

REGISTRAR OF VOTERS



Kari Verjil
Registrar

Mission Statement

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

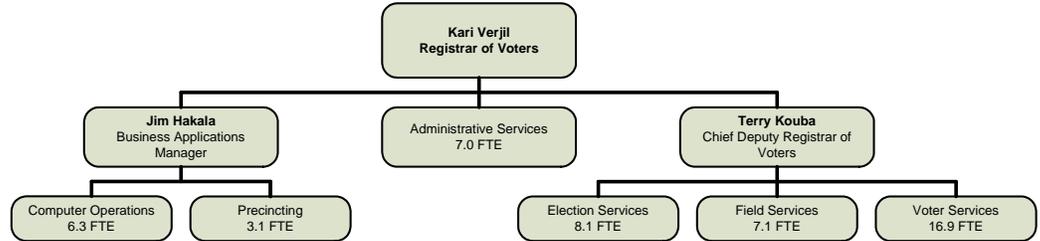


GOALS

INCREASE VOTER PARTICIPATION IN THE ELECTORAL PROCESS

MAINTAIN AND EXPAND A DIRECTORY OF EXPERIENCED AND DEPENDABLE POLL WORKERS

ORGANIZATIONAL CHART



DESCRIPTION OF MAJOR SERVICES

The Registrar of Voters (ROV) office is responsible for conducting efficient and impartial elections, and to provide the means by which every eligible citizen can exercise their voting rights and privileges, as provided by local ordinances and the Federal and California Elections Codes. To support this function, the department is organized into seven sections: Administrative Services, Computer Operations, Precincting, Polling Place Operations, Election Services, Voter Services, and Poll Worker Recruiting and Training.

In preparation for elections: ROV surveys polling locations for accessibility for all voters; recruits and trains more than 3,000 poll workers for each election; prepares sample and official paper ballots; programs and tests computer software and hardware used in ballot counting and voter file maintenance; and the many various functions of the electoral process that provide service and support to voters, candidates, and the general public.

2007-08 SUMMARY OF BUDGET UNIT

	Appropriation	Revenue	Local Cost	Staffing
Registrar of Voters	11,694,748	8,077,133	3,617,615	51.5

GOALS, OBJECTIVES, AND PERFORMANCE MEASURES

GOAL 1: INCREASE VOTER PARTICIPATION IN THE ELECTORAL PROCESS

Objective A: Continue to stabilize off-site early voting at various locations, including City Clerk’s offices throughout the county.

Objective B: Survey existing 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 the new polling places provide such accessibility.

Objective C: Improve voter participation by developing a marketing plan that is designed to increase voter turnout.

Objective D: Promote Early Voting by developing a marketing plan to educate voters about either voting by mail or early voting prior to Election Day.

MEASUREMENT	2005-06 Actual	2006-07 Actual	2007-08 Target	2007-08 Estimate	2008-09 Target
1A. Off-site Early Voting Locations.	N/A	10	8	0	N/A
1B. Percentage of completion of existing polling places for compliance with accessibility requirements.	N/A	18%	25%	0%	10%
1C. Percentage of completion of marketing plan.	N/A	N/A	N/A	N/A	75%
1D. Percentage of completion of marketing plan.	N/A	N/A	N/A	N/A	75%

Status

Vote Mobile. Due to the August 3, 2007 decertification of electronic voting systems by the Secretary of State, funds for the Vote Mobile (Objective A in 2007-08) will be substituted to purchase paper based ballot equipment and to pursue a voter education plan to comply with the Secretary of State’s decertification order. The original purpose for the Vote Mobile was to provide a mobile voting unit to promote electronic voting.

Off-Site Early Voting. As a result of the Secretary of State’s electronic voting system decertification order, restrictions have been placed on electronic voting systems statewide. The Registrar of Voters has suspended off-site early voting due to restrictions associated with the decertification order until such time that off-site early voting can comply accordingly.

Survey Polling Places. The Registrar of Voters was faced with the challenge of replacing some existing polling locations and developing new polling locations in preparation for three major elections to be conducted during 2007-08. ROV utilized 407 polling places for the November 2007 election, which was the first of these three elections. Prior to this election, 17 polling place locations became unavailable, which reduced the department’s polling place inventory down to 390. It was also determined that 19 polling places were overcrowded. Therefore, the survey teams were required to locate and survey new polling locations, of which approximately 75 potential locations were identified for review. The Registrar of Voters has been greatly impacted by the addition of a Statewide February 5, 2008 Presidential Primary Election, the June 3, 2008 Statewide Primary, and the November 4, 2008 Presidential Election. As a result of conducting three statewide elections in a nine month timeframe, polling place surveys for the remainder of 2007-08 and for 2008-09 will be conducted specifically to address accessibility issues if time is available.

2006-07 ACCOMPLISHMENTS

- ❖ *Launched electronic campaign disclosure system enabling the public to view candidate campaign statements online*
- ❖ *Deployed 363 county employees as poll workers in two elections*
- ❖ *Established six early voting sites throughout the county*
- ❖ *Substantially Completed remodel of Registrar of Voters Headquarters in San Bernardino*



Electronic voting



Processing paper ballots



Electronic voting

Marketing Plans. The Registrar of Voters will partner with a public relations/marketing firm to accomplish the objectives of improving public awareness of and participation in the electoral process, increasing public use of the vote-by-mail (absentee) option now available to all voters, and establishing communication methods for effective and ongoing information distribution to residents of San Bernardino County.

