



**County of Ventura**  
**COUNTY CLERK AND RECORDER**

**JAMES B. BECKER**  
Assistant County Clerk and Recorder

To: Candidates; Measure Agencies; Members of the Grand Jury;  
Members of the Board of Supervisors; League of Women Voters;  
Marty Robinson, County Executive Office; and all Interested Parties

From: James B. Becker, <sup>JB</sup>Assistant County Clerk and Recorder

Date: April 27, 2009

Subject: Invitation to Election Day Activities

**TRACY D. SAUCEDO**  
Assistant Registrar of Voters

**DAVID G. VALENZUELA**  
Manager, Clerk and Recorder Operations

**STEVEN K. TANIGUCHI**  
Manager, Information Technology

**JANE McCARTHY**  
Manager, Fiscal and Administrative Services

You are hereby invited to observe Election Day activities and to be present in our office on Election Night to observe the tally of the official ballots and the release of returns for the May 19, 2009, Statewide Special Election.

The following is a rough schedule of events for Election Day:

April 9 – May 15, 2009

The required logic and accuracy tests will be conducted with test ballots and vote simulations to ensure that the ballot counting programs are functioning properly before any voting machines are issued to precincts.

Election Day, May 19, 2009

7:00 a.m. - Polling places throughout the County open for voting.  
to 8:00 p.m.

8:00 p.m. - The 298 precinct polling places will close and precinct boards will commence processing voted ballots, packing supplies, locking up the polling places, and delivering the voted ballots, equipment, memory packs and results cartridges to the pickup points. This should take about one hour, depending upon the number of voters who voted.

8:05 p.m. - The Vote By Mail voter ballots and the 225 mail ballot precincts will be counted and the first semi-official count of the results will be released via the website and at the Central Counting place. <http://recorder.countyofventura.org/elecoun.htm>

8:30 p.m. - Voted ballots, memory packs and results cartridges from the 48 precincts in  
to 10:30 p.m. the greater Ventura area should start arriving at the Central Counting place. These ballots will be secured, the packs and cartridges from each precinct are then read and a semi-official summary report will be released.

10:00 p.m.- Voted ballots, equipment, memory packs and results cartridges from the 250  
to 11:30 p.m. precincts in the outlying areas of the County should start arriving at the Central Counting place. Summary reports will be released approximately every 30 minutes. Upon completion, a final semi-official (election night) summary report will be released.

8:00 a.m. May 20 A semi-official Statement of Votes will be available for review.

The memory packs from the Optech Insights (scanner) and the results cartridges from the AVC Edge (touch screen) will be read in the Elections Division (Lower Plaza of the Hall of Administration) at the Government Center. The only off-limit areas in the Elections Division are the computer room, the Vote By Mail processing area and the warehouse area inside the fence. In addition, we ask that caution be used in the hallway area leading through the warehouse to the loading dock. In the past, observers and visitors have congregated there and inadvertently impeded or blocked workers from processing precinct equipment. If you should have any questions at any location contact the individual in charge, who will be one of our permanent staff members or an individual who has been deputized to perform the duties required.

Voted ballots, equipment, memory packs and results cartridges from precincts are delivered by two of the precinct election officers. In the outlying areas of the County, the election officers take their voted ballots, etc. to area receiving stations (county or city fire stations) where they are picked up by Deputy Sheriffs and/or Elections Division personnel and brought to the Elections Division.

When the voted ballots, equipment, memory packs and results cartridges arrive, the condition of the materials is noted, the precinct is scanned or checked off, and the container of memory packs and results cartridges is extracted, and given to the Memory Package/Results Cartridge Check-in Board for scanning, opening and preliminary processing. After this step, the packs and cards are delivered to the Computer Room for results upload to the results tally program (WINEDS).

Periodically during the evening, Summary Reports are printed which include all previously counted results as of the time the reports are printed. Summary Reports are printed approximately every 30 minutes and copies are given to the news media and the public. Summary Reports to the Secretary of State are periodically key-entered into a state vote reporting program for state offices.

