

JUNE LAGMAY
CITY CLERK

City of Los Angeles CALIFORNIA

OFFICE OF THE
CITY CLERK
ELECTION DIVISION

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ANTONIO R. VILLARAIGOSA
MAYOR

JACOB WEXLER
CHIEF OF ELECTIONS

February 10, 2012

Honorable Members of the Education and Neighborhoods Committee
c/o Office of the City Clerk
Room 395, City Hall

**SUBJECT: NEIGHBORHOOD COUNCIL ELECTION ALTERNATIVES SURVEY
REPORT**

Honorable Members:

Introduction

Pursuant to City Council's instruction on Council File 11-0600-S23, the Office of the City Clerk (City Clerk) hereby submits this report relative to the results of the 2011-12 Neighborhood Council (NC) Election Alternatives Study. The primary purpose of the NC Election Alternatives Survey was to identify NC preferences for conducting future NC elections, and further to measure NC sentiments toward the proposed postponement of the 2012 NC Elections.

On October 28, 2011, the NC Election Alternatives Survey was sent to each NC Board via email, to be returned to the City Clerk no later than January 6, 2012. The City Clerk also encouraged NCs to make available a separate but similar survey designed for individual stakeholders so that their input would also be recorded. Both the NC Board Survey and the individual Stakeholder Survey were also made available on the City Clerk's Website.

The NC Election Alternatives Survey was the first of its kind in terms of asking NCs directly how they preferred their elections to be conducted. It is our hope that these results will assist the City Council, the Mayor, the Department of Neighborhood Empowerment (DONE), and other City departments with the decision of how to address future NC elections.

Summary of Key Findings

Complete responses to the survey are presented later in the body of this report and in the attachments. A condensed summary of the key findings are presented below. While some preferences are identified, the responses demonstrate the diversity of positions held by the NCs.

Number of Responses

- Of the 95 NCs within the City, a total of 62 NC boards completed, approved, and submitted a survey to the City Clerk (65.2% response rate).
- 98 individual stakeholders submitted the individualized version of the NC Election Alternatives Survey.

Postponement of the 2012 NC Election Cycle

- 53% of NCs that responded to the survey answered that they are not willing to postpone the 2012 NC Elections until 2014. Conversely, 47% are willing to postpone the 2012 NC Elections until 2014.
- Two-thirds of NCs that opposed postponing the 2012 NC Elections would not consider using the "Town Hall" selection process (non-secret ballot) as an alternative. Conversely, 33% of NCs in this group would consider using the "Town Hall" selection alternative.

Willingness to Assist with Funding the NC Elections

- Of those NCs that would like to hold non-City Clerk elections prior to 2014, nearly 76% are willing to contribute a limited amount of funds toward the cost of the election. 21% of these NCs would consider covering the full cost of an election.

Preference of Election Administrator

- 34% of NCs prefer an Independent Election Administrator (IEA), supervised either by the City Clerk or DONE, as their first choice to conduct their elections, and 25.8% of NCs identify the City Clerk as their next first choice to conduct elections. 16.1% prefer the Town Hall Selection Process (non-secret ballot)

Preference of Election Method

- Nearly 90% of NCs prefer some form of at-polls election over all other election methods. Nearly 63% of NCs prefer a standalone at-polls election method, 27% prefer a combination of at-polls combined with a Vote-By-Mail (VBM) and/or Internet voting component.
- Only 6% of NCs prefer Internet voting combined with Neighborhood Voting Centers.

Town Hall Election or Town Hall Selection Process

- If required to conduct an alternative to conventional election methods, 85.4% of NCs would prefer Town Hall elections (secret ballot) over Town Hall selections (non-secret ballot).

Note: The difference between an election and a selection is defined in how ballots are cast. In an election, ballots are cast anonymously. In a selection, ballots are cast publically, typically in a Town Hall-style forum, with a show of hands or caucus-style process. Selection is potentially less costly than a traditional election and would not require a change in the current City law regarding NC elections. However, this process may not be able to accommodate large turnouts and may lead to an increase in challenges.

Background

Pursuant to the L.A. Administrative Code, NC elections are administered by the City Clerk biennially in even-numbered years. The City Clerk first conducted these elections in 2008, on a pilot basis, for 22 NCs. In 2010, the City Clerk conducted 89 elections for all NCs.

Two years later, the City's 2011-2012 Budget did not include funding for the City Clerk to conduct the 2012 NC Election cycle; instead, it instructed the City Attorney to draft an ordinance that would postpone the 2012 NC Elections and grant the City Clerk the authority to extend current NC Board member terms until 2014. In lieu of conducting the 2012 NC Elections, the City Clerk was instructed by the City Council to review and make recommendations on alternatives for NC elections.

NC Election Alternatives Survey Methodology

The NC Election Alternatives Survey was designed to ascertain the NCs' preferences for conducting NC elections. Beginning in September 2011, the City Clerk began the survey process by holding a series of meetings across the City to gather input from NC Board members and stakeholders on their preferred election administrator and method. Representatives from nearly 75% of all NCs attended these meetings. Information gathered at these meetings was used to determine which options ought to be included on the survey. These meetings also highlighted widespread concern about the possibility of postponing NC Elections in 2012.

To help NCs understand how different election methods worked, the City Clerk also held a series of specialized NC Election Alternative Educational Workshops in October 2011. These workshops focused exclusively on all-Vote By Mail (VBM) elections, Internet and Telephone Voting, Town Hall Voting, and elections conducted by IEAs. The City Clerk provided attendees with information on how each of these specific election methods worked, examples of where these methods have been used, and the general benefits and limitations that come along with each method. The City Clerk also discussed in general terms what varieties of expenses NCs and the City might expect to incur if any of these methods were adopted. Representatives from 35 NCs attended these workshops.

Following the two series of meetings above, the City Clerk, in consultation with the Mayor's Office, the Education and Neighborhoods Committee Chair, and DONE, used

the input received from NC participants to develop a simple survey for all NC Boards to complete, and a separate survey to collect input from individual stakeholders.

The survey consisted of five core questions and one section solicited additional comments. It was sent to each NC Board via email on October 28, 2011. The City Clerk asked all NCs to discuss, complete and approve the survey at a general Board meeting and submit it with proof of the Board's official action to the City Clerk by January 6, 2012. To ensure that NCs met this deadline, City Clerk staff regularly placed phone calls and sent emails to Board officers as reminders to place the survey on their Board meeting agendas and then submit it the City Clerk. These calls and emails were made two months, one month, two weeks, and two days prior to the Survey submission deadline.

The City Clerk also encouraged NCs to make available at their Board meetings or on their websites, the separate but similar survey designed for individual stakeholders so that their input would also be recorded. Because there is no database available that contains all possible stakeholders in the NC system, the City Clerk relied heavily on the established NCs to make stakeholders aware of the individualized version of the survey.

Discussion

Of the 95 NCs in the City, 62 (65.2% of all NCs) participated in the survey.¹ Twelve NCs notified the City Clerk that they were unable or unwilling to submit a survey.² Eight NCs were granted a one-week extension to submit their surveys, but of these, two were unable to do so before the extended deadline expired. Two NCs were unable to reach a consensus on survey responses and instead opted to submit individual stakeholder surveys. From a regional perspective, the City Clerk received the most survey responses from NCs in the Valley region (25) and the fewest from NCs in the Harbor region (4).

