

**EL DORADO COUNTY  
VOTER REGISTRATION AND ELECTIONS**



**VOTER'S CHOICE ACT  
ELECTION ADMINISTRATION PLAN**

**AUGUST 2019**

El Dorado County Election Administration Plan  
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El Dorado County Elections  
ELECTION ADMINISTRATION PLAN  
E.C. 4005(a)(10)(I)

## INTRODUCTION

The passing of S.B. 450, the Voters Choice Act (VCA) in 2016, permits counties to adopt the Vote Center model. Currently 79% of El Dorado County's registered voters cast their ballots via vote-by-mail. The County is offering its voters more options for in person voting by changing its in-person voting model from the current Precinct model to Vote Centers, consistent with the Voters Choice Act (VCA).

The first election utilizing Vote Centers will be the March 2020 Statewide Primary. This Election Administration Plan is intended to provide the necessary information to the voters of El Dorado County regarding the implementation of the VCA. This Plan describes the vote-by-mail process, proposed locations of Vote Centers and ballot drop off locations as well as the plan for voter education and outreach. Many of the actions included in this plan are future-looking and are a framework for how we anticipate executing the Vote Center transition in compliance with the Voter's Choice Act.

El Dorado County Election Department (County) has established both a Voting Accessibility Advisory Committee (VAAC) and a Language Accessibility Advisory Committee (LAAC). Both committees have provided important input and will continue to be a fundamental component of election administration for the County. Vote Centers offer expanded access to ADA Voters by including at least three accessible voting devices at each Vote Center, as well as the Language Line program to assist non-English speaking voters with their language needs.

The County has expanded its voter education and outreach programs to inform residents about vote centers and has already received feedback from various stakeholders, interest groups, and community members well ahead of March 2020 Election.

The County is required by the VCA to prepare a Draft Election Administration Plan (EAP). The plan is intended to be all encompassing; representing feedback from various stakeholders, interest groups and community members including our language and disability communities. The County conducted three public meetings and two consultation meetings with both VAAC and LAAC in May 2019 and has considered the input received from those meetings in the selection of Vote Center locations and preparing the Draft EAP.

## Vote-By-Mail

The Vote Center Model gives voter's more options to cast their ballot. Once implemented, **all** voters will be mailed a ballot 29 days before an election along with instructions outlining their options to cast their vote by mail or go to any Vote Center in the County to vote in person.. Voters with disabilities, as well as overseas voters, military personnel and military spouses may take advantage of the Remote Accessible Vote-By-Mail System (RAVBM).

## Vote Centers and Ballot Drop Boxes

The minimum number of vote centers and ballot drop box locations are pre-defined in the VCA. This EAP is in compliance with all criteria of the VCA for the placement/location of vote centers and drop boxes. The law requires among other criteria that all locations be accessible to voters with disabilities, near population centers, public transportation, as well as low-income and language minority communities. The County has also considered the underserved, remote areas of the County for Vote Center and Drop Box Locations.

The County received input from its Voter Accessibility and Language Accessibility Committees, various stakeholders, and community interest groups to select vote center and ballot drop off locations. Additionally, U.S. Census Data and GIS mapping along with other available data will be used to ensure the most optimal locations are selected.

The location and number of Vote Centers and Ballot Drop Boxes will be determined by the number of registered voters 88 days prior to any election. For purposes of this EAP, the number of Vote Centers and Drop Boxes is based on the total registered voters in El Dorado County on the date this EAP was drafted.

The County will open a minimum of 13 Vote Centers. Three Vote Centers will open 10 days prior to the election, and all 13 centers will be open 3 days prior to the election and on Election Day. All vote centers will be open for a minimum of 8 per day prior to Election Day and from 7:00 AM to 8:00 PM on Election Day, and each will be staffed with 5 Election Workers. Voters can vote in person at any Vote Center or may deposit their completed VBM packet at any of the Drop Box and Vote Center sites. Voters can also return their ballot by mail.

The County may consider one day pop up Vote Centers to serve our more rural communities as well as retirement and disabled communities. If a pop up Vote Center is going to be used, the public will be notified using the County website, social media, PSA, Public Transit Messaging, material sharing with community partners, elected officials, newsletters, cities, and/or special districts.

