



Placer County

Voter's Choice Act

Election Administration Plan

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www.placercountyelections.gov

Executive Summary

Placer County is proud of our history of offering accessible, secure and transparent election services. To continue this history and ensure every eligible voter is able to participate in the process, Placer County has chosen to implement the Voter's Choice Act (VCA) model for elections.

Signed into law by the governor in 2016, the VCA allows counties to transition from a traditional polling place model to a new model where regional vote centers are utilized. In contrast to the traditional polling place model where a voter was required to go to their assigned neighborhood polling place, these new vote centers are open for a specific number of days prior to and on Election Day, and allow for any eligible voter to vote in any location. In a geographically diverse county such as Placer, this flexibility brings additional in-person voting opportunities and assistance to all voters, particularly those residing in historically mail-ballot-only precincts (precincts without polling places with voter registration below 200 registered voters).

The decision to transition to VCA arose from the need to address a variety of issues, including the increasing difficulty in securing polling places and retaining poll workers. We believe that the VCA election model will also encourage in-person voting by providing additional days and locations for individuals to vote. Today, voters are more active and mobile in comparison to previous years, and having to cast their ballot at a polling place near their residence open only on Election Day may not be convenient or meet their needs. With VCA, the Placer County Elections Office can offer them voting service at any vote center in the county on a multi-day schedule, allowing them to cast their ballot in person or drop off their vote-by-mail ballot while traveling to or from work, school, and other activities.

A transition to the Voter's Choice Act election model requires the Placer County Elections Office to consider many socio-economic and logistical factors when choosing the locations of both vote centers and ballot drop boxes. Voters and other interested parties can visit storymaps.arcgis.com for a visual, data-driven presentation of the different aspects the Elections Office considered in their selections.

California law now requires all voters be mailed a ballot prior to Election Day. Prior to this change, just over 85% of Placer County registered voters received their ballots by mail. This made the transition to mailing all voters a ballot much easier, as the vast majority of voters were already receiving their ballots using this method. In response, the Placer County Elections Office has developed and improved upon its already-extensive network of secure, accessible ballot drop boxes.

Placer County is well-equipped with automated vote-by-mail ballot sorting equipment that organizes, checks in, removes the tab covering the voter's signature, and takes a picture of every signature on returned vote-by-mail envelopes. Additional equipment includes envelope openers with ballot extractors to ensure the anonymity of each ballot. This process also makes it possible for voters to track the status of their ballot via BallotTrax,

a ballot-tracking system required by California law. The Placer County Elections Office obtains forensic signature verification training for election staff responsible for checking the signatures on every ballot envelope.

All voters will be mailed a ballot and a return envelope with prepaid postage at least 29 days before the election. There will be at least one Ballot on Demand (BoD) printer at each vote center location. The Ballot on Demand system is what allows a vote center to produce a ballot for any voter in Placer County, regardless of which location they utilize to cast their vote.

The Placer County Elections Office uses the ImageCast Voting System by Dominion Voting Systems. The ImageCast system allows elections staff and observers the ability to view the scanned images of ballots, review voting marks made to ballots, and see how the system counted the voters' votes.

The Placer County Elections Office will use the Remote Accessible Vote-by-Mail (RAVBM) system for the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) voters. The RAVBM system creates ballots that can be printed and then read by the voting system's tabulation scanners. All voters can use the County's Remote Accessible Vote-by-Mail (RAVBM) system.

Originally, RAVBM was designed to be used by active military and their spouses and dependents, overseas voters, and voters with disabilities. In accordance with state law, this system is now available to any voter to access and mark their ballots using their own computer and assistive technology in a screen-readable format. RAVBM ballots are then printed and returned in either the county-provided vote-by-mail envelope or in a voter-provided envelope covered with a wrap-around ballot return envelope image included with the downloadable ballot package. The complete RAVBM ballot may be returned like a vote-by-mail ballot. A fax option is also available for verified military and overseas voters.

The Placer County Elections Office has always provided the best voting experience for our voters. By transitioning to the VCA elections model, Placer County is continuing this legacy by utilizing the most efficient and effective election processes to serve our community. We believe that an essential part of the unique voting experience we provide is the time and personal attention we give to each voter, candidate and member of the public.

Placer County elections staff is available year-round to answer questions over the phone, via email and in person. We work directly with members of the community by attending community group meetings, holding candidate workshops, producing informational guides, and addressing all requests from the public with the time and attention they deserve. By leveraging input from our Voting Accessibility Advisory Committee (VAAC), Language Accessibility Advisory Committee (LAAC), special interest groups and the community at large, we hope to continue to provide the best voting experience moving forward.

Part 1: Election Administration

Section 1: Vote Centers and Ballot Drop-off

A. Vote centers will be open at least eight hours per day, three to 10 days before the election, from 8 a.m. to 4 p.m. Monday through Friday, 8 a.m. to 4 p.m. on weekends, and 7 a.m. to 8 p.m. on Election Day.

B. Each vote center will be staffed by five to 10 election officers. Election Officers will be hired as Senior Election Aides (Inspectors) and Election Aides (Clerks). All Election Officers will undergo a background check prior to receiving paid training in their positions.

C. The Placer County Elections Office is hoping to recruit at least one Spanish-speaking Election Officer for each vote center, and Tagalog, Punjabi and/or Korean-speaking Election Officers to provide language assistance at targeted vote centers. (See Attachment D for a list of targeted vote centers and languages.) The Elections Office will also continue to utilize translation services via Language Line to provide translation assistance at vote centers, as needed, on Election Day.

D. The VCA requires certain considerations when choosing locations for vote centers and ballot drop boxes. Among these considerations are available public transportation, population centers, areas of historically low usage of vote-by-mail, low-income communities, geographically isolated communities, traffic patterns, language minority populations, and accessibility. The Placer County Elections Office also takes into consideration underrepresented voter populations, rural populations and diverse terrain which may impact voter participation. By utilizing government offices (including one located near a county shelter), community centers, veterans halls, libraries and local schools as vote center and drop-box locations, we have ensured that underrepresented voter populations (such as rural populations, students, younger voters and the unhoused community) also have full access to the elections process in Placer County.

E. In preparation for the VCA transition, the Placer County Elections Office collected and analyzed data from various government sources: the 2010 and 2020 Census, 2015 American Community Survey, State of California, County of Placer, the cities of Auburn, Lincoln, Colfax, Rocklin, Roseville, and the town of Loomis. We also utilized data from past elections, including the voting methods used by our voters and familiarity with the area, to select the best locations for our vote centers and drop boxes. We understand that a location may not be able to meet all criteria. However, we made a good faith effort to include as many considerations within each location selection as possible so that our voters will have convenient access to voting resources and vote centers.

F. The number of vote centers was determined using the formula laid out in Elections Code § 4005, which stipulates that there must be one vote center for every 50,000 registered voters that is open every day 10 days prior to, and on, Election Day (“11-day vote centers”). This code also stipulates that there must be one vote center for every 10,000 registered voters that is open every day three days prior to, and on, Election Day (“4-day vote centers”). Whenever possible, vote center locations were picked from previous polling places that Placer County voters are already familiar with. Currently, The Placer County Elections Office forecasts 29 vote centers in total.

1. The Placer County Elections Office anticipates opening seven 11-day vote centers beginning 10 days before Election Day. (See Attachment A. The list will also be available on www.placercountyelections.gov/vote-center-locations.)

2. The Placer County Elections Office anticipates opening an additional 22 vote centers beginning three days prior to Election Day. (See Attachment A. The list will also be available on www.placercountyelections.gov/vote-center-locations.)

Elec. Code § 4005 (3)(A) On the day of the election, from 7 a.m. to 8 p.m., inclusive, and on each of the three days before the election, for a minimum of eight hours per day, at least one vote center is provided for every 10,000 registered voters within the jurisdiction where the election is held, as determined on the 88th day before the day of the election.

G. The number of ballot drop-off locations was determined using the formula laid out in Elections Code § 4005 (1)(A). Whenever possible, these locations were picked from previous ballot drop-off locations that our voters are already familiar with. Currently, the Placer County Elections Office forecasts 27 drop box locations in total.

1. 21 (with one tentative additional) outdoor ballot drop boxes accessible 24 hours a day, seven days a week are anticipated for use. These drop boxes are mounted into the ground and kept secure with two locks. (See Attachment B. The list will also be available on www.placercountyelections.gov/drop-box-locations.)

2. Five indoor ballot drop boxes are anticipated for use in county and city buildings, and local businesses. Availability of these drop boxes will depend on each location’s business hours. (See Attachment B. List will also be available on www.placercountyelections.gov/drop-box-locations.)

3. Placer County drop boxes will be open and available for voters to drop off their ballots beginning 29 days before Election Day. Ballots from every drop box will be picked up on a daily basis by teams of two temporary

Election Officers. Chain of custody will be maintained at all times with tamper-proof seals and a log sheet.

4. Placer County will make every effort to locate drop boxes near our targeted language precincts. Current efforts include potential new drop boxes at Roseville's Sikh Temple and Oriental Market.

5. It is our intention to provide a drop box at new public college and university campuses as they are developed within county borders. Of particular note is the tentative drop box at Sierra College and, eventually, Sacramento State's future Placer Center campus extension.

6. Our goal is to work toward all drop box locations being outdoors and available 24 hours a day during the 29 days leading up to every election. We will also continue to advocate for drive-up locations to assist our voters with disabilities and to make ballot drop-off easier for everyone.

7. In order to remain well above the requirement of one drop box per 15,000 registered voters in the county, Placer County will continue to install new ballot drop boxes as our voting population grows.

Elec. Code § 4005 (1)(A) At least two ballot drop-off locations are provided within the jurisdiction where the election is held or the number of ballot drop-off locations is fixed in a manner so that there is at least one ballot drop-off location provided for every 15,000 registered voters within the jurisdiction where the election is held, as determined on the 88th day before the day of the election, whichever results in more ballot drop-off locations.

Section 2: Vote Center Requirements

Returning and Casting Ballots

A. Voters will be able to drop off a completed vote-by-mail ballot into a sealed bag located within the vote center. If the voter wants to vote their vote-by-mail ballot in the vote center, there will be voting booths available for this purpose. Upon completion of their ballot, the voter will then be able to deposit their vote-by-mail ballot, within a signed envelope, in the vote-by-mail return bag for processing at the Elections Office.

B. With the recent passage of Assembly Bill 626 by the California Legislature and the Governor's approval, a voter may now bring their vote-by-mail ballot without the identification envelope to a vote center in person, allowing their ballot to be cast, processed and counted in the same manner as a poll ballot cast at the vote center.

Voting Technology Information

C. Utilizing Cradlepoint cellular LTE/5G technology to connect to the Elections Office, Election Officers will be able to look up the voter's registration information and confirm they are a Placer County voter and that they have not voted in the current election. If a person wants to register to vote or update their voter registration, voter registration cards will be available for them to do so (*Elec. Code § 2170*).

D. Each vote center will have at least one Ballot on Demand (BoD) printer capable of printing any precinct ballot, including a regular, provisional, or replacement ballot.

E. Each vote center will have at least three accessible ballot-marking devices (BMDs) capable of providing a regular, provisional, or replacement ballot. These devices ensure a private and independent voting experience.

F. Election Officers will be able to utilize Placer County's Election Management System (EMS) to determine if a ballot has been received from the voter. If the voter has not returned a ballot, the Election Officer assisting them will be able to issue a new ballot, printed on a Ballot on Demand (BoD) printer.

G. Cradlepoint cellular technology will be used to create a secure tunnel into the Placer County Elections Office's voter registration system. The secure tunnel is created using Internet Protocol Security (IPSEC) utilizing Internet Key Exchange 2 (IKE2) for key exchange, AES with a key length of 256 bits for the encryption algorithm, SHA256 for the hash algorithm, and 2048-bit Diffie-Hellman to secure the connections between the Cradlepoint units and the Placer County Election Office's firewall appliance. These technologies will evolve to ensure compliance

with the requirements set forth by both the National Institute of Standards and Technology (NIST) and Federal Information Processing Standard (FPS).

H. The Placer County Elections Office uses the Dominion ICX voting system, including Dominion ICX ballot-marking devices (BMDs), to allow voters with temporary or permanent disabilities to receive a blank ballot and vote that ballot independently and privately. “Privately and independently” means that these devices include features that enable voters to cast their 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 the secrecy of their ballot. These features include a touchscreen, a handheld controller with directional control buttons in shapes and colors and a “select” button, 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 ports for connecting tactile buttons or a voter’s sip-and-puff device.

Voting Accessibility

I. The Placer County Elections Office will work with our VAAC to identify and understand the needs of voters with disabilities and the actions necessary to meet those needs. All vote center locations will be fully surveyed for accessibility compliance. Any non-compliance will be mitigated with ramps, thresholds, etc. to ensure full compliance with accessibility requirements set forth by state law and the Help America Vote Act (HAVA). (See *Attachment C for the preliminary 2023 Vote Center Surveys Report.*)

J. All accessible voting equipment will have aids attached for voters to use, if desired. These aids include headphones and keypads; single-use earphone covers will also be available to all voters. ADA-compliant voting booths will be available at all vote centers and Election Officers are provided training specific to helping voters with disabilities utilize these voting aids.

K. The Placer County Elections Office actively recruits Election Officers through a variety of means to ensure all requirements are met. Individuals with temporary or permanent disabilities, bilingual individuals, and students are encouraged to apply.

L. The Placer County Elections Office will actively recruit Election Officers who are bilingual in the languages Placer County is required to support: Spanish, Tagalog, Korean and Punjabi. We will focus additional recruiting efforts for vote centers in areas that have a higher density of language diversity. Additionally, vote centers will also be equipped with translated voting materials and the translation service Language Line on a county-issued phone. This service will be available to all voters who interact with vote centers or our office free of charge and covers many more languages than the four we currently support.

1. Required language assistance information will be posted clearly in signage directly outside of the vote center, as well as inside the vote center near the check-in table. Translated materials will be available at the check-in table for voters.

M. The Placer County Elections Office is working with the Placer County Language Accessibility Advisory Committee (LAAC) to solicit input regarding which vote centers should be staffed by bilingual staff members. The Placer County Elections Office has also provided an information page on their website and request input regarding language accessibility from the public.

N. The Placer County Elections Office will have translated facsimile ballots at all vote centers in all the precinct/language combinations as required by California Elections Code § 14201 and the Secretary of State.

Security and Contingency Considerations

O. Utilizing the Cradlepoint secure tunnel, all vote centers will have a live connection to the Placer County Elections Management System (EMS) via secured laptops. This data will be available in real time to Election Officers, ensuring they will have the most current and accurate information regarding all voters, including those who have registered to vote or returned a ballot of any kind.

P. A voter who has already returned a vote-by-mail ballot but who requests to cast a ballot in a vote center will only be given a provisional envelope and ballot. The voter must complete the provisional envelope and place their voted ballot into the envelope so that it can be reviewed in the Elections Office. If it is determined during the canvass period that the voter has already cast a ballot, the provisional envelope will not be opened, and the ballot will not be counted.

Q. Placer County has unfortunately had a significant amount of practice in recent years dealing with unforeseen disasters, including public safety power shutoffs, fires, blizzards, wind events and other emergencies. The Placer County Elections Office has developed partnerships with its Emergency Operations staff, Sheriff's Office, jurisdictional police departments and neighboring jurisdictions, CHP, Probation Department, and the Roads Division of the Public Works department to produce an extensive Security and Contingency Plan prior to each election. As we move to support vote centers over an extended period, we will refocus this plan from supporting polling places to the new locations.

Vote Center and Drop Box Location Considerations

R. The Placer County Elections Office used a wide range of criteria when selecting vote center locations and ballot drop boxes. These criteria include, but are not limited to, the following:

1. **Proximity to public transportation** – Transit data representing scheduled local transit systems in Placer County (i.e., public bus stops and routes) was gathered from several sources, including the Sacramento Area Council of Governments (Roseville Transit and Placer County Transit data, combined), Auburn Transit, and the Tahoe Area Rapid Transit organizations. Potential vote locations were given preference when located close/near to transit stops.

2. **Communities with historically low vote-by-mail ballot utilization** – Voter participation data taken from the 2022 November General Election in Placer County provided a comparison between the overall rate of mail ballots returned in relation to the number of eligible voters in each voting precinct. As lower rates of vote-by-mail ballot voting may reflect a preference to vote in person, or lower participation in general, areas with voting precincts showing lower rates were specifically considered for vote center placement.

3. **Proximity to large population centers** – 2020 U.S. census population density data, as collected and calculated by the U.S. Census Bureau, was mapped to the census tract level and used to select potential vote locations in high population density areas in an effort to serve the highest number of voters efficiently and effectively.

4. **Proximity to language minority communities** – Federal and State law requires Placer County to provide various language services to identified language communities and locations. Data from the U.S. Census Bureau related to the presence of languages other than English and the potential for language assistance as required for voting (as requested and processed by the California Secretary of State's VoteCal statewide database) was provided to Placer County to identify these areas by precinct. This data was then mapped to county precinct boundaries, helping the Elections Office to identify precincts where certain translated materials would need to be available, as well as vote centers both in and adjacent to these precincts where available bilingual Election Officers would be placed.

5. **Proximity to voters with disabilities** – U.S. Census Bureau's American Communities Survey data related to disability by type was used to map the overall population percentage with one or more disabilities to the census tract level. This information allowed Placer County to identify areas where establishing a vote center would provide the greatest access to voters wishing to leverage the additional assistive services available at a vote center.

6. **Proximity to communities with low rates of household vehicle ownership** – U.S. Census Bureau's American Communities Survey data

related to vehicle ownership by household was used to map to the census tract level and identify areas where vehicle ownership rates were lowest in Placer County. Areas with low vehicle ownership were targeted for vote centers to ensure all eligible voters had unimpeded access to casting their ballot in person, regardless of the availability of private or public transportation.

7. Proximity to low-income communities – U.S. Census Bureau's American Communities Survey data related to low-income housing and high-minority populations were mapped to the census tract level, highlighting areas where proximity to a vote center must be considered to provide services for those voters.

8. Areas where voter registration is proportionately lower compared to estimated eligible voters – Placer County is proud to have one of the highest identified eligible voter registration rates in California. We feel confident that we have achieved a high level of registration and selected vote center locations capable of providing all election services, including voter registration, to all potential voters throughout the county.

9. Areas that are geographically isolated – Placer County is geographically diverse with a number of communities separated by terrain and transit routes from other areas of the county. These areas were specifically pinpointed for the placing of vote centers to ensure residents have fair access to voting opportunities without the burden of excessive travel time.

10. Ensuring access to free and accessible parking – The Placer County Elections Office has surveyed each proposed vote location for parking availability and cost. All tentative locations have accessible, free parking, or parking fees that will be waived for voters during the in-person voting period.

11. Locations that are central to surrounding communities to ensure minimal travel time – Traffic data from the Placer County Community Development Resource Agency, along with live traffic data as collated by ESRI, was used to guarantee vote locations were proximate to major transit corridors in order to ensure the shortest distance of travel to the nearest vote center for as many voters as possible.

12. Need for alternate methods of voting for voters with disabilities for whom vote-by-mail ballots are not accessible – Various assistive services, such as curbside voting using our ballot-marking devices (BMDs), will be offered at all vote centers in Placer County. The BMD provides voters with visual and mobility disabilities the opportunity to vote both independently and privately, with minimal or no assistance from others.

13. Areas that have high traffic to ensure minimal travel times – Traffic data from Placer County Community Development Resource Agency (and municipal data when available) was analyzed and mapped for real-world traffic as experienced on a day as similar to an Election Day as possible (i.e., a voting day on Tuesday in March when available, or another mid-week day in March). In an effort to prevent possible voting delays due to traffic congestion, this data was used to steer voting location selection away from high traffic intersections and streets whenever feasible.

14. Any need for mobile vote centers – Placer County believes it has identified vote center locations that will adequately serve all eligible voters living throughout the county. We have also evaluated the need of purchasing our own mobile vote center(s) and have declined to pursue this option due to several factors. We may revisit this decision after the 2024 presidential election cycle.

However, we recognize the benefit of having a mobile vote center available for deployment in the event of a natural or utility disaster. We are working on an agreement to utilize a Placer County HHS Command Vehicle for emergency use as a mobile vote center, should the need arise.

15. Vote center locations(s) on a public or private university or college campus – Sierra College, a public community college with the largest enrolled student base in Placer County, has been selected to host a vote center for future Placer County elections, including those held in 2024. William Jessup, a private four-year university, is located directly across the street from the Placer County Clerk-Recorder-Elections Office, one of our selected vote centers.

Section 3: Public Input and Notification Considerations

- A. The Placer County Elections Office will post the draft version of this Election Administration Plan pursuant to California Elections Code §4005 on its website, www.placercountyelections.gov, and in the public lobbies of its offices where posting is allowed. The Placer County Elections Office will then start accepting public comment for the following 14 days.

Upon completion of the 14-day public comment period, the Placer County Elections Office will hold a public hearing on the draft version of the EAP, review any public comment, and amend the Election Administration Plan accordingly. If any sections of the draft plan were amended, the Placer County Elections Office shall publicly notice the amended draft plan and allow an additional 14 days for public comment on the amended draft plan.

- B. The Placer County Elections Office will develop and revise this draft plan for the administration of elections in consultation with the public, including:

1. A meeting held on Aug. 28, 2023, publicly noticed on Aug. 17, 2023, that includes representatives, advocates and other stakeholders representing each community for which the county is required to provide voting materials and assistance in a language other than English under California Elections Code and the federal Voting Rights Act of 1965. (Elec. Code § 14201 (a); 52 U.S.C. § 10101 et seq.)

2. A meeting held on Aug. 28, 2023, publicly noticed on Aug. 17, 2023, that includes representatives from the disability and senior communities, community organizations, and individuals that advocate on behalf of, or provide services to, individuals with disabilities and/or seniors.

3. The Placer County Elections Office works closely with our Language Accessibility Advisory Committee to ensure that all requirements are met for assisting and providing election services to our language minority communities.

4. The Placer County Elections Office works closely with our Voting Accessibility Advisory Committee to ensure that measures are in place to guarantee that all voters, including those with temporary or permanent disabilities, have full access to vote centers, materials and voting equipment, and are able to cast their ballots both privately and independently.

- C. The Placer County Elections Office will obtain public input for the development of the Election Administration Plan utilizing the following schedule (dates may be adjusted should additional time be required to update the EAP based on

community input received during the public comment period(s) or the public hearing):

1. The Placer County Election Administration Plan was noticed on Aug. 29, 2023 and the public comment period consisted of 14 days, concluding on Sept. 12, 2023.
2. The Placer County Elections Office provided a 10-day public notice announcing the public hearing on its Election Administration Plan on Sept. 13, 2023.
3. The public hearing of the draft Election Administration Plan was held on Sept. 25, 2023 at 10 a.m. at 3715 Atherton Road in Rocklin, California.
4. The Placer County Elections Office updated the Election Administration Plan based on feedback from the public hearing and submitted public comments. The amended Election Administration Plan was made public on Sept. 28, 2023. A new 14-day public comment period began on Sept. 28, 2023 and will conclude on Oct. 11, 2023.
5. The Placer County Elections Office will adopt and publish the final Election Administration Plan on Oct. 12, 2023.
6. The Placer County Election Administration Plan will be forwarded to the Secretary of State's office for approval on Oct. 12, 2023.

D. All active registered voters will be mailed a vote-by-mail packet no later than 29 days before an election. Additionally, all active registered voters will be mailed a voter information guide no later than 29 days prior to an election. Voters can also elect to "go green" and choose to access their voter information guide online, rather than be mailed a printed copy. They can select this preference at www.placercountyelections.gov/online-accessible-voter-information-guide.

E. Additional information will be provided to all active, eligible voters in the following ways:

1. A notice, translated in all required languages, informing voters that an election is being conducted, of their voting options, that all voters will receive a vote-by-mail ballot per California election law, that the voter may cast a ballot at any vote center, and of deadlines for requesting a vote-by-mail ballot in a language other than English or a replacement vote-by-mail ballot; this information will be provided via mailed postcard, as well as posted on the Elections website (www.placercountyelections.gov) in an accessible format.
2. A complete list of ballot drop-off locations and vote centers with dates and hours of operation; in addition to being included in the voter information guide that is sent to all voters, this information will be included as an insert

in the vote-by-mail packet. The final list of ballot drop-off locations and vote centers, including the dates and hours they are open, will be available on the Placer County Elections website (www.placercountyelections.gov).

3. The process to request voting materials in an accessible format; this information is included in our voter information guide and available on our website at www.placercountyelections.gov/voting-assistance-for-voters-with-specific-needs.

Placer County does not currently fall under counties designated by Section 203 of the Voting Rights Act. If this threshold is met in the future, Placer County will comply with this requirement and send any translated materials as required by this section.

F. The Placer County Elections Office has established Language Accessibility Advisory and Voting Accessibility Advisory Committees. The details of those groups are below and can also be found at www.placercountyelections.gov/advisory-committee:

1. Language Accessibility Advisory Committee (LAAC)

i. The Placer County LAAC was established in June 2023. It is composed of representatives of language minority communities that exist in Placer County.

ii. The first LAAC meeting occurred on Aug. 3, 2023, at 3715 Atherton Road, Rocklin, CA. A preliminary draft of this EAP was provided to the group for early feedback.

iii. The most recent LAAC meeting occurred on Oct. 5, 2023, at 3715 Atherton Road, Rocklin, California. An updated draft of this EAP was provided to the group for additional feedback.

iv. Notices and information regarding the LAAC are posted on the Placer County Elections website and have been sent to language-specific community groups, educational institutions, places of religious worship, and several multilingual media outlets, including television and radio stations, newspapers and online publications.

2. Voting Accessibility Advisory Committee (VAAC)

i. The Placer County VAAC was established in October 2009. It is composed of representatives from various groups including, but not limited to, disability and senior advocacy organizations.

ii. The first VAAC meeting occurred on Jan. 5, 2010, at 2956 Richardson Drive in Auburn, CA. Meetings have historically occurred on a quarterly basis with additional meetings on an as-needed basis.

