

ELECTION ADMINISTRATION PLAN

NEVADA COUNTY ELECTIONS



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Executive Summary

The Nevada County Elections Office aims to carry out elections with a spirit of innovation, integrity, accessibility, transparency, and efficient use of taxpayer resources.

Our office is preparing for its implementation of the Voter's Choice Act (VCA). Under this new act, voters will have more choice on how, when, and where they vote. For the June and November elections in 2018, every registered voter in Nevada County will receive a vote-by-mail ballot regardless of having signed up for one. However, voters aren't limited to just voting by mail; they will be able to drop off their ballots in one of our many secure drop-off locations throughout the county or vote in person. If a voter chooses to vote in person, he/she will no longer be limited to a single polling place on a single day. A voter may go to any vote center location throughout the county; two vote centers will be open 10 days before the election and five, for a total of seven, vote centers will be open 3 days before the election through Election Day, including weekends. The voters of Nevada County will have more choice.

In keeping with our office's goals, we believe that piloting this model will increase election integrity, accessibility, and voter turnout.

In order for Nevada County to transition to the VCA model, this Election Administration Plan (EAP) was put together by our office in collaboration with our community. Our EAP describes how we plan to educate the public regarding the choices that come with the VCA model. It includes information about our proposed vote centers and drop-off locations, and how they will operate. With this EAP we hope to provide a clear idea of how our office is planning to administer future elections in Nevada County.

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I. VOTER EDUCATION AND OUTREACH – GENERAL

§4005(a)(10)(l)(i)(VI)

Gregory J. Diaz, Nevada County Clerk-Recorder/Registrar of Voters, has made significant efforts to educate the community at large in Nevada County regarding the California Voter's Choice Act (VCA). See Appendix A for publications and other materials regarding voter education and outreach.

In addition, the Nevada County Elections Office formed a Voter Education and Outreach Committee to establish how to best educate and reach the Nevada County community regarding the VCA. The committee was established on August 29, 2017, and had its second meeting on October 12, 2017. See Appendix B for materials regarding this committee.

Media and Public Service Announcements

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

The Nevada County Elections Office will use a variety of media and public service announcements in accessible formats to educate the voting-age population in Nevada County, to promote the availability of an accessible vote-by-mail ballot and how to request one, and to promote the toll-free voter assistance hotline (1-888-395-1298). Media will include, but not be limited to, newspapers, radio, television, and social media. The following Nevada County media outlets have been chosen with consideration of their target audience, frequency of publication, reach, accessibility, and consultation with the public.

Newspapers: *The Union*, *Sierra Sun*, and *Nevada City Advocate*

Online News Sources: *YubaNet*

Radio: KNCO and KVMR

Television: NCTV

Social Media: Facebook (*handle: @NevadaCountyElections*) and Twitter (*@NevCoElections*)

Significant efforts for educating potential voters through the abovementioned media will be implemented in April 2018. The Nevada County Elections Office believes the best approach would be to educate voters nearer to the June 2018 Election rather than several months prior.

Through consultation with the public and the Voter Education and Outreach Committee, it has been decided that newspapers *The Union* and *YubaNet* will be the primary media for which voter education and outreach will occur. Radio and secondary newspapers will also be used to reach a wider audience. KNCO and KVMR are the two most popular local radio stations in Nevada County and have a variety of programming that appeal to different demographics. *Sierra Sun* and *Nevada City Advocate*, both free newspapers, will also be used to reach as many potential voters as possible.

See Appendix C for more information regarding the choice of media sources.

Having a Community Presence

§4005(a)(10)(l)(i)(III)

The Nevada County Elections Office will educate the voters in Nevada County by having a community presence. The primary way Nevada County Elections will achieve this is by partnering with established community based organizations to reach their target audiences via newsletters, emailing, social media, websites, and/or events. Types of organizations the Nevada County Elections Office will reach out to consist of, but will not be limited to, assisted living facilities, cohousing, fraternal organizations, homeowner associations, local businesses, mobile home parks, nonprofits, political organizations, retirement homes, and schools. These organizations will receive official media for purposes of education and outreach from the Nevada County Elections Office.

The Nevada County Elections Office will put emphasis on the availability of an accessible vote-by-mail ballot and how to request one with key organizations such as FREED Center for Independent Living, Sierra Services for the Blind, and Meals on Wheels.

