



County of Tuolumne Voter's Choice Act (VCA)

Election Administration Plan

Final Update: May 25, 2022

Please contact with any questions or comments at:



2 S. Green Street, Sonora, CA 95370



(209) 533-5570



elections@tuolumnecounty.ca.gov

For further information, please visit our website:



www.co.tuolumne.ca.us/elections

Deborah Bautista
Tuolumne County Clerk & Auditor-Controller

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Introduction

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

Our office implemented the Voter's Choice Act (VCA) during the 2020 Presidential Primary and General Elections. Under this act, voters had more choice on how, when, and where they vote. In all elections since this implementation, every registered voter in Tuolumne County received a vote-by-mail ballot. They could mail it or drop off their ballots at a Vote Center or in one of our many secure drop-off locations throughout the county. However, if a voter did not want to vote the vote-by-mail ballot, they will also have the option to vote in person. If a voter chose to vote in person, they were not limited to a single polling place on a single day. A voter was permitted to go to any vote center location throughout the county. Our office was open for voting 29 days before each election. In the March 2020 Election, two vote centers opened ten (10) days before the election. In the September 2021 Election, one vote center was open ten (10) days before the election. In March 2020, two vote centers opened three (3) days before the election, in November 2020, four opened, and in September 2021, three opened. The voters of Tuolumne County had more choice.

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

For the 2022 elections, Tuolumne plans to have 5 vote centers and 9 drop-off box locations. Currently, Tuolumne is scheduled to use the same locations as the September 14, 2021 Election.

This is an update to the Election Administration Plan (EAP) published on January 30, 2020. It has been put together by our office in collaboration with our community. Our EAP describes how we have and will educate the public regarding the choices that come with the VCA model. It includes information about our vote centers and drop-off locations, and how they operate. With this EAP we hope to provide a clear idea of how our office has conducted elections and future plans for administration in Tuolumne County.

Vote Centers

There was a total of four vote centers available to all voters in Tuolumne County, as well as the Tuolumne County Elections Department. Below is a list of vote centers used in the March 3, 2020 Presidential Primary, the November 3, 2020 Presidential General, and the September 14, 2021 Gubernatorial Recall. All vote centers were open from 8:30 am to 4:30 pm, eight (8) hours a day. On Election Day, all vote centers were open from 7:00 am to 8:00 pm. Location and hours were included in the Tuolumne County Voter Information Guide online at www.tuolumnecounty.ca.gov/elections.

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

Vote Center Locations

EC 4005(a)(3)(A), 4005(a)(4)(A), 4005(a)(10)(B)(xiv), 005(a)(10)(I)(vi)(V)

Tuolumne County Elections Department

2 South Green Street
Sonora, CA 95370

(Used as a “29-day” in the March 3, 2020 Presidential Primary, the November 3, 2020 Presidential General, the June 8, 2021 Tuolumne County Fire Authority Special and the September 14, 2021 Gubernatorial Recall Elections, currently scheduled at an “11-day” for the 2022 election cycle)

Tuolumne Memorial Hall

18375 Fir Dr
Tuolumne, Ca 95383

(Used as a “11-day” in the March 3, 2020 Presidential Primary and the September 14, 2021 Gubernatorial Recall Elections, currently scheduled at an “11-day” for the 2022 election cycle)

Wilson Realty Building

18125 Main Street
Jamestown, Ca 95327

(Used as a “11-day” in the March 3, 2020 Presidential Primary and as a “4-day” for the November 3, 2020 Presidential General)

Groveland Library

18990 Hwy 120
Groveland, Ca 95321

(Used as a “4-day” in the March 3, 2020 Presidential Primary, the November 3, 2020 Presidential General, and the September 14, 2021 Gubernatorial Recall Elections, currently scheduled at an “4-day” for the 2022 election cycle)

Twain Harte Bible Church

18995 Twain Harte Drive

Twain Harte, CA 95383

(Used as a “4-day” in the March 3, 2020 Presidential Primary, the November 3, 2020 Presidential General, and the September 14, 2021 Gubernatorial Recall Elections, currently scheduled at an “4-day” for the 2022 election cycle)

Tuolumne Library

18636 Main St.

Tuolumne, Ca 95383

(Used as a “4-day” in the November 3, 2020 Presidential General Election)

Jamestown Community Hall

18250 Main Street

Jamestown, Ca 95327

(Used as a “4-day” in the September 14, 2021 Gubernatorial Recall Election, currently scheduled at an “4-day” for the 2022 election cycle)

Map of Vote Centers

See **Appendix B** for a map of all vote centers in Tuolumne County.

Vote Center Details

§4005(a)(10)(I)(vi)(IX, 4005(a)(10)(I)(vi)(XI)

Staffing Vote Centers

Each vote center has paid staff members including a vote center lead worker.