However, we are currently meeting monthly to keep lines of communication and transparency open during our transition from polling places to vote centers, and to provide a regular forum for VAAC members to provide feedback and assistance on our EAP. Once the transition is complete, meetings will occur on a quarterly basis with additional meetings as needed. Future meetings will be held at our new location at 3715 Atherton Road, Rocklin, CA 95765.

iii. The most recent VAAC meeting occurred on Oct. 5, 2023, at 3715 Atherton Road, Rocklin, CA. An updated draft of this EAP was provided to the group for additional feedback.

iv. Notices and information regarding the VAAC are posted on the Placer County Elections website and are sent to disability advocacy groups, community groups and media outlets, as well as Placer County Board of Supervisors for inclusion in their own communication to county residents.

3. Both LAAC and VAAC meetings are livestreamed through Zoom, with a public links and meeting IDs posted on our website at www.placercountyelections.gov/advisory-committee for each upcoming meeting. Meeting agendas are posted in advance, and meeting minutes appear on our website afterward for those unable to attend.

Part 2: Education and Outreach Plan

Section 1: Voter Contact – General

The Placer County Elections Office seeks to engage residents in the election process through education and transparent, effective information delivery. Education and transparency are achieved by having Elections Office staff available to the public year-round, through multiple direct voter outreach programs, and by educating candidates running for office. The Elections Office staff is available to the public by phone, by email and in person to answer questions, address concerns, and ensure the office is meeting the needs of the community.

Educating voters ensures that they are confident, engaged and actively participate in elections. The Placer County Elections Office produces handouts and prolific election material (including past election results) available to the public through the Elections website. Materials are also available through direct mailings, in person and upon request via phone or email. Direct mailings include: the extensive Placer County Voter Information Guide which every voter receives for every election, either in paper format by mail, or, at their request, in electronic format by email, a comprehensive vote-by-mail packet, and a full-color, full-page cardstock mailer sent approximately one week after the vote-by-mail packet highlighting all voting options, in-person voting locations, ballot drop box locations and contact options for our office.

A. The Placer County Elections Office will reach out to all voters and communities regarding our VCA plan, including providing information regarding the EAP and the transition from polling places to vote centers, available voting options, methods for the public to contact our office and view more information on our website, obtaining a vote-by-mail ballot, how to sign up for ballot-tracking services through BallotTrax, and utilizing the RAVBM system for accessibility via the following methods and channels:

1. Pitched stories and public service announcements (PSAs) utilizing regional television stations such as KCRA-NBC3, KQCA-My58, KXTX-ABC10, KOVR-CBS13, KMAX-31/CW31, KTXL-FOX40 and KUVS-19 (Univision)
2. Pitched stories and PSAs utilizing regional radio stations such as KFBK 1530, KXPR/KXJZ CapRadio, KTKZ 1380, Talk 650 KSTE, KAHI 950, KQED, KLMG, KRCX and KVMX-AM
3. Ad placement in and pitched stories to regional periodicals such as The Sacramento Bee, the Sacramento Business Journal, The Sacramento Observer, the Sacramento News & Review, the Auburn Journal, the Placer Herald, The Roseville Press-Tribune, The Loomis News, the Lincoln News Messenger, the Folsom Telegraph, the Sierra Sun, the Tahoe World Newspaper and the Mountain Democrat

4. Social media posts via Placer County's Facebook, X (formerly Twitter), Instagram, LinkedIn, NextDoor, YouTube, TikTok and Vimeo accounts
5. County, supervisorial district, city and chambers of commerce digital newsletters

All education and outreach content will be accessible to all voters, including those who are deaf or hard of hearing, those who are blind or visually impaired, and those with diverse language needs. The schedule of deployment for outreach content will be determined by availability of the listed media channels and outlets.

B. The Placer County Elections Office will utilize two separate direct mailings to all registered voters to provide relevant and necessary information. Information intended for inclusion in these mailings will be reviewed by both the VAAC and LAAC to ensure accessibility, and the mailings will be deployed approximately 40 days prior to an election and 14-21 days prior to an election. The Placer County Elections Office will also staff a phone bank to facilitate high call volumes and provide telephone assistance to voters. Our website contains all relevant information, including locations of drop boxes, vote centers, accessible toll-free phone numbers, RAVBM instructions and email addresses to assist voters in finding any information they require.

C. In partnership with county high schools, Placer County implemented the High School Voter Outreach program in 1993. Goals of the program include increasing voter registration and pre-registration numbers of county residents ages 16-18, educating this demographic on how to cast their vote once eligible to do so, and reiterating the importance of participating in the democratic process.

1. Through a combination of in-person presentations and prerecorded content, students are given information about the voting process, provided overviews of the political platforms by local party representatives, and hear from elected officials on how being involved in local politics impacts and benefits the community.

2. Election brochures and handouts provided to the students include the "Placer County Voter's Guide" (for new registered voters), website addresses and contact information for the qualified political parties, and a handout that summarizes the different political party platforms.

3. The Placer County "Student Poll Worker Program", established under California Elections Code § 12302 and implemented as a part of the High School Outreach Program in 1999, has allowed thousands of students throughout Placer County to observe and participate in elections as polling place volunteers.

- i. Student poll workers attend training to learn the various activities and support services provided to county residents visiting a vote center, then apply that knowledge as vote center volunteers throughout the voting period and on Election Day.

D. Placer County has utilized several county high schools and Sierra College as polling places with ballot drop-off availability in previous county elections. We intend to continue this practice as we transition to a vote center model. (See *Attachments A and B to see educational institutions currently selected as vote center and drop box locations.*)

E. In partnership with county jails, Placer County implemented the Placer County Inmate Voting Program to ensure all eligible residents who wish to participate in an election have the materials and resources necessary to do so. This previously established program also meets the requirements of Proposition 17, which passed in 2020.

1. Approximately six weeks prior to an election, a voter outreach letter is sent to the compliance officer of each county jail that outlines the following:
 - i. Voter registration process and deadlines
 - ii. Ballot application process and deadlines
 - iii. Election Day voting process via courier delivery
2. Enclosed with the letter are voter registration cards, vote-by-mail ballot applications and other informational election materials like the voter information guide.
3. Election staff collaborate with compliance officers up to, and including, Election Day to help facilitate program participation, including ballot delivery and retrieval.

F. The Placer County Elections Office offers mobile election services, including registration and ballot delivery and collection, for those eligible voters who are receiving treatment at a hospital or residing in a senior living community or rehabilitation center and unable to access the Placer County Elections Office and/or its online resources on Election Day.

1. Approximately one week before an election, the Elections Office conducts outreach to county hospitals and other healthcare facilities to ascertain if need of these services is anticipated, and to provide the administration of these facilities with details of filing a request (contact information, etc.).
2. On Election Day, any requests for deliveries and/or pickups are facilitated by Placer County Election Officers.

G. Placer County offers voters ballot-tracking services through BallotTrax, a contracted vendor of the California Secretary of State. Voters can track the status of their voted vote-by-mail ballot throughout the mailing, delivery and processing process. For voters who are interested in tracking the whereabouts and processing of their ballot, they may sign up at WheresMyBallot.sos.ca.gov. This information is included on our website, in our voter information guides, postcards, and vote-by-mail packets.

If a voter does not have access to this online system, they may contact the Placer County Elections Office by email (election@placer.ca.gov) or by phone (530-886-5650 or our accessible toll-free number, 1-800-824-8683) to request a member of elections staff look up the status of their ballot.

H. The Placer County Elections website (www.placercountyelections.gov) can be utilized as the main source of Placer County election-related information, resources and materials.

A small sampling of available material and their corresponding links is listed here:

1. **EAP** – www.placercountyelections.gov/voters-choice-act
2. **Voting Accessibility** – www.placercountyelections.gov/voting-assistance-for-voters-with-specific-needs
3. **How to Request a Ballot** – www.placercountyelections.gov/help-for-new-voters
4. **Ballot Marking Devices** – www.placercountyelections.gov/remote-accessible-vote-by-mail-2
5. **Vote Center Locations** (tentative list) – Attachment A (*The list will also be available on www.placercountyelections.gov once finalized.*)
6. **Ballot Drop Box Locations** (tentative list) – Attachment B (*The list will also be available on www.placercountyelections.gov once finalized.*)
7. **Language Assistance** – www.placercountyelections.gov/language-assistance
8. **GIS Data on Vote Center Placement** - storymaps.arcgis.com

Section 2: Voter Contact – Language Minority Communities

The Placer County Elections Office will utilize various methods to identify and educate each targeted language minority group about elections in Placer County. The Elections Office will leverage the following resources and partners to achieve this goal:

A. Data provided to the Placer County Elections Office from the California Secretary of State and the U.S. Federal Census to assist in identifying areas within Placer County that have higher concentrations of languages other than English.

B. Language translation services to provide targeted translated election materials in Spanish, Tagalog, Punjabi and Korean.

C. Available regional media to inform voters in minority language communities of the EAP, the transition from polling places to vote centers, the upcoming election and their voting options, and available voting resources such as facsimile ballots and the accessible toll-free language assistance hotline. Information and resources will be distributed through minority language mediums as available, including:

1. Pitched stories and PSAs utilizing language-specific broadcast television outlets, such as KUVS-DT (Univision)

2. Pitched stories and PSAs utilizing language-specific radio stations, such as KRPU (Radio Punjab), KFSG (Spanish) and KXMN-AM (Spanish)

3. Ad placement in, and pitched stories to, regional periodicals, as well as language-specific publications such as D'Chaleco and El Avisador (Spanish), and The Asian Journal and Philippine Fiesta (Tagalog)

All education and outreach content will be accessible to all voters, including those who are deaf or hard of hearing, those who are blind or visually impaired, and those with diverse language needs. The schedule of deployment for outreach content will be determined by availability of the listed media channels and outlets.

D. The Placer County Elections Office 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 in Placer County by Elections Code § 14201: Spanish, Tagalog, Punjabi and Korean. There will be at least one workshop for each language. The locations and times of these workshops will be posted across our social media platforms, the Placer County Elections website, county, supervisorial district and city newsletters, and any other communication channels determined effective by the LAAC.

E. Placer County plans on providing extensive training to Election Officers to address the needs of language-diverse voters. Bilingual Election Officers will be identifiable by name badges indicating languages spoken. In addition to actively

recruiting bilingual Election Officers, the Placer County Elections Office will provide instruction on how to:

1. Explain the use of a facsimile ballot to a voter.
2. Utilize the language assistance hotline Language Line if a translator or bilingual Election Officer is unavailable.
3. Ensure that all voters are aware of language resources available at vote centers.

F. The Placer County Elections Office will automatically send facsimile ballots (by mail or email, based on the voter's identified preference) to those voters in a covered precinct with a required language under California Elections Code § 14201. Additionally, any voter that lives within a precinct that has a language requirement for translated facsimile ballots and requests one be sent to them will have their request fulfilled.

Section 3: Voter Contact – Voters with Disabilities

A. The Placer County Elections Office will reach out to all voters and communities, including disabled and senior voters, regarding our VCA plan, including information regarding the EAP and the transition from polling places to vote centers, the upcoming election and their voting options, methods to contact our office and view more information on our website, obtaining a vote-by-mail ballot, available assistive voting resources and services, and utilizing the RAVBM system for accessibility via the following methods and channels:

1. Pitched stories and PSAs utilizing regional television stations such as KCRA-NBC3, KQCA-My58, KXTX-ABC10, KOVR-CBS13, KMAX-31/CW31, KTXL-FOX40 and KUVS-19 (Univision)
2. Pitched stories and PSAs utilizing regional radio stations such as KFBK 1530, KXPR/KXJZ CapRadio, KTKZ 1380, Talk 650 KSTE, KAHN 950, KQED, KLMG, KRCX and KVMX-AM
3. Ad placement in, and pitched stories to, regional periodicals such as The Sacramento Bee, the Sacramento Business Journal, The Sacramento Observer, the Sacramento News & Review, the Auburn Journal, the Placer Herald, The Roseville Press-Tribune, The Loomis News, the Lincoln News Messenger, the Folsom Telegraph, the Sierra Sun, the Tahoe World Newspaper and the Mountain Democrat
4. Social media posts on Placer County's Facebook, X (formally Twitter), Instagram, LinkedIn, NextDoor, YouTube, TikTok and Vimeo accounts
5. County, supervisorial district, city and chambers of commerce digital newsletters

All education and outreach content will be accessible to all voters, including those who are deaf or hard of hearing, those who are blind or visually impaired, and those with diverse language needs. The schedule of deployment for outreach content will be determined by availability of the listed media channels and outlets.

B. The Placer County Elections Office will work with our VAAC representatives to determine the best time, place, location and format of a voter education workshop for voters from the disabled and senior communities. The locations and time of this workshop will be posted across our social media platforms, the Placer County Elections website, county, county, supervisorial district and city newsletters, and any other communication channels determined effective by the VAAC.

C. Placer County plans on providing extensive training on how to effectively assist disabled and senior voters to Election Officers, including:

1. How to offer assistance appropriately and respectfully, observing disability etiquette to the fullest possible extent.
2. How to offer the use of assistive devices, such as ballot-marking devices to every voter upon entry to a vote center.
3. How to respond to a voter requesting curbside voting assistance

D. Placer County has historically offered curbside voting at all our polling places; vote centers will be no different. To enhance this service, the Elections Office has purchased a curbside accessible call button that, when pushed, rings into the vote center letting Election Officers know a voter is in need of assistance.

E. Services provided to voters with disabilities will include:

1. Extensive signage both outside and within every vote center detailing available assistive technology and aids.
2. Dominion ICX ballot-marking devices (BMDs) - at least three ADA-compliant ICX devices will be deployed to each vote center
3. ADA-accessible voting booths, voting equipment that features audio ballots, enlarged fonts, voting paddles, high-contrast screen ability, ports for voters to connect tactile buttons or a sip-n-puff device, threshold ramps, magnifying tools and signature guides and other equipment designed to ensure unassisted access to the vote center and the casting of a ballot.
4. All ballot return envelopes will have two holes, which voters with visual impairments can use as a signature guide to sign the envelope in the proper place (or otherwise have a tactile way to locate the signature line on the envelope).
5. Remote Accessible Vote-by-Mail (RAVBM) voting: To apply, a voter needs to complete a form available on our website at:
www.placercountyelections.gov/remote-accessible-vote-by-mail.

Upon receipt of the request, the Placer County Elections Office will email the voter a link to the RAVBM website with a unique access code. Logging in also requires voters to enter their date of birth. To learn about and apply for RAVBM, voters can:

- Contact the Elections Office at our accessible toll-free number: **1-800-824-8683**
- Email Placer County Elections vote-by-mail staff: vote@placer.ca.gov
- Follow the instructions in the Placer County Voter Information Guide
- Follow instructions on our website:
www.placercountyelections.gov/remote-accessible-vote-by-mail-2

Section 4: Vote Center and Ballot Drop-off Location Information

A. The Placer County Elections Office anticipates establishing 29 vote centers. *(See Attachment A.)*

B. The Placer County Elections Office anticipates establishing 27 ballot drop box locations; most are outdoor drop boxes available 24 hours a day, every day, starting 29 days before Election Day. *(See Attachment B.)*

Section 5: Vote Center Ballot Security and Privacy Plans

A. Voting booths are positioned with adequate space between them, and away from the check-in table, to ensure voters' privacy during the voting process. Touchscreen voting equipment is placed in ADA-compliant booths spaced to ensure easy access by voters with disabilities, and to ensure their privacy during the voting process. All voting booths are set up to be viewable by Election Officers.

B. The Placer County Elections Office utilizes strict chain-of-custody procedures to ensure the security of every election. Placer County staff and Election Officers are the only people authorized to access voting system equipment. Using single-use, tamper-evident seals, tracking software to ensure each seal is assigned to a specific voting machine, assigning voting machines to a specific precinct, and assigning serialized memory cards to a specific precinct ensures chain-of-custody is tracked and verified. The Placer County Elections Office maintains its tabulation servers in-house on a closed network that is only accessible to Placer County Elections staff and is never connected to Wi-Fi or the internet.

Section 6: Budget

A. The Placer County Elections Office projects no short-term savings due to the increased cost in acquiring Ballot on Demand (BoD) printers, laptops and Cradlepoint devices. Additionally, the cost to rent facilities will constitute a net increase in cost over traditional polling places.

B. The Placer County Elections Office projects potential long-term savings due to requiring less overall voting equipment to operate vote centers compared to traditional polling places.

C. As a part of the transition to VCA, there are additional direct voter contact requirements. Those costs are not included below because the Placer County Elections Office implemented additional direct contacts to voters before each election, beginning with the 2020 General Election; therefore, minimal new additional costs will be accrued. Additionally, the requirement for a voter assistance hotline 29 days before each election was fulfilled in Placer County beginning with the 2020 Primary Election per California Elections Code § 4005.

Outreach Activity	2016 General Election	2020 General Election	2024 Estimates
Legal Notices (newspaper)	\$1,700	\$1,700	\$1,700
Radio/TV Ads	\$0	\$0	\$6,000
League of Women Voters (Outreach Programs)	\$0	\$1,500	\$3,000
Direct Voter Mailings (print costs)	\$0	\$20,000	\$35,000
Advertisements (billboards and other multimedia ads)	\$0	\$5,100	\$10,000
Social Media and News Releases	\$0	\$0	\$1000

VOTE CENTER LOCATIONS

11-DAY LOCATIONS

<u>Name</u>	<u>Street</u>	<u>City</u>	<u>State</u>	<u>Zip</u>
Roseville Veterans Hall	110 Park Dr	Roseville	CA	95678
The Old Firehouse	300 N Lake Blvd	Tahoe City	CA	96145
Placer County Elections	3715 Atherton Dr	Rocklin	CA	95765
Lincoln Veterans Hall	541 5th St	Lincoln	CA	95648
Granite Bay Library	6475 Douglas Blvd	Granite Bay	CA	95746
Martha Riley Library	1501 Pleasant Grove Blvd	Roseville	CA	95747
Placer County Elections - Auburn	2956 Richardson Dr	Auburn	CA	95603

4-DAY LOCATIONS

<u>Name</u>	<u>Street</u>	<u>City</u>	<u>State</u>	<u>Zip</u>
@the Grounds	700 Event Center Dr	Roseville	CA	95678
Maidu Community	1550 Maidu Dr 1799	Roseville	CA	95661
Center Roseville Church	Cirby Way	Roseville	CA	95661
of Christ Granite Bay High	1 Grizzly Way	Granite Bay	CA	95746
School Lincoln Library	485 Twelve Bridges Drive	Lincoln	CA	95648
Rocklin High School	5301 Victory Ln	Rocklin	CA	95765
Whitney High School	701 Wildcat Blvd	Rocklin	CA	95765
Meadow Vista Community Center	1101 Meadow Vista Rd	Meadow Vista	CA	95722
Alta Community Center	33950 Alta Bonnybrook Rd	Alta	CA	95701
North Tahoe Event Center	8318 N Lake Blvd	Kings Beach	CA	96143
Sierra College	5100 Sierra College Blvd	Rocklin	CA	95677
Spring View Middle School	5040 5th Street	Rocklin	CA	95677
Sun City Lincoln Hills	1167 Sun City Blvd	Lincoln	CA	95648
West Park High School	2401 Panther Pl	Roseville	CA	95747
Foresthill Veterans Hall	24601 Harrison St	Foresthill	CA	95631
Auburn Veterans Hall	100 East St	Auburn	CA	95603
Loomis Veterans Hall	5945 Horseshoe Bar Rd	Loomis	CA	95650
Buljan Middle School	100 Hallissy Dr	Roseville	CA	95678
Chilton Middle School	4501 Bob Doyle Dr	Roseville	CA	95747
Cooley Middle School	9300 Prairie Woods Way	Roseville	CA	95747
Colfax Veterans Hall	22 Sunset Ave	Colfax	CA	95713
Mike Shellito Indoor Pool	10210 Fairway Dr	Roseville	CA	95678

Vote centers will be open at least eight hours per day, three to 10 days before the election, from 8 a.m. to 4 p.m. Monday through Friday, 8 a.m. to 4 p.m. on weekends, and 7 a.m. to 8 p.m. on Election Day.

Each vote center will be staffed by five to 10 election officers. Election Officers will be hired as Senior Election Aides (Inspectors) and Election Aides (Clerks).

OFFICIAL DROP BOX LOCATIONS AND ACCESSIBILITY

Locations			Accessible		Drive-Up	
			YES	NO	YES	NO
Auburn	Auburn City Clerk's Office 1225 Lincoln Wy.	24 / 7	✓			✓
	Placer County FAB Building 2956 Richardson Dr.	24 / 7	✓		✓	
Colfax	Colfax City Clerk's Office 33 S. Main St.	Mon – Thurs 8 AM – 5 PM	✓			✓
	Colfax Library 10 W Church St.	24 / 7	✓			✓
Foresthill	Veterans Memorial Hall 24601 Harrison St.	24 / 7	✓			✓
Granite Bay	Granite Bay Library 6475 Douglas Blvd.	24 / 7	✓			✓
Kings Beach	Kings Beach Library 301 Secline St.	24 / 7	✓			✓
Lincoln	Lincoln City Clerk's Office 600 6 th St.	24 / 7	✓			✓
	Sun City Lincoln Hills Orchard Creek Parking Lot 965 Orchard Creek Ln.	24 / 7	✓			✓
	Sun City Lincoln Hills Orchard Creek Lodge 965 Orchard Creek Ln.	Mon – Fri 8 AM – 5 PM	✓			✓
Loomis	Loomis Town Clerk's Office 3665 Taylor Rd.	24 / 7	✓			✓
Olympic Valley	Olympic Valley Public Service District 305 Olympic Valley Rd.	Pending Install				✓
Tahoe City	The Old Firehouse 300 N Lake Blvd.	24 / 7	✓			✓

Locations			Accessible		Drive-Up	
			YES	NO	YES	NO
Rocklin	Destiny Community Center 6850 Five Star Blvd.	24 / 7	✓			✓
	Placer County Clerk-Recorder-Elections Office 3715 Atherton Rd.	24 / 7	✓		✓	
	Rocklin City Clerk's Office 3970 Rocklin Rd.	24 / 7	✓			✓
	Rocklin Library 4890 Granite Dr.	24 / 7	✓			✓
	Sierra College 5100 Rocklin Rd.	Potential				
	Veterans Services Office 1000 Sunset Blvd. Suite 115	Mon – Thurs 8 AM – 5 PM Fri 8 AM – 12 PM	✓			✓
	Whitney Ranch The Ranch House 851 Old Ranch House Rd.	24 / 7	✓		✓	
Roseville	Maidu Library 1530 Maidu Dr.	24 / 7	✓			✓
	Martha Riley Library 1501 Pleasant Grove Blvd.	24 / 7	✓			✓
	Nugget Markets 1509 Blue Oaks Blvd.	Every Day 6 AM – 10 PM	✓			✓
	Nugget Markets 771 Pleasant Grove Blvd.	Every Day 6 AM – 10 PM	✓			✓
	Roseville City Clerk's Office 311 Vernon St.	24 / 7	✓			✓
	Roseville Downtown Library 225 Taylor St.	24 / 7	✓			✓
	Santucci Justice Center Revenue Services 10810 Justice Center Dr.	24 / 7	✓			✓

Modifying Measures Needed

None

**PROPOSED VOTE
CENTER
LOCATIONS**

**HAVA & ROOM DIAGRAM
INFORMATION**

VOTE CENTER LOCATIONS

11-DAY LOCATIONS

Name	Street	City	State	Zip
Roseville Veterans Hall	110 Park Dr	Roseville	CA	95678
The Old Firehouse	300 N Lake Blvd	Tahoe City	CA	96145
Placer County Elections	3715 Atherton Dr	Rocklin	CA	95765
Lincoln Veterans Hall	541 5th St	Lincoln	CA	95648
Granite Bay Library	6475 Douglas Blvd	Granite Bay	CA	95746
Martha Riley Library	1501 Pleasant Grove Blvd	Roseville	CA	95747
Placer County Elections - Auburn	2956 Richardson Dr	Auburn	CA	95603

4-DAY LOCATIONS

Name	Street	City	State	Zip
At the Grounds	700 Event Center Dr	Roseville	CA	95678
Maidu Community Center	1550 Maidu Dr	Roseville	CA	95661
Roseville Church of Christ	1799 Cirby Way	Roseville	CA	95661
Granite Bay High School	1 Grizzly Way	Granite Bay	CA	95746
Lincoln Library	485 Twelve Bridges Drive	Lincoln	CA	95648
Rocklin High School	5301 Victory Ln	Rocklin	CA	95765
Whitney High School	701 Wildcat Blvd	Rocklin	CA	95765
Meadow Vista Community Center	1101 Meadow Vista Rd	Meadow Vista	CA	95722
Alta Community Center	33950 Alta Bonnybrook Rd	Alta	CA	95701
North Tahoe Event Center	8318 N Lake Blvd	Kings Beach	CA	96143
Sierra College	5100 Sierra College Blvd	Rocklin	CA	95677
Spring View Middle School	5040 5th Street	Rocklin	CA	95677
Sun City Lincoln Hills	1167 Sun City Blvd	Lincoln	CA	95648
West Park High School	2401 Panther Pl	Roseville	CA	95747
Foresthill Veterans Hall	24601 Harrison St	Foresthill	CA	95631
Auburn Veterans Hall	100 East St	Auburn	CA	95603
Loomis Veterans Hall	5945 Horseshoe Bar Rd	Loomis	CA	95650
Buljan Middle School	100 Hallissy Dr	Roseville	CA	95678
Chilton Middle School	4501 Bob Doyle Dr	Roseville	CA	95747
Cooley Middle School	9300 Prairie Woods Way	Roseville	CA	95747
Colfax Veterans Hall	22 Sunset Ave	Colfax	CA	95713
Mike Shellito Indoor Pool	10210 Fairway Dr	Roseville	CA	95678

LOCATIONS PENDING SURVEY

NEW PENDING SURVEY LOCATIONS (NOT REVIEWED BY VAAC)

- Placer County Elections -Auburn Ca.
- Rocklin High School -Rocklin Ca.