Vote Centers offer expanded access to ADA accessible voting devices, with at least three devices at each Vote Center. The County will recruit bilingual election workers

and each vote centers will be equipped with Language Line software on a tablet to ensure all voters with limited English proficiency are served.

Vote Centers will give voters the ability to cast their ballot in person utilizing paper ballots or an ADA accessible ballot marking device, and request and receive a replacement ballot regardless of where they live in the County. Vote Centers will also enable Voters to update their registration, and those who have not registered by the close of registration (14 days prior to an election) to Conditionally Register to Vote (CVR), and cast a provisional ballot through Election Day.

Vote Centers will have secure access to the County's Election Management System (EMS), allowing Vote Center staff to verify, in real time, the voting status of each voter. All Vote Centers will be ADA-compliant, and Elections personnel will be on site to assist voters with specific needs.

Vote Centers adhere to the California Secretary of State's security standards, the ROV's security procedures, regulations in the California Elections Code, and the California Voting System Use Procedures. This includes, but is not limited to, ensuring all equipment at the Vote Center is sealed, stored, delivered and used in compliance with those regulations.

El Dorado County will have 9 Ballot Drop Boxes available no less than 28 days before the election and on Election Day. One Drop Box at the Government Center is drive up accessible located at 2850 Fairlane Court, Placerville, CA 95667 and is open 24 hour per day. All other Drop Boxes will be open during the regular business hours of the facility in which they are located

A list of proposed Vote Center and Ballot Drop-off locations, along with Vote Center and Ballot Drop off location maps are included in the Addenda.

### Voting Technology

The County purchased a new Image Cast Voting Systems (ICVS) from Dominion Voting Systems (DVS). The deployment will include a minimum of 3 Image Cast X (ICX) accessible ballot marking devices at each vote center as well as a Mobile Ballot Printing (MBP) module to allow printing ballots on demand in all required languages at Vote Centers. The RAVBM system will be available for those who request an accessible VBM ballot.

Each Vote Center will be equipped with a network of personal computers linked to the department's Election Information Management System (EIMS) though a secure connection. EIMS is connected to the voter registration database, enabling Vote Center staff to validate each voter's registration and status in real time.

## Fiscal Impact

The actual fiscal impact of VCA is unknown at this time; however the legislative mandates require the County to purchase equipment that is in compliance with the Act. It is expected that the initial startup cost and training will increase election expenditures in the short-term and those increases will be offset in the long term through efficiencies and long term savings. Vote Centers will be open longer although poll workers will be reduced from 500 to 65.

Vote Centers will be open longer and staffed with technology-capable poll workers at a higher rate of pay, however it is expected that the number of poll workers will decrease by more than 85%. We anticipate that Vote Center staff will require additional training to manage the complexity and technology requirements of Vote Centers.

The VCA mandate to have multiple secure connections between Vote Centers and the County's voter registration database will initially result in increased expenditures for new equipment, set up, testing and support that is in compliance with the mandate..

## Conclusion

El Dorado County is looking forward to providing voters with more choices to cast their ballot by implementing the Voter's Choice Act. School districts, municipalities and special districts will benefit through increased efficiencies and reduced billable costs resulting from the new Vote Center model. The new election model will result in many positive outcomes including an increase in voter participation, providing greater accessibility to voters with disabilities, improving our voting systems and technology, and strengthening our election infrastructure security.

**Section 1, Voter Education and Outreach Plan and Section 2, Elections Administration Plan specifically outline El Dorado County’s compliance with SB450 referencing to the sections of the Election Code that have been amended, added and repealed as a result of the passage of SB450.**

**SECTION 1 - VOTER EDUCATION AND OUTREACH PLAN**

The El Dorado County Elections Department (County) welcomes the opportunity to provide education on the changes to our residents of the county and communities. This Voter Education and Outreach Plan outlines activities that will be conducted with the goal of increasing voter engagement and ensuring all residents understand how the transition to the Vote Center Model may affect them.

