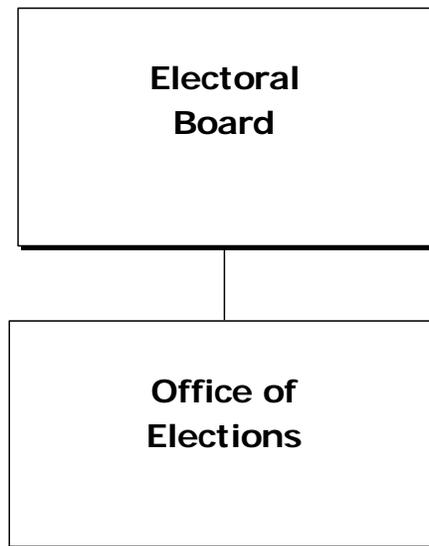


# Office of Elections



## 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.

| <b>AGENCY DASHBOARD</b>                                                             |                      |           |           |           |
|-------------------------------------------------------------------------------------|----------------------|-----------|-----------|-----------|
| Key Data                                                                            | FY 2009 <sup>1</sup> | FY 2010   | FY 2011   | FY 2012   |
| <b>1. Election Cycle – Number/Type of Election</b>                                  |                      |           |           |           |
| a. Presidential/Redistricting elections                                             | 1                    | 0         | 0         | 2         |
| b. Regular Fall election                                                            | 0                    | 1         | 1         | 1         |
| c. Countywide or federal special election, Presidential Primary and/or June Primary | 2                    | 1         | 0         | 1         |
| d. Limited (town/other special)                                                     | 1                    | 3         | 1         | 1         |
| <b>2. Voter Statistics</b>                                                          |                      |           |           |           |
| a. Voter Turnout Percent                                                            | 79%                  | 45%       | 49%       | 32%       |
| b. Voter Turnout – raw number                                                       | 416,889              | 255,256   | 282,632   | 192,087   |
| c. Absentee Applications TOTAL                                                      | 108,775              | 23,332    | 26,678    | 14,658    |
| d. Absentee Ballots in Person                                                       | 64,653               | 10,816    | 13,945    | 7,121     |
| e. Absentee Ballots Returned by Mail                                                | 38,435               | 8,880     | 8,951     | 6,054     |
| <b>3. County Demographics – Growth</b>                                              |                      |           |           |           |
| a. Total Population Estimate                                                        | 1,051,990            | 1,081,726 | 1,096,798 | 1,109,668 |
| b. Total Population 18 and Over                                                     | 768,671              | 779,876   | 823,435   | 835,385   |
| c. Total Registered Voters per State Board of Elections (SBE)                       | 680,454              | 669,285   | 696,077   | 737,971   |
| d. Active Voters per SBE                                                            | 664,125              | 626,863   | 640,312   | 666,750   |
| <b>4. Legislation: Major Federal/State Laws</b>                                     | 4                    | 4         | 5         | 6         |
| <b>5. County Demographics – Diversity/Language</b>                                  |                      |           |           |           |
| a. Spanish: Percent Spoken at Home                                                  | 12.3%                | 13.4%     | 14.2%     | 13.9%     |
| b. Asian/Pacific Islander: Percent Spoken at Home                                   | 11.0%                | 11.3%     | 12.0%     | 11.3%     |
| c. Other Indo-European: Percent Spoken at Home                                      | 7.8%                 | 7.6%      | 8.1%      | 8.3%      |

(1) It should be noted that FY 2009 data is shown for this agency as it is the last Presidential election year for which actual data is available and the agency felt strongly that the differences in data in a Presidential election year should be reflected in this table.

# Office of Elections

## Focus

The Office of Elections, as directed by policy set by the State Board of Elections and the Fairfax County Electoral Board, and as administered by the General Registrar, provides the opportunity for Fairfax County citizens to have a voice in their government by participation in the democratic process. The success of the democratic process requires the Office of Elections to conduct fair, transparent elections that accurately reflect the intent of the electorate. To achieve this objective, the Office of Elections provides two primary statutory functions: voter registration and the conduct of elections.

The Voter Registration Cost Center offers a comprehensive year-round program of voter registration and voter outreach. Using the statewide Virginia Elections and Registration Information System (VERIS) database, the General Registrar and staff determine the eligibility of voters, maintain the voter registration records and street file database, process absentee ballot applications, certify candidate nominating petitions, and provide public information and access to electronic lists of registered voters and absentee applicants.

