



**Butte County Clerk-Recorder/Registrar of Voters**  
**Election Administration Plan**

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Election Code § 4005(a)(10)(I)

**DRAFT**

Hall of Records  
155 Nelson Ave  
Oroville, CA 95965

(530)552-3400 [option 1]

[www.ButteVotes.net](http://www.ButteVotes.net)

Updated: October 29, 2021

# INTRODUCTION

## OVERVIEW

In 2016, the governor signed the Voters Choice Act (VCA). This allows test counties to hold elections by all mailed ballot with Voter Assistance Centers starting in 2018. It allows the remaining counties to use the VCA model by 2020. In the VCA model, voters may use the services of any Voter Assistance Center regardless of where they live. In 2019, Butte County opted-in to the VCA model.

This new way of holding elections has many benefits for voters. First and foremost, is the ease of access to voting. Accessibility and convenience has been demonstrated in turnout. The first two county-wide elections conducted under the VCA model were the Presidential Primary and Presidential General elections in 2020, each set records for high voter turnout.

In keeping with our goals of providing the best process for voters, the Butte County Clerk-Recorder/Registrar of Voters will continue meeting with the Voting Accessibility Advisory Committee (VAAC) and a Language Accessibility Advisory Committee (LAAC). The committees give feedback to the Elections Division. They also help with outreach in their communities.

The Butte County Clerk-Recorder/Registrar of Voters must prepare a draft Election Administration Plan (EAP) every 4 years, as needed. This EAP provides information to the voters of Butte County about the VCA. It describes the vote-by-mail (VBM) process, the Voter Assistance Centers and ballot drop box locations, and technology to be used. It also outlines our voter outreach plan. The Butte County Clerk-Recorder/Registrar of Voters will also hold community outreach meetings.

### *Community Outreach Meeting Dates and Times (EAP)*

*Language Accessibility Advisory Committee – July 21, 2021 @ 2:30pm, Butte Co. Hall of Records*

*Voter Accessibility Advisory Committee – July 22, 2021 @ 2:30pm, Butte Co. Hall of Records*

*Public Hearing – November 12, 2021 @ 2:30pm, Butte Co. Hall of Records*

### VOTE-BY-MAIL

All voters will be mailed a ballot at least 29 days before the election. They will also get a return envelope with pre-paid postage. Voters with disabilities, overseas voters, military personnel and their spouses may use our Remote Accessible Vote-By-Mail System (RAVBM). This lets voters 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.

### VOTER ASSISTANCE CENTER AND BALLOT DROP BOX LOCATIONS

The VCA requires certain considerations when choosing locations for Voter Assistance Centers and ballot drop boxes. Among these are public transportation, population centers, areas of historically low vote-by-mail usage, 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 Voter Assistance Centers and drop boxes. We understand that one location may not be able to meet all of the 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 Voter Assistance Centers will be determined using the formula laid out in Election Code §4005. When possible, these locations are picked from past polling places that our voters are familiar with. There will be drop boxes that are conveniently located and accessible for our voters. Our drop boxes will be placed in publicly accessible locations such as

public libraries and city halls. You will find a list of locations for both Voter Assistance Centers and ballot drop boxes in the Appendix, when available.

**Voter Assistance Centers:** Voter Assistance Centers will have more services available than Polling Places. The key difference is that any voter can go to any Voter Assistance Center in the county and get the same services no matter which precinct they reside in. A voter will also be able to get a replacement VBM ballot/return envelope, drop off a voted VBM ballot, get language assistance, mark a ballot using ADA accessible devices, or vote a conditional provisional ballot.

The Voter Assistance Center staff will have real-time access to the County's Election Management System through the Voter Assistance Center web application, allowing them to see and update the status of each voter. Each Voter Assistance Center will have at least three accessible ballot marking machines and will be ADA compliant.

Backup plans will be in place using open communication as well as extra staffing and equipment. Security will be ensured through set protocols including secure storage, tamper-evident seals, and strict chain of custody tracking.

**Voter Assistance Center Formula:** Voter Assistance Center locations will open around the county in increasing numbers as the election gets closer.

