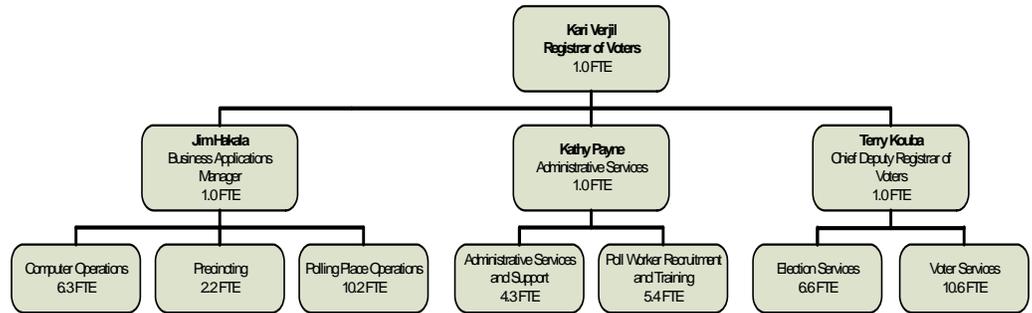


# REGISTRAR OF VOTERS

## 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, Precinct Planning, 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.

## 2008-09 SUMMARY OF BUDGET UNITS

	Appropriation	Revenue	Local Cost	Staffing
Registrar of Voters	8,418,890	3,480,870	4,938,020	49.6



**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**

**GOALS, OBJECTIVES, AND PERFORMANCE MEASURES**

**GOAL 1: INCREASE VOTER PARTICIPATION IN THE ELECTORAL PROCESS.**

*Objective A: Continue to analyze the effectiveness of off-site early voting at colleges and other populated foot-traffic locations throughout the county.*

*Objective B: Continue to survey existing and potential 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: Continue to promote vote-by-mail and voter education via outreach and marketing activities.*

MEASUREMENT	2006-07 Actual	2007-08 Actual	2008-09 Target	2008-09 Estimate	2009-10 Target
1A. Off-site Early Voting Locations.	10	0	N/A	14	0
1B. Percentage of completion of existing and potential polling places for compliance with accessibility requirements.	18%	20%	10%	25%	35%

Status

Off-site Early Voting.

In the past, the off-site early voting service was provided to voters, but was suspended for 2007-08 and 2008-09 due to enhanced vote tally standards established by the Secretary of State whereby all votes collected through the use of electronic equipment required 100% hand-count verification. However, with the recent significant increase in voter registration, coupled with the high level of interest in the November 2008 Presidential Election, off-site early voting was temporarily re-instated at select locations throughout San Bernardino County to accommodate voters for the Presidential election only. "People Centers", locations with high volumes of foot traffic, were chosen to provide convenience to voters in outlying areas. Due to the stringent security procedures required for electronic voting systems, it is not practical to offer off-site early voting on a larger scale. The advantages and disadvantages of off-site early voting will be analyzed and evaluated prior to the next election cycle; however, the 2009-10 Business Plan Target reflects no intention of re-instating off-site early voting service at this time.

Survey Polling Places.

Due to an increase in voter registration for the November 2008 Presidential election, 142 new polling places were added, which resulted in a total of 551 polling places established for that election. All 142 new polling place locations were surveyed and determined to be in compliance with accessibility requirements, which results in the 25% estimate for 2008-09. ROV will continue to survey existing and potential polling places.

Marketing Plan – Voter Education and Vote-By-Mail.

Objective C. and D. in the previous year Business Plan is now consolidated into Objective C. because it is addressed in the implementation of the Marketing Plan. A comprehensive voter education and outreach plan was launched prior to the June 2008 primary election and continued through the November 2008 Presidential election. The plan promoted by means of outreach events, media buys, and materials development and distribution, the option of vote-by-mail for all voters, as well as voter education components of the Help America Vote Act of 2002. The plan will continue into future election cycles.

**2007-08 ACCOMPLISHMENTS**

- ❖ *Successful conversion to new state mandated paper ballot voting system*
- ❖ *Began Marketing Plan outreach to increase voter turnout, promote voter education and vote by mail participation*
- ❖ *Vote Mobile acquired through county donation to promote voter education, voter registration and early voting*
- ❖ *Deployed 917 county employees as poll workers in three elections*
- ❖ *HAVA Grant funding was utilized for the construction of a mezzanine in the ROV warehouse for much needed additional storage*



*Casting votes in Nov. 2008 Presidential election*



*The Fast, Accurate Sorting Team (FAST) processes poll ballots*

**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: *Continue to develop and expand the poll worker recruiting and training program.*

Objective C: *Continue to increase number of Bilingual Poll Workers.*

MEASUREMENT	2006-07 Actual	2007-08 Actual	2008-09 Target	2008-09 Estimate	2009-10 Target
2A. County employees (total) serving as poll workers and ROvers for all major elections.	363 (1 major election)	917 (3 major elections)	450 (1 major election)	505 (1 major election)	600 (2 major elections)
2B. Number of lead poll workers (Inspectors and ROvers) assessed and granted certificate of completion	N/A	N/A	100% (450)	100% (753)	100% (450)
2C. Percentage of polling places that have a Bilingual Poll Worker assigned	N/A	N/A	100% ( 410 )	97% (533 )	100% (551)

Status

County Poll Worker Program

The record number of county employees recruited, trained and employed on Election Days are the backbone of our poll worker program during the busy election cycles. County employees provide competent and reliable leadership at polling places.

Poll Worker Recruitment and Training.

Poll worker recruiting and training continues to improve as we have developed and initiated new strategies in both areas. For the November 2008 Presidential election, we introduced the “Partners in Democracy” program, whereby we recruited businesses, service organizations and community groups to “adopt” a polling place and provide the staffing for the location. The training program is evolving as we continually analyze and employ strategies that are most effective training for each specific election.

Bi-lingual Poll Workers.

An average of three bi-lingual poll workers per polling location were recruited and trained for the November 2008 Presidential election, and 97% of San Bernardino County polling places were served by a Spanish speaking clerk or inspector.

**2009-10 REQUESTS FOR ADDITIONAL GENERAL FUND FINANCING**

The department is not requesting any additional general fund financing for 2009-10.

**2009-10 PROPOSED FEE ADJUSTMENTS**

DESCRIPTION OF FEE REQUEST	SERVICE IMPACTS
1. The following revised fees are proposed: Minimum charge for consolidation of elections with county election (\$300.00), and Returned check fee (\$22.50).	The revised fees will enable the department to recover costs associated with salary/benefits and overhead costs.
2. The following revised fee is proposed: Certification of document copies of voter affidavit (\$1.50).	The revised fee is decreased due to Elections Code section 2167 restricts fee to \$1.50.
3. The following fees are proposed for deletion: Statement of votes cast Diskette (\$39.00), Tape (\$51.00) and CD with Macro (\$72.00); Signature verification (4) Hourly charge for data terminals (\$5.00 hour); Unofficial district population verification research fee (Actual Cost).	The deleted fees and products are no longer applicable as they are obsolete.
4. Various technical adjustments.	Various technical adjustments to fee schedule needs to be addressed since it has been over 10 years since they were reviewed and should be consistent with current costs.

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



The debut of the "Vote-mobile" took the voter education message on the road throughout the county.



The ROV Early Vote Center provided voters a place to cast their vote before Election Day