The City Clerk also received 98 individual stakeholder surveys, 48 from existing Board members and 50 from non-Board members, representing 30 NCs across the City.³ The highest numbers of surveys were sent from stakeholders in the Central and Valley regions (32 and 31 surveys, respectively). No individual surveys were submitted from stakeholders in the Harbor Region. As there are potentially thousands of stakeholders, no percentages are utilized relative to stakeholder surveys in this report.

Each core survey question and the overall NC responses are summarized below:

¹ Note that not all survey questions were answered by all respondents.

² Four NCs notified the City Clerk that their board would not complete the survey, but made it known that the board opposed postponing the 2012 NC Elections. They are: Coastal San Pedro NC, Del Rey NC, Mid City West CC, and Silver Lake NC.

³ Please note that stakeholders from five NCs accounted for 65% of all surveys submitted.

1) Is your NC willing to postpone elections until 2014, as determined by the City's 2011-2012 Budget and Administrative Code restrictions placed on the City Clerk?

Of the 62 NCs that submitted a survey, 33 NCs (53.2%) said they were not willing to postpone their elections until 2014. Many of these NCs explained that postponing the 2012 NC Elections is contrary to the democratic ideals of the NC system and that such an action would undermine NC functionality. These NCs also stated that many of their current Board members would be unable or unwilling to serve an additional two years if the elections were postponed until 2014 and would be forced to resign from their respective Boards.

29 NCs (46.7%) were willing to postpone their elections until 2014. Few NCs explained their reasoning behind this decision. One NC stated that it has replaced Board members since the 2010 NC Elections using the selection process and that this process served the NC well.

Responses from individual stakeholders for this question were similar to the NCs in many respects. A larger number of stakeholders (61) opposed postponing the 2012 NC Elections, often for the same reasons as the 53% of NC Boards that opposed postponement.

2) If your NC Board would like to hold a non-City Clerk election prior to 2014, what is your Board willing to consider in terms of cost of the election?

Of those NCs that were unwilling to postpone their elections until 2014, 25 NCs (75.7%) were willing to contribute a limited amount of funds toward the cost of holding an election. This could include, but is not strictly limited to, outreach funding. Seven NCs (21.1%) were willing to cover the full cost of their election prior to 2014, and 11 NCs (33.3%) would consider forgoing the election process and utilize an alternative Board member selection process.

For stakeholders, 45 were willing to consider contributing some funds toward the cost of an election prior to 2014, and 9 preferred that their Boards consider covering the full cost of an election. 22 stakeholders wished to forgo elections entirely and utilize the Town Hall Selection Process (non-secret ballot).

3) Who would your NC Board prefer to administer your elections in the future?

NCs were asked to rank their top three choices for NC election administrators in order of preference. The options offered were 1) the Town Hall Selection process, 2) the City Clerk, 3) DONE, or 4) an IEA supervised by either the City Clerk or DONE. NCs also had the option of combining the aforementioned entities into a hybrid administrator or selecting an entirely different entity to conduct their elections.

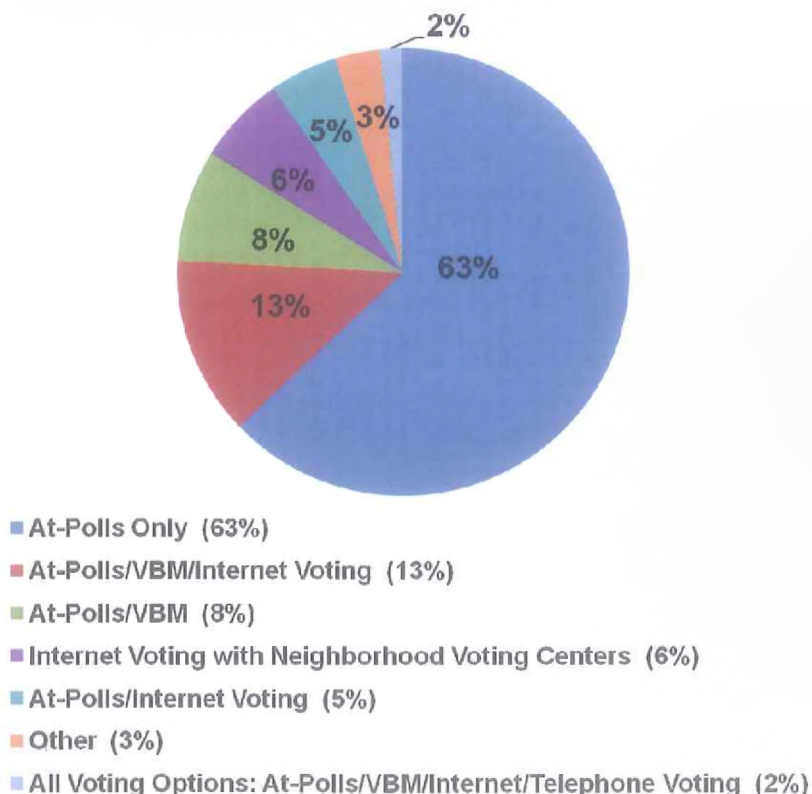
The results indicate that a higher number of NCs (34%) prefer, as their first choice, that their elections be conducted by an IEA supervised either by the City Clerk or DONE, followed by the City Clerk (25.8%) and NCs using the Town Hall Selection Process (16.1%) as their preferred election administrators.

In contrast, most individual stakeholders (43) favored the City Clerk as their first choice election administrator, followed by DONE (24) and use of a Town Hall Selection Process (14).

4) Which method does your NC Board prefer for electing Board members?

NC Boards were asked to select which election method they most preferred. Overwhelmingly, nearly 90% of NCs prefer some form of at-polls election, either as a standalone option (63%) or in combination with another election method (27%). Only 6% preferred Internet Voting combined with Neighborhood Voting Centers. No NC preferred either VBM or Telephone Voting with Neighborhood Voting Centers as a stand-alone voting option. The following chart illustrates the NC responses:

