



Agenda Item #: \_\_\_\_\_

# Staff Report

## City of Manhattan Beach

**TO:** Honorable Mayor Aldinger and Members of the City Council

**THROUGH:** Geoff Dolan, City Manager

**FROM:** Liza Tamura, City Clerk  
Terri Aliabadi, Senior Deputy City Clerk

**DATE:** September 18, 2007

**SUBJECT:** Consideration of a Work Plan Item to Discuss Options to Promote Permanent Absent Voters (PAV's)

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### **RECOMMENDATION:**

It is recommended that the City Council discuss and provide direction as to the preference of different measures in which to encourage registered voters to become Permanent Absent Voters (PAV's).

### **FISCAL IMPLICATION:**

Sufficient funds have been budgeted in the adopted 2007-2008 budget.

### **BACKGROUND:**

As part of the Fiscal Year 2006-2007 Work Plan, Council directed staff to work with the Los Angeles County Registrar Recorder's Office to consider options as to how to encourage registered voters to become PAV's.

Many residents choose to become Permanent Absent Voters because of the convenience of having a ballot automatically mailed directly to them for all elections. It is important to note, however, that if a PAV misses voting in two State General Elections, they lose their PAV status.

The PAV application, which was created by the State, is processed and monitored by the Los Angeles County Registrar Recorder's (LACRR) Office. The application is available on the City's website ([www.cityymb.info](http://www.cityymb.info)) via a link to the LACRR website ([www.lavote.net](http://www.lavote.net)) or the Secretary of State's website ([www.sosca.gov](http://www.sosca.gov)). You may also submit a written request for an application to: Los Angeles Registrar-Recorder/County Clerk, P.O. Box 30450, Los Angeles, CA 90030-0450. Once the application is received by the LACRR, it is usually processed within 24 hours; however, the PAV application must be received no later than 1 week before an election in order to get a ballot for that election. Upon completion of the PAV process, all future ballots for any State, County or City election will automatically be mailed to the registered voter.

**DISCUSSION:**

Often times the PAV application is mistaken for the Absentee Voter (AV) application. AV applications are processed by the City, are election specific and are considered a “one time request” (for those who may be out of town, hospitalized, etc. on Election Day). During our recent March 2007 General Municipal Election, several voters mistakenly filled out a PAV application, instead of an AV application, less than 7 days before the election and wondered why they did not receive a ballot for the City’s election. In order to address the matter and alleviate the confusion, the City Clerk’s office worked with the LACRR Office to expedite the PAV status of these voters in order to mail out an AV ballot in a timely manner for the subject election.

As a result of this incident, Council expressed concern as to how steps can be taken to assist and educate the voter in understanding the differences between a PAV and an AV application and to find ways to encourage voters to become PAV’s so that a ballot will automatically be mailed to them in a timely manner, for all future elections.

It is evident that the number of PAV’s increases with each election, however, voter turnout continues to be low. Staff has provided statistics of the last three General Municipal Elections to help identify the increase in ballots mailed.

<b><u>ELECTION STATISTICS</u></b>					
<b>ELECTION DATE</b>	<b>TOTAL PAV’s</b>	<b>AV REQUESTS</b>	<b>BALLOTS MAILED</b>	<b>REGISTERED VOTERS</b>	<b>% TURNOUT</b>
March 4, 2003	823	1,748	2,571	22,511	11%
March 8, 2005	1,855	2,164	4,019	24,039	17%
March 6, 2007	3,793	1,217	5,010	23,177	22%

Steps the City takes now to encourage residents to become PAV’s will put us ahead of the curve. Currently being considered for the 2008 Legislative Session is AB 1654. AB 1654, if passed, will allow (as an option) General Law cities to conduct their General Municipal Elections by all mail ballot. Charter Cities can already conduct their election by all mail ballot just by adopting an Ordinance. If passed, and if Council so chooses, AB 1654 may be effective for the City’s March 2009 General Municipal Election. This would impact the City Clerks Office whereby additional temporary staff may be required in order to process ballots in a timely manner. On the other hand cost savings would be evident due to the fact that precinct worker training, polling locations and poll workers would no longer be required.