The Nevada County Elections Office has had meetings with the public and will continue to have meetings with community members. The department will also provide materials for or attend local events that are recommended by our staff and community members. Community event attendance will be published on the Elections website (<https://www.mynevadacounty.com/695/Registrar-of-Voters>) when confirmed. See Appendix K for a list of events of the Nevada County Elections Office plans to attend.

Directly Contacting Voters

§4005(a)(10)(l)(i)(X)

Nevada County Elections will make two direct contacts with voters for purposes of informing voters of the upcoming election and promoting the toll-free voter assistance hotline. These contacts will be in addition to other required contacts with voters including, but not limited to, sample ballots and the delivery of vote by mail ballots.

One direct contact will be a mailing to registered voters in Nevada County informing them that a vote-by-mail ballot will be sent to all registered voters regardless of vote-by-mail preference. The other mailing will be sent after ballots have been mailed informing these voters of their voting options at vote centers, if they would prefer to vote in person, and options for returning their vote by mail ballots.

Using Resources to Ensure Voters are Informed

§4005(a)(10)(l)(i)(VII)

The Nevada County Elections Office will spend the necessary resources on voter education and outreach to ensure that voters are fully informed about the election conducted in accordance with the Voter's Choice Act. See Appendix J for specific information regarding the education and outreach budget for the June 2018 Primary Election as well as a comparison of this budget with the voter education and outreach budget for the June 2014 Primary Election.

II. VOTER EDUCATION AND OUTREACH – VOTERS WITH ACCESSIBILITY NEEDS

The Nevada County Elections Office formed a Voter Accessibility Advisory Committee (VAAC) to establish how to best educate and reach the disability community in Nevada County regarding the VCA. The committee was established on August 29, 2017, and had its second meeting on October 13, 2017. The committee members are well connected to the disability community and will assist in developing plans to best serve the voters with disabilities in Nevada County. Please see Appendix D for materials regarding this committee.

Educating the Disability Community – Voter Education Workshop

§4005(a)(10)(l)(i)(VI)(b)

The Nevada County Elections Office will be holding one voter education workshop to increase accessibility and participation of eligible voters with disabilities in Spring 2018. The date, time, and location of this workshop will be publicly announced at least 10 days prior to its scheduled time.

Accessible Voting Materials and Ballots

Accessible Website

§4005(a)(10)(l)(i)(IV)

The Nevada County Elections website is an accessible website per standards recommended in §2053(b)(4). The Nevada County Elections Office will work with the Nevada County Information Services staff to ensure that all election information is available in text-based format on the accessible website.

(<https://www.mynevadacounty.com/695/Registrar-of-Voters>) Information includes, but will not be limited to, a list of the ballot dropoff locations and vote centers with dates and hours they are open, as well as the services available at vote centers. The Nevada County Elections Office is also planning a webpage to educate everyone about the accessible voting tools available.

Accessible Services Available at Vote Centers and Ballot Dropoff Locations

§4005(a)(10)(l)(vi)(X)

Each vote center will have accessible parking available and will be ADA compliant. Vote centers will be surveyed by staff to ensure that each vote center has the equipment and materials needed to be ADA compliant. All vote centers will be equipped with at least three accessible electronic voting machines (HART eSlates) and have paper ballots available if desired. These electronic voting machines will have the option of an audio ballot and a connection for sip-and-puff technology. Our staff will

be trained to assist any voter in the best way possible and the Nevada County Elections Office is experienced in using this equipment.

All exterior and interior ballot dropoff locations will be accessible and as near to public transportation routes as possible. The 24-hour ballot dropoff location at the Nevada County Government Building (Rood Center) is accessible and on a public transportation route.

Requesting an Accessible Vote by Mail Ballot

§4005(a)(8)(B)(iii)

All registered voters will receive a vote-by-mail ballot. A postage-paid postcard for the purpose of requesting an accessible vote by mail ballot will be included in the vote-by-mail-ballot materials sent to each voter. Voters needing an accessible vote-by-mail ballot will be able to request one by filling out the included postage-paid postcard and returning it to the Nevada County Elections Office or by following instructions posted on the Nevada County Elections website

(<https://www.mynevadacounty.com/2437/Accessible-Voting>). The Nevada County Elections Office will be using the Democracy Live platform to distribute accessible vote-by-mail ballots.