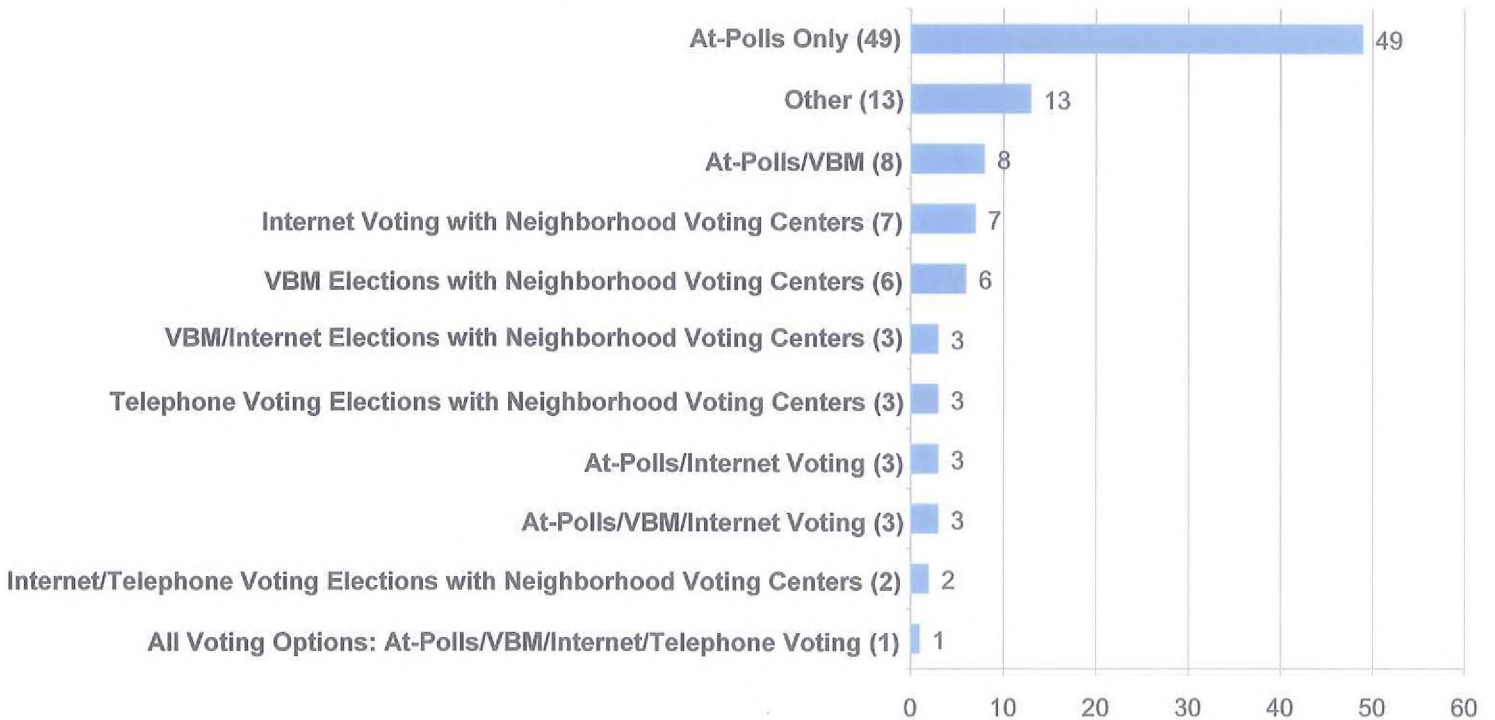
Preferred Election Methods for NCs



The "Other" category includes at least one NC that prefers a Town Hall Selection Process over other conventional election methods.

Stakeholders appear to be more willing to embrace alternatives to the traditional at-polls election method although the at-polls method is still most popular. The following chart illustrates the individual stakeholder responses:

Preferred Election Methods for Stakeholders



The “Other” category consists primarily of stakeholders from one NC who would prefer a Town Hall Selection Process supervised by an IEA over all other election methods.

5) As an alternative to the methods above, would your NC Board prefer a Town Hall Election or Town Hall Selection?

During the initial September 2011 Regional Meetings with NCs, DONE proposed utilizing the Town Hall Selection Process as an alternative to the election process and a potential solution for NCs during the proposed election postponement period.

Survey responses show that 85.4% of NCs would prefer Town Hall Elections over Town Hall Selections as an alternative to the previously-mentioned election methods. Several NCs that oppose the selection process stated in the comments section that this process is not suitable for NCs with historically high voter turnouts.

For stakeholders, a similar trend was shown: 48 stakeholders prefer Town Hall Elections over Town Hall Selections. As with the NC Boards, several stakeholders that

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opposed selection stated that this process is not suitable for NCs with historically high voter turnouts. However, stakeholders that support this method cite the low costs associated with the Town Hall Selection method.

Recommendation

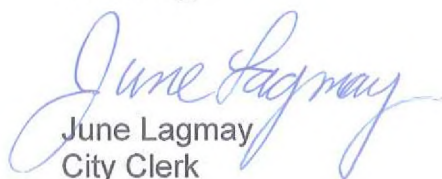
That the Council Note and File this report.

Fiscal Impact Statement

It will be a policy decision of the Council and Mayor to provide funding for a 2012 NC Election cycle, and in what amount.

If you have any questions regarding these survey results, please feel free to contact me directly at (213) 978-1020.

Sincerely,



June Lagmay
City Clerk

JL/HW/JW/CG:jao
EXE-006-12

Attachments

- Attachment 1: Council Motion 11-0600-S23
- Attachment 2: Neighborhood Council Boards-Neighborhood Council Election Alternatives Survey
- Attachment 3: Stakeholders-Neighborhood Council Election Alternatives Survey
- Attachment 4: Description of Different Election Methods
- Attachment 5: Neighborhood Council Elections: Common Processes and Cost Variables
- Attachment 6: Neighborhood Council Election Alternatives Survey Results
- Attachment 7: Budget for the Fiscal Year 2011-12, Exhibit H: Required Ordinance Changes and Other Budgetary Actions, Council File 11-0600
- Attachment 8: Proposed Timeline for Study and Report on Alternative Methods for Conducting the City's Neighborhood Council Elections
- Attachment 9: Regional Neighborhood Council Election Alternatives Meeting Flyer and PowerPoint Presentation
- Attachment 10: Regional Neighborhood Council Election Alternatives Educational Workshop Flyer and PowerPoint Presentation

11-0600-523

ADOPTED BUDGET RECOMMENDATION

INSTRUCT the City Clerk, with the assistance of Department of Neighborhood Empowerment and the City Attorney, to review and make recommendations to the Education and Neighborhoods Committee regarding alternatives to conducting Neighborhood Council elections.

(Pursuant to adoption of the Mayor's 2011-12 Budget on May 18, 2011)



Neighborhood Council Boards

NEIGHBORHOOD COUNCIL ELECTION ALTERNATIVES SURVEY

The City Clerk was not provided funds in the City's 2011-2012 Budget to conduct the 2012 Neighborhood Council (NC) Elections, and NC Elections as administered by the City Clerk were postponed until 2014.

The City Clerk was instructed by the City Council to perform a study on alternative methods for conducting NC Elections. The purpose of this study will be to ascertain what each NC's preferences are for conducting NC elections, and to lay out all options for the City Council and Mayor to review.

To accurately reflect each NC's preference, the City Clerk has distributed the attached NC Election Alternatives Survey to each of the 95 NC Boards for completion. So that the opinions of each and every NC can be accurately documented, it is critical that each NC Board complete this survey by **January 6, 2012**. Please do not miss this opportunity to contribute your NC's position on this important issue. If your Board has any questions or concerns regarding the survey, please call the City Clerk-Election Division at (213) 978-0444 or email us at clerk.electionsnc@lacity.org.

In addition, the City Clerk has extended an opportunity to any and all NC stakeholders to submit their comments by completing an individual survey which is available on the City Clerk's website.

Once again, your NC Board Survey must be completed and submitted to the City Clerk-Election Division no later than January 6, 2012 in order to be included in the final report to the Mayor and City Council.



NEIGHBORHOOD COUNCIL (NC) ELECTION ALTERNATIVES SURVEY

INSTRUCTIONS

1. Please print clearly and legibly.
2. Please complete and sign the "Board Action and Approval" section at the end of this survey.
3. Please submit this survey to the City Clerk-Election Division by **JANUARY 6, 2012**.

POSSIBLE 2012-2013 NC ELECTIONS

1) Is your NC willing to postpone elections until 2014, as determined by the City's 2011-2012 Budget and Administrative Code restrictions placed on the City Clerk?