The County looks forward to support from various community members and Voting Advisory Committee (VAC) to provide education and outreach related to the implementation of the Voter’s Choice Act (VCA)

**Requirements**

**1-A Media for Access to Ballots and Public Service Announcements (PSA) For Election Notice**

§4005(a)(10)(I)(i)(II), §4005(a)(10)(I)(i)(VIII)

The County will utilize multiple media outlets and PSA’s in accessible formats to promote VBM and how to request one in an accessible format. The Media Outlets and methods we will use include the following:

- 1) Newspapers (regional and community)
- 2) Radio
- 3) Social Media and Department Website
  - a. Facebook: [El Dorado County Elections Department - Home | Facebook](#)
  - b. Twitter [County of El Dorado \(@CountyEIDorado\) | Twitter](#)
  - c. County newsfeed subscription list
  - d. County [Email Subscription Service](#)
  - e. County Website: [Elections - El Dorado County](#)
- 4) Public Transit Messaging (El Dorado Transit, Paratransit, Dial a Ride, Buses, and Transit Hubs)
- 5) Engagement and sharing of materials with the VAC, community groups and partners such as disability advocate organizations, elected officials, special

districts, school districts, community-based organizations, faith-based organizations, and Public Information Officers

- 6) Media Sessions
- 7) Other El Dorado County Departments (such as Health and Human Services, Human Assistance, Veteran Services)
- 8) Public Service Announcements, broadly distributed in multiple formats to all outlets serving the County

In order to reach all voters, including those with disabilities, the County will produce PSAs in visual and audio formats to inform voters of the change to the Vote Center Model, upcoming elections and the availability of the Election Departments toll-free assistance hotline. The PSAs will be targeted to radio stations, television stations, newspapers (such as Mountain Democrat, Tahoe Tribune, and Georgetown Gazette), billboards and public transit stations.

The PSAs will include information on the availability of accessible voting devices at all Vote Centers and how to use them along with the method to request access to the County's Remote Accessible Vote By Mail (RAVBM) program to mark and submit an accessible ballot.

The information provided will include the option to use an accessible voting device at any Vote Center, and how to use the device; and, the method for requesting, marking and submitting an accessible ballot through the County's Remote Accessible vote-by-mail (RAVBM) program.

#### **1-B Community Presence to Educate Voters on The Voter's Choice Act §4005(a)(10)(I)(i)(III)**

The County will participate in community events to promote the Vote Center Model and provide information directly to the attendees of a wide variety of events. We will coordinate with our community partners, as well as LAAC and VAAC to identify opportunities to educate our voters, offer demonstrations of the voting equipment, and explain the process of how to request and obtain an accessible ballot. We will ensure we reach all areas of the community giving voters many opportunities to learn about the Vote Center Model and their voting options. Some of the events and partners include but are not limited to are:

- 1) The Election Department's VAAC and LAAC (Ongoing throughout the year)
  - a. Meetings include voting system demonstrations and informational updates
  - b. Materials development with VAAC and LAAC members, and presented for distribution within their communities
- 2) Presence at various Community Events (brief list)
  - a. Business and Showcase Film Mixer
  - b. Luau by the Pool



- c. Kids Expo
  - d. Music on the Boulevard
  - e. Day in Paradise
  - f. El Dorado County Fair
  - g. Summer Spectacular
  - h. Sample the Sierra Marketplace (South Lake Tahoe)
  - i. Lobster on the River
  - j. Mother Lode Rehabilitation Enterprises Inc. (MORE) 19<sup>th</sup> Annual Chili Cookoff
  - k. Park Community Music Festival and Car Show
  - l. Music in the Park-Tahoe Paradise
  - m. Living History-0Coloma
  - n. Crab and Chowder Gala
  - o. Music in the Divide
  - p. Festival of Lights
  - q. Christmas Parade
- 3) Presentations to County's diverse populations:
- a. Neighborhood associations
  - b. County Board of Supervisors
  - c. County Disability Advisory Committee
  - d. City and Town Councils
  - e. School District Boards
  - f. Special Districts Boards
  - g. County Central Committees and Political Committees
  - h. Faith-based communities
  - i. Service providers (such as Independent Living Centers, California Council of the Blind)
  - j. Voting Advocacy groups (such as League of Women Voters, Alta California Regional Center, El Dorado County Disability Advocate Commission (DAC), Mother Lode Rehabilitation Enterprises Inc.)
  - k. Philanthropic organizations (such as Soroptimists, Rotary, Kiwanis,)
  - l. El Dorado County VAC
  - m. Community Colleges
  - n. El Dorado County Public Libraries
- 4) Recurring Outreach opportunities
- a. Farmer's Markets (varies by season)
  - b. High School Education programs (April, September, and as invited)
  - c. New Citizen Ceremonies
  - d. Marshall Medical Educational Resources
  - e. Adult Education and English as a Second Language (ESL) programs
    - 1. (Through school districts)

**1-C Use of Resources For Voter Education And Outreach.**  
§4005(a)(10)(I)(i)(VII)

The County will spend the necessary resources to ensure voters are informed about the Vote Center model voting process. The budget information for the June 2018 election along with a comparison of the education and outreach budgets from past years is shown in Appendix E.

