



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

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Election Code § 4005(a)(10)(I)

Hall of Records  
155 Nelson Ave  
Oroville, CA 95965

(530)552-3400 [option 1]

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

Updated: December 9, 2019

## INTRODUCTION

### OVERVIEW

In 2016, the governor signed the Voters Choice Act (VCA). This allows test counties to hold elections by all mailed ballot with Vote Centers starting in 2018. It allows the remaining counties to use the VCA model by 2020. In the VCA model, voters may use the services of any Vote Center regardless of where they live. With over 19,000 Camp Fire survivors in mind and considering all options, the decision to use VCA model in 2020 has been made.

In 2002, state law changed to allow voters to register as permanent Vote-by-Mail (VBM) voters. As of July 2019, Butte County had 118,465 registered voters. Of those voters, 71% are VBM voters and the remaining 29% are polling place voters. In the November 2018 General Election, about 79% of the VBM voters voted, but only 62% of polling place voters voted.

This new way of holding elections has many benefits for voters. The new election model will help our Camp Fire survivors and the community by increasing voter participation, convenience, and accessibility to voters with disabilities.

The Butte County Clerk-Recorder/Registrar of Voters will create a Voting Accessibility Advisory Committee (VAAC) and a Language Accessibility Advisory Committee (LAAC). The committees will give feedback to the Elections Division. They will also help with outreach in their communities.

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

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

*Language Accessibility Advisory Committee - July 1<sup>st</sup>, 2019 . Butte County Hall of Records*

*Voter Accessibility Advisory Committee - July 1<sup>st</sup>, 2019. Butte County Hall of Records*

*Public Presentation – August 1<sup>st</sup>, 2019. Butte County Hall of Records*

*Language Accessibility Consultation – August 22<sup>nd</sup>, 2019. Butte County Hall of Records*

*Voter Accessibility Consultation – August 22<sup>nd</sup>, 2019. Butte County Hall of Records*

*Public Hearing – September 16<sup>th</sup>, 2019. Butte County Hall of Records*

### VOTE-BY-MAIL

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

### VOTE CENTER AND BALLOT DROP BOX LOCATIONS

The VCA requires certain considerations when choosing locations for Vote Centers and ballot drop boxes. Among these are public transportation, population centers, areas of historically low vote-by-mail usage, low-income communities, language minority populations, and accessibility.

We will use data from past elections, habits of our voters, census records, and knowledge of the area to pick the best locations for our Vote Centers and drop boxes. We understand that one location may not be able to meet all of the criteria. However, we will make a good faith effort to include as many considerations within each location choice as possible. This way our voters will have convenient and accessible resources and locations.

Our plan has 13 Vote Centers, with five locations in the City of Chico (including one on the California State University-CSU, Chico main campus), three in the City of Oroville, one in the Town of Paradise, one in the City of Gridley, one in Magalia, one in Palermo, and one in

Durham. These locations have been picked from past polling places that our voters are familiar with. There will be nine drop boxes that are conveniently located and accessible for our voters. Our drop boxes will be placed at public libraries, city halls, and the North Butte County Courthouse.

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

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

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

**Vote Center Formula:** Vote Center locations will open around the county in increasing numbers as the election gets closer. The first three locations will open ten days before Election Day and ten more locations will open three days before Election Day. There will be 13 vote centers in total.

The Election Code Section 4005 sets the following ratios:

Days Before Election	Number of registered voters per Vote Center	Number of Vote Centers
10	50,000	3*
3	10,000	13*

\*based on >120,000 voters

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

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

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

A complete list and map of the Vote Center and drop box locations are included in the Appendix.

### VOTING TECHNOLOGY

The Butte County Clerk-Recorder/Registrar of Voters will use the Image Cast Voting System by Dominion Voting Systems. Each Vote Center will have three accessible ballot marking machines and will be ADA compliant. There will also be at least one Ballot on Demand (BOD) printer at each Vote Center location.

As in past elections, the county will use the Remote Accessible Vote by Mail (RAVBM) system for the UOCAVA (Military and Overseas) voters. Pending certification by the California Secretary of State, the RAVBM 5.10 system will allow any voter who requests to vote an accessible ballot at home to do so. The RAVBM system creates ballots that can be read in the voting system scanners, which removes the need for ballot duplication.

### FISCAL IMPACT

The total fiscal impact on Butte County for the VCA is unknown at this time.

The March 3, 2020, Presidential Primary Election will be the first time that the VCA will be used in Butte County. Other counties in the state used this model in 2018. They found that on a county-by-county basis, there was an increase in one-time costs and an increase in election specific costs in their election administration to start using the VCA model.

In Butte County, there will be certain one-time costs. New equipment will be purchased for the Vote Centers, voting system, and to set up a secure network for use of the EIMS system. Other one-time expenses include drop boxes, security cabinets, equipment delivery, and full-time staff labor hours to make training materials. Other costs will include hiring temp agency staff for a period of 10 days to cover vote center locations as well as hiring field inspectors and call center staff (paid a higher rate than the entry-level Vote Center staff).