- Yes (Skip to Question 3)
 No (Please explain)

2) If your NC Board would like to hold a non-City Clerk election prior to 2014, what is your Board willing to consider in terms of cost of the election? Please check all that apply.

- Contribute a limited amount of funds toward the cost of the election (e.g., outreach)
 Cover the full cost of the election
 Utilize the Town Hall selection process and forgo the election process*

* According to the City Attorney's Office, an election requires a mandatory secret ballot whereas a selection only requires an open or public ballot.

FUTURE NC ELECTIONS

3) Who would your NC Board prefer to administer your elections in the future? Please rank the options below in the order your NC would most prefer.

1st

- A) Your NC (using a Town Hall Selection Process)
 B) The Office of the City Clerk
 C) The Department of Neighborhood Empowerment (DONE)

2nd

- D) Independent Election Administrator*
 *Supervised by the City Clerk or DONE.

- E) Hybrid administrator (Any combination of options. Please specify.)

3rd

- F) Other:

4) Which method does your NC Board prefer for electing board members?

- At-Polls Elections
- Vote-By-Mail (VBM) Elections with Neighborhood Voting Centers (Pre-registration required)
- Internet Voting Elections with Neighborhood Voting Centers (Pre-registration required)
- Telephone Voting Elections with Neighborhood Voting Centers (Pre-registration required)
- Hybrid method (Any combination of options). Please specify

Other:

5) As an alternative to the methods above, would your NC Board prefer a Town Hall Election or Town Hall Selection?*

- Town Hall Election (Mandatory secret ballot)
- Town Hall Selection* (Open or public ballot)

**Due to logistical restrictions, the City Clerk is unable to oversee the Town Hall "selection" method.*

6) Please include specific comments from your stakeholders or Board Members that you feel would be valuable as part of this survey:

BOARD ACTION AND APPROVAL INFORMATION (Required)

Neighborhood Council Name

Name of person completing this form

Title

Phone Number

Signature

Board Approval Date

RETURN THIS FORM BY FRIDAY, JANUARY 6, 2012, 5:00 P.M.

To: City of Los Angeles, City Clerk-Election Division
P.O. Box 54377, Los Angeles, CA 90054-0377

This survey may also be submitted via fax at (213) 978-0376 or by email to clerk.electionsnclacity.org.

For more information, please visit the City Clerk-Election Division website at <http://cityclerk.lacity.org/election/>.

For any questions regarding this form, contact the City Clerk-Election Division at (213) 978-0444.



Stakeholders
**NEIGHBORHOOD COUNCIL
ELECTION ALTERNATIVES SURVEY**

The City Clerk was not provided funds in the City's 2011-2012 Budget to conduct the 2012 Neighborhood Council (NC) Elections, and NC Elections as administered by the City Clerk were postponed until 2014.

The City Clerk was instructed by the City Council to perform a study on alternative methods for conducting NC Elections. The purpose of this study will be to ascertain what each NC's preferences are for conducting NC elections, and to lay out all options for the City Council and Mayor to review.

To accurately reflect each NC's preference, the City Clerk has distributed an NC Election Alternatives Survey to each of the 95 NC Boards for completion. In addition, the City Clerk has extended an opportunity to any and all NC stakeholders to submit their comments by completing this individual survey which is available on the City Clerk's website.

If you have any questions or concerns regarding the survey, please call the City Clerk-Election Division at (213) 978-0444 or email us at clerk.electionsnclacity.org.

Your NC Stakeholders Survey must be completed and submitted to the City Clerk-Election Division no later than January 6, 2012 in order for your input to be considered in the final report to the Mayor and City Council.



STAKEHOLDER ELECTION ALTERNATIVES SURVEY

INSTRUCTIONS

1. Please print clearly and legibly.
2. Please complete and sign the "Stakeholder Information" section at the end of this survey.
3. Please submit this survey to the City Clerk-Election Division by **JANUARY 6, 2012**.

POSSIBLE 2012-2013 NEIGHBORHOOD COUNCIL (NC) ELECTIONS

1) Are you willing to postpone elections until 2014, as determined by the City's 2011-2012 Budget and Administrative Code restrictions placed on the City Clerk?

- Yes (Skip to Question 3)
 No (Please explain)

2) If you would like to hold a non-City Clerk election prior to 2014, what are you willing to consider in terms of cost of the election? Please check all that apply.

- Contribute a limited amount of funds toward the cost of the election (e.g., outreach)
 Cover the full cost of the election
 Utilize a Town Hall selection process and forgo the election process*

** According to the City Attorney's Office, an election requires a mandatory secret ballot whereas a selection only requires an open or public ballot.*

FUTURE NC ELECTIONS

3) Who would you prefer to administer your elections in the future? Please rank the options below in the order you would most prefer.

1st

- A) Your NC (using a Town Hall Selection Process)
 B) The Office of the City Clerk
 C) The Department of Neighborhood Empowerment (DONE)

2nd

- D) Independent Election Administrator*
**Supervised by the City Clerk or DONE.*

- E) Hybrid administrator (Any combination of options. Please specify.)

3rd

- F) Other:

4) Which method do you prefer for electing board members?

- At-Polls Elections
- Vote-By-Mail (VBM) Elections with Neighborhood Voting Centers (Pre-registration required)
- Internet Voting Elections with Neighborhood Voting Centers (Pre-registration required)
- Telephone Voting Elections with Neighborhood Voting Centers (Pre-registration required)
- Hybrid method (Any combination of options). Please specify:

Other:

5) As an alternative to the methods above, would you prefer a Town Hall Election or Town Hall Selection*?

- Town Hall Election (Mandatory secret ballot)
- Town Hall Selection* (Open or public ballot)

**Due to logistical restrictions, the City Clerk is unable to oversee the Town Hall "selection" method.*

6) Please include specific comments that you feel would be valuable as part of this survey:

STAKEHOLDER INFORMATION (Required)

Neighborhood Council Name

Stakeholder name and signature

RETURN THIS FORM BY FRIDAY, JANUARY 6, 2012, 5:00 P.M.

To: City of Los Angeles, City Clerk-Election Division
P.O. Box 54377, Los Angeles, CA 90054-0377

This survey may also be submitted via fax at (213) 978-0376 or by email to clerk.electionsnclacity.org.

For more information, please visit the City Clerk-Election Division website at <http://cityclerk.lacity.org/election/>.

For any questions regarding this form, contact the City Clerk-Election Division at (213) 978-0444.



Office of the City Clerk - Election Division Description of Different Election Methods

TOWN HALL VOTING

A method whereby a selection or an election occurs in a town hall meeting style. Voting can be through a selection by a “show of hands” or a signed ballot, or by an election through a secret ballot. Both processes can occur at a regularly scheduled meeting or during a pre-set date, time and location.

This election method is also referred to as “same day election”.

<i>Potential Advantages</i>	<i>Potential Disadvantages</i>
<ul style="list-style-type: none"> • Grassroots driven and stakeholders may speak • “Meet and greet” candidates • Candidate debates • Potential increased turnout • Increased media exposure • Easy tally process • Customization of election • Cost effective 	<ul style="list-style-type: none"> • Language challenges • Potential for public confrontations • Potential for stakeholder intimidation and disenfranchisement • Length of process unknown • Potential lower turnout due to time constraints • Potential increase in election challenges • Probably unsuitable for large turnout elections • If process is interrupted, what happens next?