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



***Creating a Culture of Engagement***



***Connecting People and Places***

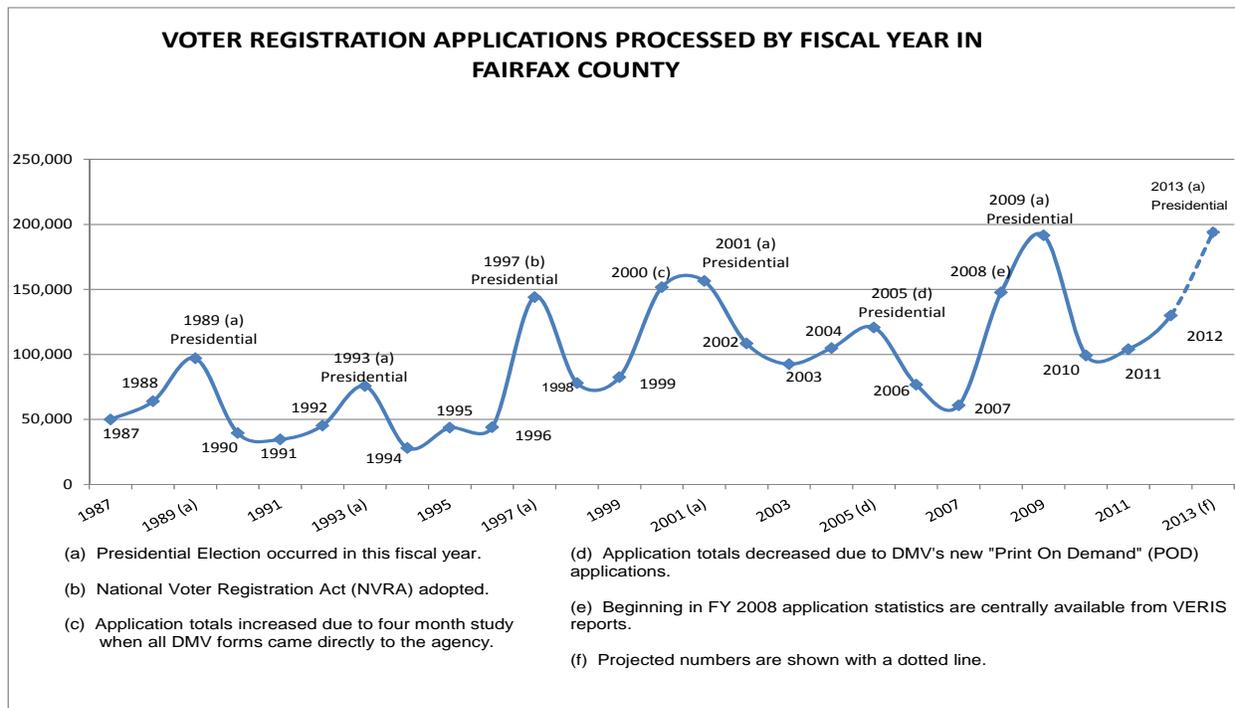


***Exercising Corporate Stewardship***

The Election Cost Center manages the logistics for conducting and certifying elections by recruiting and training election officers, preparing election equipment, overseeing polling places and absentee voting satellites, preparing ballots, providing information to the public, compiling election returns, and posting unofficial election results on the agency's website on election night. In addition, the Election Cost Center receives, audits, and provides public access to candidates' campaign contribution and expenditure reports.

The Office of Elections also develops voter information, as well as policies and procedures to comply with federal and state laws, and responds to inquiries, suggestions and complaints from voters, campaigns, candidates, elected officials and the press. The workload for the Office of Elections is a function of the number of voter registration applications, anticipated election turnout and absentee ballot requests. Although population growth is a factor, voter interest in particular elections causes significant cyclical fluctuations in the agency workload.

# Office of Elections



There are several issues and challenges that will impact the Office of Elections in FY 2014 and the future.

**Language Requirements:** The 2010 census triggered the language accessibility requirements of Section 203 of the Voting Rights Act, thus requiring the County to provide ballots and election materials in Spanish as well as in English. As the County was expected to be immediately compliant, the agency developed a program in FY 2012 which resulted in increased printing costs, increased costs for translation services, and increased staff time to plan and execute the program. In FY 2014, the agency will continue efforts designed to ensure non-native English speakers have the resources needed to vote.

**Proposed Federal and/or State Legislation:** Legislation pending in Congress or anticipated at the General Assembly in 2014 may require no-excuse absentee voting; create additional requirements for voting machines; require random manual audits of voting systems; or mandate online voter registration. Passage and implementation of any or all of these legislative initiatives could impact the agency's workload and resource requirements.

**Reduction and Removal of State Board of Elections Funding:** The State Board of Elections (SBE) no longer provides some required forms, envelopes and other election material. Further, SBE is considering eliminating printing of *all* required forms, including voter registration and absentee ballot applications, which means the costs must be assumed by the County and become part of the agency's baseline budget requirements. In addition to reducing printing services, SBE has reduced salary reimbursement for the general registrar to 70 percent of the total amount and recently eliminated all mileage reimbursement that had previously been provided.

