



AUGUST 3, 2023

**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) every four years after adoption of the second EAP in 2020. 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 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. A detailed calendar can be found in Appendix XI.

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. As required per Election Code 14201, Tagalog Facsimile ballots (sample ballots printed in Tagalog) are available at the Vote Centers and will be mailed to all voters who have listed Tagalog as their language preference on their voter registration.

All voters may use Napa County's Remote Accessible Vote by Mail System (RAVBM). The RAVBM system allows voters to access and mark an electronic version of their ballot on their own device, such as a personal computer. Because they are using their own device, they also can use their own assistive technology, such as a screen reader, to navigate and mark their ballot. Once a voter marks the ballot using the RAVBM system, the voter must print the ballot on paper and return the printed ballot to elections officials using the same return methods that apply to paper vote-by-mail ballots. Voters with disabilities may contact the Election Division directly for any assistance by phone at 707-253-4321 or email at [elections@countyofnapa.org](mailto:elections@countyofnapa.org), or they may contact the Disability Rights California hotline at 1-888-569-7955 or TTY 1-800-719-5798 for assistance. County phone numbers may also be found on the county website at [www.countyofnapa.org/2714/Accessible-Voting](http://www.countyofnapa.org/2714/Accessible-Voting).

All Vote by Mail envelopes have holes punched on both sides of the signature box to assist visually impaired voters in signing the return envelope in the correct location.

A registered voter may request that a replacement ballot be mailed to them by making the request by email, by fax, or on our website until one week prior to Election Day. During the week prior to Election Day and on Election Day itself, a voter must go in person to a Vote Center to get a replacement ballot or may use the RAVBM system described above.

### **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 Boxes. 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 10 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 over 200 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 compliant with the Americans with Disabilities Act (ADA) and are equipped with Dominion ICX Ballot Marking Devices. The ICX machines are available to all voters but may be especially helpful to voters with disabilities because of their accessibility features. These features enable voters with temporary or permanent disabilities to exercise their right to vote privately and independently. "Privately and independently" means these devices enable them to vote without having to rely on another person to help them mark their ballot and without having to reveal how they are voting to anyone else, protecting their right to cast a secret ballot. The accessibility features of ICX machines include a touchscreen; a handheld controller with buttons in different shapes and colors; options to change text size and color contrast on the screen; headphones for listening to an audio version of the ballot and audio instructions for navigating and marking the ballot electronically; and options for connecting a sip-and-puff device or paddle switches. The ICX machines print a paper ballot that the voter can review once the voter has marked the ballot

electronically. All ICX machines meet ADA/Language requirements. 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.

Each Vote Center worker is trained to handle Curbside Voting in which voters may park outside the Vote Center and call or text the staff inside to request assistance in their car. All Vote Centers will have a Curbside Voting sign displaying the phone number to contact that Vote Center.

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**

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 9 Vote Centers will be in full operation beginning 3 days before Election Day. Napa County continues to explore the addition of a Mobile Voter Center.

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 90,000 registered voters for the March 2024 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	9	9 - including 10 day

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 Vote Center Worker at each Vote Center and one Tagalog-speaking Vote Center worker at specific Vote Centers. We rely on the support of the Community Leaders Coalition (CLC) to provide translation assistance at the Vote Centers as needed on 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.

**AMERICAN CANYON**

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

American Canyon Boys and Girls Club – 60 Benton Way, American Canyon

## YOUNTVILLE

Yountville Community Center, 6516 Washington St Yountville

## SAINT HELENA

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

## CALISTOGA

Calistoga Community Center - 1307 Washington St, Calistoga

## ANGWIN

Angwin Fire House - 275 College Ave, Angwin

## NAPA

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

Las Flores Community Center – 4300 Linda Vista, Napa

To Be Determined, Napa

### **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 2024 Election Cycle. Based on the popularity of the Ballot Drop Boxes in the 2018-2022 Election Cycles, Napa County has expanded to 10 Drop Boxes and are seeking an 11<sup>th</sup> location in 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 - Across from Redwood Plaza – 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 entrance to River Park Shopping Center

City of Napa – Napa Valley College – 2277 Napa-Vallejo Hwy

City of American Canyon City Hall – 4381 Broadway St

City of American Canyon – Silver Oak Park

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

### **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 2024 Election Cycle. For more information about the ICX Ballot Marking Devices, including how they comply with accessibility requirements, see the “Vote Centers” section of this document above on page 2. The MBP will be available for voters who request a paper ballot.

### **Voter Election Data**

The County will maintain at each Vote Center an electronic, 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**

After the initial one-time expense to purchase the necessary computers and printers to provide full functionality at each vote center, costs have stabilized with the ongoing expense for vote center workers who are more highly trained than polling place volunteers and who work many more hours and the two mandated prepaid outreach mailers to every registered voter before each election.

### **Summary**

The California Voter’s Choice Act is landmark legislation that has begun to increase voter and community engagement in our 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 upcoming 2024 and 2026 election cycles.

## **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 in conjunction with community organizations that advocate on behalf of or provide services to these groups. All public workshops hosted by the County will comply with the Americans with Disabilities Act (ADA). Workshops will be held no later than 60 days prior to each federal election or special state election.

The County works with its Voting Accessibility Advisory Committee (VAAC); Language Accessibility Advisory Committee (LAAC); Voter Choice Napa/Community Leaders Coalition (VCN/CLC) and our local community college to improve our 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 [www.countyofnapa.org/396/Elections](http://www.countyofnapa.org/396/Elections) 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. Other services available through the website and hot line include My Voter Information lookup, voter information guides, vote center and drop box locations and hours of operation, second ballot/Remote Accessible Vote By Mail (RAVBM) request form, ballot status, and election results. The website includes dedicated pages for the Voting Accessibility Advisory Committee [www.countyofnapa.org/3475/Voting-Accessibility-Advisory-Committee](http://www.countyofnapa.org/3475/Voting-Accessibility-Advisory-Committee) and the Language Accessibility Advisory Committee <https://www.countyofnapa.org/3478/Language-Accessibility-Advisory-Committee>.

The Election Division will reach out to organizations hosting community events and community organizations found in 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 (SOS) Democracy at Work program [www.sos.ca.gov/elections/myvote-democracy-work-project/](http://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 continues to provide information about the new voting model to many Community Partners to assist in voter 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.

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 by email at [elections@countyofnapa.org](mailto:elections@countyofnapa.org) or by phone at 707-253-4321 of 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.

## **Voters with Limited English Proficiency / Language Accessibility Advisory Committee (LAAC)**

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. The county has established a LAAC page on the election website <https://www.countyofnapa.org/3478/Language-Accessibility-Advisory-Committe>. The LAAC webpage has information about the advisory committee's meetings and how to get involved.

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 Tagalog media will be purchased, if funding is available, 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 / Voting Accessibility Advisory Committee (VAAC)**

Napa County has a long-standing commitment to voters with disabilities to increase accessibility in the democratic process. The Election Division has established a dedicated page for voters with disabilities [www.countyofnapa.org/2714/Accessible-Voting](http://www.countyofnapa.org/2714/Accessible-Voting) including details on ICX - Accessible Units; the Remote Accessible Vote By Mail (RAVBM) Accessible System; Americans with Disabilities Act (ADA) Accessible requirements for Vote Centers and the VAAC. The VAAC webpage, which is at [www.countyofnapa.org/3475/Voting-Accessibility-Advisory-Committee](http://www.countyofnapa.org/3475/Voting-Accessibility-Advisory-Committee) has information about the advisory committee's meetings and how to get involved. A news release will describe the voter assistance hotline, 707-253-4321, toll free 1-888-494-8365 or 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 System. Details regarding this system will be included in the Local Voter Information Guide. A video detailing how RAVBM works is available on the county website. A RAVBM/Language Preference postcard will also be included with all vote by mail ballots. This postcard can be used to request access to the RAVBM system or to request ballot materials in another language and will remind voters using RAVBM to retain their postage paid return envelope for returning the ballot.

Each Vote Center is trained to handle Curbside Voting. Voters may park outside the Vote Center and call or text the staff inside each Vote Center to request assistance in their car. All Vote Centers will have a Curbside Voting sign displaying the phone number for that Vote Center.

Most Vote Centers can be reached via Napa Valley Transit Authority Vine Transit 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. During DMV transactions any person who is qualified to vote is automatically registered unless that person opts out of registration. The Elections Division will also mail a registration form upon request.

The Secretary of State (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 election materials to the Napa County Corrections Department to share with eligible inmates in the County's jail facility.

### **Direct Voter Contacts**

Direct contact from the County to voters is the most effective method to inform voters about the upcoming election cycles. 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 reminds voters to vote the ballot they received in the mail; directs them to vote center and ballot drop box locations and provides information on obtaining a replacement ballot. Examples of materials sent to voters are included in Appendix II.

### **Public Service Announcements**

A Public Service Announcement (PSA) script for TV/Newspaper will be distributed to the media 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. Our local cable-access channel takes a video prior to each election which is broadcast on election day.

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 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 2020 and March 2024 election budgets. Not all costs are related to implementation of the VCA. The Election Division will seek outreach funding from the Secretary of State to include the two mandated postage paid mailers. 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

	Cost Categories – Costo Categorías	2020 Budget – Presupuesto	2024 Budget – Presupuesto	Difference
1	Labor & Salary - Labor y Salario	\$107,845	\$113,238	+\$5,393
2	VBM Ballot Printing - Impresión de Balota	\$65,000	\$68,250	+\$3,250
3	VAC Ballots Printing - Impresión de Balota	\$2,600	\$2,730	+\$130
4	VBM Ballot Postage - Franqueo	\$58,000	\$60,900	+\$2,900
5	Sample Ballot Printing - Balota ejemplar	\$125,000	\$131,250	+\$6,250
6	VIG Postages - Franqueo	\$12,500	\$13,125	+\$625
7	Outreach - Contacto con el Elector	\$64,200	\$67,410	+\$3,210
8	Equipment Cost - Costo de Equipo	\$21,000	\$22,050	+\$1,050
9	Election Workers - Trabajadores Electorales	\$160,000	\$168,000	+\$8,000
10	Drayage	\$21,800	\$22,890	+\$1,090
	Total Cost - Costo Total	\$637,945.00	\$669,843	+\$31,898

	Outreach – Contacto con el Elector	2020 Budget – Presupuesto	2024 Budget – Presupuesto	Difference
1	Advertisements - Anuncios	\$4,500	\$4,725	+\$225
2	Social Media - Medios de comunicación Soc.	\$1,000	\$1,050	+\$50
3	Equipment/Supplies - Equipo \ Suministros	\$4,000	\$4,200	+\$200
4	Mailers I and II/Postage - Volantes I, y II	\$50,200	\$52,710	+\$2,510
5	Events Rentals \ Alquileramientos	\$4,000	\$4,200	+\$200
6	Additional Voter Contact \ Contacto adicional	\$500	\$525	+\$25
	Total Cost - Costo Total	\$64,200.00	\$67,410	+\$3,210

	Cost to Operate Voter Centers in November 2020	Cost to Operate a Vote Center in 2024	Difference
Rent	\$10,200	\$10,710	+\$510
Supplies	\$25,000	\$26,250	\$1,250
Extra Help	\$103,000	\$108,150	+\$5,150
Total	\$138,207	\$145,110	+\$6,910

## **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 Tagalog worker at the American Canyon, Napa and Calistoga locations. Translation support by phone will be available to all sites.