INDEPENDENT ELECTION ADMINISTRATORS (IEAs)

Elections conducted by an IEA (with City oversight), consists of contracting with an independent consultant who possess election experience and is tasked with overseeing the election processes and ensuring that the Neighborhood Councils (NC) is meeting the benchmarks set forth in the election timeline.

<i>Potential Advantages</i>	<i>Potential Disadvantages</i>
<ul style="list-style-type: none"> • More NC control • Less bureaucracy • Election schedule flexibility • More NC stakeholder participation • Opportunity for regional collaboration • Lower cost for elections due to increase in stakeholder volunteerism 	<ul style="list-style-type: none"> • Language challenges • Requires City staff costs to supervise IEAs • More NC time and resources required • Postponement/cancellation challenges • Potential perceived bias by stakeholders

VOTE-BY-MAIL (VBM) VOTING

VBM refers to ballots delivered by U.S. Mail to voters, and the return of a secure and secret ballot by mail to election officials. The addition of a Neighborhood Voting Centers (NVC) is an added option that would allow voters to drop off their ballots or cast a ballot in person. In such instances, a person would have to vote provisionally so an election administrator can verify that the person had not already voted by mail.

<i>Potential Advantages</i>	<i>Potential Disadvantages</i>
<ul style="list-style-type: none"> • Increased language accessibility • Increased voter turnout due to convenience • Vote in private • No electioneering • No wait time • Weather conditions are not an issue • Extended voting time 	<ul style="list-style-type: none"> • Higher printing and postage costs • No or minimal pollworker assistance • Potential for mailing errors • Privacy concerns (i.e., signatures on return envelopes) • Possible ballot errors • Reliance on the post office

INTERNET AND TELEPHONE VOTING

Internet Voting is an election method whereby a voter uses a computer not under the physical control of an election administrator to cast a ballot via a secure internet connection. Telephone Voting is an election method whereby a voter uses a telephone to cast a ballot via an automated voting system. NVCs may be established to accommodate voters who do not have reliable access to a computer or telephone so that they may cast a paper ballot in person. In such instances, a person would have to vote provisionally so an election administrator can verify that the person had not already voted online or by phone.

<i>Potential Advantages</i>	<i>Potential Disadvantages</i>
<ul style="list-style-type: none"> • Increased language accessibility • Easy to use and convenient • Flexible voting hours and locations • Environmentally sound (less paper waste) • Appealing to new voters • Fewer ballot errors • Avoid conflict at the polls on Election Day • Development of accurate stakeholder database 	<ul style="list-style-type: none"> • Higher start-up costs • Concerns over compromised security • Potential negative impacts on minorities and the elderly • Potential for voter confusion • Precedent setting; unknown impact on voter turnout



Neighborhood Council Elections Common Processes and Cost Variables

Please refer to the items listed below when considering what items will factor in to the total cost of your Neighborhood Council Election.

Common Processes:

1. Candidate Outreach
2. Candidate Processing and Verification
3. Developing Election Procedures
4. Election Certification
5. Establishing Election Timeline
6. Grievance Process
7. Stakeholder Outreach
8. Stakeholder Registration
9. Tally Process
10. Training
11. Translations

Cost Variables:

1. Ballot Types
2. Board Size
3. Election Administrator
4. Number of Printed Ballots
5. Opt In/Opt Out
6. Outreach
7. Permit/Facility Fees
8. Stakeholder Population per Neighborhood Council
9. Voter Turnout

If you have any questions regarding this matter, please contact the Neighborhood Council Election Unit at (213) 978-0444 or email us at clerk.electionsncc@lacity.org.



NEIGHBORHOOD COUNCIL ELECTION ALTERNATIVES SURVEY RESULTS

The information below lists the questions and the responses to the Neighborhood Council (NC) Election Alternatives Survey that NC Boards submitted to the Office of the City Clerk regarding their preferred election administrators and voting methods. The responses were approved by the NC Boards during public NC meetings.

POSSIBLE 2012-2013 NC ELECTIONS

1) Is your Board willing to postpone elections until 2014, as determined by the City's 2011-2012 Budget and Administrative Code restrictions placed on the City Clerk?

Yes: 29

No: 33

2) If your Board would like to hold a non-City Clerk election prior to 2014, what are you willing to consider in terms of cost of the election? Please check all that apply.

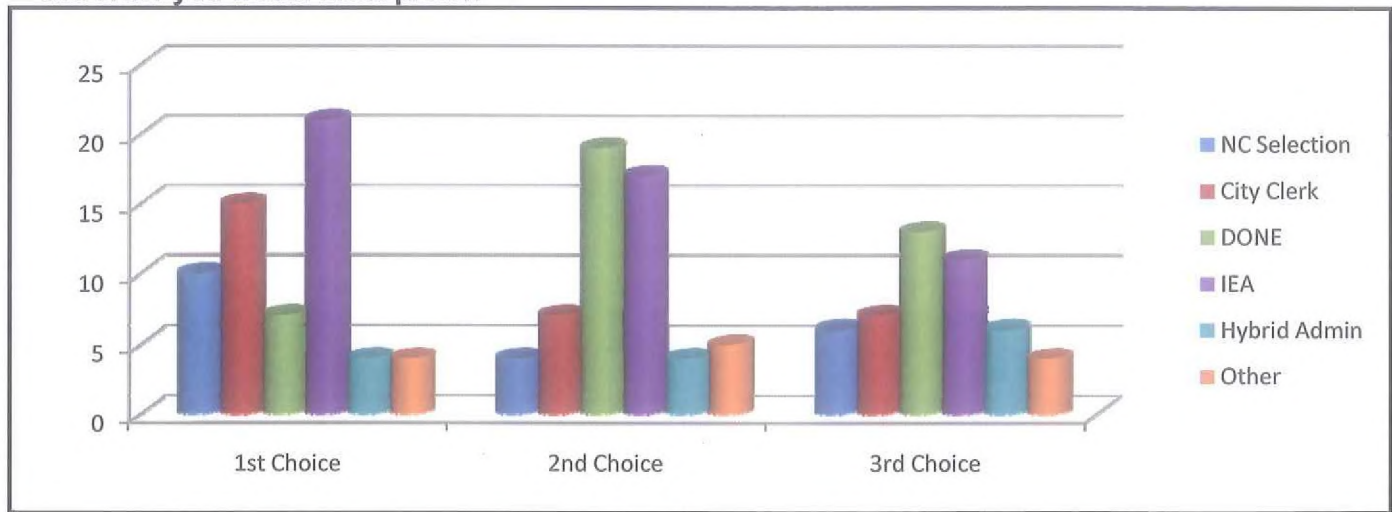
Contribute a limited amount of funds toward the cost of the election (e.g., outreach): 26

Cover the full cost of the election:..... 7

Utilize a Town Hall Selection process and forgo the election process:.....12

FUTURE NC ELECTIONS

3) Who would you prefer to administer your elections in the future? Please rank the options below in the order you would most prefer.