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

The governor's May Revised Budget includes additional 3:1 matching funds to supplement Election Code §19402. The additional funds will help Butte County buy equipment needed for the VCA model.

The department expects the proposed budget for Fiscal Year 2019/2020 to fund the rest of the costs for equipment and supplies for this election.

### CONCLUSION

The California VCA is the most significant improvement to the voting process in the history of California. This new way of holding elections provides many benefits and opportunities to the county's voters. The new election model will increase voter participation, provide greater accessibility to voters with disabilities, give Camp Fire survivors equal access to resources, and make it easier for those voting conditionally.

## SECTION 1 – VOTER EDUCATION AND OUTREACH PLAN

### GENERAL REQUIREMENTS

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

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

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

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

***\*Butte County is faced with a couple complications from a communications standpoint. The first is that we have a large college student population comprised of CSU Chico and Butte Community College Students. These groups tend to be more mobile, but we will make concerted efforts to reach them through social media and other readily available platforms.***

***The second and more challenging complication is the recent wildfires that have affected residents of the county (namely the Camp Fire). Many voters in the affected area have relocated and are in temporary housing but do have points of contact that we will utilize to reach them, including regular community meetings, FEMA resource centers, other county agencies, etc.***



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

### §4005(a)(10)(I)(i)(III)

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

1. Department's VAAC and LAAC
  - a. Information and materials will be developed for VAAC and LAAC members so that they will be able to present them within their communities. These materials will be available in languages as provided for by Election Code §14201.
2. Presentations to various audiences:
  - a. Community meetings
  - b. County Board of Supervisors
  - c. City Councils and City Clerks
  - d. Language Communities
  - e. Philanthropic organizations
  - f. Student groups/organizations
  - g. Local Companies and their employees

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

### §4005(a)(10)(I)(i)(VII)

Butte County Clerk-Recorder/Registrar of Voters will spend/allocate the necessary resources to ensure voters are adequately educated and informed about the Vote Center model. This education is vital to the success of the model and will keep processes running efficiently and promote a better voter experience. Budget comparisons with previous election cycles will be attached in the Appendix.

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

### §4005(a)(10)(I)(i)(X)

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

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

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

§4005(a)(8)(B)(iii)

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

### EDUCATION AND OUTREACH WITH THE LANGUAGE MINORITY COMMUNITIES

§4005(a)(10)(I)(i)(I)

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

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

§4005(a)(10)(I)(i)(I)

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

#### 1-G Identifying Language Minority Voters

§4005(a)(10)(I)(i)(V)

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

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

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

Butte County Clerk-Recorder/Registrar of Voters will work with our LAAC representatives to determine the best time, place, location and format of a voter education workshop in each of the languages required by Election Code §14201 and Section 203 of the Voting Rights Act, which are Spanish and Hmong. There will be at least one Spanish workshop and one Hmong workshop. The locations and times of these workshops will be posted across our social media platforms, our departmental website, local minority language radio broadcasts through KZFR and KOYO radio stations, and any other communications as determined effective by LAAC.

#### [1-I Public Service Announcement for Minority Language Citizens](#)

§4005(a)(10)(I)(i)(IX)

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

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

#### [EDUCATION AND OUTREACH WITH DISABILITY COMMUNITIES](#)

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

#### [1-J Website has publicly available accessible information](#)

§4005(a)(10)(I)(i)(IV)

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

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

1. An explanation that all voters will receive a vote-by-mail ballot and a return envelope with pre-paid postage
2. The availability of Vote Centers to provide assistance, including voting on accessible ballot marking devices
3. Contact information for agencies that can provide a ride to a Vote Center for voters with disabilities

4. The method to request and use the Remote Accessible Vote-By-Mail system (RAVBM)

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

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

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

1. Television (including all local news networks)
2. Newspapers
3. Radio Stations
4. Social Media (Twitter, Facebook, YouTube)
5. Departmental Website
6. Workshops/presentations – coordinated with members of the disability community and those that represent those voters.
7. Public Service Announcements broadly distributed through county agencies and other outlets

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

**OUTREACH BUDGET AND ALLOCATIONS**

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

**Budget Resources and Cost Comparison**

Outreach Activity	2016 Primary Election	2020 Primary Election (estimates)
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Legal Notices (newspaper)	\$1,700	\$1,700
League of Women Voters (Outreach Programs)	\$3,000 (annual)	\$3,000 (annual)
Direct Voter Mailings (print costs)	\$0	\$20,000
Advertisements (billboards and other multimedia ads)	\$0	\$2,250
Handouts/flyers	\$0	\$1,000
Social Media/News Releases*	\$0	\$0

\*These resources are available free of charge

A significant portion of the outreach is focused towards direct voter contacts such as mailings and handouts. The handouts have been printed in three languages (English, Spanish and Hmong). We will continue to use our website and presence on social media to get information to our voters, as well as continue planning and programming with our community partners (see Appendix E).