GOAL 2: MAINTAIN AND EXPAND A DIRECTORY OF EXPERIENCED AND DEPENDABLE POLL WORKERS

Objective A: Maintain and expand the County Poll Worker Program, whereby county employees have the opportunity to work as Election Officers on Election Day without sacrificing their county wages.

Objective B: Improve the poll worker training program.

Objective C: Increase number of Bilingual Poll Workers

MEASUREMENT	2005-06 Actual	2006-07 Actual	2007-08 Target	2007-08 Estimate	2008-09 Target
2A. County employees (total) serving as poll workers for all major election.	N/A	363 (1 major election)	700 (2 major elections)	1150 (3 major elections)	450 (1 major election)
2B. Number of lead poll workers (Inspectors and ROvers) assessed and granted certificates of competency	N/A	N/A	N/A	N/A	100% (450)
2C. Percentage of polling places that have a Bilingual Poll Worker assigned.	N/A	N/A	N/A	N/A	100% (410)

Status

County Poll Worker Program. This program was successfully developed prior to the June 2006 Election. A recruitment and training plan was developed and implemented, which resulted in over 363 county employees serving as poll workers for the in 2006-07 elections. The Registrar of Voters continues to recruit participants from county departments and expects to expand and maintain the program for future elections. The 2007-08 major election estimates are as follows: 350 (November 2007), 400 (February 2008) and 400 (June 2008).

Poll Worker Training. The new poll worker training center, which was created as part of the Registrar of Voters office remodel project, will accommodate specialized training and assessment. Lead Poll Workers (Inspectors and ROvers) will be assessed and granted certificates of competency.

Bi-lingual Poll Workers. The increase in the number of Bilingual Poll Workers complies with Elections Code 1230, which states that the Registrar of Voters shall make reasonable efforts to recruit poll workers who are fluent in Spanish.

APPROVED ADDITIONAL GENERAL FUND FINANCING (POLICY ITEMS)

Brief Description of Policy Item	Budgeted Staffing	Appropriation	Dept. Revenue	Local Cost
1. In 2006-07, an ongoing Business Systems Analyst III position was funded to provide technical support for the electronic voting system.	1.0	104,598	-	104,598
2. In 2007-08, an ongoing Election Services Assistant positions were funded to develop a survey program to ensure compliance with Federal guidelines for polling place accessibility, and develop a repair/maintenance program for the touch-screen voting units.	2.0	63,000	-	63,000
3. In 2007-08, an ongoing Applications Specialist position was funded to assist with the development of an asset-tracking program and voting system security measures.	1.0	86,000	-	86,000

MEASUREMENT	2005-06 Actual	2006-07 Actual	2007-08 Target	2007-08 Estimate	2008-09 Target
P1. Percentage of time to provide technical support for the electronic voting system	N/A	5%	100%	100%	100%
P2. Percentage of completion for the development of a repair maintenance program	N/A	N/A	100%	0%	65%
P3. Percentage of completion of asset-tracking programs	N/A	N/A	100%	20%	40%

Status

1.0 Business Systems Analyst III position. This position is responsible for analysis of the Registrar of Voters business processes to increase the efficiency of the electronic reporting of the Supplemental Statement of Voters and the Report of Voter Registration to the Secretary of State, as well as in other election applications including candidate services, petitions, and voter rosters. Additionally, the BSA III is cross-training on the WinEDS election management system to minimize risk by assigning responsibility of voting system technical support to more than one individual.

2.0 Elections Services Assistant positions. These positions support election activities and the Registrar plans to utilize the positions to not only continue to survey existing polling places for compliance with the Americans with Disabilities Act (ADA) requirements for accessibility, but primarily to survey polling locations with respect to replacement and expansion demands that are on-going. The development of a repair maintenance program (for electronic touch-screen voting units) has been hampered in 2007-08 because of recent changes in electronic voting systems. Due to the Secretary of State's August 3, 2007 decertification of electronic voting systems throughout the state, the Registrar of Voters was required to change its voting method to a paper based system in a two month time frame. Changing to a paper based system greatly impacted the operation of the polling place section and the repair and maintenance program. The maintenance and repair program is being held in abeyance pending the conditional re-certification of 41 requirements to be finalized. The 100% goal could not be achieved due to the 41 conditions placed on the electronic voting system. Examples of the new conditions include the reinstallation of firmware, applying serialized security seals to several locations on the electronic voting machines, the development of a chain custody tracking system, and uniquely serialized lockable banker bags for the electronic voting units. The responsibility of the development of the repair maintenance program has been shifted to the Applications Specialist position to make progress during 2008-09.

1.0 Applications Specialist position. The recruitment process for this position has been initiated, and the position will be filled during the first quarter 2008. The Applications Specialist will support the asset-tracking program that enhances chain of custody procedures for the deployment and retrieval of voting equipment, as well as monitor voting system security measures.

2008-09 PROPOSED FEE ADJUSTMENTS

DESCRIPTION OF FEE REQUEST

1. The following new fees are proposed: ADA Voting Booths (\$40.00), and Traffic Cones (\$4.00).
2. The following revised fees are proposed: Standard Voting Booth (\$22.00), and Trouble Shooter Kits (\$130.00).

SERVICE IMPACTS

The new fees will enable the department to recover costs associated with election-related equipment/supplies.
The revised fees will enable the department to recover costs associated with election-related equipment/supplies.

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