

The seal of the City of Long Beach is circular. It features a central figure, a woman in classical attire, holding a torch. The background shows a cityscape with buildings and a ship. The text "CITY OF LONG BEACH" is arched across the top, and "INCORPORATED 1897" is arched across the bottom. The Latin phrase "URBS AMICITIAE" is inscribed in the center. The seal is rendered in a detailed, engraved style.

**CITY CLERK DEPARTMENT**  
**2006 ELECTIONS PLAN**

**UPDATE 1**  
**DECEMBER 13, 2006**

*To enhance the transparency and integrity of City elections processes, increase voter independence and involvement in City elections, and provide information to residents on how and where to vote.*

# 2006 ELECTIONS PLAN

## Table of Contents

<b>ELECTIONS ADMINISTRATION</b> .....	4
STRATEGY 1: BUDGETING AND ACCOUNTING .....	4
STRATEGY 2: POLL LOCATIONS .....	4
STRATEGY 3: CONTRACTING OUT .....	5
STRATEGY 4: GEOGRAPHIC INFORMATION SYSTEMS (GIS) .....	5
STRATEGY 5: U.S. POSTAL SERVICE COORDINATION .....	5
STRATEGY 6: SAMPLE BALLOT BOOKLET .....	6
STRATEGY 7: COMMUNICATION WITH CALIFORNIA SECRETARY OF STATE .....	6
STRATEGY 8: FILING OF CAMPAIGN STATEMENTS AND STATEMENTS OF ECONOMIC INTERESTS BY CANDIDATES AND COMMITTEES .....	6
<b>POLL WORKER RECRUITMENT AND TRAINING</b> .....	7
STRATEGY 9: POLL WORKER RECRUITMENT & ADOPT-A-POLL PROGRAM .....	7
STRATEGY 10: STUDENT POLL WORKER RECRUITMENT .....	8
STRATEGY 11: EMPLOYEE POLL WORKER PROGRAM .....	8
STRATEGY 12: CROSS TRAINING OF STAFF .....	9
STRATEGY 13: STREAMING VIDEO .....	9
STRATEGY 14: POLL WORKER MANUAL .....	9
<b>VOTER EDUCATION AND OUTREACH</b> .....	10
STRATEGY 15: MINORITY LANGUAGE REQUIREMENTS .....	10
STRATEGY 16: INTERNET ACCESS TO VOTING INFORMATION .....	10
STRATEGY 17: MEDIA RELATIONS .....	10
STRATEGY 18: VOTER EDUCATION AND OUTREACH .....	11
STRATEGY 19: SB 1050 (BOWEN) – ELECTIONS, WRITE-IN CANDIDATES .....	11
<b>CANDIDATE PROCESSING AND SUPPORT</b> .....	11
STRATEGY 20: CANDIDATE HANDBOOK AND ORIENTATION .....	11
STRATEGY 21: STATEMENTS OF ECONOMIC INTEREST – FORM 700 .....	12
STRATEGY 22: DEPOSIT FOR REMOVAL OF CAMPAIGN SIGNS .....	12
STRATEGY 23: TRAINING BY FAIR POLITICAL PRACTICES COMMISSION (FPPC) .....	13

# 2006 ELECTIONS PLAN

ELECTION DAY OPERATIONS.....	13
STRATEGY 24: ABSENTEE BALLOT APPLICATION PROCESSING.....	13
STRATEGY 25: VOTE BY MAIL SPECIAL ELECTIONS .....	13
STRATEGY 26: ELECTION DAY FIELD SUPERVISORS & RELOCATION OF CENTRAL COLLECTIONS AND BALLOT COUNT LOCATION FROM CITY HALL TO A CENTRALLY LOCATED FACILITY IN THE CITY .....	14
STRATEGY 27: VOTING SYSTEMS TECHNOLOGY IMPROVEMENTS BY LOS ANGELES COUNTY .....	14

# 2006 ELECTIONS PLAN

## ELECTIONS ADMINISTRATION

### STRATEGY 1: BUDGETING AND ACCOUNTING

*Goal:* To accurately estimate and report the cost of municipal elections, including identification of cost saving recommendations that strengthen the voting process and to assess costs associated to the different jurisdictions that consolidate with Long Beach elections.

*Objective:* Utilize the City's financial management system to forecast and monitor elections costs and revenues.

*Outcome Criteria:* Budgeted costs are closer to actual costs to preserve General Fund appropriations at beginning of fiscal year. Costs of a concurrent election with Los Angeles County may affect outcome.

**12/13/05 Update:** \$2.1 million has been budgeted for the 2006 City Elections. All efforts will be made to cost-effectively comply with Department of Justice requirements which were not known at the time the 2006 budget was adopted by the City Council.

### STRATEGY 2: POLL LOCATIONS

*Goal:* To gradually migrate existing polling locations to Neighborhood Voting Centers (NVCs) from private residences and businesses.

*Objective:* In concert with the RRCC, identify 35 NVC locations that are visible and accessible, consolidate precincts, and communicate the new locations to affected voters.

*Outcome Criteria:* [1] Community acceptance; [2] Reduction in private polling locations and increase in use of well situated City facilities; [3] Selection of locations that are ADA accessible; [4] Voter notification of poll locations via sample ballot and print media; and [5] Reduction of poll costs.