Direction from Council tonight will allow staff to begin a voter outreach program to help educate the public on PAV’s and promote voters to take an active role in the upcoming 2008 General (Presidential) Election.

Some of the recommended measures are as follows:

- Add a box on the City's AV application which a voter could check if they would like the City Clerk to forward their completed AV application to the County to be registered as a PAV
- Include a cut-out PAV application in the upcoming City Newsletter
- Purchase newspaper ads with the Daily Breeze, Beach Reporter and Easy Reader
- Have a booth at the Hometown Fair to hand out Voter Registration Forms and PAV applications

Attachment: Sample PAV Application  
Sample AV Application

**APPLICATION FOR PERMANENT ABSENTEE VOTER**

I am currently a registered voter in Los Angeles County and am applying for Permanent Absentee Voter status.

NAME: **(PRINT)** \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

REGISTERED ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

**SIGNATURE AS REGISTERED**

**X** \_\_\_\_\_

DATE: \_\_\_\_\_ TELEPHONE NUMBER: (\_\_\_\_) \_\_\_\_\_

**Address where ballot is to be mailed (if different from registered address)**

ADDRESS: **(PRINT)** \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

**OFFICE USE ONLY**

<b>INPUT DATE</b>	<b>INTL</b>	<b>NOTIFICATION DATE</b>	<b>INTL</b>	<b>VID #</b>
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County of Los Angeles Registrar Recorder/County Clerk, 12400 Imperial Highway, Norwalk CA 90650 USA

# APPLICATION FOR AN ABSENTEE "VOTE BY MAIL" BALLOT

**City of Manhattan Beach  
General Municipal Election  
March 6, 2007**

**FOR OFFICIAL USE ONLY:**

\_\_\_\_\_  
Precinct No.

\_\_\_\_\_  
Ballot No.

\_\_\_\_\_  
Date Issued

\_\_\_\_\_  
Date Returned

Use area below for barcode of voter id # and identification number

**To obtain an absentee "vote by mail" ballot, complete the information on this form.**

Print Name			Date of Birth (mo/day/yr):		
_____ First	_____ Middle	_____ Last	<b>PRINT MAILING ADDRESS FOR BALLOT</b> (If different from your residence address) Note: Organizations distributing this form may <b>NOT</b> preprint the mailing address information. _____ _____ Number & Street / P.O. Box		
Residence Address in the City <b>(PO Box, Rural Route not acceptable)</b>					
City and Zip			Telephone Number		
<b>THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT THE PROPER SIGNATURE OF THE APPLICANT</b> I have not applied, nor do I intend to apply for, an absentee ballot for this election by any other means. I certify under <b>penalty of perjury</b> under the laws of the State of California that the name and residence address and information I have provided on this application are true and correct. <b>X</b> _____ DATE _____					

**NOTICE**  
You have the legal right to mail or deliver this application directly to the local elections official where you reside.

**THIS ADDRESS IS:**

**Liza Tamura, City Clerk  
1400 Highland Avenue  
Manhattan Beach, CA 90266  
(310) 802-5056 phone  
(310) 802-5051 fax**

Returning this application to anyone other than your elections official may cause a delay that could interfere with your right or ability to vote.

The format used on this application **MUST** be used by ALL individuals, organizations, and groups who distribute absentee ballot applications. CA Elections Code 3007.

Failure to conform to this format may result in criminal prosecution. CA Elections Code 18402.

The following are the only reasons for voting by absentee ballot after the close of the application period.  
Please check the reason that applies to you:

Sudden illness or disability  
 Physical handicap  
 Absence from election precinct

I authorize the following person as my representative to receive the absent voter ballot:

\_\_\_\_\_

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

**X** \_\_\_\_\_  
SIGNATURE OF APPLICANT