Election results will also be posted on the Internet and updated after each Summary Report is released from 8:00 p.m. to completion of Election Night. The website address is:

<http://recorder.countyofventura.org/elecoun.htm>

To give you a perspective of this election, the following contests and measures are contained in different ballot types (styles) throughout the county:

### **NON-PARTISAN OFFICES**

#### **MUNICIPAL OFFICE**

Moorpark City Council Member (short term)

elect 1 – 7 candidates

## STATE PROPOSITIONS

**PROPOSITION 1A – "RAINY DAY" BUDGET STABILIZATION FUND.** Changes the budget process. Could limit future deficits and spending by increasing the size of the state "rainy day" fund and requiring above-average revenues to be deposited into it, for use during economic downturns and other purposes. Fiscal Impact: Higher state tax revenues of roughly \$16 billion from 2010-11 through 2012-13. Over time, increased amounts of money in state rainy day reserve and potentially less ups and downs in state spending.

**PROPOSITION 1B – EDUCATION FUNDING. PAYMENT PLAN.** – Requires supplemental payments to local school districts and community colleges to address recent budget cuts. Fiscal Impact: Potential state savings of up to several billion dollars in 2009-10 and 2010-11. Potential state costs of billions of dollars annually thereafter.

**PROPOSITION 1C – LOTTERY MODERNIZATION ACT.** Allows the state lottery to be modernized to improve its performance with increased payouts, improved marketing, and effective management. Requires the state to maintain ownership of the lottery and authorizes additional accountability measures. Protects funding levels for schools currently provided by lottery revenues. Increased lottery revenues will be used to address current budget deficit and reduce the need for additional tax increases and cuts to state programs. Fiscal Impact: Allows \$5 billion of borrowing from future lottery profits to help balance the 2009-10 state budget. Debt-service payments on this borrowing and higher payments to education would likely make it more difficult to balance future state budgets.

**PROPOSITION 1D – CHILDREN'S SERVICES FUNDING.** Temporarily provides greater flexibility in funding to preserve health and human services for young children while helping balance the state budget in a difficult economy. Fiscal Impact: State General Fund savings of up to \$608 million in 2009-10 and \$268 million annually from 2010-11 through 2013-14. Corresponding reductions in funding for early childhood development programs provided by the California Children and Families Program.

**PROPOSITION 1E – MENTAL HEALTH FUNDING. TEMPORARY REALLOCATION.** Helps balance state budget by amending the Mental Health Services Act (Proposition 63 of 2004) to transfer funds, for two years, to pay for mental health services provided through the Early and Periodic Screening, Diagnosis, and Treatment Program for children and young adults. Fiscal Impact: State General Fund savings of about \$230 million annually for two years (2009-10 and 2010-11). Corresponding reduction in funding available for Mental Health Services Act programs.

**PROPOSITION 1F – ELECTED OFFICIALS' SALARIES. PREVENTS PAY INCREASES DURING BUDGET DEFICIT YEARS.** Encourages balanced state budgets by preventing elected Members of the Legislature and statewide constitutional officers, including the Governor, from receiving pay raises in years when the state is running a deficit. Directs the Director of Finance to determine whether a given year is a deficit year. Prevents the Citizens Compensation Commission from increasing elected officials' salaries in years when the state Special Fund for Economic Uncertainties is in the negative by an amount equal to or greater than one percent of the General Fund. Fiscal Impact: Minor state savings related to elected state officials' salaries in some cases when the state is expected to end the year with a budget deficit.

## **VOTE CANVASS**

The election canvass process is an internal audit and is required by State law to ensure the accuracy of election results. California election law allows 28 days to conduct the official canvass of final election results. The canvass period involves a number of different tasks that ensure processing all voted ballots, accounting for all election supplies and equipment utilized during the election, and providing for an audit and reconciliation of election returns.

When the canvass is completed, the Secretary of State certifies all the results. All aspects of the canvass are open for public observation. During the canvass, Vote By Mail and provisional ballots not counted on election night are researched to validate eligibility. Once validated, these additional Vote By Mail and provisional ballots will be counted. The canvass concludes with the certification and issuance of official election results.