Design and Layout of Vote Centers

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

Security and Contingency Plans

§4005(a)(10)(I)(iv), §4005(a)(10)(I)(vi)(VIII)

Ensuring the Security of Voting

The Tuolumne County Elections Office ensures the security of voting conducted at vote centers using the following methods and standards:

- Every vote center staff member is trained and prepared to assist eligible voters in every way possible.
- Using a KnowInk Poll Pads as an electronic roster, vote center staff have access to voter registration information to determine if a voter is properly registered, whether the voter has received a ballot, whether the voter has returned a ballot, and what type of ballot to issue the voter to ensure every eligible voter casts the ballot they are eligible to vote in each election.
- Furthermore, these electronic rosters communicate with our election management system which is connected to VoteCal, the official statewide voter registration database managed by the California Secretary of State. VoteCal tracks voters across the state and notify vote center staff if a voter is actively registered in another county and if the voter has received and/or returned a ballot in another county.
- All equipment that is connected to the election management system's server is in full compliance with all security measures and regulations (§20158) with the assistance of Tuolumne County Information and General Services staff.

- Each vote center has equipment, resources, and signage placed strategically to ensure every voter has the opportunity to cast a private and independent vote.
- The Dominion voting equipment is not connected to any network. All equipment is sealed with official election seals and shut down and locked when vote centers are not open.
- Any and all recorded votes, including paper ballots, conditional ballots, and vote by mail ballots, are securely transported to the Tuolumne County Elections Office daily after the close of the vote center.

Prevention Measures and Potential Disruptions

All elections and vote center staff are trained and prepared for potential disruptions at vote centers. The Tuolumne County Elections Office have experienced staff on duty to distribute needed replacement materials and equipment. Furthermore, the staff is equipped to troubleshoot equipment. Vote center workers have phones in order to connect quickly with the elections department and staff when necessary. See Appendix E for a list of potential disruptions and responses that will be implemented by elections and vote center staff should a disruption occur.

Health and Safety

Tuolumne County has implemented specific measures during in person voting at vote centers designed to keep vote center workers and voters safe during the pandemic in accordance with State and County public health standards.

These measures include:

- All vote center workers are required to wear protective face coverings and voters are strongly encouraged to wear them.
- Social Distancing protocols implemented inside and outside vote centers.
- Vote center workers are socially distanced at all times and protective barriers are placed between vote center workers and voters.
- Voting stations are spaced six feet apart.
- Vote center workers sanitize frequently touched surfaces and equipment throughout the day.
- All vote centers will have the following personal protective items available to voters that need them:
 - Face Masks
 - Disposable Gloves
 - Hand Sanitizer
 - Face Shield

Ballot Drop-off

Since the implementation of the VCA, Tuolumne County has had ballot drop-off locations. Initially 5 locations were used in March of 2020, but has grown to nine locations. All ballot drop-off locations open 28 days before the election through Election Day. All are open 24 hours a day, except for the Election Office location, which is open during normal business hours. All locations close at 8 pm on Election Day. Locations and times of each drop-off location's operation are posted on the Tuolumne County Elections webpage and published in the county voter information guide.

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

Ballot Drop-off Locations

§4005(a)(1)(B,) §4005(a)(10)(I)(vi)(IV), §4005(a)(10)(I)(vi)(VII), §4005(a)(10)(I)(vi)(V)

Daytime Ballot Drop-off Locations

Used in the March 3, 2020 Presidential Primary, November 3, 2020 Presidential General, June 8, 2021 Tuolumne County Fire Authority Special and the September 14, 2021 Gubernatorial Recall Elections. This location is scheduled to be used in the 2022 election cycle.

Tuolumne County Elections Office

2 South Green Street
Sonora, CA 95370

24-Hour Ballot Drop-off Locations

Used in the March 3, 2020 Presidential Primary, November 3, 2020 Presidential General, June 8, 2021 Tuolumne County Fire Authority Special and the September 14, 2021 Gubernatorial Recall Elections. These locations are scheduled to be used in the 2022 election cycle.

Sonora Library

480 Greenley Rd
Sonora, CA 95370

Mi-Wuk Library/MAHA

24411 Sierra Park Rd
Mi-Wuk Village, CA 95346

Junction Shopping Center

13775 Mono Way
Sonora, CA 95370

Columbia Elementary

22540 Parrotts Ferry Rd
Columbia, CA 95310

Used in the March 3, 2020 Presidential Primary and November 3, 2020 Presidential General Elections.

Twain Harte Library

18701 Tiffeni Dr.
Twain Harte, CA 95383

Used in the November 3, 2020 Presidential General, June 8, 2021 Tuolumne County Fire Authority Special and the September 14, 2021 Gubernatorial Recall Elections. These locations are scheduled to be used in the 2022 election cycle.

Groveland Library

18990 Main St,
Groveland, CA 95321

Rocca Park, Jamestown

18218 Main St.
Jamestown, CA 95327

Willow Springs Clubhouse

20522 Willow Springs Dr.
Soulsbyville, CA 95372

Used in the Tuolumne County Fire Authority Special and the September 14, 2021 Gubernatorial Recall Elections. This location is scheduled to be used in the 2022 election cycle.