*Comment:* Election Code 12280 provides that when designating polling places, the elections official shall undertake necessary measures in the locating of polling places to ensure that polling places meet the guidelines promulgated by the Secretary of State for accessibility by the physically handicapped. This requirement and several provisions of the Help America Vote Act (HAVA) may result in the phase out of many familiar privately owned locations over the next several years. The increasing trend in voting by mail supports the creation of NVCs. For the April 2004 Primary Nominating Election, eight of the 68 poll locations were NVCs. Thirty-eight polling locations in Long Beach were NVCs for the Statewide General Election in November 2004.

Polling locations for future elections will be coordinated with the Registrar-Recorder/County Clerk in order for our voters to have consistency in voting locations between the April and June Elections. It is projected that there will be approximately 250 polling locations in Long Beach in 2006.

**12/13/05 Update:** There will be 303 polling locations for the April election. Because of the concurrent election in June 2006, and in order to have the least impact on our voters, this Department has decided to consolidate elections precincts for April the same as the RRCC will

# 2006 ELECTIONS PLAN

consolidate for June. This means that consolidations will have no more than 1000 registered voters per precinct. In order for poll locations to accommodate a city poll and a county poll, NVCs will only be used in places large enough to accommodate 4 to 6 tables, and the requisite number of poll workers. The location must also be ADA compliant and have adequate parking.

A listing of polling places for April 2006 will be presented to the City Council in January 2006. The aim of this effort will be to receive public comment on the suitability of recommended polling places.

## STRATEGY 3: CONTRACTING OUT

*Goal:* To create an optimal relationship with the City's election consultant that will assist in leveraging the City's acquired elections technology with the aim of strengthening the integrity of the elections process.

*Objective:* Development of a project plan detailing City and consultant responsibilities according to key election calendar milestone dates.

*Comment:* Our current consultant/vendor has assisted the City of Long Beach since 1956. For the 2004 election, this vendor acquired additional equipment to assist us with the preparation and mailing of absentee ballots.

*Outcome Criteria:* Outsourcing of certain election functions increases the efficiency of election staff by allowing us to concentrate on larger issues.

**12/13/05 Update:** The election consultant has been tasked with the creation of a internet application that will feed the precinct results directly to the City website, as well as an application for the logging in of poll ballots as they are delivered on Election Day to "elections central." Also see Strategy 9 for the contracting out of poll worker training.

## STRATEGY 4: GEOGRAPHIC INFORMATION SYSTEMS (GIS)

*Goal:* Utilization of GIS to ensure the accurate placement of registered voters are within the correct precincts and districts within the respective jurisdictions of the City, LBUSD, and LBCCD.

*Objective:* Completion of a service agreement with the GIS Division of the Technology Services Department for boundary verification support in the fall of 2005.

*Outcome Criteria:* [1] Identification of anomalies and coordination of corrective actions with the RRCC; and [2] Training of staff to increase knowledge and skill in using GIS technology as an elections planning tool.

**12/13/05 Update:** In process for 2006 elections. Estimated completion is Friday, December 9, 2005.

## STRATEGY 5: U.S. POSTAL SERVICE COORDINATION

*Goal:* To promote the timely delivery of sample ballot pamphlets and absentee ballots to voters.

# 2006 ELECTIONS PLAN

*Objective:* Contact the Long Beach Postmaster requesting them to notify their branch managers to watch for and to ensure that election related mail enters the postal stream immediately.

*Outcome Criteria:* Mailing of Sample Ballot Pamphlets 40 to 30 days before Election Day.—~~If the City consolidates with the County for the June runoff election, sample ballot mailing could be delayed by as much as 10 days.~~

**12/13/05 Update:** Letter to postmaster scheduled for release on March 2, 2006.

## STRATEGY 6: SAMPLE BALLOT BOOKLET

*Goal:* To allow City departments to place ads in the sample ballot booklet in the event we have blank pages to work with.

*Objective:* Contact City departments to inquire as to their interest in advertising in the sample ballot booklet in the event of blank page space.

*Outcome Criteria:* Additional means of notifying public of City programs (e.g., hazardous materials roundup, upcoming events, and services).

**12/13/05 Update:** Along with a local public relations firm, the City Clerk Department has devised a slogan and logo for the concurrent election. This slogan, logo, and other notification for the concurrent election will be a part of the sample ballot booklet for the General Municipal Election. Other departments will be invited to place ads in the sample ballot booklet at no charge in the event blank page space is available.

## STRATEGY 7: COMMUNICATION WITH CALIFORNIA SECRETARY OF STATE

*Goal:* Enhancement of services between the Secretary of State and municipal government.

*Objective:* Continued communication with the SOS either independently or through the City Clerks Association of California regarding innovations at the municipal level, and transparent government at local expense (i.e., streaming video, electronic campaign statement filing).

*Outcome Criteria:* Collaborative relationship between CCAC and SOS, integration of local programs and services with the mission of the SOS, and legislative proposals for efficient/effective municipal elections.

**12/13/05 Update:** A reception and meeting were held with Secretary of State Bruce McPherson and two members of his staff on Thursday, June 9, 2005. Members of the City Council, the Board of Directors of the City Clerks Association of California (CCAC), and the City's election consultant were also present. The Secretary was given a list of 13 concerns by CCAC. From that list, the members present felt that three of the 13 were the most important to the CCAC organization as a whole. The list is attached to this report.

## STRATEGY 8: FILING OF CAMPAIGN STATEMENTS AND STATEMENTS OF ECONOMIC INTERESTS BY CANDIDATES AND COMMITTEES

*Goal:* No tolerance policy on the late filing of campaign statements and Statements of Economic Interests.