**1-D Direct Contacts with Voters Providing Information On The Upcoming Election and Promoting the Toll-Free Voter Assistance Hotline.**  
§4005(a)(10)(I)(i)(X)

The County will contact each El Dorado County registered voter a minimum of two times by postcard and/or email to provide information on the upcoming election and the availability of the County toll-free assistance hotline. The contacts may also provide information on when to expect the Voter Information Guide and voting options in a Vote Center Model election.

**1-E Postage-Paid Postcard for Requesting Materials in an Alternate Language or an Accessible Format VBM**  
§4005(a)(8)(B)(iii)

All registered voters will receive a postage-paid postcard with their County Voter Information Guide for requesting materials in languages other than English and to request a VBM ballot in an accessible format. Instructions will be included in the Guide and on the county Election website for completing and returning the postcard.

**EDUCATION AND OUTREACH WITH THE LANGUAGE MINORITY COMMUNITIES**  
§4005(a)(10)(I)(i)(I)

The County established a Language Accessibility Advisory Committee (LAAC) in March 2019 to advise and assist with implementation of federal and state laws relating to access to the electoral process by voters with limited-English proficiency. The LAAC is comprised of local residents who advocate on behalf of the County's minority language communities.

**1-F Inform Voters of the Upcoming Election and Promote the Toll-Free Voter Assistance Hotline with Media Serving Language Minority Communities**  
§4005(a)(10)(I)(i)(I)

Information sharing with language minority communities, including information about the Vote Center Model, voting options, and toll-free access hotline for assistance, will be a multi-pronged approach with the goal to include:

- 1) Newspapers (such as Mountain Democrat, Tahoe Tribune, Georgetown Gazette,
- 2) Radio stations
- 3) Social Media and Department's Website
  - a) County Facebook [El Dorado County Elections Department - Home | Facebook](#)
  - b) County Twitter [County of El Dorado \(@CountyElDorado\) | Twitter](#)
  - c) County newsfeed subscription lists [Email Subscription Service Elections - El Dorado County](#)
- 4) Public Transit Messaging (El Dorado Transit, Paratransit, Dial a Ride, Buses, and Transit Hubs)
- 5) Material sharing with the VAC
- 6) Materials sharing with such groups as community partners, elected officials for their newsletters, cities, special districts, school districts, community based organizations, faith-based organizations, and Public Information Officers throughout the county
- 7) Media Information Sessions, providing opportunity for all media sources to obtain interviews and B-roll about the Vote Center Model
- 9) Public Service Announcements, broadly distributed to outlets serving the County in multiple formats
- 10) County Departments (such as Health and Human Services, Human Assistance, Veteran Services, Probation, and Child Support Services)

### **1-G Identifying Language Minority Voters**

§4005(a)(10)(I)(i)(V)

The County uses the voter's language preference selection shown on their voter registration form to identify language minority voters. Voters may also contact us by telephone or email to update their language preference or provide their language preference to election officials during an election. The US Census data is also used to identify communities of voting age populations that are 'less than English proficient' who may need language assistance.

### **1-H Voter Education Workshop for Minority Language Voters**

4005(a)(10)(I)(i)(VI), §4005(a)(10)(I)(i)(VI)(ia)

The County will hold a bilingual voter education workshop for each of El Dorado County's federal and state currently required languages. At the time of preparing this plan there are no required Federal Languages. Spanish and Chinese are the required State Languages.

These workshops will be held in Fall 2019 and will provide an opportunity for the County's language communities to receive information about materials and assistance available in their specified language, in addition to information about the Vote Center Model voting process. LAAC members will assist in selecting the workshop venues and dates. Information about workshop events will be announced at least 10 days in advance of the meeting date.

