

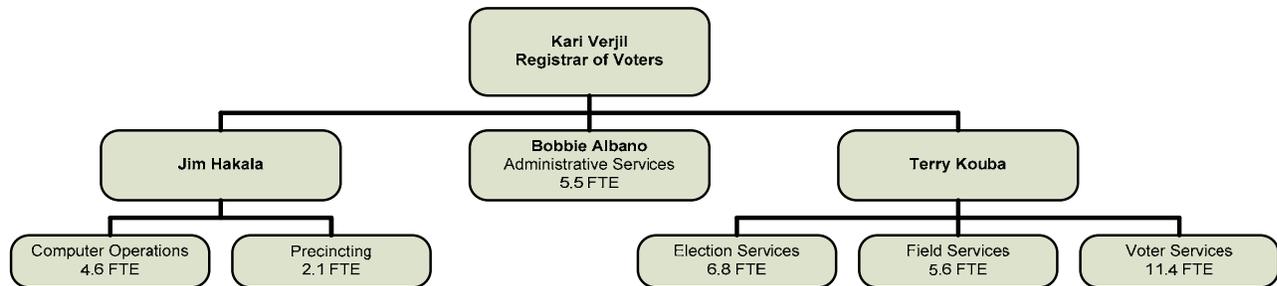
REGISTRAR OF VOTERS

Kari Verjil

I. MISSION STATEMENT

The Registrar of Voters (ROV) office upholds the integrity of the electoral process by consistently conducting fair and open elections that are accessible to all and that accurately reflect the intent of the electorate, promotes public confidence, increases voter participation, and strengthens democracy while providing the highest quality of customer service.

II. ORGANIZATIONAL CHART



III. DESCRIPTION OF MAJOR SERVICES

The primary function of ROV is to conduct elections as prescribed by district, city, county, state, and federal laws, and regulations. To support this function, the department is also responsible for registering voters, maintaining voter records, processing petitions, tracking boundary changes and precinct boundaries to reflect realignments of all political subdivisions, and recruiting and training poll workers. To ensure the competent execution of these functions, ROV is organized into six sections: Administrative Services, Computer Operations, Precincting, Election Services, Field Services and Voter Services. Below is a description of each of these components:

The Administrative Services Section oversees the preparation and monitoring of department budget, prepares estimates and billings for election services, oversees contracting and purchasing, and manages personnel and payroll.

The Computer Operations Section provides computer support to the department through the in-house computer system and vendor supplied election software, coordinates technical services with the Department of Information Services, and oversees all counting operations in-house. The office website provides a vast array of election information and counting results, in addition to allowing users to inquire as to the location of a polling place.

The Precincting Section creates and maintains jurisdictional boundaries. This involves maintenance of street address files, updating of zip code changes, and realignment of district boundaries. Depending upon which jurisdictions are on the ballot, voter precincts can be combined to form larger election precincts that meet policy guidelines. Automated precinct consolidations are performed using the GIMS mapping system and an interface to the election management systems.

The Election Services Section oversees the filing of candidates, calling of elections, petition process, preparation of sample ballots, campaign disclosure filings, and provides information/data to candidates/campaigns. Recruits pollworkers, coordination of the student poll worker program with the County high schools, provides their training, and assigns them to the appropriate poll locations. The student pollworker program, begun in June of 1997, continues to expand. This program helps to relieve the critical shortage of qualified pollworkers by allowing up to five students to work at each polling place.



The Field Services Section provides programming and maintenance of electronic voting equipment in preparation for each election. Assembles/distributes/retrieves poll election supplies, and provides facility support to the department. Recruits locations to serve as polling places. Primary goals are to stabilize polling locations to minimize changes and the accessibility of polling places to the elderly and disabled. Each new polling place is surveyed prior to being utilized in an election. Provides storage and retention services for election records.

The Voter Services Section maintains the computerized voter files, verifies petition signatures, and provides phone and counter assistance to voters. Voter registration cards and signatures are electronically captured to provide additional security and reducing future labor costs. Coordinates Voter Outreach training and State mandated programs to increase registration and provides absentee/mail ballot voting services. Weekly training is provided to groups wanting to conduct voter registration drives. Registration and promotional materials are provided; then a computerized accountability system is maintained. Absentee ballots now account for between 30-50% of the ballots cast in each election.