# 2006 ELECTIONS PLAN

*Objective:* Early courtesy notification to all candidates and committees of filing deadlines, and coordinate enforcement with City Attorney.

*Objective Criteria:* Considerable staff time is spent corresponding with filers regarding campaign statements and Statements of Economic Interest that are filed after the deadlines. As the filing officer, we have an obligation to notify late filers of a missed filing deadline; however we do not have an obligation to notify filers of an upcoming deadline, as it is their obligation to know their filing requirements. The FPPC has suggested guidelines for notifying filers of missed filing deadlines, which include notifying the filer in writing of the potential fines involved by missing the deadline and to set a specific date that the document is due. If the document is not received by this specified due date, the fine must be imposed, they are referred to the City Attorney Department for enforcement.

**12/13/05 Update:** The Department will adopt a strict enforcement policy concerning the timely filing of campaign finance reports. This means that late filing penalties will not be waived. Candidates will be advised of this policy during the candidate orientation workshop on December 19, 2005.

An electronic filing system for Statements of Economic Interest has been created in concert with Technology Services. This system is different from the electronic filing system for campaign statements. The filer completes the statement electronically, then prints, signs, and submits the hard copy to the filing officer. The form is not saved or viewable online.

## POLL WORKER RECRUITMENT AND TRAINING

### STRATEGY 9: POLL WORKER RECRUITMENT & ADOPT-A-POLL PROGRAM

*Goals:* A. Recruit and train reliable poll workers with the aim of increasing their productivity to mitigate the risk of polling location disruptions or operational problems. Future concurrent elections will force us to discontinue our practice of consolidating precincts in large groups, in order to match the RRCC's polling place locations for both April and June elections. Since their consolidated precincts are smaller than ours, the number of polling locations will increase (See Strategy 2) thereby necessitating the need for more poll workers. Projected cost increases in this area by 8 percent to 10 percent.

B. Offer an Adopt-A-Poll Program to interested persons that provide them with the option of voluntarily donating their poll worker stipends to non-profit organizations or towards a reduction in elections costs borne by the General Fund.

C. Recruit and train inspectors to enable them to oversee up to two polls at an NVC (special standalone elections only).

*Objectives:* [1] Contract the poll worker training portion to an outside vendor in order to allow election staff to remain in the office and prepare for the election; [2] Continue policy of paying poll workers \$25 for attending a training class; and [3] Development of an Adopt-A-Poll Brochure for distribution to interested persons.

# 2006 ELECTIONS PLAN

*Comment:* The City Clerk FY 06 budget will reflect this increase. Additionally, as our poll worker base continues to shrink and because of the increase in polling locations for 2006, a considerable strain may be placed on the poll worker pool. In the event of a concurrent election, this strategy may be coordinated with the Los Angeles County Registrar-Recorder/County Clerk.

**12/13/05 Update:** In addition to our need for additional poll workers due to the increase in consolidated precincts in 2006, we are also faced with an increased need for bilingual poll workers. The majority of polls will require Spanish-speaking poll workers, and many will require Vietnamese, Khmer, and Tagalog-speaking poll workers (our required languages). However, there may be. Notices will be placed at local colleges in an effort to recruit bilingual students to assist in this need.

## STRATEGY 10: STUDENT POLL WORKER RECRUITMENT

*Goal:* To recruit eligible high school seniors to work at polling places for the Primary and General elections.

*Objective:* To seek access to high school seniors through government education classes.

*Comment:* Because of graduations taking place in June, it may be difficult to recruit students for June elections. AB 1097, if passed by the legislature, will allow high school juniors who meet certain criteria to participate as poll workers.

*Outcome Criteria:* Placement of one student at each polling place in accordance with State law and City Clerk placement criteria. In the event of a concurrent election, this strategy may be coordinated with the Los Angeles County Registrar-Recorder/County Clerk.

**12/13/05 Update:** AB 1097 was gutted and amended by the legislature on September 1, 2005. This topic was addressed at a recent meeting of the Youth Council, and we will also be working with the Long Beach Unified School District, and St. Anthony High School to recruit high school seniors.

Notices will also be placed at local colleges in an effort to recruit college students.

## STRATEGY 11: EMPLOYEE POLL WORKER PROGRAM

*Goal:* To have City employees serve as precinct inspectors and supervisory field troubleshooters on Election Day.

*Objective:* Seek City Manager approval for placement of at least one City employee in each polling place.

*Comment:* With the increase in polling locations for 2006, and as the number of poll workers continues to dwindle, it will be imperative to have an active pool of employee poll workers trained and ready to go.

**12/13/05 Update:** Because of the drain on the poll worker pool that will occur as a result of our concurrent election in June, the reactivation of the employee poll worker program may be necessary. AR-32-3 (copy attached) was established in 2002 to address and ensure adequate



# 2006 ELECTIONS PLAN

staffing at the polls for city elections. We will know more following the certification of election results in April.

## STRATEGY 12: CROSS TRAINING OF STAFF

*Goal:* To cross train full time City Clerk and City staff to assist with "core" election-related duties to strengthen elections planning, logistics, and execution functions.