**1-I Public Service Announcement for Minority Language Citizens**  
§4005(a)(10)(I)(i)(IX)

The County will use Public Service Announcements to inform voters in minority language communities of the upcoming election and the toll-free assistance hotline. The PSAs will be distributed through minority language television, radio, and newspapers. The LAAC will provide assist with developing the PSA content.

**EDUCATION AND OUTREACH WITH THE DISABILITY COMMUNITIES**

The County established a Voting Accessibility Advisory Committee (VAAC) in March 2019 to advise and assist with access to the electoral process by voters with disabilities. The VAAC is comprised of local residents who advocate on behalf of the disability community.

**1-J Inform Voters of The Availability of a Vote By Mail Ballot in an Accessible Format and the Process for Requesting such a Ballot**  
§4005(a)(10)(I)(i)(II)

The County will share information with the disability community, including information about the Vote Center Model, voting options (including RAVBM), and toll-free access hotline for assistance will be included. Briefly these include:

- 1) Materials sharing with organizations providing services and support to people with physical, sensory, intellectual, and developmental disabilities, such as Independent Living organizations, Alta California Regional Center, El Dorado County Disability Advocate Commission (DAC), Mother Lode Rehabilitation Enterprises Inc.
- 2) Community partners, elected officials for their newsletters, cities, special districts, school districts, faith-based organizations, and Public Information Officers throughout the county
- 3) Television (public access and broadcast stations)
- 2) Newspapers (such as Mt. Democrat, Georgetown Gazette, Tahoe Tribune and local print version as well as on-line only publications)
- 3) Radio stations
- 4) Social Media and Department's Website
  - a) County Facebook [El Dorado County Elections Department - Home | Facebook](#)
  - b) County Twitter [County of El Dorado \(@CountyElDorado\) | Twitter](#)

- c) County newsfeed subscription lists  
[Email Subscription Service](#)  
[Elections - El Dorado County](#)
- 5) Electronic Billboards
- 6) Public Transit Messaging (El Dorado Transit)
- 7) Material sharing with VAAC, County VAC
- 9) Media Information Sessions, providing opportunity for all media sources to obtain interviews about the Vote Center Model
- 10) Public Service Announcements, broadly distributed to outlets serving the County in multiple formats
- 11) County Departments (such as Health and Human Services, Human Assistance, Veteran Services)

**1-K Website Has Publicly Available Accessible Information**  
 §4005(a)(10)(I)(i)(IV)

Information on the County website ([Elections - El Dorado County](#)) is in accessible formats and is publicly available. This includes the Election Administration Plan and other information related to the Voter's Choice Act, as well as information about registering to vote and getting involved in the election process. Election specific information is also available on the website in an accessible format.

The information to be provided will include the following:

- 1) All voters will receive a vote by mail (VBM) ballot
- 2) The option to use an accessible voting device at any Vote Center, and how to use the device
- 3) The method for requesting, marking and submitting an accessible ballot through the County's Remote Accessible Vote by Mail (RAVBM) program

**1-L Voter Education Workshop for the Disability Community to Increase Accessibility and Participation**  
 §4005(a)(10)(I)(i)(VI), §4005(a)(10)(I)(i)(VI)(ib)

The County will hold a voter education workshop in fall 2019 to increase accessibility and participation of eligible voters with disabilities. The VAAC members will assist in selecting the workshop venue and date. The workshop will include, but not be limited to, education about the Vote Center Model, new voting equipment demonstrations, the accessibility of the voting equipment, ballot drop-off information, and options for obtaining an accessible vote by mail ballot electronically. Information about the workshop will be announced at least 10 days in advance of the meeting date..

## **SECTION 2 - ELECTION ADMINISTRATION PLAN**

### **GENERAL**

#### **2-A Toll-Free Phone Access** §4005(a)(10)(I)(vii)

The County offers toll-free phone support during all business hours. Staff maintains a language service for use when providing assistance to voters in required languages.

Toll-free hotline (800) 730-4322  
California Relay Service (Speech and Hearing Impaired) (530) 642-9432

### **BALLOT ACCESS**

#### **2-B Access to A VBM Ballot by Voters with Disabilities** §4005(a)(10)(I)(ii)

##### **Receiving A VBM Ballot by Mail**

All El Dorado County registered voters will receive a VBM ballot packet by mail for each election. The enclosed ballot can be marked and returned in the identification enveloped included with the VBM packet.