## SECTION 2 - ELECTION ADMINISTRATION PLAN - VOTE CENTER MODEL

### GENERAL

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

§4005(a)(10)(I)(X)

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

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

### BALLOT ACCESS

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

§4005(a)(10)(I)(X)(ii)

The county will deploy two types of equipment to assist voters with disabilities. The first type of accessible equipment is the Image Cast X (ICX) ballot marking device that will be deployed to each Vote Center. The device is available for voters with disabilities to independently mark a secret ballot using the touchscreen display, the provided audio tactile device or their own assistive technology. The second type of accessible equipment is the internet-based Remote Accessible Vote by Mail (RAVBM) system. The RAVBM system (pending certification of 5.10 software), allows voters with disabilities to mark their ballot on an accessible device at home, download, and return the ballot similarly to voting a paper ballot.

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

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

#### ***Requesting an Accessible Ballot at a Vote Center***

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

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

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

### ***Requesting a Replacement Ballot***

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

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

## **VOTE CENTER ESSENTIALS**

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

#### *Secure Vote Center Voting*

#### **§4005(a)(10)(I)(X(iv))**

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

#### *Security and Contingency Plans*

#### **§4005(a)(10)(I)(iv)(VIII)**

#### *Preventing Disruption, Continuing Vote Center Operations*

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

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

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

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

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

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

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

§4005(a)(10)(I)(vi)

### *Total Number of Vote Centers to be established*

§4005(a)(10)(I)(vi)(I)

Based on approximately 120,000 registered voters, the Butte County Clerk-Recorder/Registrar of Voters will establish a total of 13 Vote Center locations throughout the county in the following timeframes:

- E-10 → 3 locations
- E-3 → 10 locations

### *Location and Hours of Each Vote Center*

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

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



It is our goal to utilize facilities that are well-known to the public. Based on information currently to us, we are working to secure locations in the following cities and incorporated towns: Oroville, Palermo, Chico, Paradise, Gridley, Durham and Magalia.

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

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

### *Staffing Vote Centers*

§4005(a)(10)(I)(vi)(IX)

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

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

§4005(a)(10)(I)(vi)(X)

All Vote Center staff will be trained to assist voters with disabilities. The voter will go through the check-in process and be given the option to independently mark a secret ballot on the Image Cast X (ICX) ballot-marking device in lieu of a paper ballot.

### *2-G Design and Layout of Vote Centers*

§4005(a)(10)(I)(vi)(XI)

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

See Appendix B for a sample layout.

## BALLOT DROP BOX ESSENTIALS

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

§4005(a)(10)(I)(vi)

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

*§4005(a)(10)(I)(vi)(II)*

Based on approximately 120,000 registered voters, the Butte County Clerk-Recorder/Registrar of Voters will establish a total of nine drop box locations throughout the county.

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

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

Drop boxes will be placed in well-known locations throughout the county. Considering our current registration numbers, we expect to provide nine drop-off boxes. These boxes will be conveniently located throughout the county during regular business hours starting 28 days before the election. Of these nine boxes, one of them will be an external drop box that will be available to the public 24 hours a day. These boxes will be secure, accessible, and readily identifiable by the public. In addition to the nine drop-off boxes required by the code, we will provide another external 24-hour drop-off box at the Hall of Records in Oroville.

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

## VOTE CENTER AND DROP BOX LOCATION MAPS

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

*§4005(a)(10)(I)(vi)(V)*

Maps of Vote Center and drop box locations are provided in Appendix C & D. This will be updated each election as facilities are confirmed for use.

## ADDITIONAL CONSIDERATIONS

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

*§4005(a)(10)(I)(v), §4005(g)(2)*

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

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

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

§4005(a)(10)(l)(iii)

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

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

§4005(g)(1)(A)

#### **Provide Election Statistics**

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

## **LIST OF APPENDICES**

Appendix A - Vote Center Locations and Hours of Operation

Appendix B – Sample Design and Layout of Vote Center

Appendix C - Drop Box Locations and Hours of Operation

Appendix D – Location Maps

    Vote Centers - 11 Day

    Vote Centers - 4 Day

    Drop Boxes

Appendix E - List of Community Partners and Outreach Events

## Appendix A

### Vote Center Locations and Hours of Operation

**1. Hall of Records**

155 Nelson Avenue

Oroville, CA 95965

Days/Hours of Operation:

2/22/2020 – 3/2/2020 8:00am – 5:00pm

3/3/2020 7:00am – 8:00pm

**2. Terry Ashe Recreation Center**

6626 Skyway

Paradise, CA 95969

Days/Hours of Operation:

2/22/2020 – 3/2/2020 8:00am – 5:00pm

3/3/2020 7:00am – 8:00pm

**3. California State University, Chico – Bell Memorial Union (BMU)**

W. 2<sup>nd</sup> Street

Chico, CA 95928

Days/Hours of Operation:

2/22/2020 – 3/2/2020 8:00am – 5:00pm\*

\*Saturdays 9:00am – 5:00pm

\*Sundays 12:00pm – 8:00pm

3/3/2020 7:00am – 8:00pm

**4. Paradise Pines Association**

14211 Wycliff Way

Magalia, CA 95954

Days/Hours of Operation:

2/29/2020 – 3/2/2020 8:00am – 5:00pm

3/3/2020 7:00am – 8:00pm

**5. Chico Masonic Lodge**

1110 W East Avenue

Chico, CA 95926

Days/Hours of Operation:

2/29/2020 – 3/2/2020 8:00am – 5:00pm

3/3/2020 7:00am – 8:00pm

**6. Silver Dollar Fairgrounds**

2357 Fair Street  
Chico, CA 95928

Days/Hours of Operation:

2/29/2020 – 3/2/2020	8:00am – 5:00pm
3/3/2020	7:00am – 8:00pm

**7. Our Divine Savior Catholic Church**

566 E Lassen Ave  
Chico, CA 95973

Days/Hours of Operation:

2/29/2020 – 3/2/2020	8:00am – 5:00pm
3/3/2020	7:00am – 8:00pm

**8. The Terraces**

2750 Sierra Sunrise Terrace  
Chico, CA 95928

Days/Hours of Operation:

2/29/2020 – 3/2/2020	8:00am – 5:00pm
3/3/2020	7:00am – 8:00pm

**9. Durham Veterans Hall**

9319 Midway  
Durham, CA 95938

Days/Hours of Operation:

2/29/2020 – 3/2/2020	8:00am – 5:00pm
3/3/2020	7:00am – 8:00pm

**10. Lake Oroville Golf & Event Center**

5131 Royal Oaks Drive  
Oroville, CA 95966

Days/Hours of Operation:

2/29/2020 – 3/2/2020	8:00am – 5:00pm
3/3/2020	7:00am – 8:00pm

**11. Southside Community Center**

2959 Lower Wyandotte Road  
Oroville, CA 95966

Days/Hours of Operation:

2/29/2020 – 3/2/2020	8:00am – 5:00pm
3/3/2020	7:00am – 8:00pm

**12. Palermo Union School District**

5737 Autrey Ln  
Palermo, CA 95968

Days/Hours of Operation:

2/29/2020 – 3/2/2020 8:00am – 5:00pm

3/3/2020 7:00am – 8:00pm

**13. Gridley Veterans Hall**

267 Sycamore Street  
Gridley, CA 95948

Days/Hours of Operation:

2/29/2020 – 3/2/2020 8:00am – 5:00pm

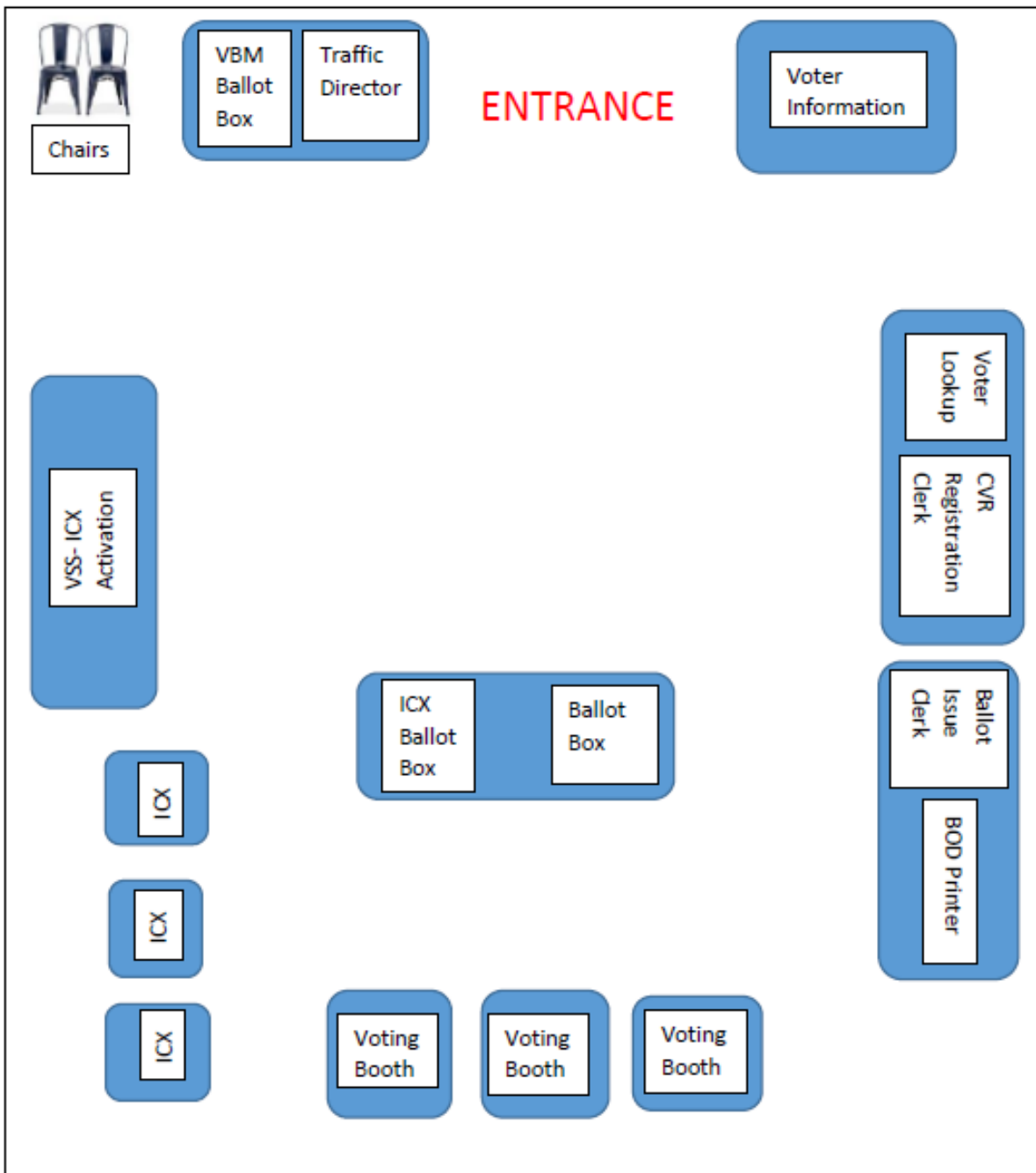
3/3/2020 7:00am – 8:00pm

# Appendix B

## Sample Design and Layout of Vote Centers

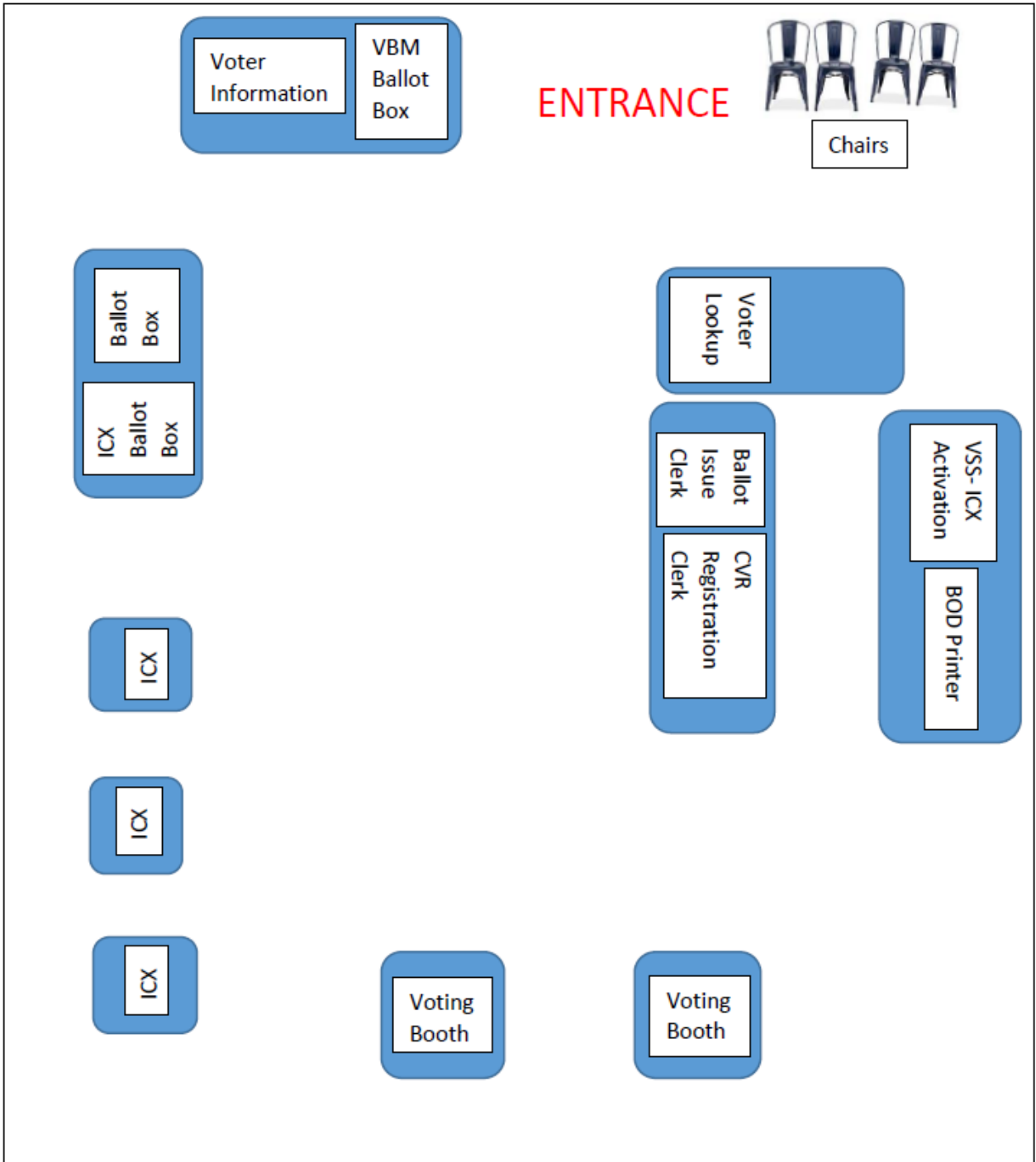
Below are two samples of a Vote Center layout. Each Vote Center is unique and may require minor changes.