Twain Harte Market

18711 Tiffeni Dr.
Twain Harte, CA 95383

Map of Ballot Drop-off Locations

See **Appendix C** for a map of ballot drop-off locations in Tuolumne County.

Voter Education and Outreach

§4005(a)(10)(I)(i)(VI)

Deborah Bautista, Tuolumne County Clerk/Auditor-Controller/Registrar of Voters has made significant efforts to educate the community at large in Tuolumne County regarding the California Voter's Choice Act (VCA).

Media and Public Service Announcements

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

The Tuolumne County Elections Department has and will use a variety of media and public service announcements in accessible formats to educate the voting-age population in Tuolumne County, to promote the availability of an accessible vote-by-mail ballot and how to request one, and to promote the toll-free voter assistance hotline, (209) 533-5570. Media included, but is not limited to, public access station via Board of Supervisors meetings, newspapers, radio, signs, advertisements, and social media. The following methods and media outlets have been utilized with consideration of their target audience, frequency of publication, reach, accessibility, and consultation with the public:

- Newspapers: *The Union Democrat*
- Radio: KVML, KKBN, KZSQ
- Movie Advertisement
- Access Tuolumne (Cable Public Access) via Board of Supervisors meetings broadcasts
- Youtube Channel: Tuolumne County Elections
- MyMotherLode.com
- Social Media: [Facebook \(TuolumneCountyElections\)](#) and [Twitter \(@TuolumneCoElect\)](#)

The County of Tuolumne has one local newspaper and a few radio stations. As a result, these are the local media for which voter education and outreach is used. A radio announcement will be used stating Spanish ballots are available to any voter who requests them.

Having a Community Presence

§4005(a)(10)(I)(i)(III)

The Tuolumne County Elections Department has developed a community presence to educate the voters in Tuolumne County.

One method to achieve this has been by giving talks and presentations at community and social organizations concerning the Voter's Choice Act. We have asked these organizations, if possible, to use their newsletters, email lists, social media, websites, and/or events to inform their community. These consist of a variety of organizations including, but have not been limited to, assisted living facilities, homeowner associations, local businesses, nonprofits, political organizations, retirement homes, and schools. These organizations have received official media for purposes of education and outreach from the Tuolumne County Elections Department.

Tuolumne County Election has presented at over 30 gatherings regarding the VCA, and will continue to have meetings with community members. The department also provides materials for or attends local events that are recommended by our staff and community members.

Directly Contacting Voters

§4005(a)(10)(I)(i)(X)

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

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

Using Resources to Ensure Voters are Informed

§4005(a)(10)(I)(i)(VII)

The Tuolumne County Elections Department will spend the necessary resources on voter education and outreach to ensure that voters are fully informed about the election conducted in accordance with the Voter's Choice Act.

See **Appendix F** for budget estimates for outreach

Plan Review Meeting

4005(a)(9)(G)

Tuolumne County Elections opened public comment on our Voter's Choice Act Election Administration Plan on November 15, 2021. Two public meetings were held. The online meeting was held on December 2, 2021 with one attendee, and the in-person meeting was held on December 9, 2021 also with one attendee.

The draft updated EAP was published on April 15, 2022. A public hearing to accept comments on the draft updated EAP was held on May 2, 2022.

See **Appendix A** and **B** for the public notice of these meetings.

Use of website

Our website will be reorganized to better assist the public to find the information they are looking for. This will begin with a home page with information and links to voter's most searched information. Then separate pages will be created with information for general election how to guides, accessible voting, VAAC/LAAC and the Voter's Choice Act.

Voters with Accessibility Needs

The Tuolumne County Elections Department is committed to improving its election administration to better serve the voters with disabilities in Tuolumne County.

Accessible Website

§4005(a)(10)(I)(i)(IV)

Tuolumne County Elections is developing a webpage devoted solely to providing information and answering questions to those searching for more accessible voting options.

This will include, but will not be limited to, a list of the ballot drop-off locations and vote centers with dates and hours they are open, a description of services and equipment available at a vote centers, as well as how to receive a remote accessible ballot.

Accessible Services Available at Vote Centers and Ballot Dropoff Locations

§4005(a)(10)(I)(vi)(X)

Each vote center has accessible parking available and will be ADA compliant. Vote centers are surveyed by staff to ensure that each vote center has the equipment and materials needed to be ADA compliant. All vote centers will be equipped with at least three accessible electronic voting machines (Dominion Voting) and have paper ballots available if desired.

These electronic voting machines will have the option of an audio ballot, connection for sip-and-puff technology, the ability to increase the font size and change the color contrast on the touchscreen, and use of a paddle to navigate the screen's options. Our staff is trained to assist any voter in the best way possible and the Tuolumne County Elections Department is experienced in using this equipment.