*Objective:* [1] Request that City Clerk supported committees and commissions suspend meetings April 1 through April 15, 2006, and June 1 to June 15 (depending on runoff); [2] Request City Manager support to recruit, train, and assign 250 City employees as polling place inspectors for the April and June elections; and [3] Work with the City Manager and Human Resources Department to identify City employees who may not be able to do their regular duties due to industrial injury and who may be well suited to work for the Elections Division during the election cycle.

*Outcome Criteria:* City staff ready to go when called upon.

## STRATEGY 13: STREAMING VIDEO

*Goal:* Utilize digital video technology to distribute elections related information via the Internet (e.g., poll worker training, how to use the voting system).

*Objective:* To use streaming video for poll worker training, candidate statements, and voter outreach. This is especially important for our vision/hearing-impaired voters.

*Outcome Criteria:* Accessible streaming video from City Clerk website.

**12/13/05 Update:** In the event that a communications infrastructure exist at election central, staff will develop a local new broadcast program for Election Day, commencing at 7:55 p.m. The purpose of the broadcast will be to provide real time information to Long Beach residents regarding polls reported, precinct results and other relevant topics.

In addition, and in order to enhance DOJ compliances, anything placed on our web page for voter outreach must be translated into our required languages.

## STRATEGY 14: POLL WORKER MANUAL

*Goal:* Creation of a Poll Worker Manual to cover all policies and procedures for polling place operations.

*Objective:* To place on our web page and to use along with poll worker training. In addition to hands-on training, our poll workers receive three documents to read to familiarize themselves with polling place procedures. Two of these documents, "Inspector's Guide & Checklist," and "What To Do If . . ." are being combined into the Poll Worker Manual.

**12/13/05 Update:** The City Clerk Department has contracted with Dan Murphy to conduct poll worker training for 2006. Mr. Murphy has had extensive experience in this field most recently with the Los Angeles County Registrar-Recorder/County Clerk, the Elections Assistance

# 2006 ELECTIONS PLAN

Commission, and with ForeFront Elections, an election consultant service. Any materials prepared for poll worker training will be placed on our web site.

## VOTER EDUCATION AND OUTREACH

### STRATEGY 15: MINORITY LANGUAGE REQUIREMENTS

*Goal:* Continued compliance with the Voting Rights Act (VRA) and the California Elections Code by offering voting materials to voters with limited English proficiency in the required languages, and for the recruitment of bilingual poll workers in key polling locations.

*Objective:* To reach out to our minority language voting population to inform them of voting locations and to offer assistance as needed in polling locations.

*Comment:* In 2002, candidates' statements for the citywide offices were translated into Spanish, Tagalog, Khmer and Vietnamese. Candidate statements for Council District 1 candidates were translated into Spanish, Tagalog and Khmer. Statements for Council Districts 7 and 9 candidates were translated into Spanish, Tagalog, Khmer and Vietnamese. No translation was required by the VRA in Districts 3 and 5. A candidate is not required to pay for the cost of translating his/her candidate statement into any foreign language required pursuant to federal and/or state law. However, candidates are required to pay for the cost of printing their candidate statement in a foreign language in the sample ballot pamphlet if they choose.

**12/13/05 Update:** Except for the official ballot, translated voting materials will be sent to voters who are on file in the county system as having requested these materials in prior elections. All voter information placed on our web site will be translated into our required languages.

### STRATEGY 16: INTERNET ACCESS TO VOTING INFORMATION

*Goal:* To provide voters with easy access to a user-friendly web page that provides relevant election information.

*Objective:* Placement of the following on the Election web page: [1] Frequently Asked Questions and fact sheets for candidates, poll workers, and voters regarding elections; [2] Calendar and information for the April 11, 2006 Primary Nominating Election (PNE); [3] Polling place locator with map, photo and sample ballot (address driven); [4] On-line campaign filing and information retrieval; [5] Links to Secretary of State, RRCC, Attorney General, and Fair Political Practices Commission; and [6] On-line applications for absentee ballot, poll worker, and polling place volunteers. (Items 3 and 6 will be translated into the five required languages.)

*Outcome Criteria:* Increased outreach to all Long Beach residents.

### STRATEGY 17: MEDIA RELATIONS

*Goal:* To continue good working relationships with the local media, independently and through the City's Public Information Officer, as a means of notifying the public of election-related issues.

*Objectives:* Placement of Public Service Announcements and press releases regarding poll worker and polling place recruitment, candidate nomination period, and

# 2006 ELECTIONS PLAN

early voting via Long Beach Channel 8, the WAVE Newsletter, Neighbor-News (as published by Neighborhood Resource Center), and local daily and weekly newspapers, and on the City's web page as described in Strategy #13.

## STRATEGY 18: VOTER EDUCATION AND OUTREACH

*Goal:* To increase voter awareness, participation, and education, aimed at making sure ballots are properly cast.

*Objective:* Advise City community associations of our availability to make presentations related to voter education and the intricacies of preparing for an election.

*Comment:* For 2006, the City Clerk Department will work with an intern to prepare a presentation as indicated above for community groups. We will contact the community groups requesting placement on their agendas for this presentation.

**12/13/05 Update:** A member of City Clerk staff will be present at the December 13 mixer at the Neighborhood Resource Center to inform interested community groups of our availability, as well as to seek poll workers.

The City Clerk Department will also be contracting with a Public Relations firm to assist us with voter outreach for the concurrent election.

