



JANUARY 14, 2020

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

NAPA COUNTY  
ELECTION DIVISION  
1127 1ST ST SUITE E  
NAPA, CA 94559

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## **Napa County Election Administration Plan**

### **Overview**

Senate Bill 450, also known as the California Voter's Choice Act (VCA), was signed into law on September 29, 2016, authorizing 14 counties, including Napa, to conduct any election as an All-Mailed Ballot/Vote Center election commencing in 2018. This legislation was part of a broad collection of election reforms designed to increase voter participation and engagement and expand voting options.

Napa County has been at the forefront of conducting All-Mailed Ballot Elections in the State of California since 2006. By 2016, 90% of our registered voters were receiving Vote by Mail Ballots. Napa County also pioneered Voting Assistance Centers beginning in 2008.

The Election Division is required under the VCA to prepare an updated Election Administration Plan (EAP) within two years after adoption of the original EAP in September 2017. This updating process will include publication of three versions of the EAP; community meetings held in various parts of the county; publication of comments received; a public hearing to be held on Monday October 21, 2019 at 10:00 a.m. in the Board of Supervisor chambers and after a final, 14-day comment period, submission to the California Secretary of State for approval. This updated EAP will be a collaborative effort prepared in consultation with our community partners, municipal election colleagues and stakeholders.

In the pages that follow, the EAP describes the Vote by Mail ballot process; the proposed locations of the County's Vote Centers and Ballot Drop Box locations; the election technology that will be deployed securely at Vote Centers and our Voter Education and Outreach Plan.

### **Vote By Mail Ballots**

Under the VCA model, all registered voters will be mailed a ballot beginning 29 days before the election, with a postage paid envelope to return the ballot. Napa County voters receive election materials in bilingual English and Spanish. Filipino-Facsimile ballots are available at the Vote Centers and may also be requested to be mailed.

Voters with disabilities may take advantage of Napa County's Remote Accessible Vote by Mail System (RAVBM), which allows voters to access and mark their ballot in a screen-readable format on a personal computer. Voters with disabilities may also contact the Disability Rights California hotline at 1-888-569-7955 or TTY 1-800-719-5798 for assistance.

A registered voter may request a replacement ballot by phone, email, fax or our website until one week prior to Election Day. A replacement ballot must be obtained in person at a Vote Center during the week prior to the election.

### **Vote Center and Ballot Drop-Off Locations**

The VCA establishes detailed criteria and formulas for the number and location of Vote Centers and Ballot Drop Box. The law requires that Vote Centers and Ballot Drop Box locations be accessible to

voters with disabilities, located near population centers, public transportation and near low-income and language minority communities.

The California Civic Engagement Project (CCEP) used Geographic Information System (GIS) mapping software and U.S. Census Data to pinpoint suggested Vote Center and Drop Box locations. These maps can be found in Appendix VI. Vote Center and Ballot Drop Box locations were selected in consultation with the Napa County Voting Accessibility Advisory Committee (VAAC) and the Language Accessibility Advisory Committee (LAAC). Napa County is pleased that the 9 Vote Center and 9 Drop Box locations contained in the updated EAP match the criteria of the CCEP.

### **Vote Centers**

Vote Centers expand voting participation options well beyond conventional polling places. At a vote center an eligible citizen can register to vote, obtain a conditional voter registration (CVR) ballot and cast that ballot either on paper or using our Dominion Image Cast X - Accessible Ballot Marking Device (ICX). At a vote center, unlike a polling place, a registered voter from anywhere in the County can obtain a replacement ballot at any vote center where any of the County's 167 ballot types can be printed or voted on an ICX.

Vote Centers have secure connection to the County's Election Management System ("EMS"), allowing Vote Center staff to verify, in real time, the voting status of each voter against the local database and against the statewide registration database known as VOTECAL.

All Vote Centers are ADA-compliant for access and are equipped with Dominion ICX Ballot Marking Devices with large print and audio capability. Vote center workers are trained to assist voters with specific needs. Voters with disabilities may also contact the Disability Rights California hotline at 1-888-569-7955 or TTY 1-800-719-5798 for assistance.

Security and contingency plans and equipment are in place at each vote center to prevent disruption of voting by power failure or other activities. When Vote Centers are not in operation, the site and equipment will be secured through tested and established security protocols such as tamper-evident seals and secure storage facilities. See Appendix VII for detailed information. A sample Vote Center layout diagram is provided in the Appendix VIII.

### **Vote Center Operation**

Vote Centers will open gradually, with greater numbers of Vote Centers in operation as the election draws nearer. The County will continue its practice of opening one Vote Center at the Election Division, 29 days before the election.

One additional Vote Center will open 10 days before the election, and all Vote Centers will be in full operation beginning the Saturday before the election.

The VCA has established the following formula for determining the locations of Vote Centers throughout the County. These numbers are based on an estimate of 80,000 registered voters for the March 2020 Election:

<b>Days Before the Election</b>	<b>Number of Registered Voters Per Vote Center</b>	<b>Vote Centers Required By Code</b>	<b>Vote Center Accessible to the Public</b>
10	50,000	2	2
3	10,000	8	9

Vote Centers will be open at least eight hours per day 3-10 days before the Election, from 8 a.m. to 5 p.m. Monday thru Friday, from 8:30 a.m. to 4:30 p.m. on weekends, and open from 7:00 a.m. to 8:00 p.m. on Election Day.

Each Vote Center will be staffed by 5-10 Vote Center workers. The County is hoping to recruit at least one Spanish-speaking and one Filipino-Tagalog-speaking Vote Center worker to provide language assistance at each Vote Center. We accept the support of the CLC to provide translation assistance at the Vote Centers as needed on Election Day.

Napa County Election Division - 1127 First St, Suite E, Napa

Holiday Inn Express & Suites Napa Valley - 5001 Main St, American Canyon

American Canyon Boys and Girls Club – 60 Benton Way, American Canyon **(CHANGED LOCATION!)**

Yountville Veterans Home - 260 California Blvd, Yountville

Napa Valley College Upper Valley Campus - 1088 College Ave, St Helena

Calistoga Community Center - 1307 Washington St, Calistoga

Angwin Fire House - 275 College Ave, Angwin

Crosswalk Community Church - 2590 1<sup>st</sup> St, Napa

Las Flores Community Center – 4300 Linda Vista, Napa **(NEW LOCATION!)**

### **Ballot Drop Boxes**

At least one Ballot Drop Box is required for every 15,000 registered voters in the County for a projected total of 6 Ballot Drop Boxes for the March 2020 Election. Based on popularity of the Ballot Drop Boxes in the 2018 Election Cycle, Napa County is expanding to a total of 11 Drop Boxes. The Election Division is awaiting confirmation from Property Owners on a eleventh Drop Box located in East American Canyon. These Ballot Drop-off boxes will be available 24/7 beginning 28 days before Election Day. A detailed list with dates and times and a map of proposed Vote Center and Ballot Drop-off locations are included in Appendix I.

Napa County Election Division – Alley - 2nd St Parking Garage Alley, Napa

City of Napa - Cooke Orthodontics – 3392 Solano Ave, Napa

City of Napa – Soscol Ave at Lincoln – South of Soscol Plaza across from Walmart

City of Napa – East side of South Jefferson, Near Chevron and Goodwill **(NEW LOCATION!)**

City of Napa – Napa Valley College – 2277 Napa-Vallejo Hwy **(NEW LOCATION)\***

City of American Canyon City Hall – 4381 Broadway St

Walgreens Parking Lot – Broadway St, American Canyon (**AWAITING OWNER APPROVAL**)

Yountville Community Center – 6516 Washington St (near the library drop box)

St Helena Library – 1492 Library Lane

City of Calistoga – Fair Way – next to bus stop (outside CalMart)

Angwin – Howell Mountain Market and Deli – 15 Angwin Ave

\*Offer from Napa Valley College for financial assistance for Drop Box.

### **Voting Technology**

The County's voting technology is comprised of two main components: 1) managing voter registration, candidate filings and tracking ballot status provided by DFM Associates and 2) preparation, casting and tabulation of ballots provided by Dominion Voting Systems. Both systems are protected against attempts by third parties to interfere with the election by user identification, passwords and lack of wireless or internet connection.

The County will deploy the existing Dominion Voting System, Image Cast X (ICX) – Ballot Marking Devices and Mobile Ballot Printing System (MBP), at all Vote Centers during the 2020 Election Cycle. The voter may use the ICX to mark the ballot and will print the ballot when he/she is finished voting. All ICX machines meet ADA/Language requirements. The MBP will be available for voters who request a paper ballot.

### **Voter Election Data**

The County will maintain at each Vote Center in an electronic format a continuously updated index of voters who have done any of the following at a Vote Center:

- Registered to vote or updated their registration
- Received and voted a provisional or replacement ballot
- Voted a ballot using equipment at the Vote Center

### **Fiscal Impact**

The 2018 initial roll out of VCA in Napa County had three fiscal impacts: 1) one-time expense to purchase the necessary computers and printers to provide full functionality at each vote center; 2) an ongoing expense for vote center workers who are more highly trained than polling place volunteers and who work many more hours because of training and voter center operating hours, and; 3) two mandated prepaid outreach mailers to every registered voter before each election. As more counties adopt the VCA model and as the public becomes more familiar with vote by mail and the vote center/ballot drop box model, it is expected that these costs will level out.

### **Summary**

The California Voter's Choice Act is landmark legislation that has begun to increase voter and community engagement in the precious democratic process. Napa County, in cooperation with its community partners and municipal election colleagues, has adopted the VCA model with great success. VCA could not have happened without the support of the Board of Supervisors and the staffs of the County Executive Office, the Information Technology and Human Resources Divisions.

The new election model has already had the positive effects of increasing voter participation, providing greater accessibility to voters with disabilities, improving our voting system technology, and strengthening our elections infrastructure security. Napa County looks forward to continuing its tradition of excellence and innovation with the successful 2020 continuation of the California Voter's Choice Act.

## **Voter Education and Outreach Plan**

### **Overview**

The California Voter's Choice Act (VCA) requires the County to develop a Voter Education and Outreach Plan that informs voters and eligible citizens on all aspects of the VCA, including Vote Center and Ballot Drop Box locations; vote by mail voting and information specific to voters with disabilities and non-English speaking voters. Public workshops will be held with community organizations and individuals that advocate on behalf of or provide services to these groups. All public workshops hosted by the County will be ADA accessible. Workshops will be held no later than 60 days prior to each federal election or special state election.

The County worked with its Voting Accessibility Advisory Committee (VAAC); Language Accessibility Advisory Committee (LAAC); Voter Choice Napa/Community Leaders Coalition (VCN/CLC); Voter Choice California and academics to develop the original Voter Education and Outreach Plan.

Preparation and adoption of the EAP is the first step in engaging community organizations, municipal election colleagues, schools and other entities to raise awareness of the new election model. Concurrently the County will cooperate in mounting a broad media campaign using direct mail, news media, social media (such as Facebook and Twitter), and public access media to continue educating the public on the VCA. The campaign will promote the County voter information website and the toll-free voter assistance hotline, 1-888-494-8356 to inform voters how to obtain their ballot in an accessible format, and provide multilingual services and accessibility to persons with hearing disabilities.

The Election Division will reach out to organizations hosting community events and community organizations found in the Appendix III. We plan to expand the community events and community partners list during the EAP updating process.

### **Engaging Businesses**

The Secretary of State's Democracy at Work program <https://www.sos.ca.gov/elections/myvote-democracy-work-project/> provides the opportunity for businesses, government agencies and nonprofits to partner with the SOS to encourage greater civic participation through initiatives designed to increase voter registration and voter turnout among employees and the voting public. The County will promote the SOS's nonpartisan Democracy at Work program through the County website and social media and coordination with Chambers of Commerce in each of the municipalities.

## **Community Partners**

The Election Division has provided information about the new voting model to many Community Partners to assist in voter outreach. To assist with education and outreach, Election Division staff attend community events, make presentations to organizations, and train interested individuals and groups. Upcoming community events, community partners, and municipal election officials can be found in Appendix III and Appendix IV. These lists will evolve as new events and partners are added and/or changed. Additions are welcome to these lists.