### **VOTE CENTER LOCATIONS**

#### **Open 28 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

Yountville Community Center - 6516 Washington St, 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

New Location To Be Determined

Las Flores Community Center – 4300 Linda Vista, Napa

### **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 - Across from Redwood Plaza – 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 entrance to River Park Shopping Center

City of Napa – Napa Valley College – 2277 Napa-Vallejo Hwy

City of American Canyon City Hall – 4381 Broadway St

City of American Canyon – Silver Oak Park

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

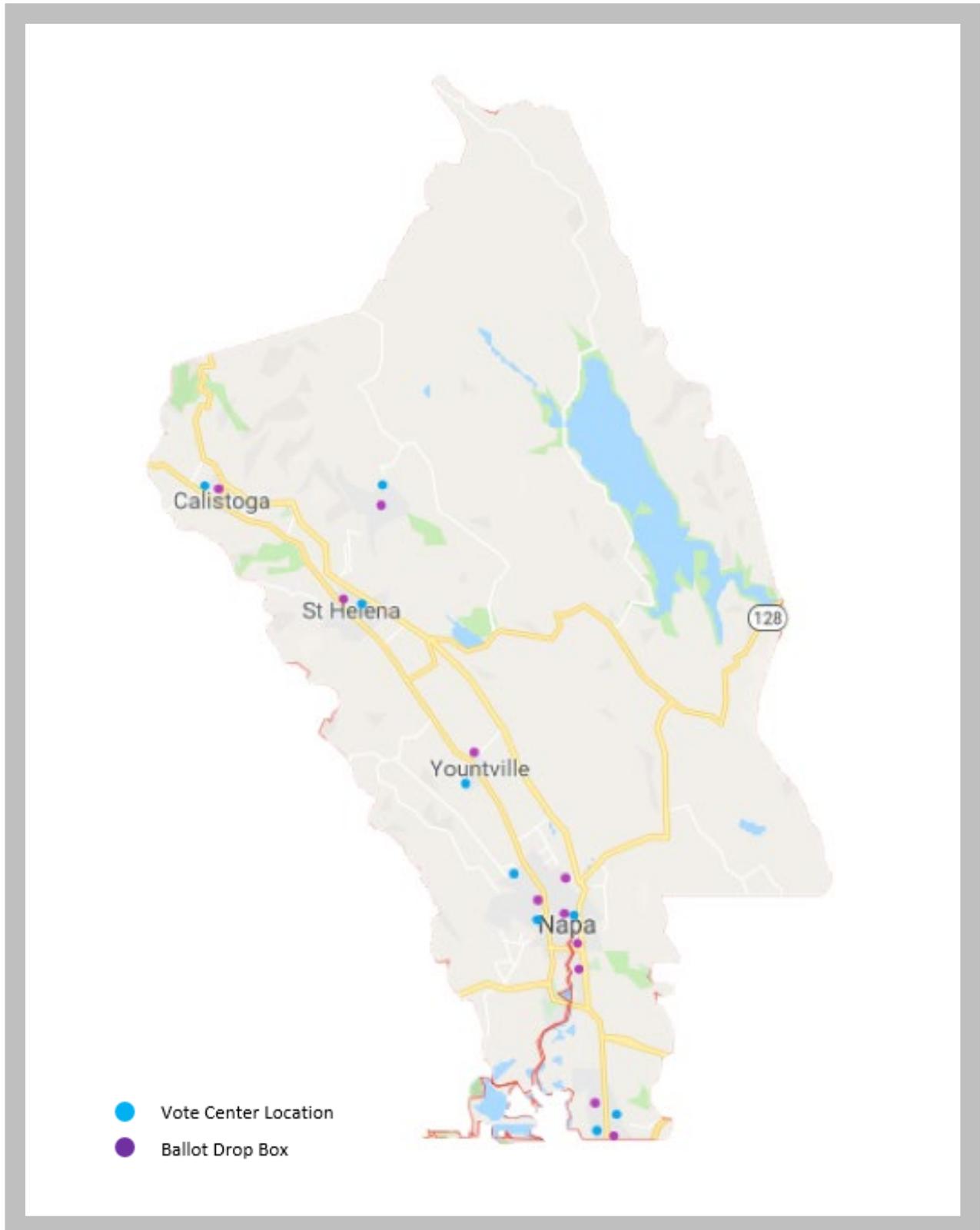
St Helena Library – 1492 Library Lane

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

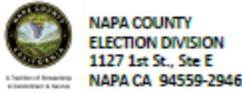
Angwin – Howell Mountain Market and Deli – 15 Angwin Ave

# 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



I. M. AVOTER  
1313 MOCKINGBIRD LN  
NAPA CA 94558



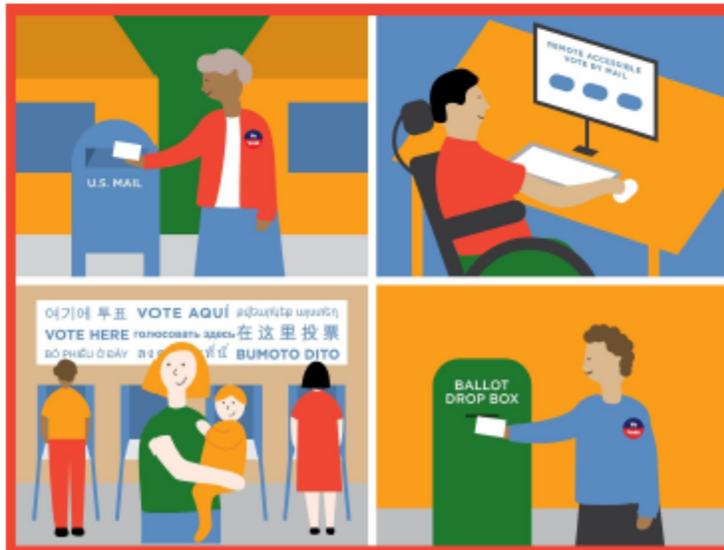
All Napa County voters will receive a vote-by-mail ballot for the November 8, 2022 General Election beginning October 10, 2022.

*Todos los votantes del condado de Napa recibirán una balota de votación por correo para las Elección general del 8 de noviembre de 2022 a partir del 10 de octubre de 2022.*

*Makakatanggap ang lahat ng botante sa Napa County ng balota sa pagboto sa pamamagitan ng koreo para sa Pangkalahatang Halalan sa Nobyembre 8, 2022 simula Oktubre 10, 2022.*

**A message from the Napa County Registrar of Voters**  
**Un mensaje del Registrador de Votantes del Condado de Napa**  
**Isang mensahe mula sa Registrar ng Mga Botante ng Napa County**

## November 8, 2022 General Election 8 de noviembre de 2022, Elección General Nobyembre 8, 2022 , Pangkalahatang Halalan



# Voting by mail is **SAFE** and **EASY**

## *Votar por correo es **SEGURO** y **FÁCIL***

### *Ang pagboto sa pamamagitan ng koreo ay **LIGTAS** at **MADALI***

After marking your choices on your ballot, simply:

#### Seal it.

Secure your ballot inside the envelope.

Después de marcar sus opciones en la balota, simplemente:

#### Sélela.

Asegure su balota dentro del sobre.

Pagkatapos markahan ang inyong mga napili sa inyong balota:

#### Isara ito.

Ipasok ang inyong balota sa loob ng sobre.



#### Sign it.

Your signature is compared to the voter registration on file to protect your vote.

#### Firmela.

Su firma se compara con la que tenemos en su registro de votantes, para proteger su voto.

#### Lagdaan ito.

Kung hindi kayo siguradong tumutugma ang lagdang nasa inyong return envelope sa langdang ibinigay ninyo noong nagparehistro kayo, gawing saksi ang isang kaibigan o miyembro ng pamilya sa inyong paglagda sa espasyong nakalaan.

#### Return it.

By mail—Make sure your ballot is postmarked by **November 8, 2022**.

No stamp required!

In person—Drop your ballot off at any secure drop box, drive thru, or vote center by **8:00 p.m. on November 8, 2022**. For a list of locations, go to

[www.countyofnapa.org/2982/Return-Your-Ballot](http://www.countyofnapa.org/2982/Return-Your-Ballot)

#### Devuélvala.

*Por correo: asegúrese de que su balota esté sellada a más tardar el 8 de noviembre de 2022. ¡No es necesario que tenga una estampilla!*

*En persona—deje su balota electoral en cualquier buzón seguro, Drive Thru, ó centro de votación del condado antes de las*

*8:00 p.m. del 8 de noviembre de 2022. Para obtener una lista de ubicaciones, vaya a [www.countyofnapa.org/2982/Return-Your-Ballot](http://www.countyofnapa.org/2982/Return-Your-Ballot)*

#### Ibalik ito.

*Sa pamamagitan ng koreo—Tiyaking malalagyan ng tatak ang inyong balota bago sumapit ang Nobyembre 8, 2022. Hindi kinakailangan ng selyo!*

*Personal—Ihulog ang inyong balota sa anumang ligtas na drop box, lugar ng botohan, o sentro ng botohan bago sumapit ang 8:00 p.m. sa Nobyembre 8, 2022. Para sa isang listahan ng mga lokasyon, pumunta sa*

[www.countyofnapa.org/2982/Return-Your-Ballot](http://www.countyofnapa.org/2982/Return-Your-Ballot)



#### Track it.

Beginning October 11, 2022, track the status of your return ballot at <https://app.countyofnapa.org/VoterInfo>

