

SACRAMENTO COUNTY
VOTER REGISTRATION AND ELECTIONS



ELECTION ADMINISTRATION PLAN

2018

Sacramento County Election Administration Plan
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Sacramento County Voter Registration and Elections
ELECTION ADMINISTRATION PLAN
E.C. 4005(a)(10)(I)

INTRODUCTION

Sacramento County's voters have a long history of participating in elections. Since the start of no-excuse voting by mail in 2002, the number of vote by mail (VBM) voters has continually and steadily grown to 64% of the County's registered voters.

Following adoption of this Vote Center Model (Model) in June 2017, Sacramento County Voter Registration and Elections (VRE) established both a Voting Accessibility Advisory Committee (VAAC) and a Language Accessibility Advisory Committee (LAAC). Both committees have provided important guidance to VRE and will continue to be a fundamental component of election administration for the County.

VRE plans to expand its voter education program to inform residents about the Vote Center Model and opportunities community involvement. The Plan includes many partner organizations and their support will be crucial to the successful implementation of Vote Center Model elections in Sacramento County.

The first election for this new Model is the June 2018 Statewide Primary. This Election Administration Plan (Plan) provides information on how the County will implement the Voter's Choice Act. Many of the actions listed in this Plan are future-looking, and are listed as a framework for what may be accomplished.

Briefly, this Model affords voter's more opportunities to cast their ballot. All voters receive a VBM ballot, and can appear at any Vote Center in the County. The number of Vote Centers and Ballot Drop Box sites to be established is based on the number of registered voters 88 days prior to any election. At the time of preparing this Election Administration Plan, the County expects to establish 78 Vote Centers (16 open 10 days before the election and all 78 open 3 days before the election and on Election Day) and 52 Ballot Drop Box sites open beginning 28 days before the election and on Election Day. Voters can return their ballot by mail, at a Ballot Drop Box location, or at any Vote Center.

Vote Centers offer expanded access to accessible voting devices, with at least three accessible devices located at each Vote Center. In addition, Vote Centers will be staffed with bilingual election officials.

SECTION 1 - VOTER EDUCATION AND OUTREACH PLAN

Sacramento County Voter Registration and Elections (VRE) welcomes the opportunity to provide education about voting activities to residents of the county and all its communities. This Voter Education and Outreach Plan outlines various activities that can be performed with the goal of increasing voter engagement in Vote Center Model voting.

Additionally, VRE looks forward to support from numerous organizations that have been awarded grants by the Future of California Elections (FOCE) and Voter Choice California (VCC) to provide education and outreach related to the implementation of the Voter's Choice Act (VCA). The list of grantees is shown in Appendix L.

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)

VRE will provide information about obtaining a VBM ballot in an accessible format and the process for requesting such a ballot utilizing the outlets and methods described in Section 1 - B of this document, and such outlets as the following:

- 1) Local television and community cable stations
- 2) Newspapers (regional and community)
- 3) Radio
- 4) Social Media and Department Website
 - a) County Facebook and Twitter accounts
 - b) Nextdoor App
 - c) GovDelivery
- 5) Public Transit Messaging (Sacramento Regional Transit, Elk Grove's E-Tran, Paratransit, Buses, Trains, and Transit Hubs)
- 6) Materials sharing with such groups as community partners, disability advocate organizations, elected officials, special districts, school districts, community based organizations, faith-based organizations, and Public Information Officers throughout the county
- 7) Material sharing with FOCE and VCC
- 8) Media Information Sessions, providing opportunity for all media sources to obtain interviews and B-roll about the Vote Center Model
- 9) County Departments (such as Health and Human Services, Human Assistance, Veteran Services)
- 10) Public Service Announcements, broadly distributed to all outlets serving the County in multiple formats
- 11) Electronic Billboards (Sacramento City, ClearChannel)

VRE will use PSAs in visual and audio formats to inform voters of the upcoming election and to alert voters to VRE's toll-free assistance hotline. The PSAs will be targeted for television, radio, newspapers, social media, and electronic billboards in order to reach all voters, including voters with disabilities such as those who are deaf or hard of hearing and voters who are blind or visually impaired. The PSAs will be provided to the outlets listed in Section 1-B.

The information to be 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 (described in Section 2-B).