The Election Code Section 4005 sets the following ratios\*:

Days Before Election	Number of registered voters per Voter Assistance Center	Number of Voter Assistance Centers
10	50,000	3**
3	10,000	12**

\*Ratios may change due to state law or to conform with Special Election rules.

\*\*Based on  $\approx$  120,000 voters

Voter Assistance Center locations will be open for 8 hours a day, including weekends. They will be open 7:00 am to 8:00 pm on Election Day.

The election staff will be trained to help the voters in any way. No fewer than four election workers will staff each location with more staff on site as the election gets closer. The county will make a good faith effort to recruit election workers who will provide language assistance in both Spanish and Hmong. (Elec Code §14201).

**Ballot Drop Boxes:** At least one ballot drop box is required for every 15,000 registered voters. These boxes will be located throughout the county during regular business hours starting at least 28 days before the election. At least one drop box will be outside and open to the public 24 hours a day. These boxes will be secure, accessible, and be easy to identify. In addition to those drop boxes required by code, another 24-hour drop box will be provided at the Hall of Records in Oroville.

Again, a complete list and map of the Voter Assistance Center and drop box locations will be included in the Appendix, when available.

#### VOTING TECHNOLOGY

The Butte County Clerk-Recorder/Registrar of Voters will use the Image Cast Voting System by Dominion Voting Systems, as it has since 2018. Each Voter Assistance Center will have at least three accessible ballot marking machines and will be ADA compliant. There will also be at least one Ballot on Demand (BOD) printer (a.k.a. Mobile Ballot Printer) at each Voter Assistance Center location.

As in past elections, the county will use the Remote Accessible Vote by Mail (RAVBM) system for the UOCAVA (Military and Overseas) voters. The RAVBM 5.10a system will allow any voter who requests to vote an accessible ballot at home to do so. The RAVBM system creates ballots that can be read in the voting system's tabulation scanners.

## FISCAL IMPACT

Other counties in the state used this VCA model in 2018. They found that on a county-by-county basis, there was an increase in one-time costs and an increase in election specific costs in their election administration to start using the VCA model. This was our experience in Butte County as well.

These one-time costs, were experienced in the March 2020 Primary Election. New equipment was be purchased for the Voter Assistance Centers, voting system, and to set up a secure network for use of the EIMS system. Other one-time expenses included drop boxes, security cabinets, equipment delivery, and full-time staff labor hours to make training materials. Other costs will include hiring temp agency staff for a period of 10 days to cover Voter Assistance Center locations as well as hiring field inspectors and call center staff (paid a higher rate than the entry-level Voter Assistance Center staff).

The county set up internet and network services for the EIMS applications to connect with the server at the Hall of Records. Although there are more costs, Election Code §19402 (AB 1824) provided a dollar for dollar match reimbursement of funds for the following voting system components: BOD equipment, Remote Accessible Vote by Mail System, VBM Drop Box, and Voting System Equipment. In the state formula, Butte County was allocated \$821,500.00. The county's reimbursement claim was submitted in Fiscal Year 2019/2020.

Here is a breakdown of the costs from a Presidential Election (2016) held prior to VCA compared to our first Presidential Election with VCA (2020):

	2016 Primary	2016 General	2020 Primary	2020 General
Regular Staff Wages	\$292,979.13	\$262,462.26	\$509,641.11	\$317,090.72
Extra Help Wages	\$134,719.82	\$139,124.62	\$201,556.73	\$213,044.05
Printing Costs	\$200,123.33	\$231,431.05	\$241,132.72	\$190,247.54
Postage	\$24,452.30	\$31,939.62	\$77,706.98	\$83,495.37
Equipment/Supplies	\$154,458.20	\$276,766.08	\$295,368.17	\$405,169.05
Total Cost	\$806,732.78	\$941,723.63	\$1,325,405.71	\$1,209,046.73
COVID-19 Adjusted Cost				\$774,566.38

Registered Voters	124,804	129,286	116,392	125,062
Ballots Cast	66,578	98,879	67,539	104,151