Community partners may assist in simple ways such as placing a flyer in an office, including an article in an organizational newsletter or on a website, or have an Election Division representative present information on the VCA to clients, members, and/or residents. Educational tools, including a presentation, flyer, and frequently asked questions, will be available to download from the County's Election website or copies will be available from the Election Division office. An online toolkit will include messages, graphics, and other resources which can be customized for various needs.

The Registrar of Voters and Election Division staff visit local high schools to register and pre-register students and educate them about the VCA election model. We are expanding to Napa Valley College and Pacific Union College to encourage students and faculty to register to vote and participate in the election process.

## **Individual Voter Network**

Outreach and education activities are not limited to organizations. Individual voters may serve as part of a support network by alerting the Election Division to any barriers with regards to voting and provide solutions. Voters can also help by raising the awareness of the community to the new voting model.

## **Non-English Speaking Voters**

As part of its outreach efforts, the County will continue and expand its outreach to voters who prefer to use a language other than English.

A news release, distributed to all media serving Napa County residents, will announce the toll-free voter assistance hotline, 1-888-494-8356, which will provide multilingual services. Additionally, advertisements in Spanish and Filipino-Tagalog media will be purchased to promote the assistance hotline.

The language assistance required at each Vote Center has been identified by the California Secretary of State through U.S. Census data. Additional identification will be through the public input process, including input provided by the County's LAAC.

Media partners, including non-English language media, are in Appendix V. The County encourages further media partner suggestions during the public comment process of the updated EAP.



## **Voters with Disabilities**

Napa County has a long-standing commitment to voters with disabilities to increase accessibility in the democratic process. The Election Division website, [www.countyofnapa.org/elections](http://www.countyofnapa.org/elections), provides information and resources for voters with disabilities, including details on ICX - Accessible Units; the RAVBM Accessible System; ADA Accessible requirements for Vote Centers and the VAAC.

A press release, distributed to all media serving Napa County residents, will announce the voter assistance hotline, TTY Line 707-299-1475, which will provide accessibility to persons with hearing disabilities.

Voters with disabilities may use their personal computer to download and mark their ballot through the RAVBM Ballot System. Details regarding this system will be included in the Local Voter Information Guide. A RAVBM/Language Preference postcard will also be included with all vote by mail ballots. This postcard will remind voters to retain their postage paid return envelope for returning the ballot. Vote Center staff may also bring a paper ballot replacement to a car for curbside voting.

Most Vote Centers can be reached via Vine Transit, Napa County's bus service. Persons with disabilities who cannot independently use regular Vine Transit bus service, some or all of the time, have access to the Napa Valley Transportation Authority (NVRTA) paratransit Vine Go service. Riders may call to reserve a trip from one to seven days in advance. The Election Division will work with NVRTA to expand access to voting for persons with disabilities.

## **Addressing Disparities in Participation**

Citizens may register to vote online directly at [registertovote.ca.gov](http://registertovote.ca.gov) or can access the state voter registration website through a link from the County Election website, [www.countyofnapa.org/elections](http://www.countyofnapa.org/elections). Citizens may pick up a voter registration form at the Election Division, City Halls, libraries and post offices throughout the County. County agencies serving low-income households and individuals with disabilities provide voter registration forms to their clients. The Department of Motor Vehicles (DMV) and Secretary of State have established a new California Motor Voter Program as defined by AB 1461. This new program, during DMV transactions, will automatically register any person who is qualified to vote unless that person opts out of registration. The Elections Division will also mail a registration form upon request.

The SOS provides National Voter Registration Act (NVRA) resources and training to County agencies serving low-income residents and individuals with disabilities. These agencies include, but are not limited to: CalFresh CalWORKs, Medi-Cal, Women, Infants, and Children (WIC), In-Home Supportive Services, Covered California, California's health benefit exchange, Department of Rehabilitation-Vocational Services, Independent Living Centers, Department of Developmental Services Regional Centers, Offices contracting with the Office of Deaf Access, State and County mental and behavioral health departments, and private practitioners providing services under contract with those departments. The County will provide additional information and training on request to coordinators and staff at agencies.

The County regularly provides information on voting rights and elections to the Napa County Correction Department to share with inmates in the County's jail facility.

### **Direct Voter Contacts**

Direct contact from the County to voters was the most effective method to inform voters about the 2018 Election Cycle. Two mailers are required before each election to inform voters about VCA. The first mailing approximately 45 days before each election will alert voters to watch for their vote by mail ballot and voter information guide. The second mailing approximately 10 days before the election remind voters to vote the ballot they received in the mail; direct them to vote center and ballot drop box locations and provide information on obtaining a replacement ballot. Examples of materials sent to voters are included in Appendix II. Updated mailers may be created for future mailings.

### **Public Service Announcements**

A Public Service Announcement (PSA) script for TV/Newspaper will be distributed with the request for visuals or closed-captioning for voters who are deaf or hard of hearing. A radio script will include a request for stations to post the information on their companion websites to assist in reaching those voters. The Registrar of Voters and the bilingual Election Services Manager will be available for television and radio PSA recording.

Artwork will be available from the County for print and online PSAs, and for government and community partners to use in their social media and newsletters. Print PSAs will be accompanied by a request to post the announcement on any affiliated websites with audio for the blind and visually impaired.

The County will provide Spanish and Filipino-Tagalog language media outlets serving Napa County with scripts for PSAs. The scripts will inform voters of the upcoming election and promote the toll-free voter assistance hotline.

### **Budget**

The chart shows the comparison between the November 2018 and March 2020 election budgets. Not all costs are related to implementation of the VCA. The Election Division has been allocated \$64,200 for voter education and outreach including the two mandated postage paid mailers approved by the Board of Supervisors. Additionally, the Election Division will provide in-house support for the preparation of graphic and outreach materials, public presentations and community outreach events.

The budget will provide for the purchase of advertisements in newspapers, television, radio and social media. A portion of these funds will be allocated to bilingual translation.

## EAP Cost Comparison - Comparación de Costo EAP

	<b>Cost Categories – Costo Categorías</b>	<b>November 2018 Budget – Presupuesto</b>	<b>2019/2020 Budget – Presupuesto</b>	<b>Difference</b>
1	Labor & Salary - Labor y Salario	\$105,730	\$107,845	+\$2,115
2	VBM Ballot Printing - Impresión de Balota	\$64,310	\$65,000	+\$690
3	VAC Ballots Printing - Impresión de Balota	\$2,500	\$2,600	+\$100
4	VBM Ballot Postage - Franqueo	\$56,000	\$58,000	+\$2,000
5	Sample Ballot Printing - Balota ejemplar	\$124,270	\$125,000	+\$730
6	VIG Postages - Franqueo	\$12,012	\$12,500	+\$488
7	Outreach - Contacto con el Elector	\$62,640	\$64,200	+\$2,830
8	Equipment Cost - Costo de Equipo	\$7,660	\$21,000	+\$13,340
9	Election Workers - Trabajadores Electorales	\$155,000	\$160,000	+\$5,000
10	Drayage	\$19,070	\$21,800	+2,730
	<b>Total Cost - Costo Total</b>	<b>\$609,192.00</b>	<b>\$637,945.00</b>	<b>+\$30,023.00</b>

	<b>Outreach – Contacto con el Elector</b>	<b>2018/2019 Budget – Presupuesto</b>	<b>2019/2020 Budget – Presupuesto</b>	<b>Difference</b>
1	Advertisements - Anuncios	\$4,000	\$4,500	+\$500
2	Social Media - Medios de comunicación Soc.	\$1,000	\$1,000	+\$0
3	Equipment/Supplies - Equipo\ Suministros	\$3,000	\$4,000	+\$1,000
4	Mailers I and II/Postage - Volantes I, y II	\$50,140	\$50,200	+\$1,330
5	Events Rentals\ Alquileramientos	\$4,000	\$4,000	+\$0
6	Additional Voter Contact\ Contacto adicional	\$500	\$500	+\$0
	<b>Total Cost - Costo Total</b>	<b>\$62,640.00</b>	<b>\$64,200.00</b>	<b>+\$2,830.00</b>

	<b>Cost to Operate Voter Centers in November 2018</b>	<b>Cost to Operate a Drop Box in March 2020</b>	<b>Difference</b>
Rent	\$4,000	\$6,800	+\$2,800
Supplies	\$10,000	\$25,000	\$15,000
Extra Help	\$81,000	\$103,000	+\$22,000
<b>Total</b>	<b>\$95,000</b>	<b>134,800</b>	<b>+\$39,800</b>

## Appendix I – Proposed Vote Center & Drop Box Locations

Each Vote Center will have 5-10 trained Vote Center Staff with no less than one bilingual worker in Spanish at each Vote Center and one bilingual Filipino-Tagalog worker at the American Canyon, Napa and Calistoga locations. Translation support by phone will be available to all sites.

### VOTE CENTER LOCATIONS

#### **Open 29 Days Prior to Election – Monday – Friday 8:00 am to 5:00 pm**

Napa County Election Division - 1127 First St, Suite E, Napa

#### **Open 10 Days Prior to Election – Monday – Friday 8:00am – 5:00pm, Saturday & Sunday 8:30am – 4:30pm**

Napa County Election Division - 1127 First St, Suite E, Napa

Holiday Inn Express & Suites Napa Valley - 5001 Main St, American Canyon

#### **Open 3 days Prior to Election – Monday – Friday 8:00am – 5:00pm, Saturday & Sunday 8:30am – 4:30pm and Election Day 7:00am – 8:00pm**

Napa County Election Division - 1127 First St, Suite E, Napa

Holiday Inn Express & Suites Napa Valley - 5001 Main St, American Canyon

American Canyon Boys and Girls Club – 60 Benton Way, American Canyon **(CHANGED LOCATION!)**

Yountville Veterans Home - 260 California Blvd, Yountville

Napa Valley College Upper Valley Campus - 1088 College Ave, St Helena

Calistoga Community Center - 1307 Washington St, Calistoga

Angwin Fire House - 275 College Ave, Angwin

Crosswalk Community Church - 2590 1<sup>st</sup> St, Napa

Las Flores Community Center – 4300 Linda Vista, Napa **(NEW LOCATION!)**

### Drop Box Locations

#### **Open 24 hours a day, 29 days prior to Election Day up to Election Day at 8 pm**

Napa County Election Division – Alley - 2nd St Parking Garage Alley, Napa

City of Napa - Cooke Orthodontics – 3392 Solano Ave, Napa

City of Napa – Soscol Ave at Lincoln – South of Soscol Plaza across from Walmart

City of Napa – East side of South Jefferson, Near Chevron and Goodwill **(NEW LOCATION!)**

City of Napa – Napa Valley College – 2277 Napa-Vallejo Hwy **(NEW LOCATION)\***

City of American Canyon City Hall – 4381 Broadway St

Walgreens Parking Lot – Broadway St, American Canyon **(AWAITING PROPERTY APPROVAL!)**

Yountville Community Center – 6516 Washington St (near the library drop box)

