

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

DISCUSSION AND CONSULTATION DOCUMENT

Section 1 – Voter Education and Outreach

Item 1 - 10(I)(i)(I) – A description of how the county elections official will use the media, including social media, newspapers, radio, and television that serve language minority communities for purposes of informing voters of the upcoming election and promoting the toll-free voter assistance hotline.

Sacramento County will use available minority language television, radio, newspapers, and media outlets that serve the Sacramento area to provide information regarding the upcoming elections and promoting the toll-free assistance hotline. Some media sources include, but are not limited to, Crossings TV, Univision, Asian Pacific American News and Review, Vive, La Ranchera, Vide en el Valle, D'Primeramano Magazine, and Entercom Sacramento. The Sacramento County Communication Officer will coordinate all media releases and social media to ensure the community stays informed. Interview requests and press conferences will also be conducted.

Item 2 - 10(I)(i)(II) – A description of how the county elections official will use the media, including social media, newspapers, radio, and television for purposes of informing voters of the availability of a vote by mail ballot in an accessible format and the process for requesting such a ballot.

Sacramento County will use the media for interview requests, media releases, and press conferences to inform voters of the vote by mail process. The information will include the process for requesting and

accessing a vote by mail ballot in an accessible format. In addition, the information will cover the process for requesting a replacement ballot. The Sacramento County Communication Officer will coordinate all media releases and social media to ensure the community stays informed. Interview requests and press conferences will also be conducted.

Item 3 - 10(I)(i)(III) – A description of how the county elections official will have a community presence to educate voters regarding the provisions of this section.

Sacramento County will coordinate with our community partners to identify meetings and events for opportunities to educate our voters. We will train extra workforce to assist in voter education efforts. The community meetings will educate the voters regarding the change to all Vote by Mail and the Vote Center method, new voting equipment demonstrations, and ballot drop-off information in each area of the county.

The meetings will be held in all the cities and geographic communities, as well as communities of interest.

Item 4 - 10(I)(i)(IV) – A description of the accessible information that will be publicly available on the accessible Internet Web site of the county elections official.

All information on the county election website is in accessible format and is publicly available, including the County Voter Information Guide and Official Ballot, the number of vote centers and ballot drop-off locations and the hours of operation, the Election Administration Plan, and other information as required by code.

Item 5 - 10(I)(i)(V) – A description of the method used by the county elections official to identify language minority voters.

As citizens register to vote, Sacramento County captures their language needs indicated on their registration form. Voters may also contact us by telephone or email to update their language preference. Voters may also provide their language preference to precinct officials at a poll. This information is stored in the Election Management System (EMS). Census data is also used to identify communities of voting age populations that are 'less than English proficient' and may need language assistance. Using

resources offered by our LAAC, EC 14201, and the federal Voting Rights Act will also assist to identify language minority voters.

Item 6 - 10(I)(i)(VI) – A description of how the county election official will educate and communicate the provisions of this section to the public, Including:

Item 6A - 10(I)(i)(VI)(ia) – Communities for which the county is required to provide materials in a language other than English under subdivision (c) of Section 14201 and the federal Voting Rights Act of 1965. The county election official shall hold at least one bilingual voter education workshop for each language in which the county is required to provide voting materials and assistance in a language other than English under subdivision (c) of Section 14201 and the federal Voting Rights Act of 1965.

A bilingual voter education workshop will be held for each language in which the county is required to provide voting materials and assistance in a language other than English. The LAAC members will assist in developing a plan to serve the minority language community and where best to place each voter education workshop. Each voter education workshop will include, but not be limited to, educating the voters regarding the change to all Vote by Mail balloting and the Vote Center method, new voting equipment demonstrations, ballot drop-off information, and addressing the election or voting concerns of the minority language community.

Item 6B - 10(I)(i)(VI)(ib) –The disability community, including organizations and individuals that advocate on behalf of , or provide assistance to, individuals with disabilities. The county election official shall hold at least one voter education workshop to increase accessibility and participation of eligible voters with disabilities.

At least one voter education workshop will be held to increase accessibility and participation of eligible voters with disabilities. The VAAC members will assist in developing a plan to serve voters with disabilities. Each voter education workshop will include, but not be limited to, educating the voters regarding the change to all Vote by Mail balloting and the Vote Center method, new voting equipment demonstrations, the accessibility of the

voting equipment, ballot drop-off information, accessible vote by mail ballot options, and addressing the election or voting concerns of the disabled community.

Item 7 - 10(I)(i)(VII) – a description of how the county will spend the necessary resources on voter education and outreach to ensure that voters are fully informed about the election. This description shall include information about the amount of money the county plans to spend on voter education and outreach activities under the plan, and how that compares to the amount of money spent on voter education and outreach in recent similar elections in the same jurisdiction that were not conducted pursuant to this section.

The County will provide for funding, staff support and materials distribution to ensure voters are fully informed about the election process. There is currently budgeted \$71,200 for the voter education and outreach activities required under this plan. The County spent \$36,187 for voter education and outreach in Fiscal Year 2016/2017, and \$22,287 for voter education and outreach in Fiscal Year 2015/2016.