Cost/Registered Voter	\$6.46	\$7.28	\$11.39	\$6.19* / \$9.67
Cost/Ballot Cast	\$12.12	\$9.52	\$19.62	\$7.44* / \$11.61

\*Cost adjusted for COVID-19 expenditures

As illustrated, the cost per voter increased significantly due to one-time costs in the 2020 Primary. Also, the costs for the 2020 General Election were heavily impacted by COVID-19 related expenses and precautions. However, most of these pandemic costs were covered under COVID-19 related grants. After the adjustment to account for those special COVID-19 circumstances, the cost savings of the Voter’s Choice Act become clear. Especially because the 11-day voter assistance centers were abandoned by the California Legislature for the 2020 General Election. Instead, Voter Assistance Centers were available for 4 days. Data from previous VCA elections from across the state showed that the first 7 days of the Voter Assistance Center operations were a poor allocation of resources and ultimately a waste since voters did not take advantage of them. They instead opted to just vote the ballot mailed to them, or otherwise chose to wait until closer to the day of the election to get assistance. Given these changes, the 2020 General Election was cheaper, per voter, than any of the last 3 presidential year elections.

## CONCLUSION

The California VCA is the most significant improvement to the voting process in the history of California. This new way of holding elections provides many benefits and opportunities to the county’s voters. The new election model increases voter participation, provides greater accessibility to voters with disabilities, and makes it easier for those voting conditionally.

## SECTION 1 – VOTER EDUCATION AND OUTREACH PLAN

### GENERAL REQUIREMENTS

#### ***1-A Use of the media, including social media, newspapers, radio, and television for purposes of informing voters of the availability of a vote-by-mail ballot in an accessible format and the process for requesting such a ballot***

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

Butte County Clerk-Recorder/Registrar of Voters will provide information about obtaining a VBM ballot in an accessible format and the process for requesting such a ballot using the following outlets and methods:

1. Local Television stations (including: Action News Now, KRCR, KCVU, Butte College Broadcasting Center, and Charter Media/Cable)
2. Newspapers (including: Chico News and Review, Enterprise Record, Oroville Mercury, Paradise Post, and The Orion)
3. Radio (including Deer Creek Broadcasting and Results Radio)
4. Social Media (utilizing Twitter, Facebook and YouTube)
5. Department Website (buttevotes.net)
6. Outreach to various other community organizations, including local Chambers of Commerce
7. Media Availability Sessions/Press Conferences
8. County Departments
9. Public Service Announcements will be distributed to all outlets listed above and any others that may become available

#### ***1-B Community Presence to Educate Voters on the Voter's Choice Act***

§4005(a)(10)(I)(i)(III)

Butte County Clerk-Recorder/Registrar of Voters will establish a community presence to provide information directly to the voters and through special interests groups, committees and organizations. The goal is to work with our community partners and provide them with resources so that they can disseminate the information through their networks to reach voters we can't reach directly. This will effectively increase our influence and allow us to reach more voters. Voters will be able to learn about the Voter Assistance Center model through the following options in addition to those listed in 1-A.

1. Department's VAAC and LAAC
  - a. Information and materials will be developed for VAAC and LAAC members so that they will be able to present them within their communities. These

materials will be available in languages as provided for by Election Code §14201.

2. Presentations to various audiences:
  - a. Community meetings
  - b. County Board of Supervisors
  - c. City Councils and City Clerks
  - d. Language Communities
  - e. Philanthropic organizations
  - f. Student groups/organizations
  - g. Local Companies and their employees

***1-C Use of Resources for Voter Education and Outreach***

§4005(a)(10)(l)(i)(VII)

Butte County Clerk-Recorder/Registrar of Voters will spend/allocate the necessary resources to ensure voters are adequately educated and informed about the Voter Assistance Center model. This education is vital to the success of the model and will keep processes running efficiently and promote a better voter experience.

***1-D Direct contacts with voters providing information on the upcoming election and promoting the toll-free voter assistance hotline***

§4005(a)(10)(l)(i)(X)

Butte County Clerk-Recorder/Registrar of Voters has recently undergone a changeover/upgrade of the phone systems. The new system is easier to use for the voters, as well as our staff, and will better accommodate high call volumes than the previous system and hardware. All election materials mailed to the voters will contain and promote the toll-free voter assistance hotline (800-894-7761) and encourage voters to call should they have any questions or concerns.