**The Bi-Partisan Election Process Improvement Commission:** The Bi-Partisan Election Process Improvement Commission, which was established by the Board of Supervisors to review operations during the 2012 Presidential election and to identify improvements and efficiencies to ensure access and convenience for voters in future elections, presented their findings at the March 19, 2013 Board Meeting. In response, the Board approved the use of \$720,000 in funding included in the FY 2014 budget for the implementation of recommendations such as the purchase of additional electronic poll books. Actual

## Office of Elections

allocation of this funding will be included as part of the FY 2013 Carryover package in consultation with the staff of the Office of Elections. In addition, the Board supported the inclusion of the first half of necessary election equipment replacement in FY 2015 as recommended in the County Executive's multi-year budget. This funding will be necessary to ensure the successful replacement of voting equipment in advance of the 2016 Presidential election (FY 2017).

### Budget and Staff Resources

| Category                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | FY 2012<br>Actual          | FY 2013<br>Adopted                | FY 2013<br>Revised        | FY 2014<br>Advertised | FY 2014<br>Adopted |                       |                    |                                   |                               |                            |                                |                        |                      |                                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-----------------------------------|---------------------------|-----------------------|--------------------|-----------------------|--------------------|-----------------------------------|-------------------------------|----------------------------|--------------------------------|------------------------|----------------------|---------------------------------|
| <b>FUNDING</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                            |                                   |                           |                       |                    |                       |                    |                                   |                               |                            |                                |                        |                      |                                 |
| Expenditures:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                            |                                   |                           |                       |                    |                       |                    |                                   |                               |                            |                                |                        |                      |                                 |
| Personnel Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | \$2,583,705                | \$2,724,244                       | \$2,724,244               | \$2,742,398           | \$2,742,398        |                       |                    |                                   |                               |                            |                                |                        |                      |                                 |
| Operating Expenses                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 1,162,649                  | 953,537                           | 959,755                   | 953,537               | 953,537            |                       |                    |                                   |                               |                            |                                |                        |                      |                                 |
| Capital Equipment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 0                          | 0                                 | 0                         | 0                     | 0                  |                       |                    |                                   |                               |                            |                                |                        |                      |                                 |
| <b>Total Expenditures</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>\$3,746,354</b>         | <b>\$3,677,781</b>                | <b>\$3,683,999</b>        | <b>\$3,695,935</b>    | <b>\$3,695,935</b> |                       |                    |                                   |                               |                            |                                |                        |                      |                                 |
| Income:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                            |                                   |                           |                       |                    |                       |                    |                                   |                               |                            |                                |                        |                      |                                 |
| Publication Sales                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | \$14                       | \$530                             | \$14                      | \$14                  | \$14               |                       |                    |                                   |                               |                            |                                |                        |                      |                                 |
| State Shared General Registrar Expenses                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 357,248                    | 84,476                            | 84,476                    | 84,476                | 84,476             |                       |                    |                                   |                               |                            |                                |                        |                      |                                 |
| <b>Total Income</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>\$357,262</b>           | <b>\$85,006</b>                   | <b>\$84,490</b>           | <b>\$84,490</b>       | <b>\$84,490</b>    |                       |                    |                                   |                               |                            |                                |                        |                      |                                 |
| <b>NET COST TO THE COUNTY</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>\$3,389,092</b>         | <b>\$3,592,775</b>                | <b>\$3,599,509</b>        | <b>\$3,611,445</b>    | <b>\$3,611,445</b> |                       |                    |                                   |                               |                            |                                |                        |                      |                                 |
| <b>AUTHORIZED POSITIONS/FULL-TIME EQUIVALENT (FTE)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                            |                                   |                           |                       |                    |                       |                    |                                   |                               |                            |                                |                        |                      |                                 |
| Regular                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 21 / 21                    | 21 / 21                           | 21 / 21                   | 21 / 21               | 21 / 21            |                       |                    |                                   |                               |                            |                                |                        |                      |                                 |
| Exempt                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 4 / 4                      | 4 / 4                             | 4 / 4                     | 4 / 4                 | 4 / 4              |                       |                    |                                   |                               |                            |                                |                        |                      |                                 |
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-right: 1px solid black;">1 General Registrar E</td> <td style="width: 33%;">1 IT Technician II</td> <td style="width: 33%;">3 Administrative Assistants V, 2E</td> </tr> <tr> <td style="border-right: 1px solid black;">2 Management Analysts III, 1E</td> <td>1 Administrative Associate</td> <td>8 Administrative Assistants IV</td> </tr> <tr> <td style="border-right: 1px solid black;">1 Management Analyst I</td> <td>1 Business Analyst I</td> <td>7 Administrative Assistants III</td> </tr> </table> |                            |                                   |                           |                       |                    | 1 General Registrar E | 1 IT Technician II | 3 Administrative Assistants V, 2E | 2 Management Analysts III, 1E | 1 Administrative Associate | 8 Administrative Assistants IV | 1 Management Analyst I | 1 Business Analyst I | 7 Administrative Assistants III |
| 1 General Registrar E                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 1 IT Technician II         | 3 Administrative Assistants V, 2E |                           |                       |                    |                       |                    |                                   |                               |                            |                                |                        |                      |                                 |
| 2 Management Analysts III, 1E                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 1 Administrative Associate | 8 Administrative Assistants IV    |                           |                       |                    |                       |                    |                                   |                               |                            |                                |                        |                      |                                 |
| 1 Management Analyst I                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 1 Business Analyst I       | 7 Administrative Assistants III   |                           |                       |                    |                       |                    |                                   |                               |                            |                                |                        |                      |                                 |
| <b>TOTAL POSITIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                            |                                   |                           |                       |                    |                       |                    |                                   |                               |                            |                                |                        |                      |                                 |
| 25 Positions / 25.0 FTE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                            |                                   | E Denotes Exempt Position |                       |                    |                       |                    |                                   |                               |                            |                                |                        |                      |                                 |

