



COUNTY OF LOS ANGELES
REGISTRAR-RECORDER/COUNTY CLERK
MEMORANDUM

TIME SENSITIVE -VIA FAX and COUNTY MAIL

November 17, 2003

TO: EACH SUPERVISOR

FROM: Conny B. McCormack, Registrar- Recorder/County Clerk

TOUCHSCREEN EARLY VOTING SITES FOR 2004 PRIMARY ELECTION

The March 2, 2004 Primary Election is less than four months away. Touchscreen early voting sites must be selected very quickly in order to include this information in sample ballot booklets that will go to the printer within the next six weeks. This memo provides background information, describes the process and includes a timeline to finalize the site selections.

BACKGROUND: Touchscreen early voting was launched as a pilot project at nine locations in conjunction with the November 2000 General Election (locations included our Department headquarters, five RR/CC branch offices and three City Clerks' offices). Due to its operational success and popularity with voters, your Board executed a contract in April 2002 to purchase a small amount of touchscreen voting hardware and the necessary software from Diebold Election Systems in order to 1) continue early voting at multiple sites in conjunction with major elections, and 2) begin introducing touchscreen voting on election day at small elections¹ in order to familiarize more voters with this new voting technology.

For the November 2002 General Election we requested input from you and your staff to identify possible touchscreen locations within each supervisorial district. With additional input from community groups, City Clerks, RR/CC and ISD staff, we received over one hundred referrals. Seventy sites that met the established criteria were presented to your Board Deputies for the final designation of 21 sites. This process of gathering input from your offices and community groups until final selections consumed 3 months. Due to the tremendous time constraints surrounding the administration of the October 7, 2003 Special Statewide Recall Election, 12 sites were hurriedly selected by RR/CC staff that met the necessary criteria.

Over the past three years, and especially due to the significant media publicity surrounding the Recall Election, the availability of touchscreen early voting has

¹ To date, election day voting on touchscreen devices has occurred in conjunction with the Arcadia Unified School District in April of 2001 and in April 2003, and also in six **cities (Beverly Hills, Gardena, Irwindale, La Puente, Signal Hill and South Pasadena)** in March 2003. Additionally, we partnered with the City of Los Angeles to offer touchscreen early voting at 16 sites in conjunction with their March and May 2003 city elections.

become more widely known to the County's voters. For the Statewide Special Election, 42,737 (2%) of Los Angeles County voters cast touchscreen ballots at 12 locations – double the previous number/percentage of voters selecting this voting option. Due to its popularity, several of the sites used in the past are no longer large enough to accommodate the number of early voters. Together we need to select sites that can dedicate a secure, large room for a three-week period (including 1 weekend), ample parking, full disability access, etc. (criteria are stated on attached site form). In analyzing our early voting turnout patterns, the statistics always reveal that touchscreen voting increases dramatically during the last five days of the early voting period (see attachment a).

COST/RECOMMENDATION RE # OF SITES: Touchscreen early voting is costly as it requires hiring and training sufficient temporary employees to appropriately staff each site plus the cost of telecommunication lines and technical assistance from ISD. For the November 2002 General Election, when Touchscreen voting was held over an eleven-day period at 21 sites, these costs totaled over \$660,306. By reducing the number of sites to 12 and concentrating early voting during a ten-day period, we were able to reduce costs to \$377,318 while simultaneously serving three times as many early voters at the October 2003 Recall Election. We are recommending a maximum of 16 super-sites for early voting in conjunction with the March 2004 Primary Election. Due to the pattern of early voters clearly showing a preference for casting their ballots during the days closest to election day, we are recommending a 10-day consecutive early voting period commencing on February 18 and concluding on February 27.

SITE SELECTION TIMELINE: We are again seeking your help in identifying early voting locations within your District. We have already begun soliciting suggestions from our Community Voter Outreach (CVOC) partners. Please request that your assigned Board Deputy fax us your touchscreen site referrals, using the attached form, to (562) 929-4790 or call Suellen Ramos at (562) 462-2976 by November 26. This is the same timeline we have given to our CVOC members. Between November 26 and December 8 our staff will conduct thorough reviews of recommended locations to assure that the required site criteria are able to be met. We are requesting a meeting of Board Deputies during the week of December 8 - 12 to finalize the touchscreen sites. Final selections must be made by December 12 in order to finalize for the sample ballot printing which commences December 22.