TABLE OF CONTENT

NEW SURVEYED LOCATIONS (NOT REVIEWED BY VAAC)

- Mitigating issues
- Room diagram
- HAVA instructions

LOCATIONS PREVIOUSLY REVIEWED BY VAAC

- Room diagram
- HAVA instructions

NEW SURVEYED LOCATIONS

Not Reviewed By VAAC

Mitigating Issues and Locations:

At the Grounds - Garden Room, Roseville

Accessible Parking

- There are numerous accessible spaces but no designated van accessible with a wide enough access aisle. Place a van accessible sign on 36" cone and block off space on the right with cones to create a wider access aisle.

Voting Room

- The main entry double doors to the voting area are too heavy and do not meet our accessibility requirements, therefore the doors need to remain open during voting hours. Use 1" door stops to keep doors open.

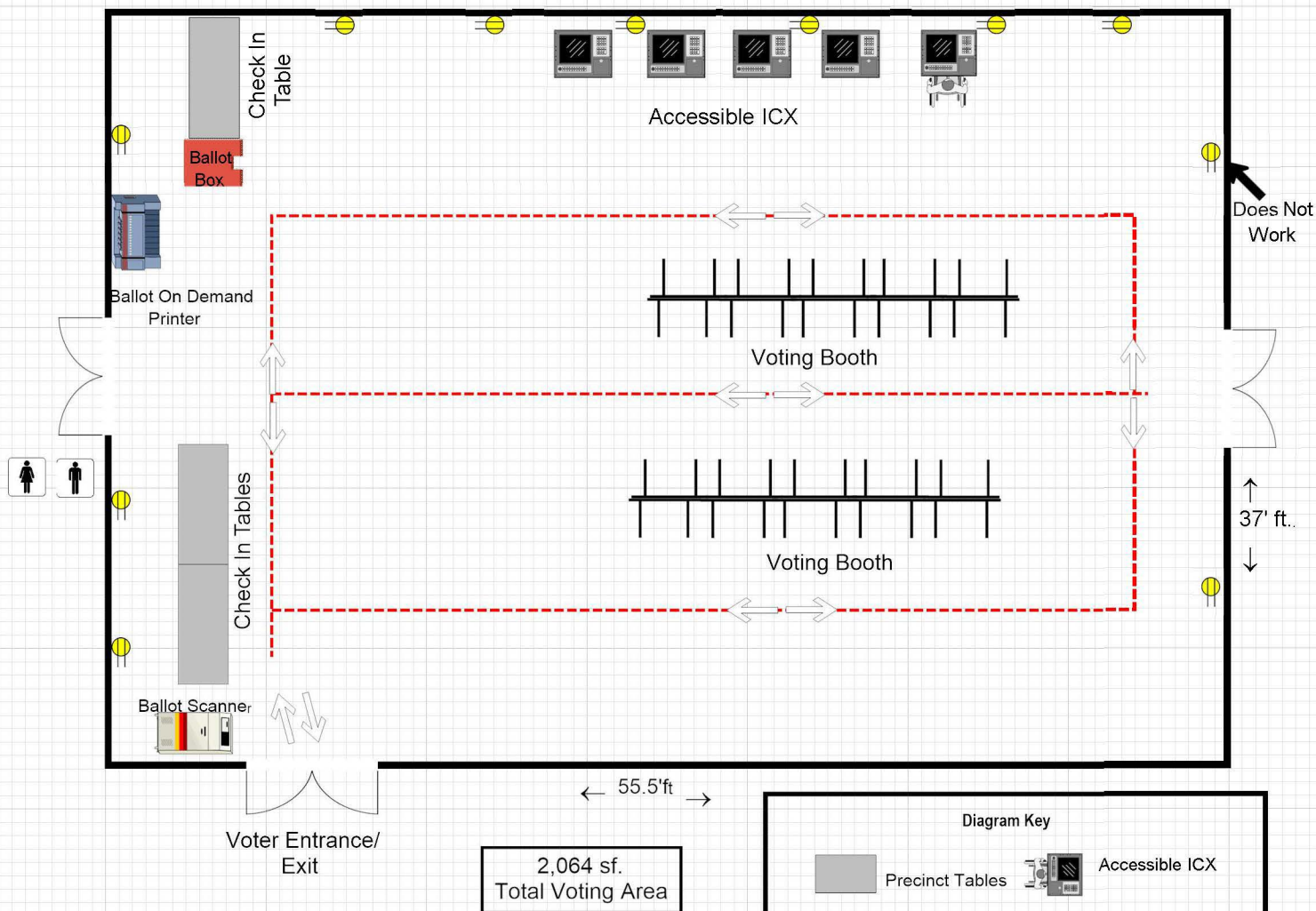
Men's Restroom

- Force required to open restroom door exceeds HAVA maximum requirement.
- No Triangle sign on door
- Mounting height and pathway clearance of dispensers does not meet HAVA requirements.

Women's Restroom

- Force required to open restroom door exceeds HAVA maximum requirement.
- Mounting height of dispensers does not meet HAVA requirements.

At The Grounds-Garden Room Roseville Ca.



This diagram is a suggested room set up for election days. If you find that there is a more efficient way to set up, you are welcome to do so. Remember to refer to your HAVA instructional diagram to mitigate all hazard/barriers and/or other accessibility issues as required by state law

At The Grounds – Garden Room HAVA Instructions

Directional Signs



Use directional signs to direct voters to the voting area.

1. Place an accessible directional sign on a 36-inch vote cone and place it in the bark in front of the accessible parking, directing voters up the pathway toward the entrance gate.
2. Place an accessible directional sign on a 36-inch vote cone and a directional sandwich board sign in the grass to direct voters to the voting room entrance.



3. Place a directional sandwich board sign next to the planter to direct voters to the voting room entrance.

At The Grounds – Garden Room HAVA Instructions



Place a "Vote Here" cone topper at the voting room entrance.

Accessible Parking



The current accessible parking does not meet all of the accessibility requirements and must be modified.

1. Place a van accessible sign on a 36-inch cone and place it in front of the accessible parking spot closest to the path of travel.
2. Block off the space directly to the right of the space with (2) 36-inch cones to create a wider access aisle that meets the requirements.

NEW SURVEYED LOCATION

Not Reviewed By VAAC

Mitigating Issues and Location:

Meadow Vista Community Center, Meadow Vista Ca.

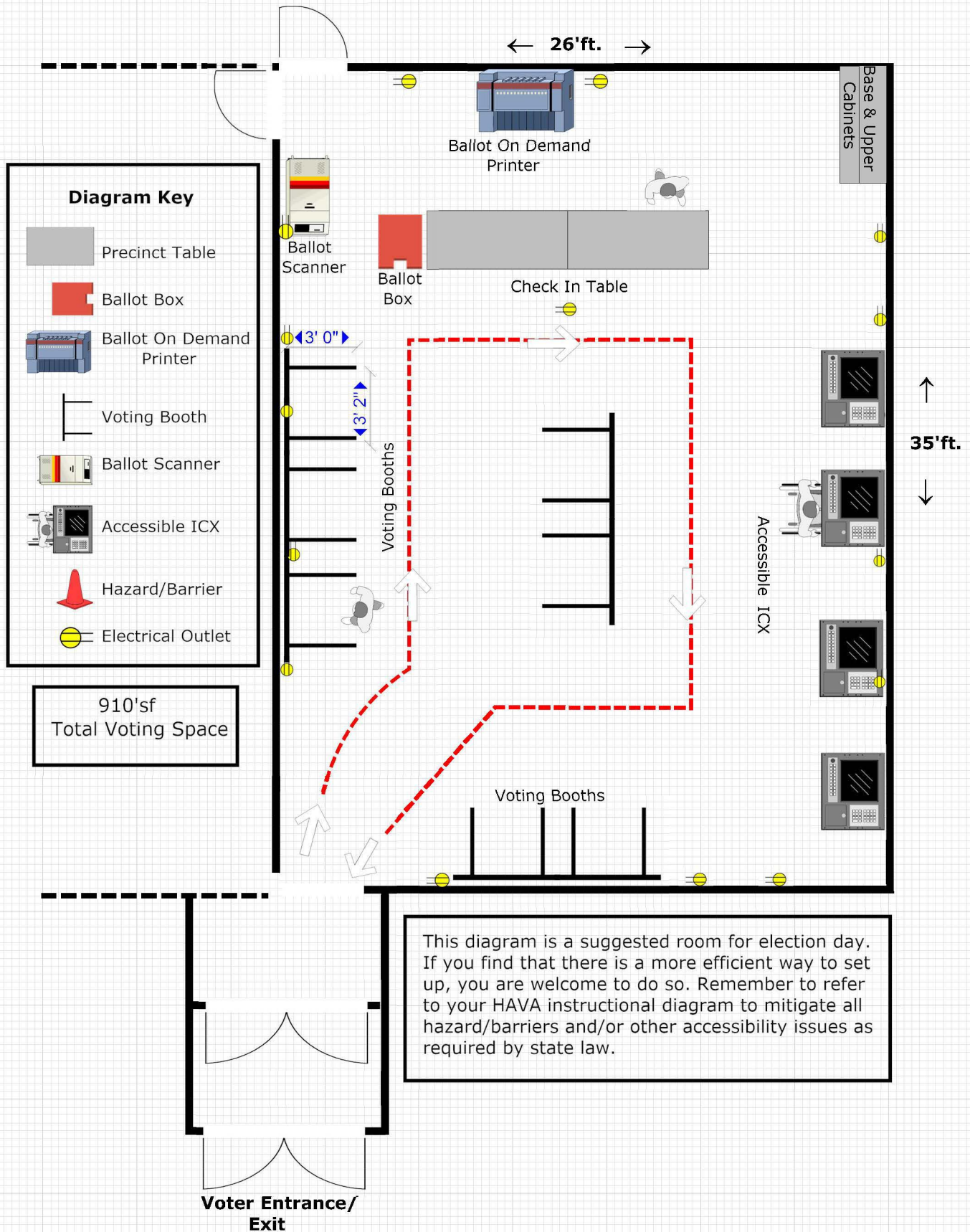
From main entrance to voting area:

- Interior hallway/corridor measures 38.5”in.- HAVA recommends 44”in or better.

Men’s and women’s Restrooms:

- **Sink Faucets:** Pounds of force to turn on faucets, range from 7 lbf to 21 lbf. -HAVA recommends 5 lbf or less.
- **Dispensers:** Paper towel, soap dispensers, Etc. are at a height of 41”in. to 42.25”in.- HAVA recommends 40”in. or lower.

Meadow Vista Community Center, Broadwell Room. Meadow Vista Ca.



Meadow Vista Community Center HAVA Instructions

Directional Signs



Use directional signs to direct voters to the polling place parking and entrance.

1. Place a sandwich board in front of the red fence at the entrance to the parking lot on Meadow Vista Rd.
2. Place an accessible directional sign in the dirt on the left side of the bottom of the stairs directing voters with disabilities toward the ramp/accessible pathway.
3. Place an accessible directional sign on a 36-inch vote cone and place in front of the doors at the top of the stairs directing voters to head right toward the polling place entrance
4. Place a "Vote Here" sign on a 36-inch cone and place in the dirt area to the right of the polling place entrance.

Be sure not to block any portion of the roadways, doorways or path of travel.

Meadow Vista Community Center

HAVA Instructions

Hazards/Barriers



Both the main entrance doors and the interior doors are too heavy and do not meet all the accessibility requirements; therefore both sets of doors must remain open.

1. Keep both exterior doors open to at least a 90 degree angle using the provided door stops or existing rocks.
2. Keep at least one of the interior doors open to at least a 90 degree angle using the provided door stops or existing rocks.
3. If the facility or weather is not permitting the door(s) to remain open, a poll worker must be assigned to open the door for every voter entering and exiting the building.



Use 12-inch cones to serve as cane detectable barriers for any objects mounted on walls between 27-80 inches that protrude more than 4" into the path of travel or voting area.

1. Place a 12" cone under the fire extinguisher in the lobby area to serve as a cane detectable barrier.

Meadow Vista Community Center HAVA Instructions

Lighting



The parking area and path of travel may not have sufficient lighting once the sun goes down.

1. Use additional light set and extension cords to illuminate areas of the parking lot or path of travel with poor lighting.
- Make sure extension cords are out of the path of travel and do not present any tripping hazards.
 - If necessary, use provided cord covers to cover any electrical cords that could possibly present a tripping hazard.

Kitty Litter



During winter months, use kitty litter as traction control on icy or slippery surfaces in the parking area or path of travel.

1. Generously pour and spread kitty litter evenly across icy or slippery surfaces.

NOTE: Be sure not to block any portion of the roadway, path of travel or doorways.

NEW SURVEYED LOCATION

Not Reviewed By VAAC

Mitigating Issues and Location:

North Tahoe Event Center-Evergreen Room, Kings Beach CA.

The interior doors to the voting area:

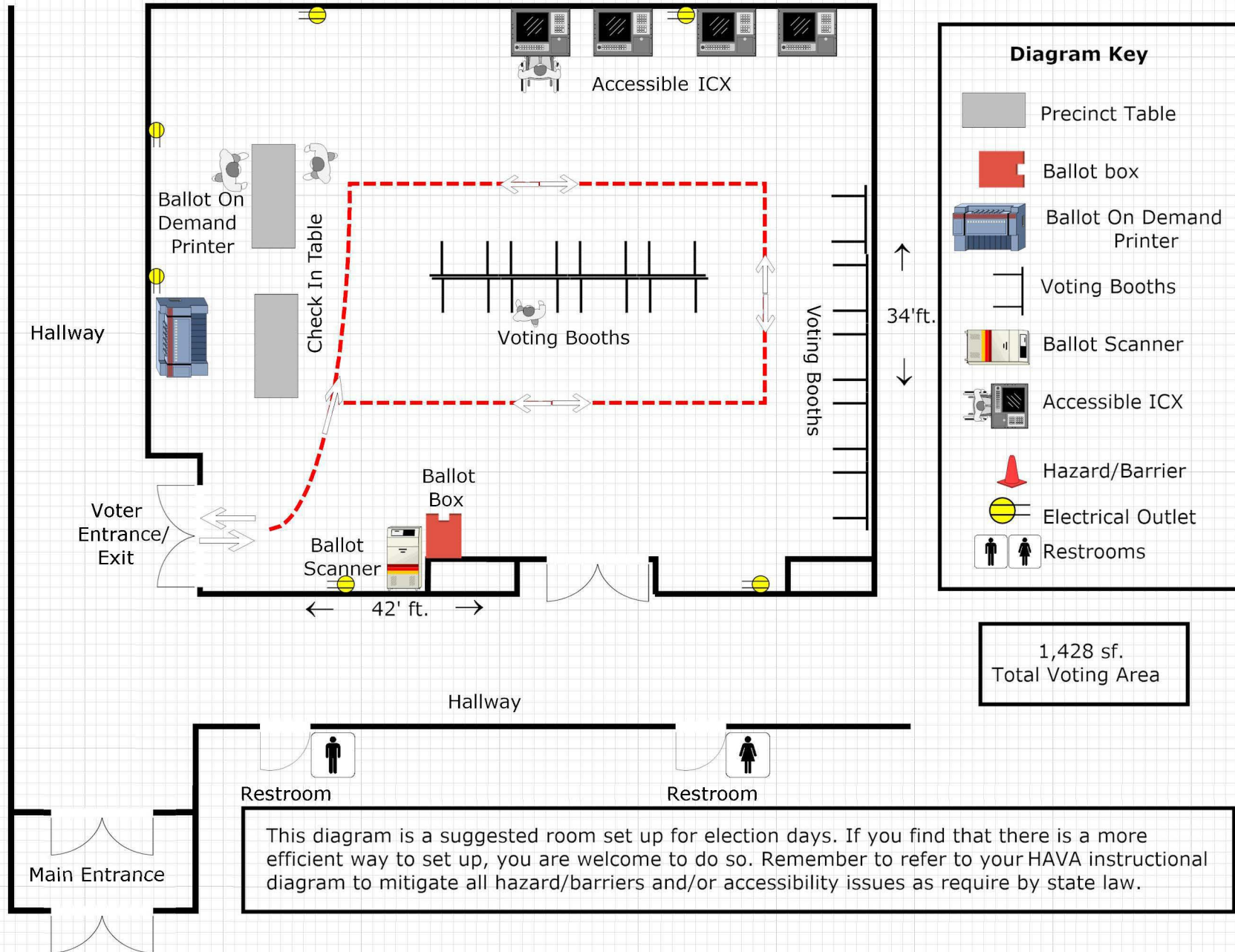
- They are too heavy and do not meet our accessibility requirements, therefore the doors need to remain open during voting hours. Doors stay open automatically when open fully, if not, use provided doors stops if necessary.
- Voting Area Has a big screen TV that protrudes more than 4" inches: Place 12" cones under big screen TV

Men's Restroom:

- Main door measured 31" in. clear entrance-HAVA recommends 32 in.; or better.
- **Force to open door is:** Push side 6 lbf-Pull side 8 lbf- HAVA recommends 5 lbf or less.
- **Sink Faucets:** They are the metering type and they do not stay on for at least 10 seconds as recommended by HAVA.
- **Accessible stall door:** Opened at 90-degree angle, opening measures 31" in. – HAVA recommends 34" of better.
- **In the interior of the accessible stall:** The clear space in front of the toilet is 56" in. W by 60" in. L – HAVA recommends 60" in. by 60" in. Aisle leading to the accessible stall measures 36.5" in – HAVA recommends 44" in or better.

(Women's restroom has similar Issues).

North Tahoe Event Center-Evergreen Room. Kings Beach Ca.



North Tahoe Event Center

HAVA

EVERGREEN ROOM

Directional Signs



Use directional signs to direct voters to the voting location.

1. Place a sandwich board in the dirt/planter in front of the Event Center. Do not block the curb ramp.

NOTE: Be sure not to block any portion of the roadway, path of travel or doorways.

Accessible Parking



There is no designated van accessible parking space. Mark existing space.

1. Place a van accessible sign on a 36-inch cone and place at the front of the accessible parking space.

North Tahoe Event Center

HAVA

EVERGREEN ROOM

Directional Signs



Use directional signs to direct voters to the voting location.

1. Place a sandwich board in the dirt/planter in front of the Event Center. Do not block the curb ramp.

NOTE: Be sure not to block any portion of the roadway, path of travel or doorways.

Accessible Parking



There is no designated van accessible parking space. Mark existing space.

1. Place a van accessible sign on a 36-inch cone and place at the front of the accessible parking space.

North Tahoe Event Center

HAVA

EVERGREEN ROOM

Barriers/Hazards



Both sets of doors at the main entrance are too heavy and do not meet our accessibility requirements; therefore the doors must remain open.

1. Keep door(s) open – doors stay open automatically when opened fully. (Use provided door stops if necessary).
2. If the facility or weather is not permitting the door(s) to remain open, a poll worker must be assigned to open the door for every voter entering and exiting the building.



The interior doors to the voting room are too heavy and do not meet our accessibility requirements; therefore the doors must remain open.

3. Keep door(s) open – doors stay open automatically when opened fully. (Use provided door stops if necessary).
4. If the facility or weather is not permitting the door(s) to remain open, a poll worker must be assigned to open the door for every voter entering and exiting the building.

North Tahoe Event Center

HAVA

EVERGREEN ROOM

Barriers/Hazards Continued



During winter months, use kitty litter as traction control on icy or slippery surfaces in the parking area or path of travel.

1. Generously pour and spread kitty litter evenly across icy or slippery surfaces.



NEW SURVEYED LOCATIONS

Not Reviewed By VAAC

Mitigating Issues and Locations:

Placer County Elections – Voting Center, Rocklin

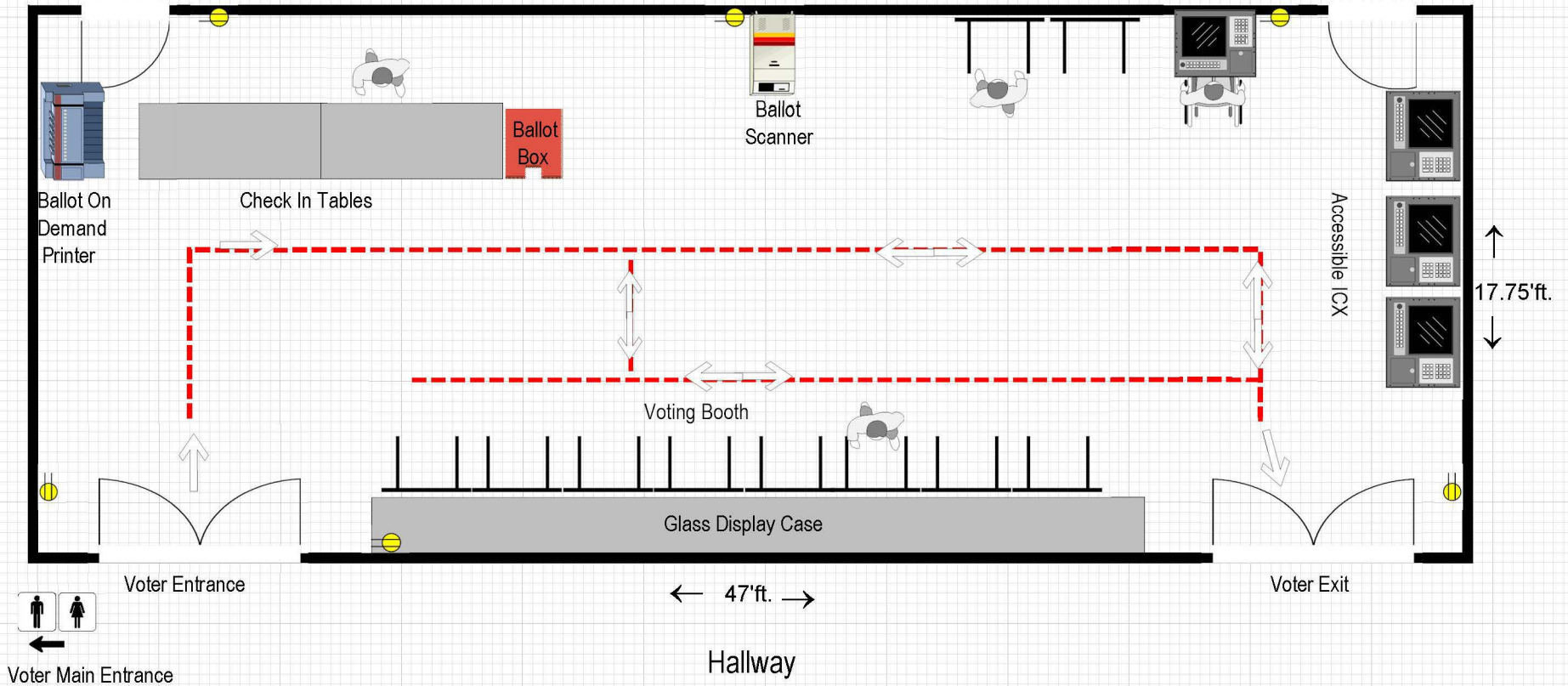
Voting Room

- The double door entry to the voting area are too heavy and do not meet our accessibility requirements, therefore the doors need to remain open during voting hours. Engage the door stop locks to keep doors open.

Men's and Women's Restrooms

- Force required to open restroom door exceeds HAVA maximum requirement.
- Faucet water flow time when automatic sensor is activated is less than HAVA requirement of 10 seconds.

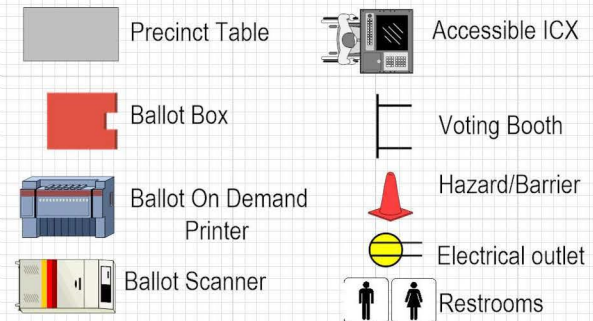
Placer County Elections-Voting Room Rocklin Ca.



This diagram is a suggested room set up for election days. If you find that there is a more efficient way to set up, you are welcome to do so. Remember to refer to your HAVA instructional diagram to mitigate all hazard/barriers and/or other accessibility issues as require by state law.

834' sf.
Total Voting Area

Diagram Key



Placer County Elections, Rocklin – Voting Center HAVA Instructions

Directional Signs



Place a directional sandwich board sign in the grass at property line entry.



Place a directional sandwich board sign in the grass at the right corner of the building to direct voters towards building entrance on the far left side.



Place a directional sandwich board sign in the grass at the left corner of the building to direct voters towards building entrance on the far left side.

Placer County Elections, Rocklin – Voting Center
HAVA Instructions



Place a Directional Vote Here cone topper at the left building entrance.



Place a "Vote Here" cone topper at voting room entrance.

NEW SURVEYED LOCATION

Not Reviewed By VAAC

Mitigating Issues and Location:

Sierra College, LR Building-Board Room, Rocklin Ca.

At the accessible ramp to the voter's entrance/exit:

- Intermediate landing, when ramp changes direction, measures 60" in W. by 60" in L.- HAVA recommends 60" in W. by 72" in L.

Voter entrance/exit door:

- Door is too hard to open, keep the door open during voting hours. If weather does not permit to keep door open, a poll worker must be assigned to open the door for every voter entering and exiting the building.