#### Rastrea.

*A partir del 11 de octubre de 2022, realice un seguimiento del estado de su balota de devolución en <https://app.countyofnapa.org/VoterInfo>*

*Simula Oktubre 10, 2022, subaybayan ang status ng inyong return ballot sa <https://app.countyofnapa.org/VoterInfo>*

#### Vote in person.

In-person voting is available at the Napa County Election Division starting October 10, 2022 and the American Canyon Vote Center starting October 29, 2022. All Vote Centers will be open throughout the county no later than November 5, 2022. For a full list of locations and hours, go to: [www.countyofnapa.org/2354/Vote-Center-Locations](http://www.countyofnapa.org/2354/Vote-Center-Locations)

#### Vote en persona.

*Votación en persona será disponible en la División de Elecciones del Condado de Napa a partir del 10 de octubre de 2022 y en el Centro de Votación de American Canyon a partir del 29 de octubre de 2022. Todos de los centros de votación estarán abiertos en todo el condado a más tardar el 5 de noviembre de 2022. Para obtener una lista completa de ubicaciones y horarios, visite:*

[www.countyofnapa.org/2354/Vote-Center-Locations](http://www.countyofnapa.org/2354/Vote-Center-Locations)

#### Bumoto nang personal.

*Available ang in-person na pagboto sa Dibisyon sa Halalan ng Napa County simula sa Oktubre 10, 2022 at sa American Canyon Vote Center simula sa Oktubre 29, 2022. Magiging bukas ang karamihan ng center ng pagboto sa buong county nang hindi lalampas sa Nobyembre 5, 2022. Para sa kumpletong listahan ng mga lokasyon at oras, pumunta sa: [www.countyofnapa.org/2354/Vote-Center-Locations](http://www.countyofnapa.org/2354/Vote-Center-Locations)*

November 8, 2022 General Election  
8 de noviembre de 2022, elección general  
Nobyembre 8, 2022, Pangkalahatang Halalan

Ballots were mailed to all voters on **October 10, 2022**. If you have not yet received your ballot, contact the Election Division at (707) 253-4321 or toll free (888) 494-8356 (UpValley and American Canyon) or via email to [elections@countyofnapa.org](mailto:elections@countyofnapa.org).

To verify the status of your returned ballot, go to <https://app.countyofnapa.org/VoterInfo>.



El 10 de octubre de 2022, se enviaron las balotas a todos los electores. Si usted todavía no ha recibido su balota, comuníquese con la División de Elecciones al (707) 253-4321 o, libre de cargos, al (888) 494-8356 (UpValley y American Canyon) o por correo electrónico a [elections@countyofnapa.org](mailto:elections@countyofnapa.org).

Para verificar el estado de la balota que usted ya envió, visite <https://app.countyofnapa.org/VoterInfo>.

Ipinadala ang mga balota sa lahat ng botante sa pamamagitan ng koreo noong Oktubre 10, 2022. Kung hindi pa ninyo natatanggap ang inyong balota, makipag-ugnayan sa Dibisyon sa Halalan sa (707) 253-4321 o sa toll free na numerong (888) 494-8356 (UpValley at American Canyon) sa pamamagitan ng email sa [elections@countyofnapa.org](mailto:elections@countyofnapa.org).

Para i-verify ang status ng ibinalik ninyong balota, pumunta sa <https://app.countyofnapa.org/VoterInfo>.



Save Time, Avoid the line—**VOTE EARLY!**  
Evite las FILAS Largas—**¡VOTE TEMPRANO!**  
Magtipid ng oras, Iwasan ang Linya—**BUMOTO NANG MAAGA!**

If you need in person assistance, avoid the lines by visiting our vote centers on **Saturday, November 5th, Sunday, November 6th, and Monday, November 7th**. Locations and hours can be found at: [www.countyofnapa.org/2354/Vote-Center-Locations](http://www.countyofnapa.org/2354/Vote-Center-Locations)

Si usted necesita asistencia en persona, evite las filas y visite nuestros centros de votación el **sábado, 5 de noviembre, el domingo 6 de noviembre, y el lunes 7 de noviembre**. Los lugares y las horas se encuentran en: [www.countyofnapa.org/2354/Vote-Center-Locations](http://www.countyofnapa.org/2354/Vote-Center-Locations)

Kung kailangan ninyo ng tulong sa personal, iwasang pumila sa pamamagitan ng pagbisita sa aming mga sentro ng pagboto sa **Sabado, ika-5 ng Nobyembre, Linggo, ika-6 ng Nobyembre, at Lunes, ika-7 ng Nobyembre**. Makikita ang mga lokasyon at oras sa: [www.countyofnapa.org/2354/Vote-Center-Locations](http://www.countyofnapa.org/2354/Vote-Center-Locations)



NAPA COUNTY  
ELECTION DIVISION  
1127 1st St, Ste E  
NAPA CA 94559-2946

NONPROFIT ORG  
U.S. POSTAGE  
PAID  
PRODOCUMENTSOLUTIONS

RETURN SERVICE REQUESTED



To obtain a **remote accessible ballot**, contact the Napa County Election Division at [elections@countyofnapa.org](mailto:elections@countyofnapa.org), by phone at (707) 253-4321 or (888) 494-8356. More information can be found at <https://www.countyofnapa.org/2714/Accessible-Voting>



Para obtener una balota con acceso a distancia, por favor comuníquese con la División de Elecciones del Condado de Napa en [elections@countyofnapa.org](mailto:elections@countyofnapa.org), o por teléfono al (707) 253-4321 o al (888) 494-8356. Usted podrá encontrar más información en <https://www.countyofnapa.org/2714/Accessible-Voting>

Para makakuha ng balotang na-access nang malayuan, mangyaring makipag-ugnayan sa Dibisyon sa Halalan ng County ng Napa sa [elections@countyofnapa.org](mailto:elections@countyofnapa.org), sa pamamagitan ng pagtawag sa telepono sa (707) 253-4321 o (888) 494-8356. Makakita ng karagdagang impormasyon sa <https://www.countyofnapa.org/2714/Accessible-Voting>

## A message from the Napa County Registrar of Voters

Skip the line. Return the ballot that was mailed to you.

**By mail**—Make sure your ballot is postmarked by **Nov 8, 2022**. No stamp required!

**In person**—Drop your ballot off at a secure drop box, drive thru, or vote center by **8:00 pm, Nov 8, 2022**. For a list of locations, go to: <https://www.countyofnapa.org/2982/Return-Your-Ballot>

**Vote early**. In-person voting is available at the Napa County Election Division starting **Oct 10, 2022** and the American Canyon Holiday Inn Express & Suites Vote Center starting **Oct 29, 2022**.

All Vote Centers will be open throughout the county **Saturday Nov 5th** and **Sunday Nov 6th** from **8:30 am to 4:30 pm** and **Monday Nov 7th** from **8:00 am to 5:00 pm**.

Your nearest vote center location is at this link: <https://app.countyofnapa.org/VoterInfo>.



## Un mensaje del Registrador de Votantes del Condado de Napa

Evite la fila. Envíe la misma balota que le fue enviada por correo.

**Por correo**—Asegúrese de que su balota esté sellada a más tardar el **8 de noviembre de 2022**. ¡No es necesario que tenga una estampilla!

**En persona**—Deje su balota electoral en un buzón seguro, Drive Thru, ó centro de votación del condado antes de las **8:00 pm del 8 de noviembre de 2022**. Para obtener una lista de ubicaciones, vaya a: [www.countyofnapa.org/2982/Return-Your-Ballot](https://www.countyofnapa.org/2982/Return-Your-Ballot)

**Vote con anticipación**. La votación en persona estará disponible en la División de Elecciones del Condado de Napa a partir del **10 de octubre de 2022** y en el centro de votación de American Canyon a partir del **29 de octubre de 2022**.

Todos los centros de votación estarán abiertos en todo el condado a más tardar el **sábado, 5 de noviembre, el domingo, 6 de noviembre, desde las 8:30 am hasta las 4:30 pm** y el **lunes 7 de noviembre desde las 8:00 am hasta las 5:00 pm**.

El centro de votación que le quedará más cerca se encuentra en este enlace: <https://app.countyofnapa.org/VoterInfo>.



## Isang mensahe mula sa Registrar ng Mga Botante ng Napa County

Hindi na kailangang pumila. Ibalik ang balotang ipinadala sa inyo sa koreo.

**Sa pamamagitan ng koreo**—Tiyaking malalayuan ng tatak ang inyong balota bago sumapit ang Nobyembre 8, 2022. Hindi kinakailangan ng selyo!

**Personal**—Ihulog ang inyong balota sa ligtas na drop box, lugar ng botohan, o sentro ng botohan bago sumapit ang **8:00 pm sa Nobyembre 8, 2022**. Para sa isang listahan ng mga lokasyon pumunta sa: [www.countyofnapa.org/2982/Return-Your-Ballot](https://www.countyofnapa.org/2982/Return-Your-Ballot)

**Bumoto nang maaga**. Available ang in-person na pagboto sa Dibisyon sa Halalan ng Napa County simula sa Oktubre 10, 2022 at sa American Canyon Holiday Inn Express & Suites Vote Center simula sa Oktubre 29, 2022

Bukas ang Mga Sentro ng Pagboto nang Sabado, ika-5 ng Nobyembre at Linggo, ika-6 ng Nobyembre mula **8:30 am hanggang 4:30 pm** at Lunes, ika-7 ng Nobyembre mula **8:00 am hanggang 5:00 pm**.

Makikita ang pinakamalapit na lokasyon ng inyong sentro ng pagboto sa link na ito: <https://app.countyofnapa.org/VoterInfo>.