SUMMARY: We know you share our enthusiasm for this exciting program and look forward to your input as we plan together for touchscreen early voting for the March 2004 Primary Election. Please call me if you or your staff have questions.

Attachments

CMC: sr



Touchscreen Early Voting Site Selection Los Angeles County Registrar-Recorder/County Clerk

WHAT ARE WE LOOKING FOR?

Five or six months prior to each election, we begin to look for Touchscreen Early Voting Sites. We have learned from past Touchscreen Early Voting programs that once voters are routinely provided with this voting option; the program grows dramatically in popularity. Therefore, selected sites must be large enough to accommodate anticipated growth.

SITE SELECTION CRITERIA

- ❑ **Consistency** – History of site use by LA County/LA City and the numbers of voters the site served were the most critical factors when recommending sites.
- ❑ **Facility Credentials** – Adequate size, disability access, ample free or fee waived parking and established T1 communication lines.
- ❑ **Location** – Proximity to freeways, major surface arteries and/or public transportation. Balance of public/private sites both within and among Supervisorial districts.
- ❑ **Host Partnerships** – Established partnerships with our Touchscreen site hosts who are familiar with the system's requirements.

TIMELINE FOR FINAL SITE SELECTION

Please see reverse for the site suggestion form. Selections must be finalized in November. All Touchscreen Early Voting site recommendations are presented to the Board of Supervisors for final determination. We know you share our enthusiasm for this program. If you or your staff have additional questions, please call Suellen Ramos at (562) 462-2976.



Touchscreen Early Voting
Presidential Primary Election-March 2004
SITE SUGGESTION FORM

Location Name/Organization	
Location Address	
City	Zip
Owner/Manager Name	Title
Telephone	Fax
Referred by (Name-Organization)	Your Telephone
Your e-mail address	

Site Requirements:

Suggested Room Size: 40' x 40'(1600 sq. ft.) Size of this facility: _____

Can room be secured during closed hours? Yes ___ No ___

Telephone line in room? Yes ___ No ___

Facility can be open to public 8:30 a.m. to 4:30 p.m.? Yes ___ No ___

Facility can be open weekends? Yes ___ No ___

Number of Electrical Outlets in room: _____

Ample parking spaces? _____

Handicapped Accessible? Yes ___ No ___

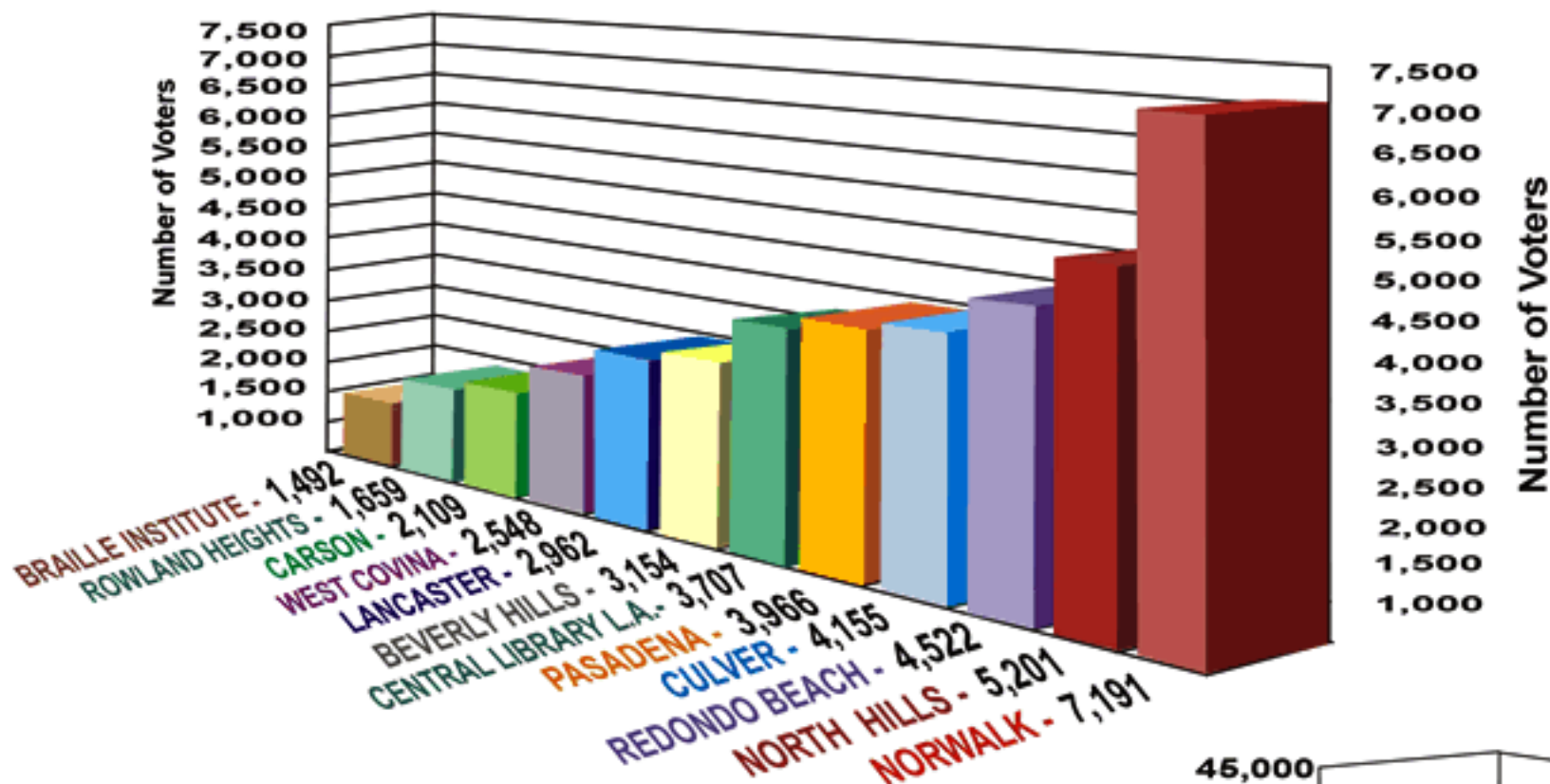
Public Transportation nearby? Bus ___ Train ___ None ___