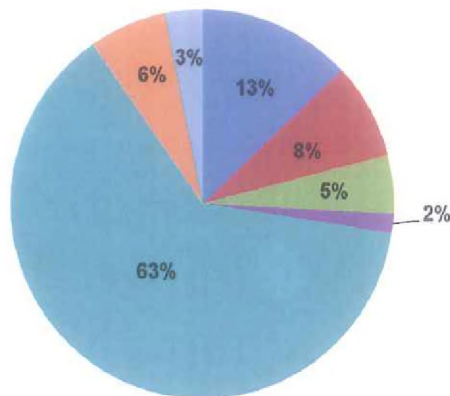
Election Administrator	1st Choice	2nd Choice	3rd Choice
Your NC (using a Town Hall Selection Process)	10	4	6
The Office of the City Clerk	16	6	6
Dept. of Neighborhood Empowerment (DONE)	7	21	13
Independent Election Administrator (IEA)	21	17	12
Hybrid Admin. (Any combination of options)	4	4	6
Other	4	4	3

4) Which method does your Neighborhood Council (NC) Board prefer for electing board members?

At-Polls Elections:.....	39
Vote-By-Mail (VBM) Elections with Neighborhood Voting Centers (Pre-registration required):.....	0
Internet Voting Elections with Neighborhood Voting Centers (Pre-registration required):.....	4
Telephone Voting Elections with Neighborhood Voting Centers (Pre-registration required):.....	0
Hybrid method (Any combination of the options above):.....	17
Other:.....	2

Preferred Election Methods for NCs

- At-Polls/VBM/Internet Voting (13%)
- At-Polls/VBM (8%)
- At-Polls/Internet Voting (5%)
- All Voting Options: At-Polls/VBM/Internet/Telephone Voting (2%)
- At-Polls Only (63%)
- Internet Voting with Neighborhood Voting Centers (6%)
- Other (3%)



5) As an alternative to the methods above, would your NC Board prefer a Town Hall Election or Town Hall Selection?

Town Hall Election (Mandatory secret ballot):	35
Town Hall Selection (Open or public ballot):.....	6

For any questions regarding these results, contact the City Clerk-Election Division at (213) 978-0444 or by email to clerk.electionsnclacity.org.

EXHIBIT H REQUIRED ORDINANCE CHANGES AND OTHER BUDGETARY ACTIONS

The list below outlines actions necessary to be taken by the Mayor and Council in order to effectuate the 2011-12 Adopted Budget. These actions include ordinance changes and other actions.

I. ORDINANCE CHANGES

- ◆ Authorize the issuance of an amount not-to-exceed \$1.4 billion in Tax and Revenue Anticipation Notes (TRAN) to address short-term cash flow needs and to make the full annual contribution payments to the Los Angeles City Employee's Retirement System Fund and to the Los Angeles Fire and Police Pension Fund.

City Clerk

- ◆ Request the City Attorney, to prepare and present an ordinance to amend Administrative Code Section 20.36 to postpone the Neighborhood Council Elections for two years from 2011-12 to 2013-14. Authorize the City Clerk to direct that the terms of Neighborhood Council Board Members which are scheduled for election during March, April, May and June of 2012 to be extended to calendar year 2014.

Library

- ◆ Request the City Attorney, with assistance from the City Administrative Officer and Chief Legislative Analyst, to prepare and present an ordinance to establish a minimum level of funding for Library programs and services of at least 45 percent from the incremental increases in appropriations per amended Charter Section 531 (d) and that the remainder of those annual increases be used to pay indirect costs.

Police

- ◆ Request the City Attorney, with the assistance of the Police Commission and the City Administrative Officer, to prepare and present an ordinance to amend the fees for police permits and other special services and to establish a new special service fee administered by the Police Commission, consistent with the fees adopted by the Police Commission on April 5, 2011.

Public Works Bureau of Street Lighting

- ◆ Request the City Attorney, with the assistance of the Bureau of Street Lighting and the City Administrative Officer, to prepare and present an ordinance to: expand the street banner program to allow for the promotion of commercially-sponsored events involving a subject matter of interest to a significant portion of the residents of the City of Los Angeles in designated commercial street banner districts; and, require that all banner permit fees and fines must be set, at a minimum, to recover the costs of administration and enforcement of the street banner program.

Public Works Bureau of Street Services

- ◆ Request the City Attorney, with assistance of the Bureaus of Sanitation and Street Services, to prepare and present any necessary ordinances that would effectuate the transfer of the weed abatement, brush, and debris removal functions to the Bureau of Sanitation.

**Proposed Timeline for Study and Report
on Alternative Methods for Conducting the City's Neighborhood Council Elections**

**Office of the City Clerk
October 12, 2011**

As instructed by the Council and Mayor in the City's 2011-12 Adopted Budget, the City Clerk will proceed with a study and report on alternative methods for conducting the City's Neighborhood Council (NC) Elections. The proposed NC Election Study is designed to ascertain what the NCs' true preferences are for conducting NC elections, and then to lay out all options, with their corresponding costs, for Council and Mayor review. The study will consist of seven stages and take place over the next year and a half, between July 2011 and December 2012:

1. *July 2011: Task Preparation and Project Development*
 - The City Clerk will establish the purpose and goals of the proposed study and develop a timetable.
2. *July-Sept 2011: Coordination Meetings, Presentations and Feedback*
 - The City Clerk will hold a series of meetings and presentations with NCs, Regional NC Alliances, DONE, BONC, and other relevant parties to understand how they prefer NC Elections to be conducted.
3. *Sept-Oct 2011: Information Compilation*
 - The City Clerk will compile all relevant information and narrow down the options for conducting NC Elections to those with significant support.
4. *Oct 2011-Feb 2012: Survey Development, Distribution, and Feedback*
 - The City Clerk will develop and distribute a survey that will require NCs to select their preferred election option. Thereafter, an additional survey will be provided to stakeholders through the Election Division's Neighborhood Council Election website for additional responses.
5. *Feb 2012: Final Report to Council*
 - The City Clerk will write a summary report presenting the options for proceeding with the 2014 NC Elections and their corresponding costs, and submit the report to Arts, Parks, Neighborhoods Committee and Council for approval.
6. *Feb-Sept 2012: RFQ/RFP Process (if applicable) for an Electronic Voting vendor*
 - If Council authorizes solicitation of an Electronic Voting vendor, the City Clerk will release a Request for Qualifications (RFQ) and/or Request for Proposal (RFP). Depending on the complexity of the election option, the City Clerk anticipates this process to last at least six months.
7. *Sept-Dec 2012: Electronic Voting vendor is selected*
 - Requires Council approval to award and fund vendor contract.



Office of the City Clerk Election Division REGIONAL NEIGHBORHOOD COUNCIL (NC) ELECTION ALTERNATIVES MEETING



The Office of the City Clerk – Election Division invites all NC leaders and stakeholders to a series of Regional NC Election Alternatives Meetings. In these meetings, we will ask stakeholders for their preferred alternative election method for the NC Elections moving forward. Your participation is highly desired.

To provide all attendees the opportunity to share their ideas and experiences, individuals will be asked to:

- Limit their comments to no more than two (2) minutes per subject matter.
- Attendees who do not wish to speak at the meeting, but would like to provide additional feedback will be able to submit their suggestions in writing or email them to clerk.electionsnclacity.org
- If you are not able to attend, you can also visit our Facebook page at: <http://www.facebook.com/pages/Office-of-the-Los-Angeles-City-Clerk-Election-Division/102501340439>

Meeting dates and locations are listed on the back of this flyer. For questions or to RSVP, please call our office at (213) 978-0444 or toll-free at (888) 873-1000. If you need language assistance, please contact our office at least 48 hours before the event.

