



Placer County

Voter's Choice Act

Election Administration Plan

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Executive Summary

Signed into law by the governor in 2016, the California Voter's Choice Act allows counties to transition from a traditional polling place model to a new model where regional vote centers are utilized. In contrast to the traditional polling place model where a voter was required to go to their assigned neighborhood polling place, these new vote centers are open for a specific number of days prior to Election Day and allow for any registered voter to vote in any location.

California law now requires all voters be mailed a ballot prior to Election Day. Placer County had up to 85% of their registered voters designated as permanent vote-by-mail voters before California required all voters be mailed a ballot. This made the transition to sending all voters a ballot in the mail much easier, as most voters were already receiving their ballots by mail.

Placer County Elections has always provided the best voting experience for our voters. Due to several factors, including the increasing difficulty of securing polling places and retaining poll workers, the decision was made to implement VCA to address those trouble points. We believe converting to the VCA model will also encourage in-person voting. Voters are on the move more today than in years past; a transition to the VCA election model means we can now provide service to them at any location, so they will be able to cast their ballot in person on the way home from work, school and other activities.

Leveraging input from our Voting Accessibility Advisory Committee (VAAC), our Language Accessibility Advisory Committee (LAAC), special interest groups and the community at large, we hope to continue to improve the voting experience moving forward.

All voters will be mailed a ballot at least 29 days before the election. They will also get a return envelope with prepaid postage. Military personnel and their spouses, overseas voters and voters with disabilities may use our Remote Accessible Vote by Mail (RAVBM) voting system. This system allows voters to access and mark their ballot in a screen-readable format on a computer. Though designed for use by these groups, RAVBM is now available to any voter who wishes to use it.

Placer County Elections uses the Image Cast Voting System by Dominion Voting Systems. There will be at least one Ballot on Demand (BoD) printer at each vote center location. Placer County Elections will use the Remote Accessible Vote by Mail (RAVBM) system for the UOCAVA (Military and Overseas) voters. The RAVBM system creates ballots that can be printed and then read by the voting system's tabulation scanners.

Part 1: Election Administration

Section 1: Vote Center and Ballot Drop-off Location Count

- A. Vote centers will be open at least eight hours per day, three to 10 days before the election, from 8 a.m. to 5 p.m. Monday through Friday, 8 a.m. to 5 p.m. on weekends, and 7:00 a.m. to 8:00 p.m. on Election Day. Each vote center will be staffed by five to seven vote center workers. The County is hoping to recruit at least one Spanish-speaking, and targeted Tagalog, Punjabi and/or Korean speaking vote center worker to provide language assistance at its vote centers. Placer County also utilizes translation services to provide translation assistance at the vote centers as needed on Election Day.

The VCA requires certain considerations when choosing locations for vote centers and ballot drop boxes. Among these are available public transportation, population centers, areas of historically low usage of vote by mail, low-income communities, language minority populations and accessibility.

We will use data from past elections, habits of our voters, census records and knowledge of the area to pick the best locations for our vote centers and drop boxes. We understand that a location may not be able to meet all criteria. However, we will make a good faith effort to include as many considerations within each location choice as possible. This way, our voters will have convenient and accessible resources and locations.

The number of vote centers will be determined using the formula laid out in Election Code §4005. Whenever possible, these locations are picked from previous polling places that our voters are familiar with. Currently, Placer County Elections forecasts 28 vote centers in total.

1. 10 to four days before Election Day, Placer will operate seven 10-day vote centers.