Item 8 - 10(I)(i)(VIII) - At least one public service announcement in the media, including newspapers, radio, and television, that serve English speaking citizens for purposes of informing voters of the upcoming election and promoting the toll-free voter assistance hotline. Outreach made under this sub clause shall include access for voters who are deaf or hard of hearing and voters who are blind or visually impaired.

Sacramento County will use Public Service Announcements to inform voters of the upcoming election and the toll-free assistance hotline. The PSA formats will include electronic billboards, television, radio, newspapers, and social media, in order to reach voters with disabilities such as those who are deaf or hard of hearing and voters who are blind or visually impaired.

Item 9 - 10(I)(i)(IX) – At least one public service announcement in the media, including newspapers, radio, and television, that

serve non-English-speaking citizens for each language in which the county is required to provide voting materials and assistance under subdivision (c) of Section 14201 and the federal Voting Rights Act of 1965, for purposes of informing voters of the upcoming election and promoting the toll-free voter assistance hotline.

Sacramento County will use Public Service announcements to inform voters of the upcoming election and the toll-free assistance hotline. The PSAs will be distributed through minority language television, radio, and newspapers.

Item 10 - 10(I)(i)(X) – At least two direct contacts with voters for purposes of informing voters of the upcoming election and promoting the toll-free voter assistance hotline. The two direct contacts are in addition to any other required contacts including, but not limited to, sample ballots and the delivery of vote by mail ballots.

Sacramento County will have two informational contacts provided to every registered voter to provide information on the upcoming election and the toll-free assistance hotline. The informational contacts will include the notice of the delivery of a vote by mail ballot and may include additional information as needed.

Section 2 – Election Administration

Item 11 - 10(I)(ii) – A description of how a voter with disabilities may request and receive a blank vote by mail ballot and, if a replacement ballot is necessary, a blank replacement ballot that a voter with disabilities can mark privately and independently.

Every Vote Center location will have the ability to print every Sacramento County voter's ballot type on demand once we verify their ballot has not already been returned. Every Vote Center will have a minimum of 3 accessible voting machines set-up in a private manner to allow all voters the opportunity to cast their ballot privately and independently. In addition,

any voter may request to receive their ballot electronically and mark it using their own assistive devices and then print out and send to the elections office.

Item 12 - 10(I)(iii) – A description of how the county elections official will address significant disparities in voter accessibility and participation identified in the report required by subdivision (g).

Sacramento County will review the report required in subdivision (g) and address any disparities identified on an item by item basis. This includes, but is not limited to a review of site locations, hours of operation, voter feedback, and a review of our voter education and outreach efforts.

Item 13 - 10(I)(iv) – A description of the methods and standards that the county elections official will use to ensure the security of voting conducted at vote centers.

All voting conducted at vote centers will follow our existing security procedures, including the California Elections Code, state and federal certification standards, and California use procedures for voting systems. This includes, but is not limited to ensuring all equipment at the vote center shall be sealed, stored, delivered and used per the regulations. In addition, our current procedures require the majority of the board be present when the site is open.

Item 14 - 10(I)(v) – Information about estimated short-term and long-term costs and savings from conducting elections pursuant to this section as compared to recent similar elections in the same jurisdiction that were not conducted pursuant to this section.

Estimated costs and savings related to implementing the Voter's Choice Act are being developed. Short-term costs will include support for extensive voter education activities such as the two required informational contacts and extensive participation in community educational events. There are no anticipated short-term savings.

Long-term savings from reduced voting equipment acquisition and maintenance costs are anticipated. The County is in the process of obtaining a replacement voting system, compliant with the Voter's Choice Act, the cost of which is expected to be less than a system for a polling place solution while at the same time eliminating the current need for system maintenance. The Fiscal Year 2017/2018 budget, which covers the June

2018 election, includes \$210,723 for voting system maintenance and \$71,200 for voter education. The Fiscal Year 2016/2017 budget, which covered the November 2016 election, included \$209,560 for voting system maintenance and \$36,187 for voter education. The Fiscal Year 2015/2016 budget, which covered the June 2016 election, included \$217,780 for voting system maintenance and \$22,287 in voter education.

Item 15 - 10(I)(vi) – To the extent available at the time of publication, information on all of the following:

Item 15A - 10(I)(vi)(I) – The total number of vote centers to be established.

Based on registration projected for June 2018, a minimum of 16 Vote Centers open for 11 days, increasing to 78 that will be open for 4 days, will be established. The minimum number of required locations will be established using the voter registration at 88 days prior to Election Day.

Item 15B - 10(I)(vi)(II) – The total number of ballot drop-off locations to be established.

Based on registration projected for June 2018, a minimum of 52 ballot drop-off locations will be established. The minimum number of required locations will be established using the voter registration at 88 days prior to Election Day.

Item 15C - 10(I)(vi)(III) – The location of each vote center.