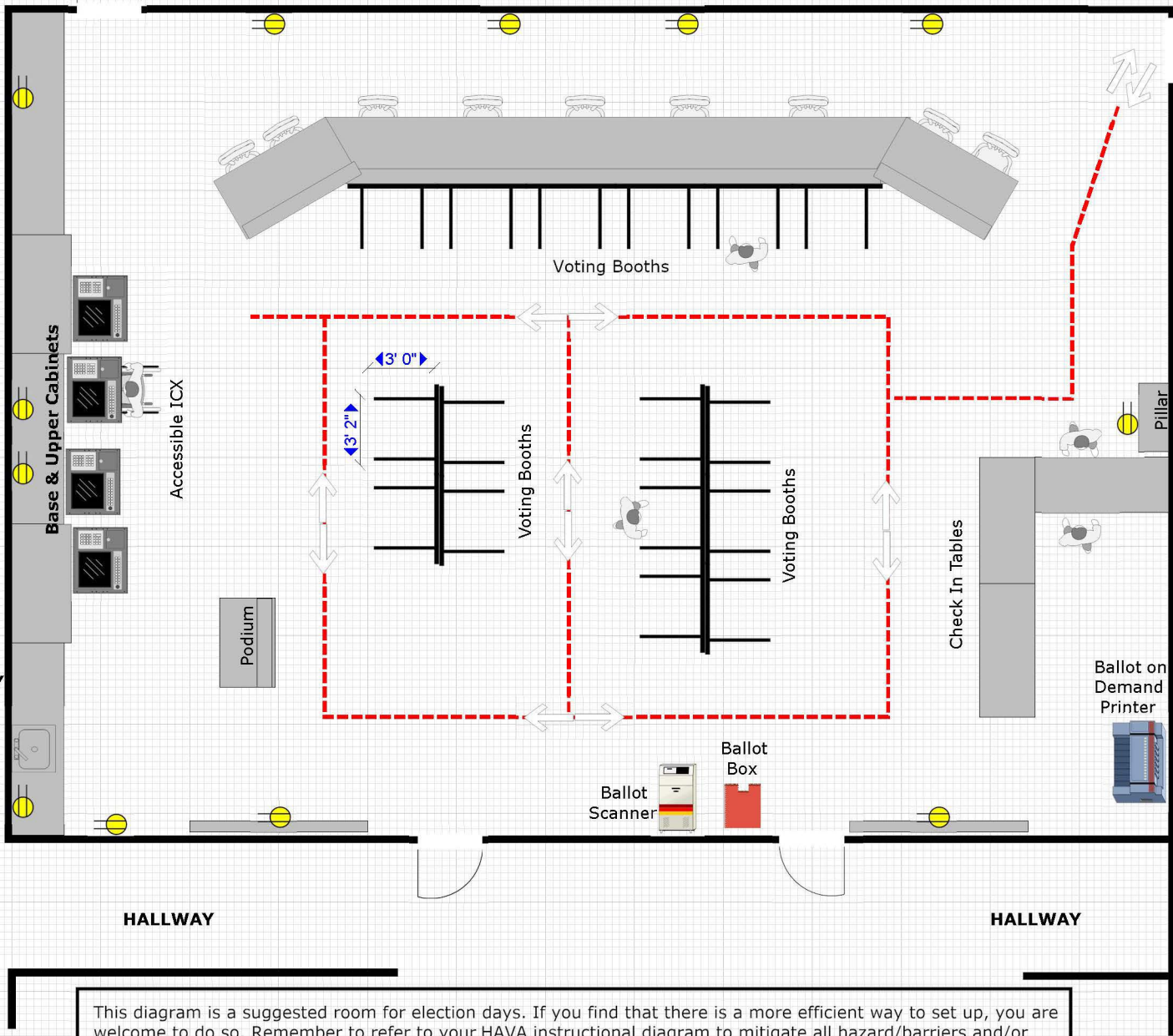
Men's Restroom:

- **Door:** The pounds of force required to open door to enter restroom, ranges between 3 lbf to 15 lbf.
- **Accessible stall:** Clear space in front of toilet is 57" in W. by 60" in L. – HAVA recommends 60" in W. by 60" in L. Stall door is not self-closing nor has accessible handles as recommended by HAVA.
- (Women's restroom has similar issues)

Sierra College-Board Room. Rocklin Ca.

← 52' →

**Voter
Entrance/Exit**



Accessible ICX

Podium

Voting Booths

Voting Booths

Voting Booths

Check In Tables

Ballot on
Demand
Printer

Pillar

Diagram Key

- Precinct table
- Ballot Box
- Ballot on Demand Printer
- Voting Booth
- Ballot Scanner
- Accessible ICX
- Hazard/Barrier
- Electrical Outlet
- Bathrooms

959sft.
Total Voting area

HALLWAY

HALLWAY

HALLWAY

This diagram is a suggested room for election days. If you find that there is a more efficient way to set up, you are welcome to do so. Remember to refer to your HAVA instructional diagram to mitigate all hazard/barriers and/or other accessibility issues as require by state law

Sierra College, LR Building (Board Room) HAVA Instructions

Directional Signs



Use signs to direct voters to the closest parking lot to the LR building/Board Room (Lot A1) and to direct voters from the parking lot to the voting area.



1. Place a sandwich board in the dirt area at intersection of Campus Drive and Center Drive directing voters toward parking LOT A1.
2. Place a sandwich board in the dirt area at the entrance to Parking LOT A1.
3. Place a sandwich board near the top of the ramp against the cement wall directing voters toward the ramp and side entrance to the Board Room. Do not block the ramp.
4. Place a "Vote Here" cone topper sign on a 36-inch cone and place to the left of the side entrance door to the Board Room.



5. Use additional "Vote" yard signs to place in the grass/dirt anywhere you find helpful to direct voters to the parking or voting area.
 - Place some along Campus Drive directing voters toward Lot A1.
 - Place some on campus directing voters toward the LR building.



NOTE: Be sure not to block any portion of the roadway, path of travel or doorways.

Sierra College, LR Building (Board Room) HAVA Instructions

Directional Signs continued



For voters who enter through the main entrance on the bottom floor:

1. Place a "Vote Here" cone topper sign on a 36-inch cone and place in-between the 2 sets of double doors.
2. Place a "Vote Here" cone topper sign on a 36-inch cone and place against the wall to the right of the main entrance to the Board Room.

NOTE: Be sure not to block any portion of the path of travel or doorways.



Hazards/Barriers



Both the side entrance door to the Board Room and the main entrance door to the Board Room do not meet all of the accessibility requirements; therefore the door(s) must remain open.

1. Keep both doors open to at least a 90 degree angle, using the provided or installed doorstops.

If the Facility or weather does not allow the door(s) to remain open, a poll worker must be assigned to open the door for every voter entering and exiting the building.

NEW SURVEYED LOCATION

Not Reviewed By VAAC

Mitigating Issues and Location:

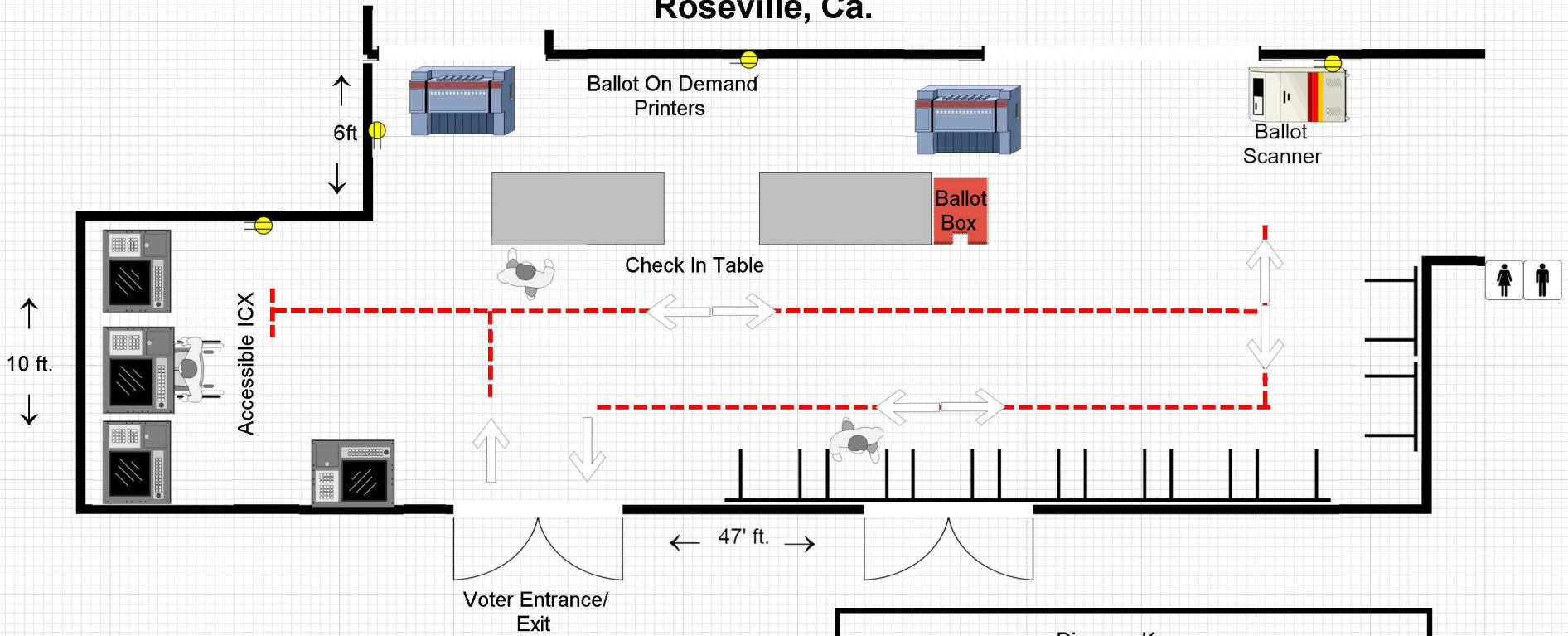
West Park Hight School, Grove Theatre Lobby.

Roseville Ca.

Voter entrance/exit doors:

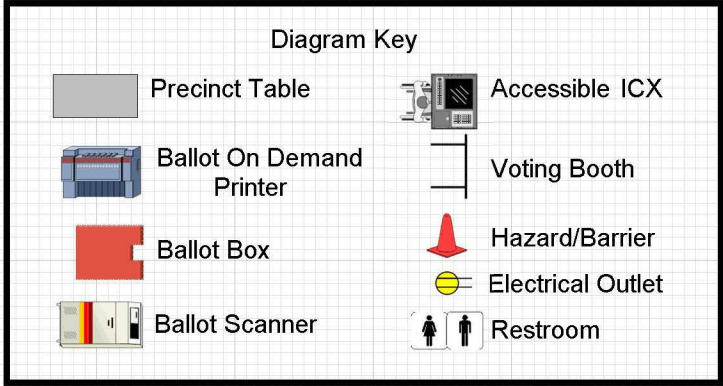
- Doors are too hard to open, keep them open during voting hours. If the weather does not permit to keep doors open, a poll worker must be assigned to open the door for every voter entering and exiting the building.

West Park High School Grove Theater Lobby Roseville, Ca.



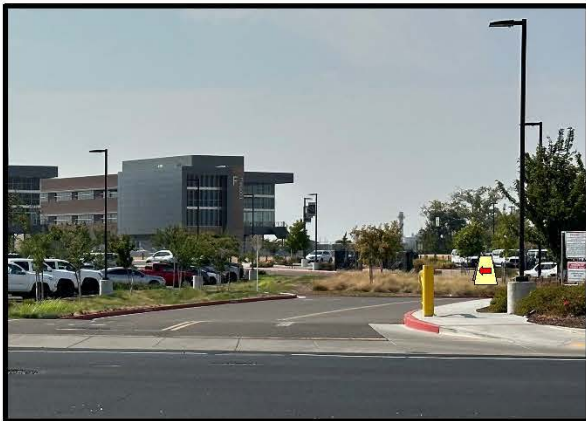
This diagram is a suggested room set up for election days. If you find that there is a more efficient way to set up, you are welcome to do so. Remember to refer to your HAVA instructional diagram to mitigate all hazard/barriers and/or other accessibility issues as required by state law.

705 sf.
Total Voting Area



West Park High School, Grove Theater Lobby HAVA Instructions

Directional Signs



Use signs to direct voters toward the visitor parking and Grove Theater.

1. Place a directional sandwich board in the grass or dirt at the main entrance to parking lot.
2. Place a directional sandwich board in the grass or dirt in the island after the main entrance to parking lot.
3. Place a directional sandwich board in the grass or dirt near the front office near the west park high school monument sign (close to accessible parking) directing voters toward Grove Theater.
4. Place a directional sandwich board in the grass by the stairs at the Grove Theater.
5. Use the additional vote yard signs to place in the grass/dirt anywhere you find helpful to direct voters toward Grove Theater.

NOTE: Be sure not to block any portion of the roadway, path of travel or doorways.

West Park High School, Grove Theater Lobby HAVA Instructions

Directional Signs



6. Place a "Vote Here" cone topper on 36" cone at the Grove Theater Lobby entrance.

Hazards/ Barriers



The main entrance doors are too heavy and do not meet all of the accessibility requirements; therefore the door(s) must remain open.

1. Keep at least 1 door open to at least a 90 degree angle, doors stay open automatically when opened fully. (Use provided door stops if necessary).

If the Facility or weather does not allow the door(s) to remain open, a poll worker must be assigned to open the door for every voter entering and exiting the building.

**LOCATIONS
PREVIOUSLY
REVIEWED BY
VAAC**

Alta Community Hall HAVA Instructions

Directional Signs



Place directional signs to direct voters to the voting location.

1. Place a sandwich board in the dirt area at the entrance to the fire station/community center.

NOTE: Be sure not to block any portion of the roadway, path of travel or doorways.

Accessible Parking



Place directional signs to direct voters with disabilities to the accessible parking/entrance.

1. Place an accessible directional sign on a 36-inch cone and place near the red barn directing voters with disabilities up toward the accessible parking and entrance.



Alta Community Hall

HAVA Instructions

Hazards/Barriers



The threshold on the exterior side of the entrance is too high and does not meet accessibility requirements. Based on previous notes from this location, our threshold mats create a tripping hazard.

1. Place a 3x5 mat on top of the red rug and place both mats flush against the threshold.



The main entrance doors are too heavy and do not meet all of the accessibility requirements; therefore the door(s) must remain open.

1. Keep door(s) open to the full 90 degree angle, doors stay open automatically when opened fully. (Use provided door stops if necessary).
2. If the Facility or weather does not allow the door(s) to remain open, a poll worker must be assigned to open the door for every voter entering and exiting the building.

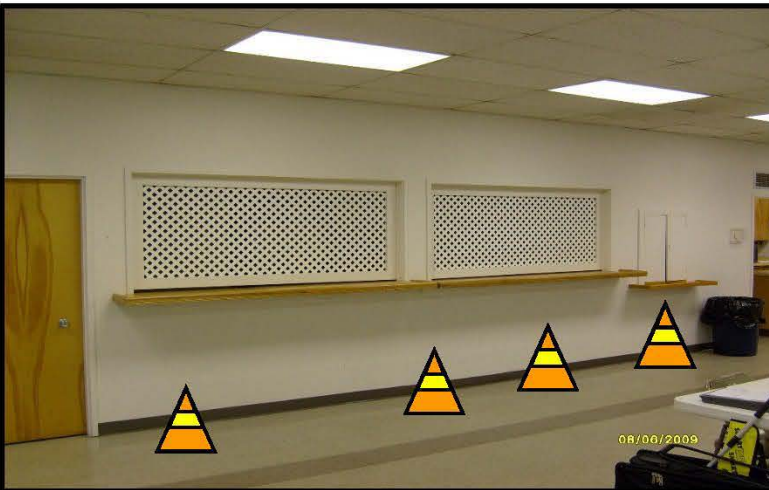
Alta Community Hall HAVA Instructions

Hazards/Barriers Continued



The interior door(s) to the community hall do not have accessible hardware and are too heavy and do not meet all of the accessibility requirements. The door(s) must remain open.

1. Keep door(s) open to at least a 90 degree angle using the installed door stops. (Use provided door stops if necessary).



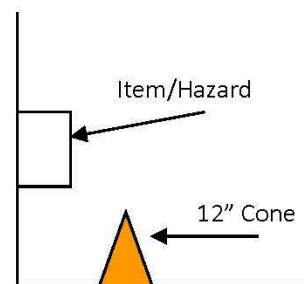
The kitchen shelves protrude more than 4-inches and do not meet accessibility requirements.

1. Place (4) 12-inch cones along the front edge of the protruding shelves to serve as cane detectors.

The 2 speaker shelves in the corners of the room are too low and do not meet accessibility requirements.



2. Place (1) 12-inch cone along the front edge of each shelf.



Alta Community Hall
HAVA Instructions

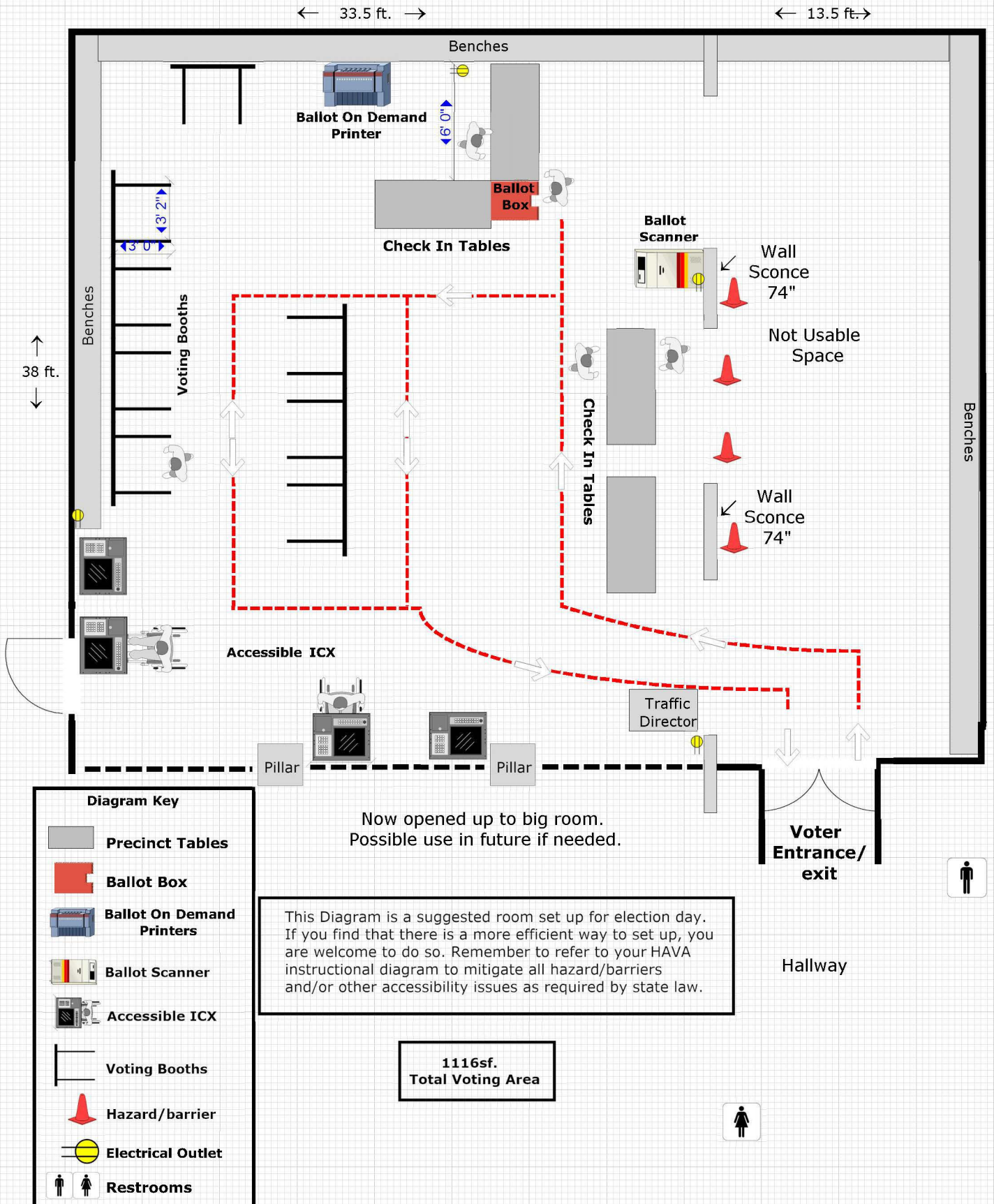
Hazards/Barriers Continued



During winter months, use kitty litter as traction control on icy or slippery surfaces in the parking area or path of travel.

1. Generously pour and spread kitty litter evenly across icy or slippery surfaces.

Auburn Veterans Hall-Upstairs Hall Auburn Ca.



Auburn Veterans Memorial Hall
HAVA Instructions

Directional Signs



Use directional signs to direct voters to the parking area and polling place entrance.

1. Place a sandwich board at the corner of Lincoln way and East Street directing voters toward the Veteran's Hall.
2. Place accessible directional signs to direct voters with disabilities toward the accessible parking on the right side of the building, closest to the accessible entrance.



- Place an accessible directional sign on a 36-inch cone and place at the bottom of the ramp at the back entrance directing voters with disabilities toward the front entrance.
- Place an accessible directional sign on a 36-inch cone and place toward the back of the parking lot directing voters with disabilities toward the accessible parking on the right side of the building.



Auburn Veterans Memorial Hall HAVA Instructions

Hazards/Barriers



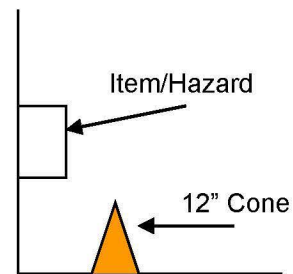
Both the main entrance door and the interior door do not meet all the accessibility requirements; therefore the doors must remain open.

1. Keep both doors opened using the installed door stops.
2. If the facility or weather is not permitting the door(s) to remain open, a poll worker must be assigned to open the door for every voter entering and exiting the building.



Use 12-inch cones to serve as cane detectable barriers for any objects mounted on walls between 27-80 inches that protrude more than 4" into the path of travel or voting area.

1. Place a 12" cone under the center of the water fountains to serve as cane detectable barriers.



Auburn Veterans Memorial Hall HAVA Instructions



Place three 12-inch cones at the top of the stairs to serve as cane detectable barriers and to prevent voters from going downstairs.

Buljan Middle School-Library. Roseville Ca.

← 53.5'ft. →

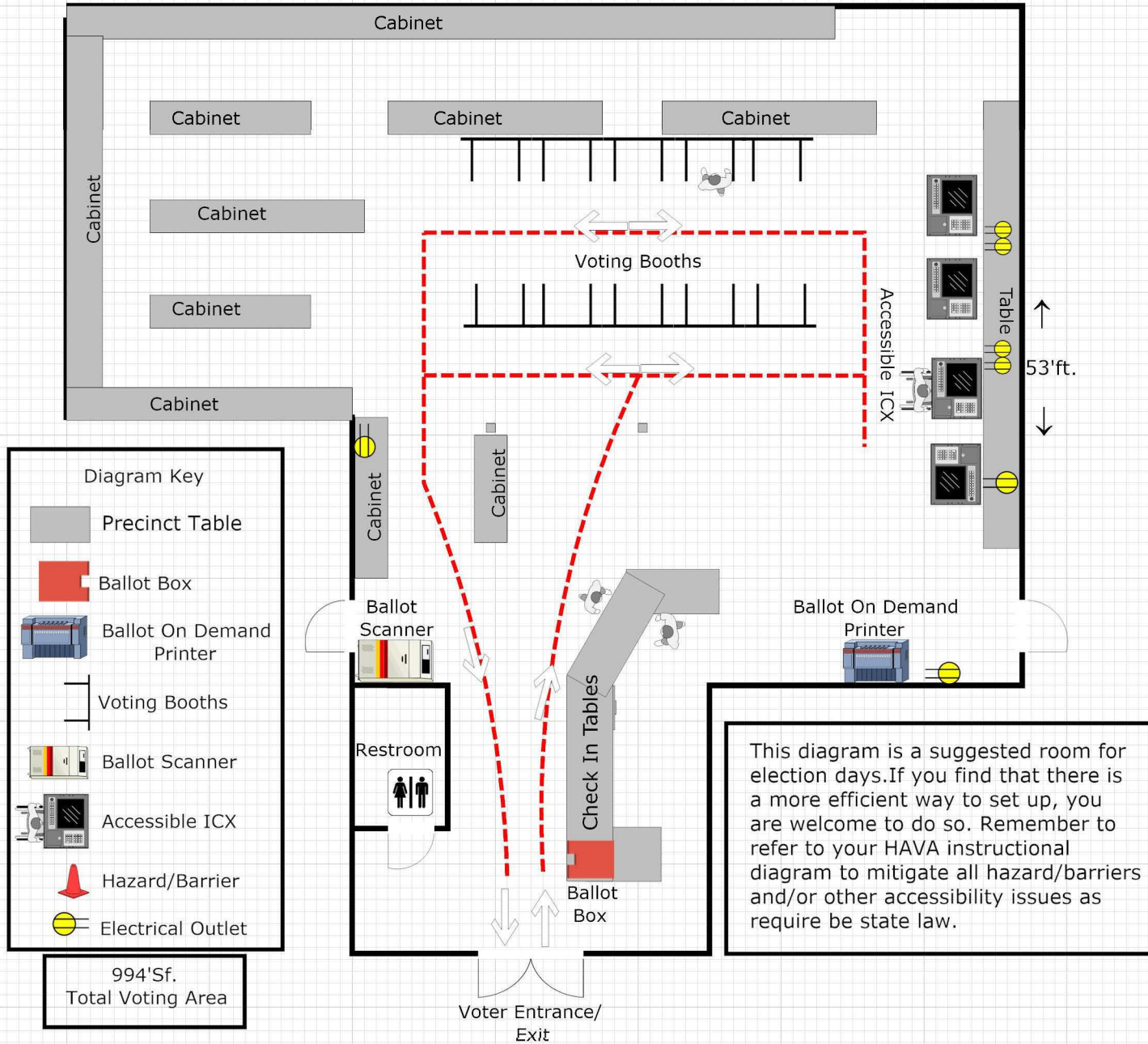










Diagram Key

-  Precinct Table
-  Ballot Box
-  Ballot On Demand Printer
-  Voting Booths
-  Ballot Scanner
-  Accessible ICX
-  Hazard/Barrier
-  Electrical Outlet

994'Sf.
Total Voting Area

This diagram is a suggested room for election days. If you find that there is a more efficient way to set up, you are welcome to do so. Remember to refer to your HAVA instructional diagram to mitigate all hazard/barriers and/or other accessibility issues as require be state law.

