



**DEBRA BOWEN** | SECRETARY OF STATE  
STATE OF CALIFORNIA | ELECTIONS

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February 18, 2010

County Clerk/Registrar of Voters (CC/ROV) Memorandum #10073

TO: All County Clerks/Registrars of Voters

FROM:

*Catherine Ingram-Kelly*  
Catherine Ingram-Kelly  
VoteCal Business Lead

RE: VoteCal: Project Reimbursement Processes and Procedures

As most of you are aware, the Secretary of State will be assuming responsibility for direct management of the CalVoter wide-area network (CalVoter WAN) to save overall costs for the administration of the network, to ensure consistent high quality service, as well as in anticipation of our future needs for the VoteCal system.

In preparation of this change, the Information Technology Division has been working directly with the counties and Verizon/AT&T for installation of the new network circuit connections.

The Secretary of State has contracted with Verizon for the new circuit installation and to extend the circuit to a specific termination location. Verizon contracted with AT&T technicians to actually perform the installations. This location was derived as a result of prior communications with all counties to identify the exact location where the circuit must be extended, just for this purpose (please see CCROV 09161, October 1, 2009). The AT&T field technician needs to be permitted to extend the circuit to the final, pre-determined terminus. Counties that prevent the field installer from completing this task cannot be reimbursed for the county-incurred expenses to extend the circuit.

Any expenses for additional work that a county may have arranged in conjunction with this process, such as requesting the router be installed in a different location than contracted, would not be reimbursable as there are no contracts in place with the counties to address network connection enhancements or modifications or reimbursement of county expenses related to these activities.

If you have any questions, please contact one of the following:

Questions about this installation process:

John Hanafee at (916) 651-3202 or [John.Hanafee@sos.ca.gov](mailto:John.Hanafee@sos.ca.gov)

Questions about HAVA invoicing and authorized contract reimbursements:

Kaye Kaufman at (916) 653-6804 or [Kaye.Kaufman@sos.ca.gov](mailto:Kaye.Kaufman@sos.ca.gov)

Questions about VoteCal contracts:

Roxanne Moger at (916) 653-6113 or [Roxanne.Moger@sos.ca.gov](mailto:Roxanne.Moger@sos.ca.gov)