REGIONAL NC ELECTION ALTERNATIVE MEETINGS

The City Clerk invites you to attend any of these upcoming Regional NC Election Alternatives Meetings.

VALLEY AREA

DATE: Saturday, September 17, 2011
TIME: 9:30 a.m. to 11:30 a.m.
PLACE: Marvin Braude Constituent Service Center
ROOM: Conference Room 1B
ADDRESS: 6262 Van Nuys Blvd.
 Van Nuys, CA 91401

WEST L.A. AREA

DATE: Monday, September 19, 2011
TIME: 6:30 p.m. to 8:30 p.m.
PLACE: Westwood Recreation Center
ROOM: Room C
ADDRESS: 1350 S. Sepulveda Blvd.
 Los Angeles, CA 90025

SOUTH L.A. AREA

DATE: Wednesday, September 21, 2011
TIME: 6:30 p.m. to 8:30 p.m.
PLACE: Mark Ridley-Thomas Constituent Service Center
ROOM: Community Room
ADDRESS: 8475 S. Vermont Ave.
 Los Angeles, CA 90044

CENTRAL / NORTHEAST AREA

DATE: Thursday, September 22, 2011
TIME: 6:30 p.m. to 8:30 p.m.
PLACE: Piper Technical Center Election Division Office
ROOM: Third Floor, Space 300
ADDRESS: 555 Ramirez St.
 Los Angeles, CA 90012

HARBOR AREA

DATE: Monday, September 26, 2011
TIME: 5:45 p.m. to 7:45 p.m.
PLACE: Peck Park Recreation Center
ROOM: Auditorium
ADDRESS: 560 N. Western Ave.
 Rancho Palos Verdes, CA 90732

Office of the City Clerk
 Election Division
 Piper Technical Center
 555 Ramirez Street, Space 300
 Los Angeles, CA 90012
 Ph.: (213) 978-0444
 Fax: (213) 978-0376
<http://cityclerk.lacity.org/election/ncdocs/website.pdf>



City of Los Angeles
Office of the City Clerk - Election Division

Neighborhood Council (NC) Board Member Election Alternatives Study



Agenda

- Welcome and Introductions
- Purpose
- What is Involved in an Election?
- NC Election Study
- Possible Election Alternatives
- Next Steps



Meeting Protocol

- Silence all cell phones
- Speak up when asking a question
- Keep comments to the issue being discussed
- Minimize side conversations
- Limit your comments to two minutes
- Hold each other accountable to these rules



What's Involved in an Election?

- Process
- People
- Outreach
- Resources



NC Election Study

- Kickoff Meetings
- Educational Election Alternative Workshops
- Survey Development
- Survey Distribution
- Survey Submission Deadline
- Report to City Council



Possible Election Alternatives

- At-Polls Elections
- Town Hall Elections
- Phone Voting
- Internet Voting
- All Vote-By-Mail (VBM) Election
- City Clerk Administered Elections (Opt in-out)
- Independent Election Administrators (IEAs)
- Hybrids
- Others



Question and Answer



Next Steps

- **Educational Election Alternative Workshops**

HARBOR AREA – Tuesday, October 18, 2011

CENTRAL /NORTHEAST AREA - Thursday, October 20, 2011

WEST LA AREA - Monday, October 24, 2011

SOUTH LA AREA - Wednesday, October 26, 2011

VALLEY AREA - Thursday, October 27, 2011



THANK YOU!

CONTACT INFORMATION

Office of the City Clerk - Election Division
Piper Technical Center
555 Ramirez St., Space 300
Los Angeles, CA 90012

(213) 978-0444

(888) 873-1000

Email: clerk.electionsnc@lacity.org

<http://cityclerk.lacity.org/election>



Office of the City Clerk Election Division REGIONAL NEIGHBORHOOD COUNCIL (NC) ELECTION ALTERNATIVES EDUCATIONAL WORKSHOPS



The Office of the City Clerk – Election Division invites all NC leaders and stakeholders to a series of Regional NC Election Alternatives Educational Workshops. In these meetings, we will present information to stakeholders regarding the potential election alternatives discussed during our Regional Kickoff Meetings. Expenses associated with each Election Alternative will also be presented in order to help you make an informed decision regarding which method you would like to have your NC implement for future elections. Your participation is highly desired.

To provide all attendees the opportunity to share their ideas and experiences, individuals will be asked to:

- Limit their comments to no more than two (2) minutes per subject matter.
- Attendees who do not wish to speak at the meeting, but would like to provide additional feedback will be able to submit their suggestions in writing or via email to clerk.electionsnclacity.org.
- If you are not able to attend, you can visit our Facebook page at:
City of L.A. - City Clerk, Neighborhood Council Elections

Meeting dates and locations are listed on the back of this flyer. For questions, please call our office at (213) 978-0444 or toll-free at (888) 873-1000. If you need language assistance or other accommodations, please contact our office at least 48 hours before the event. Parking is available on a first-come, first-served basis.

REGIONAL NC ELECTION ALTERNATIVES EDUCATIONAL WORKSHOPS

The City Clerk invites you to attend any of these upcoming workshops.

HARBOR AREA

DATE: Tuesday, October 18, 2011
TIME: 5:45 p.m. to 7:45 p.m.
PLACE: Peck Park Recreation Center
ROOM: Auditorium
ADDRESS: 560 N. Western Ave.
 Rancho Palos Verdes, CA 90732

CENTRAL/NORTHEAST L.A. AREA

DATE: Thursday, October 20, 2011
TIME: 6:30 p.m. to 8:30 p.m.
PLACE: Piper Technical Center
 Election Division Office
ROOM: Third Floor, Space 300
ADDRESS: 555 Ramirez St.
 Los Angeles, CA 90012

WEST L.A. AREA

DATE: Monday, October 24, 2011
TIME: 6:30 p.m. to 8:30 p.m.
PLACE: Westwood Recreation Center
ROOM: Room C
ADDRESS: 1350 S. Sepulveda Blvd.
 Los Angeles, CA 90025


SOUTH L.A. AREA

DATE: Wednesday, October 26, 2011
TIME: 6:30 p.m. to 8:30 p.m.
PLACE: Mark Ridley-Thomas
 Constituent Service Center
ROOM: Community Room
ADDRESS: 8475 S. Vermont Ave.
 Los Angeles, CA 90044

VALLEY REGION AREA


DATE: Thursday, October 27, 2011
TIME: 5:45 p.m. to 7:45 p.m.
PLACE: Valley Plaza Branch Library
ROOM: Meeting Room
ADDRESS: 12311 Vanowen St.
 North Hollywood, CA 91605

Office of the City Clerk
 Election Division
 Piper Technical Center
 555 Ramirez Street, Space 300
 Los Angeles, CA 90012
 Ph.: (213) 978-0444
 Fax: (213) 978-0376
 Email: clerk.electionsnc@lacity.org
<http://cityclerk.lacity.org/election/ncdocs/website.pdf>




City of Los Angeles
Office of the City Clerk - Election Division

Neighborhood Council Election Alternatives Educational Workshop




Presentation Etiquette

- Please silence your cell phones
- Please hold all questions until the end of presentations
- Limit questions or comments to no more than two (2) minutes per subject matter




Election Methods

- Independent Election Administrators (IEAs)
- Vote-By-Mail (VBM) Elections
- Town Hall Election
- Internet and Telephone Voting
- Combine NCs with Municipal Elections
- Opt-In/Opt-Out Process
- Hybrid Election Methods
- Collaborative Approaches




Common Features




City of Los Angeles
Office of the City Clerk - Election Division

Independent Election Administrators (IEAs)



What is an IEA?