Buljan Middle School-Library HAVA Instructions

Directional Signs

Use directional signs to direct voters to the parking and voting areas.

1. Place a sandwich board in the grass at the entrance to the parking lot on Hallissey Dr.
2. Place a sandwich board at the bottom corner of the main stair case at the front of the school, directing voters toward the main entrance gate/library.
3. Place an accessible directional cone topper on top of a 36-inch cone and place next to the sandwich board at the bottom of the stairs, directing voters toward the accessible path/ bottom of the ramp.
4. Place a sandwich board at the top of the stair case to the left of the gate entrance directing voters through the gate toward the library.
5. Place a sandwich board in front of the trash can after passing through the front gate, directing voters toward the library.
6. Place a "Vote Here" cone topper on top of a 36-inch cone and place against the wall to the left of the library doors.

NOTE: Be sure not to block any portion of the roadway, path of travel of doorways.



Buljan Middle School-Library HAVA Instructions

Hazards/ Barriers



The main entrance gate to the campus does not meet accessibility requirements and must remain open.

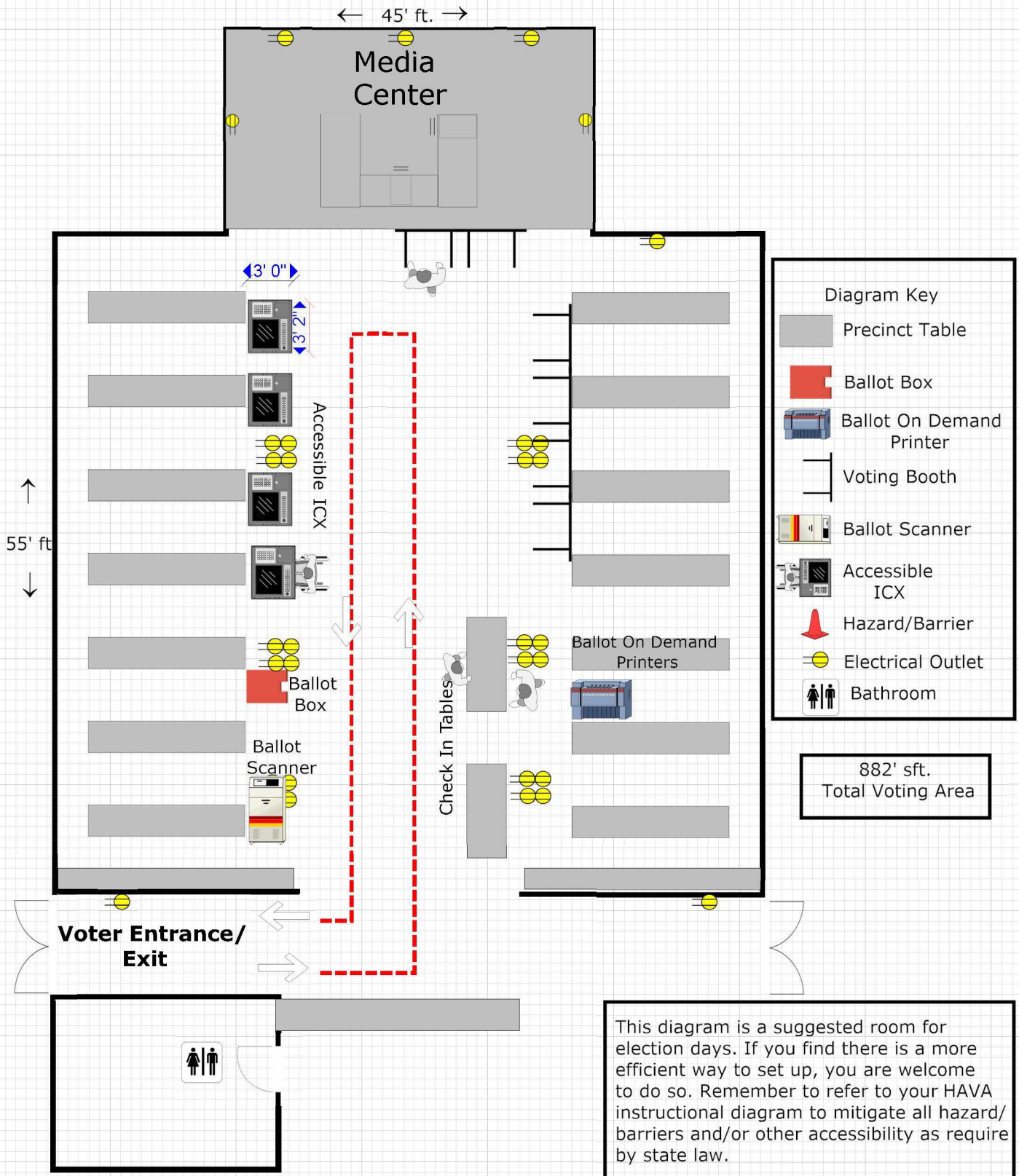
1. Keep the gate fully open with a 36-inch cone.
2. If the facility does not permit to keep the gate open, a poll worker must be assigned to open the gate for voters entering and exiting the campus.



The main entrance door(s) to the library are too heavy and do not meet all accessibility requirements; therefore, the door(s) must remain open.

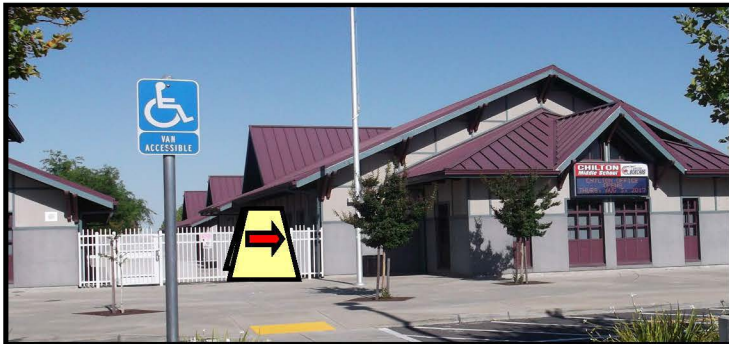
1. Keep at least one door open (to at least a 90 degree angle). Door has automatic stopper installed at the top. Use provided door stop if necessary.
2. If the facility or weather does not permit to keep the door(s) open- a poll worker must be assigned to open the door for voters entering and exiting the building.

Chilton Middle School-Library. Roseville Ca.



Chilton Middle School – Library HAVA Instructions

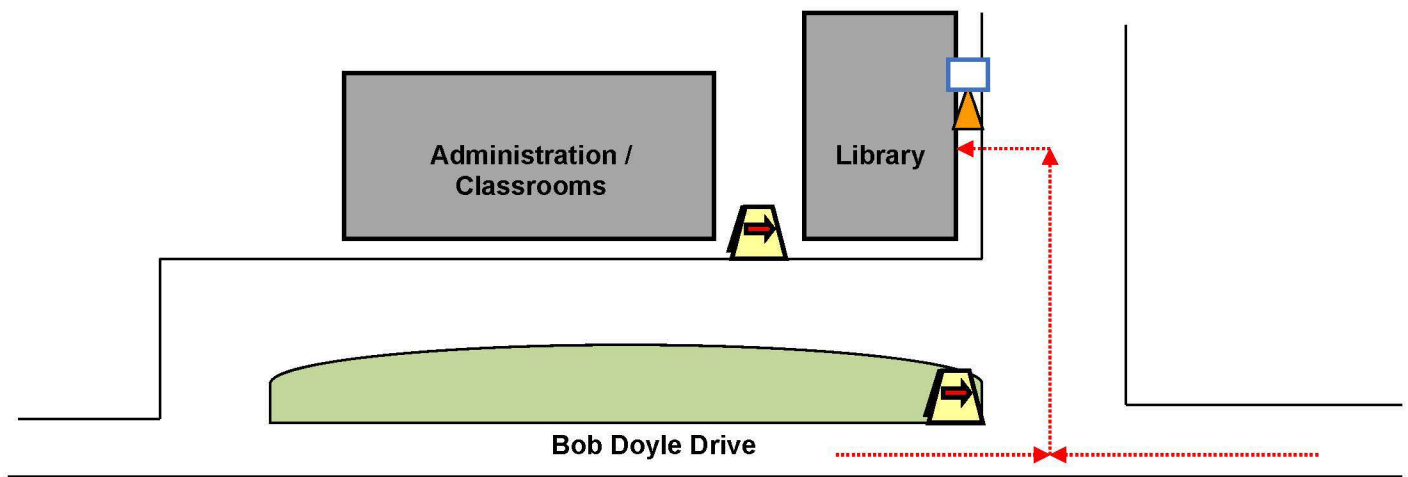
Directional Signs



Use directional signs to direct voters to the polling place entrance.

1. Place a sandwich board in the grass at the entrance to the parking lot closest to the library.
2. Place a sandwich board against the white fence across from the cross walk directing voters toward the polling place entrance.
3. Place a "Vote Here" sign on a 36-inch cone and place in the planter area to the left of the polling place entrance.

Be sure not to block any portion of the roadways, sidewalks or doorways.



Chilton Middle School – Library

HAVA Instructions

Hazards/ Barriers



The entrance door(s) are too heavy and do not meet all the accessibility requirements; therefore the door(s) must remain open.

1. Keep both doors open to the full 90 degree angle using the self-stoppers or the provided door stops.
2. If the facility or weather is not permitting the door(s) to remain open, a poll worker must be assigned to open the door for every voter entering and exiting the building.

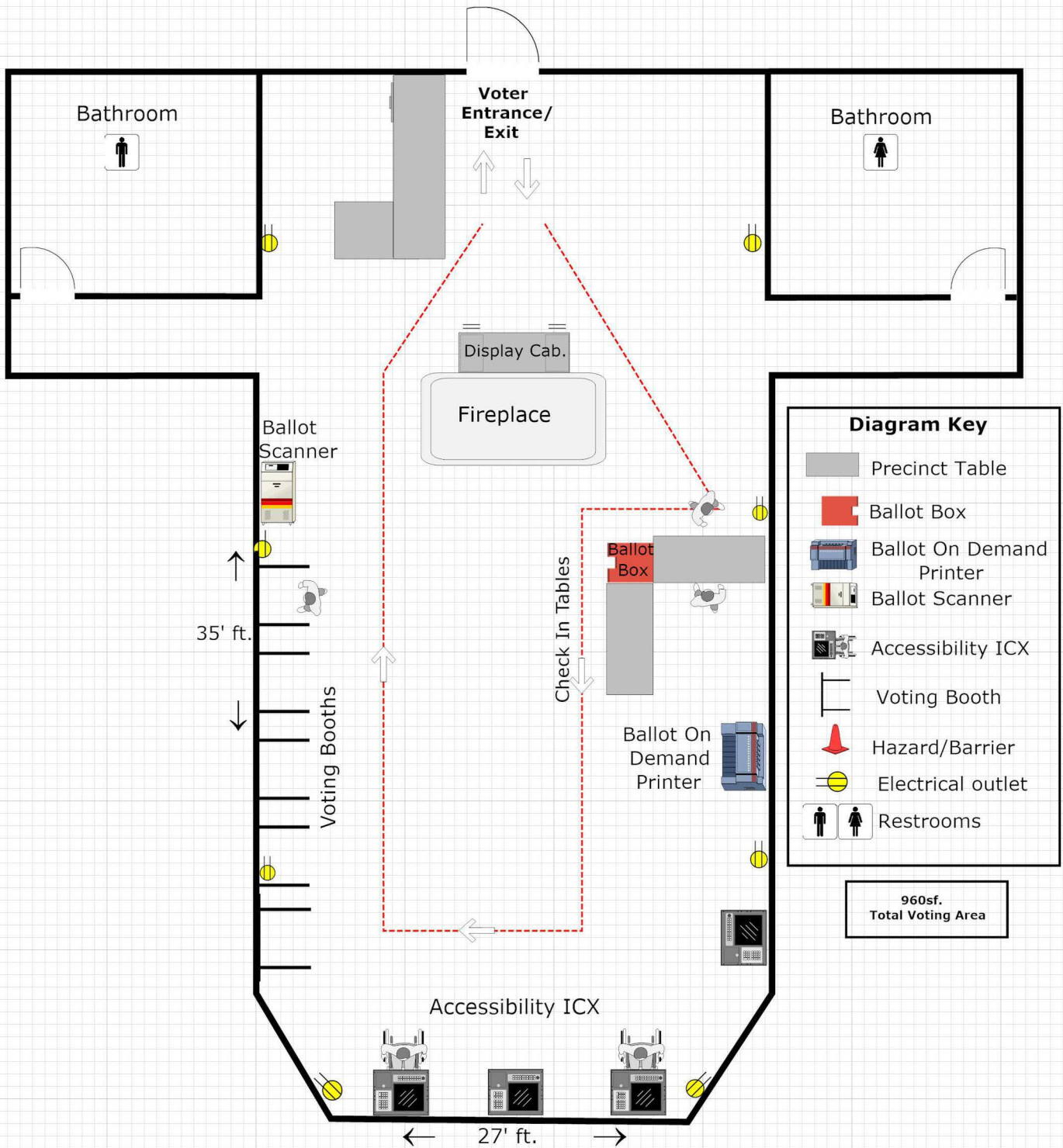
School Reminders

Please be kind and courteous to school staff, Election day is a stressful day for our schools as there will be potentially hundreds of individuals coming onto their campus to vote - **Keep in mind that the school's main priority is the safety of the students.** Please abide by any rules or safety protocols they may ask of you.

Here are few things to be mindful of when working at a school on Election Day:

- Please refrain from interacting with students.
- Kindly ask voters to refrain from interacting with students.
- Do not use student restrooms while students are on campus. Please ask school staff which restrooms are appropriate for you to use.
- Keep in mind, if you are located in a multipurpose room/ cafeteria, students will be traveling through to get their lunches during lunch hours. It will be loud and busy during this time.
- Keep in mind that the school parking lot will be very busy during student drop off and pick up times – they have asked us to kindly remind you to keep all drop off zones clear so they can get cars in and out as quickly as possible.


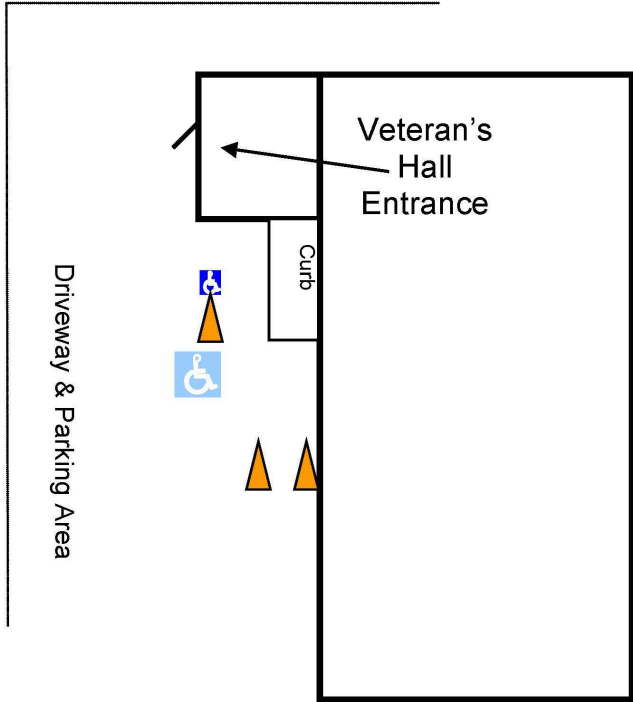
Colfax Veterans Hall-(Upstairs) Main Hall Colfax Ca.



This diagram is a suggested room set up for election day. If you find that there is a more efficient way to set up, you are welcome to do so. Remember to refer to your HAVA Instructional diagram to mitigate all hazard/barriers and /or other accessibility issues as required by state law.

COLFAX VETERANS MEMORIAL HALL

Van Accessible Parking Space

 <p>A photograph showing a paved parking area next to a light-colored building. A white van is parked in the distance. A blue wheelchair symbol sign is mounted on a 36-inch orange traffic cone at the front of the space. Two more orange cones are placed further back to define the access aisle. White double-headed arrows indicate the 'Parking Space' and 'Access Aisle'.</p>	<p>Place two 36" cones at the back of the marked access aisle space. These cones should be about 18 feet from the front of the space.</p>
 <p>A schematic diagram of the parking area. It shows a 'Driveway & Parking Area' on the left and a 'Veteran's Hall Entrance' on the right. A 'Curb' is located between them. A blue wheelchair symbol sign is shown on a 36-inch orange traffic cone at the front of the parking space. Two more orange cones are shown further back, defining the access aisle.</p>	<p>Attach the Accessible Parking sign to a 36" traffic cone and place it at the front of the marked space.</p>

COLFAX VETERANS MEMORIAL HALL

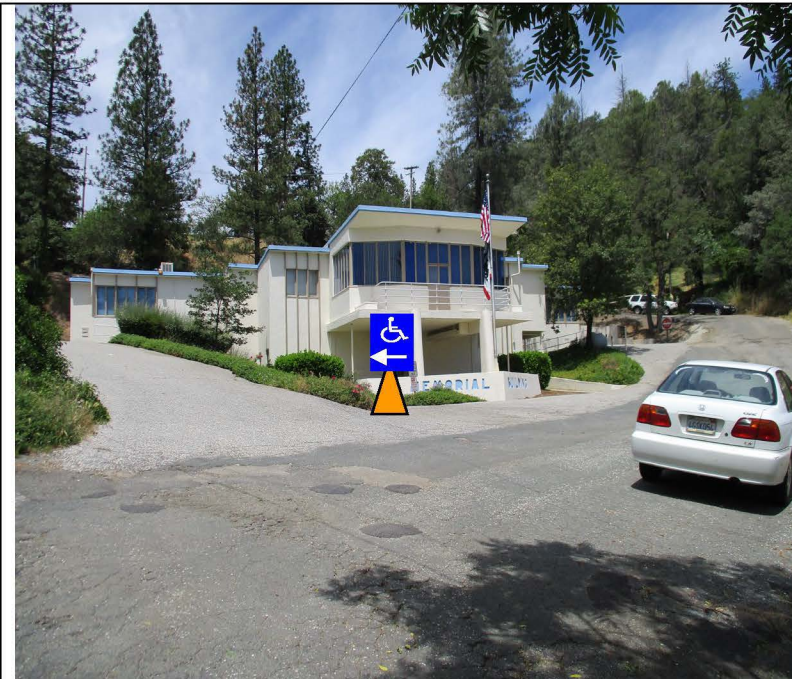
Doorstop



Door is too heavy and must remain open. Use installed door stop.

If the facility or weather is not permitting the door is to remain open. A poll worker must be assigned to open the door for every voter.

Handicap Directional Access Signs



Use the directional access signs to direct voters to the most accessible parking or pathway.

Place the directional access sign at the bottom right hand side of the entrance to signify entrance is at the back of the building.

COLFAX VETERANS MEMORIAL HALL

Handicap Directional Access Signs



Use the directional access sign at top of hill to direct voters to the most accessible parking or pathway.

Place the directional access sign at the top of hill, left hand side to signify entrance to back of building.

Facility Instructions

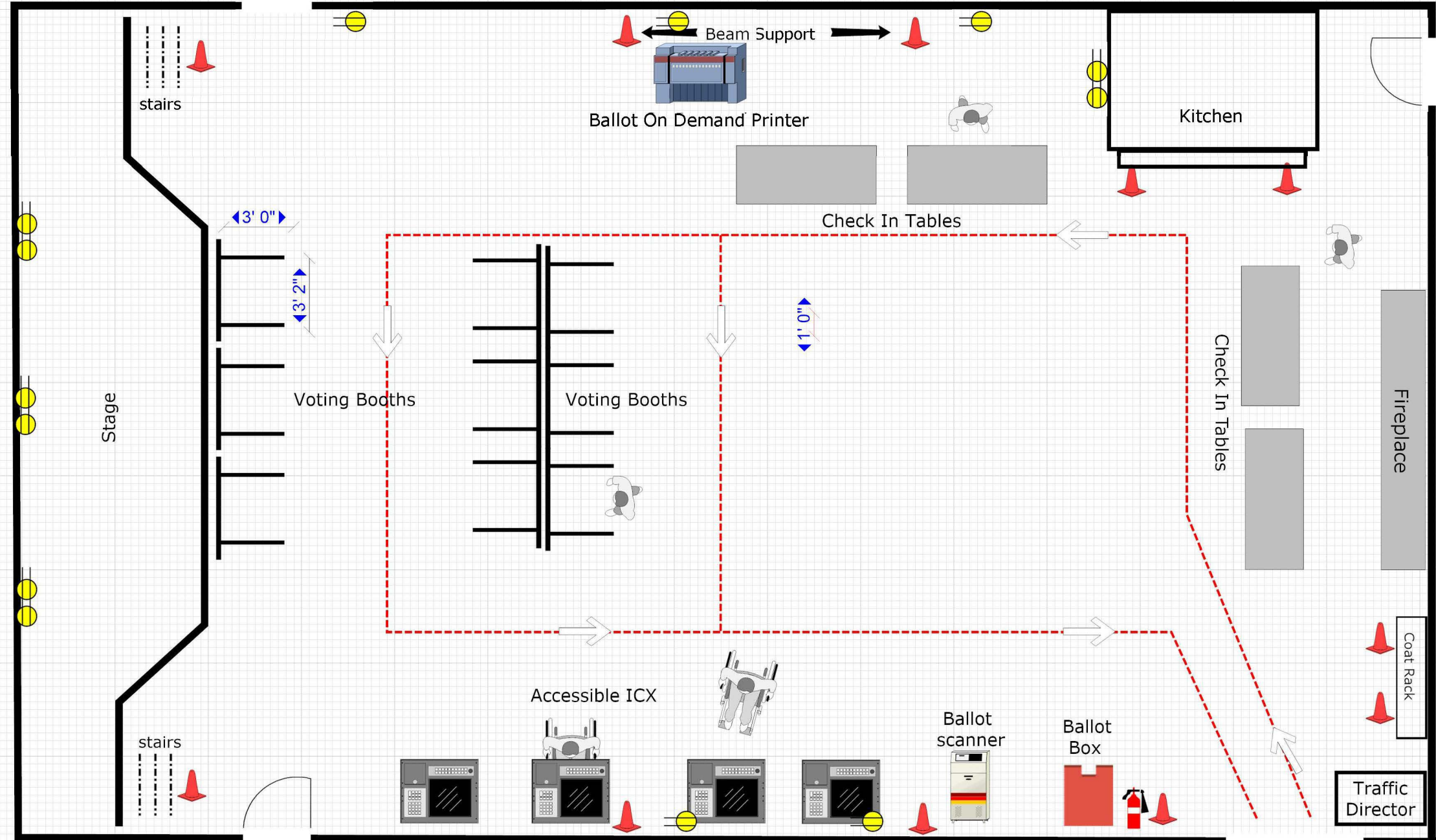
If, on Election Day, there are any problems with the heat or air, inside or outside lighting or any other problems with the Facility that the onsite staff cannot correct, please call the Placer County Elections Office at (530)886-5650 or (530)886-5672.

Thank you.

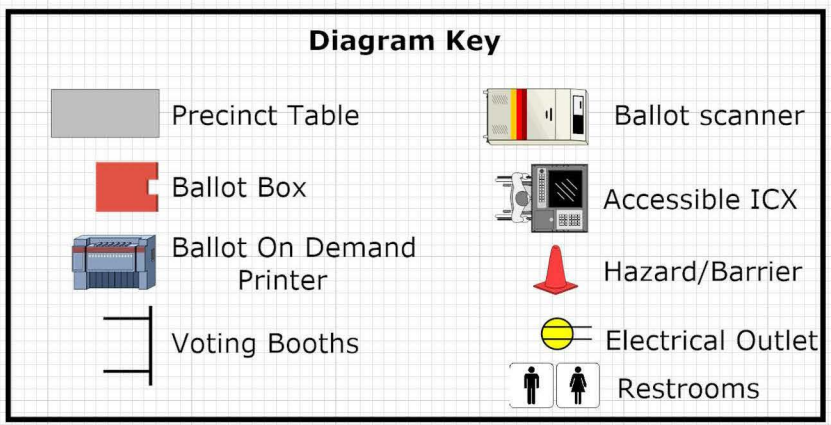
Have a good Election Day!

Foresthill Veterans Hall- Main Hall Foresthill Ca.

← 52.5'ft. →

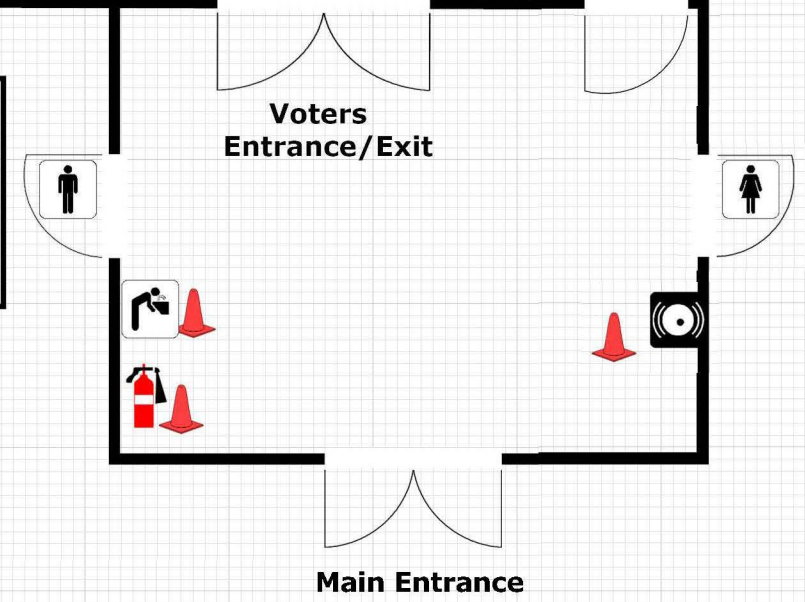


↑
35.5'ft.
↓



This diagram is a suggested room for election day. If you find that there is a more efficient way to set up, you are welcome to do so. Remember to refer to your HAVA instructional diagram to mitigate all hazard/barriers and/or other accessibility issues as require be state law.