Napa County Election Division  
1127 1st St. Ste E, Napa, CA 94559



(707) 253-4321 or (888) 494-8356



TTY (707)299-1475



[countyofnapa.org/396/elections](https://www.countyofnapa.org/396/elections)



[elections@countyofnapa.org](mailto:elections@countyofnapa.org)

## Appendix III – Community Partners

City/Town Clerks	Voices (On The Move)
Board of Supervisors	Rianda House
Leadership Napa Valley	Napa Senior Center
On The Move (OTM)	Napa Solano Area Agency on Aging
Community Foundation	Commission on Aging
League of Women Voters	Thrive (On The Move)
Napa Valley CanDo	Puertas Abiertas
CANV	Hispanic Chamber of Commerce
Community Leaders Coalition	UpValley Family Centers
Voter’s Choice California	Mariposa
Disability Rights California	Hispanic Network
Asian American Advancing Justice	Ethnic Markets
ParentsCAN	Asian Americans Advancing Justice
Community Health Initiative	FIL-AM American Canyon
Cope Family Center	American Canyon Family Resource Center
Up Valley Family Center	American Canyon Methodist Church
American Canyon Family Resource Center	Community Health Initiative
American Canyon Methodist Church	Cope Family Centers
California Council for the Blind	Up Valley Family Centers
National Voter Registration Act (NVRA)	Clinic Ole
Agencies	Community Leadership Coalition
Health and Human Services	People Empowering People (Napa County HHS)
Napa State Hospital	Napa County Veterans Services
North Bay Regional Center	Napa State Hospital
CA Health Benefit Exchange	Yountville Veterans Home
Disability Services and Legal Center	Disability Rights California
C-IV	Voter’s Choice California
In-Home Support Services (IHSS)	Disability Service and Law Center
McAlister Institute	Department of Rehabilitation
Comprehensive Services for Older Adults (CSOA)	State Council for Developmental Disabilities
Medi-Cal	California Council for the Blind
Homeless Outreach	ParentsCAN

## Appendix IV – Community Outreach Events

Events may be attended by elections staff or community partners

### Recurring events, dates based on staff availability

- Napa Farmer Market  
Tuesday's – 8 am – 1 pm – Cinedome Parking Lot, Napa
- St Helena Farmer Markets  
Friday's – 7:30 am – 12 pm – 360 Crane Ave, St Helena
- Calistoga Farmer Markets  
Saturday's – 9 am – 1 pm – 1399 Washington St, Calistoga

### Annual Events

#### January

- Lighted Art Festival  
January/February – Downtown Napa
- MLK Day of Service  
January – Downtown Napa
- Women's March Napa Valley  
January – Downtown Napa

#### February

- Lantern Parade  
February – Veteran's Park/Downtown Napa

#### March

- Holi  
March – American Canyon

#### April

- Kids Day  
April 1<sup>st</sup> 2023 – Oxbow Commons – McKinstry St, Napa
- Earth Day  
April 22 – Oxbow Commons – McKinstry St, Napa
- NVUSD Family Festival  
April – NVUSD Education Center - 2425 Jefferson St, Napa
- Napa County Health & Wellness Fair  
April 16, 2023 – Napa County South Campus – 2751 Napa Valley Corporate Dr, Napa

#### May

- Napa Bikefest  
May 7, 2023 – South Napa Century Center

#### June

- Juneteeth  
June – various locations throughout the county

## July

- Fourth of July Events  
July 4 – Oxbow Commons – McKinstry St, Napa  
Other locations throughout county

## August

- National Night Out  
1<sup>st</sup> week of August— Various locations
- Napa Town & Country Fair  
2<sup>nd</sup> week of August – Napa Valley Expo - 575 Third St, Napa
- Main Street Reunion  
August – Downtown Napa

## September

- Manaleo Hawaiian Cultural Festival  
September – Napa Valley Expo, 575 3rd St, Napa
- Mexican Independence Day  
September 16—locations TBD

## October

- Yountville Days  
October – Yountville
- Bi-National Health Fair  
October – Kaiser Permanente – 3285 Claremont Way, Napa
- Dia de Los Muertos  
October – Various locations
- Halloween  
October – Downtown Napa, locations vary
- FIL-AM American Canyon Filipino American History Month Celebration  
October – American Canyon

## November

- Dia de los Muertos  
November 4, 2023 – Downtown Napa

## December

- Lighted Tractor Parade  
December – Washington St, Calistoga
- City of Napa Christmas Parade  
December 10, 2023 – 2<sup>nd</sup> St, Napa

## **Special events**

Dates and locations to be determined as events arise, examples included below.

Events may be stand alone or do not occur the same time each year.

### **Art & Craft Fairs**

- Arts in April? Special event?
- Fairground Events
- Napa Home and Garden Show
- BottleRock
- Gifts n'Tyme holiday
- Angel Bazaar , St Apolloniaris

### **Community Days/Festivals**

- Meet Me In the Street — American Canyon
- Hometown Harvest Festival — St Helena
- Pet parade— St Helena
- Walk for Animals—Oxbow Commons
- Concerts in the Park—St Helena
- Napa Bike Coalition — various locations
- Napa Porchfest — Downtown Napa
- Sunday Funday  
March 26, 2023 – Ole Health, Calistoga
- Fiesta en el Molino Bale  
Bale Grist Mill
- Pet clinic
- CrossWalk Church, other

## 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>

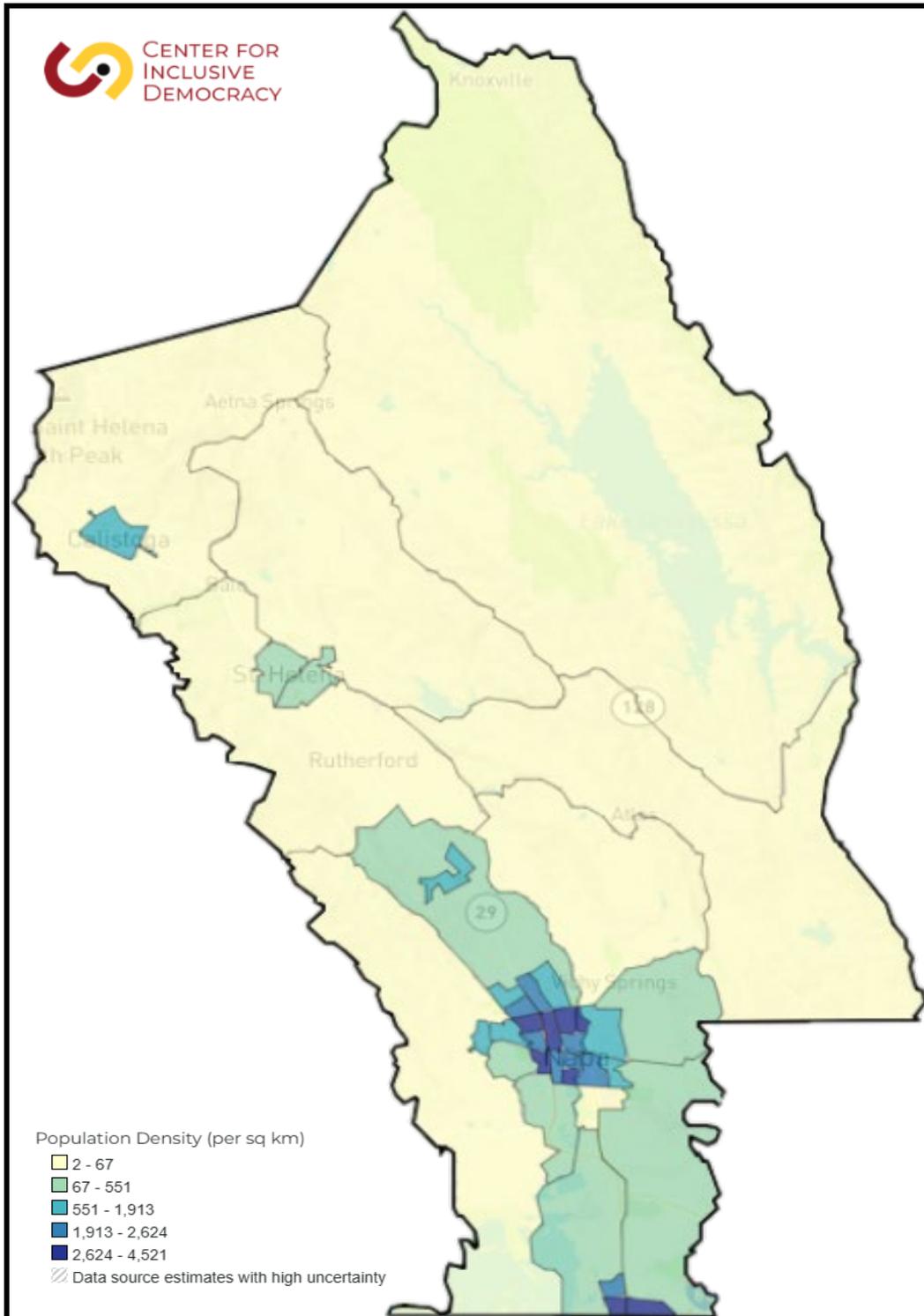
More social media sites will be used as we gain permission