The County will send 2 direct contacts to voters with information about the Voters' Choice Act along with contact information. These contacts will be in the form of direct mailings to registered voters.

***1-E Postage-paid postcard for requesting materials in an alternate language or an accessible format for VBM***

§4005(a)(8)(B)(iii)

Butte County does not currently fall under counties designated by Section 203 of the Voting Rights Act. However, if this threshold is met in the future, Butte County will comply with this requirement and send the postcards required by this section in those other languages. At this time, this notice will be sent in English so voters can request a ballot in an accessible format.

## EDUCATION AND OUTREACH WITH THE LANGUAGE MINORITY COMMUNITIES

### §4005(a)(10)(I)(i)(I)

Butte County Clerk-Recorder/Registrar of Voters will establish a Language Accessibility Advisory Committee (LAAC) with representatives from organizations within language minority communities. This committee will advise and assist the Butte County Clerk-Recorder/Registrar of Voters with implementation of the Voter Assistance Center model in accordance with federal and state regulations. This implementation will include minority language communications via radio broadcasts and print media where available.

### ***1-F Inform Voters of the Upcoming Election and Promote the Toll-Free Voter Assistance Hotline with Media Serving Language Minority Communities***

#### §4005(a)(10)(I)(i)(I)

Information promoting the voter toll-free assistance hotline will be provided on all pre-election mailings sent out to voters, including but not limited to address confirmation mailings and voter information packets. There will also be press releases sent to local media outlets, including language minority broadcasts, as well as posted on the internet through the departmental website and social media platforms.

### ***1-G Identifying Language Minority Voters***

#### §4005(a)(10)(I)(i)(V)

Butte County Clerk-Recorder/Registrar of Voters uses information from the census to identify language minority voters. Under the Voter Assistance Center model, all locations will have facsimile ballots in both Spanish and Hmong as required by Election Code §14201.

### ***1-H Voter Education Workshop for Minority Language Voters***

#### §4005(a)(10)(I)(i)(VI), §4005(a)(I)(i)(VI)(ia)

Butte 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 and Hmong. There will be at least one Spanish workshop and one Hmong workshop. The locations and times of these workshops will be posted across our social media platforms, our departmental website, local minority language radio broadcasts through KZFR and KOYO radio stations, and any other communications as determined effective by LAAC.

### ***1-I Public Service Announcement for Minority Language Citizens***

#### §4005(a)(10)(I)(i)(IX)

Butte County Clerk-Recorder/Registrar of Voters will use Public Service Announcements to inform voters in minority language communities of the upcoming election and the toll-free assistance hotline. The PSAs will be distributed through minority language mediums (including radio stations) as available.

Butte County Clerk-Recorder/Registrar of Voters will work with local agencies and groups that are comprised of, or support and provide services for, language minority groups to determine the best and most effective methods to deliver this information to those individuals.

### EDUCATION AND OUTREACH WITH DISABILITY COMMUNITIES

Butte County Clerk-Recorder/Registrar of Voters will establish a Voting Accessibility Advisory Committee (VAAC) to advise and assist with accessibility for voters with disabilities. VAAC will be comprised of representatives from organizations and groups that serve the disability community.

#### ***1-J Website has publicly available accessible information***

§4005(a)(10)(I)(i)(IV)

Information on the Butte County Elections website is accessibly formatted and is publicly available. This will include this Election Administration Plan and other information about VCA. The website also has links and information about registering to vote and other resources that are available.