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

VRE's community presence will provide Vote Center Model information directly to the voters and attendees of a wide variety of events. VRE's goal is to coordinate with our community partners, and LAAC and VAAC to identify opportunities to educate our voters, offer demonstrations of the voting equipment, and explain how to request and obtain an accessible ballot. VRE will make every effort to reach all areas of the County, including cities and geographic communities, as well as communities of interest. Voters will have many opportunities to learn about the Vote Center Model and their voting options including, but not limited to, the following:

- 1) Department's VAAC and LAAC
 - 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) Community Events (brief list)
 - a) Sacramento Food Bank - Holiday food events, and on-going
 - b) Elk Grove Pumpkin Festival
 - c) Fair Oaks Chicken Festival
 - d) Festival de la Familia
 - e) Vietnamese Tet Festival
 - f) Banana Festival
 - g) Sacramento Comic Con
 - h) Rainbow Festival
 - i) Disability Awareness (state capitol)
 - j) APAPA Candidate's Forum
 - k) Elk Grove Multicultural Festival
 - l) Rio Linda County Fair

- 3) Presentations to County's diverse populations:

- a) Neighborhood associations
 - b) County Board of Supervisors
 - c) County Disability Advisory Committee
 - d) State of California VAAC and LAAC
 - e) City Councils and City Clerks
 - f) Elected Official's Town Halls
 - g) School District Boards
 - h) Special Districts Boards
 - i) County Central Committees and Political Committees
 - j) Faith-based communities
 - k) Service providers (such as Independent Living Centers, Easterseals, California Council of the Blind)
 - l) Language communities (such as La Familia, Asian Pacific Islander American Public Affairs (APAPA), Asian Community Center (ACC), Asian Americans Advance Justice (AAAJ), League of United Latino American Citizens (LULAC), County Latino Caucus)
 - m) Voting Advocacy groups (such as League of Women Voters, Urban League, American Civil Liberties Union (ACLU), National Association for the Advancement of Colored People (NAACP), Common Cause, Disability Rights California (DRC), People Power, Sacramento County Disability Advocate Commission (DAC))
 - n) Philanthropic organizations (such as Soroptimists, Rotary, Kiwanis,)
 - o) City of Sacramento VCA Coalition
 - p) Colleges and Universities
 - q) Sacramento Public Libraries
- 4) Recurring Outreach opportunities
- a) Farmer's Markets (varies by season)
 - b) KP International Marketplace
 - c) Ranch 99 Market
 - d) High School Education programs (April, September, and as invited)
 - f) New Citizen Ceremonies
 - g) Adult Education and English as a Second Language (ESL) programs (through school districts)

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

VRE 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 J.

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)

VRE will contact each Sacramento County registered voter two times by postcard to provide information on the upcoming election and the availability of VRE's 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 VRE website for completing and returning the postcard.

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

VRE established a Language Accessibility Advisory Committee (LAAC) in August 2017 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. See Appendix B for information about the LAAC.

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) Television (such as Univision, Telemundo, Azteca America, Crossings TV, as well as local English channels and local access channels - MetroCable/Access Sacramento)
- 2) Newspapers (such as Sacramento Bee, Vida En El Valle, D'Primeramino Magazine, APA News In Review, World Journal News, Herburger Publications, News & Review, Messenger Publishing Group)
- 3) Radio (such as La Ranchera/Vive, Radio Lazar, Entercom stations)
- 4) Social Media and Department's Website
 - a) County Facebook and Twitter accounts
 - b) Nextdoor App

- c) GovDelivery
- 5) Electronic Billboards (Sacramento City, ClearChannel)
- 6) Public Transit Messaging (Sacramento Regional Transit, Elk Grove's E-Tran, Paratransit, Busses, Trains, and Transit Hubs)
- 7) Material sharing with FOCE and VCC
- 8) 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
- 9) Media Information Sessions, providing opportunity for all media sources to obtain interviews and B-roll 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, Probation, and Child Support Services)
- 12) Adult education schools with ESL programs (such as Elk Grove USD, Sacramento City USD)

1-G *Identifying Language Minority Voters*
§4005(a)(10)(I)(i)(V)

VRE 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. This information is stored in VRE's election management database.

1-H *Voter Education Workshop For Minority Language Voters*
4005(a)(10)(I)(i)(VI), §4005(a)(10)(I)(i)(VI)(ia)

VRE will hold a bilingual voter education workshop for each of Sacramento County's federal and state required languages. At the time of preparing this plan, these languages are Spanish, Chinese, (Federal Languages) and Tagalog, Vietnamese, Hmong, Korean, and Panjabi (State Languages).