Other Media Outlets to be determined after meeting with language communities

# Appendix VI - Maps

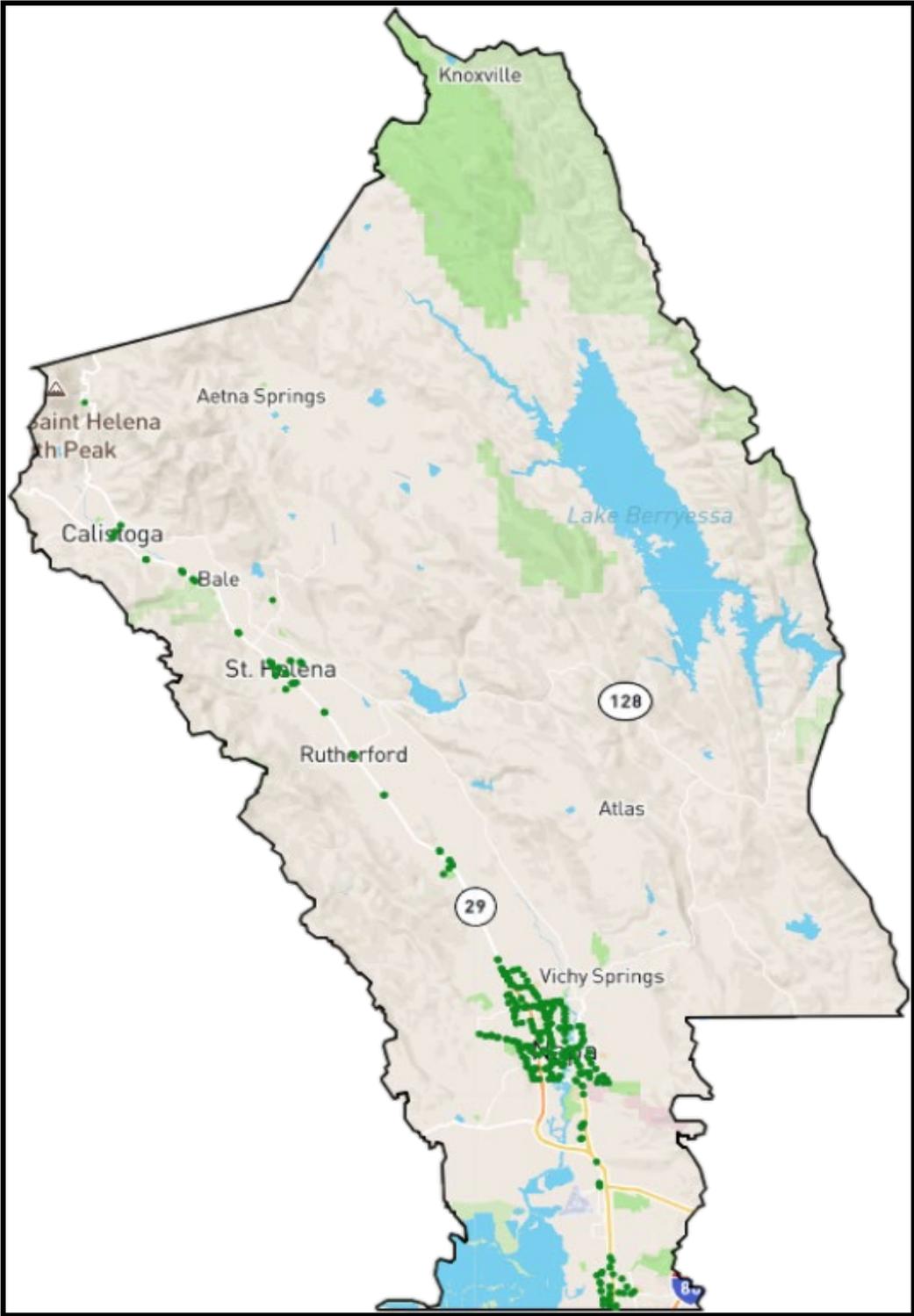
## Napa County Population

This map shows the population density for Napa County. The Vote Center Siting Tool used to gain this information is designed by Center for Inclusive Democracy. 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.



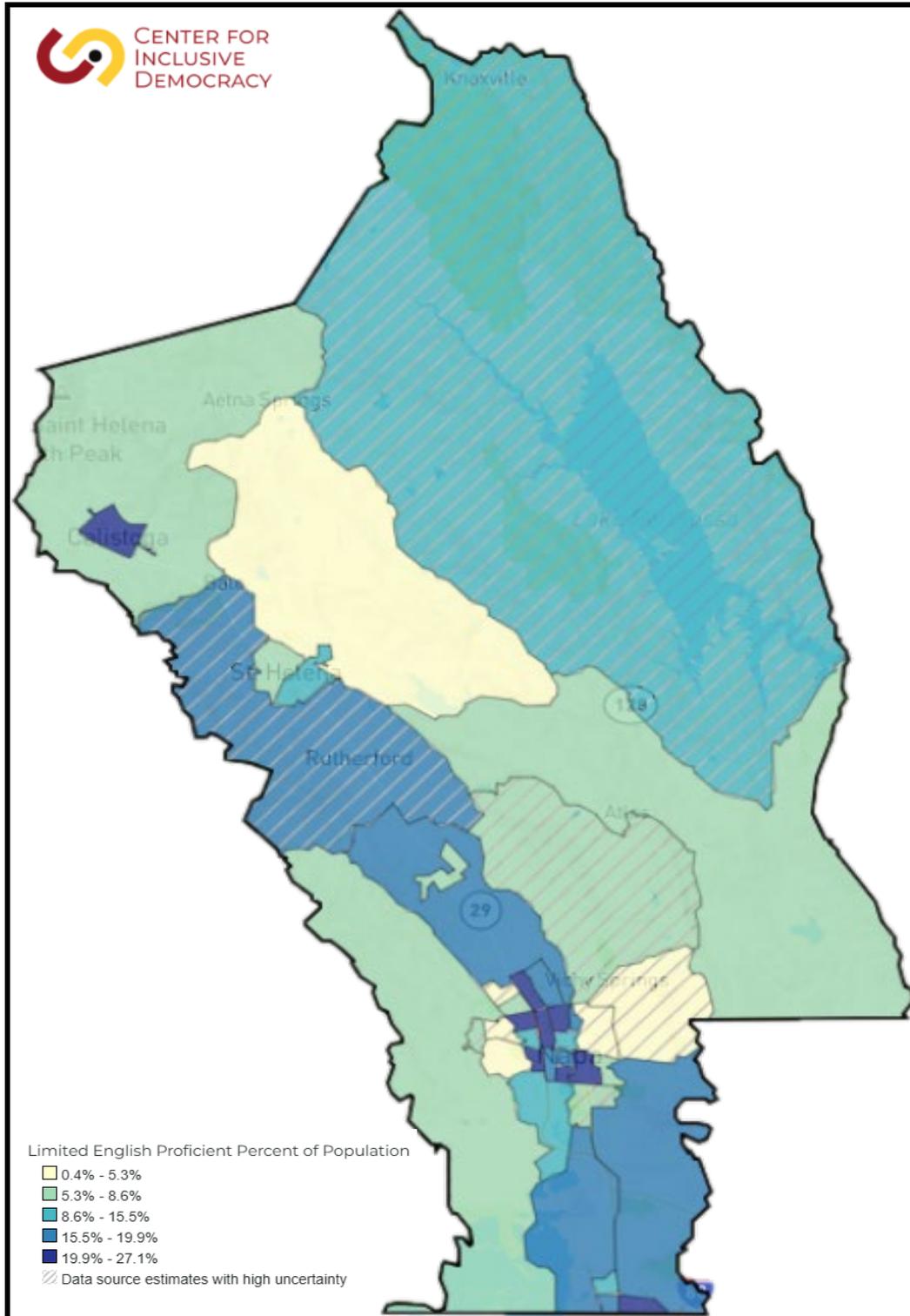
# Napa County Public Transit Stops

This map shows the Public Transit Stops for Napa County. The Vote Center Siting Tool used to gain this information is designed by Center for Inclusive Democracy. 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.



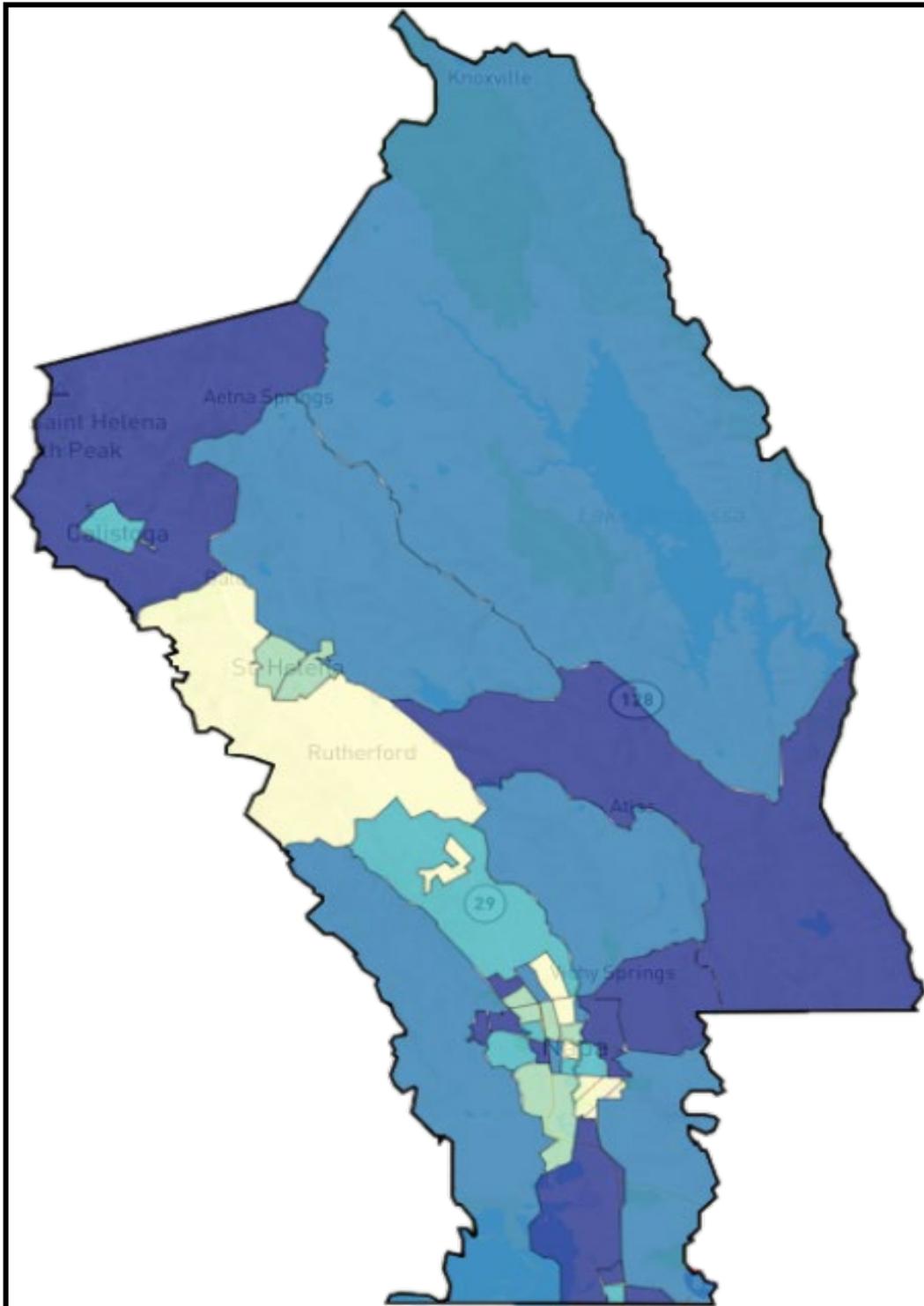
# Language Minority Communities

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 Center for Inclusive Democracy. 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.