Using data collected from the 2010 decennial Census, the American Community Survey, and the current Sacramento County Voter Registration file, we are conducting an inventory of possible Vote Center and ballot drop-off locations based on the following criteria:

1. proximity to public transportation.
2. proximity to communities with historically low vote by mail usage.
3. proximity to population centers.
4. proximity to language minority communities.
5. proximity to voters with disabilities.
6. proximity to communities with low rates of household vehicle ownership.
7. proximity to low-income communities.
8. proximity to communities of eligible voters who are not registered to vote and may need access to same day voter registration.

9. proximity to geographically isolated populations, including Native American reservations.
10. Access to accessible and free parking at vote centers and ballot drop-off locations.
11. The distance and time a voter must travel by car or public transportation to a vote center and ballot drop-off location.
12. The need for alternate methods for voters with disabilities for whom vote by mail ballots are not accessible to cast a ballot.
13. Traffic patterns near vote centers and ballot drop-off locations.
14. The need for mobile vote centers in addition to the number of vote centers established pursuant to this section.

Sacramento County is currently conducting an accessibility survey on each potential Vote Center and ballot drop-off location in order to create a facility inventory. Sacramento County is working closely with local businesses, churches, community centers, government offices, and senior facilities that are willing to provide adequate voting areas. We have reached out to the Los Rios Community College District and California State University, Sacramento. Sacramento Public Libraries have partnered with us to provide Vote Centers. The county will reach out to cities and geographic communities, as well as communities of interest to provide input on which of the inventoried sites would best serve their area. All locations must be ADA compliant and equitably distributed as near as possible to public transportation stops.

Item 15D - 10(I)(vi)(IV) – The location of each ballot drop-off location and whether it is inside or outside.

All Sacramento Public Libraries (28 total) will serve as ballot drop-off locations. Other locations shall be determined upon completion of the facility inventory process. It is anticipated that most ballot drop-off boxes will be located inside except for the 24-hour drive-thru exterior ballot drop-off box located at 7000 65th Street.

Item 15E - 10(I)(vi)(V) – A map of the locations of each vote center and ballot drop-off location.

Maps showing the location of each vote center and ballot drop-off box will be created by our GIS team once facilities are confirmed.

Item 15F - 10(I)(vi)(VI) – The hours of operation for each vote center.

All vote centers must be open continuously for a minimum of 8 hours per day and open 7:00am – 8:00pm on Election Day. Exact hours of operation for all facilities will be included in the required materials sent to all registered voters under Elections Code 4005.

Item 15G - 10(I)(vi)(VII) – The hours of operation for each ballot drop-off location.

All ballot drop-off locations will be open during the host locations regular business hours and will be confirmed prior to the required notices sent to all voters under Elections Code 4005. The exterior ballot drop-off box at 7000 65th Street is open 24 hours.

Item 15H - 10(I)(vi)(VIII) – The security and contingency plans that would be implemented by the county elections official to do both of the following:

Item 15H(a) - 10(I)(vi)(VIII)(ia) – Prevent a disruption of the vote center process.

All staff, including those working the Vote Centers, and those providing technical and compliance support, will attend extensive training on the voting equipment, setting up the vote center, assisting and processing voters, securing everything at the end of the 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. County Sheriff, local Police jurisdictions, and local transportation authorities will receive a list of all Vote Center locations. Each Vote Center will be provided with a binder for emergency procedures and be provided with a manual on proper procedures for processing voters.

Item 15H(b) - 10(I)(vi)(VIII)(ib) – Ensure that the election is properly conducted if a disruption occurs.

Each disruption will have its own response, depending on the level of impact to the vote center or election overall. If a single vote center is disrupted, we will immediately redirect voters to other vote centers, this includes, but is not limited to informing local police, the Secretary of State's office, and sending 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. Current polling place procedures provide additional guidelines for dealing with emergencies.

Item 15I - 10(I)(vi)(IX) – The number of election board members and the number of bilingual election board members and the languages spoken.

The number of election board members, number of bilingual election board members, and the languages spoken will be published prior to each election based on the requirements of Elections Code 4005. All election board staff must meet the eligibility requirements commencing with Elections Code 12300 and bilingual officer placement will depend on community input and whether a Vote Center is located in, or adjacent to, a precinct or census tract that is required to provide services in a language under Elections Code 12303.

Item 15J - 10(I)(vi)(X) – The services provided to voters with disabilities, including, but not limited to, the type and number of accessible voting machines and reasonable modifications at each vote center.

All Vote Centers will have a minimum of 3 accessible voting machines, allowing each voter the ability to independently and privately mark their ballot. In addition, magnifying glasses, desk lamps, and pen grips will be provided. Depending on the needs of the location, mitigation equipment to access the polling place will be provided, including but not limited to: threshold ramps, signage, door stops, and cones to identify potential barriers.

Item 15K - 10(I)(vi)(XI) – The design, layout, and placement of equipment inside each voter center that protects each voter's right to cast a private and independent ballot.

We will use our established polling place layout guidelines adjusted to meet the space allotted in each vote center. These guidelines include placing the accessible ballot marking device in a manner that allows a voter to independently and privately mark their ballot. The layout shall include the clear space minimum requirements, including a minimum 60-inch turn clearance for a wheel chair.