Requesting a Replacement Ballot

§4005(a)(10)(I)(ii)

Voters with disabilities can request a replacement ballot two ways: (1) by mail or (2) by visiting any vote center. Voters who would like to request a replacement ballot by mail may do so by following instructions on the Nevada County Elections Office website. The last day replacement vote by mail ballots can be **mailed** is seven days before the election. Voters with disabilities can also visit any vote center to receive a replacement ballot or to vote on accessible voting equipment.

Toll-Free Hotline for Deaf and Hard of Hearing Voters

§4005(a)(10)(I)(vii)

The Nevada County Elections Office has a toll-free TTY hotline (1-833-421-8445) for deaf and hard of hearing voters available Monday – Friday: 8:00 am – 5:00 pm and 7:00 am – 8:00 pm on Election Day. The toll-free hotline number will be posted on the Nevada County Elections website and in voting materials sent to voters.

Addressing Disparities in Voter Accessibility and Participation

§4005(a)(10)(l)(iii)

After any election that is conducted in compliance with the Voter's Choice Act, the Nevada County Elections Office will make a reasonable effort to address significant disparities in voter accessibility and participation. The Nevada County Elections Office will meet with the Nevada County VAAC to address and discuss any issues that ensued during the election. Furthermore, the Nevada County Elections Office will survey all vote center staff to evaluate and address any disparities regarding voter accessibility and participation.

III. VOTER EDUCATION AND OUTREACH – LANGUAGE MINORITY COMMUNITIES

The Nevada County Elections Office formed a Language Accessibility Advisory Committee (LAAC) to establish how to best educate and reach the language minority communities in Nevada County regarding the VCA. The committee was established on August 29, 2017, and had its second meeting on October 11, 2017. The LAAC will assist in how to best reach the Spanish speaking population in Nevada County. See Appendix E for materials regarding this committee.

Educating the Language Minority Communities

§4005(a)(10)(l)(i)(VI)(ia)

Bilingual Voter Education Workshops

§4005(a)(10)(l)(i)(VI)(ia)

The Nevada County Elections Office will be holding two bilingual voter education workshops to increase outreach and the participation of Nevada County's Spanish speaking community in Spring 2018. The workshops will be presented in Spanish by Alex Padilla, California's Secretary of State. The date, time, and location of these workshops will be publicly announced, in English and Spanish, at least 10 days prior to their scheduled times.

Language Accessibility Bilingual
Workshop
April 10, 2018
5:30 pm – 6:30 pm
Grass Valley (venue TBD)

Language Accessibility Bilingual
Workshop
April 17, 2018
5:30 pm – 6:30 pm
Family Resource Center of Truckee
11695 Donner Pass Road
Truckee, CA 96161

Media and Public Service Announcements

§4005(a)(10)(l)(i)(I), §4005(a)(10)(l)(i)(IX)

Nevada County does not have any media outlets that are specific to the Spanish speaking population. Therefore, the Nevada County Elections Office has consulted with the public and the Nevada County LAAC to establish a list of community partners that can assist with educating the Spanish speaking communities in Nevada County. This will primarily be done through the distribution of educational material in Spanish. How community partners will distribute Spanish educational material will be at their own discretion, but the Nevada County Elections Office has and will recommend including material in emailings, newsletters, and distributing flyers at public events they attend or

through their daily operations. Public service announcements for purposes of informing voters and promoting the toll-free voter assistance hotline will be posted in Spanish in *The Union* and *Sierra Sun* newspapers.

Several Spanish radio stations have been brought to the attention of the Elections Office, but none of them are based in Nevada County or target its residents. The primary issue with advertising through these stations is confusing Nevada residents with information addressed to Nevada County residents. In consultation with the public it was concluded that advertising through nonlocal outlets would be detrimental to counties that are not adopting the new election model.

Spanish Toll-Free Voter Assistance Hotline

§4005(a)(10)(l)(vii)

The Nevada County Elections Office will provide a toll-free voter assistance hotline for Spanish speakers in Nevada County. This hotline will be operational 29 days before the election through 5:00 pm the day after the election. The number for this hotline will be posted on the Nevada County Elections website and in voting materials sent to voters.