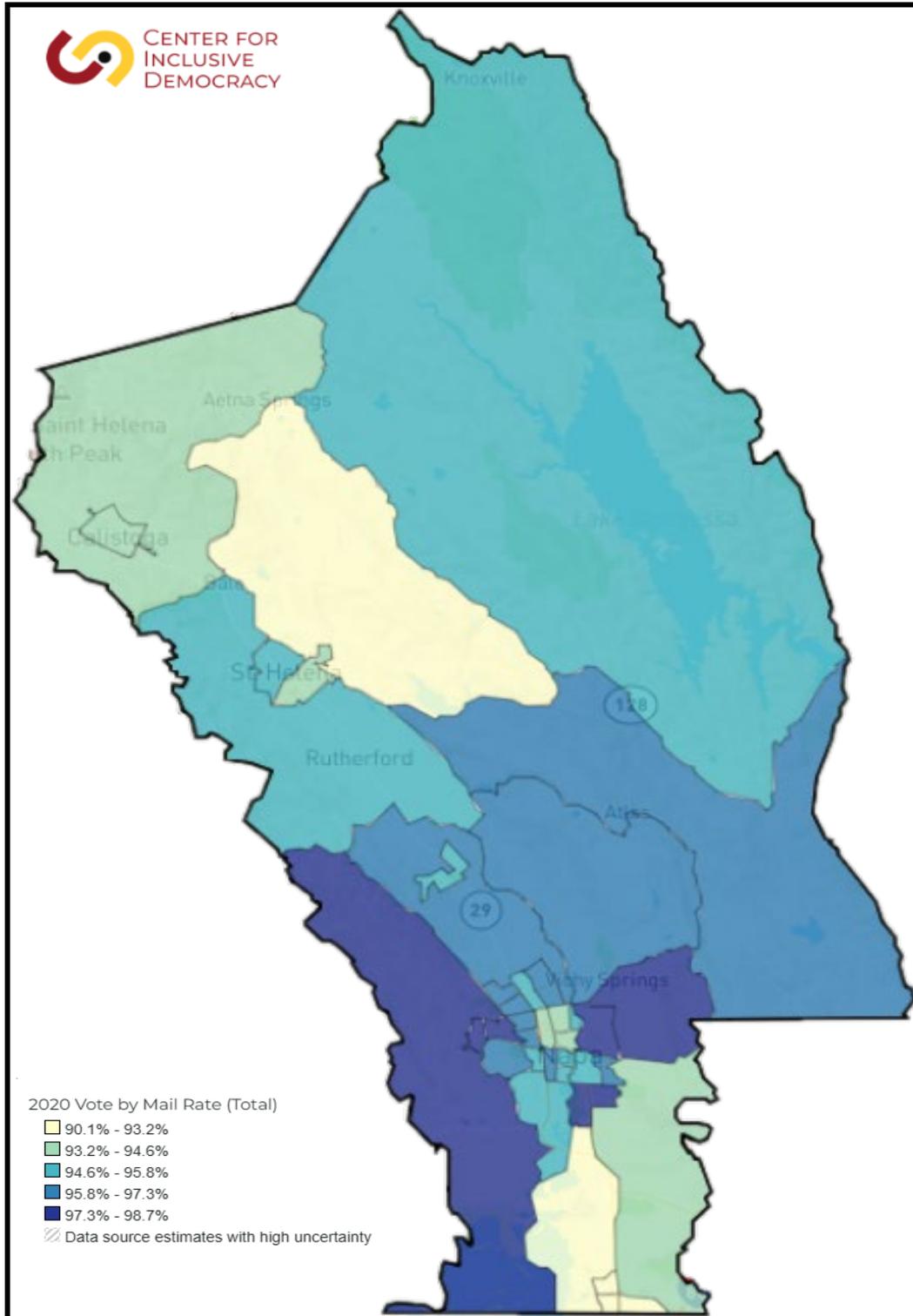
# Household Vehicle Ownership

This map shows households that have access to a vehicle. The Vote Center Siting Tool used to gain this information is designed by Center for Inclusive Democracy. 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.



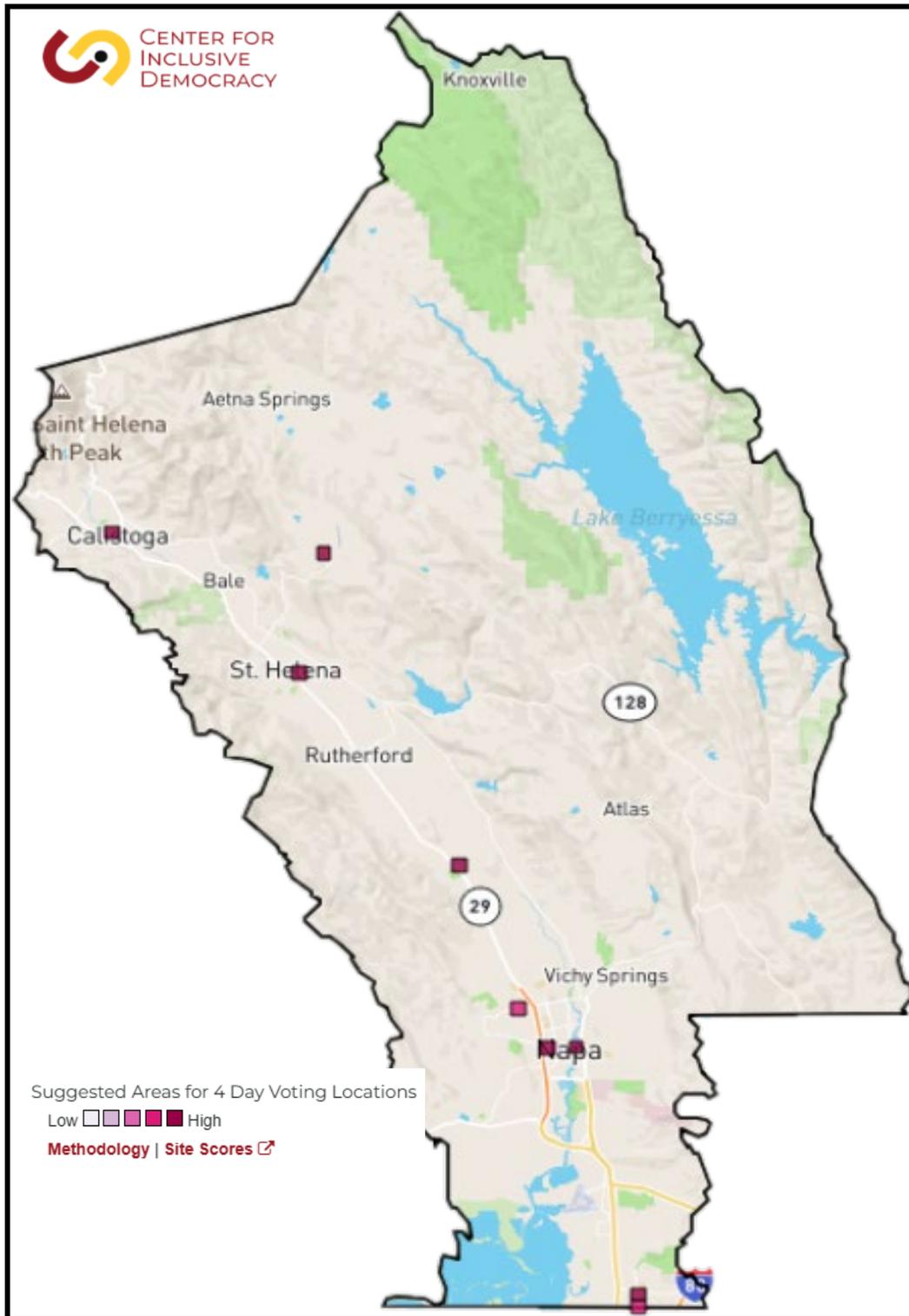
# Vote by Mail Rate

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 Center for Inclusive Democracy. 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.



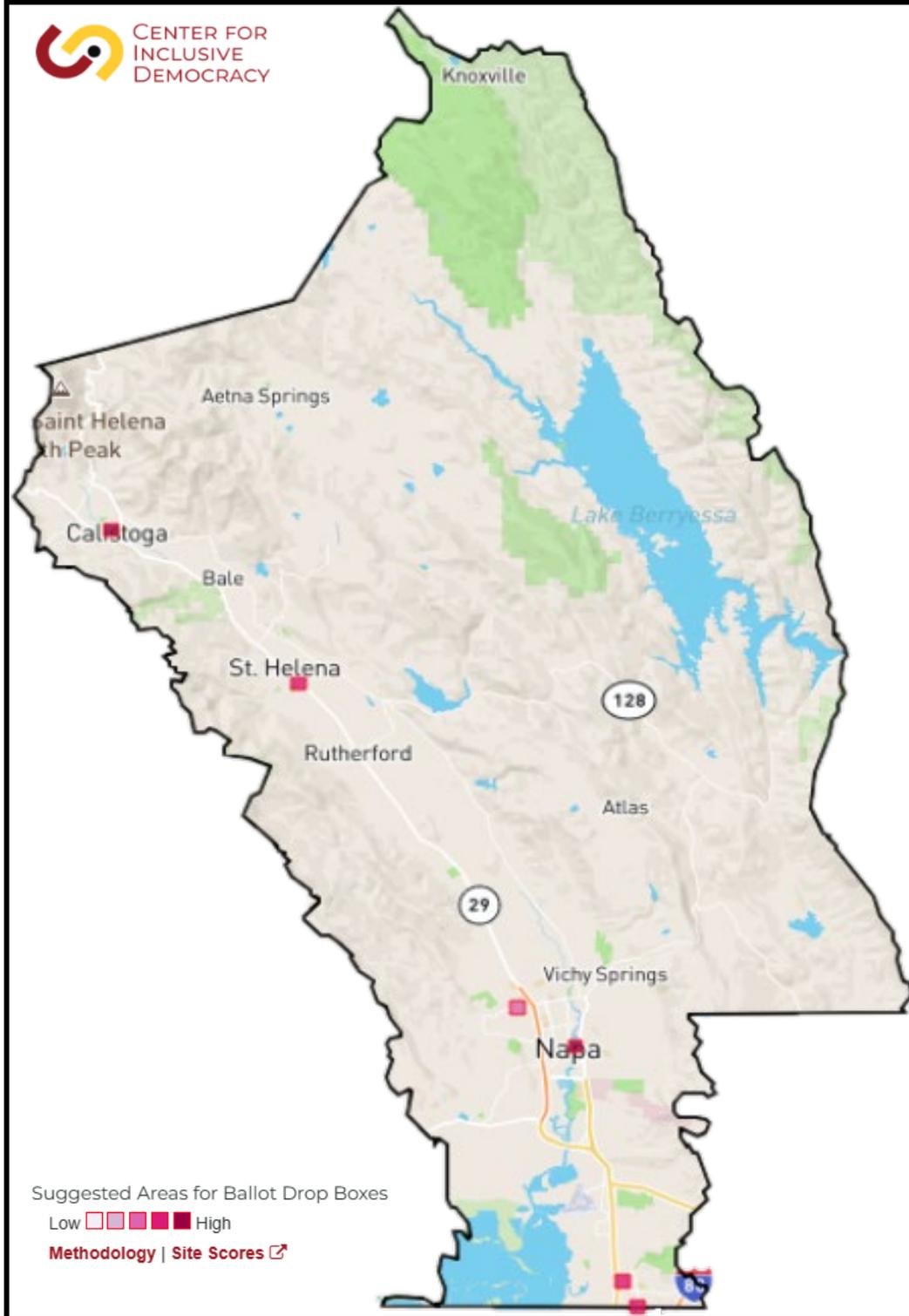
# California Civic Engagement Suggested Vote Centers

The Vote Center Siting Tool used to gain this information is designed by Center for Inclusive Democracy. 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 Center for Inclusive Democracy. 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**

11-08-2022

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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

Tom Feehan 202.981.4475 [tom.feehan@dominionvoting.com](mailto:tom.feehan@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 Vote Centers**

In the event of an emergency affecting one or more vote centers, relocation and/or consolidation of vote centers may be required. Under such circumstances, the following procedures must be observed by vote center workers 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 vote center workers or rovers must remain with the ballots from each vote center at all times, and monitor that the ballots are securely transferred to the new location.
- ◆ 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 nature of the emergency and its impacts.