St Helena Library – 1492 Library Lane

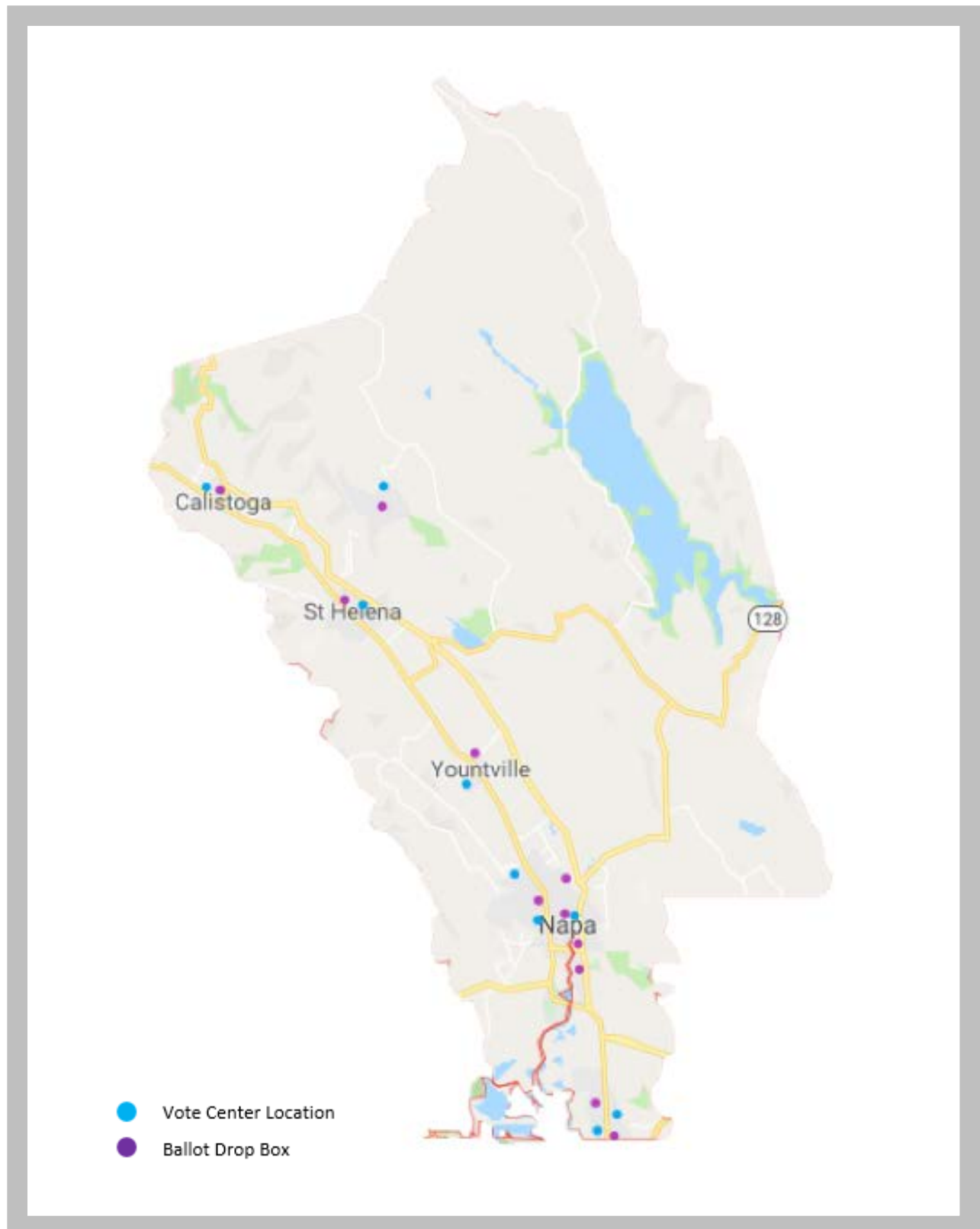
City of Calistoga – Fair Way – next to bus stop (outside CalMart)

Angwin – Howell Mountain Market and Deli – 15 Angwin Ave

\*Offer from Napa Valley College for financial assistance for Drop Box.

# Napa County Suggested Vote Centers and Drop Boxes

This map shows Napa County's suggested locations for Vote Centers and Drop Boxes.



## **Appendix II – Direct Contact Mailers**

2020 Mailers are currently under development.

## Appendix III – Community Partners

City/Town Clerks  
Board of Supervisors  
Leadership Napa Valley  
On The Move (OTM)  
Community Foundation  
League of Women Voters  
Napa Valley CanDo  
CANV  
Community Leaders Coalition  
Voter’s Choice California  
Disability Rights California  
Asian American Advancing Justice  
ParentsCAN  
Community Health Initiative  
Cope Family Center  
Up Valley Family Center  
American Canyon Family Resource Center  
American Canyon Methodist Church  
California Council for the Blind  
National Voter Registration Act (NVRA)  
Agencies  
    Health and Human Services  
    Napa State Hospital  
    North Bay Regional Center  
    CA Health Benefit Exchange  
    Disability Services and Legal Center  
    C-IV  
    In-Home Support Services (IHSS)  
    McAlister Institute  
    Comprehensive Services for Older Adults (CSOA)  
    Medi-Cal  
Homeless Outreach

Voices (On The Move)  
Rianda House  
Napa Senior Center  
Napa Solano Area Agency on Aging  
Commission on Aging  
Thrive (On The Move)  
Puertas Abiertas  
Hispanic Chamber of Commerce  
UpValley Family Centers  
Mariposa  
Hispanic Network  
Ethnic Markets  
Asian Americans Advancing Justice  
FIL-AM American Canyon  
American Canyon Family Resource Center  
American Canyon Methodist Church  
Community Health Initiative  
Cope Family Centers  
Up Valley Family Centers  
Clinic Ole  
Community Leadership Coalition  
People Empowering People (Napa County HHS)  
Napa County Veterans Services  
Napa State Hospital  
Yountville Veterans Home  
Disability Rights California  
Voter’s Choice California  
Disability Service and Law Center  
Department of Rehabilitation  
State Council for Developmental Disabilities  
California Council for the Blind  
ParentsCAN

## Appendix IV – Community Outreach Events

### Earth Day

April 22 (annual event) – Oxbow Commons – McKinstry St, Napa

### Napa Town & Country Fair

2nd week of August (annual event) – Napa Valley Expo - 575 Third St, Napa

### NVUSD Family Festival

April (annual event) – NVUSD Education Center - 2425 Jefferson St, Napa

### Napa County Health & Wellness Fair

April (annual event) – Napa County South Campus – 2751 Napa Valley Corporate Dr, Napa

### Farmers Markets

#### Napa Farmer Market

Tuesday's – 8 am – 1 pm (dates are chosen when staff is available) – South Napa Market Place

#### Calistoga Farmer Markets

Saturday's – 9 am – 1 pm (dates are chosen when staff is available) – 1399 Washington St, Calistoga

#### St Helena Farmer Markets

Friday's – 7:30 am – 12 pm (dates are chosen when staff is available) – 360 Crane Ave, St Helena

### Art & Craft Fairs

Dates and locations to be determined as events arise

### Fourth of July Events

July 4 (annual event) – Oxbow Commons – McKinstry St, Napa

### Manaleo Hawaiian Cultural Festival

September Annual Event – Napa Valley Expo, 575 3<sup>rd</sup> St, Napa

### Yountville Days

October Annual Event – Yountville

### Bi-National Health Fair

Annual event, date varies – Kaiser Permanente – 3285 Claremont Way, Napa

### Dia de Los Muertos

October Annual Events – Locations to be determined

### FIL-AM American Canyon Filipino American History Month Celebration

October Annual Event – Community Gym, 100 Benton Way, American Canyon



## Appendix V - Media Outlets

Napa Local TV Station/GDTV-Ca Univision 28 - Television

KVON/KVYN/KBBF 89.1 – Radio

Napa Register/St Helena Star/Calistoga Tribune/American Canyon Eagle/Yountville Sun/ /La Voz - Print/Online

County Facebook/Twitter - Online

Lake Berryessa News page

[lakeberryessanews.com](http://lakeberryessanews.com)

<https://www.facebook.com/Lake-Berryessa-News>

Next Door

[nextdoor.com](http://nextdoor.com)

ROV social media sites

<https://www.facebook.com/john.tuteur>

<https://twitter.com/electjt>

Instagram/electjt

Nextdoor/electjt

Social Media sites of supporting organizations

[www.countyofnapa.org](http://www.countyofnapa.org)

<https://www.facebook.com/NapaCounty/>

<https://twitter.com/CountyofNapa>

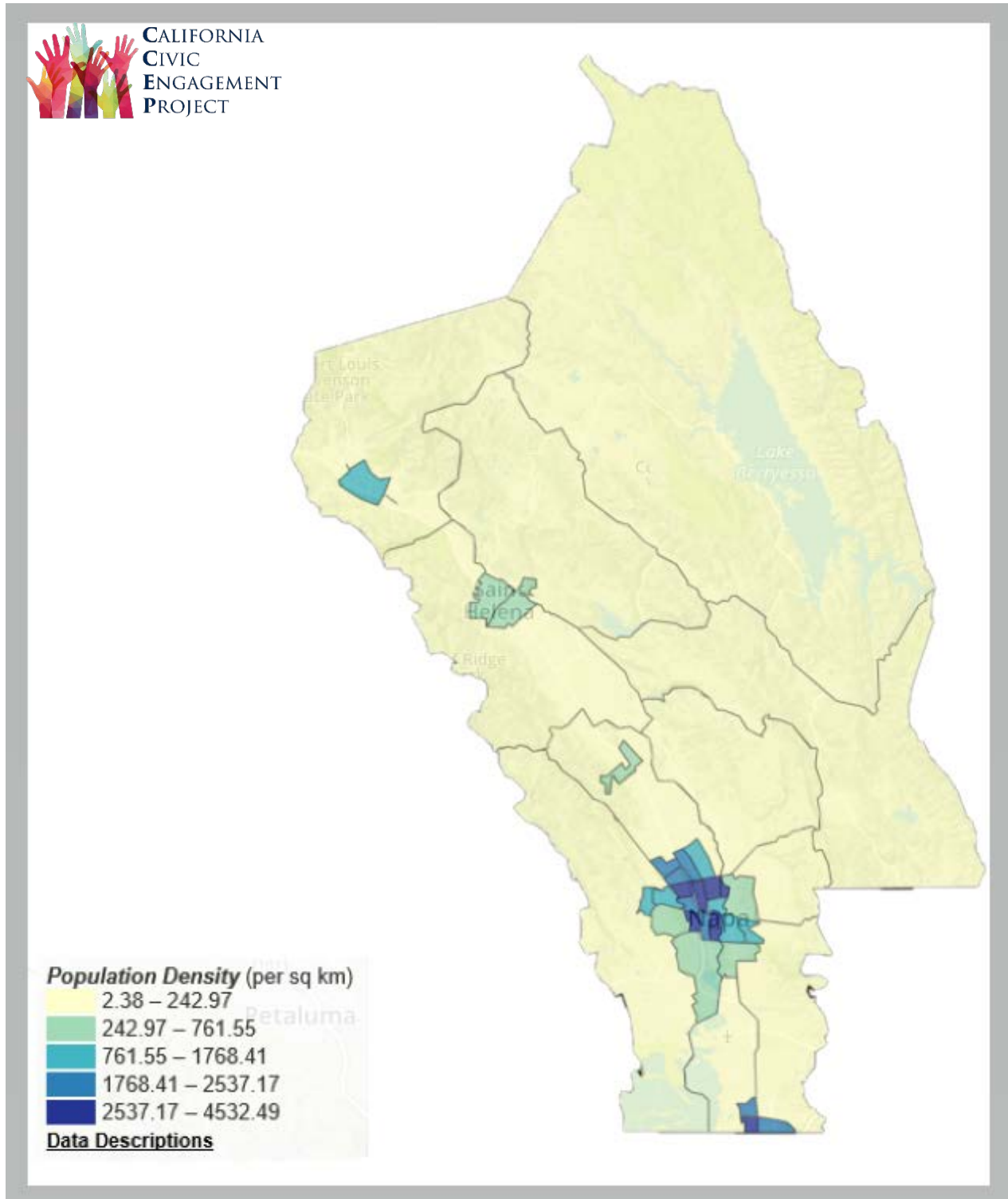
More social media sites will be used as we gain permission