## STRATEGY 19: SB 1050 (BOWEN) - ELECTIONS, WRITE-IN CANDIDATES

*Goal:* Support of this bill that provides that a ballot for a qualified write-in candidate shall be counted if it is written in the blank space provided and that the failure of a voter to mark the voting space next to the write-in space shall not preclude the ballot from being counted if the intent of the voter can be determined.

*Objective:* Letter of support to Governor Schwarzenegger for the passage of this legislation.

*Comment:* Donna Frye was a qualified write-in candidate for mayor in the city of San Diego in the November 2004 General Election. When the official canvass of election results was completed, it showed Frye finishing second to incumbent mayor Dick Murphy by 2,108 votes. A recount, requested by media organizations and Frye supporters, uncovered a total of 5,551 ballots in which voters wrote-in Frye's name on the ballot in the correct location but did not fill in the bubble next to the write-in space. Had those ballots been counted for Frye, she would have won the election by 3,443 votes. However, the registrar of voters in San Diego County refused to count those votes, citing state law that requires the bubble to be filled-in in order for a write-in vote to count. As municipal elections contests involve closer margins of victory, a policy of counting on the basis of voter intent rather than administrative convenience should be adopted.

**12/13/05 Update:** Vetoed by the Governor October 7, 2005.

## CANDIDATE PROCESSING AND SUPPORT

### STRATEGY 20: CANDIDATE HANDBOOK AND ORIENTATION

*Goal:* Provide a handbook and orientation session for candidates.

# 2006 ELECTIONS PLAN

*Objective:* Preparation of candidate handbook in an easy to read format that includes necessary items for candidates to conduct a successful campaign. The handbook highlights provisions of the Long Beach City Charter, Long Beach Municipal Code, California Elections Code and the California Government Code regarding campaigning.

*Comment:* Candidate orientation is scheduled for Monday, December 19, 2005, at 10 a.m. in the Council Chamber (opening day of the nomination period). Candidates will receive a candidate handbook that includes forms, calendar, and other pertinent information, and an orientation by the City Clerk Department. Items to be discussed include nomination and candidate statement guidelines, Statement of Economic Interests forms, including our new, strict enforcement policy for late filings, the Long Beach Campaign Reform Act, campaign disclosure requirements, online filing of campaign disclosure forms, political sign guidelines and placement, electioneering laws, and guidelines for absentee ballot applications.

The candidate handbook is free to candidates, campaign managers and the media. It is important to understand the seriousness of the handbook and the expense incurred for its preparation. The California Elections Code states that all forms required for nomination be distributed without charge to all candidates applying for them.

## STRATEGY 21: STATEMENTS OF ECONOMIC INTEREST - FORM 700

*Goal:* To phase out the distribution of blank hard copies of Statement of Economic Interest Form 700 to filers in favor of filers completing the form on-line.

*Objective:* Work with Technology Services to procure a system that will allow City Clerk staff to log, file and maintain electronic copies of Statement of Economic Interest forms.

*Outcome Criteria:* Since filers need only complete and print out specific schedules within the form, this strategy will save costs associated with photocopying and data entry.

**12/13/05 Update:** As indicated in Strategy 8, an electronic filing system for Statements of Economic Interest has been created for Statement of Economic Interest filers by Technology Services. This system is different from the electronic filing system for campaign statements. The filer completes the statement electronically, then prints, signs, and submits the hard copy to the filing officer. The form is not saved or viewable online.

## STRATEGY 22: DEPOSIT FOR REMOVAL OF CAMPAIGN SIGNS

*Goal:* For candidates to be responsible for campaign signs illegally placed in public rights of way.

*Objective:* Charge all candidates (including LBUSD and LBCCD candidates) a \$100 deposit for removal of campaign signs in public rights of way (including street lights and utility poles).

*Comment:* In the April 2004 election, considerable staff time was expended in the removal of campaign signs from public rights of way. Public Works crews collected 180 signs from public rights of way throughout the City during the week of April 9 through April 15 resulting in overtime costs for the Public Works Department.

# 2006 ELECTIONS PLAN

Administrative Regulation AR8-6 outlines the procedures to be followed by City employees for the removal of illegal signs from public property.

## **STRATEGY 23: TRAINING BY FAIR POLITICAL PRACTICES COMMISSION (FPPC)**

*Goal:* For candidates and treasurers to know and understand the correct procedures for completion of campaign statements.

*Objective:* FPPC provides training seminars for candidates and treasurers if the local agency can pay travel expenses and have at least 25 people in attendance. Seventeen cities will be conducting elections in the Spring of 2006. City Clerks in these cities will be contacted and their candidates and staffs will be invited to this training which is tentatively scheduled for Wednesday, November 30, 2005, in the Council Chamber.

**12/13/05 Update:** This training is now scheduled for January 18, 2006, 7 p.m. in the City of Long Beach Council Chamber.

## **ELECTION DAY OPERATIONS**

### **STRATEGY 24: ABSENTEE BALLOT APPLICATION PROCESSING**

*Goal:* In reply to a valid absentee ballot application, mail out absentee ballots within 24 hours of application receipt.

*Objective:* In concert with the City's election consultant/vendor, City Clerk staff established a process that allows for expedited mailing of absentee ballots directly from the consultant's warehouse. This process proved successful, as we did not have to dedicate precious office space to store miscellaneous absentee supplies, or hire temporary employees for this function. This method will continue to be used for future elections.

**12/13/05 Update:** The electronic absentee ballot application will be on our web site on March 2, 2006.

### **STRATEGY 25: VOTE BY MAIL SPECIAL ELECTIONS**

*Goal:* To present for City Council consideration a process to conduct special standalone elections entirely by mail.