Spanish Educational Material

The Nevada County Elections Office will distribute educational material in Spanish provided by California's Secretary of State through the Family Resource Center of Truckee and any other organizations that opt to use it in their outreach.

Identifying Language Minority Voters

§4005(a)(10)(l)(i)(V)

The Nevada County Elections Office identifies language minority voters by their language preference indicated on voter registration forms. Minority language voters may also email or call the Nevada County Elections Office to designate their language preference. We collect and store this data in our election management system. Furthermore, we receive information about the language minority communities from the United States Census Bureau.

IV. VOTE CENTERS

There will be a total of seven vote centers available to all voters in Nevada County. Below is a list of proposed vote centers. All vote centers will be open for at least 8 hours a day. On Election Day all vote centers will be open from 7:00 am to 8:00 pm. Exact Hours of each vote center's operation will be posted on the Nevada County Elections webpage (<https://www.mynevadacounty.com/695/Registrar-of-Voters>) and included in the Nevada County Voter Information Guide.

§4005(a)(10)(I)(vi)(I), §4005(a)(10)(I)(vi)(III), §4005(a)(10)(I)(vi)(VI)

Vote Centers Open 29 Days Before the Election Through Election Day

§4005(a)(4)(A)

Nevada County Elections Office

950 Maidu Avenue, Suite 210
Nevada City, CA 95959

Vote Centers Open 10 Days Before the Election Through Election Day

§4005(a)(4)(A)

Truckee Town Hall

10183 Truckee Airport Rd
Truckee, CA 96161

Vote Centers Open 3 Days Before the Election Through Election Day

§4005(a)(3)(A)

Best Western Gold Country Inn Conference Center, Room Gold 1

1012 Sutton Way
Grass Valley, CA 95945

Gold Miners Inn, Room E

121 Bank Street
Grass Valley, CA 95945

Family Resource Center

11695 Donner Pass Rd
Truckee, CA 96161

Penn Valley Fire Protection District Station 43

10513 Spenceville Rd
Penn Valley, CA 95946

Higgins Lions Community Center

22490 E Hacienda Dr
Grass Valley, CA 95949

Mobile Vote Centers

§4005(a)(10)(B)(xiv)

The Nevada County Elections Office is considering the implementation of a mobile vote center. Nevada County will look to service geographically isolated populations like North San Juan, and assisted living facilities. The locations and hours of operation for these mobile vote centers will be available to the public on the Nevada County Elections website and in voting materials sent to voters. All mobile vote centers will have the same functionality as any established vote center.

Map of Vote Centers

§4005(a)(10)(I)(vi)(V)

See Appendix F for a map of all vote centers in Nevada County. See Appendix G for a description of vote center and ballot dropoff location placements and demographic maps of Nevada County.

Vote Center Details

Staffing Vote Centers

§4005(a)(10)(I)(vi)(IX)

Each vote center will tentatively have at least four paid staff members including a vote center manager. The vote centers located in Truckee will have at least one staff member who is fluent in English and Spanish.

Design and Layout of Vote Centers

§4005(a)(10)(I)(vi)(XI)

Vote centers will be designed in a way to ensure each voter has the right to cast a private and independent ballot. Voting equipment and ballot drop boxes will be placed strategically in the vote center so that they are easily identifiable by voters and can be monitored by vote center staff. See Appendix H for the design and layout of vote centers.

Security and Contingency Plans

§4005(a)(10)(l)(vi)(VIII)

Ensuring the Security of Voting

§4005(a)(10)(l)(iv)

The Nevada County Elections Office will ensure the security of voting conducted at vote centers using the following methods and standards:

- Every vote center staff will be well trained and prepared to assist eligible voters in every way possible.
- Vote center staff will have access to the same election management system (DIMS) used in the past and will be able to determine if a voter is properly registered, whether the voter has received a ballot, whether the voter has returned a ballot, and what type of ballot to issue the voter to ensure every eligible voter casts the ballot he or she is eligible to vote in each election.
- Furthermore, all laptops connected to the election management system will also be connected to VoteCal, the official statewide voter registration database managed by California Secretary of State. VoteCal will track voters across the state and notify vote center staff if a voter is actively registered in another county and if the voter has received and/or returned a ballot in another county.
- Any and all equipment that will be connected to the election management system's server will be in full compliance with all security measures and regulations (§20158) with the assistance of Nevada County Information and General Services staff.
- Each vote center will have equipment, resources, and signage placed strategically to ensure every voter has the opportunity to cast a private and independent vote.
- The HART Intercivic voting equipment (JBC, eSlate, and eScan) will not be connected to any network. All equipment will be sealed with official election seals and will be shut down and locked when vote centers are not open.
- Any and all recorded votes, including paper ballots, ballots submitted on voting equipment, CVR ballots, provisional ballots,

and vote by mail ballots, will be securely transported to the Nevada County Elections Office daily after the vote center closes.