Other Media Outlets to be determined after meeting with language communities

# Appendix VI - Maps

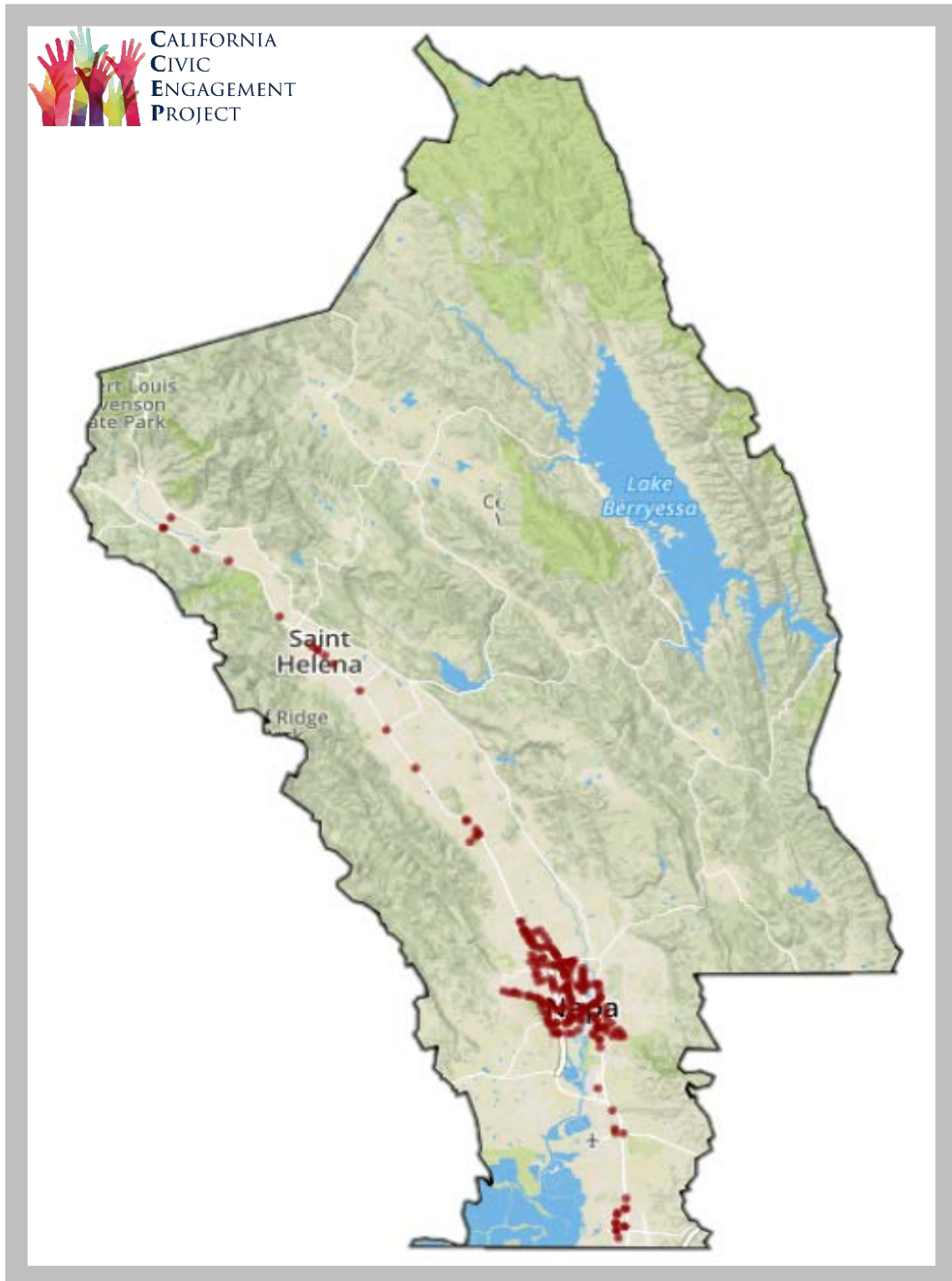
## Napa County Population

This map shows the population density for Napa County. The Vote Center Siting Tool used to gain this information is designed by California Civic Engagement. The Vote Center Siting Tool is used to help county election officials identify optimal sites for potential Vote Center and Vote-by-Mail drop boxes.



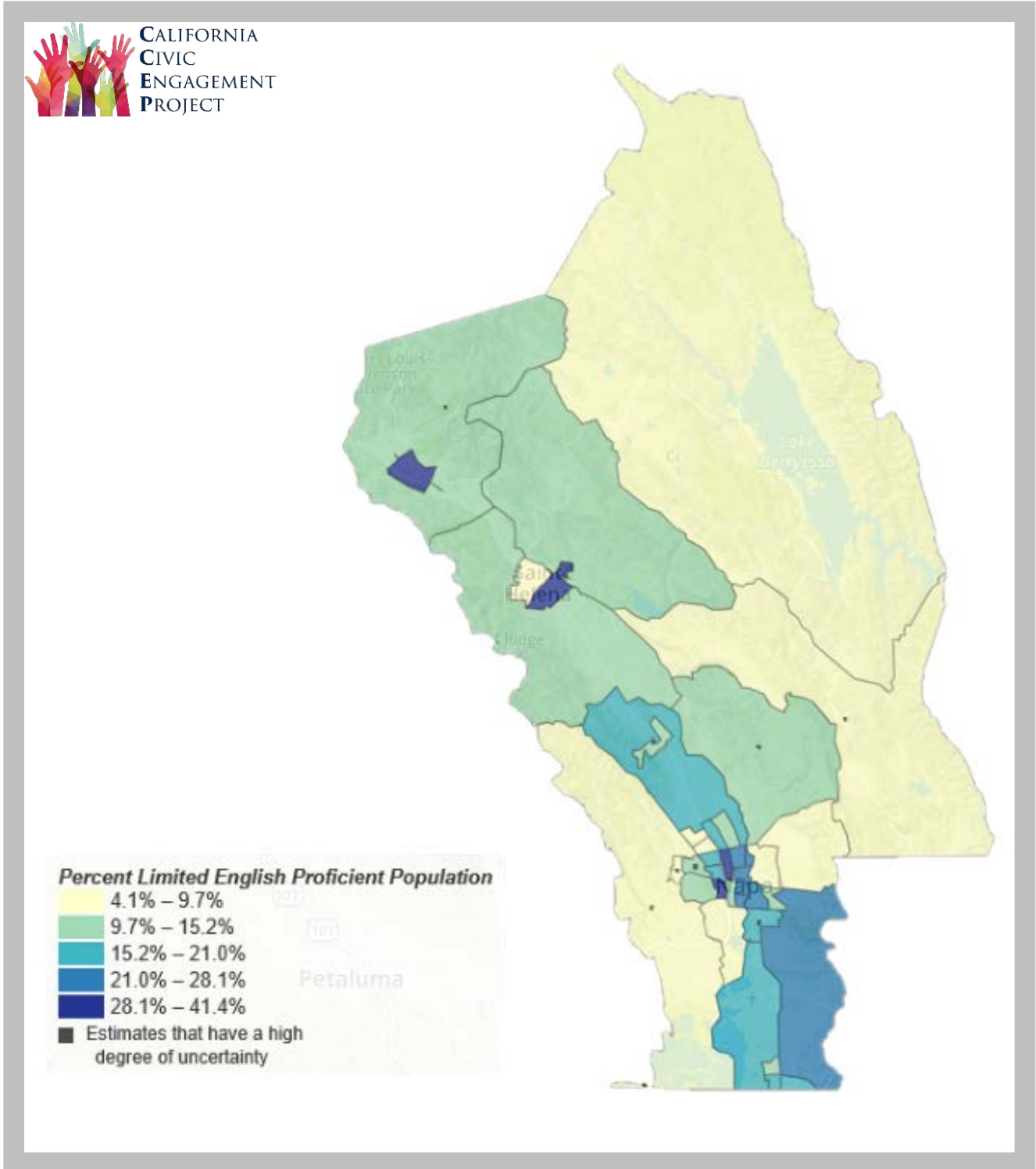
# Napa County Public Transit Stops

This map shows the Public Transit Stops for Napa County. The Vote Center Siting Tool used to gain this information is designed by California Civic Engagement. The Vote Center Siting Tool is used to help county election officials identify optimal sites for potential Vote Center and Vote-by-Mail drop boxes.



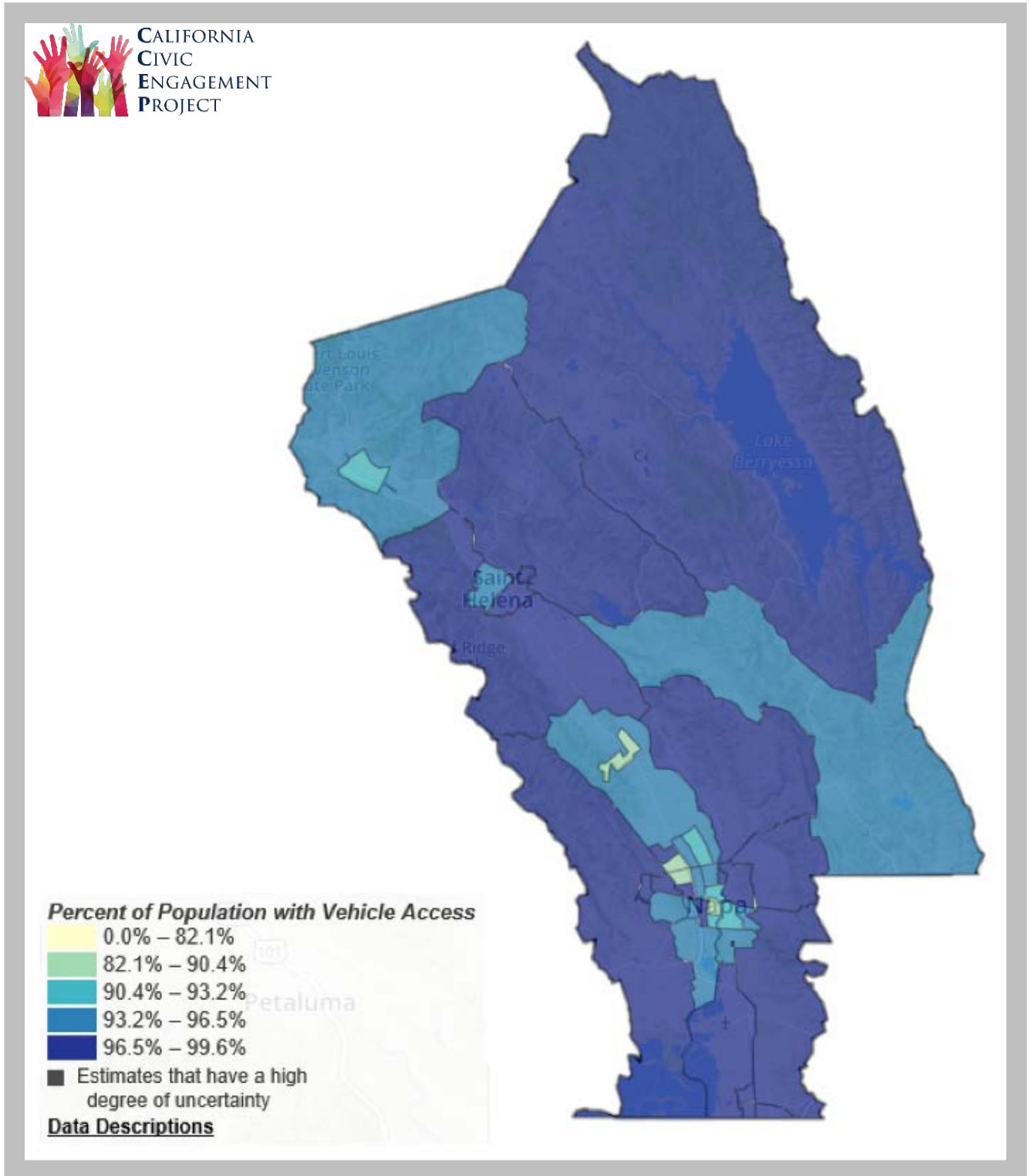
# Language Minority Communities

This map shows the population that speaks a language other than English who are not proficient in English. The Vote Center Siting Tool used to gain this information is designed by California Civic Engagement. The Vote Center Siting Tool is used to help county election officials identify optimal sites for potential Vote Center and Vote-by-Mail drop boxes.



