



**Tano E. Tijerina**  
Webb County Judge

The Elections Administrator for Webb County is a position of tremendous responsibility and trust and some of the main priorities within that department should be customer service and transparency. With an office of five (5) employees, Mr. Villarreal should be at the forefront of all issues concerning the Elections Administrations Office and not delegate the majority of his duties to the Chief Deputy Elections Administrator. The Elections Committee highly recommends that Mr. Villarreal reaffirm and evaluate the job functions of his current staff so that they may carry their duties in a more constructive fashion and thus improve the office of the Elections Administration.

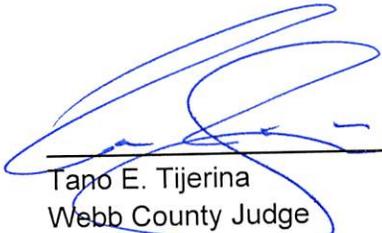
Below are some key points that should be implemented into the Elections Administrator's Plan of Action in order to move his office forward:

1. Improve and increase the communications between the Elections Administrator and the Elections Commission:
  - a) Email out-of-the office notifications to the members of the Elections Commission.
  - b) Email an annual report to the members of the Elections Commission listing the numbers of new registrants, deceased registrants removed, registrants removed due to moving out of Webb County, registrants removed for any other reason.
  - c) Report on the current status of those registered voters whose birthdates place them over 100 years of age until all are verified as legitimate or have been removed from the rolls.
  - d) Prepare an overall Elections Office report annually that is presented to the Commission at an annual public meeting; this report should include public complaints made to the office during elections that express electioneering problems that need to be addressed by the Elections Commissions, and possible solutions.
2. Prepare a cost analysis proposal showing the options of updating the ballot tabulating system for Webb County, including but not limited to:
  - a) Replacement of current equipment with similar, update equipment.
  - b) Replacement of ADA required systems with similar, update equipment.
  - c) Replacement of current equipment with Election Systems & Software Model 100, and or similar, updated equipment;
  - d) Replacement of ADA required systems with an updated version that includes a paper trail.
3. Prepare a report to the Elections Commission outlining possible signage that could better assist the voters in completing their ballot properly, still keeping in line with the Texas Election Code.

4. Prepare a report to the Elections Commission outlining training that can be provided to candidates and their workers that will create a more civil environment within the polls as well as outside the polling areas; thus lowering possible deterrents of voters going to the polls, and lowering the risk of losing our more popular polling sites which reside within private businesses.
5. Schedule more training for poll judges and officials throughout the year, and publicize the dates on the Elections Administration website.
6. Schedule the Elections Administration office to post election results on their website in a more timely fashion to include all elections run by that office.
7. Prepare a cost analysis proposal of having all ballots of all races impounded as a regular practice in order to emphasize the integrity of the balloting system in Webb County.
8. Prepare a cost analysis proposal on improving the political boundary maps found on the Elections Administration website by adding the capability of zooming in on the map for finer detail.
9. Verification of all the streets that were affected with the last redistricting should be conducted to confirm that the voters affected are listed in the correct precincts.
10. Placement of downloadable map images on the Elections Administration website of all individual precincts for accessibility to the voters and candidates.
11. Provide information on the Elections Administration website for candidates to include filing and financial reporting deadlines with links to the Secretary of State website and Ethics Commission website.
12. Utilize the Webb County website to inform the voters of the process of registering to vote, precinct information, calendar of possible elections for the year, fees, and process of acquiring voter lists and all legislative changes.
13. Inform Webb County residents of the process of hiring election workers, training process, and payment for anyone interested in working. This will ensure that all the required information is obtained and avoid election workers not being paid in a timely fashion.
14. Confirm that all voting precincts have the necessary equipment to run an election. For example: dividers for privacy, signs outside notifying it is a voting precinct, entrance and exit to the polls, etc.
15. Training of election judges and clerks on the responsibilities and authority they have on early voting or Election Day.
16. Increase voter registration activities throughout the County and provide the Commission with a yearly calendar of such proposed events.
17. Establish more Deputy Voter Registration Classes each month (in the AM and PM---after 5PM).
18. Improve the Webb County Elections Administrator webpage. (include contact information for Elections Commissioners and party officials), refer to Jefferson County's Webpage (<http://jefferson-tx.connect4.clarityelections.com/>).

19. Do not limit the amount of Voter Registration Cards requested by Deputy Voter Registrants. If office runs out of cards, provide paper copies.
20. Improve the image of the Elections Office to establish confidence and trust for the public and voters.
21. Provide a detailed report of the voting machines and equipment that need to be replaced as recommended by the Elections Administrator.
22. Improve the accuracy of information contained in the County Register of Voters.
23. Ensure that the County nepotism policy is not violated. No relatives to anyone in the Elections Administrations Office should be hired as seasonal employees of the Elections Office. Although the Chair of each political party determines the hiring of season election workers and judges, the Elections Administrator shall oppose to such hiring to improve transparency and avoid conflicts of interest.
24. Provide the Commission with a proposal to establish a Precinct Finder App (similar to Bexar County) to allow the community to search polling locations by address, voter registration check, etc.
25. Add a "How Do I/Find Out" link to the Elections Webpage (similar to Bexar County).
26. Inform the Elections Commission each time Webb County enters into a contract with other entities (i.e. city, county, LCC and ISD races).
27. Provide Candidate and Office Holder Campaign Finance Reports on the Elections Office Website, making them accessible to general public (public record).
28. Submit all Leave Request Forms to the County Judge (in addition to Administrative Services) before any leave is taken.
29. Submit all items going before Commissioner's Court to the County Judge (Commission Chair) for sponsorship on the Commissioners Court Agenda.
30. Advise the Elections Commission of any item being submitted to the Commissioner's Court, prior to the Commissioner's Court Meeting.
31. Adhere to a strict policy of removing used and unused ballots and used and unused ballot boxes and voting machines and computer chips on a daily basis from poll sites without exception.

Implementation and adherence to this Plan of Action is strongly recommended in order to comply with the standards being set forth by the Webb County Elections Commission. Evaluation of the Election Administrator's job performance will be conducted once every 12 months along with all other county evaluations in accordance with policies set forth with all Webb County department heads.



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Tano E. Tijerina  
Webb County Judge  
Elections Commission Chair

5/4/15  
Date

cc: Elections Commission  
Randy Blair  
Patricia Barrera  
Margie Ibarra  
Alberto Torres