The information on the website will include, but will not be limited to:

1. An explanation that all voters will receive a vote-by-mail ballot and a return envelope with pre-paid postage
2. The availability of Voter Assistance Centers to provide assistance, including voting on accessible ballot marking devices
3. Contact information for agencies that can provide a ride to a Voter Assistance Center for voters with disabilities
4. The method to request and use the Remote Accessible Vote-By-Mail system (RAVBM)

***1-K A description of how the county elections official will educate and communicate the provisions of this section to the public, including: the disability community, organizations and individuals that advocate on behalf of, or provide services to, individuals with disabilities. The county elections official shall hold at least one voter education workshop to increase accessibility and participation of eligible voters with disabilities.***

§4000(a)(10)(I)(i)(VI), §4005(a)(10)(I)(i)(VI)(ib)

Information regarding Voter Assistance Centers, the voter hotline and voting options (including how to sign up for RAVBM) will be distributed to the disability community through the following mediums:

1. Television (including all local news networks)
2. Newspapers
3. Radio Stations

4. Social Media (Twitter, Facebook, YouTube)
5. Departmental Website
6. Workshops/presentations – coordinated with members of the disability community and those that represent those voters.
7. Public Service Announcements broadly distributed through county agencies and other outlets

Butte County Clerk-Recorder/Registrar of Voters will work with local agencies and groups that support and provide services for persons with disabilities to determine the best and most effective methods to deliver this information to the affected groups.

**OUTREACH BUDGET AND ALLOCATIONS**

Voter education and outreach is critical to the implementation of the Voter’s Choice Act in Butte County. Although many of our voters are already familiar with the vote by mail process and have been using it for years, we will make significant increases to our outreach allocations over the previous Presidential Primary in 2016.

**Budget Resources and Cost Comparison**

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

\*These resources are available free of charge

A significant portion of the outreach is focused towards direct voter contacts such as mailings. We will continue to use our website and presence on social media to get information to our voters, as well as continue planning and programming with our community partners (see Appendix C).

## SECTION 2 - ELECTION ADMINISTRATION PLAN - VOTER ASSISTANCE CENTER MODEL

### GENERAL

#### ***2-A Toll-Free Phone Access***

§4005(a)(10)(I)(X)

Toll-free telephone support is available during business hours, 8:00am to 5:00pm, Monday through Friday, with the exception of holidays.

Toll-free phone number within Butte County 800-894-7761

### BALLOT ACCESS

#### ***2-B Access to a Vote by Mail Ballot by Voters with Disabilities***

§4005(a)(10)(I)(X)(ii)

The county will deploy two types of equipment to assist voters with disabilities. The first type of accessible equipment is the Image Cast X (ICX) ballot marking device that will be deployed to each Voter Assistance Center. The device is available for voters with disabilities to independently mark a secret ballot using the touchscreen display, the provided audio tactile device or their own assistive technology. The second type of accessible equipment is the internet-based Remote Accessible Vote by Mail (RAVBM) system. The RAVBM system allows voters with disabilities to mark their ballot on an accessible device at home, download, and return the ballot similarly to voting a paper ballot.

#### *Receiving a Vote-by-Mail Ballot by Mail*

All registered voters will be mailed a ballot packet each election. The packet will include instructions on how to vote and return the ballot, their voting choices, and an official ballot and return envelope with prepaid postage.

#### *Requesting an Accessible Ballot at a Voter Assistance Center*

Any voter who is unable to mark the paper ballot, but is able to travel to the Voter Assistance Center may request to mark their ballot on the Image Cast X ballot marking device. The voter must complete the check-in process to receive a voter activation card that queues up the correct ballot for them to mark.

#### *Requesting a Remote Accessible VBM Ballot*

The voter will need to contact the Elections Division to make a request to use this electronic system. Once the request is processed, the voter will receive an email that provides an election specific password from the county and the internet website to access the system.

### *Requesting a Replacement Ballot*

Any voter may request a replacement ballot in one of the following ways:

- Telephone: 530-552-3400 option 1 or toll free within Butte County 800-894-7761
- In person at The Elections Division, 155 Nelson Avenue, Oroville, CA 95965
- E-mail: elections@buttecounty.net
- Fax: 530-538-6853
- In person at any Voter Assistance Center within Butte County

## VOTER ASSISTANCE CENTER ESSENTIALS

### ***2-C Security of the Voting Process at Voter Assistance Centers***

#### *Secure Voter Assistance Center Voting*

#### **§4005(a)(10)(I)(X(iv))**

All voting conducted at the Voter Assistance Centers follow California State law, Voting System Use Procedures, Secretary of State Security Standards, and the county's Dominion Voting System & Security Procedures. With this in mind, all Voter Assistance Center equipment will be secured with tamper evident seals, locked cabinets and assigned to specific Voter Assistance Center locations through GigaTrak Electronic Barcode Scanning Inventory System. When deployed, two election staff will maintain the chain of custody while the materials are in the field.