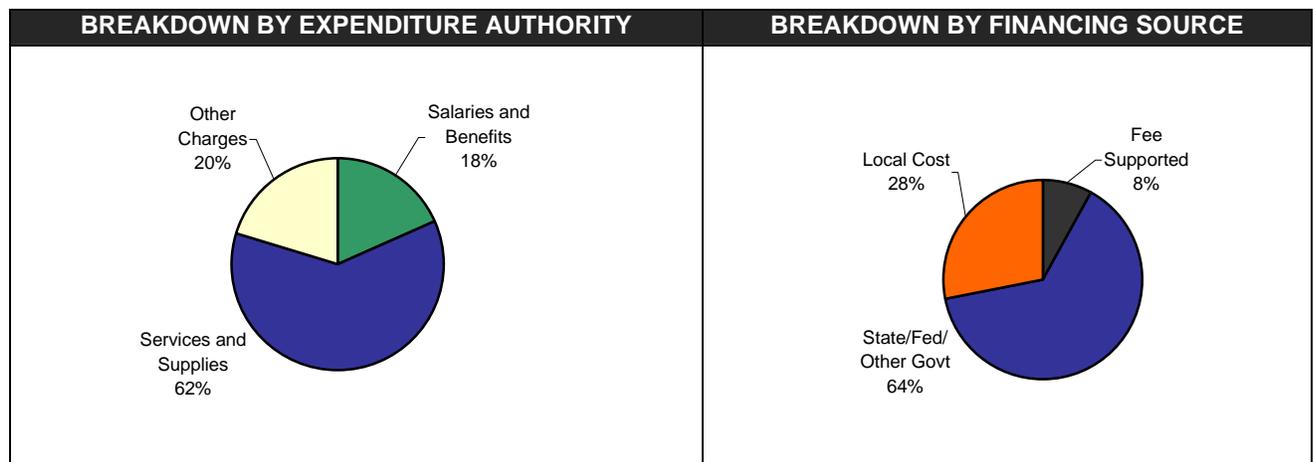
IV. 2005-06 ACCOMPLISHMENTS

- Secured approximately \$8.0 million in Help America Vote Act of 2002 (HAVA) grant funds to be used to upgrade and/or replace voting equipment and systems in compliance with the standards set forth within HAVA.
- There were three (3) off-site early voting locations implemented for the June 2006 Election: Cal State San Bernardino, the City of Hesperia, and the City of Upland.
- County Poll Worker program was successfully implemented. Over 350 county employees served as poll workers for the June 6, 2006 Primary Election.

V. 2006-07 SUMMARY OF BUDGET UNITS

	2006-07			
	Appropriation	Revenue	Local Cost	Staffing
Registrar of Voters	13,163,095	9,462,107	3,700,988	40.0

VI. 2006-07 BUDGET



VII. GOALS, OBJECTIVES, AND PERFORMANCE MEASURES

GOAL 1: INCREASE VOTER PARTICIPATION IN THE ELECTORAL PROCESS.

- Objective A: Procure Mobile Voting Unit for use at all San Bernardino County events, free of charge, to promote the electronic voting equipment and to generate interest in the electoral process. Use Help America Vote Act (HAVA) Funds to offset the cost of an Outreach Mobile Voting Unit.*
- Objective B: Continue to stabilize off-site early voting at various locations, including City Clerk's offices throughout the county.*
- Objective C: Survey Polling places and correct any problems that make the Polling Place inaccessible to persons with any of the full range of disabilities, and ensure that new polling places provide such accessibility.*

MEASUREMENT	2005-06 (Actual)	2006-07 (Projected)	2006-07 (Estimated)	2007-08 (Projected)
1B. Off-site Early Voting Locations.	N/A	10	6	8
1C. Percentage of completion of existing polling places for compliance with accessibility requirements.	NEW	NEW	15%	25%

Status

It is anticipated that voter turnout at the polls for the 2008 Presidential Election could exceed 70% of the registered voters. To prepare for high voter turnout for the 2008 Presidential Primary and General Election, funding for the Mobile Voting Unit in 2006-07 (\$185,000), and related technology (\$75,000), will be substituted with the purchase of additional touch screen voting units and Verivote Printers in 2006-07. Help America Vote Act of 2002 (HAVA) funds are available for this purchase.

A total of six (6) off-site Early Voting locations were implemented prior to the June 2006 Election and the November 2006 Election, and were located at: Cal State San Bernardino, the Apple Valley Library, the Hesperia Library, the Ontario Library, the City of Upland, and the City of San Bernardino. The ROV continues to receive requests and will determine if additional sites can be supported.

Currently there are 407 polling places used throughout the county. Additional polling places need to be established to help reduce lines. A survey of current polling places must be accomplished to establish ADA compliance, and additional polling place locations that are ADA compliant must be secured.

GOAL 2: CREATE A POOL OF EXPERIENCED AND RELIABLE POLLWORKERS.

- Objective A Implement County Poll Worker Program, where County employees may have the opportunity to work as Election Officers on Election Day, without sacrificing their pay for those days.*

Status

The County Poll Worker program was successfully developed prior to the June 2006 Election. A county employee poll worker recruitment and training plan was developed and implemented, which resulted in over 350 county employees serving as poll workers for the June 2006 and November 2006 Elections. Registrar of Voters has a procedure in place to maintain the program for future elections.