These workshops will be held in Spring 2018 and will provide an opportunity for the County's language communities to receive information about materials and assistance available in the specified language, in addition to the Vote Center Model voting process. All workshops will have language specific interpreters to assist attendees. 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, using the outlets shown in Section 1-B of this plan.

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

VRE 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, described in Section 1-E. The LAAC will provide assist with developing the PSA content.

EDUCATION AND OUTREACH WITH THE DISABILITY COMMUNITIES

VRE has established a Voting Accessibility Advisory Committee (VAAC) in August 2017 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. See Appendix A for information about the VAAC.

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

Information on the VRE's website (www.elections.saccounty.net) 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 site also offers a fillable comment form that visitors can use to submit election-related comments.

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 (described in Section 2-B).

1-K 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)

VRE will hold a voter education workshop in Spring 2018 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, using the outlets shown in Section 1-B of this plan.

SECTION 2 - ELECTION ADMINISTRATION PLAN

GENERAL

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

VRE offers toll-free phone support during all business hours. Staff is available to assist callers in federally required languages and maintains a language service for use when providing assistance to voters in the other required languages.

Toll-free hotline (800) 762-8091
California Relay Service (Speech and Hearing Impaired) 711

BALLOT ACCESS

2-B *Access To A VBM Ballot By Voters With Disabilities* *§4005(a)(10)(I)(ii)*

County Voter Information Guide

VRE will prepare a Voter Information Guide for each election, which will have detailed information on the vote by mail process and options for requesting a replacement VBM ballot and for returning a VBM ballot. Detailed instructions for using the Remote Accessible Vote By Mail system will be included in the Guide. The Guide is available in both large-print and on-line formats.

Receiving A VBM Ballot By Mail

All Sacramento County registered voters 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. See also Section 1-E.

Requesting An Accessible Ballot - Vote Centers

All Sacramento 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. See also Section 1-E.

Requesting A Remote Accessible Ballot

Sacramento 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. See also Section 1-E

Requesting A Replacement Ballot

Any voter may request a replacement ballot by telephone at (916) 875 6155, by faxing a request to (916) 854-9796, by appearing at a Vote Center, at the VRE 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, VRE'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.

VRE immediately works to resolve the disruption at a polling site, and each disruption will have its own response. Generally, if a single Vote Center is disrupted, VRE will immediately have the staff 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. VRE 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 772,782 registered voters in the November 2016 election, VRE will establish a minimum of 78 Vote Centers, 16 open for ten days prior to and including Election Day and an additional 62 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)

VRE 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 VRE registration file. See Appendix E. The data maps show the areas of highest number of overlapping criteria and will be used to assist with determining best locations.

The process of establishing locations continues at the time of publication of this Plan. VRE's goal is to locate Vote Centers in well-known, fully accessible facilities. 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. The location and hours of each Vote Center is listed in Appendix F, which will be updated as locations are

confirmed for each election. The list will be included in election materials provided to each registered voter. VRE does not expect to utilize mobile vote centers in the 2018 elections.

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

VRE anticipates a minimum of five staff at each Vote Center and additional bilingual staff. Community input and languages identified for precincts in, or adjacent to, the Vote Center will help inform the number of bilingual staff.

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. Magnifying glasses, desk lamps, and pen grips will also be available. 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 G 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 772,782 registered voters in the November 2016 election, the county will to establish a minimum of 52 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)

VRE'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 H, which will be updated as drop box locations are confirmed. This list will be included in election materials provided to each voter.

The Registrar of Voter's office has one exterior Drop Box available 24 hours each day. All other Drop Boxes will be inside the location.

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 I. These maps will be updated as locations are added.

ADDITIONAL CONSIDERATIONS

2-J *Estimated Costs And Savings Under This Plan*
§4005(a)(10)(I)(v), §4005(g)(2)

Estimated costs and savings related to implementing the Voter's Choice Act are shown in Appendix J. VRE 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. VRE is optimistic that the County will experience an increase in voter engagement and decrease in on-going costs as was the case in Colorado following their implementation of a similar program.

Following each election conducted under the Voter's Choice Act, VRE will prepare an election cost comparison report, which will be posted on VRE's 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, VRE 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). VRE 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

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

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Appendix B - Language Accessibility Advisory Committee (LAAC) Materials

- Description of LAAC
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Appendix D - EAP Publications

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Appendix G - Vote Center Sample Layouts

Appendix H - Drop Box Locations and Hours

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Appendix J - Budget Resources and Cost Comparison

Appendix K - Department Emergency Action Plan

Appendix L - Future of California Elections List of Grants Made in December 2017