#### *Security and Contingency Plans*

#### **§4005(a)(10)(I)(iv)(VIII)**

#### *Preventing Disruption, Continuing Voter Assistance Center Operations*

#### **§4005(a)(10)(I)(iv)(VIII)(ia), §4005(a)(10)(I)(iv)(VIII)(ib)**

All Voter Assistance Center staff, field inspectors, and call center staff will be required to attend a mandatory training. The training will cover the following areas: setup of the Voter Assistance Center, processing voters, operation of the voting equipment, end of day closing procedures, daily securing the equipment and what to do in case of an emergency. All staff will be provided written procedures to reference and emergency procedures will be included.

Every election, the county provides a notification letter and list of facilities being used to the planned outage coordinator for PG&E, City of Gridley Municipal Power Agency, and City of Biggs Municipal Power Agency. In the event of a power failure, the power agency is asked to contact the Butte County Clerk-Recorder/Registrar of Voters or the Assistant County Clerk Registrar of Voters immediately to provide information on the outage. During the outage period, all voting system equipment shall be run under battery power until electrical services are restored. The county has purchased uninterruptable power supply (UPS) battery backups to be provided to Voter Assistance Center locations to power equipment until electrical services can be restored.

The Sheriff-Coroner, District Attorney, California Highway Patrol and Police Departments in the cities of Biggs, Chico, Gridley, Oroville and Town of Paradise will be furnished with a list of all Voter Assistance Center locations. It is requested that should an issue arise, that the agency contact the Butte County Clerk-Recorder/Registrar of Voters or the Assistant County Clerk Registrar of Voters immediately to provide information on the disruption. Voter Assistance Center staff will contact the call center to inform them of any disturbance encountered. The call center will provide direction and dispatch a field inspector to assist as needed. Dependent on the nature of the problem, the need may arise for the Butte County Clerk-Recorder/Registrar of Voters to have Voter Assistance Center staff redirect voters to an alternate location until the issue is resolved.

In the event of a major emergency, the Butte County Clerk-Recorder/Registrar of Voters will be in contact with the Secretary of State's Office to make sure that media updates are provided to the public.

If a natural disaster occurs that affects a Voter Assistance Center, it may need to close. The Voter Assistance Center staff will follow end of day closing procedures to secure all equipment in accordance with state law. If the location is no longer able to be used, notifications and signage will be posted to direct voters to an alternate location. If a ballot drop-off location is affected, signage and notifications will be posted to direct voters to an alternate location.

#### *2-D Voter Assistance Centers: Number to be Established, Locations, and Hours of Operation to the Extent Available at the Time of Publication*

§4005(a)(10)(I)(vi)

#### *Total Number of Voter Assistance Centers to be established*

§4005(a)(10)(I)(vi)(I)

The Butte County Clerk-Recorder will establish a number of Voter Assistance Centers as required by the ratios set forth in the Voter's Choice Act based on current registration numbers. A list of the centers and the days of operation can be found in the Appendix.

#### *Location and Hours of Each Voter Assistance Center*

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

The factors being used in determining Voter Assistance Center locations is listed in Elections Code section 4005(a)(10)(B). We are gathering data from past elections, voting habits of our citizens, and knowledge of the area and public transportation routes to assist us in determining the best locations to use as Voter Assistance Centers. An additional factor in the determination of locations includes identifying fully accessible facilities to accommodate voters with disabilities.

It is our goal to utilize facilities that are well-known to the public.

Upon securing our locations, a list of facilities, with their address and hours of operation, will be provided in Appendix A. This will be updated each election as facilities are confirmed for use.

All locations will be open continuously for a minimum of 8 hours per day and from 7 am to 8 pm on Election Day.