Placer County Elections Office	3715 Atherton Rd., Rocklin
Placer County Elections Office	2956 Richardson Dr, Auburn

2. Three days prior to and on Election Day, Placer will add an additional 23 vote centers.

B. Ballot drop-off locations

1. Fourteen 24/7 drop boxes are currently in use in Placer County

Auburn City Clerk's Office	1225 Lincoln Wy., Auburn
Placer County Elections Office	2956 Richardson Dr., Auburn
Placer County Elections Office	3715 Atherton Rd., Rocklin
Colfax Library	10 W. Church St., Colfax

Veterans Memorial Hall	24601 Harrison St., Foresthill
Granite Bay Library	6475 Douglas Blvd, Granite Bay
Kings Beach Library	281 Secline St., Kings Beach
Loomis Town Clerk's Office	3665 Taylor Rd., Loomis
Rocklin Library	4890 Granite Dr., Rocklin
Destiny Community Center	6850 Five Star Blvd., Rocklin
Roseville Downtown Library	225 Taylor St., Rocklin
Santucci Justice Center - Revenue Services	10810 Justice Center Dr., Roseville
Maidu Library	1528 Maidu Dr., Roseville
The Old Firehouse	280 N. Lake Blvd., Tahoe City

2. Eight additional drop boxes will be used in various locations and open during business hours of each location.

Colfax City Clerk's Office	33 S. Main St., Colfax
Lincoln City Clerk's Office	600 6 th St., Lincoln
Olympic Valley Public Service District	285 Olympic Valley Rd., Olympic Valley
Veterans Services Office	1000 Sunset Blvd., Suite 115, Rocklin
Rocklin City Clerk's Office	3970 Rocklin Rd., Rocklin
Roseville City Clerk's Office	311 Vernon St., Roseville
Nugget Markets	771 Pleasant Grove Blvd., Roseville
Nugget Markets	1509 Blue Oaks Blvd., Roseville

Section 2: Vote Center Requirements

A. Voters will be able to drop off a completed vote-by-mail ballot into a sealed bag located within the vote center. If the voter wants to vote their vote-by-mail ballot in the vote center, there will be voting booths available for this purpose. Upon completion of their ballot, the voter will then be able to deposit the vote-by-mail ballot, within a signed envelope in the vote-by-mail return bag.

B. Utilizing cradle point technology to connect to the Elections Office, vote center staff will be able to look up a voter's registration to verify the information is correct. If a person wants to register to vote or update their voter registration, voter registration cards will be available for them to do so. *Register to vote, update his or her voter registration, and vote pursuant to Election Code section 2170.*

C. Voters who are found to show they have already returned a vote-by-mail ballot but ask to cast a ballot in a vote center will be given a provisional envelope and ballot to vote. The voter must complete the provisional envelope and place their voted ballot into the envelope so that it can be processed during the canvass period.

D. Vote center staff will be able to utilize Placer County EMS to determine if a ballot has been received from the voter. If the voter has not returned a ballot, the staff member will be able to issue a new ballot, printed on a Ballot on Demand (BoD) printer.

E. Each vote center will have a Ballot on Demand (BoD) printer capable of printing any precinct ballot. Each voter center will have at least five accessible voting machines

capable of providing a regular, provisional or replacement ballot. This process will provide a private and independent voting experience.

F. All vote center locations will be fully surveyed for accessibility compliance. Any non-compliance will be mitigated with ramps, thresholds, etc. to ensure full compliance with accessibility requirements set forth by state law and HAVA.

G. Cradle point and cellular technology will be used to create a secure tunnel into the Placer County Elections voter registration system. The tunnel will utilize IPSEC utilizing IKE2 for key exchange, AES with a key Length of 256 bits for the encryption algorithm, SHA256 for the hash algorithm and 2048-bit Diffie Hillman to secure the connections between the cradle point units and the Placer County Election's firewall appliance. These technologies will evolve to ensure compliance with both NIST and FIPs requirements.

H. Placer County Elections uses the Dominion ICX voting system to allow voters with disabilities to receive a blank ballot and vote that ballot independently and privately. The Dominion ICX units support a screen reader and a voting paddle for navigation, and are set up in voting booths to ensure the privacy of the voter.

I. Placer County Elections actively recruits poll workers through a variety of means to ensure all requirements are met.

J. Placer County Elections will actively recruit vote center staff members who are bilingual in the languages specified for Placer County. If recruitment is not successful for all vote centers, a translation service will be offered to those voters via phone, free of charge, in the vote center.