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

For instructions for specific emergencies:

<https://countyofnapa.sharepoint.com/sites/Safety/Shared%20Documents/Carithers%20Facility%20Emergency%20Plan%2020071114.pdf?e=4%3a851750b5ded94939a42ecc8b7be2c153&at=9>

Telephone System Down

Call via cell phone to Communications (Casey Wightman) 707-299-1326 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 Vote Center Sites**

Election officials may designate a replacement vote center as late as on Election Day. The new vote center must be as close to the original vote center 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 Vote Center Equipment**

If a vote center experiences an event that renders their current equipment unusable, the department has extra equipment available so that the vote center 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 portable 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**

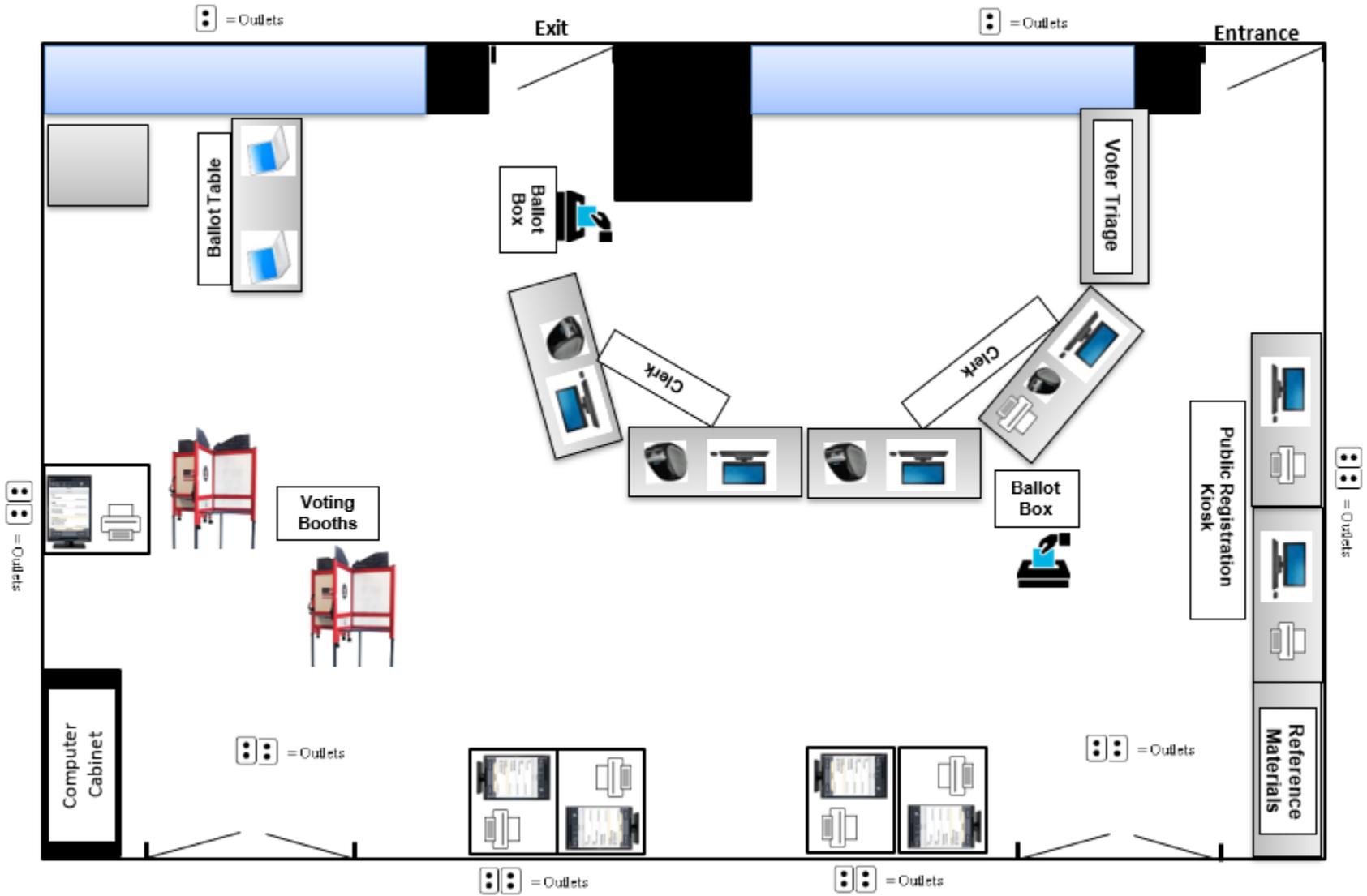
New employees are informed of the contents of this policy by their supervisor. All staff shall be familiar with the evacuation routes and meeting sites. The department will hold drills during various times in the election cycle so that all personnel are familiar with the department's emergency plans.

### **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 authorized county employees, representatives, poll workers, or vote center workers, authorized by the elections official to retrieve ballots from drop boxes, or temporary workers or volunteers retained and authorized by the elections official to retrieve ballots from drop boxes.
- (b) “Secure ballot container” shall mean a lockable and secure container that is placed inside a drop box or is a stand-alone container. If a secure ballot container is used inside a drop box, 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 sealable or lockable 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 drop box or a secure ballot container 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.*

#### HISTORY

1. New section filed 1-11-2018; operative 1-11-2018 pursuant to Government Code section 11343.4(b)(3) (Register 2018, No. 2).

This database is current through 3/17/23 Register 2023, No. 11.

Cal. Admin. Code tit. 2, § 20131, 2 CA ADC § 20131

#### 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 to the designated ballot retrievers and the public on the drop box.
- (f) The drop box shall be clearly and visibly marked, as an "Official Ballot Drop Box". The following information shall be provided, in the manner prescribed by the elections official, at drop boxes and drop-off locations in all languages required under the federal Voting Rights Act of 1965 (52 U.S.C. Sec. 10503) and those languages applicable to a particular county under Elections Code section 14201:
  - (1) Language stating that tampering with the drop box is a felony pursuant to Elections Code section 18500.
  - (2) A toll free voter hotline connecting the voter to either the county elections office or the Secretary of State's hotline.
  - (3) A statement that no postage is necessary when depositing the ballot into the drop box.
  - (4) A statement requesting that the county elections official be notified immediately in the event the drop box is full, not functioning, or has been damaged in any fashion.
  - (5) 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.
  - (4) 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 unstaffed 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.
- (j) Each staffed 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.
- (k) The elections official shall determine drop box size based on the use and needs of the county.

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

#### **HISTORY**

*1. New section filed 1-11-2018; operative 1-11-2018 pursuant to Government Code section 11343.4(b)(3) (Register 2018, No. 2).*

*This database is current through 3/17/23 Register 2023, No. 11.*

*Cal. Admin. Code tit. 2, § 20132, 2 CA ADC § 20132*

### **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 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.*

**HISTORY**

1. New section filed 1-11-2018; operative 1-11-2018 pursuant to Government Code section 11343.4(b)(3) (Register 2018, No. 2).

This database is current through 3/17/23 Register 2023, No. 11.

Cal. Admin. Code tit. 2, § 20133, 2 CA ADC § 20133

**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 (g) 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 (g) 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) 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.
  - (2) 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).
  - (3) 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.
  - (4) 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.
  - (5) 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.*

**HISTORY**

1. New section filed 1-11-2018; operative 1-11-2018 pursuant to Government Code section 11343.4(b)(3) (Register 2018, No. 2).

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Cal. Admin. Code tit. 2, § 20134, 2 CA ADC § 20134

### **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 secured in a manner that will prevent unauthorized removal.
- (c) A staffed drop box shall be utilized in one of the following manners: 1) securely fastened to a stationary surface or to an immovable object, 2) placed behind a counter, or 3) portable so it 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 safeguarded during the hours the drop box is not in use.
- (e) If feasible, drop boxes shall 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 or sealable with 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.

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

#### **HISTORY**

*1. New section filed 1-11-2018; operative 1-11-2018 pursuant to Government Code section 11343.4(b)(3) (Register 2018, No. 2).*

*This database is current through 3/17/23 Register 2023, No. 11.*

*Cal. Admin. Code tit. 2, § 20135, 2 CA ADC § 20135*

### **20136. Drop-off Location and DropBox 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. The announcement must also include information on accessibility, including wheelchair access, for each drop-off location and drop box. 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 day the elections official begins mailing vote-by-mail ballots, to ensure that no ballots or any other materials may be deposited before the vote-by-mail period begins. The elections official shall determine the appropriate method or design to make the drop boxes unavailable for use. Prior to use 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.
  - (3) The elections official may make drop boxes available prior to the date the elections official begins mailing vote-by-mail ballots. If the elections official does so, the elections official shall notify the Secretary of State of that action at the time the drop boxes are made available.
- (d) Ballots shall be retrieved from drop boxes at times determined by the elections official, but shall be subject to the following:

- (1) Ballots shall be retrieved from both staffed and unstaffed drop boxes at least every 96 hours, excluding Saturdays and Sundays, between the 29th day before the election and the 10th day before an election.
  - (2) Ballots shall be retrieved from staffed drop boxes at least every 72 hours, excluding Saturdays and Sundays, after the 10th day before the election through the closing of the polls on Election Day. The elections official shall develop procedures for contacting locations of staffed drop boxes between ballot retrieval periods to determine if an additional retrieval is needed.
  - (3) Ballots shall be retrieved from unstaffed drop boxes every 48 hours, excluding Saturdays and Sundays, after the 10th day prior to an election through the closing of the polls on Election Day.
- (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.
- (f) The elections official is encouraged to retrieve as many ballots as is practicable before 11:59 p.m. on Election Day and shall retrieve all ballots from all staffed and unstaffed drop boxes by 8:00 p.m. on the day after the election.
- (1) In the event a county elections official is aware that they are or will be unable to retrieve all ballots from all staffed and unstaffed drop boxes prior to 8:00 p.m. on the day after the election, the elections official shall provide a written notification to the Secretary of State.
    - (a) The written notification shall detail the following: the location of the drop box(es) from which all ballots may not be retrieved prior to 8:00 p.m. on the day after the election, the last time ballots were retrieved from that/those drop box(es), and specific details on why all ballots may not be timely retrieved from that/those drop box(es).
    - (b) The written notification shall be transmitted to the Secretary of State immediately upon the determination that all ballots may or will not be retrieved prior to 8:00 p.m. on the day after the election.
  - (2) Immediately upon retrieving ballots from all staffed and unstaffed drop boxes, the county elections officials shall certify to the Secretary of State that all ballots have been retrieved from all staffed and unstaffed drop boxes.