# Household Vehicle Ownership

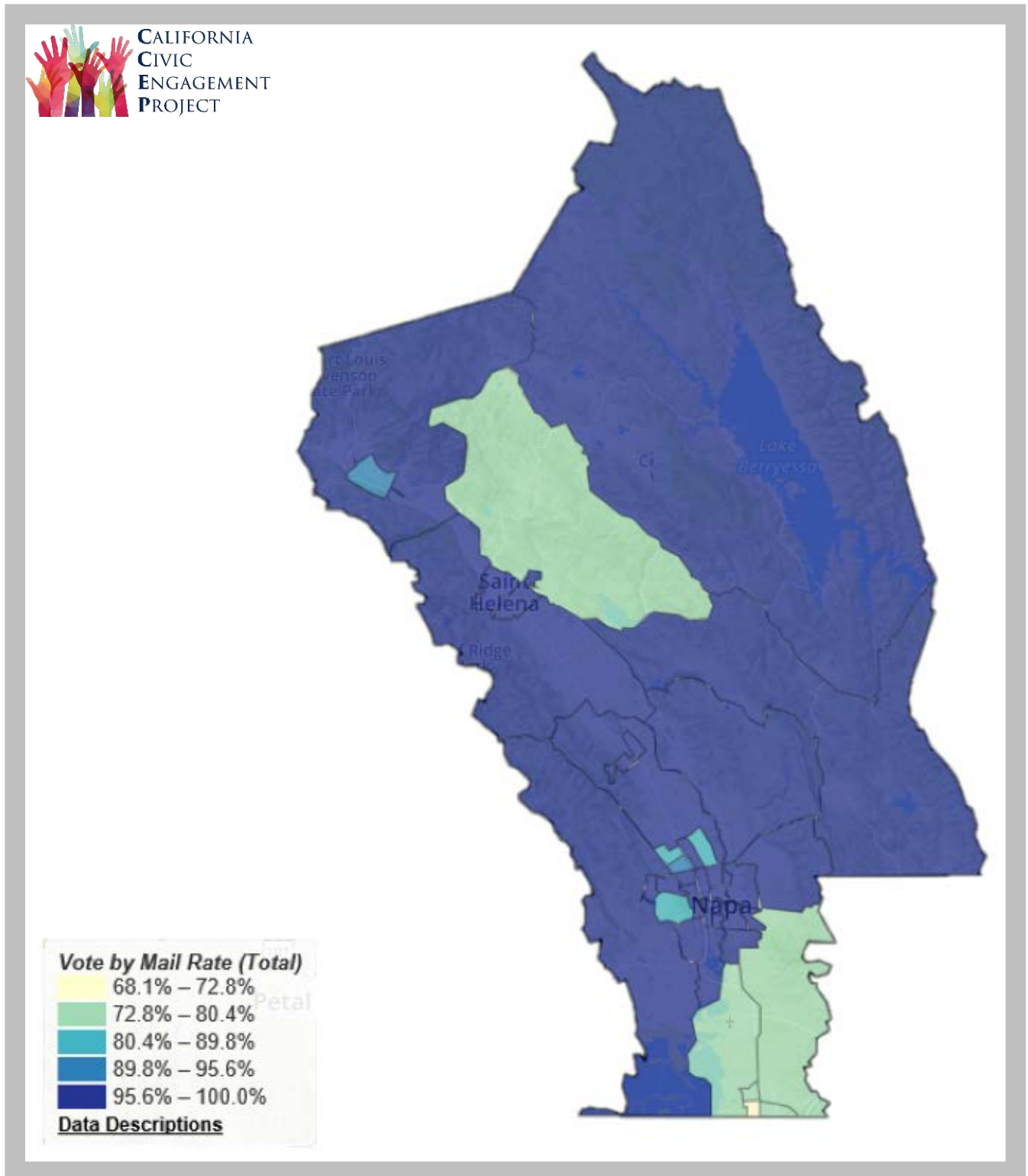
This map shows households that have access to a vehicle. The Vote Center Siting Tool used to gain this information is designed by California Civic Engagement. The Vote Center Siting Tool is used to help county election officials identify optimal sites for potential Vote Center and Vote-by-Mail drop boxes.





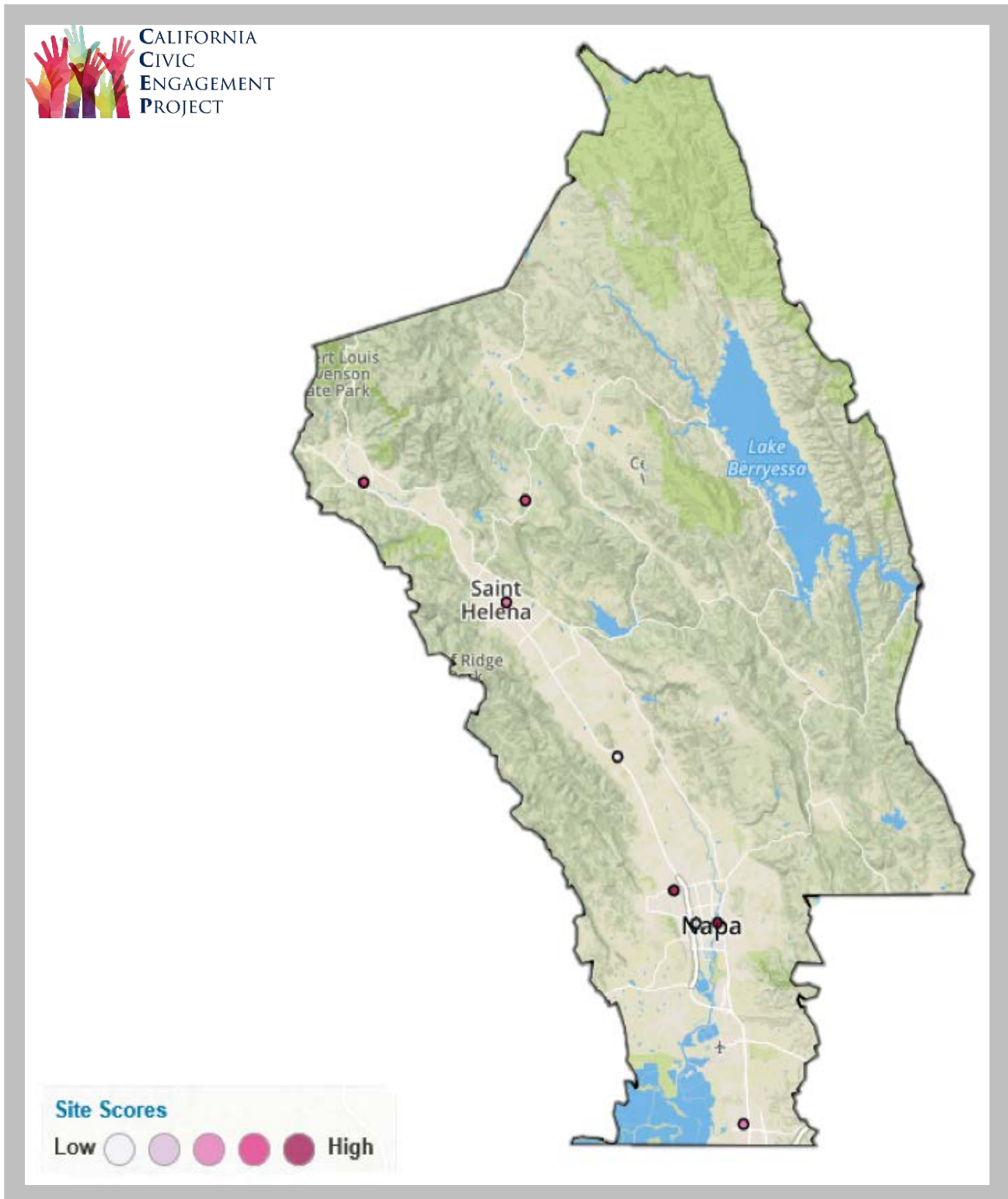
# Vote by Mail Rate

This map shows the percent of voters who voted by mail prior to VCA rollout. . The Vote Center Siting Tool used to gain this information is designed by California Civic Engagement. The Vote Center Siting Tool is used to help county election officials identify optimal sites for potential Vote Center and Vote-by-Mail drop boxes.



# California Civic Engagement Suggested Vote Centers

The Vote Center Siting Tool used to gain this information is designed by California Civic Engagement. The Vote Center Siting Tool is used to help county election officials identify optimal sites for potential Vote Center and Vote-by-Mail drop boxes.



# California Civic Engagement Suggested Drop Boxes

The Vote Center Siting Tool used to gain this information is designed by California Civic Engagement. The Vote Center Siting Tool is used to help county election officials identify optimal sites for potential Vote Center and Vote-by-Mail drop boxes.





# **Appendix VII – IN-HOUSE EMERGENCY PLAN**

## **FOR NAPA COUNTY ASSESSOR-RECORDER-COUNTY CLERK ELECTION DIVISION**



A Tradition of Stewardship  
A Commitment to Service

**Provided by:**

**JOHN TUTEUR  
ASSESSOR-RECORDER-COUNTY CLERK**

8-10-2017

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# INTRODUCTION

The purpose of this emergency plan is to set forth processes to carry out elections in the event of an emergency or other incident which may inhibit the department from serving the public and/or conducting an election. During a state of emergency, only the Governor may suspend this department's duty to conduct elections. GC §8571

This plan shall be used in conjunction with Napa County's Emergency Plan and Care and Shelter Plan located on the County's intranet site and the Secretary of State's (SOS) Emergency Plan linked below.

## CODE SECTIONS

The following is a list of the most common code sections that address options in an emergency. The SOS's emergency procedures contain additional code sections.

EC §3018	VBM Voted at Elections Office or Polling Site
EC §3021	Request for VBM Ballot
GC §8567, §8571	Powers of the Governor
EC §12281	Change of Polling Place
EC §12327	Appointment of Precinct Board Members and Polling Sites
EC §14299	Insufficient Number of Ballots
EC §14402.5	Voting by Provisional When Poll Closing Extended by Court Order
EC §15213	Counting at the Precinct

## **SECTION 1: Numbers and Software Vendors**

### **STAFF PHONE NUMBERS**

*Staff phone numbers are posted at every workstation.*

### **LOCAL MEDIA PHONE NUMBERS**

Use distribution list available on cell phones to all media

### **ELECTION DIVISION SAFETY COORDINATOR**

Jennie Keener 707-299-1470

Crystle Brumley 707-253-8313

### **IMPORTANT COUNTY PHONE NUMBERS**

Director of Emergency Services: 707-253-4821

CEO: 707-253-4580

Personnel: 707-253-4003

### **County Officials**

See binder for updated list. Confidential County Official numbers are in the binder, which is located in the Department Head's office.

### **COUNTY INFORMATION TECHNOLOGY (IT)**

Main Line: 707-253-4106

### **CA SECRETARY OF STATE**

Candidate Filing, VOTECAL, Election Night Reporting, Cal Validator

SOS Help Desk: 888-868-3225

### **DOMINION VOTING**

Contact: Sheree R. Noell

559-592-6601 (Office)

510-610-6634 (Cell)

[sheree.noell@dominionvoting.com](mailto:sheree.noell@dominionvoting.com)

**DFM: EIMS / RIMS**

888-336-3297

888-336-6483

949-859-8700

## **SECTION 2: Levels of Emergency Response**

The department measures its responses to emergencies by the degree of alert created by an emergency. As always, if an employee becomes aware of an emergency situation that warrants law enforcement or medical assistance, s/he shall call 911 and notify the floor supervisor.

### **Standard Security Measures**

Staff is required to wear county or department issued ID badges. Visitors are non-employees who enter the department's offices beyond the front desk, through the gates, and are accompanied by the employee whom the visitor is seeing.

The department's computer server room and ballot room are always secured by a key fob, alarm and video surveillance.

### **Degree of Alert #1: Heightened Security**

In the event of heightened security measures as designated by the Department Head (DH) or law enforcement, the DH may, when appropriate, request of the Office of Emergency Services Director permission for:

- ◆ voters to enter and exit the building to vote;
- ◆ staff to continue counting ballots; or
- ◆ the public to enter to conduct regular business.

If the department moves its processes to an alternate location due to an extended evacuation of the building, the department will seek to inform the public of the location of the alternate operational sites as soon as possible.

In the event that a staff member becomes aware of a suspicious person or object, that employee shall notify their immediate supervisor, who shall notify the DH. A suspicious object should not be investigated or tampered with in any way nor should suspicious persons be questioned or confronted. Call 911 if staff is in imminent danger.