1. Required language information will be posted clearly in signage directly outside of the vote center, as well as inside the vote center near the check-in table. Translated materials will be available at the check-in table for voters.

K. Placer County actively recruits poll workers that speak Spanish, Korean, Punjabi and Tagalog. We will focus additional recruiting efforts for vote centers in areas that have a higher density of language diversity. If recruiting is unsuccessful in some areas, Placer County Elections will utilize a language telephone line and translated materials to assist voters. Placer County Elections has an active toll-free number for all voters to utilize.

L. Placer County Elections will work with their LAAC to solicit input regarding which vote centers should be staffed by bilingual staff members. Placer County Elections will also provide an information page on their website requesting input regarding language accessibility from the public at large.

M. Placer County Elections will have translated facsimile ballots at all voting centers in all the languages required by the Secretary of State. Placer County will ensure that all translated ballot types will be printed and available at every vote center.

N. All accessible voting equipment has aids attached for voters to use, if desired. These include headphones and keypads. Single-use earphone covers will be available to all voters. ADA-complaint voting booths will be available at all vote centers.

O. Utilizing the cradle point secure tunnel, laptops will be used by vote center staff to access the Placer County Elections voter registration EMS. This data will be available in real time, ensuring that all vote centers have up-to-date information regarding voters who have registered to vote or returned a ballot of any kind.

P. All vote centers will have a live connection to the Placer County Elections EMS. This ensures accurate and real-time data on all voters.

Q. Placer County Elections researched a wide range of criteria when selecting vote center locations. This criteria included, but was not limited to, the following:

1. Proximity to public transportation
2. Communities with historically low vote by mail turnout
3. Proximity to large population centers
4. Proximity to language minority communities
5. Areas where voter registration is proportionately lower compared to estimated eligible voters
6. Areas that are geographically isolated
7. Ensuring access to free and accessible parking
8. Locations that are central to surrounding communities to ensure minimal travel time
9. Areas that have high traffic to ensure minimal travel times

Section 3: Public Input and Notification Considerations

A. Placer County Elections will post the draft version of this Election Administration Plan pursuant to Election Code 4005 on its website, www.placercountyelection.gov, and in the public lobbies of its offices. Placer County Elections will then start accepting public comment for the following fourteen (14) days. Upon completion of the fourteen (14) day public comment period, Placer County Elections will review any public comment and amend the Election Administration Plan accordingly. If any sections of the draft plan were amended, Placer County Elections shall publicly notice the amended draft plan and allow an additional fourteen (14) days for public comment on the amended draft plan.

1. Placer County Elections will work with our LAAC to identify what languages will be served in accordance with the law, and to ensure that all requirements are met for servicing our language minority communities.
2. Placer County Elections works closely with our VAAC to ensure that all measures are in place to ensure voters with disabilities have full access to vote centers, materials and voting equipment.

B. Placer County Elections will obtain public input for the development of the Election Administration Plan utilizing the following:

1. The Placer County Election Administration Plan will be noticed and the public comment period will consist of fourteen (14) days.
2. Placer County Elections will announce a public hearing on its Election Administration Plan on 08/25/2023.
3. The public hearing will be held on 09/06/2023 at 3715 Atherton Road in Rocklin California.

4. Placer County Elections will take fourteen (14) days after the public hearing to update the Election Administration Plan should there be a need based on feedback from the public hearing.
5. If the Election Administration Plan requires amendment(s) based on submitted public comment, the amended Election Administration Plan will be public on 09/11/2023 and a new fourteen (14) day public comment period will begin on 09/11/2023 and conclude on 09/25/23.
6. Placer County Elections will adopt and publish the final Election Administration Plan on 09/27/2023.
7. Placer County Election's Election Administration Plan will be forwarded to the Secretary of State's office for approval on 09/29/2023.

C. All active registered voters will be mailed a vote-by-mail packet no later than 29 before an election. Additionally, all active registered voters will be mailed a voter information guide no later than 29 days prior to an election.

