2020-adopted-performance-measures-pm>

## Performance Measurement Results

During the 2017 Gubernatorial Election, the voter turnout was 51.6 percent of the 741,879 registered voters in Fairfax County. A total of 331,187 registered voters visited their precinct to vote during the General Election. The total number of precincts in Fairfax County is 243, and an average of 3,053 voters voted at each of these precincts. Absentee applications totaled 53,002. Of this amount, 29,866 were in person. Ten absentee satellites were used during the General Election.

The Office continues to monitor voter registration activity and its operational impact. Virginia law requires that submitted voter registration applications be processed within 30 days of receipt of the application. Additionally, absentee applications are required to be processed in less than three days. The Virginia Department of Elections had monitored this data through calendar year 2015, however no longer provides the analysis. Office leadership remains cognizant of these requirements and continuously monitors incoming traffic to ensure compliance with statutes and provide rapid service to voters.