### **Degree of Alert #2: Evacuations of Public and Staff**

The following measures may be implemented by designated staff for evacuations in addition to the standard and heightened security measures discussed above:

- ◆ Inform public to evacuate immediately in a calm manner through nearest exit if an alarm sounds.
- ◆ Assist members of the public, including those disabled, who need assistance in evacuating.
- ◆ Lock doors and secure vital records and ballots.
- ◆ Proceed to designated meeting spot and stay together.
- ◆ Approval of alternate site by the DH.
- ◆ Post emergency messages on voice mail and building.
- ◆ Forward department phone lines to alternate site, if possible.
- ◆ Inform staff not in building via cell phone of building's status.
- ◆ Pre-designated employees shall check each floor and close the doors after exiting.

### **Evacuations on Election Day**

In the event of an evacuation of the department on Election Day, the following steps, in addition to those stated above, shall be taken.

- ◆ Stop ballot processing immediately and secure ballots and tabulation equipment by locking the doors to the ballot room and counting room. Sorted ballots not being counted are already stored in the secured room.
- ◆ Ballots at work stations for sig checking shall be placed in the secure ballot room.
- ◆ Ballots just received but not yet sorted and distributed are already stored in the secured ballot room.

- ◆ Inform voters, in the best manner suited for the emergency, of the location of the alternate site at which voting will occur, if there is one.
- ◆ Post on the building where the alternative drop off locations are available throughout the county.

### **Emergencies Affecting One or More Polling Sites**

In the event of an emergency affecting one or more polling sites, relocation and/or consolidation of polling sites may be required. Under such circumstances, the following procedures must be observed by poll workers, inspectors and/or rovers:

- ◆ Post signage advising voters of the relocation directing them to new sites and ballot drop off boxes.
- ◆ Collect all voted ballots and secure them in the self-sealing bags if possible.
- ◆ Collect the ballot box, unvoted ballots, and the roster of voters and transport to the new location.
- ◆ At least two poll workers, inspectors, or rovers must remain with the ballots from each polling site at all times, and monitor that the ballots are securely transferred to the new polling site locations.
- ◆ If possible, the department will deliver any new seals required.

### **Emergencies Affecting Collection Routes or Staff in the Field**

Department staff shall:

- ◆ Inform rovers who are in the field of the status of the site.

## **SECTION 3: Emergency Security Situations**

For instructions for specific emergencies:

<http://portal/sites/Safety/Emergency%20Plans/Carithers%20Facility%20Emergency%20Plan%2020071114.pdf>

### **Telephone System Down**

Call via cell phone to Communications to open a ticket.

### **Network Failure**

Wait for further word from ITS Help Desk

### **Power Outage**

In the event of a power outage, staff shall:

- ◆ turn off all appliances and computers; and
- ◆ use flashlights located throughout the division

If power outage will be of long duration, contact Public Works about possibility of using a generator.

### **Delegation of Authority**

In the event of an emergency, the DH shall make all decisions regarding departmental operations. If the DH is not available to make decisions, full authority transfers to the Election Services Manager. If neither is available to make decisions, authority should transfer to the most senior staff that is available.

When at a safe place, the DH and his/her designees staff shall meet to perform a damage assessment, begin system restoration, if possible, and determine which operations should or can continue based on the nature of the emergency. Outcome of this meeting will be communicated to staff via cell phone and home numbers.

### **Emergency Outside of Work Hours**

The Sheriff, police department, CEO's office, or alarm company would notify the DH of an emergency occurring outside of work hours. If the emergency consists of an event that would allow selected staff to enter the building to retrieve vital information and data servers, the DH will inform that selected staff.

## **SECTION 4: Doing Business During Emergencies**

### **Conducting Elections During an Emergency**

Note: Only the Governor can suspend election activity.

#### **How to Get the Word Out**

The DH can use the following methods to put out a public service message:

- ◆ Radio, local print media, website
- ◆ Local TV stations
- ◆ Electronic bulletin boards at high schools or other businesses
- ◆ Office of Emergency Services
- ◆ NIXLE system via Sheriff

#### **Protection and Recovery of Vital and Other Records**

Remember, personal safety is more important than any documents in the office.

The items below are considered vital and essential records and should be taken from the building, if possible, depending on the nature and scope of the emergency.

- ◆ Counted and uncounted ballots
- ◆ Servers
- ◆ Other electronic data storage
- ◆ List of voters per EC §2180
- ◆ Cash and checks in petty cash box

#### **Server and Network Back Up**

The department's EiMS activity is located at ITS server farm. Backups for this data takes place automatically with the information transmitted over the County Network. Changes made in EiMS are backed up on a regular schedule.

#### **Counted and Uncounted Ballots**

Generally, whether counted or not, ballots are sorted into their respective precincts.

- ◆ Not counted: Not sorted, not sig checked; stored in secured ballot room until sorted
- ◆ Not counted: Still in envelope, sorted into precincts, sig checked; stored in secured room
- ◆ To be counted: Out of envelope but in boxes with precinct number; stored in secured room
- ◆ Counted: In boxes, sorted by precinct; stored in secured room.
- ◆ Note: Ballots can be temporarily at a work station for sig checking or in the ballot exam room.

If an emergency occurs that requires staff to remove ballots from the building, staff shall tape the boxes, or bins and move them to the new location.

If they cannot be moved from the building, ballots will be placed in one of the secured rooms.

Blank, unissued ballots should be left behind if there is no time to remove them. If there is time, the DH or designee will advise staff on what to do with blank, unissued ballots.

#### **Manual Systems in Place**

- ◆ All functions can be performed manually

## **SECTION 5: Election Day Issues**

Note: Only the Governor can suspend election activity.

## **Vote Center Workers Fail to Report to Vote Centers**

The department has a list of back-up vote center workers. When on-call, workers will be contacted if needed to report for duty.

## **Back Up Polling Sites**

Election officials may designate a replacement polling site as late as on Election Day. The new polling site must be as close to the original polling site as possible and a notice must be posted at the original site directing voters to the new location. See EC §12281

## **Back Up Set of Polling Site Equipment**

If a polling site experiences an event that renders their current equipment unusable, the department has extra equipment available so that the polling site can receive voters and operate in manual mode.

## **ICX Ballot Marking Devices Inoperable**

There will be an alternate power source at each Vote Center. There will be back up equipment available to be deployed if needed.

# **SECTION 6: Implementation and Maintenance**

## **Communication During and After Emergency**

Generally, the DH will make an announcement regarding the commencement of an evacuation. All office personnel and any members of the public will be instructed on which exit to use in a calm, orderly fashion and where to meet per evacuation protocol.

The department will use the following methods to communicate with employees during or after an emergency:

- ◆ Cell Phones
- ◆ Department Voice Mail
- ◆ Text Messaging
- ◆ Home Phones
- ◆ NIXLE

Safety officers will conduct roll call at evacuation site after sweeping the building. Once all employees are accounted for, any authorities on site will be notified. However, if a team member is not accounted for during roll call, authorities shall be notified immediately. The Safety Coordinator or management will inform staff of the status and possibility for re-entry.

## **What to Grab First**

If there is time to do so and doing so does not jeopardize personal safety, staff may collect or secure the following items, listed in order of importance:

- ◆ Ballots (Voted first, all others second)
- ◆ Cash and checks and petty cash box

## **Computer Security**

If there is no time to safely shut down desk top computers, staff should lock by using CTRL-ALT-DELETE. The reason for this is simply pushing the power button once may not be enough to break connection and shut it down completely. If there is no power, staff should wait for direction from the ITS Help Desk about the best way to handle the computers.

## **Evacuation Boxes**

The evacuation box is a plastic box with a handle that is easily movable in an emergency and contains at minimum, items such as, but not limited to: vests, flashlights, radio, batteries, clip board and list of employees, pens, pencils, mini-first aid kit, and message pad. The Security Coordinator is responsible for maintaining the evacuation box.

## **Back Up Voting Supplies**

This is a duplicate of the containers prepared for vote center workers. In the event a site must be moved and the workers are not able to gather their current supplies, back up supplies will be delivered to the new site if possible. The vote center coordinator is responsible for maintaining the Back Up Voting Supplies.

## **Pre-recorded Message**

Emergency message contents are based on the nature of the emergency. Election Services Manager is responsible for ensuring that messages are up to date so that the public is notified by outgoing messages of new voting sites if the emergency happens on Election Day.

## **Signs**

Signs will be prepared at each polling site that is relocated.

## **Drills / New Employee Orientation**

New employees are informed of the contents of this policy by their supervisor. All staff shall be familiar with the evacuation routes and meeting sites. The department will hold drills during various times in the election cycle so that all personnel are familiar with the department's emergency plans.

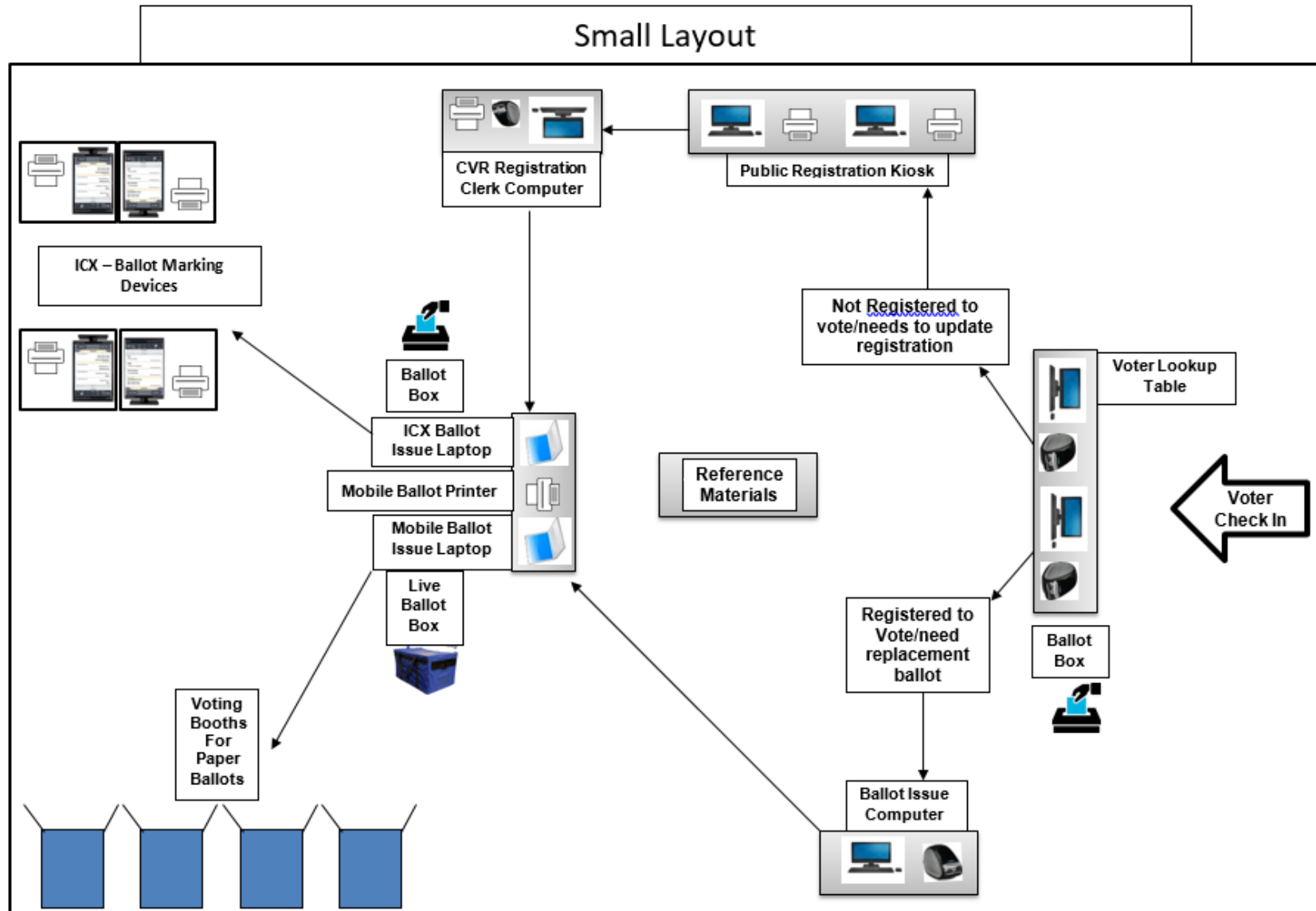
## **Training Strategy for Department Staff**