D.

1. A notice, translated in all required languages, informing voters that an all-mailed ballot election is being conducted, that the voter may cast a ballot at any vote center with dates, locations, and hours, and the deadline for requesting a vote-by-mail ballot in a language other than English or a vote-by-mail ballot via mailed postcard as well as on the Elections website (www.placercountyelections.gov) in an accessible format.
2. A complete list of ballot drop-off locations and vote centers with dates and hours of operations is included in the voter information guide that is sent to all voters. Additionally, this information is included as an insert with their vote-by-mail ballot. This information is also available on the Placer County Elections website, <http://www.placercountyelections.gov>. Voters can utilize the toll-free number to contact Placer County Elections with any questions.

The list of ballot drop-off locations and vote centers, including the dates and hours they are open, can be found at the following links:

- i. <https://www.placercountyelections.gov/drop-box-locations/>
 - ii. <https://www.placercountyelections.gov/vote-centers/>
1. Placer County does not currently fall under counties designated by Section 203 of the Voting Rights Act. If this threshold is met in the future, Placer County will comply with this requirement and send postcards as required by this section.
 2. The process to request voting materials in an accessible format is available on our website at:
<https://www.placercountyelections.gov/remote-accessible-vote-by-mail-2/>

E. Placer County Elections has established LAAC and VAAC groups. The details of those groups are below:

1. Language Accessibility Advisory Committee (LAAC)

- i. The Placer County LAAC was established in June 2023. The Placer County LAAC is comprised of representatives of language minority communities that exist in Placer County.
- ii. The first LAAC meeting was August 3, 2023, at 3715 Atherton Rd., Rocklin, California
- iii. Notices and information regarding the LAAC are posted on the Placer County Elections website and have been sent to language-specific community groups, educational institutions, places of religious worship, and several multilingual media outlets, including television and radio stations, newspapers and online publications.

2. Voting Accessibility Advisory Committee (VAAC)

- i. The Placer County VAAC was established in October 2009. It is comprised of representatives from various groups including, but not limited to, disability advocacy organizations.
- ii. The first VAAC meeting occurred on January 5, 2010 in Auburn, CA 95603. Meetings now occur on a quarterly basis with additional meetings on an as-needed basis. Future meetings will be held at our new location at 3715 Atherton Rd. in Rocklin, CA 95765.
- iii. Notices and information regarding the VAAC are posted on the Placer County Elections website and are sent to disability advocacy groups, community groups and media outlets, as well as Placer County Board of District Supervisors for inclusion in their own communication to county residents.

Part 2: Education and Outreach Plan 4005(a)(10)(I)(i)

Section 1: Voter Contact – General

A. Placer County Elections will reach out to all voters and communities regarding our VCA plan, including providing information regarding the EAP, methods for the public to contact our office and view more information on our website, obtaining a VBM ballot and utilizing the RAVBM system for accessibility via the following methods and channels:

1. Pitched stories and PSAs utilizing regional television stations
2. Pitched stories and PSAs utilizing regional radio stations
3. Ad placement in and pitched stories to regional periodicals
4. Social media posts via Placer County's Facebook, Twitter, Instagram, LinkedIn and YouTube accounts
5. County, supervisorial district and city digital newsletters

B. Placer County Elections will utilize two separate direct mailings to all registered voters to provide relevant and necessary information. These mailings will happen around E-40

and E-13. Placer County Elections also staffs a phone bank to facilitate high call volumes and provide telephone assistance to voters. Our website contains all relevant information, including locations of drop boxes, vote centers, toll-free phone numbers, RAVBM instructions and email addresses to assist voters in finding any information they require.

C. In partnership with county high schools, Placer County implemented the High School Voter Outreach program in 1993. Goals of the program include increasing voter registration (and pre-registration) numbers of county residents ages 16-18, educating this demographic on how to cast their vote once eligible to do so, and reiterating the importance of participating in the democratic process.