##### **Requesting an Accessible Ballot - Vote Centers**

All El Dorado County registered voters can use one of the three accessible ballot marking devices at any Vote Center. Voters check in, request an accessible ballot and are provided with a key card that populates the accessible device with their ballot. The ballot can be marked using the touch screen display, provided audio tactile device or their own assistive technology. The accessible voting machines will be arranged to allow all voters the opportunity to cast their ballot privately and independently.

##### **Requesting a Remote Accessible Ballot**

El Dorado County registered voters with disabilities may opt to go on-line, through the Remote Accessible Vote By Mail (RAVBM) system, to request a downloadable ballot. RAVBM provides voters with disabilities the ability to request a VBM ballot be sent electronically to the voter from a VRE-authorized website. The electronic ballot can be downloaded to the voter's computer, marked using the voter's own assistive technology and then printed. This ballot

can be returned in the same manner as any VBM ballot: through the mail, placed in a Drop Box, or at any Vote Center.

### **Requesting a Replacement Ballot**

Any voter may request a replacement ballot by telephone at (530) 621-7480, by faxing a request to (530) 626-5514, by appearing at a Vote Center, at the County Election office, or through the on-line RAVBM system.

## **VOTE CENTER ESSENTIALS**

### **2-C Security of the Voting Process at Vote Centers**

#### **Secure Vote Center Voting**

§4005(a)(10)(I)(iv)

All voting conducted at Vote Centers follows the Secretary of State's security standards, ROV's security procedures, and regulations in the California Elections Code and the California Voting System Use Procedures. This includes, but is not limited to; ensuring all equipment at the Vote Center is sealed, stored, delivered and used in compliance with these regulations. In addition, our current procedures require the majority of the election workers be present when the site is open.

#### **Security and Contingency Plans**

§4005(a)(10)(I)(iv)(VIII)

#### **Preventing Disruption, Continuing Vote Center Operations**

§4005(a)(10)(I)(iv)(VIII)(ia), §4005(a)(10)(I)(iv)(VIII)(ib)

All staff, including those working the Vote Centers, and those providing technical and compliance support, will attend extensive training on the operation of the voting equipment, setting up a Vote Center, assisting and processing voters, securing sensitive equipment each voting night, and the proper procedures in case of an emergency.

Under California voting system requirements, all certified equipment must run on battery power in the event of a power outage. All locations will have a cell phone. Emergency responders will receive a list of all Vote Center locations. Each Vote Center will be provided with emergency procedures and be provided with an instruction manual for the operation of a Vote Center and processing voters.

Staff will immediately work to resolve the disruption at a polling site, and each disruption will have its own response. Generally, if a single Vote Center is disrupted, county staff will immediately redirect voters to other Vote Centers, and

will inform local police, the Secretary of State's office, and provide media updates to ensure voters are informed. If there is a natural disaster or other disturbance occurs that affects a Vote Center or ballot drop-off site's physical location, additional notifications, signage and staff will be available to direct voters to an alternate location. Should all activities at a Vote Center be ceased, staff will immediately secure that Vote Center's voting equipment and account for all voting materials in accordance with California Election Code and the Ballot Manufacturing and Finishing guidelines. The County will attempt to open a replacement Vote Center and extensively notice the change.

**2-D Vote Centers: Number to Be Established, Locations, and Hours of Operations to the Extent Available At the Time of Publication**  
§4005(a)(10)(I)(vi)

**The Total Number of Vote Centers To Be Established.**  
§4005(a)(10)(I)(vi)(I)

Based on 122,500 registered voters in the March 2019 election, the County will establish a minimum of 13 Vote Centers, 3 open for ten days prior to and including Election Day and an additional 10 open for 3 days prior to and including Election Day.

**The Location and Hours of Each Vote Center**  
§4005(a)(10)(I)(vi)(III), §4005(a)(10)(I)(vi)(VI)

The County is working in partnership with the LAAC, VAAC, and community members to identify Vote Center and Drop Box locations. County staff created data maps for each criteria listed in Section 4005(a)(10)(B) using data collected from the 2010 decennial Census, the American Community Survey, and the current County registration file.

The process of establishing locations continues at the time of publication of this Plan. All Vote Centers will be open continuously for a minimum of 8 hours per day and from 7 a.m. to 8 p.m. on Election Day. Based on available information at this time a list of the anticipated locations can be found in Appendix A, which will be updated as locations are confirmed for each election. The list will be included in election materials provided to each registered voter.