### **Layout 1:**





**Layout 2:**



## Appendix C

### Drop Box Locations and Hours of Operation

Drop Boxes will be available starting 2/4/2020 and run through Election Day.

**1. Butte County Employment and Social Services**

765 East Ave

Chico, CA 95926

Days/Hours of Operation: 24 hours per day  
3/3/2020 Closes at 8:00pm

**2. Hall of Records (additional 24 hour drop off location)**

155 Nelson Avenue

Oroville, CA 95965

Days/Hours of Operation: 24 hours per day  
3/3/2020 Closes at 8:00pm

**3. Chico County Library**

1108 Sherman Avenue

Chico, CA 95926

Days/Hours of Operation: t/w/th 10:00am – 6:00pm  
f/sat 10:00am – 5:00pm  
3/3/2020 10:00am – 6:00pm

**4. Durham County Library**

2545 Durham-Dayton Hwy

Durham, CA 95938

Days/Hours of Operation: t/w 12:00pm – 6:00pm  
th/f 10:00am – 5:00pm  
3/3/2020 12:00pm – 6:00pm

**5. Gridley County Library**

299 Spruce Street

Gridley, CA 95948

Days/Hours of Operation: t/w 12:00pm – 6:00pm  
th/f/sat 10:00am – 4:00pm  
3/3/2020 12:00pm – 6:00pm

**6. Oroville County Library**

1820 Mitchell Avenue

Oroville, CA 95966

Days/Hours of Operation: t-sat 10:00am – 5:00pm  
Sun 1:00pm – 5:00pm  
3/3/2020 10:00am – 5:00pm