1. Through a combination of in-person presentations and prerecorded content, students are given information about the voting process, provided overviews of the political platforms by local party representatives, and hear from elected officials on how being involved in local politics impacts and benefits the community.

2. Election brochures and handouts available to the students include “Placer County Voter’s Guide” (for new registered voters), website addresses and contact information for the qualified political parties, and a handout that summarizes the different political party platforms.

3. The Placer County “Student Poll Worker Program,” established under California Elections Code §12302 and implemented as a part of the High School Outreach Program in 1999, has allowed thousands of students throughout Placer County to observe and participate in elections as polling place volunteers.

- i. Student poll workers will attend a three-hour training class to learn the various activities and support services provided to county residents visiting a vote center, then apply that knowledge as vote center volunteers throughout the voting period and on Election Day.

D. Placer County has utilized several county high schools and Sierra College as polling places with ballot drop-off availability in previous county elections. We intend to continue this practice as we transition to a vote center model.

E. In partnership with local county jails, Placer County implemented the Placer County Inmate Voting Program to ensure all eligible residents who wish to participate in an election have the materials and resources necessary to do so. This previously-established program also meets the requirements of recently-passed Proposition 17.

1. Approximately 6 weeks prior to an election, a Voter Outreach Letter is sent to the compliance officer of each county jail that outlines the following:

- i. Voter registration process and deadlines
 - ii. Ballot application process and deadlines
 - iii. Election Day voting process via courier delivery

2. Enclosed with the letter are voter registration cards, VBM ballot applications and other informational election materials like the Voter Information Guide.

3. Elections staff collaborate with compliance officers up to and including Election Day to help facilitate program participation, including ballot delivery and retrieval.

F. The Placer County Elections website, www.placercountyelections.gov, can be utilized as the main source of Placer County election-related information, resources and materials. A small sampling of available material is listed here:

1. EAP - <https://www.placercountyelections.gov/election-info/>
2. Voting Accessibility - <https://www.placercountyelections.gov/voting-assistance-for-voters-with-specific-needs/>
3. How to Request a Ballot - <https://www.placercountyelections.gov/help-for-new-voters/>
4. Ballot Marking Devices - <https://www.placercountyelections.gov/remote-accessible-vote-by-mail-2/>
5. Vote Center Locations - <https://www.placercountyelections.gov/vote-service-center-locator/>
6. Ballot Drop Box Locations - <https://www.placercountyelections.gov/drop-box-locations/>
7. Languages - <https://www.placercountyelections.gov/languages/>

Section 2: Voter Contact – Language Minority Communities

Placer County Elections will utilize various methods to identify and educate each language minority group we provide services to. Placer County Elections will leverage the following resources and partners to achieve this goal.

A. Data provided to the Placer County Elections office from the California Secretary of State and data from the US Federal Census.

B. Languages Placer County Elections provides translated materials for are Spanish, Tagalog, Punjabi and Korean.

C. Placer County Elections will use available regional media to inform voters in minority language communities of the EAP, the upcoming election and the toll-free assistance hotline. Information will be distributed through minority language mediums as available, including:

1. Pitched stories and PSAs utilizing language-specific broadcast television outlets, such as KUVS-DT (Univision)
2. Pitched stories and PSAs utilizing language-specific radio stations, such as KRPU (Radio Punjab), KFSG (Spanish) and KXMX-AM (Spanish)
3. Ad placement in and pitched stories to regional periodicals, as well as language-specific publications such as D'Chaleco and El Advisor (Spanish) and The Asian Journal and Philippine Fiesta (Tagalog).

D. Placer County Clerk-Recorder-Registrar of Voters will work with our LAAC representatives to determine the best time, place, location and format of a voter education workshop in each of the languages required by Election Code §14201 and Section 203 of the Voting Rights Act, which are Spanish, Tagalog, Punjabi and Korean. There will be at least one Spanish workshop and one Tagalog workshop. The locations and times of these workshops will be posted across our social media platforms, the Placer County Elections website, local minority language radio broadcasts through KRPU, KXXM and KFSG radio stations, and any other communications determined effective by the LAAC.