Listed below are the major components of the official canvass. These components must be performed in a particular order. On the day after the election, Vote By Mail ballots currently in-house and those turned in at the polls are processed and tallied. (This process may take up to 10 days.) As soon as the Vote By Mail ballots are processed, the Vote/No Vote procedure is started which takes about seven days to complete. Once the Vote/No Vote component is completed, the provisional ballots are processed. This process takes approximately seven days. Throughout the canvass the audits are being conducted. The damaged and remade ballots are being reviewed and completed, and the Vote By Mail and poll write-in ballots are being reviewed and tallied.

## **AUDIT**

**Roster Reconciliation** – Following the close of the polls Election Night, precinct officers are responsible for completing the Official Ballot Statement which is located on the front cover of each precinct's Roster of Voters. As part of the official canvass, the number of signatures indicated by the Inspector on the roster is compared to the number of ballots tabulated by the computer tally system.

**1% Manual Vote Tally** – All voted ballots from a randomly selected 1% of the 528 total precincts are manually tallied and balanced against the computer counts to verify the accuracy of the election tally system. This process is required by law.

## **BALLOTS ADDED DURING OFFICIAL CANVASS**

The following ballots are withheld from the tally system on Election Night. Once eligibility is determined, these ballots are added to the election results. Withheld ballot types include:

- Vote By Mail Ballots returned on Election Day to our office or dropped off at polling locations. These ballots do not arrive in sufficient time to be individually signature-verified, opened, and prepared for tabulation on Election Night.
- Vote By Mail Ballots received in the mail a few days before the day of the election.

- Damaged Ballots which are unable to be processed through the election tally system. These ballots must be manually duplicated prior to tabulation. Damaged ballots occur when ballots arrive torn or damaged and cannot be processed through the vote tabulation equipment.
- Write-In Ballots must be individually reviewed to determine if the write-in vote is for a qualified/unqualified write-in candidate. Both Vote By Mail ballots and ballots voted at the polls must be manually reviewed for valid write-in ballot tabulation.
- Provisional Ballots issued at the 298 voting locations on Election Day. These ballots must be individually researched to determine eligibility. Provisional ballots are issued at polling locations to voters whose names are not on the voter file or who appeared at a polling location other than the one noted on their voter registration record.
- Remade ballots which occur when voters cast ballots outside their assigned voting precinct. If a contest or contests on a provisional ballot do not represent those contests offered on the voter's assigned precinct ballot, the ballot is remade to include only those votes cast that correspond with those offered in the assigned precinct.

#### **VOTE/NO VOTE**

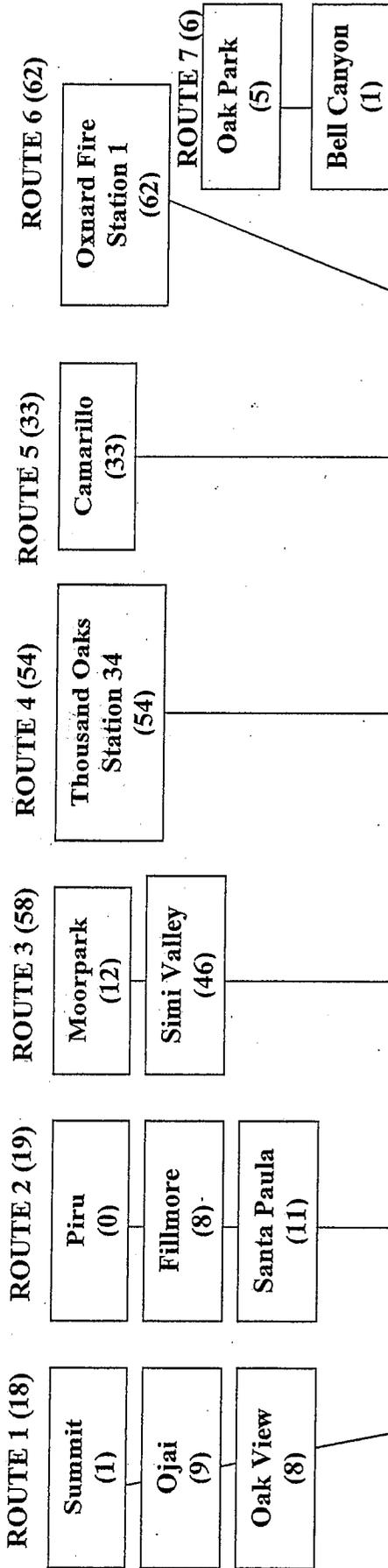
Each of the 298 polling places' Roster of Voters must be reviewed for completeness and accuracy and then each person who voted given credit for voting. This process involves bar code scanning every Roster of Voter to capture each voting record for the approximately 421,000 registered voters.