Vote Center employees are equipped with "doorbells", where a voter, unable to enter the vote center, may alert a worker, and the worker will assist the voter at the nearest location possible.

All exterior and interior ballot drop-off locations will be accessible and as near to public transportation routes as possible.

Remote Accessible Vote-by-mail Ballot (RAVBM)

Remote Accessible Vote-by-Mail (RAVBM) allows voters to vote on their own devices using assistive technology. To use RAVBM, a voter must first make a request for an RAVBM ballot from County elections office either by mail, phone, or email.

Once the request is received, an email with a link to the RAVBM system will be sent to the voter. The voter must click on the link and enter the voter ID sent with the email.

Then, voter marks their ballot using their own assistive technology (jelly switches, screen readers, mouse keys, sip and puff, etc). Once the ballot is complete, the voter must print out the ballot with their selections and affidavit, which must be signed, and place them in an envelope. RAVBM voters

are encouraged to use the envelope that is mailed with their vote-by-mail ballots. Using the vote-by-mail envelope will ensure postage is paid, and make it is easier for election staff to identify. However, an envelope cover can be printed which can be glued or taped to a standard letter envelope. The envelope can be returned by mail (postmarked no later than Election Day and received within 3 days after Election Day), drop box, or vote center by 8 pm on Election Day.

Requesting an Accessible Vote-by-Mail Ballot

§4005(a)(8)(B)(iii)

All registered voters will receive a vote-by-mail ballot. However, any voter may request an RAVBM ballot. A voter makes a request for an RAVBM ballot from County elections office either by mail, phone, or email. The Tuolumne County Elections Department uses the Dominion Voting platform to distribute remote accessible vote-by-mail ballots.

Requesting a Replacement Ballot

§4005(a)(10)(I)(ii)

Voters with disabilities can request a replacement ballot by mail, by phone, by email, or by visiting any vote center. Voters who would like to request a replacement ballot can reference the instructions on the Tuolumne County Elections Department website. The last day replacement vote by mail ballots can be mailed is seven days before the election. Voters with disabilities can also visit any vote center to vote on accessible voting equipment.

Toll-Free Hotline for Deaf and Hard of Hearing Voters

§4005(a)(10)(I)(vii)

Deaf and hard of hearing voters may call the Tuolumne County Elections Department by dialing the California Relay Service at 711, Monday – Friday: 8 am – 5 pm, and 7 am – 8 pm on Election Day. The toll-free hotline number will be posted on the Tuolumne County Elections website and in voting materials sent to voters.

Addressing Disparities in Voter Accessibility and Participation

§4005(a)(10)(I)(iii)

After any election that is conducted in compliance with the Voter’s Choice Act, the Tuolumne County Elections Department will make a reasonable effort to address significant disparities in voter accessibility and participation.

The Tuolumne County Elections Department will meet with the Tuolumne County VAAC to address and discuss any issues that ensued during the election. Furthermore, the Tuolumne County Elections Department will survey all vote center staff to evaluate and address any disparities regarding voter accessibility and participation.

Language Minority Communities

The Tuolumne County Elections Department is committed to improving its election administration to best educate and reach the language minority communities in Tuolumne County regarding the VCA.

Media and Public Service Announcements

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

Tuolumne County does not have any media outlets that are specific to the Spanish speaking population. Therefore, the Tuolumne County Elections Department and LAAC established a list of community partners that assist with educating the Spanish-speaking communities in Tuolumne County. This is primarily done through the distribution of educational material in Spanish. How community partners distribute Spanish educational material is at their own discretion, but the Tuolumne County Elections Department has and will recommend including material in emailing, newsletters, and distributing flyers at public events they attend or through their daily operations.

Language Voter Assistance Hotline

§4005(a)(10)(I)(vii)

The Tuolumne County Elections Department uses the voter assistance hotline provided by the Secretary of State for each election. The number for this hotline is provided to Tuolumne County Election employees and voter center staff to connect to if needed.

Any voter needing language assistance may contact our office at (209) 533-5570 and we will contact the hotline for translation.

Spanish Educational Material

The Tuolumne County Elections Department will distribute educational material in Spanish from our office or provided by California's Secretary of State to organizations that opt to use it in their outreach.

Spanish ballots and translated material will be available at all vote centers.

Identifying Language Minority Voters

§4005(a)(10)(I)(i)(V)

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

Voting and Language Accessibility Advisory Committee (Combined VAAC and LAAC)

4005(a)(9)(A)&(B)

The Tuolumne County Elections Department formed a combined Voter and Language Accessibility Advisory Committee (VAAC and LAAC) to establish how to best educate and reach members of the disability community the language minority communities in Tuolumne County regarding the VCA. The committee members are committed to assisting in developing plans to best serve the voters of these communities in Tuolumne County.

Agendas at these meetings have included discussions on choices of vote center and ballot drop-off locations, wording and format of pages in the voter information guide, set-up and signage at the vote center to reduce confusion, and outreach opportunities and strategies.