Section 3: Voter Contact – Voters with Disabilities

A. Placer County Elections will work with our VAAC to identify the needs of voters with disabilities and the actions necessary to meet those needs. Placer County Elections surveys all vote center locations to ensure ADA compliance and identify any remediation steps required to ensure each site meets current standards.

B. Placer County Elections will reach out to all voters and communities regarding our VCA plan, including information regarding the EAP, methods for the public to contact our office and view more information on our website, obtaining a VBM ballot and utilizing the RAVBM system for accessibility via the following methods and channels:

1. Pitched stories and PSAs utilizing regional television stations
2. Pitched stories and PSAs utilizing regional radio stations
3. Ad placement in and pitched stories to regional periodicals
4. Social media posts via Placer County's Facebook, Twitter, Instagram, LinkedIn and YouTube accounts
5. County, supervisorial district and city digital newsletters

C. Placer County Elections will hold an educational workshop specifically for voters with disabilities and their advocates

D. Services to be provided to voters with disabilities will include:

1. Dominion ICX (at least three ADA compliant ICX devices will be deployed to each voting center)
2. ADA accessible voting booths, voting equipment that features audio ballots, enlarged fonts, voting paddles, and high contrast screen ability, threshold ramps and other equipment designed to ensure unassisted access to the vote center
3. Remote Accessible Vote by Mail (RAVBM) voting; to apply, a voter needs to complete a form available on our website at: <https://www.placercountyelections.gov/remote-accessible-vote-by-mail-2/>. Upon reception of the form, Placer County Election staff will provide access to the voter.

Contact the Placer County Elections office using our toll-free number: 1-800-824-8683

Email the Placer County Elections office: election@placer.ca.gov or vote@placer.ca.gov

Follow instructions on our website: <https://www.placercountyelections.gov/remote-accessible-vote-by-mail-2/>

Section 4: Vote Center and Ballot Drop-off Location Information

- A. Placer County Elections will establish 28 vote centers.
- B. Placer County Elections currently has 18 drop box locations; most are 24/7 external boxes.
- C. See attachment - Vote center locations and hours
- D. See attachment - Drop box locations and hours
- E. See attachment – Vote centers and drop box map

Section 5: Vote Center Ballot Security and Privacy Plans

- A. Voting booths are positioned with adequate space between them to ensure voters' privacy during the voting process. Touchscreen voting equipment is placed in ADA compliant booths spaced to ensure easy access by voters with disabilities, and to ensure their privacy during the voting process. All voting booths are set up to be viewable by vote center staff.
- B. Placer County Elections utilizes strict chain-of-custody procedures to ensure the security of every election. Placer County Elections staff are the only people authorized to access the voting system equipment. Using single-use tamper evident seals, tracking software to ensure each seal is assigned to a specific voting machine, assigning voting machines to a specific precinct and assigning serialized memory cards to a specific precinct ensures chain of custody is tracked and verified. Placer County Election maintains its tabulation servers in-house on a closed network that is only accessible to Placer County Elections staff and is never connected to Wi-Fi or the internet.

Section 6: Budget

Placer County Elections projects no short-term savings due to the increased cost in acquiring Ballot on Demand (BoD) printers, laptops and cradle point devices. Additionally, the cost to rent facilities will constitute a net increase in cost over traditional polling places.

Placer County Elections projects potential long-term savings due to requiring less voting equipment needed at vote centers compared to traditional polling places.

Outreach Activity	2016 General Election	2020 General Election	2024 Estimates
Legal Notices (newspaper)	\$1,700	\$1,700	\$1,700
Radio/DMV Ads	\$0	\$0	\$6,000
League of Women Voters (Outreach Programs)	\$0	\$1,500	\$3,000
Direct Voter Mailings (print costs)	\$0	\$20,000	\$35,000
Advertisements (billboards and other multimedia ads)	\$0	\$5,100	\$5,000
Social Media/News Releases*	\$0	\$0	\$0

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