**7. Paradise County Library**

5922 Clark Road

Paradise, CA 95969

Days/Hours of Operation: TBD  
3/3/2020 TBD

**8. Chico City Hall**

411 Main Street

Chico, CA 95928

Days/Hours of Operation: m/f 8:00am – 5:00pm  
3/3/2020 TBD

**9. Oroville City Hall**

1735 Montgomery Street

Oroville, CA 95965

Days/Hours of Operation: m/f 8:00am – 5:00pm  
3/3/2020 TBD

**10. Paradise Town Hall**

5555 Skyway Road

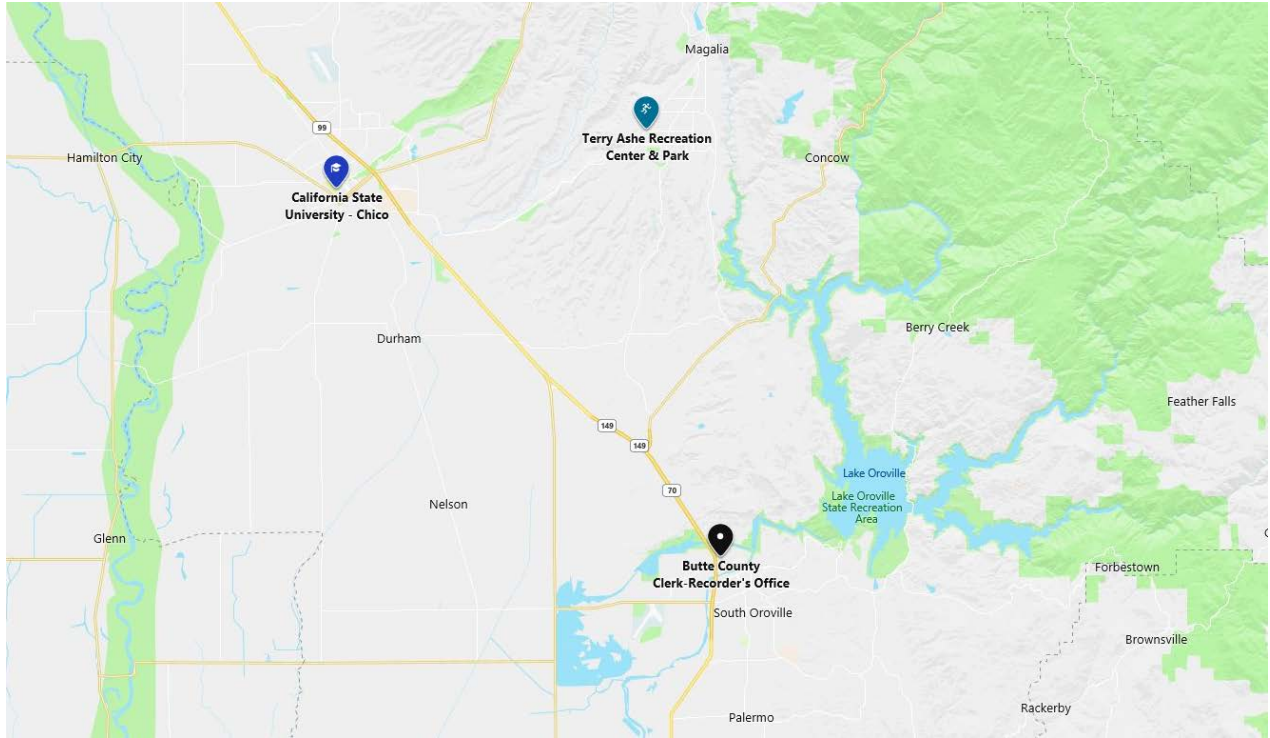
Paradise, CA 95969

Days/Hours of Operation: m/th 8:00am – 5:00pm  
3/3/2020 TBD

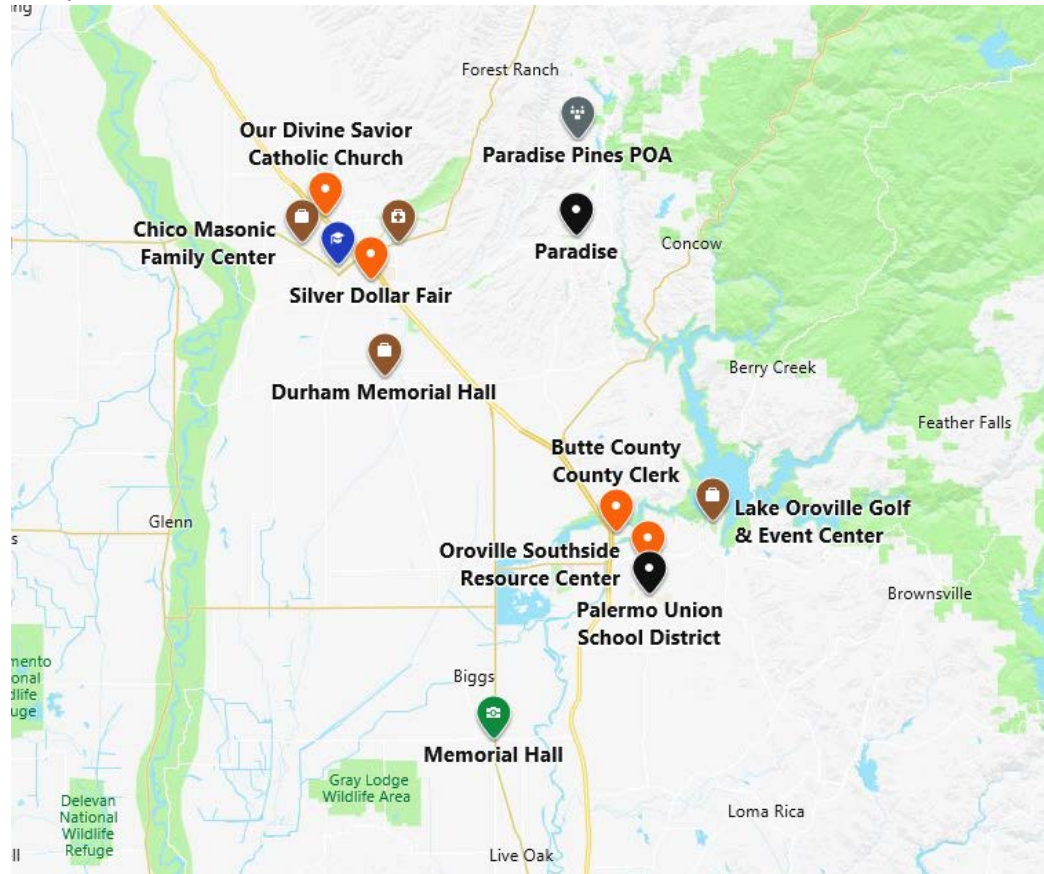
# Appendix D

## Location Maps – Vote Centers and Drop Box Locations

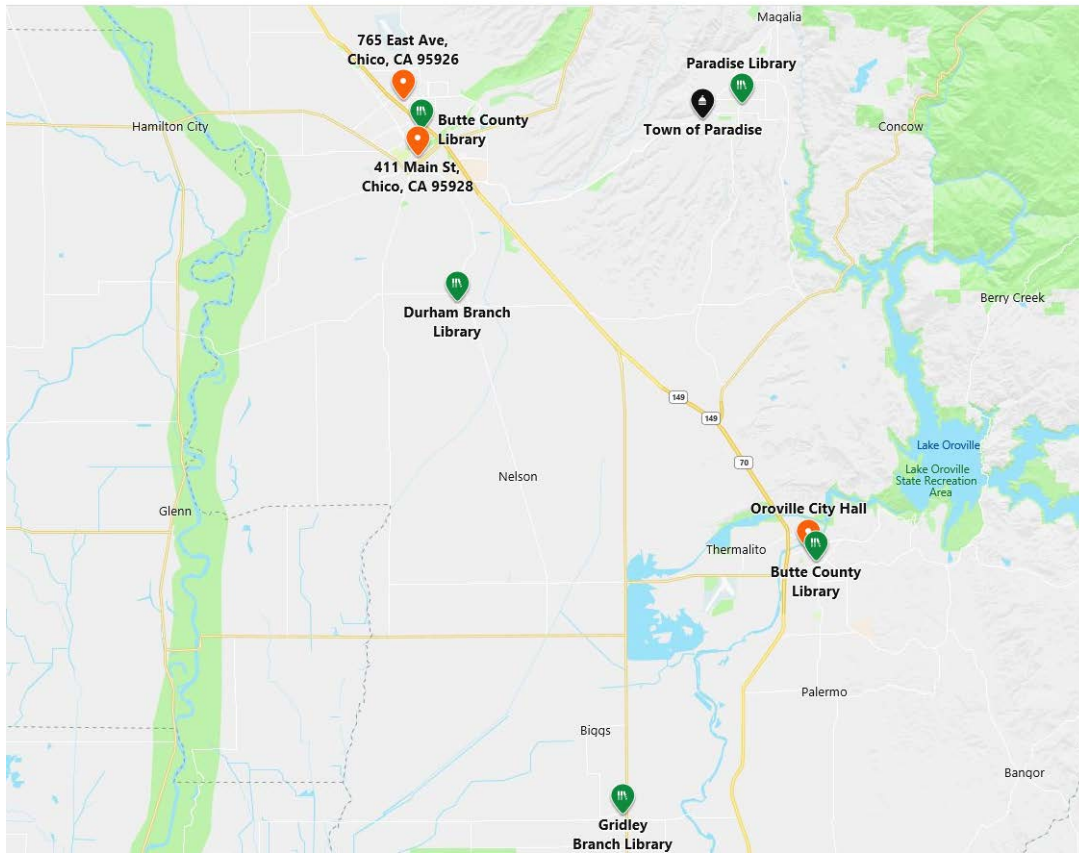
### 11-day Vote Center Locations



## 4-day Vote Center Locations



## Ballot Drop Box Locations



## Appendix E

### List of Community Partners and Outreach Events

African American Family and Cultural Center

Berry Creek Rancheria

Disability Action Center

Hmong Cultural Center of Butte County

League of Women Voters

North Valley Community Foundation

Northern Valley Catholic Social Services

Cal Hope

We Care A Lot

Rotary

State Council on Developmental Disabilities

<b>VCA - Voter Education</b>			
<b>Outreach/Community Events</b>			