1,870'sf.
Total Voting Area



Foresthill Veterans Memorial Hall – Main Hall

HAVA Instructions

Hazards/Barriers



The main entrance doors and the interior doors are both too heavy and do not meet all the accessibility requirements; therefore the door(s) must remain open.

1. Keep both sets of door(s) open to at least a 90 degree angle using the provided door stops.
2. If the facility or weather is not permitting the door(s) to remain open, a poll worker must be assigned to open the door for every voter entering and exiting the building.

**KEEP
OPEN**

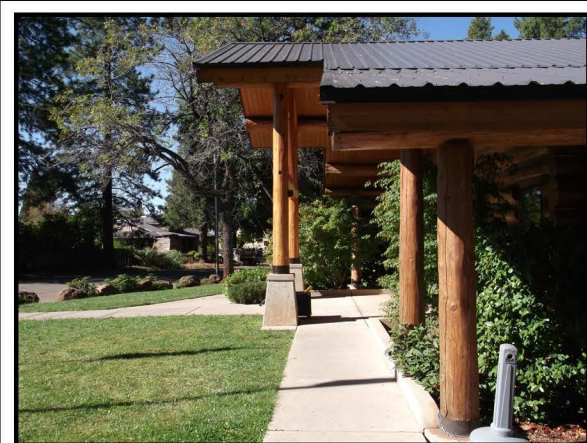
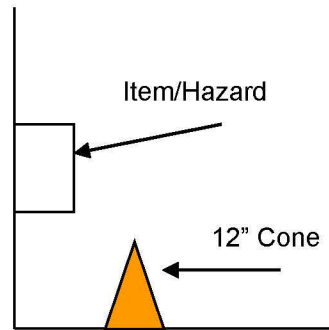
Foresthill Veterans Memorial Hall – Main Hall

HAVA Instructions



Use 12-inch cones to serve as cane detectable barriers for any objects mounted on walls between 27-80 inches that protrude more than 4" into the path of travel or voting area.

- Place a 12-inch cone under the water fountain in the lobby.
- Place a 12-inch cone under the emergency light in the lobby.
- Place (2) 12-inch cones under each end of the coat racks in the voting area.
- Place (2) 12-inch cones under both sides of the pass through counter in the voting area.



During winter months, use kitty litter as traction control on icy or slippery surfaces in the parking area or path of travel.

1. Generously pour and spread kitty litter evenly across icy or slippery surfaces.

NOTE: Be sure not to block any portion of the roadway, path of travel or doorways.



Foresthill Veterans Memorial Hall – Main Hall

HAVA Instructions

Extension cords

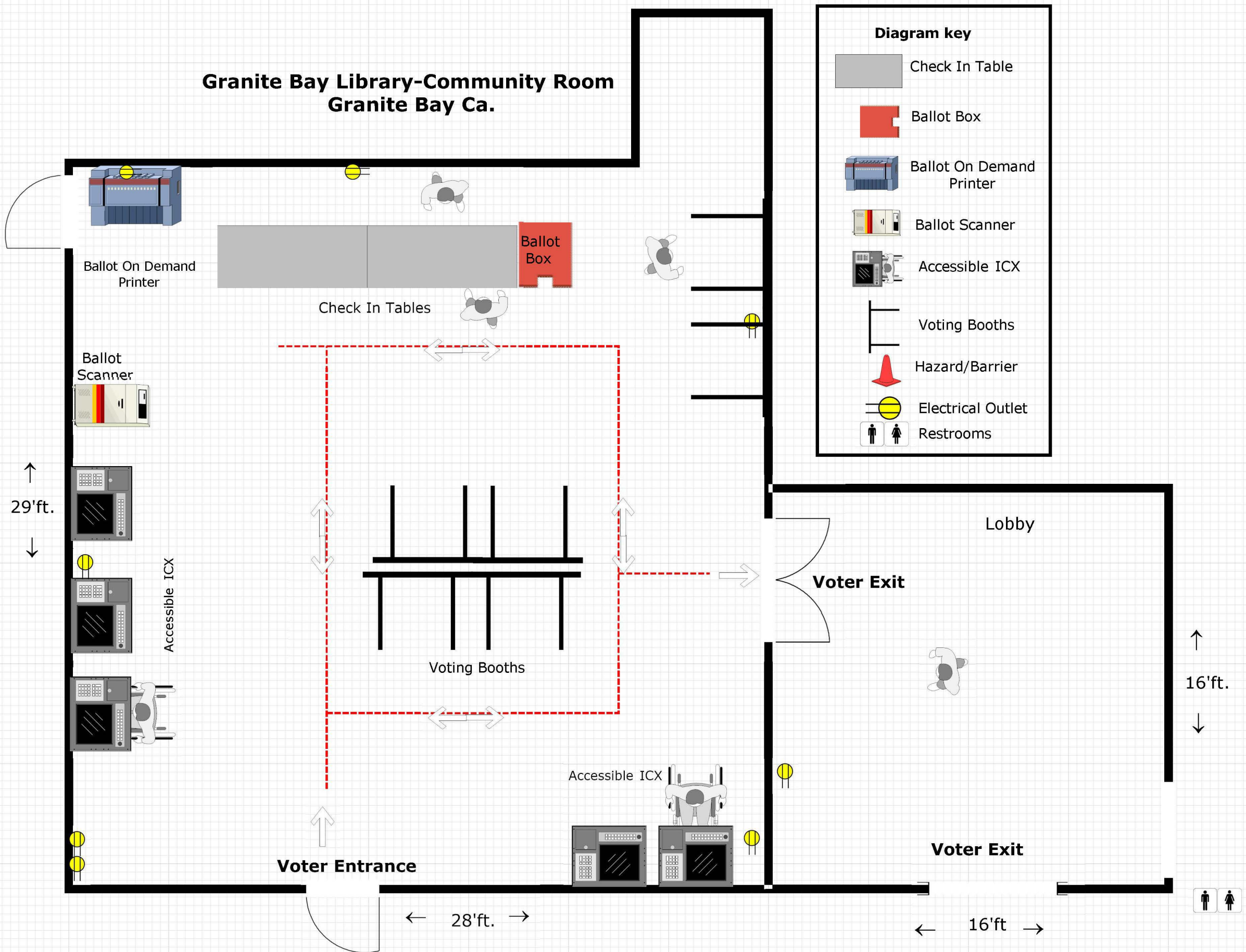


There are limited electrical outlets on the fire place wall, use the provided extension cords and power strips as necessary.

IMPORTANT: Keep all power cords out of the path of travel or anywhere that could possibly present a tripping hazard.

If necessary, use provided cord covers to cover any power cords that could possibly present a tripping hazard.

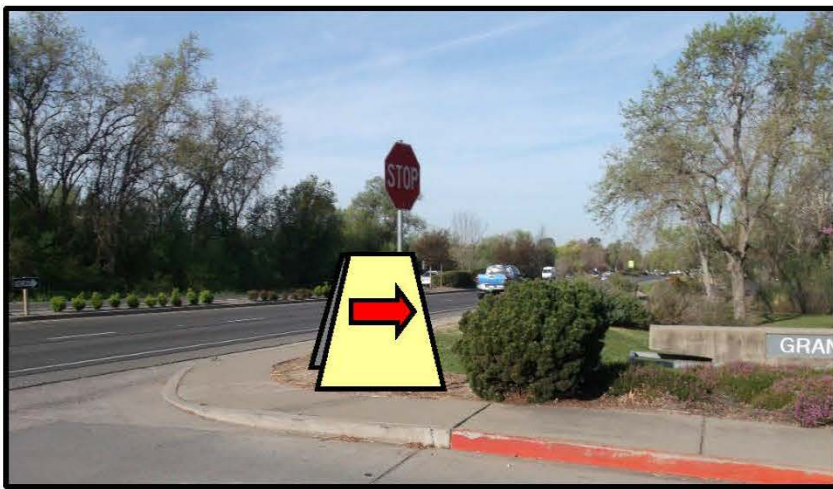
Granite Bay Library-Community Room Granite Bay Ca.



This diagram is a suggested room set up for election days. If you find that there is a more efficient way to set up, you are welcome to do so. Remember to refer to your HAVA instructional diagram to mitigate all hazard/barriers and/or other accessibility issues as required by state law.

Granite Bay Library, Community Room HAVA Instructions

Directional Signage



The library would like to have voters enter through the side door to the Community Room and exit through the lobby so that they can keep library patrons and voters separate. Place directional signs to direct voters to the appropriate entrance.

1. Place a sandwich board in the grass/dirt area at the entrance to the library on Douglas Blvd.
2. Place a "Vote Here" sign on a 36-inch on place next to the exterior entrance to the Community Room.



NOTE: Be sure not to block any portion of the roadway, path of travel, doorways.

Granite Bay Library, Community Room

HAVA Instructions

Barriers/Hazards



The grating in the middle of the courtyard is too wide and does not meet accessibility requirements.

1. Place a 36-inch cone over the grating in the middle of the court yard to serve as cane detector.



The exterior entrance door to the Community Room is too heavy and does not meet our accessibility requirements; therefore the door must remain open.

1. Keep door(s) open using the provided door stops.
2. If the facility or weather is not permitting the door(s) to remain open, a poll worker must be assigned to open the door for every voter entering and exiting the building.

Granite Bay Library, Community Room HAVA Instructions

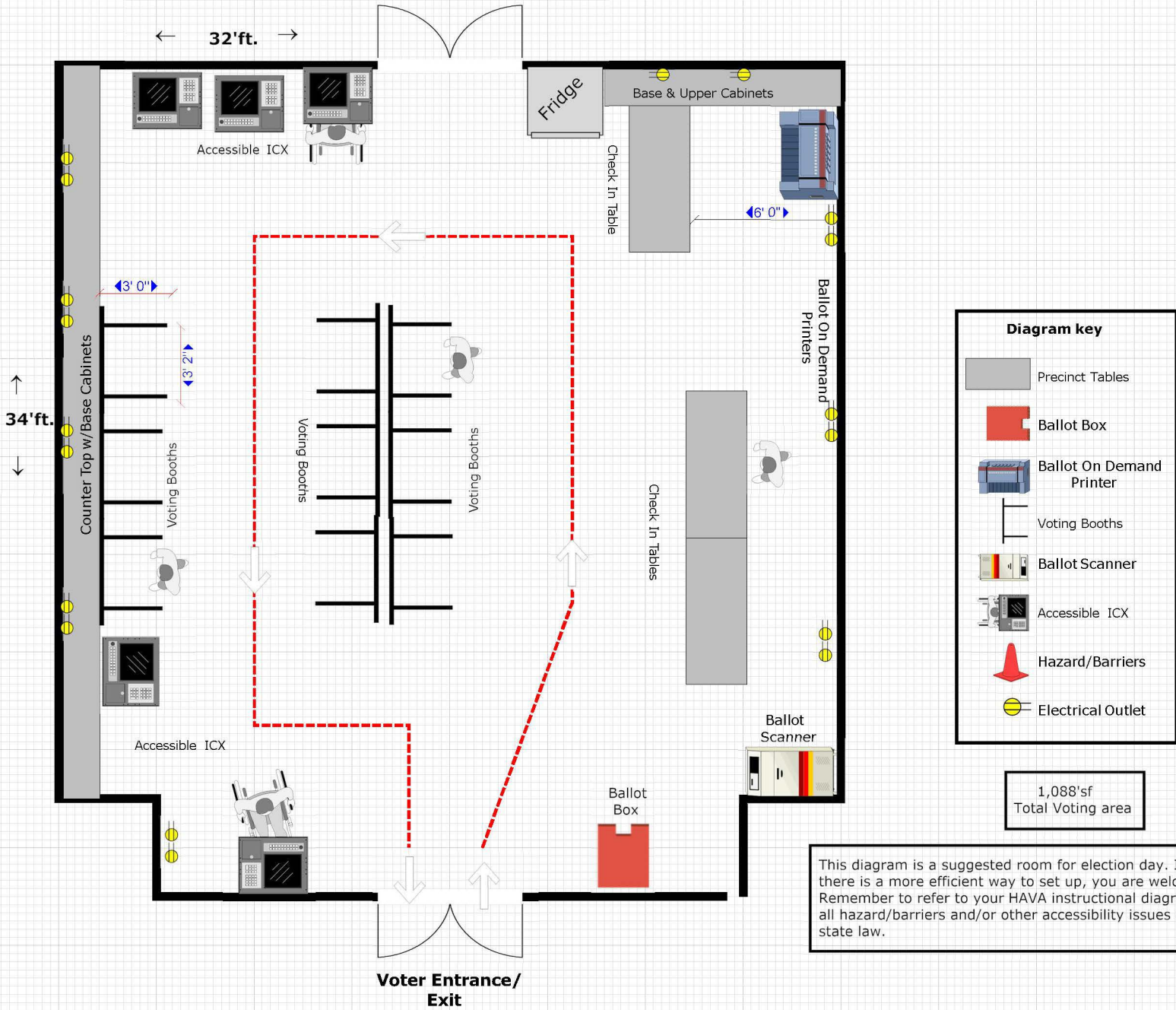
Barriers/ Hazards Continued



The interior doors to the community room (to be used as an exit) are too heavy and do not meet our accessibility requirements; therefore the door must remain open.

3. Keep door(s) open using the provided door stops.
4. If the facility or weather is not permitting the door(s) to remain open, a poll worker must be assigned to open the door for every voter entering and exiting the building.

**Lincoln Public Library-Willow Room.
Lincoln Ca.**



This diagram is a suggested room for election day. If you find that there is a more efficient way to set up, you are welcome to do so. Remember to refer to your HAVA instructional diagram to mitigate all hazard/barriers and/or other accessibility issues as require by state law.

Lincoln Public Library, Willow Room HAVA

Directional Signs

1



The Willow Room is located at the back of the library. Use directional signs to direct voters to the parking area and accessible parking closest to the Willow Room.

1. Place a sandwich board in the grass in the roundabout at the entrance to direct voters toward the Willow Room.

2



2. Place a sandwich board and an accessible directional sign on a 36-inch cone where the roadway turns left to direct voters to the parking area and accessible parking closest to the Willow Room.

3



3. Place a sandwich board and an accessible directional sign on a 36-inch cone and place in the grass directing voters along the pathway to the Willow Room.

NOTE: Be sure not to block any portion of the roadway, path of travel or doorways.

Lincoln Public Library, Willow Room

HAVA

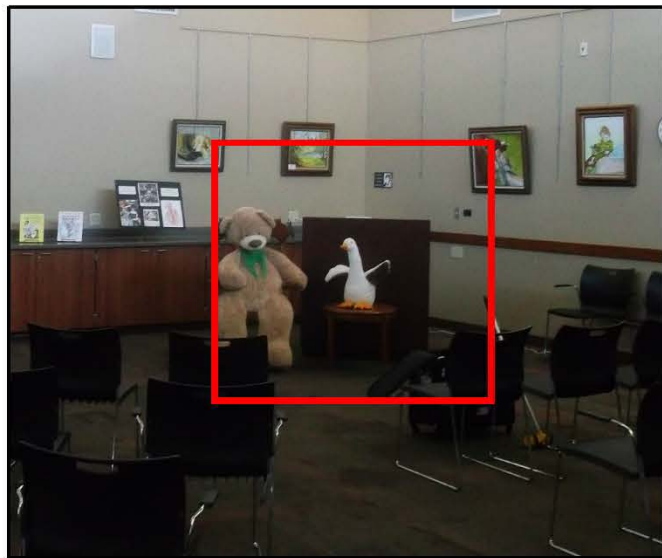
Barriers/Hazards



The main entrance door(s) are not wide enough and are too heavy and do not meet our accessibility requirements; therefore the doors must remain open.

1. Keep both doors open using the provided doorstops.
2. If the facility or weather is not permitting the door(s) to remain open, a poll worker must be assigned to open the door for every voter entering and exiting the building.

Important

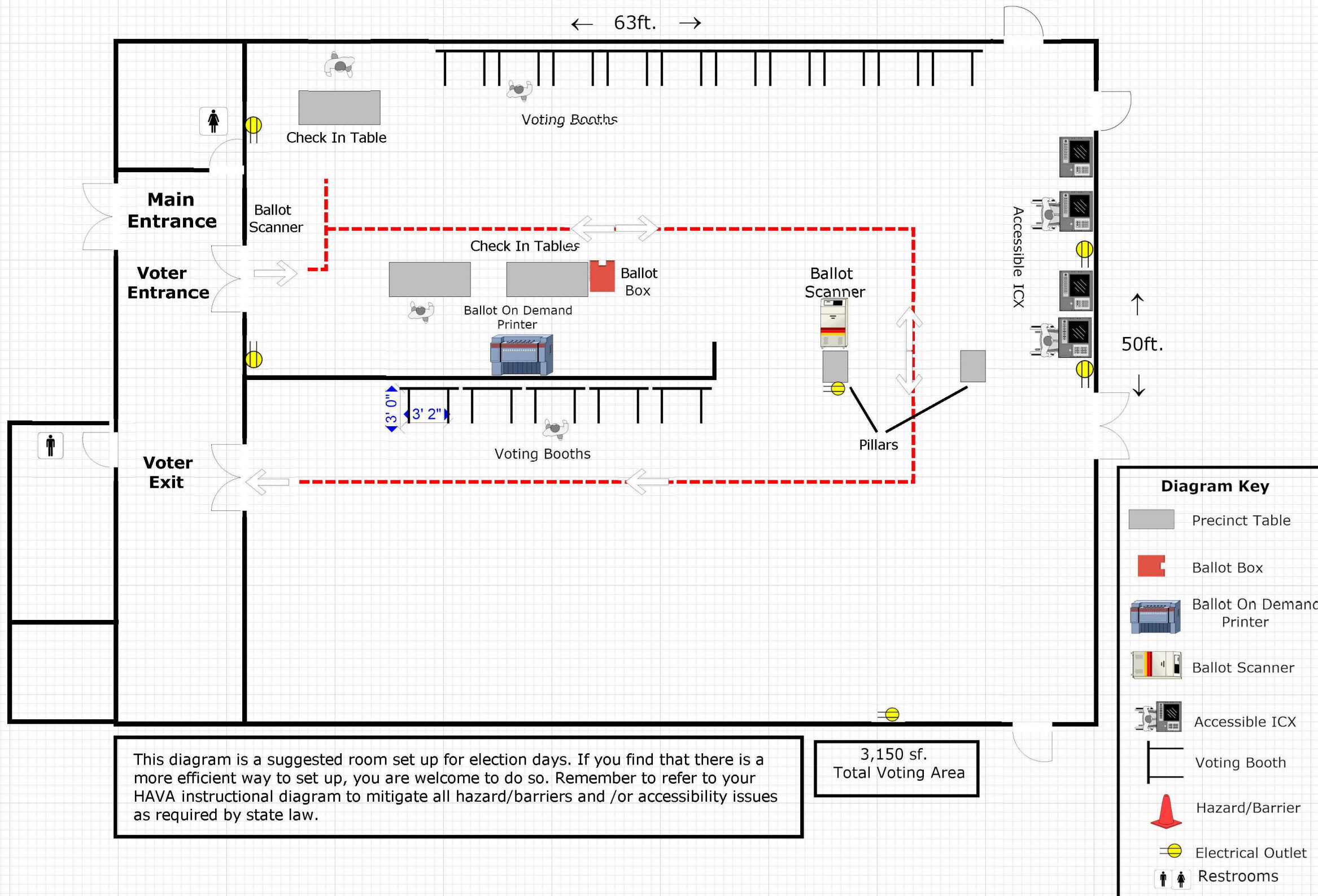


DO NOT under any circumstances move the podium or mess with any of the wiring in the Willow Room.

The facility has requested that the podium stay in place and not be messed with. If you have any questions ask facility personnel or call the Elections Office.

Lincoln Veterans Memorial Hall Lincoln Ca.

← 63ft. →



Lincoln Memorial Veterans Hall HAVA Instructions

Directional Signs



Use directional signs to direct voters to the voting area.

1. Place a sandwich board in the grass in front of the Veterans Hall.

NOTE: Be sure not to block any portion of the roadway, path of travel or doorways.

Accessible Parking



There is accessible parking in the back of the building, but voters who require wheelchairs would have to go all the way around the block to access the front of the Veterans Hall because the alley between the Veterans Hall and the Civic Center is not wheelchair accessible.

For this reason we will create a van accessible space and access aisle in the front of the building. There is an existing space, however it is not designated as van accessible and there is no access aisle.

1. Place a van accessible sign on a 36-inch cone and place in front of the accessible parking space.
2. The space to the right can be used as an access aisle, however do not block it off as it is a fire line.

Lincoln Memorial Veterans Hall

HAVA Instructions

Barriers/Hazards



The main entrance door(s) are not wide enough, are too heavy, and do not meet our accessibility requirements; therefore both doors must remain open.

1. Keep door(s) open using the installed door stops (Use provided doorstops if necessary).
2. If the facility or weather is not permitting the door(s) to remain open, a poll worker must be assigned to open the door for every voter entering and exiting the building.

**KEEP
OPEN**

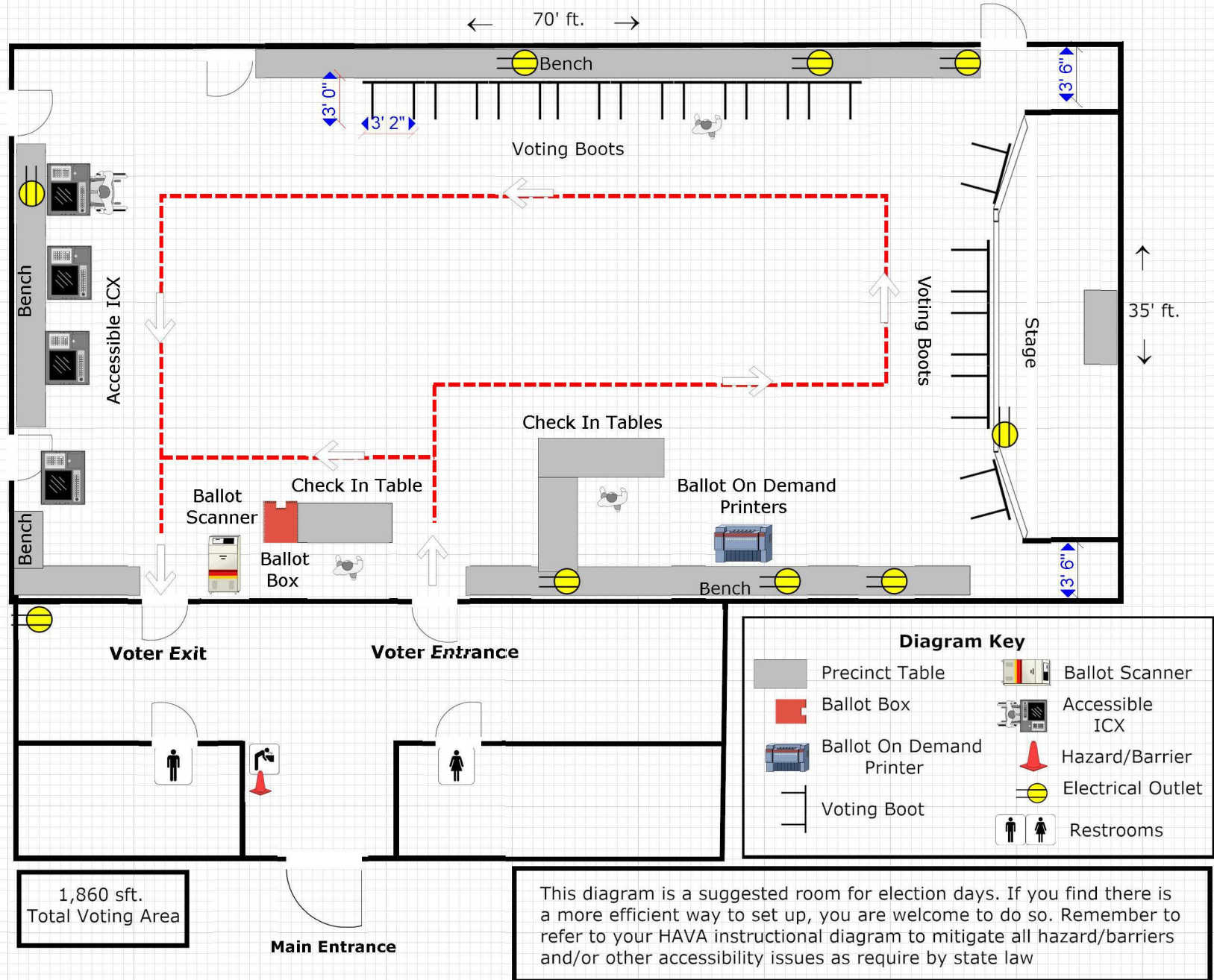


Both sets of interior doors to the main hall do not meet our accessibility requirements; therefore both sets of doors must remain open.

3. Keep door(s) open using the installed door stops (Use provided doorstops if necessary).

**KEEP
OPEN**

Loomis Veterans Hall-Main Hall. Loomis Ca.



Loomis Veterans Memorial Hall HAVA Instructions

Directional Signs



Use directional signs to direct voters to the voting area.

1. Place a sandwich board in the grass in front of the Veterans hall.

NOTE: Be sure not to block any portion of the roadway, path of travel or doorways.

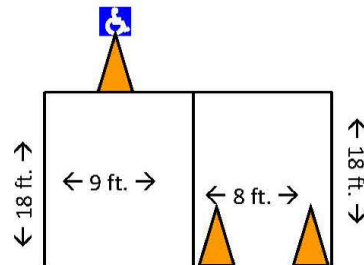
Accessible Parking



The accessible parking and access aisle is not clearly marked and there is no designated van accessible sign.