*Comment:* With the increased interest in voting by mail (See Figures 4 and 5), this goal may result in increased turnout. Elections Code Sections 4000 and 4004 provide the City Council with authority to execute this policy.

In April 2002, 28,856 absentee ballots were requested as compared to 16,933 requested in April 1998, an increase of 59 percent.

# 2006 ELECTIONS PLAN

## STRATEGY 26: ELECTION DAY FIELD SUPERVISORS & RELOCATION OF CENTRAL COLLECTIONS AND BALLOT COUNT LOCATION FROM CITY HALL TO A CENTRALLY LOCATED FACILITY IN THE CITY

**Goals:** A. Continued employment of Election Day Field Supervisors as problem solvers on Election Day.

B. Relocation of the precinct supply check-in centers and the central counting center to Long Beach Energy, which is a centrally located facility within the City for future elections.

**Objective:** Recruit and train 20-25 field supervisors to provide guidance to poll inspectors and resolve issues that may arise at the polls.

**Comment:** Central counting and check in were successfully conducted at Long Beach Energy for the April 2004 PNE and we will continue to request this facility for future election use. This strategy will be removed from future EPs.

**12/13/05 Update:** Field rovers on election day will be approximately one rover to every 10-12 precincts. There are currently 303 precincts for April 2006.

## STRATEGY 27: VOTING SYSTEMS TECHNOLOGY IMPROVEMENTS BY LOS ANGELES COUNTY

**Goal:** To work with the Registrar-Recorder/County Clerk (RRCC) to study methods by which Long Beach municipal voters can receive the benefit of systems purchased with Proposition 41 and HAVA funding.

**Comment:** The RRCC released an RFP on April 20, 2005, for enhancements to the Ink-A-Vote system. This enhancement is for a precinct-level ballot counting system that allows second chance voting per HAVA guidelines. Second chance voting allows a voter who under/over voted to be able to correct their ballot prior to casting. Per the RFP, proposals were due May 19, 2005, with a BOS hearing date of August 9. The system must be in place in time for the Statewide Primary on June 4, 2006. Should consolidation of our General Municipal (runoff) Election with the County occur, the costs associated with the procurement of this new system must be mitigated over time or by policy in order to avoid a spike in election costs for June, 2006.

Unless City funding is identified for procurement of a new voting system, the City of Long Beach must depend upon Los Angeles County for the realization of efficiencies that are available in modern voting systems that comply with federal and state voting, disability and language requirements.

Because of this, the City Clerk Department has formally requested information from election vendors certified by the California Secretary of State to submit information on their election systems to the City for possible purchase. Ways to offset this purchase are being considered, including Joint Powers Authorities with other agencies that conduct elections on dates other than April/June of even years.

# 2006 ELECTIONS PLAN

**12/13/05 Update:** Given state-mandated time constraints, a consolidated election administered for June 2006 is not possible. Although a proposed legislative change was presented to County Council in April 2005, the proposal was not considered viable at this time. With receipt of a September 2005 County Counsel letter concerning the legislative proposal, City and County staff began to coordinate planning for a successful June 2006 concurrent election. At this time, City staff is confident that this collaborative effort will result in a well run Election Day.

## CCAC Board Survey

Response Requested by May 19, 2005

Via email, respond to each question with "bullet comments" listed in priority order.  
Results will be ranked and compiled for presentation to SOS on June 9, 2005.

1. What is your vision for a collaborative relationship between the CCAC and the Secretary of State?
2. What services or programs of the CCAC, of any California City Clerk, would integrate well with the mission of the Secretary of State? (Visit the SOS website to learn more.)
3. In terms of strengths and resources for the support of municipal elections, what do you believe are strengths and resources that City Clerks bring to each election cycle?
4. In regard to the conduct of municipal elections, what do you view as the most significant impediments to execution of a successful election?
5. What are the most effective services your County Registrar provides to your City with regard to municipal elections?
6. If you could make three changes for the benefit of your City, what would you have the County Registrar do differently in support of well-run municipal elections?
7. What policies or priorities of the CCAC Board might be most suitable for support by or collaboration with the Secretary of State?
8. Given that the Secretary of State is mandated to implement a statewide voter registration system, and if your City had access to such a system, what ways might you use it for municipal elections or services?
9. If federal funds or state voting modernization bond funds were available for support of municipal elections (but not for use to pay county charges for the conduct of consolidated elections) what top three priorities would you devote such funds too?
10. What main benefits, improvements or efficiencies to municipal elections have resulted from the use of federal and state fiscal resources to procure new county voting systems?
11. With regard to campaign finance filings, what are the major obstacles faced by City Clerks in obtaining compliance?
12. In terms of municipal elections, what legislative proposals can you suggest to make them run more efficiently and effectively?
13. With regard to training, what areas of election administration might the Secretary of State help with the most?