#### **POST ELECTION MANUAL TALLY (PEMT) REQUIREMENT**

Beginning with the February 5, 2008, Presidential Primary Election, the Secretary of State added a new post-election manual tally requirement which must be completed within the canvass period. The PEMT requires a manual tally of 10% of randomly selected precincts for any contest where the margin of victory is less than one-half of one percent based on Election Night semi-official results.

# BALLOT BOX PICK-UP ROUTES

Statewide Special Election  
 May 19, 2009



## CENTRAL COUNTING PLACE

County of Ventura Government Center  
 Hall of Administration, Lower Plaza  
 Elections Division  
 800 South Victoria Avenue, Ventura

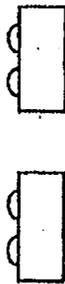
Precincts from Area Receiving Stations Deputy County Clerk Delivery: 250  
 Precincts from the Greater Ventura Area (Direct Delivery): 48  
 Total Precincts: 298

# Ballot Processing Area

Elections Division  
Lower Plaza  
Hall of Administration

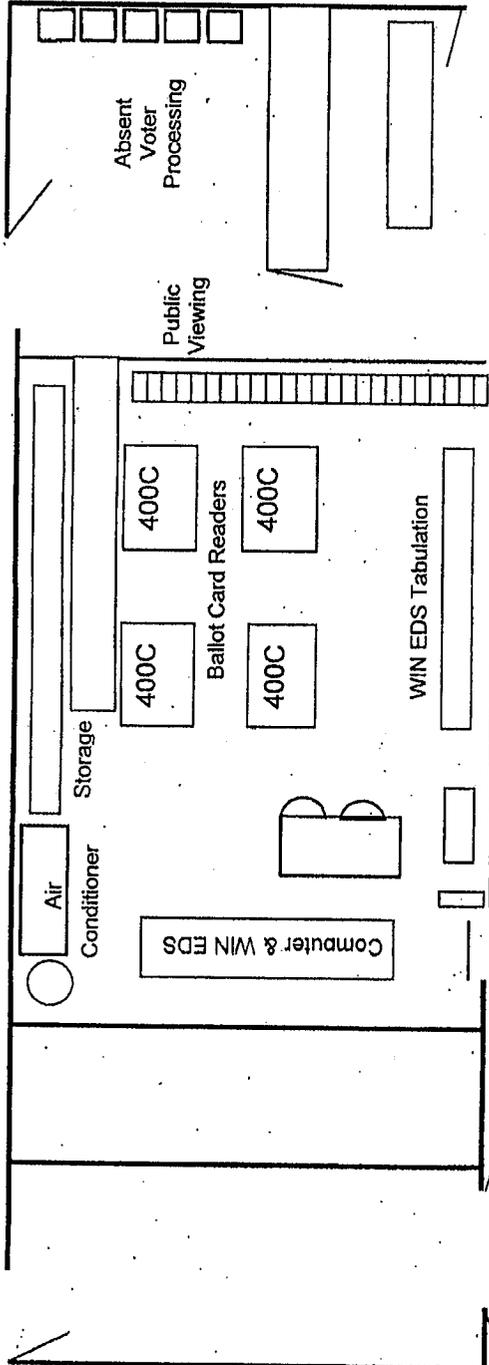
Voting  
Equipment  
Reception  
Board

Memory Pack/  
Cartridge Logging  
Team



Loading Dock

Ballot and  
Equipment  
Storage



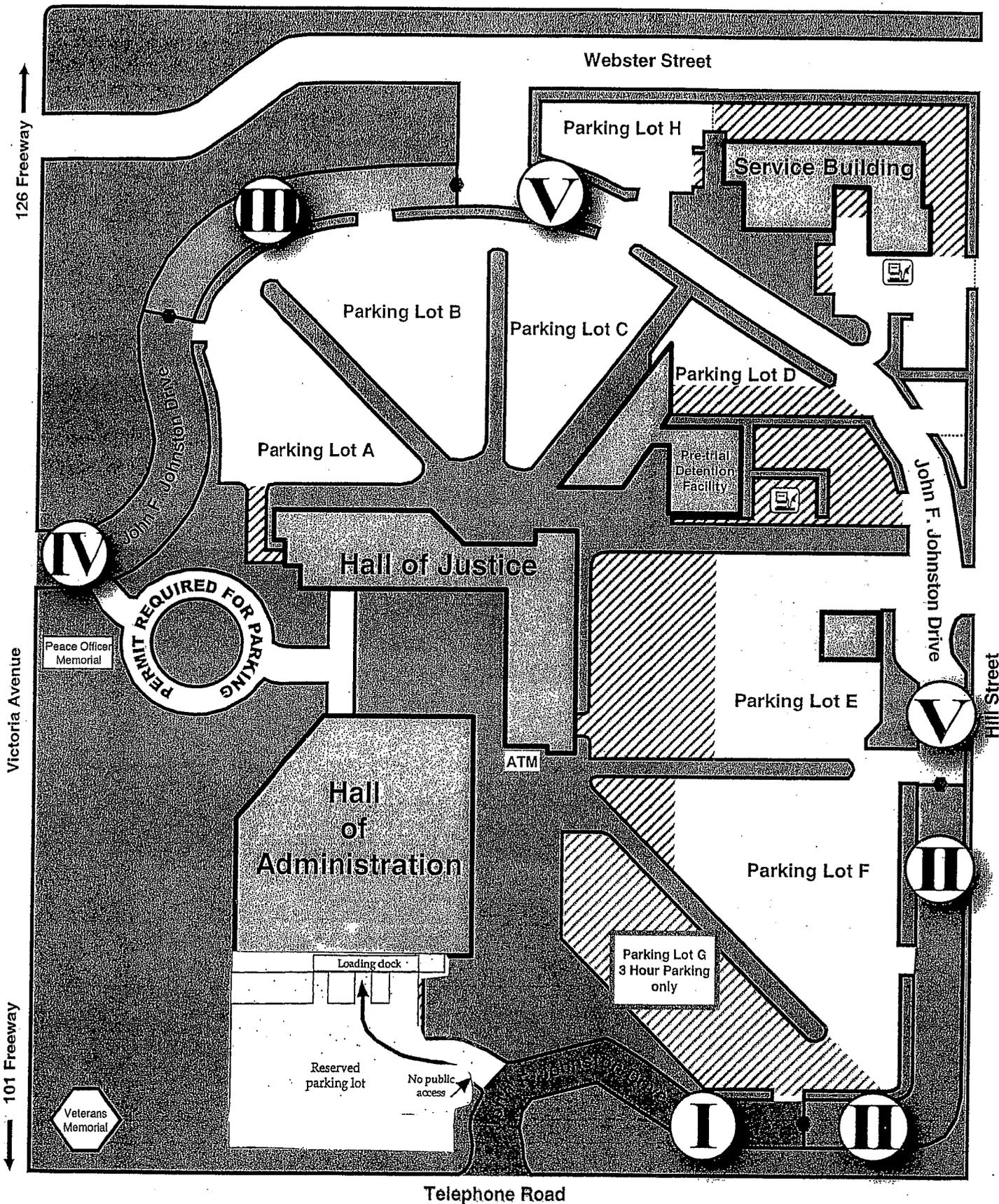
Public Viewing

Public Viewing

Absentee Ballot Processing Area

Memory Pack/  
Cartridges  
Unpacking &  
Check-in Team

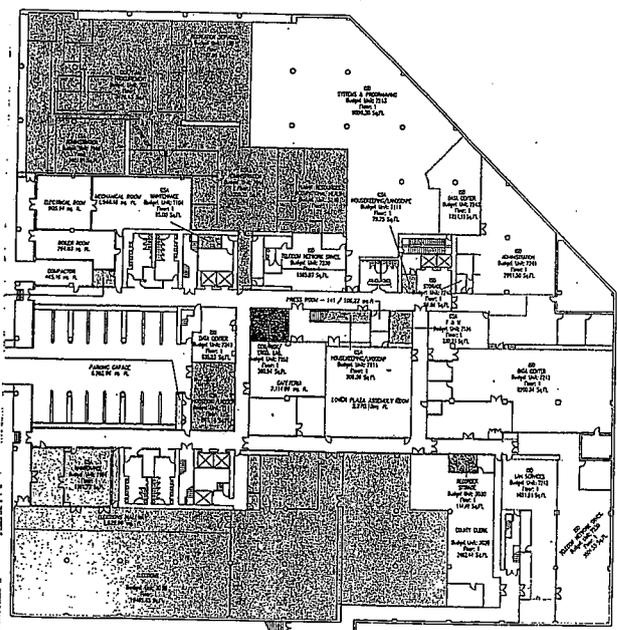
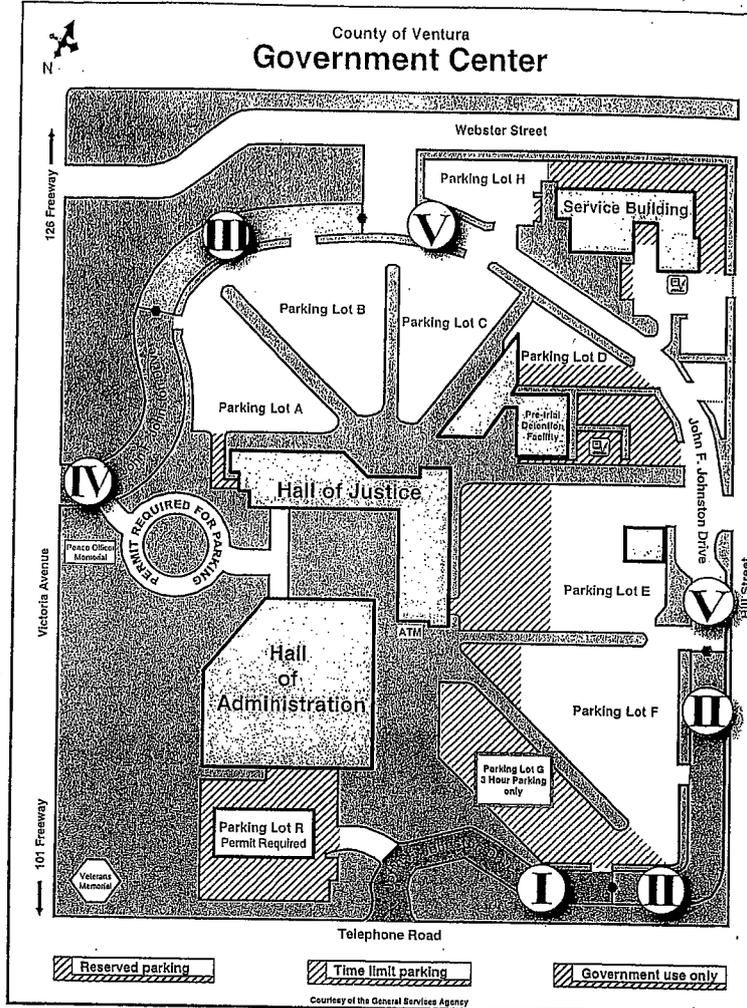
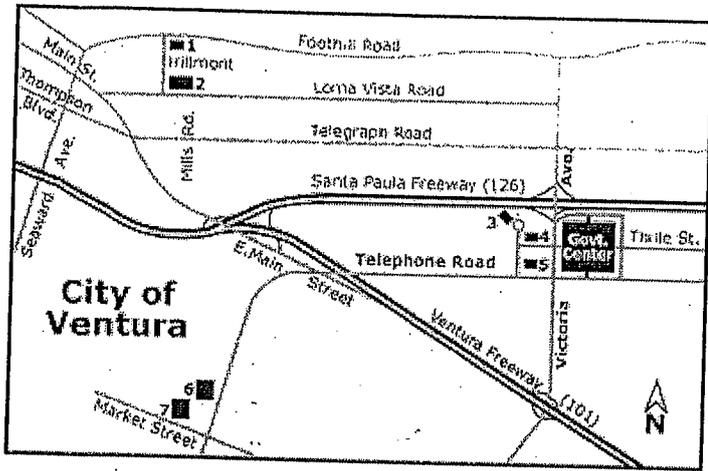
# County of Ventura Government Center