- Independent Consultant
- Election Administration Experience
- Oversees NC Elections
- Collaborates with NCs
- Election Day Supervisor




How Do IEAs Work?

- Contract with City
- Consult with NCs and Supervising Authority
- Assist NCs in Developing Election Procedures, Candidate Registration, Candidate Forums, Etc.
- Assist NCs on Election Day
- Certify the Election and Post Election Results




Pros

- More NC Control
- Less Bureaucracy
- Election Schedule Flexibility
- More NC Stakeholder Participation
- Opportunity for Regional Collaboration
- Potentially Lower Cost for Elections



Cons

- Increase in City's staff to supervise IEAs
- More NC Time and Resources Required
- Postponement/Cancellation




Issues to Consider

- New Election Procedures Template
- Candidate Processing
- Stakeholder Verification
- Scope of IEA Authority
- IEA Impartiality
- Stakeholder Grievances

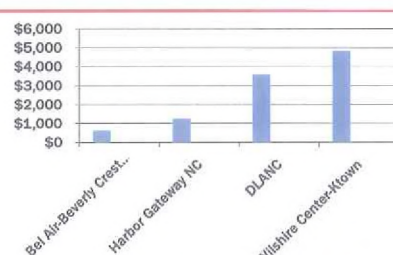


IEA Costs

- IEA Fee for Hourly Services
- IEA's Assistant's Fee
- City Staff Salaries
- Printing Costs
- Facility Fees/Permits
- Election Supplies
- Outreach
- NC Time/Resources




General IEA Election Cost During 2005




Location	Approximate Cost
Bel Air-Beverly Crest	\$1,000
Harbor Gateway/NC	\$1,500
DLANC	\$3,500
Wishire Center-Town	\$5,000

Totals Exclude DOR's staffing costs, all printing and outreach



City of Los Angeles
Office of the City Clerk - Election Division

Vote-By-Mail




Vote-By-Mail Voting

The casting of a secure and secret ballot that is submitted to election officials by mail.




The Voting Process

1. The Voting Period
2. Stakeholder Registration
3. Election Day
4. Election Results




Pros

- Convenient
- Increased Voter Turnout
- Privacy
- No Electioneering
- No Wait Time
- Weather Conditions
- Extended Voting Time



Cons

- No Pollworker assistance
- Mailing errors
- Privacy issues
- Ballot errors
- Reliance on the post office




Issues to Consider

- Stakeholder Verification
- Missing Information
- Write-In Candidates
- Fraud
- Authorized Agent
- Custody of VBM Ballots
- Language Assistance/Translation



Outreach/Public Education

- Training
- VBM Instructions
- VBM Mailers



Potential Expenses

- Staff
 - Outreach
 - Candidate Filing/Voter Registration
 - Public Education/Training
 - Printing/Processing
 - Neighborhood Voting Centers (NVCs)
 - Translation



Potential Expenses (cont.)

- **Supplies**
 - Postage/Envelopes
 - Paid/Unpaid Postage
 - Mailers



Future Elections

- All VBM Election
- Hybrid Elections (VBM Elections with NVCs, polls, or any other combination)



City of Los Angeles
Office of the City Clerk - Election Division

Town Hall Voting



Discussion Topics

- What is Town Hall Voting?
- Election vs. Selection
- Town Hall Election Process
- Pros, Cons, Potential Solutions
- Cost Considerations
- Cost Determinants
- Voting Considerations



What is Town Hall Voting?

- A method whereby a selection or an election occurs in a town hall meeting style. Voting can be through a selection by a “show of hands” or a signed ballot, or an election through a secret ballot. Both processes can occur at a regularly scheduled meeting or during a pre-set date, time and location, specifically for a town hall election/selection.
- The selection method is also referred to as “same day election”.



Town Hall Election vs. Selection

Selection:

- A crowd setting/gathering
- Pre-determined selection rules
- Show of hands or signed ballot
- More of an appointment or confirmation, or merit selection
- Typically used for a pre-selected pool of candidates

Election:

- A crowd setting/gathering
- Pre-determined election rules
- Secret ballot
- Tally process



Town Hall Election Process

Elections for NCs:

- Select Election Administrator
- Establish Election Procedures Template
- Set election timeline, tally process, location and finalize all election materials
- Ballot Creation
- Stakeholder Outreach
- Voting
- Potential Added Processes




Pros

- Grassroots Driven/Any Stakeholder May Attend/Speak
- Open Support for Candidates, “Meet and Greet” Candidates or Public Debate Among Candidates
- Potentially Increase Turnout
- Increased Media Exposure
- Easy Tally Process
- Customization of Election
- Potentially Cost Effective



Cons

- Language Barriers
- Public Confrontations
- Stakeholder Intimidation and Disenfranchisement
- Lengthy Process
- Potential Increase in Election Challenges
- Limited Voting Period
- Low Turnout
- Unsuitable for large Turnout Elections
- If the Town Hall Election is stopped, what happens next?



Potential Solutions to Cons of Town Hall

- Translate Simultaneously
- Allow candidates to speak to voters
- Use Town Hall Selection or Election as a short-term solution




Cost Considerations

- Election Administrator's Fee
- Facility Fees
- Outreach
- Candidate Processing
- Election Day Materials
- Audio and Video Equipment Rental Fees
- Translation Fees
- Security



Cost Determinants

- Size of the Board
- Ballots
- Candidates
- Turnout




Voting Considerations

Selection - *Show of hands:*

- Open support of candidates
- Double voting may occur
- No tally process
- Can be least costly method
- If no balloting, how will challenges be addressed.
- If recorded, who will have custody of content?


Election - *Printed ballots:*

- Who will have custody of ballots and other election-related items?
- Who is responsible for duplicating ballots?




City of Los Angeles
Office of the City Clerk - Election Division

Internet and Telephone Voting




What is Internet and Telephone Voting?



Recent Examples of Internet and Telephone Voting

- 2007-2011 Neighborhood Board Elections (Honolulu, Hawaii)
- 2011 King Conservation District Election (King County, Washington)



The Voting Process



Pros

- Innovative
- Convenient
- Flexibility
- Environment-Friendly
- Fewer Ballot Errors
- Language Access



Cons

- Security
- Accessibility
- Voter Turnout
- Outreach
- Implementation



Cost Considerations

- Start-up costs
- RFP/RFQ Process Required
- Outreach
- Training
- Standardization vs. Customization



Vendors


Your Election Supply and Voting Equipment Source




















Election Methods

- Independent Election Administrators (IEAs)
- Vote-By-Mail (VBM) Elections
- Town Hall Election
- Internet and Telephone Voting
- Combine NCs with Municipal Elections
- Opt-In/Opt-Out Process
- Hybrid Election Methods
- Collaborative Approaches



NEXT STEPS

- Upcoming Workshops
 - October 17-27
- NC Election Alternatives Survey
 - Survey issued on October 28
 - Survey due to City Clerk by January 6
- Report to City Council by February 2012



Question and Answer



THANK YOU!

Contact Information

Office of the City Clerk - Election Division
Piper Technical Center
555 Ramirez St., Space 300
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Email: clerk.electionsnclacity.org
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