Restroom for staff to use? Yes ___ No ___

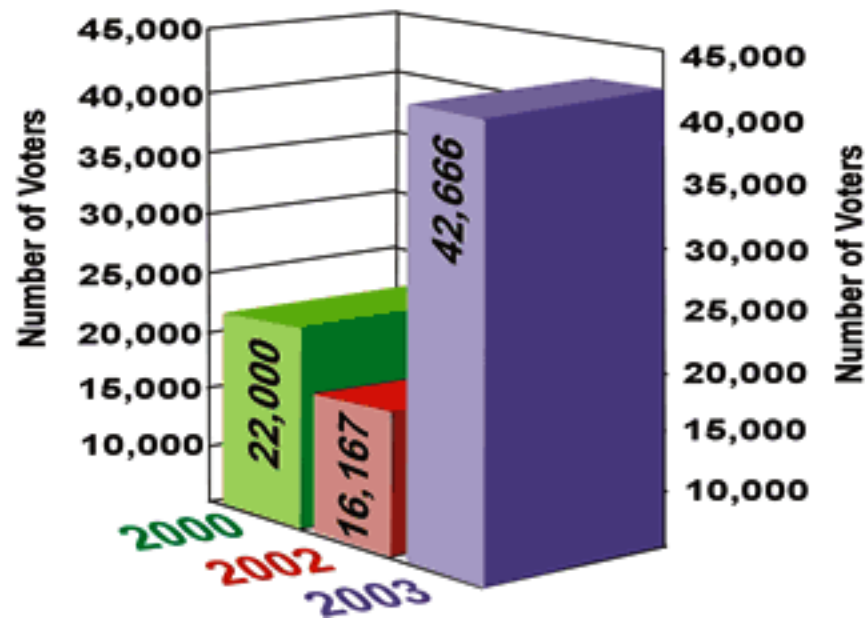
FAX form to (562) 929-4790 OR Mail to: Suellen Ramos
Executive Office, 7001
12400 E. Imperial Highway
Norwalk, CA 90650
Attn: Suellen Ramos, Executive Office