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

#### **HISTORY**

1. *New section filed 1-11-2018; operative 1-11-2018 pursuant to Government Code section 11343.4(b)(3) (Register 2018, No. 2).*
  2. *Amendment of subsection (d)(3) filed 6-24-2020 as an emergency; operative 6-24-2020 (Register 2020, No. 26). A Certificate of Compliance must be transmitted to OAL by 12-21-2020 or emergency language will be repealed by operation of law on the following day.*
  3. *Emergency filed 6-24-2020 extended 60 days (Executive Order N-40-20) Register 2020, No. 26). A Certificate of Compliance must be transmitted to OAL by 2-19-2021 or emergency language will be repealed by operation of law on the following day.*
  4. *Emergency filed 6-24-2020 extended an additional 60 days pursuant to Executive Order N-66-20 (Register 2020, No. 38). A Certificate of Compliance must be transmitted to OAL by 4-20-2021 or emergency language will be repealed by operation of law on the following day.*
  5. *Reinstatement of section as it existed prior to 6-24-2020 emergency amendment by operation of Government Code section 11346.1(f) (Register 2021, No. 18).*
  6. *Amendment of subsection (d)(3) refiled 4-27-2021 as an emergency; operative 4-27-2021 (Register 2021, No. 18). Emergency expiration extended 60 days (Executive Order N-40-20) plus an additional 60 days (Executive Order N-71-20). A Certificate of Compliance must be transmitted to OAL by 11-23-2021 or emergency language will be repealed by operation of law on the following day.*
  7. *Amendment of subsection (d)(3) refiled 8-18-2021 as an emergency, including additional amendment of subsection (c) and NOTE; operative 8-18-2021 (Register 2021, No. 34). A Certificate of Compliance must be transmitted to OAL by 11-16-2021 or emergency language will be repealed by operation of law on the following day.*
  8. *Certificate of Compliance as to 8-18-2021 order, including new subsections (c)(3) and (f)-(f)(2) and amendment of NOTE, transmitted to OAL 11-16-2021 and filed 12-30-2021; amendments operative 12-30-2021 (Register 2021, No. 53).*
- This database is current through 3/17/23 Register 2023, No. 11.*

**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. Each designated ballot retriever shall wear a badge or similar identification that readily identifies them as a designated ballot retriever. In addition, each designated ballot retriever must take the following oath prior to retrieving ballots: “I, \_\_\_\_\_, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.”
  - (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, retrieve the secure ballot container that is placed inside the drop box, or retrieve the staffed drop box which also serves as a secure ballot container.
  - (5) If a drop box includes a secure ballot container, 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 inspect the secure ballot container for evidence of tampering and shall receive the retrieved ballots by signing the retrieval form, and including the date and time of receipt. In the event tampering is evident, that fact shall be noted on the retrieval form.
  - (10) The completed retrieval form shall be attached to the outside of the secure ballot container or maintained in a manner prescribed by the elections official that ensures that the form is traceable to its respective 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. In addition, the elections official must develop a method to capture and retain the required signatures on 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.*

**HISTORY**

1. New section filed 1-11-2018; operative 1-11-2018 pursuant to Government Code section 11343.4(b)(3) (Register 2018, No. 2).  
This database is current through 3/17/23 Register 2023, No. 11.

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

Any ballots retrieved from a drop box or drop-off location 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.*

#### **HISTORY**

1. New section filed 1-11-2018; operative 1-11-2018 pursuant to Government Code section 11343.4(b)(3) (Register 2018, No. 2).

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Cal. Admin. Code tit. 2, § 20138, 2 CA ADC § 20138

## **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 a vote center, 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 14422, Elections Code.*

#### **HISTORY**

1. New chapter 3.5, article 1 (sections 20140-20144) and section filed 1-8-2018; operative 1-8-2018 pursuant to Government Code section 11343.4(b)(3) (Register 2018, No. 2).

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Cal. Admin. Code tit. 2, § 20140, 2 CA ADC § 20140

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

- (a) "Designated ballot retrievers" shall mean authorized county representatives, poll workers, or vote center workers, assigned to retrieve voted ballots together 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.*

#### **HISTORY**

1. New section filed 1-8-2018; operative 1-8-2018 pursuant to Government Code section 11343.4(b)(3) (Register 2018, No. 2).

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Cal. Admin. Code tit. 2, § 20141, 2 CA ADC § 20141

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

- (a) In accordance with Elections Code section 14422, if the county elections official directs the precinct board to seal ballot containers for ballot retrieval prior to the closing of the polls, the elections official must notify the public at least 48 hours prior to the election.
- (b) The notification shall include the dates, estimated times, and places at which ballots will be retrieved prior to the closing of the polls.
- (c) 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.
- (d) The elections official shall provide a copy of the notification to the Secretary of State's office in an electronic format for posting on the Secretary of State's website.
- (e) 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.
- (f) 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.*

### **HISTORY**

1. New section filed 1-8-2018; operative 1-8-2018 pursuant to Government Code section 11343.4(b)(3) (Register 2018, No.2).

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Cal. Admin. Code tit. 2, § 20142, 2 CA ADC § 20142

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

- (a) 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. Each designated ballot retriever shall wear a badge or similar identification that readily identifies them as a designated ballot retriever. In addition, each designated ballot retriever must take the following oath prior to retrieving ballots: "I, \_\_\_\_\_, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter."
  - (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 each personally 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 Subdivision (a)(4) above, and shall note the location the ballots were retrieved from and the time of departure.
  - (7) In no event shall a designated ballot retriever conduct unofficial business or make any unscheduled stops while in the possession of voted ballots.
  - (8) 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 Subdivision (a)(4) above.
  - (9) The county elections official, or his or her designee, shall inspect the secure ballot container for evidence of tampering and shall receive the retrieved ballots by signing the retrieval form, and including the date and time of receipt. In the event tampering is evident, that fact shall be noted on the retrieval form.
  - (10) The completed retrieval form shall be attached to the outside of the secure ballot container used to transport the voted ballots retrieved from the polling place or maintained in a manner prescribed by the elections official that ensures that the form is traceable to its respective secure ballot container.
  - (11) 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 30th 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*

**HISTORY**

*1. New section filed 1-8-2018; operative 1-8-2018 pursuant to Government Code section 11343.4(b)(3) (Register 2018, No. 2).*

*This database is current through 3/17/23 Register 2023, No. 11.*

*Cal. Admin. Code tit. 2, § 20143, 2 CA ADC § 20143*

## **Appendix X – Language Accessibility Advisory Committee (LAAC) & Voting Accessibility Advisory Committee (VAAC)**

### **Language Accessibility Advisory Committee (LAAC)**

Napa County Election Division established the 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. The county has established a LAAC page on the election website [www.countyofnapa.org/3478/Language-Accessibility-Advisory-Committee](http://www.countyofnapa.org/3478/Language-Accessibility-Advisory-Committee).

### **Voting Accessibility Advisory Committee (VAAC)**

Napa County Elections Division established a 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. The county has established a VAAC page on the election website [www.countyofnapa.org/3475/Voting-Accessibility-Advisory-Committee](http://www.countyofnapa.org/3475/Voting-Accessibility-Advisory-Committee).

## **Appendix XI – Draft timeline**

### 2023 Election Administration Plan (EAP) Revision Timeline

#### **1-10-2023**

Circulate and discuss draft timeline with Community Leaders Coalition/Voter Choice Napa (CLC/VCN) – Language Accessibility Advisory Committee (LAAC) and Voting Accessibility Advisory Committee (VAAC) at CLC meeting

#### **2-14-2023**

Finalize timeline and circulate existing EAP to CLC/VCN-LAAC and VAAC discuss at CLC meeting. Request initial comments by 3-6-2023

#### **3-14-2023**

Circulate initial comments and discuss with CLC/VCN – LAAC and VAAC at CLC meeting

#### **3-29-2023**

Publish and post first discussion draft of 2023 EAP announce meeting of LAAC and VAAC on 4-11-2023 in conjunction with CLC/VCN meeting

#### **4-11-2023**

Discuss first discussion draft of 2023 EAP at LAAC and VAAC meeting in conjunction with CLC/VCN meeting. Request comments by 4-28-2023

#### **5-9-2023**

Circulate comments on first discussion draft of 2023 EAP and discuss with LAAC and VAAC in conjunction with CLC/VCN meeting

#### **5-26- 2023**

Publish and post second discussion draft of 2023 EAP. Announce meeting of LAAC and VAAC on 6-13-2023 in conjunction with CLC/VCN meeting. Request comments by 6-30-2023

#### **7-11-2023**

Circulate comments on second discussion draft of 2023 EAP and discuss with LAAC and VAAC in conjunction with CLC/VCN meeting

#### **8-7-2023**

Publish and post proposed 2023 election administration plan

#### **8-11-2023**

Issue 10 day notice of public hearing on 2023 EAP

#### **8-22-2023**

Hold public hearing 3:00 p.m. Board of Supervisor chambers request comments by 9-1-2023

#### **9-5-2023**

Publish, post and give public notice of amended EAP (if comments received and acted upon)

#### **9-20-2023**

Adopt and post final EAP - submit to secretary of state

**10-5-2023**

Last day for secretary of state to approve EAP