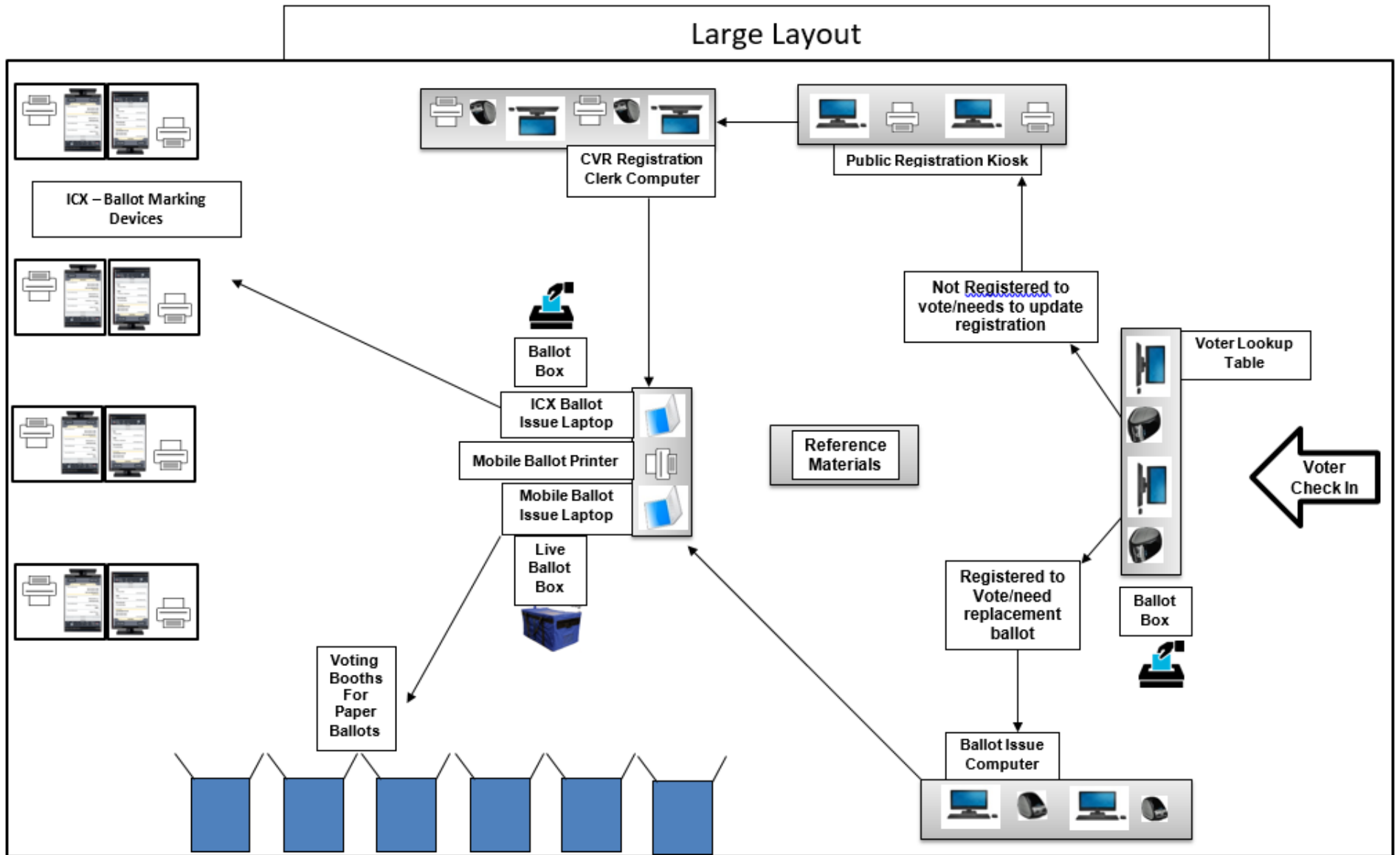
The department maintains a binder that includes basic safety and emergency information and a copy of this plan. In addition, quarterly emergency preparedness and procedure meetings and occasional physical drills are to be performed.

This guide shall be reviewed and updated prior to each election on or by E-120.



# Appendix VIII – Vote Center Layouts





# Appendix IX – Vote Center & Drop Box Regulation

## CALIFORNIA CODE OF REGULATIONS

### TITLE 2. ADMINISTRATION

#### DIVISION 7. SECRETARY OF STATE

#### CHAPTER 3. VOTING LOCATIONS

### ARTICLE 1. VOTE-BY-MAIL BALLOT DROP BOXES AND VOTE-BY-MAIL DROP-OFF LOCATIONS

#### 20130. Purpose.

The purpose of this Article is to establish guidelines for security measures and procedures if a county elections official establishes one or more vote-by-mail ballot drop-off locations or vote-by-mail ballot drop-off boxes. The provisions of this Article do not apply to polling places.

*Note: Authority cited: Section 12172.5, Government Code; and Sections 10 and 3025, Elections Code. Reference: Section 3025, Elections Code.*

#### 20131. Definitions.

- (a) “Designated ballot retrievers” shall mean county employees, representatives, poll workers, or vote center workers, authorized to retrieve ballots from drop boxes, or temporary workers or volunteers retained and authorized to retrieve ballots from drop boxes.
- (b) “Secure ballot container” shall mean a lockable and secure container that is placed inside a ballot drop box. If a secure ballot container is used, ballots are deposited directly into that container. A secure ballot container is not required for all drop boxes.
- (c) “Secure ballot transfer device” shall mean a lockable and secure container that ballots deposited into the drop box shall be placed in by the designated ballot retrievers for secure transport to the office of the county elections official, a ballot receiving center, a designated central count location, or a ballot processing location.
- (d) “Staffed drop box” shall mean a vote-by-mail ballot drop box that is placed in a location that is in the view of a live person who is employed at the location of the drop box, a city or county employee, or a temporary worker or volunteer retained for the purpose of monitoring the drop box. A staffed drop box is typically not available for use by a voter 24 hours a day.
- (e) “Unstaffed drop box” shall mean a secured vote-by-mail drop box that does not have a live person nearby for monitoring and is available for use by a voter 24 hours a day.
- (f) “Vote-by-mail ballot drop box” or “drop box” shall have the meaning set forth in California Elections Code section 3025(a)(1).
- (g) “Vote-by-mail ballot drop-off location” or “drop-off location” shall have the meaning set forth in California Elections Code section 3025(a)(2).

*Note: Authority cited: Section 12172.5, Government Code; and Sections 10 and 3025, Elections Code. Reference: Section 3025, Elections Code.*

#### 20132. Drop Box Design and Requirements.

- (a) To prevent physical damage and unauthorized entry, an unstaffed drop box located outdoors shall be constructed of durable material able to withstand vandalism, removal, and inclement weather.
- (b) To ensure that only ballot material can be deposited and not be removed by anyone but designated ballot retrievers, all drop boxes (both staffed and unstaffed) shall have an opening slot with a height no larger than one inch, and a

width no larger than two inches wider than the vote-by-mail return envelope. The opening slot shall be at an angle to minimize the ability for liquid to be poured into the drop box or rain water to seep in.

- (c) A drop box, and a secure ballot container placed within the drop box, shall be designed such that any unauthorized physical access results in physical evidence that unauthorized access has taken place. An elections official may use a tamper-evident seal for purposes of this section.
- (d) A drop box or secure ballot container shall provide specific points identifying where ballots are to be inserted. A drop box may have more than one ballot slot (e.g. one for drive-up ballot drop-offs and one for walk-up drop-offs).
- (e) Each drop box shall be assigned a unique identifying number that is readily identifiable on the drop box.
- (f) The drop box shall be clearly and visibly marked, as an "Official Ballot Drop Box". The following information should be provided at drop-off locations in all languages required under Elections Code section 14201(c) and the federal Voting Rights Act of 1965 (52 U.S.C. Sec. 10503), and in the manner prescribed by the elections official:
  - (1) Language stating that tampering with the drop box is a felony pursuant to Elections Code section 18500.
  - (2) The telephone number of the county elections office.
  - (3) The Secretary of State's toll free voter hotline, (800) 345-VOTE (8683).
  - (4) A statement that no postage is necessary when depositing the ballot into the drop box.
  - (5) A statement requesting that the county elections official be notified immediately in the event the drop box is not functioning or has been damaged in any fashion.
  - (6) A statement informing the public that no ballots will be accepted after 8:00 p.m. on Election Day, unless there are voters in line or the time for the closing of the polls has been extended by a court order.
- (g) Drop boxes shall be designed to function as follows:
  - (1) Drop box hardware shall be operable without any tight grasping, pinching, or twisting of the wrist.
  - (2) Drop box hardware shall require no more than 5 lbs. of pressure for the voter to operate.
  - (3) Accessible drop boxes shall be operable within reach-range of 15 to 48 inches from the finish floor or ground for a person utilizing a wheelchair. This shall not apply to a drop box meant to be used by drivers of vehicles.
  - (5) Signage for ballot drop boxes shall be in a distinct color type that contrasts with the background and have a no-glare finish.
- (h) In determining the final design and functions of the drop box, the elections official shall design them in such a way that the public will perceive them to be official and secure.
- (i) Each drop box used in a particular county shall have the same use features, and be of substantially similar design, color scheme, and signage to facilitate identification by the public.

*Note: Authority cited: Section 12172.5, Government Code; and Sections 10 and 3025, Elections Code. Reference: Section 3025, Elections Code.*

### **20133. Determination of Drop-off Locations and Number of Drop Boxes.**

- (a) Drop-off locations shall be determined by the county elections official. In determining locations, the elections official shall, at a minimum, consider concentrations of population, geographic areas, voter convenience, proximity to public transportation, community-based locations, security, and available funding.
- (b) Staffed drop box locations may include, but are not limited to, city offices, public libraries, county offices, assisted living facilities, local businesses, and offices of community organizations.
- (c) The number of drop-off locations and drop boxes at those locations shall be determined by the county elections official.

*Note: Authority cited: Section 12172.5, Government Code; and Sections 10 and 3025, Elections Code. Reference: Section 3025, Elections Code.*

### **20134. Accessibility of Ballot Drop Boxes.**

- (a) County elections officials shall ensure that drop box locations are accessible to voters with disabilities, and should also ensure the following:
  - (1) If a location has only one drop box, the design and placement of that drop box shall meet the accessibility requirements outlined in subdivision (h) of Section 20132, and shall be placed as outlined in subdivision (b).

- (2) If a location has more than one drop box, at least one of the drop boxes must meet accessibility requirements outlined in subdivision (h) of Section 20132, and the design and placement of drop boxes at that location shall in aggregate meet the accessibility requirements outlined in subdivision (b).
  - (3) At a location with multiple drop boxes, if not all drop boxes meet the accessibility requirements outlined in this subdivision, then each inaccessible drop box shall have directional signage indicating the location of an accessible drop box.
- (b) For drop boxes, as specified in subdivision (a), depending on points of entry available for a location and any limitations arising out of local ordinances or private landowners, the county elections official shall make a reasonable effort to meet the following accessibility requirements with regard to design and placement:
- (1) Accessibility guidelines established for polling places pursuant to Elections Code section 12280 shall be used to assess the features described subsections (2) to (6) below.
  - (2) If there is a public transportation stop available within 200 feet of the property line, then a drop box shall be placed along an accessible path connecting to the public transportation stop.
  - (3) If there is a parking lot available at the location, then a drop box shall be placed along an accessible path connecting to the parking lot. The parking lot should have at least one van-accessible parking space designated by the International Symbol of Accessibility (ISA).
  - (4) If there is a passenger drop-off zone at the location, then a drop box shall be placed along an accessible path connecting to the passenger drop-off point as determined by the elections official based upon the location.
  - (5) A drop box that can only be accessed by a voter from within their vehicle does not meet the accessibility requirements of this subdivision, unless it is accompanied by a parking lot with an accessible path of travel. In the event there is no accessible path of travel from the parking lot, there must be signage directing the voter to the nearest accessible drop box.
  - (6) Drop box locations that are placed inside a building shall be assessed for accessibility as if they were a polling place.