Any person wishing to be a member of our combined VAAC and LAAC, may complete an application and return it of our office. Our application can be found on our website, or by following the link [here](#).

Planned Workshops

4005(a)(10)(I)(i)(VI)

Two workshops will be held to educate the public on the updated Election Administration Plan. One workshop will be held for Spanish speaking voters. The other will be held for voters with disabilities.

Estimated Cost and Savings

§4005(A)(10)(I)(v)

As predicted, to administer the Voters Choice Act in Tuolumne County Elections Department, the initial cost exceeded savings. However, over time conducting elections in accordance with the VCA has resulted in decreased cost.

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

Long-term savings include decreased costs for equipment, including the purchase of new equipment and equipment maintenance, ballot printing, and labor.

See Appendix F for the budget comparison of recent elections.



COUNTY OF TUOLUMNE

Elections Department

VCA Election Administration Plan

Plan Review Meeting

November 15, 2021

In accordance with Election Code 4005(a)(9)(G), the Tuolumne County Elections Department has opened public comment on our Voter's Choice Act Election Administration Plan. The EAP is our county's general plan on conducting elections under the 2019 Senate Bill 450.

The current plan can be found on our website under "Voter Choice Act (VCA)" and "Amended Final Election Administration Plan (EAP) 01/30/2020." Or click [here](#) for English, and [here](#) for Spanish.

In addition, two public meetings, one online and one in-person, will be held.

Public Comments

Please send any comments to:



elections@tuolumnecounty.ca.gov



2 S. Green Street, Sonora, CA 95370



(209) 533-5570

Online Meeting

Thursday, December 2, 2021 at 2 pm

Virtual Meeting (Zoom) - *Registration Required* – <https://tuolumne-ca-gov.zoom.us/meeting/register/tZlsd-yhrjwsEt33oGTJEP1WKqXYCgqPLUim>

In-person Meeting

Thursday, December 9, 2021 at 2 pm

Board of Supervisors Boardroom – 2 S Green Street 4th floor, Sonora CA
Masks will be required.



COUNTY OF TUOLUMNE

Elections Department

VCA Election Administration Plan

Public Hearing on Draft EAP Published 04/15/2022

Location and Time

County Administration Center
2 S. Green St, 4th Floor
Sonora CA 95370

May 2, 2022
9:30 am

Invitation

The County of Tuolumne Elections Department will be holding a public meeting to discuss the Draft Election Administration Plan published April 15, 2022. The meeting will take place the morning of May 2, 2022 at 9:30 am.

Everyone is welcome to attend to learn more about the implementation of the Voter's Choice Act, comment, and ask questions.

For more information, please contact our office at:



2 S. Green Street, Sonora, CA 95370



(209) 533-5570



elections@tuolumnecounty.ca.gov

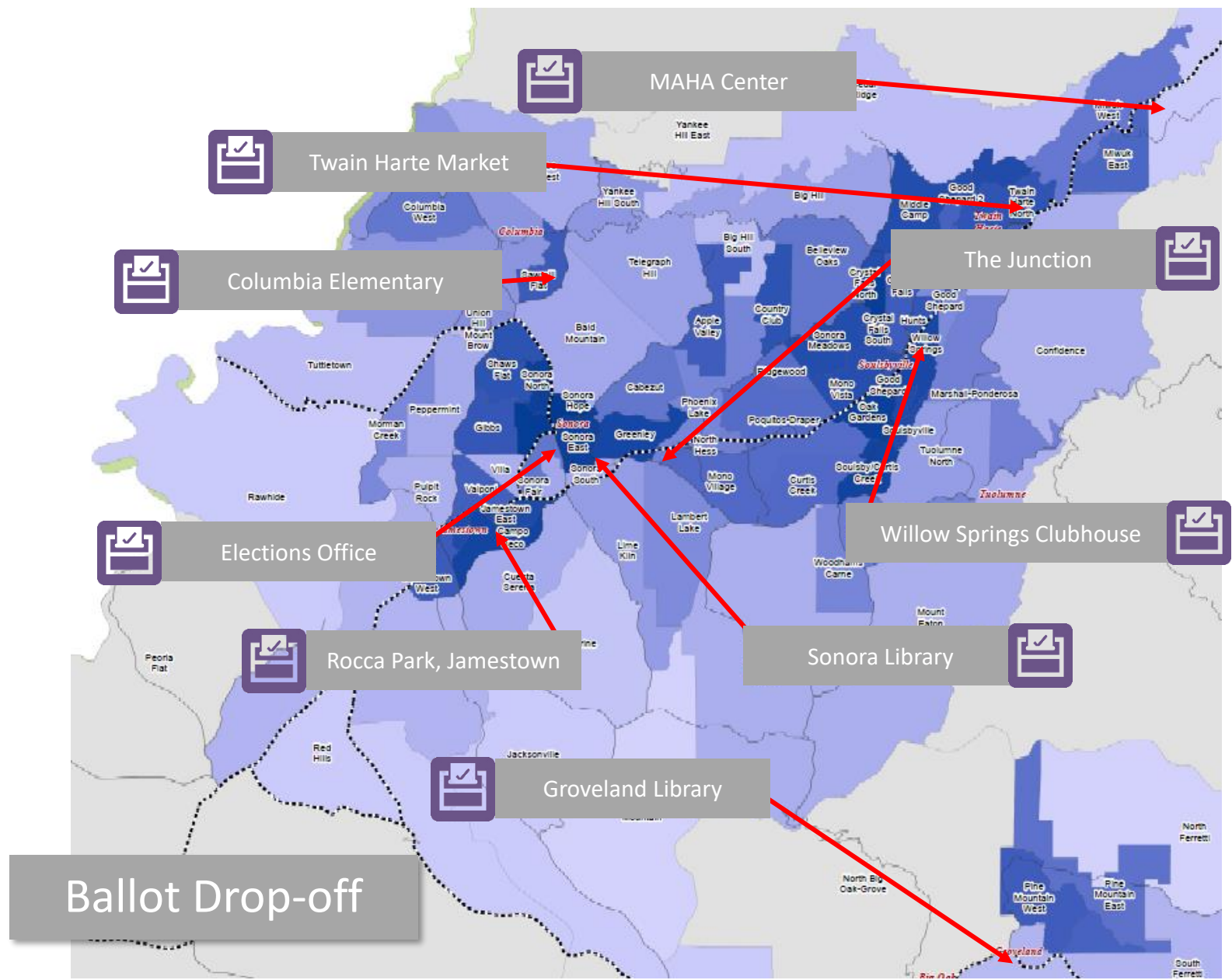
The Election Administration Plan is available on our website at:



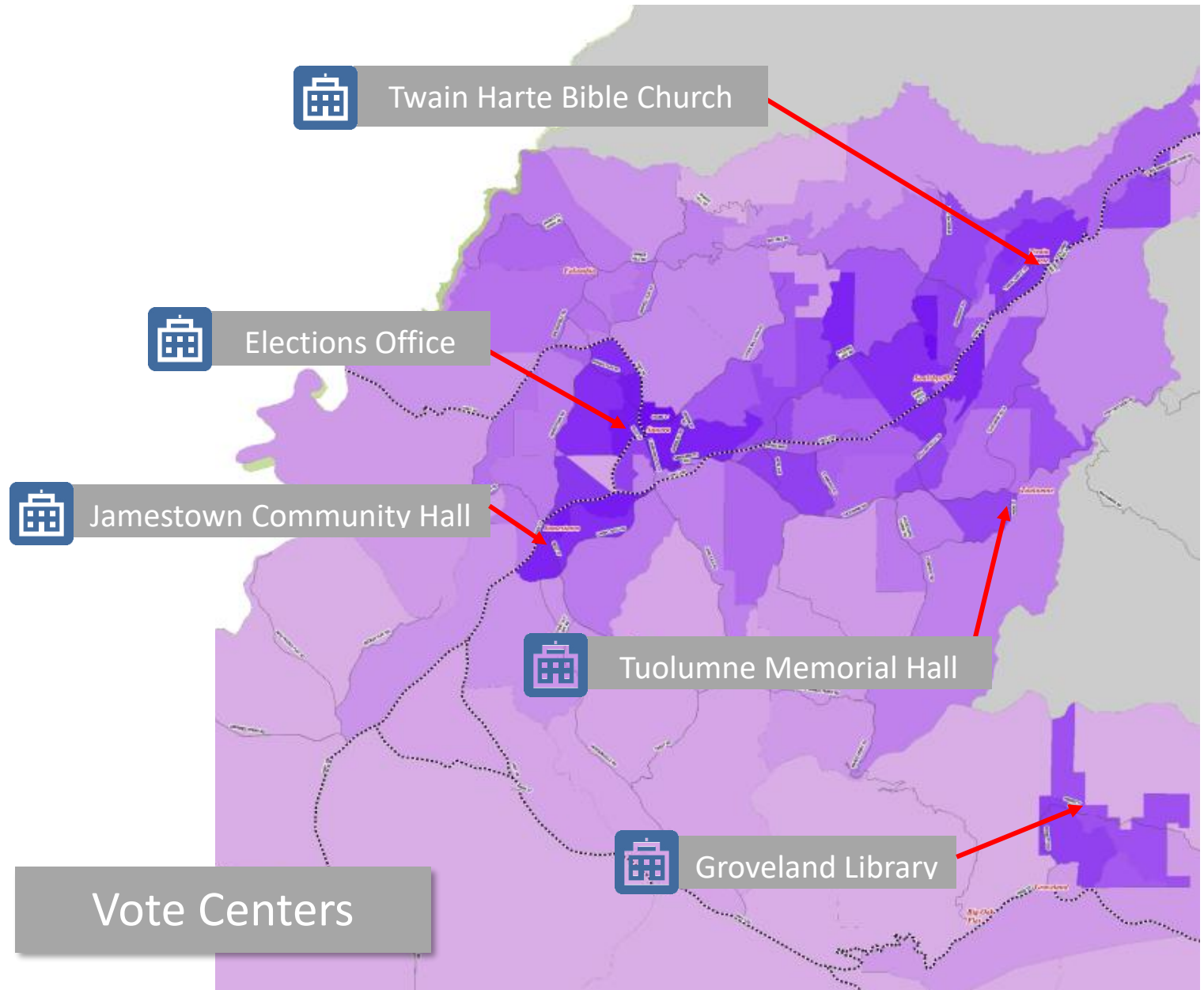
www.co.tuolumne.ca.us/elections

Deborah Bautista
Tuolumne County Clerk & Auditor-Controller

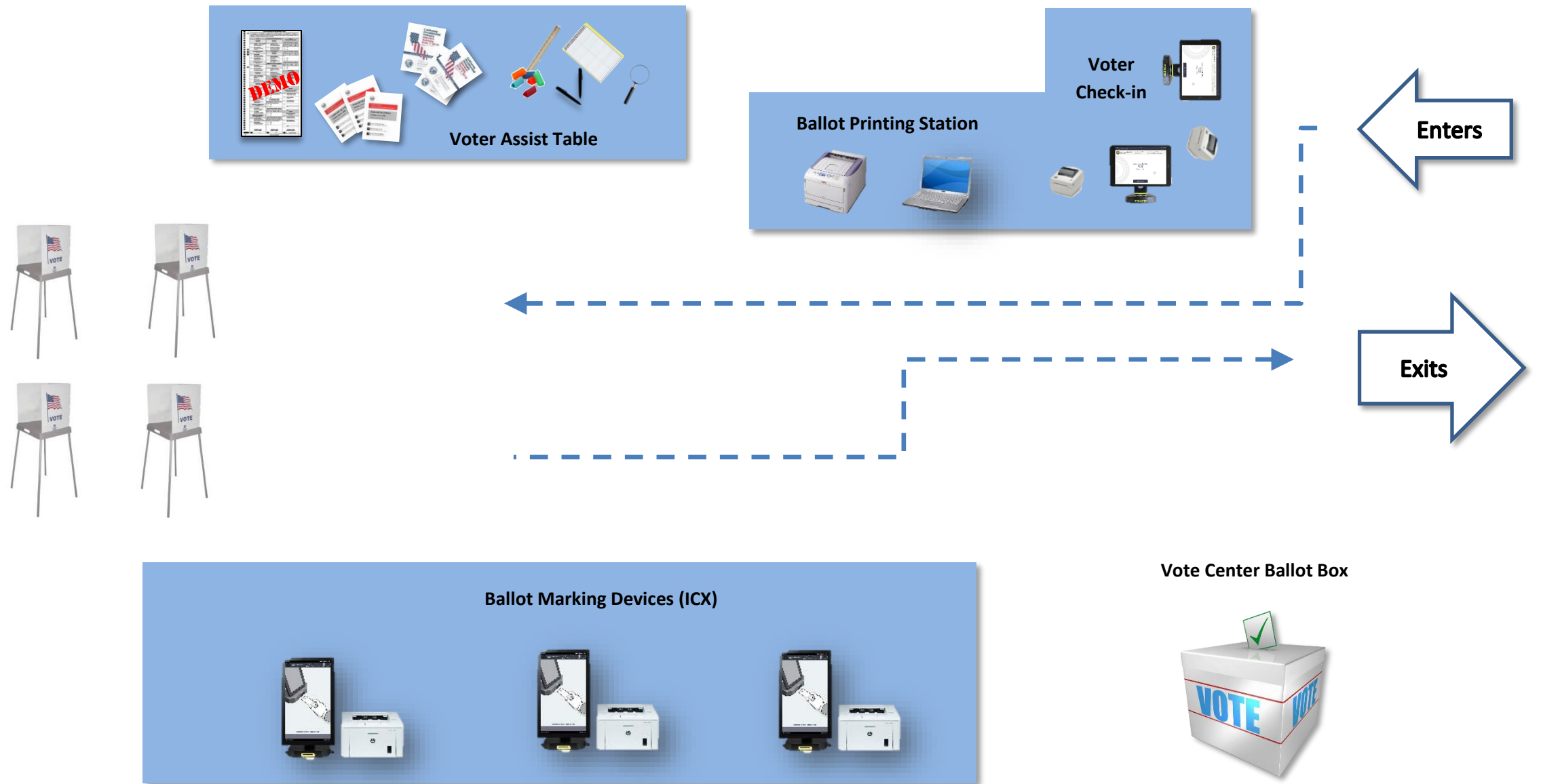
Map of Ballot Drop-off Locations



Map of Vote Center Locations



Voter Center Layout



Potential Disruptions at Vote Centers

Potential Disruption	Response
Election management system goes down	<p>Vote center lead will notify elections office. If disruption is only at a specific vote center and lasts longer than 30 minutes, or any significant amount of time depending on amount of voters present, voters will be directed to another vote center or given the option to vote provisionally. If disruption is county-wide, vote center staff can issue provisional ballots via ballot printer OR photocopied ballots (staff will be given street index to determine ballot type) OR blank paper to write selections. Keep paper record of all voters and information to enter into voter management system once system is back up and running. Elections central will contact vendor right away and resolve the issue as soon as possible.</p>
Power outage	<p>Vote center lead will notify elections office. If power outage lasts longer than 15 minutes, direct voters to another vote center. Public will be notified via website, phone message, news, radio, social media, etc.</p>
Weather	<p>Vote center lead will notify elections office. If a vote center is unreachable or unsafe due to weather, a back-up vote center will be contacted and will be set up immediately for use. Public will be notified via website, phone message, news, radio, social media, etc.</p>
Fire or Other Disaster	<p>All staff and voters must first be evacuated safely. Vote center lead will notify elections office. If time allows, vote center staff will do the following in order: (1) securely remove all voted ballots from the facility (VBM, paper ballots from ballot box, CVR ballots), (2) secure/shut down all computers accessing election management system (3) secure/shut down all voting equipment, and (4) remove any computers/equipment if possible. Elections office will notify public via website, phone recording, news, radio, social media, etc., and inform public of alternate vote centers. A replacement vote center will be set up as soon as possible.</p>