<b>Event</b>	<b>Date</b>	<b>Location</b>	<b>Type of Event</b>
Board of Supervisors Meeting	6/11/2019	BoS Chambers	Presentation
LAAC	7/1/2019	Hall of Records	Committee Meeting
VAAC	7/1/2019	Hall of Records	Committee Meeting
Public Meeting	8/1/2019	Hall of Records	Presentation
Board of Supervisors Meeting	8/13/2019	BoS Chambers	Update
Language Accessibility Consultation	8/22/2019	Hall of Records	Public Consultation
Voter Accessibility Consultation	8/22/2019	Hall of Records	Public Consultation
Butte County Fair	8/22-8/25/2019	Gridley Fairgrounds	Table
Democratic Action Club of Chico	8/27/2019	Chico Library	Presentation
KZFR Radio	8/28/2019	KZFR Studio	Radio Broadcast
FEMA BBQ	8/31/2019	Gridley	Table
Gridley Rotary	9/5/2019	Gridley	Presentation
Tribal Community Intervention Task Force	9/11/2019	Butte College	Presentation
Public Hearing	9/16/2019	Hall of Records	Hearing
The Arc of Butte County - Chico	9/16/2019	The Arc Pavilion	Presentation
League of Women Voters Membership Coffee	9/28/2019	Pleasant Valley Rec Center	Presentation
Salmon Festival	9/28/2019	Oroville	Table
Hmong New Year	10/12-10/13/2019	Oroville	Table
Thursday Night Market	Various	Chico	Table

\*scheduled events subject to change.

\*\*more events will be added