COUNTY OF LOS ANGELES  
OFFICE OF THE COUNTY COUNSEL

648 KENNETH HAHN HALL OF ADMINISTRATION  
500 WEST TEMPLE STREET  
LOS ANGELES, CALIFORNIA 90012-2713

RAYMOND G. FORTNER, JR.  
County Counsel

September 14, 2005

TELEPHONE  
(213) 974-8948  
FACSIMILE  
(213) 626-2105  
TDD  
(213) 633-0901  
E-MAIL  
Jwhitehurst@counsel.co.la.ca.us

Robert E. Shannon, City Attorney  
Office of the Long Beach City Attorney  
333 West Ocean Boulevard, 11<sup>th</sup> Floor  
Long Beach, California 90802-4664

**Re: Legislation Concerning Consolidation of County and City  
June 2006 Election**

Dear Mr. Shannon:

This is in response to your letter dated June 3, 2005, in which you request that our office review proposed legislation by the City of Long Beach relating to consolidation of charter city elections with the statewide primary in June of even-numbered years. Specifically, you have proposed two amendments to Election Code ("EC") §10403, relating to the time for filing of candidates names, and EC § 3304 relating to the timing of overseas absentee ballots.

A consolidated election results in one ballot containing all federal, state, county and municipal contests, and is conducted by the county elections official. You have indicated that the legislative change is sought so that the City of Long Beach general election may be consolidated by the Board of Supervisors ("Board") with the statewide primary on the first Tuesday after the first Monday in June of even-numbered years, approximately 56 days after the Long Beach primary election in April.

Overall, the proposed amendments to EC §§ 10403 and 3304 appear to accomplish your general purpose. Our technical analysis follows in the attached overview. Formal support of proposed legislation by the County of Los Angeles must be provided by the Board of Supervisors.

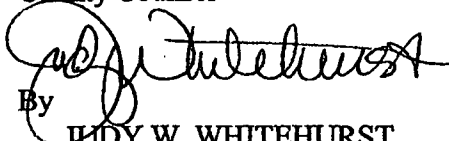
Robert E. Shannon

Page 2

If you have any further questions, please contact me at (213) 974-8948.

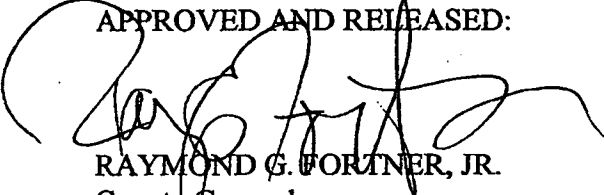
Very truly yours,

RAYMOND G. FORTNER, JR.  
County Counsel

  
By

JUDY W. WHITEHURST  
Senior Deputy County Counsel  
Government Services Division

APPROVED AND RELEASED:

  
RAYMOND G. FORTNER, JR.  
County Counsel

JWW:ds

Enclosure

c: Honorable Don Knabe  
Supervisor Fourth District

Conny B. McCormack  
Registrar-Recorder/County Clerk

**OVERVIEW OF PROPOSED LEGISLATIVE CHANGES TO ELECTIONS  
CODE §§ 10403 AND 3304 BY THE CITY OF LONG BEACH**

**Current Election Planning Laws**

The Legislature has set the typical deadline for election planning and preparation to 88 days before an election. EC §§ 10403, 10407, 1405 (a), 1410, 1415. During this time, statutory public review and challenge must also occur. EC §§ 13307, 13313, 13314.

A city must file a resolution requesting consolidation to the Board within 88 days of the election. EC § 10403. In addition, the official list of candidates that will appear on the ballot must be filed with the county elections official no later than 81 days prior to the election. *Id.* In order to timely conduct a statewide election, the Los Angeles County Registrar-Recorder/County Clerk ("Registrar") has informed us that they typically authorize printing of the ballot and ballot materials approximately 57 to 60 days prior to the election.

**Proposed Amendment to EC § 10403**

The proposed amendment to EC § 10403 would shorten the time in which the City's official list of candidates must be provided to the Registrar from 81 days to 50 days prior to the election. The reduction of time to 50 days will conflict with the 10-day statutory time period for public review of candidate statements in EC § 13313 (a). For elections occurring less than 88 days after the primary, candidate statements must be filed with the elections official within 3 days of the governing body's declaration of results from the primary. EC § 13307 (a)(2). The elections official must make the candidate statements available for public examination for a period of 10 calendar days after the deadline for submission of the statements. EC § 13313 (a). During the 10-day public examination period, a peremptory writ of mandate or injunction ("writ") may be filed by any voter of the jurisdiction. EC § 13313 (b).

Therefore, by statute, 13 days must be allowed for the candidate statement filing and review period immediately after the April primary. As such, it would appear that the current printing deadline determined by the Registrar would be delayed to 37 days prior to the election from the current 57 to 60 days. Although possible from a purely legal standpoint, the Registrar has stated that shortening the period this much would jeopardize the timely production and distribution of the ballots and election materials in any jurisdiction falling under that scenario.

Also, judicial review by voters during this period could be rendered futile. Typically, the writ is filed during the 10-day examination period, and the hearing occurs after the 10-day period but prior to the printing deadline. The writ may only issue if it will not substantially interfere with the printing or distribution of official election materials. EC 13313 (b)(2). Similarly, a writ brought for any error or omission due to the placing of a name on, or the printing of a ballot, sample ballot, voter pamphlet, or other official matter, could also be futile. EC § 13314.

### **Proposed Amendment to EC § 3304**

The legislation would also amend EC § 3304 relating to overseas absentee ballots. That section, requires mailing of the overseas absentee ballots beginning with the 60<sup>th</sup> day before the election. Your proposed amendment reduces that period to provide that the list of candidates must contain those candidates who qualified by the 43<sup>rd</sup> day prior to the election.