Voting equipment stops working	<p>While vote center lead resolves the issue, paper ballots can be issued to voters. Vote center lead will follow troubleshooting instructions provided in vote center manual for staff. If unable to resolve, vote center lead will contact elections office. If still unable to resolve, vote center lead will contact Elections staff for replacement equipment.</p>

Potential Disruption	Response
Ballot printer stops working	While vote center lead resolves the issue, voters may vote on the accessible voting device or vote on photocopied ballots provided. Vote center lead will follow troubleshooting instructions provided in vote center manual for staff. If unable to resolve, vote center lead will contact elections office. If still unable to resolve, elections office or vote center lead will contact vendor for customer support.
Internet connection goes down	Vote center lead will follow troubleshooting instructions provided in vote center manual for staff. If unable to resolve, vote center lead will contact elections office. If still unable to resolve, vote center lead will contact elections office, who in turn may contact county information services or internet provider for customer support. If internet outage lasts longer than 15 minutes, vote center staff can issue provisional ballots via ballot printer OR photocopied ballots (staff will be given street index to determine ballot type) OR blank paper to write selections. Vote center staff will continue to enter all voters and information into the electronic roster to be sent to the elections office once the connection is restored. If internet outage lasts longer than one hour, or any significant amount of time depending on amount of voters present, voters will be directed to another vote center. Public will be notified via website, phone message, news, radio, social media, etc.