#### *Staffing Voter Assistance Centers*

§4005(a)(10)(I)(vi)(IX)

There will be no fewer than four Voter Assistance Center staff at each location. Additional staff will be added where a greater turnout is anticipated.

#### *2-F Services for Voters with Disabilities*

§4005(a)(10)(I)(vi)(X)

All Voter Assistance Center staff will be trained to assist voters with disabilities. The voter will go through the check-in process and be given the option to independently mark a secret ballot on either the Image Cast X (ICX) ballot-marking device or a traditional printed ballot.

#### *2-G Design and Layout of Voter Assistance Centers*

§4005(a)(10)(I)(vi)(XI)

Each facility will be mapped to create a layout for placement of equipment and supplies. The layout will take into consideration the shape of the room, accommodations for persons with disabilities, and the voting booths and accessible ballot marking devices to be placed in a way that does not compromise the voter's right to a secret ballot.

### BALLOT DROP BOX ESSENTIALS

#### *2-H Ballot Drop Boxes: Number to be Established, Locations, and Hours of Operation to the Extent Available at the Time of Publication*

§4005(a)(10)(I)(vi)

#### *The Total Number Of Drop Boxes To Be Established*

§4005(a)(10)(I)(vi)(II)

Based on the ratios provided in the Voter's Choice Act, the Butte County Clerk-Recorder/Registrar of Voters will establish a number of drop boxes in relation to the number of registered voters in the county.

### *The Location and Hours of Operation of Each Ballot Drop Box*

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

Drop boxes will be placed in well-known locations throughout the county. These boxes will be conveniently located throughout the county during regular business hours starting at least 28 days before the election. These boxes will be secure, accessible, and readily identifiable by the public. When possible, they will be made accessible outside, 24 hours a day. In addition to the drop-off boxes required by the code, we will provide another external 24-hour drop-off box at the Hall of Records in Oroville.

A list of proposed drop box locations, along with address and hours of operation, are provided in Appendix B. This will be updated each election as locations are confirmed for use.

### VOTER ASSISTANCE CENTER AND DROP BOX LOCATION MAPS

#### ***2-I Location Maps***

§4005(a)(10)(I)(vi)(V)

Maps of Voter Assistance Center and drop box locations are provided in Appendix A & B. This will be updated each election as facilities are confirmed for use. The county will also have maps available on the department's website as the Election approaches.

### ADDITIONAL CONSIDERATIONS

#### ***2-J Estimated Costs and Savings under this Plan***

§4005(a)(10)(I)(v), §4005(g)(2)

The implementation will result in one-time costs and some ongoing cost increases to comply with the added requirements for community and voter engagement. Following an election conducted under the VCA model, a report showing election cost comparisons will be prepared and released for public inspection.

#### ***2-K Post-Election Activities***

*Address Significant Disparities in Voter Accessibility and Participation, as Required by Subdivision (g)*

§4005(a)(10)(I)(iii)

Following each election, the Butte County Clerk-Recorder/Registrar of Voters will review comments received from voters and solicit input from community partners on data collected in compliance with Section 4005(g).

*Assistance to the Secretary of State with Report to the Legislature*

§4005(g)(1)(A)

*Provide Election Statistics*

The Butte County Clerk-Recorder/Registrar of Voters will provide data to the Secretary of State, including the information listed in Section 4005(g).

LIST OF APPENDICES

Appendix A - Voter Assistance Center Locations and Hours of Operation

Appendix B - Drop Box Locations and Hours of Operation

Appendix C - Community Partners

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## Appendix A

### Voter Assistance Center Locations and Hours of Operation

[To Be Determined]

## Appendix B

### Drop Box Locations and Hours of Operation

[To Be Determined]

## Appendix C

### List of Community Partners

African American Family and Cultural Center

Berry Creek Rancheria

Disability Action Center

Hmong Cultural Center of Butte County

League of Women Voters

North Valley Community Foundation

Northern Valley Catholic Social Services

Local Chambers of Commerce

Cal Hope

We Care A Lot

Rotary

State Council on Developmental Disabilities