1. Place a van accessible sign on top of a 36-inch cone and place against the wall to the left of the existing sign.
2. Block off the area to the right of the space with (2) 36-inch cones to create an access aisle.

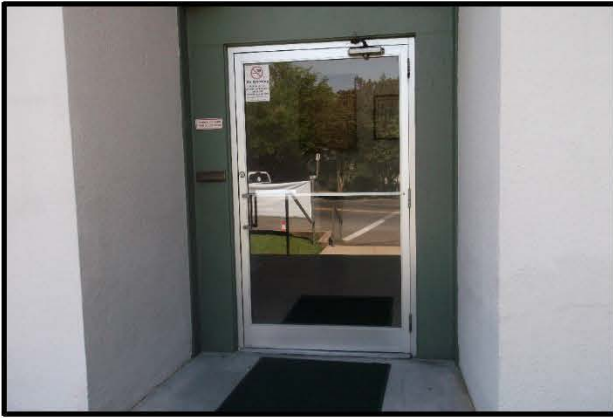
Refer to measurements below:



Loomis Veterans Memorial Hall

HAVA Instructions

Barriers/Hazards



The main entrance door is too heavy, the threshold is too high, and it does not meet our accessibility requirements; therefore the door must remain open.

1. Keep this door open to the full 90 degree angle using the provided doorstop(s).
2. If the facility or weather is not permitting the door to remain open, a poll worker must be assigned to open the door for every voter entering and exiting the building.



The interior door into the main hall is not wide enough and does not meet our accessibility requirements; therefore the door must remain open.

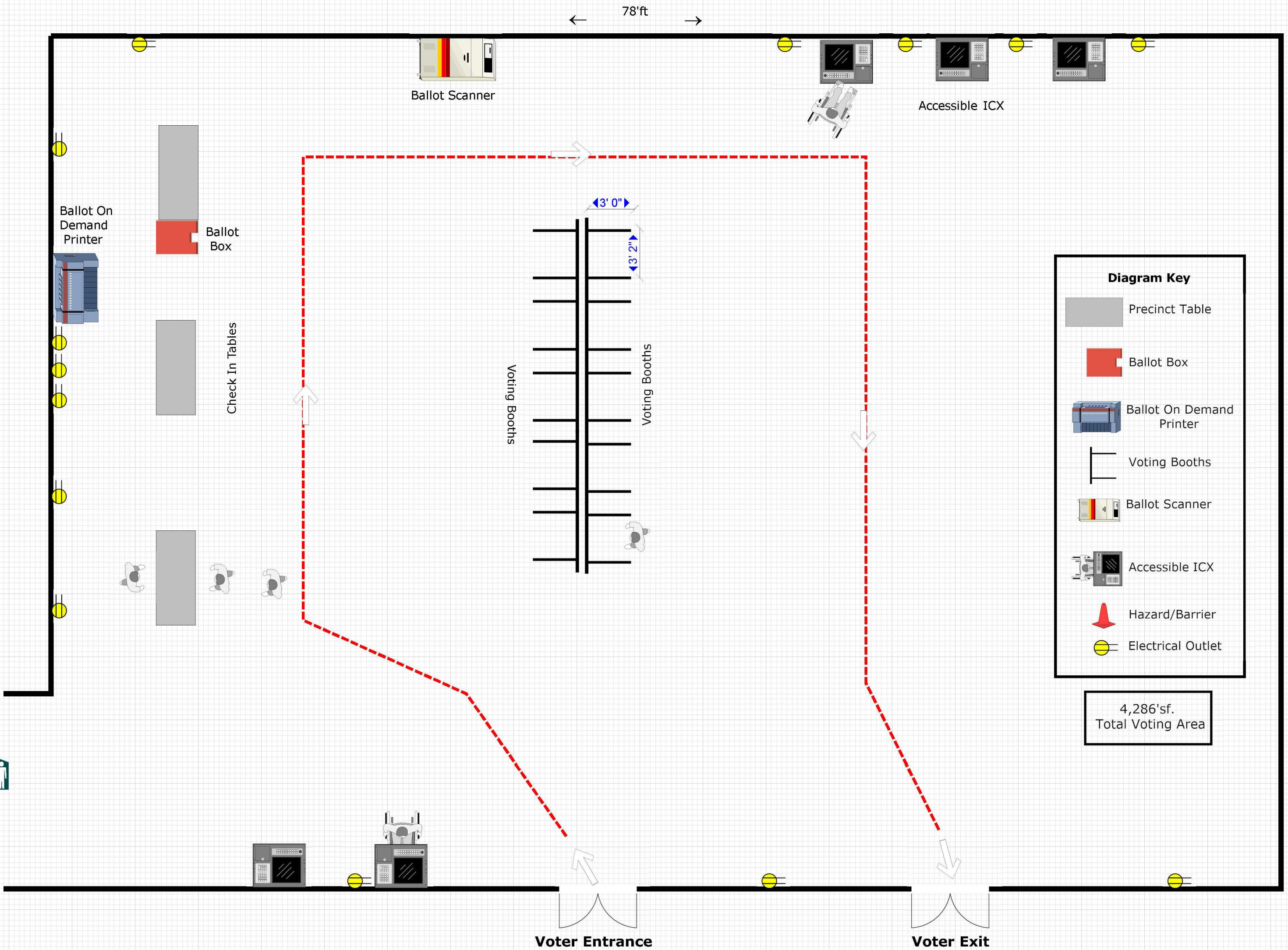
1. Keep door open using the provided doorstop(s).



The mail box at the main entrance protrudes too far into the path of travel and does not meet the accessibility requirements.

1. Place a 12-inch cone under the mail box to serve as a cane detectable barrier.

Maidu Community Center-Reception Hall. Roseville Ca.



This diagram is a suggested room for election days. If you find that there is a more efficient way to set up, you are welcome to do so. Remember to refer to your HAVA instructional diagram to mitigate all hazard/barriers and/or other accessibility issues as require by state law.

Maidu Community Center, Reception Hall HAVA Instructions

Directional Signs



Use directional signs to direct voters to the voting location.

1. Place a sandwich board at the main entrance to the community center on Rocky Ridge Dr.
2. Place a sandwich board after the main entrance directing voters to the left toward the reception hall.
3. Place a sandwich board in the planter area in front of the statue in front of the Community Center/Reception Hall.



NOTE: Be sure not to block any portion of the roadway, path of travel or doorways.



Maidu Community Center, Reception Hall

HAVA Instructions

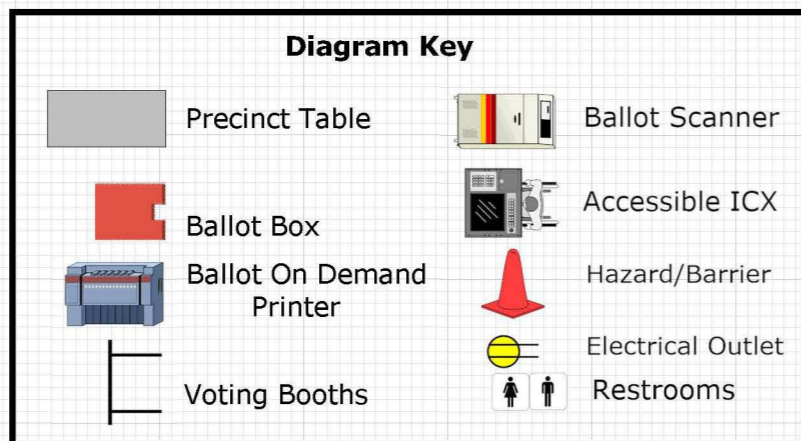
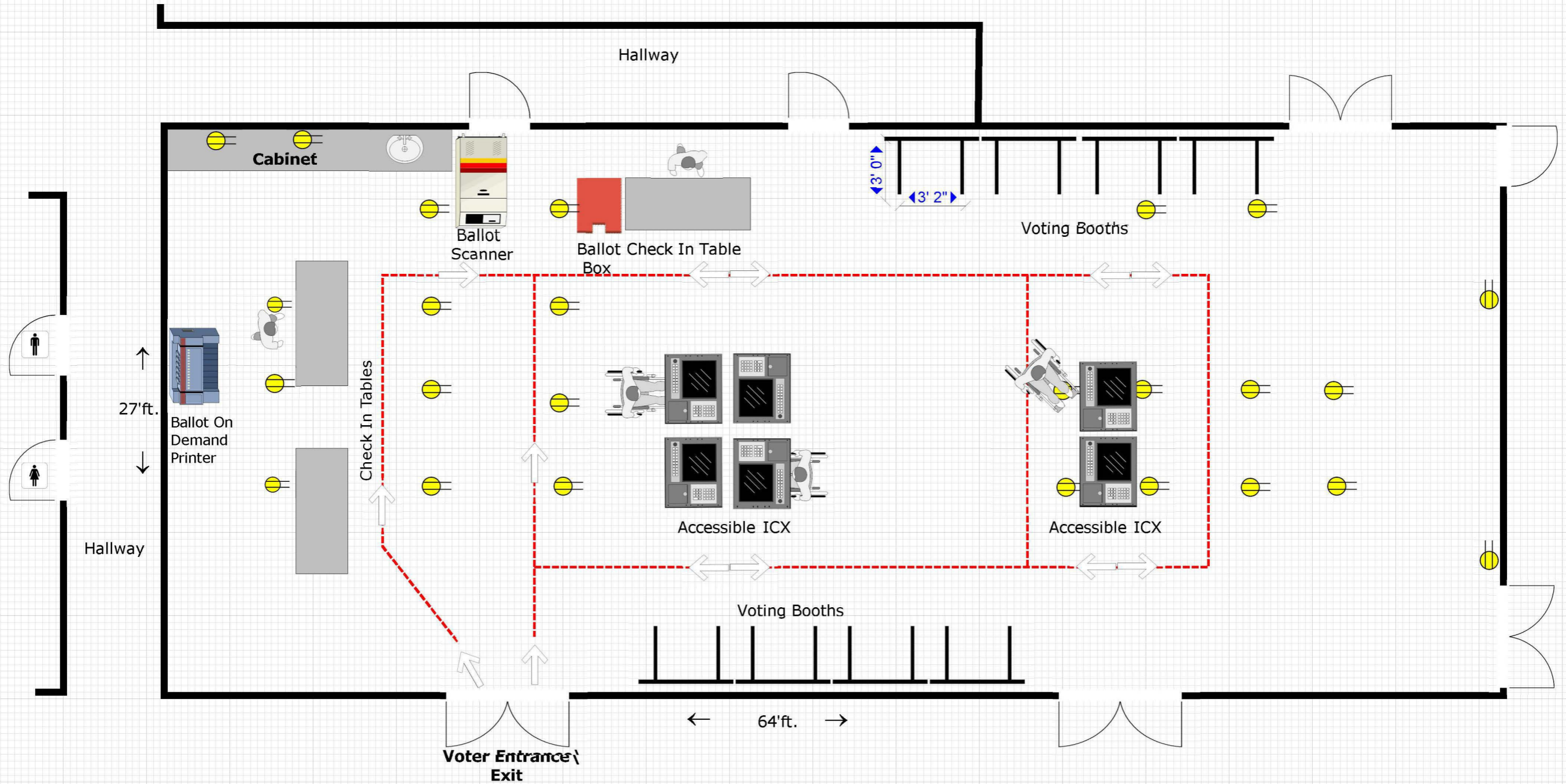
Barriers/Hazards



The main entrance door(s) are too heavy and do not meet our accessibility requirements; therefore the doors must remain open.

1. Keep door(s) open using the provided door stops.
2. If the facility or weather is not permitting the door(s) to remain open, a poll worker must be assigned to open the door for every voter entering and exiting the building.

Martha Riley Community Library Meeting Room. Roseville Ca.

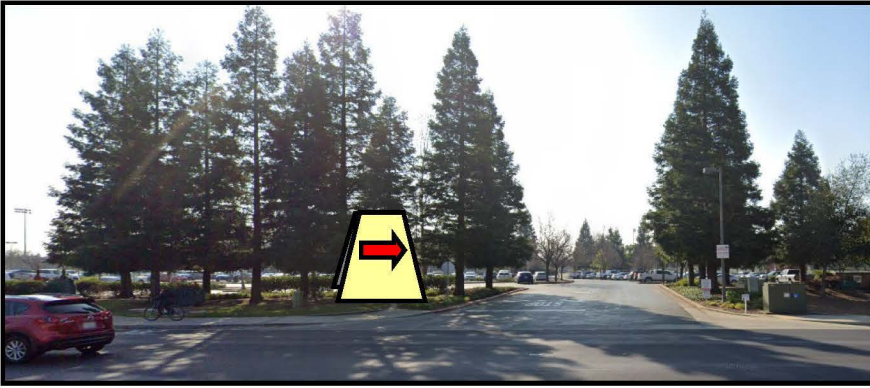


This diagram is a suggested room for election days. If you find that there is a more efficient way to set up, you are welcome to do so. Remember to refer to your HAVA instructional diagram to mitigate all hazard/barriers and/or other accessibility issues as require by state law.

1,728'sf.
Total Voting Area

Martha Riley Community Library HAVA Instructions

Directional Signs



Use directional signs to direct voters to the voting area.

1. Place a sandwich board in the grass at the entrance on Pleasant Grove Blvd.
2. Place a sandwich board in the grass in front of the library.

NOTE: Be sure not to block any portion of the roadway, path of travel or doorways.

Barriers/Hazards



The main entrance door(s) are too heavy and do not meet our accessibility requirements; therefore the doors must remain open.

1. Keep door(s) open using the provided doorstop(s).
2. If the facility or weather is not permitting the door(s) to remain open, a poll worker must be assigned to open the door for every voter entering and exiting the building.
3. If using separate sets of doors for voter entrance and exit, both sets of doors need to remain open.

**Mike Shellito Indoor Pool
Meeting Rooms 1 & 2.
Roseville Ca.**

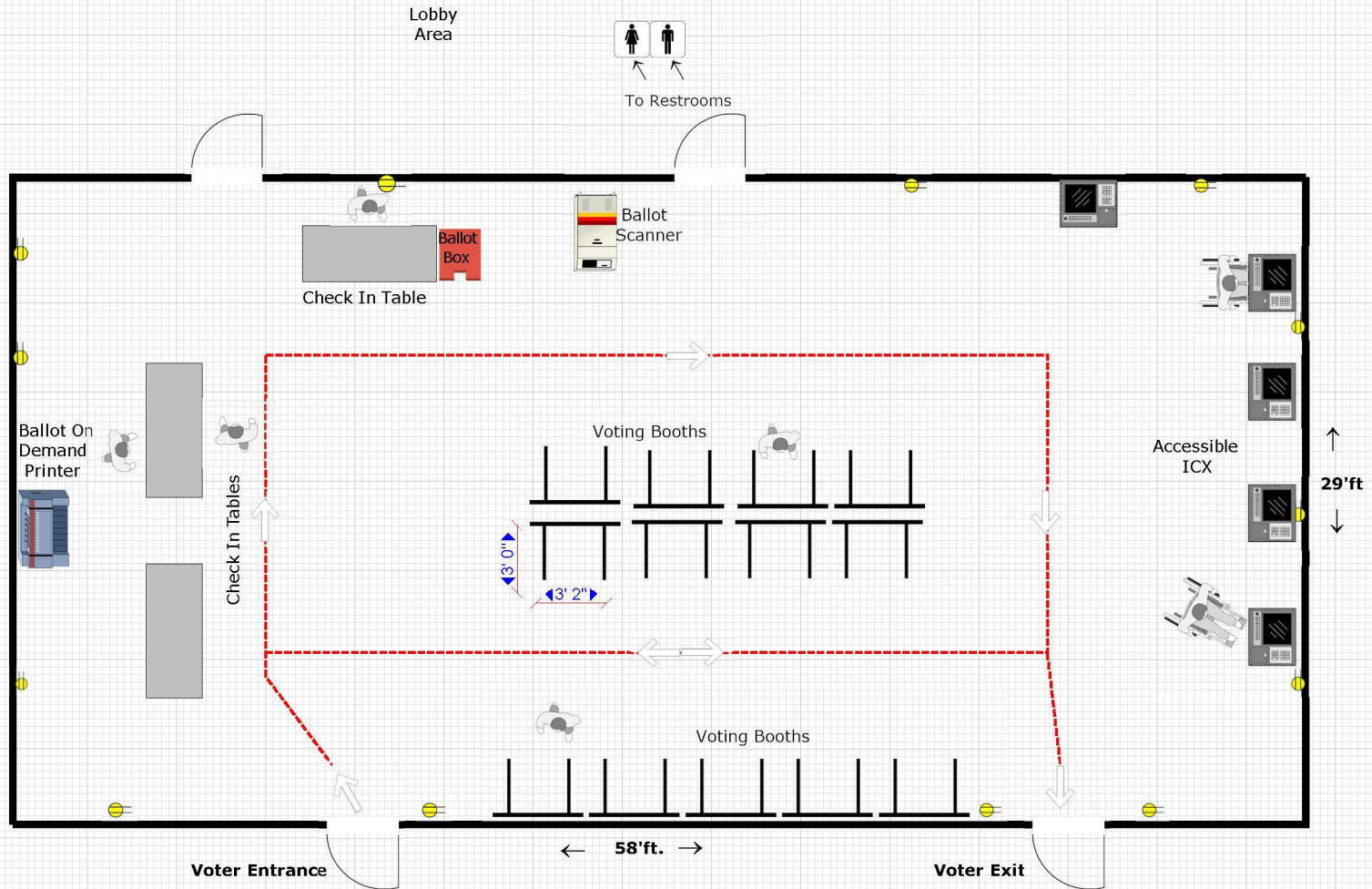


Diagram Key			
	Precinct Table		Ballot Scanner
	Ballot Box		Accessible ICX
	Ballot On Demand Printer		Hazard/Barrier
	Voting Booths		Electrical Outlet
			Restrooms

This Diagram is a suggested room for election days. If you find that there is a more efficient way to set up, you are welcome to do so. Remember to refer to your HAVA instructional diagram to mitigate all hazard/barriers and/or other accessibility issues as require by state law.

1,682 sf.
Total Voting Area

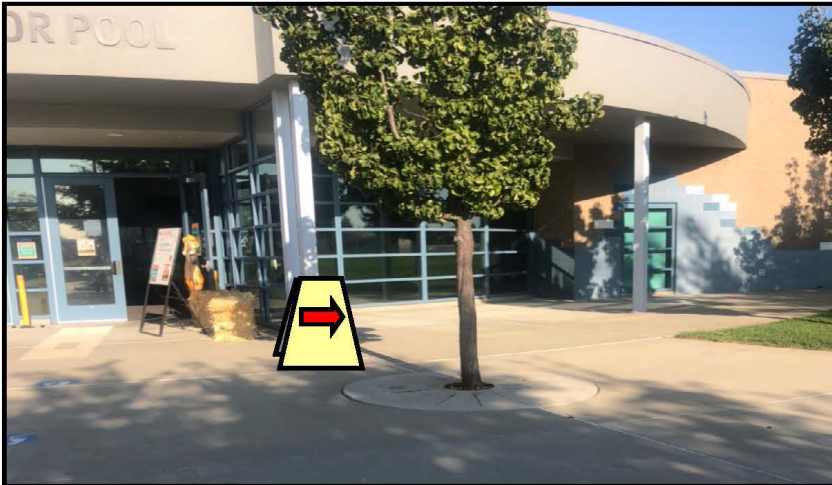
Mike Shellito Pool, Meeting Room HAVA Instructions

Directional Signs



The facility would like to avoid having voters use the front entrance. Place directional signs to direct voters to the exterior entrance around the side of the building.

1. Place a sandwich board in the dirt area at the first entrance on Lonetree Blvd.



2. Place a sandwich board in front of the tree toward the right of the main entrance directing voters to head right toward the exterior entrance to the meeting room.



3. Place a sandwich board in the grass in front of the meeting room directing voters to the appropriate entrance.

NOTE: Be sure not to block any portion of the roadway, path of travel or doorways.

Mike Shellito Pool, Meeting Room HAVA Instructions

Directional Signs Continued



Directional signs continued:

4. Place a "Vote Here" sign on a 36-inch cone and place it next to the meeting room entrance.

Barriers/Hazards

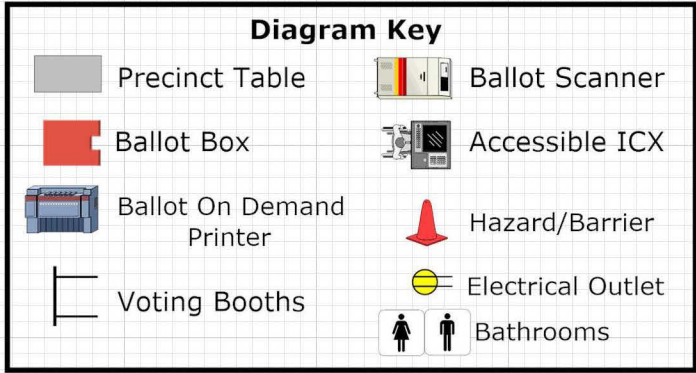
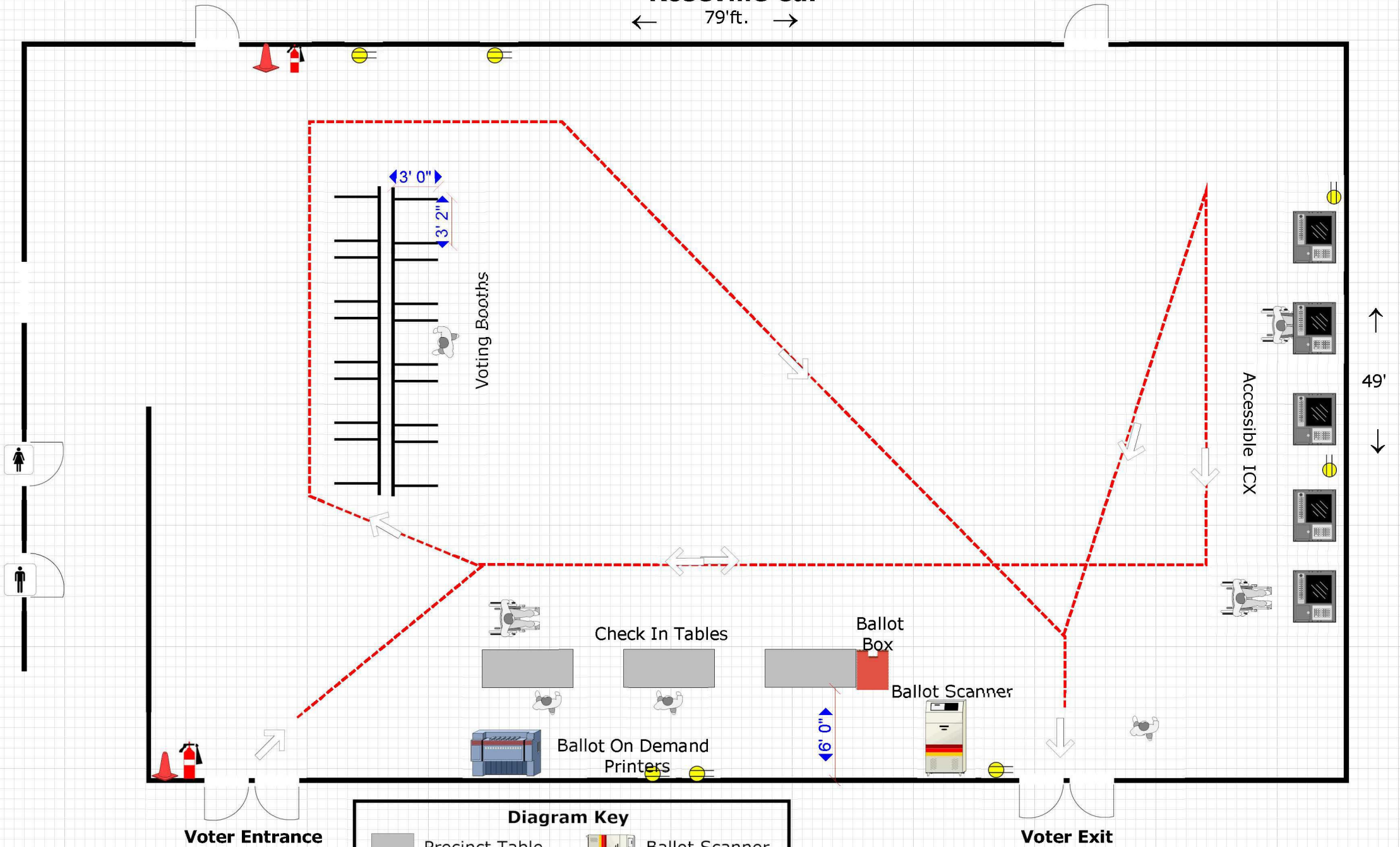


The exterior door(s) to the meeting room are too heavy and do not meet our accessibility requirements; therefore the doors must remain open.

1. Keep door(s) open using the provided doorstop(s).
2. If the facility or weather is not permitting the door(s) to remain open, a poll worker must be assigned to open the door for every voter entering and exiting the building.
3. If using separate doors for voter entrance and exit, both doors need to remain open.

Roseville Church Of Christ-Gym. Roseville Ca.

← 79'ft. →



3,828'sf.
Total Voting Area

This diagram is a suggested room for election days. If you find that there is a more efficient way to set up, you are welcome to do so. Remember to refer to your HAVA instructional diagram to mitigate all hazard/barriers and/or other accessibility issues as require by state law.

Roseville Church of Christ, Gym

HAVA

Directional Signs



Use directional signs to direct voters to the voting area.

1. Place a sandwich board in the grass area in the middle of the 2 entrances.
2. Place a sandwich board in the grass near the accessible parking directing voters to the right toward the voting entrance.

Place an accessible directional sign on a 36-inch cone and place next to the sandwich board.