Suspicious person or object	Vote center lead will contact security authorities depending on the situation.
Vote center employees don't show up	Vote center lead will contact elections office to find a replacement staff for the vote center. A list of trained backup staff will be maintained by the elections office.
Vote center is unusable	If the vote center is unusable for any reason, vote center lead will notify the elections office. A list of backup vote centers will be maintained by the elections office. Elections staff will assist vote center staff in moving and setting up the new vote center. Public will be notified of a change of location via website, phone message, news, radio, social media, etc.

Budget Comparison

Budget comparison between the 2016, 2018, and 2020 budget, and the 2022 budget estimate.

Outreach Activity	2016 Primary Election	2018 Primary Election	2020 Primary Election	2022 Primary Election (Estimates)
Newspaper Publications (Legal Notices and Advertisements)	\$2,271	\$1,159	\$1,292	\$200
Radio PSA (Script development, interview availability, translation services)	\$0	\$0	\$0	\$2,000
Television PSA (Script development, interview availability, translation services, and Movie Advertisement)	\$0	\$0	\$0	\$1,000
Direct Voter Contact Mail	\$0	\$0	\$14,471	\$20,000
Public Workshops/Meetings -required workshops, Voting Accessibility Advisory Committee/Language Accessibility Advisory Committee Meetings, other events	\$758	\$1,646	\$0	\$2,000
Election Workers - Volunteers	\$13,618	\$14,522	\$3,960	\$0
Election Workers- Relief	\$5,643	\$9,542	\$30,250	\$35,000
Ballot Coding and Layout	\$51,838	\$8,291	\$9,070	\$10,000
Rental Halls & set up	\$1,468	\$1,446	\$1,030	\$1,030
Vote by Mail Ballot Printing/ Sample Ballot Printing/ Precinct Ballots	\$112,124	\$98,921	\$74,246	\$85,000
Translations- ballot and information	\$65	\$65	\$2,716	\$3,000
Total Cost	\$187,785	\$135,592	\$137,035	\$159,230