CUMULATIVE TOTALS BY SITE



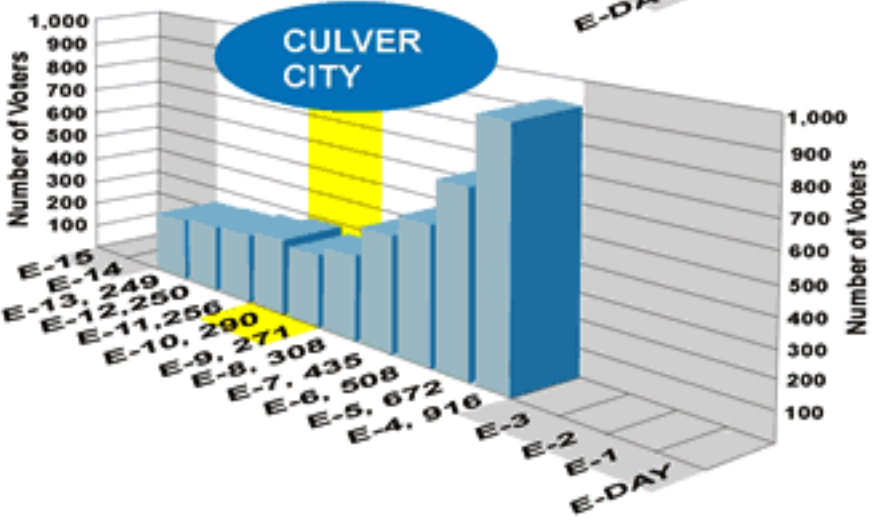
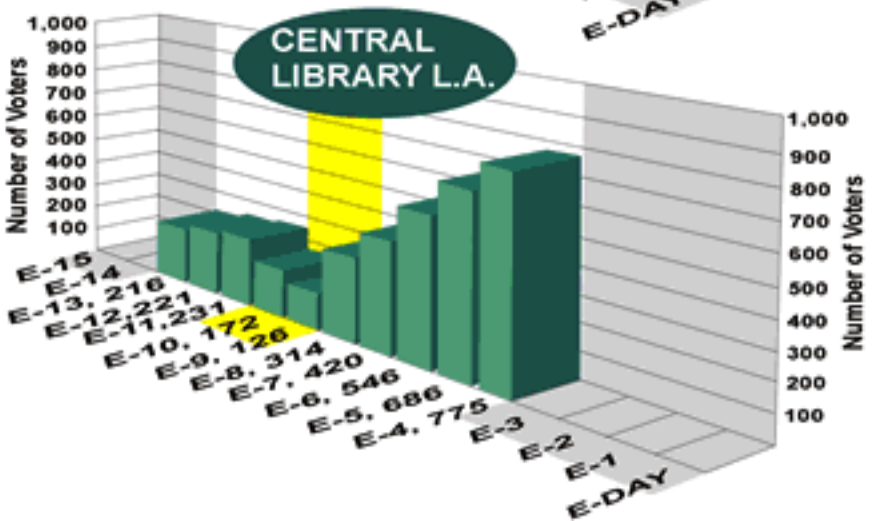
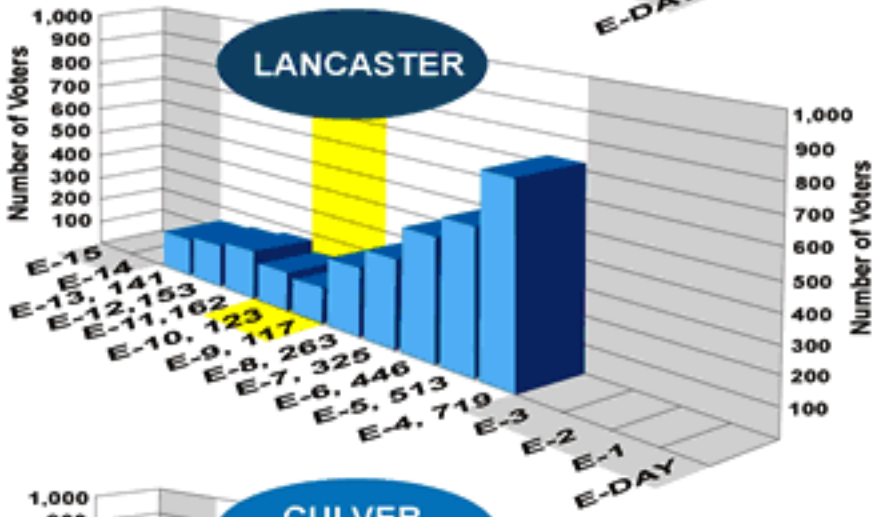
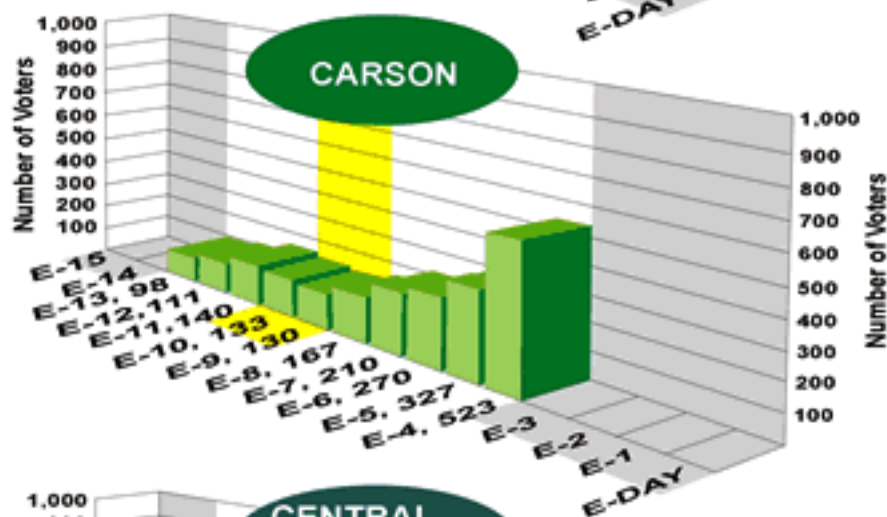