**2-E Staffing Vote Centers:**  
§4005(a)(10)(I)(vi)(IX)

The County anticipates a minimum of five staff at each Vote Center .

**2-F Services for Voters with Disabilities**  
§4005(a)(10)(I)(vi)(X)



Each Vote Center will have a minimum of 3 fully accessible touchscreen voting devices. These devices are certified by the Secretary of State for use in California elections and allow each voter to mark their ballot independently and privately. Mitigation equipment will be provided to a Vote Center location, such as threshold ramps, door stops, or cones to designate ISA parking. Staff at all Vote Centers will receive training on assisting voters with specific needs and the use of the accessible touchscreen voting devices. Training materials will be developed with input from the VAAC.

## **2-G Design and Layout of Vote Centers**

§4005(a)(10)(I)(vi)(XI)

Layout guidelines will be used to ensure voting booths and accessible ballot marking devices are placed in a manner that allows a voter mark their ballot independently and privately. Layouts will be sensitive to accessibility needs of voters, and will be adjusted to accommodate the varying shapes and room sizes of each location. See Appendix D for sample layouts.

## **BALLOT DROP BOX ESSENTIALS**

### **2-H Ballot Drop Boxes: Number to Be Established, Locations, and Hours Of Operations To the Extent Available At The Time Of Publication**

§4005(a)(10)(I)(vi)

#### **The Total Number of Drop Boxes to Be Established**

§4005(a)(10)(I)(vi)(II)

Based on 122,500 registered voters, the county will establish a minimum of 9 Ballot Drop Box locations, open 28 days prior to and through Election Day.

#### **The Location and Hours of Operation of Each Ballot Drop Box**

§4005(a)(10)(I)(vi)(IV), §4005(a)(10)(I)(vi)(VII)

The County's goal is to partner with the LAAC, VAAC, and community members to locate drop boxes in well-known, fully accessible facilities. The process of establishing drop box locations continues at the time of publication of this plan. The list of Drop Boxes and their hours of operation are shown in Appendix B, which will be updated as drop box locations are confirmed. The listing on the department's website will be updated each Friday until all Drop Box locations have been confirmed. This complete list will be included in election materials provided to each voter and on the department's website.

The County office has one exterior Drop Box available 24 hours each day.

## **VOTE CENTER AND DROP BOX LOCATION MAPS**

### **2-I Location Maps**

§4005(a)(10)(I)(vi)(V)

Maps showing the location of Vote Centers and Ballot Drop Boxes are shown in Appendix C. These maps will be updated as available until all required locations have been confirmed.

## **ADDITIONAL CONSIDERATIONS**

### **2-J Estimated Costs and Savings under This Plan**

§4005(a)(10)(I)(v), §4005(g)(2)

The County expects the first implementation of the Voter's Choice Act to result in cost reductions related to replacement of the County's voting equipment, while anticipating cost increases to comply with significant expanded requirements for community and voter engagement. The County is optimistic that it will experience an increase in voter engagement and decrease in on-going costs. Estimated costs of outreach/education related to the VCA can be found in Appendix E.

Following each election conducted under the Voter's Choice Act, the County will prepare an election cost comparison report, which will be posted on the county election website in an accessible format.

### **2-K After Election Activities**

#### **Address Significant Disparities in Voter Accessibility and Participation, As Required By Subdivision (g)**

§4005(a)(10)(I)(iii)

Following each election conducted under the Voter's Choice Act, the County will review comments received from voters and will solicit input from the LAAC and VAAC, and community partners on data collected in compliance with Section 4005(g). The County will make reasonable efforts to address significant disparities identified on an item by item basis.

#### **Assistance to the SOS with Report to the Legislature**

§4005(g)(1)(A)

#### **Provide Election Statistics to Secretary of State**

The County will provide the statistical data listed Elections Code 4005(g) to the Secretary of State within six (6) months of each election.

## **LIST OF APPENDICES**

Appendix A – Vote Center Locations and Hours List

Appendix B – Drop Box Locations and Hours List

Appendix C – Location Maps  
Vote Center – 11 Day  
Vote Center – 4 Day  
Drop Boxes

Appendix D – Vote Center Sample Layout

Appendix E – Budget – Advertising/Outreach Comparison