Currently, any overseas absentee ballot application received prior to the 60<sup>th</sup> day shall be kept by the county election official and processed on or after the 60<sup>th</sup> day before the election. EC §§ 3103 (a) and 3304 (a). As soon as possible after the 60<sup>th</sup> day, the county election official shall mail or deliver a ballot to each person who has requested registration as an overseas voter. EC § 3307 (a).

The legislative intent and purpose behind California's overseas absentee ballot process is to facilitate the Uniformed and Overseas Citizens Absentee Voting Act, which seeks to accommodate voting by absent uniformed services and overseas voters. EC § 3300. California uses a state special absentee ballot for overseas voting which is essentially a write-in ballot with the list of all federal and state candidates and contests. 42 U.S.C. § 1973ff-2 (e).

The 60-day application processing requirement for overseas ballots is specifically related to the federal law permitting the use of one state ballot. *Id.* If the state absentee ballot is not made available to overseas voters at least 60 days before the election, then the federal write-in ballot must be considered valid by the state, resulting in two different forms of ballots, increasing the potential for both ballots being used and sent in by the voter. 42 U.S.C. § 1973ff-2 (e)(2).

In addition, the Help America Vote Act of 2002 required the United States Election Assistance Commission ("EAC") to conduct a study for the best practices to facilitate voting by absent uniformed services voters, including the pre-election deadline for mailing absentee ballots, and the timely transmission of balloting materials to these voters. 42 U.S.C. § 15382. The enclosed EAC summary report, specifically recommended that the best practice is to mail overseas absentee ballots at least 45 days prior to the deadline to receive the voted ballot in order to have it counted. U.S. Election Assistance Commission, Best Practices for Facilitating Voting by U.S. Citizens Covered by the Uniformed and Overseas Citizens Absentee Voting Act (Sept. 2004), p. 1.

The study further found that if the official ballot is not available by the 45<sup>th</sup> day, military voters have a short period of time to receive, vote and return their ballot in order to be counted. *Id.* Specifically pertinent here, instead of shortening mailing deadlines, the EAC recommends, ". . . changing election dates where necessary to allow sufficient time for local offices to print ballots and for the voter to receive, vote and return the ballot. In some states, primary election dates may be too close to the general election period to allow adequate time for preparing and mailing absentee ballots so they can be received and returned by the voters. (*HAVA* Title II, Section 241; *UOCAVA* Title I, Section 102)." *Id.* at 3.



# Administrative Regulations

Number AR32-3  
Issue 1

**Subject: Authorized Participation in City Election Activities.**

## I. PURPOSE

The purpose of this regulation is to establish policy and procedures to ensure adequate staffing for City elections.

## II. SCOPE

This regulation is applicable to all City Departments and offices directly responsible to the City Manager. It is also requested that independent offices and departments of the City comply with these procedures in the interest of administrative uniformity.

## III. AMENDMENT

The City Manager may amend the procedures and contents set forth in this regulation as required.

## IV. DEFINITIONS

- A. Precincts refer to the various subdivisions within the City's voting districts.
- B. Precinct Boards refer to those individuals who perform various administrative functions for a specific City precinct during an election period.
- C. Inspectors refer to the persons who are the lead for a polling place. Inspectors assign duties to clerks and have full responsibility of the polling place.
- D. Clerks refer to the persons who conduct the duties of a precinct board.

## V. POLICY

When there are insufficient volunteers from within the community to ensure the orderly conduct of civic elections, the City will make available to the City Clerk, on either a volunteer or assignment basis, City employees who will serve on precinct boards. Volunteers must be registered voters, be able to read and write English, and cannot be related to a candidate in the election, or working on the campaign of a candidate in the election.

## VI. PROCEDURES

The City Clerk is responsible for ensuring an adequate supply of qualified election workers (Inspectors and Clerks) to staff designated polling places. When the City Clerk has determined that there is an insufficient number of volunteers to staff polling places, he/she may request additional poll workers through the City Manager. Based on such a request, the City Manager may direct department heads to either solicit employee volunteers for service at City polling places, or assign employees to perform

service at polling places. Assignments to precinct board locations are based on the areas of most critical need.

A. VOLUNTEERS FOR ELECTION SERVICE

1. City employees may volunteer to participate in precinct boards for City elections. Employees who volunteer must receive authorization from their department. Department heads are encouraged to approve requests to participate on precinct boards unless an employee's absence disrupts departmental operations. Department heads shall have the discretion to determine whether or not to approve or deny any request for employees to participate in precinct boards during work hours. Department heads, however, should make reasonable efforts to accommodate employees who have expressed a desire to participate on election boards. This includes two hours of training prior to the election.
2. City employees shall submit participation requests at least ten (10) working days prior to the election. City employees assigned to precinct boards may act as the Inspector for their assigned precinct.
3. Employees participating on precinct boards are entitled to their regular wages (including overtime/compensatory time) for those hours worked. Employees participating on precinct boards, however, are not entitled to the stipend offered to non-City employees for this service.

B. ASSIGNMENT TO ELECTION SERVICE

1. In the event that there are not enough volunteers, department heads (unless exempted by the City Manager or designee) will identify a proportionate number of City employees within their departments to be assigned to precinct boards.
2. City employees assigned to precinct boards may act as the Inspector for their assigned precinct.
3. Employees participating on precinct boards are entitled to their regular wages (including overtime/compensatory time) for hours worked. Employees participating on precinct boards, however, are not entitled to the stipend offered to non-City employees for this service.