Prevention Measures and Potential Disruptions

§4005(a)(10)(l)(vi)(VIII)(ia), §4005(a)(10)(l)(vi)(VIII)(ib)

All elections and vote center staff will be well trained and prepared for potential disruptions at vote centers. The Nevada County Elections Office will have an experienced warehouse staff on duty to be able to distribute needed replacement materials and equipment. Furthermore, the warehouse staff will be equipped to troubleshoot equipment. All vote centers will have cell phones in order to connect quickly with elections and warehouse staff when necessary. See Appendix I for a list of potential disruptions and responses that will be implemented by elections and vote center staff should a disruption occur.

V. BALLOT DROPOFF LOCATIONS

There will be at least five ballot dropoff locations in Nevada County. All ballot dropoff locations will be open 28 days before the election through Election Day. All ballot dropoff locations will be open normal business hours at the least. The 24-hour ballot dropoff locations will close at 8 pm on Election Day. Exact times of each dropoff location's operation will be posted on the Nevada County Elections webpage (<https://www.mynevadacounty.com/695/Registrar-of-Voters>) and included in the Nevada County Voter Information Guide.

§4005(a)(1)(A), §4005(a)(10)(I)(vi)(II)

24-Hour Ballot Dropoff Locations

§4005(a)(1)(B)

Eric W. Rood Administrative Center

950 Maidu Avenue
Nevada City, CA 95959
Outside and Accessible

Truckee Town Hall

10183 Truckee Airport Rd
Truckee, CA 96161
Outside and Accessible

Daytime Ballot Dropoff Locations

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

Glenshire Swim and Tennis

15726 Glenshire Drive
Truckee, CA 95945

Save Mart

12054 Nevada City Hwy
Grass Valley, CA 9594

Mother Truckers

13224 Tyler Foote Rd
Nevada City, CA 95959

Save Mart

11399 Deerfield Dr
Truckee, CA 96161

Holiday Market

11324 Pleasant Valley Rd
Penn Valley, CA 95946

SPD Market

735 Zion St
Nevada City, CA 95959

Holiday Market

10952 Combie Rd #12
Auburn, CA 95959

SPD Market

129 W McKnight Way
Grass Valley, Ca 95949

Map of Ballot Dropoff Locations

§4005(a)(10)(l)(vi)(V)

See Appendix F for a map of ballot dropoff locations in Nevada County. See Appendix G for a description of vote center and ballot dropoff location placements and demographic maps of Nevada County.

VI. ESTIMATED SHORT-TERM AND LONG-TERM COSTS AND SAVINGS

§4005(A)(10)(l)(v)

The Nevada County Elections Office has determined that costs will exceed savings with the first implementation of the VCA. However, the Nevada County Elections Office predicts that over time conducting elections in accordance with the VCA will encourage savings based on evidence from Colorado who implemented a similar elections model. According to a report published by *The PEW Charitable Trusts*, election costs declined 40% on average after the implementation of Colorado's Voter Access and Modernized Elections Act of 2013.

Estimated short-term costs include purchasing ballot on demand printers for all vote centers that will enable staff to print all ballot types within the county for that election. Included in short-term costs are the purchasing of laptop computers and monitors for vote center staff to have the ability to process voters directly in the election management system. Additional short-term costs include, but are not limited to, secure internet connections at all vote centers, extensive training for staff, purchasing of ballot drop boxes, and facility rentals.

Anticipated long-term savings include decreased costs for equipment, including the purchasing of new equipment and equipment maintenance, ballot printing, and labor.

See Appendix J for an example of the budget and expected costs and savings for the June 2018 Primary Election as compared to the June 2014 Primary Election.