*Note: Authority cited: Section 12172.5, Government Code; and Sections 10 and 3025, Elections Code. Reference: Section 3025, Elections Code.*

### **20135. Drop-off Location and Drop-box Security.**

- (a) An unstaffed drop box placed outdoors shall be securely fastened in a manner as to prevent moving or tampering, for example, fastening the drop box to concrete or an immovable object.
- (b) An unstaffed drop box placed inside a building shall be reasonably secured to prevent unauthorized removal.
- (c) A staffed drop box shall be securely fastened to a stationary surface or to an immovable object, placed behind a counter, or can be transported to a curbside area or a mobile voting area.
- (d) A staffed drop box shall be placed in an area that is inaccessible to the public and/or otherwise secured during the hours the drop box is not in use.
- (e) If feasible, drop boxes should be monitored by a video security surveillance system, or an internal camera that can capture digital images and/or video. A video security surveillance system can include existing systems on county, city, or private buildings.
- (f) All drop boxes shall be secured by a lock, and shall be secured by a tamper-evident seal. Only an elections official and a designated ballot retriever shall have access to the keys and/or combination of the lock. If keyed locks are used, each lock shall have a uniquely keyed lock.

*Note: Authority cited: Section 12172.5, Government Code; and Sections 10 and 3025, Elections Code. Reference: Section 3025, Elections Code.*

### **20136. Drop-off Location and Drop-box Hours. Public Notification. Collection Times.**

- (a) The county elections official shall publicly announce the locations of drop-off locations and drop boxes at least 30 days prior to the election. The announcement must include the days and estimated times a particular staffed drop box will be available. Information shall be included in the county's Voter Information Guide and Sample Ballot publication or

included in vote-by-mail materials sent to voters, and conspicuously posted on the county elections official's website. In the event any changes are made to locations and/or schedules, the information posted on the elections official's website shall be updated within 24 hours.

- (b) For the purpose of posting the locations on the Secretary of State's website and to include information in any relevant election materials, the county elections official shall notify the Secretary of State of the drop-off and drop box locations, and the dates and estimated hours of availability, at least 30 days prior to the election. In the event any changes are made to locations and/or schedules, the Secretary of State must be notified within 24 hours.
- (c) Drop boxes shall be locked and covered, or otherwise made unavailable to the public until the 29th day prior to the election, to ensure that no ballots or any other materials may be deposited before the vote-by-mail period begins. Prior to use on the 29th day before the election all drop boxes shall be inspected for damage and to ensure they are empty.
  - (1) A county elections official who provides a drop box outside of their office throughout the year for the purpose of voters delivering completed voter registration affidavits shall not be required to lock and cover those drop boxes.
  - (2) In the event drop boxes are deployed on the 60th day prior to an election for use by military and overseas voters, the provisions of this Article must be followed.
- (d) Ballots shall be retrieved from staffed drop boxes every 96 hours between the 29th day before the election and the 10th day prior to the election. Ballot retrieval times shall be determined by the county elections official. However, at a minimum, ballots shall be retrieved from unstaffed drop boxes every 72 hours between the 29th day before the election and the 10th day prior to the election. After the 10th day prior to the election, ballots from all drop boxes shall be retrieved every 24 hours. The elections official may order multiple retrievals at any time to meet expected needs.
- (e) Upon the closing of the polls on Election Day, all drop boxes shall be locked and covered or otherwise made unavailable at 8:00 p.m. to ensure that no ballots are dropped off after the polls have closed. In the event there are voters in line at 8:00 p.m., or a court order has been issued extending the time for the closing of the polls, the drop boxes may remain open until those voters have cast their ballot or the court order extending time has lapsed.

*Note: Authority cited: Section 12172.5, Government Code; and Sections 10 and 3025, Elections Code. Reference: Section 3025, Elections Code.*

### **20137. Ballot Collection Procedures and Chain of Custody.**

- (a) The county elections official shall develop ballot collection and chain of custody procedures, which shall be substantially similar to the following:
  - (1) The county elections official shall assign at least two designated ballot retrievers to retrieve voted vote-by-mail ballots from a drop box.
  - (2) Only designated ballot retrievers and law enforcement identified by the county elections official may transport the retrieved voted vote-by-mail ballots.
  - (3) Upon arrival at a drop box, the two designated ballot retrievers shall note, on a retrieval form prescribed by the county elections official, the location and unique identification number of the drop box and the date and time of arrival.
  - (4) The designated ballot retrievers shall retrieve the voted ballots from the drop box and place the voted ballots in a secure ballot transfer device, or retrieve the secure ballot container that is placed inside the drop box.
  - (5) If a secure ballot container is used, the designated ballot retrievers shall place an empty secure ballot container inside the drop box prior to departure.
  - (6) After the final retrieval after the closing of the polls, an empty secure ballot container shall not be placed in the drop box, and the drop box should be locked and/or covered to prevent any further ballots from being deposited.
  - (7) The time of departure from the drop box shall be noted on the form described in (a)(3) above.
  - (8) Upon arrival at the office of the county elections official, a ballot receiving center, a designated central count location, or a ballot processing location, the designated ballot retrievers who retrieved the ballots shall note the time of arrival on the form described in (a)(3) above.
  - (9) The county elections official, or his or her designee, shall receive the retrieved ballots by signing the retrieval form, and including the date and time of receipt.
  - (10) The completed retrieval form shall be attached to the outside of the secure ballot container.
  - (11) When the secure container is opened by the county elections official at the office of the county elections official, a designated central count location, or a ballot processing location, the number of ballots retrieved and placed in that secure container shall be noted on the retrieval form.

(b) The retrieval form described by this Section may be in an electronic form. In the event an electronic form is used, the secure container must be identified in a manner to match the container with the electronic form.

(c) The county elections official shall provide a copy of their ballot collection and chain of custody procedures to the Secretary of State's office by the 30<sup>th</sup> day before the election.

*Note: Authority cited: Section 12172.5, Government Code; and Sections 10 and 3025, Elections Code. Reference: Section 3025, Elections Code.*

#### **20138. Processing of Retrieved Ballots.**

Any ballots retrieved from a drop box shall be processed in the same manner as vote-by-mail ballots personally delivered to the office of the county elections official by the voter, ballots returned to a polling location, and ballots received via the United States Postal Service or any other delivery service.

*Note: Authority cited: Section 12172.5, Government Code; and Sections 10 and 3025, Elections Code. Reference: Section 3025, Elections Code.*

## **CALIFORNIA CODE OF REGULATIONS**

### **TITLE 2. ADMINISTRATION**

### **DIVISION 7. SECRETARY OF STATE**

### **CHAPTER 4. BALLOT RETRIEVAL**

### **ARTICLE 1. RETRIEVAL OF VOTED BALLOTS PRIOR TO THE CLOSING OF THE POLLS**

#### **20140. Purpose.**

The purpose of this Article is to establish guidelines for the secure delivery and transfer of voted ballots retrieved from a polling place, including vote centers, prior to the closing of the polls to the office of the county elections official, a ballot receiving center, a central counting place, or a ballot processing location.

*Note: Authority cited: Section 12172.5, Government Code; and Sections 10 and 14422, Elections Code. Reference: Section 14222, Elections Code.*

#### **20141. Definitions.**

(h) "Designated ballot retrievers" shall mean county representatives, poll workers, or vote center workers, assigned to retrieve voted ballots from polling places prior to the closing of the polls, or temporary workers or volunteers retained for the purpose of retrieving voted ballots from polling places prior to the closing of the polls.

(b) "Early ballot retrieval" shall mean the collection and removal of voted ballots at any polling place prior to the closing of the polls for delivery to the office of the county elections official, a ballot receiving center, a central counting place, or a ballot processing location.

*Note: Authority cited: Section 12172.5, Government Code; and Sections 10 and 14422, Elections Code. Reference: Section 14422, Elections Code.*

#### **20142. Notification of Places and Time of Early Ballot Retrieval.**

(a) In accordance with Elections Code section 14422, if the county elections official will direct the precinct board to seal ballot containers for ballot retrieval prior to the closing of the polls, the public must be notified within 48 hours. The notification shall be conspicuously posted on the county elections official's website, at the office of the elections official, and at any satellite locations. The notification must include the dates, estimated times, and places at which ballots will be retrieved prior to the closing of the polls.

- (b) The elections official shall also notify the Secretary of State's office, who shall post that county's information on the Secretary of State's website.
- (c) Notification of an early ballot retrieval must be conspicuously posted at each polling place where early ballot retrieval will occur immediately prior to the opening of the polls.
- (d) In the event an immediate, unplanned, ballot retrieval is necessary, notice is not required, but the procedures set forth in Section 20143 below must be followed.

*Note: Authority cited: Section 12172.5, Government Code; and Sections 10 and 14422, Elections Code. Reference: Section 14422, Elections Code.*

#### **20143. Ballot Collection Procedures and Chain of Custody.**

- (b) The county elections official shall develop early ballot retrieval collection and chain of custody procedures, which shall be substantially similar to the following:
  - (1) The county elections official shall assign at least two designated ballot retrievers to retrieve voted ballots from polling places prior to the closing of the polls.
  - (2) The names of the designated ballot retrievers shall be communicated to the precinct inspector or vote center lead immediately prior to the opening of the polls. In the event a designated ballot retriever is unable to perform the duty of retrieving ballots, the elections official shall notify the precinct inspector of that fact and provide the name of the alternate designated ballot retriever.
  - (3) Only designated ballot retrievers may transport the retrieved voted ballots identified under this Article.
  - (4) Upon arrival at the polling place, the designated ballot retrievers shall provide their identification to the precinct inspector, and note, on a form prescribed by the elections official, the time of arrival.
  - (5) Immediately prior to the retrieval of the ballots, the precinct inspector shall publicly announce to the voters in the polling place that voted ballots are being retrieved prior to the closing of the polls for transportation to the office of the county elections official, a ballot receiving center, a central counting place, or a ballot processing location.
  - (6) Prior to departure from the polling place, the precinct inspector and the designated ballot retrievers shall sign the form described in Section (a)(4) above, and shall note the time of departure.
  - (7) Upon arrival at the office of the county elections official, a ballot receiving center, a central counting place, or a ballot processing location, the designated ballot retrievers who retrieved the ballots shall note the time of arrival on the form described in Section (a)(4) above.
  - (8) The county elections official, or his or her designee, shall receive the retrieved ballots by signing the retrieval form, and including the date and time of receipt.
  - (9) The completed retrieval form shall be attached to the outside of the secure ballot container.
  - (10) The precinct inspector and the elections official shall follow the procedures set forth in the Elections Code for the reconciliation of the ballots retrieved pursuant to this Article.
- (b) The county elections official shall provide its early ballot retrieval collection and chain of custody procedures to the Secretary of State by the 30<sup>th</sup> day prior to an election in which ballots will be retrieved prior to the closing of the polls.

*Note: Authority cited: Section 12172.5, Government Code; and Sections 10 and 14422, Elections Code. Reference: Section 14422, Elections Code*



## **Appendix X – LAAC &VAAC**

### **Voting Accessibility Advisory Committee**

Napa County Elections Division established a Voting Accessibility Advisory Committee (VAAC) to advise, assist, and provide recommendations to the Election Division regarding the implementation of federal and state laws relating to access to the electoral process by older adults and persons with disabilities. It is the mission of the VAAC to ensure that all persons can vote independently and privately.

### **Language Accessibility Advisory Committee**

Napa County Election Division established the Language Accessibility Advisory Committee (LAAC) to advise and assist the Election Division on matters relating to language accessibility to the electoral process by voters with limited English proficiency. It is the mission of the LAAC to assist the Election Division to enhance language accessibility opportunities and compliance with all federal, state, and local laws.