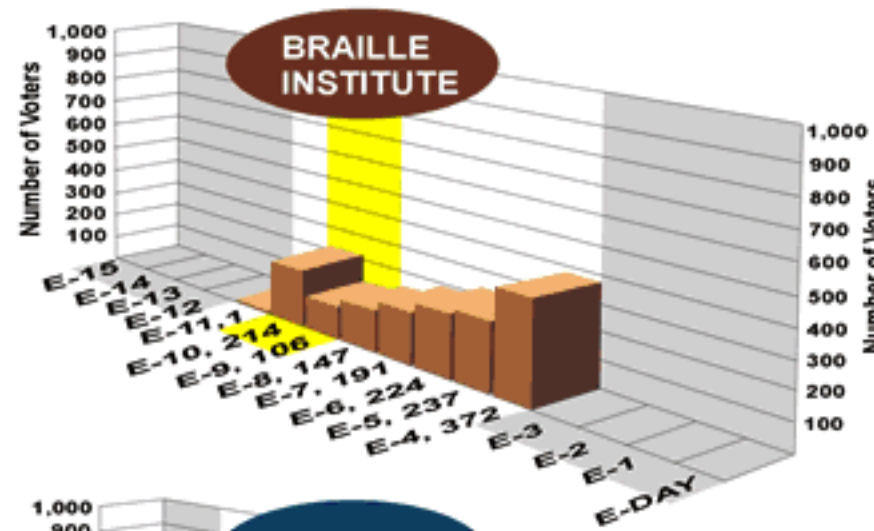
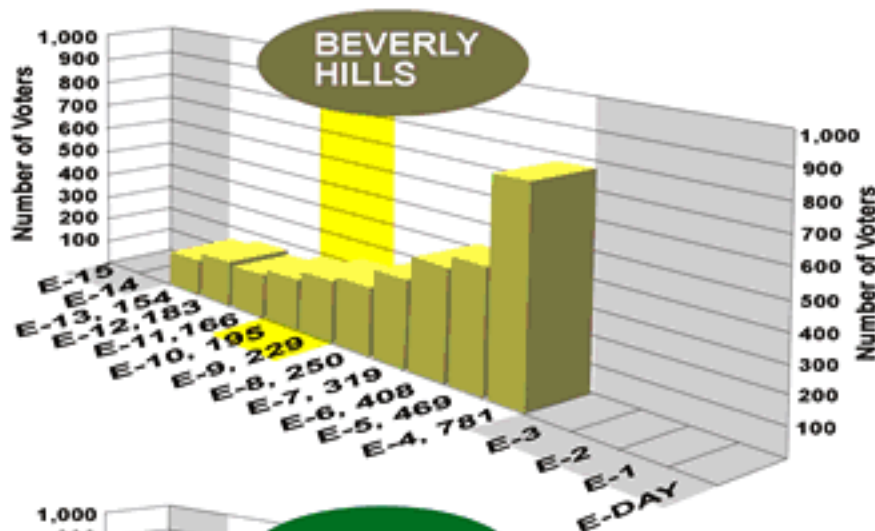
CUMULATIVE TOTALS BY YEAR





DAILY TOTALS BY SITE

Weekend
No Early Voting





DAILY TOTALS BY SITE

Weekend
No Early Voting