### FY 2014 Funding Adjustments

The following funding adjustments from the FY 2013 Adopted Budget Plan are necessary to support the FY 2014 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 April 30, 2013.

- ◆ **Employee Compensation** **\$18,154**  
 An increase of \$18,154 in Personnel Services reflects the full year impact of the FY 2013 2.5 percent performance-based scale and salary increase, effective January 2013, for non-uniformed employees. It should be noted that no funding is included for additional employee compensation for this department in FY 2014.

# Office of Elections

- ◆ **Presidential Election Funding**
\$0

The Board of Supervisors was supportive of the items recommended by the Bi-Partisan Election Process Improvement Commission. As such, the Board has approved the use of \$720,000 in funding, which was originally included as one-time funding in the FY 2013 Adopted Budget Plan for the 2012 Presidential election, for the implementation of recommendations such as the purchase of additional electronic poll books. As part of the *FY 2013 Carryover Review*, the Board, in consultation with the staff of the Office of Elections, will allocate this funding to address specific recommendations.

  
- ◆ **Reductions**
\$0

It should be noted that no reductions to balance the FY 2014 budget are included in this agency based on requirements associated with the Bi-Partisan Election Process Improvement Commission's recommendations.

## Changes to FY 2013 Adopted Budget Plan

*The following funding adjustments reflect all approved changes in the FY 2013 Revised Budget Plan since passage of the FY 2013 Adopted Budget Plan. Included are all adjustments made as part of the FY 2012 Carryover Review, FY 2013 Third Quarter Review, and all other approved changes through April 23, 2013.*

- ◆ **Carryover Adjustments**
\$6,218

As part of the *FY 2012 Carryover Review*, the Board of Supervisors approved encumbered funding of \$6,218 in Operating Expenses.

## Key Performance Measures

| Indicator                                                                            | Prior Year Actuals |                |                         | Current Estimate | Future Estimate |
|--------------------------------------------------------------------------------------|--------------------|----------------|-------------------------|------------------|-----------------|
|                                                                                      | FY 2010 Actual     | FY 2011 Actual | FY 2012 Estimate/Actual | FY 2013          | FY 2014         |
| <b>Office of Elections</b>                                                           |                    |                |                         |                  |                 |
| Machines/precinct                                                                    | 3.00               | 4.00           | 4.00 / 4.00             | 4.00             | 4.00            |
| Officers/precinct                                                                    | 8.33               | 8.22           | 7.50 / 7.76             | 13.33            | 8.02            |
| Percent of registrations, transfers and address/name changes completed without error | 98.0%              | 98.0%          | 98.0% / 98.0%           | 98.0%            | 98.0%           |

A complete list of performance measures can be viewed at [www.fairfaxcounty.gov/dmb/fy2014/adopted/pm/15.pdf](http://www.fairfaxcounty.gov/dmb/fy2014/adopted/pm/15.pdf)

## Performance Measurement Results

To conduct the 2008 Presidential election (FY 2009), the agency purchased used optical scan voting equipment to supplement the existing touch screen voting machines. Although deploying used equipment has continued to keep the cost per machine low in subsequent elections, the potential for equipment failure increases as equipment ages. The number of officers per precinct remained largely consistent in FY 2012, and is anticipated to return to prior year levels in FY 2014, following a significant increase in FY 2013 as a result of the November 2012 Presidential election.