GOAL 3: IMPROVE/REMODEL REGISTRAR OF VOTERS OFFICE ENVIRONMENT TO PROMOTE PROFESSIONALISM AND TO IMPROVE CUSTOMER SERVICE.

Objective A: Improve Registrar of Voters office physical environment with new carpeting, painting, new workstations, and a re-design of the front counter area to improve customer service.

MEASUREMENT	2005-06 (Actual)	2006-07 (Projected)	2006-07 (Estimated)	2007-08 (Projected)
2A. Percentage of completion of improving ROV office environment.	NEW	NEW	10%	100%

Status

The design phase of the Registrar of Voters remodel project is scheduled to begin in February 2007. Demolition of Cafeteria space occurred after the June 2006 Primary Election. Temporary improvements were made to the demolished space, which allowed the Registrar of Voters to use the area for early voting, poll worker training, and various election auditing processes.

In order to process over 138,000 two-card absentee ballots, unimproved adjacent ISD space was used to sort, process, and perform data entry functions for absentee ballots for the June and November 2006 Elections. Plans for the remodel project include a training center for poll workers that can be utilized throughout the year, a media center, absentee processing center, and improved overall office environment that will promote a professional work environment.

VIII. 2006-07 APPROVED ADDITIONAL GENERAL FUND FINANCING (POLICY ITEMS)

Policy Item 1: Increase ongoing technical support staff by 1.0 Business Systems Analyst III position (\$104,598) that will enable the ROV to mitigate the workload, minimize risk by assigning the responsibility of voting system technical support to more than one individual on a cross-training basis.

MEASUREMENT	2005-06 (Actual)	2006-07 (Projected)	2006-07 (Estimated)	2007-08 (Projected)
P1. Percentage of time for the Business Systems Analyst III position to provide technical support for the electronic voting system.	N/A	100%	60%	100%

Status

The recruitment process was implemented prior to the November 2006 Election. However, the recruitment list did not contain a sufficient number of candidates. The Registrar of Voters contracted with ISD for support for the November 2006 Election. The Registrar of Voters has requested an updated recruitment list and plans to permanently fill the position after January 1, 2007.

The BSA III position will be cross-trained on the WinEDS election management system to minimize risk by assigning responsibility of voting system technical support to more than one individual. Additionally, the BSA III position will analyze the ROV business processes to increase efficiency. These include the electronic reporting of the Supplemental Statement of Voters to the SOS, the Report of Voter Registration, Candidate Services, Petitions, Rosters and other Election Day functions.



IX. 2007-08 REQUESTS FOR ADDITIONAL GENERAL FUND FINANCING (POLICY ITEMS)

2007-08 OBJECTIVES FOR POLICY ITEMS	2007-08 POLICY ITEMS
1. Provide high voter propensity polling locations with additional touch screen voting units for the next major upcoming election, to mitigate lengthy waiting periods at the polls.	A. Procure 100 touch screen voting units with Verivote Printers. Additional Funding Requested: \$500,000. The estimated one-time cost for one Touch Screen Voting unit is \$4,200 and for one Verivote Printer is \$800; for a collective total of \$5,000 per complete voting unit.
2. Develop a repair and maintenance program that will be comparable to an extended warranty offered by the vendor, a Polling Place Survey Program to ensure compliance with Federal guidelines, and reduce PSE usage in connection with election activities.	A. Add 2.0 Election Services Assistant positions. Additional Funding Requested: \$63,000. Salary/Benefits for two Election Services Assistant positions (\$124,000), which is offset by a reduction of 2.3 budgeted PSE staffing (\$61,000); for a net total ongoing funding request of \$63,000.
3. Develop an asset-tracking program that identifies chain of custody procedures for deploying and retrieving voting equipment, and voting system security measures to protect the integrity of the electoral process.	A. Add 1.0 Applications Specialist position. Additional Funding Requested: \$86,000. Salary/Benefits for one Applications Specialist position.

MEASUREMENT	2005-06 (Actual)	2006-07 (Projected)	2006-07 (Estimated)	2007-08 (Projected)
P1. Percentage of equipment purchased for use in a major 2008-09 election.	NEW	NEW	NEW	100%
P2. Percentage of completion of repair maintenance program.	NEW	NEW	NEW	100%
P3. Percentage of completion of asset-tracking program.	NEW	NEW	NEW	100%

X. 2007-08 PROPOSED FEE ADJUSTMENTS

The department is not requesting any proposed fee adjustments for 2007-08.

If there are questions about this business plan, please contact Kari Verjil, at (909) 387-2083.