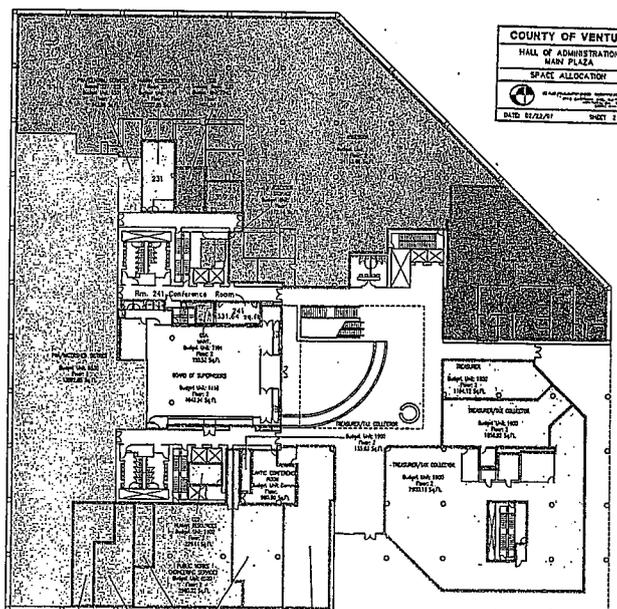
 Reserved parking

 Time limit parking

 Government use only



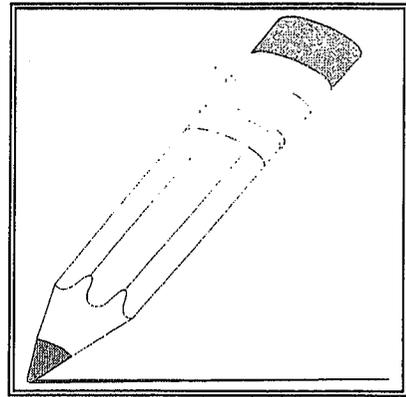
**COUNTY OF VENTURA**  
 HALL OF ADMINISTRATION  
 LOWER PLAZA PLAN  
 SPACE ALLOCATION



**COUNTY OF VENTURA**  
 HALL OF ADMINISTRATION  
 MAIN PLAZA  
 SPACE ALLOCATION

# ELECTION OBSERVER QUESTIONNAIRE

STATEWIDE SPECIAL ELECTION  
MAY 19, 2009



Please complete and return to: **JAMES B. BECKER**  
Assistant County Clerk and Recorder  
Hall of Administration  
Elections Division  
800 South Victoria Avenue  
Ventura, CA 93009

	STRONGLY AGREE	AGREE	DISAGREE	STRONGLY DISAGREE
Proceedings were open to public view as required.	_____	_____	_____	_____
Work flow of ballot processing and tabulation was easy to follow.	_____	_____	_____	_____
Audit trails and controls were exercised and obvious.	_____	_____	_____	_____
Security precautions were apparent but not repressive.	_____	_____	_____	_____
Staff was courteous and helpful under circumstances of the moment.	_____	_____	_____	_____
Overall organization of processing operations was:	_____	_____	_____	_____
Efficient	_____	_____	_____	_____
Effective	_____	_____	_____	_____
Well-organized	_____	_____	_____	_____

Additional Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Name: \_\_\_\_\_  
(Optional)

Telephone Number: \_\_\_\_\_  
(Optional)