3. Place a sandwich board next to the dumpster, directing voters through the gate towards the voting entrance

Place an accessible directional sign on a 36-inch cone and place next to the sandwich board.

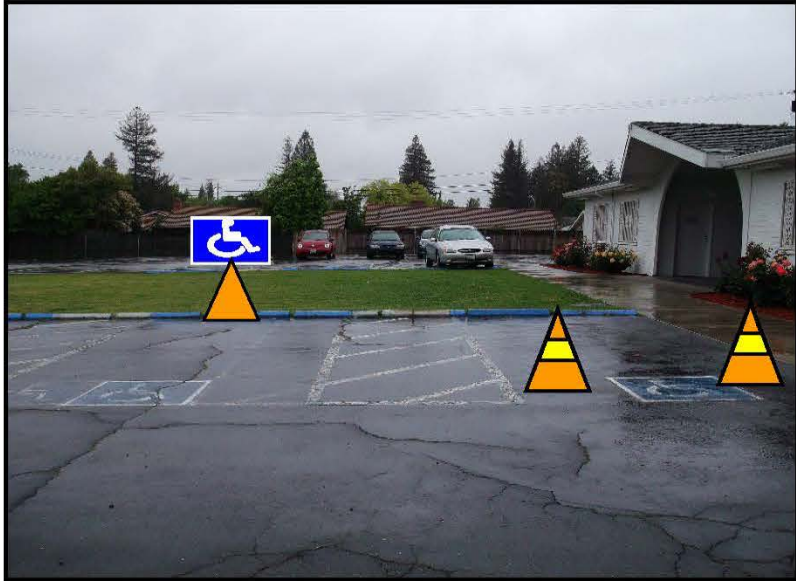
The gate should remain open during voting hours. Notify facility personnel if it is not open. You may use 36-inch cones to keep the gate open.

NOTE: Be sure not to block any portion of the roadway, path of travel or doorways.

Roseville Church of Christ, Gym

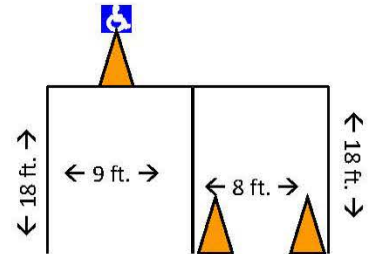
HAVA

Accessible Parking



Accessible parking is available but, there is not a van accessible sign, the access aisle is too narrow, and it does not meet our accessibility requirements.

1. Place a van accessible sign on a 36-inch cone and place in the front of the accessible space.
2. Block off the space directly to the right (passenger side) of the accessible space with (2) 36-inch cones to create a larger access aisle.



Hazards/Barriers



The entrance door(s) do not have exterior hardware, are too heavy, and do not meet our accessibility requirements; therefore the doors must remain open.

1. Keep door(s) open using the provided brick or 36-inch cone(s).

If you are using separate doors for voter entrance and exit, both doors must remain open.

2. If the facility or weather is not permitting the door(s) to remain open, a poll worker must be assigned to open the door for every voter entering and exiting the building.

Roseville Church of Christ, Gym
HAVA

Hazards/Barriers Continued



The entrance door threshold is too high and does not meet our accessibility requirements.

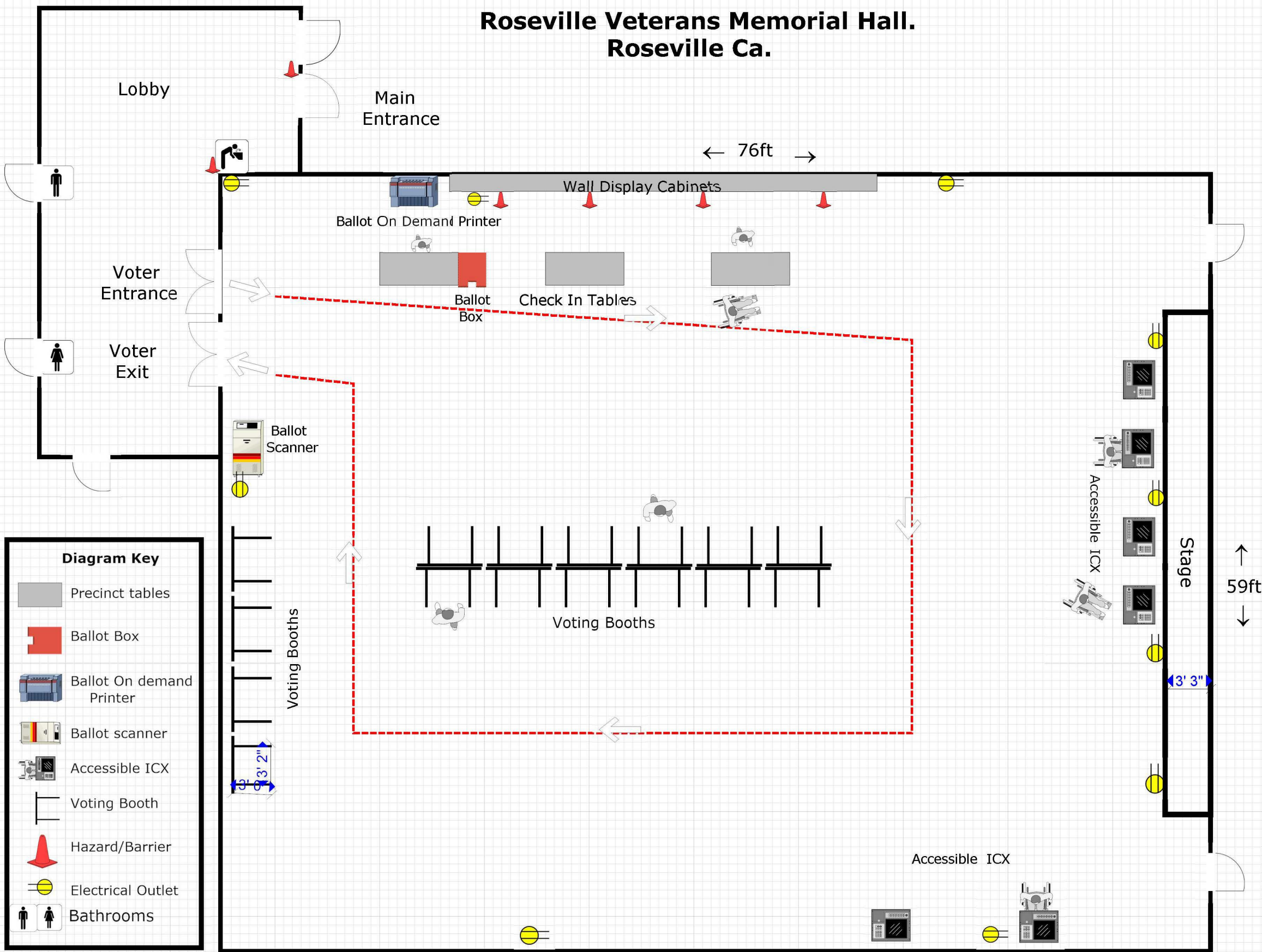
1. Install a 1.5-inch rubber threshold mat on the outside of the right hand side entrance door.

Lay the flat, thick side of the rubber threshold mat up against the change in level so that the long portion extends out as the ramp.



NOTE: Be sure to keep the door open.

Roseville Veterans Memorial Hall. Roseville Ca.



This diagram is a suggested room set up for election days. If you find that there is a more efficient way to set up, you are welcome to do so. Remember to refer to your HAVA instructional diagram to mitigate all hazard/barriers and/ or accessibility issues as required by state law.

Roseville Veterans Memorial Hall HAVA

Directional Signs



Place directional signs to direct voters to the voting area and the accessible entrance.

1. Place a sandwich board in the grass in front of the Veterans hall directing voters toward the parking area.
2. Place an accessible directional sign in the grass in front of the accessible parking spaces directing voters to the ramp.



NOTE: Be sure not to block any portion of the roadway, path of travel or doorways.

Roseville Veterans Memorial Hall

HAVA

Barriers/Hazards



The main entrance door(s) are too heavy and do not meet our accessibility requirements; therefore the door(s) must remain open.

1. Keep door(s) open using the installed doorstops (Use provided door stops if necessary).
2. Place a "Vote Here" cone topper at the main entry.
3. If the facility or weather is not permitting the door(s) to remain open, a poll worker must be assigned to open the door for every voter entering and exiting the building.



4. The interior door to the main hall is too heavy and does not meet our accessibility requirements.

Leave door open using the installed doorstop (Use provided door stops if necessary)



The water fountains and (2) drop boxes in the lobby protrude too far and do not meet accessibility requirements.

1. Place a 12-inch cone under each protruding items to serve as cane detectors.



Roseville Veterans Memorial Hall

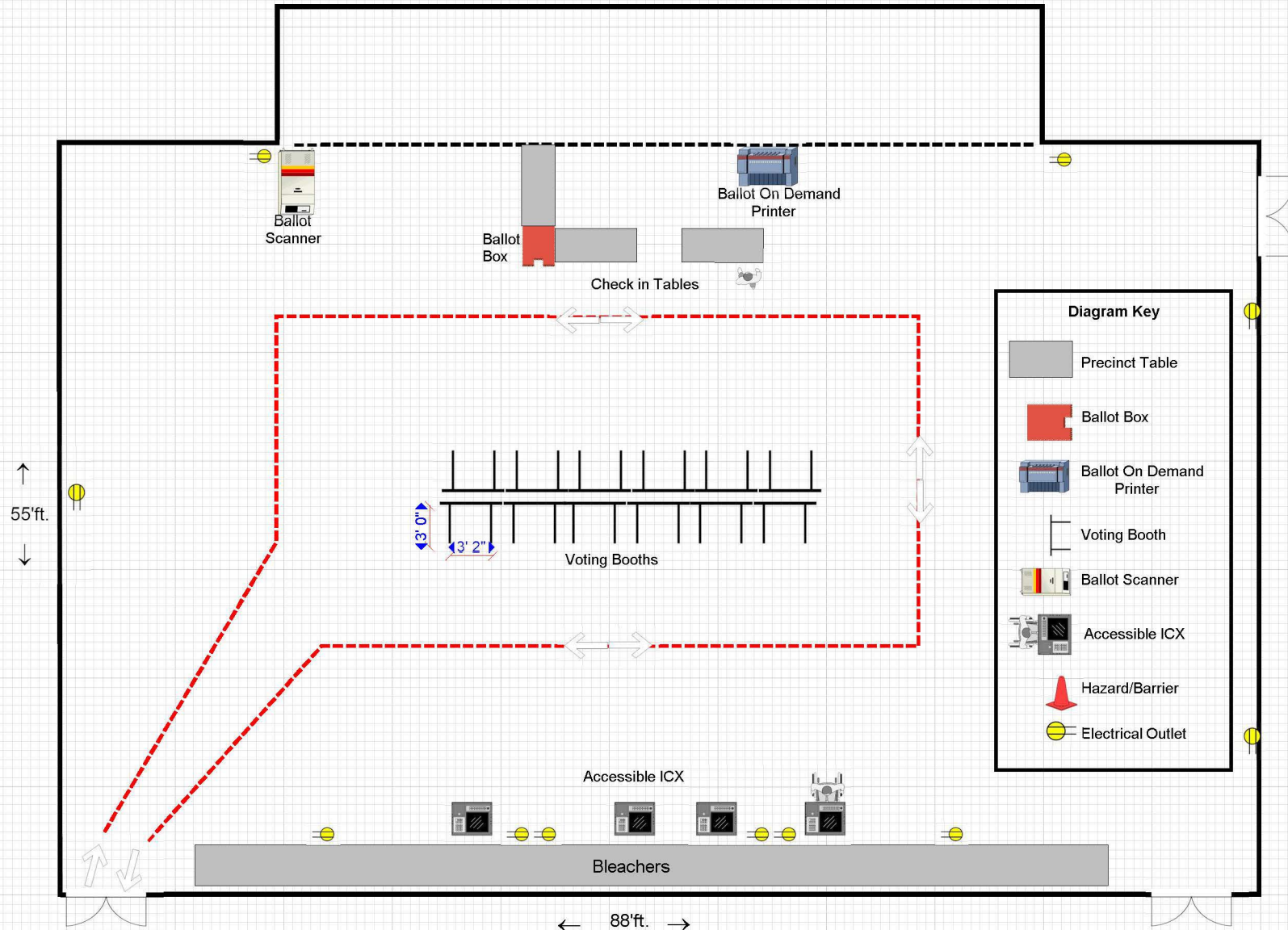
HAVA



Use the six 12-inch cones provided to mark the hanging display cases as hazards.

1. Space the six cones equally apart for the length of the cases, making sure that each corner end has a cone marking it.

Spring View Middle School-Multipurpose Room. Rocklin Ca.



This diagram is a suggested room for election day. If you find that there is a more efficient way to set up, you are welcome to do so. Remember to refer to your HAVA instructional diagram to mitigate all hazard/barriers and/or other accessibility issues as require by state law.

4,868'sf.
Total Voting Area

Spring View Middle School, Multipurpose Room HAVA Instructions

Directional Signs

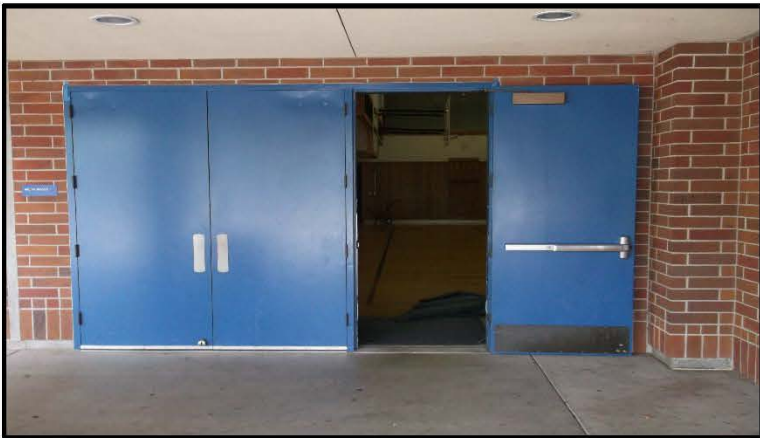


Use directional signs to direct voters to the voting area.

1. Place a sandwich board in the dirt at the entrance to the parking lot to direct voters to the voting location.
2. Place a "Vote Here" sign on a 36-inch cone and place near the voting entrance.

NOTE: Be sure not to block any portion of the roadway, path of travel or doorways.

Barriers/Hazards



The main entrance door(s) are too heavy and do not meet our accessibility requirements; therefore the doors must remain open.

1. Keep door(s) open – doors stay open automatically when opened fully. (Use provided door stops if necessary).
2. If the facility or weather is not permitting the door(s) to remain open, a poll worker must be assigned to open the door for every voter entering and exiting the building.
3. If you are designating separate doors for voter entrance and exit, both sets of doors need to remain open.

Sun City Lincoln Hills Kilaga Springs – Sierra Room HAVA Instructions

Directional Signs



Place a directional sandwich board sign in the grass at property line entry.



Place a directional sandwich board sign at exterior automatic glass sliding doors.



Place a directional sandwich board sign in the lobby area to direct voters towards the hallway on the right side.



Place a "Vote Here" cone topper at voting area entrance.

Sun City Lincoln Hills Kilaga Springs – Sierra Room HAVA Instructions

Barriers/ Hazards



The door into the Sierra Room is too heavy and does not meet the accessibility requirements; therefore the door must remain open.

1. Keep door open using the installed doorstop.
2. If the facility or weather is not permitting the door(s) to remain open, a poll worker must be assigned to open the door for every voter entering and exiting the building.

Sun City Lincoln Hills, Kilaga Springs – Terra Cotta Room
HAVA Instructions
Directional Signs



Place a directional sandwich board sign in the grass at property line entry.



Place a directional sandwich board sign at exterior automatic glass sliding doors.



Place a directional sandwich board sign in the lobby area to direct voters towards the hallway on the right side.



Place a "Vote Here" cone topper at voting area entrance.

Sun City Lincoln Hills, Kilaga Springs – Terra Cotta Room HAVA Instructions

Hazards/Barriers

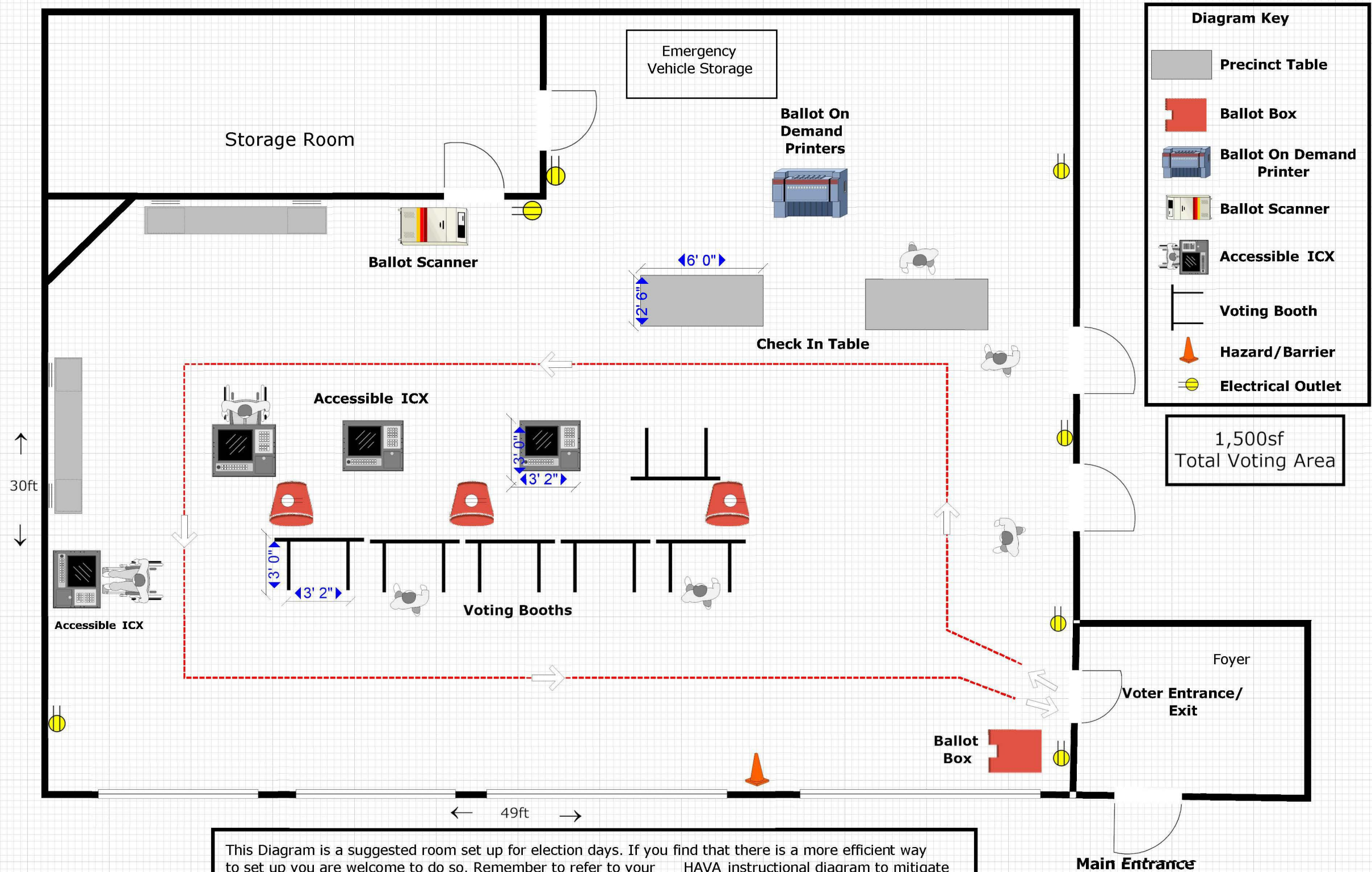


The entrance door to the Terra Cotta Room is too heavy and does not meet all the accessibility requirements; therefore the door must remain open.

1. Keep this door open to at least a 90 degree angle using the existing doorstop.

If the Facility or weather is not permitting – a poll worker must be assigned to open the door for every voter entering and exiting the building.

The Old Fire House-Truck Bay. Tahoe City Ca.



This Diagram is a suggested room set up for election days. If you find that there is a more efficient way to set up you are welcome to do so. Remember to refer to your HAVA instructional diagram to mitigate all hazard/barriers and/or other accessibility issues as require by state law.

The Old Fire House HAVA Instructions

Directional Signs



Use directional signs to direct voters to the voting location.

1. Place a sandwich board at the corner in front of the Commons Beach street sign, directing voters toward the fire house.

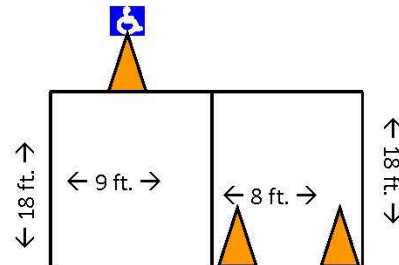
NOTE: Be sure not to block any portion of the roadway, path of travel or doorways.

Accessible Parking



There is no designated van accessible parking space so we must create one.

1. Place a van accessible sign on a 36-inch cone and place in front of the truck bay to the left of the entrance.
2. Block off an access aisle to the right of the space with (2) 36-inch cones.



The Old Fire House
HAVA Instructions
Barriers/Hazards

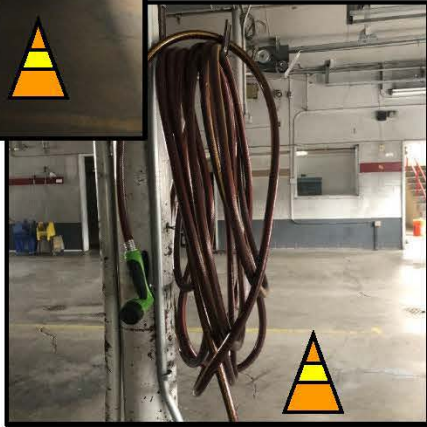


The main entrance door is too heavy and does not meet our accessibility requirements; therefore the door must remain open.

1. Keep door open using the provided door stops.
2. If the facility or weather is not permitting the door to remain open, a poll worker must be assigned to open the door for every voter entering and exiting the building.
3. The interior door into the truck bay does not meet our accessibility requirements and must also remain open using the provided door stops.

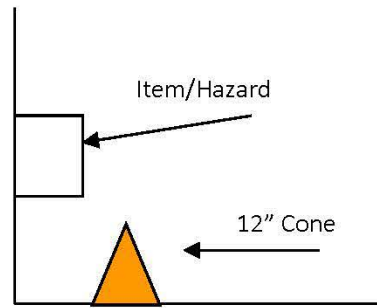
The Old Fire House HAVA Instructions

Barriers/Hazards Continued



The hanging shelf between the truck bays and the hose hook protrude too far from the wall and do not meet our accessibility requirements.

1. Place a 12-inch cone under each of these to serve as cane barriers.



Some of the gratings on the floor drains are broken (as pictured) making the gratings too wide and do not meet our accessibility requirements.

1. Place a 12-inch cone over any drains that have broken gratings.

Please use the additional 12" cones provided to mark any other hazards you deem necessary. This fire station is used as a storage facility and may have additional hazards that were not present at the time of the survey. Common hazards include tripping hazards or objects protruding out of walls more than 4" into the path of travel or voting area that would not be detectable by a cane used by persons with visual impairments



The Old Fire House HAVA Instructions



During winter months, use kitty litter as traction control on icy or slippery surfaces in the parking area or path of travel.

1. Generously pour and spread kitty litter evenly across icy or slippery surfaces.

Whitney High School-Theatre Lobby. Rocklin Ca.

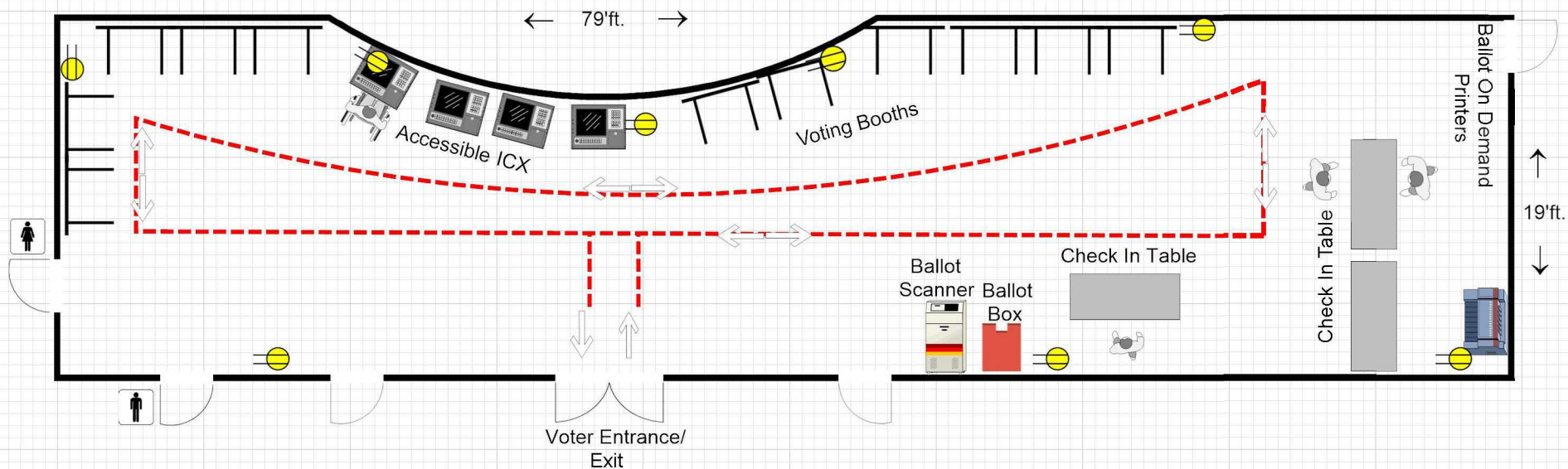
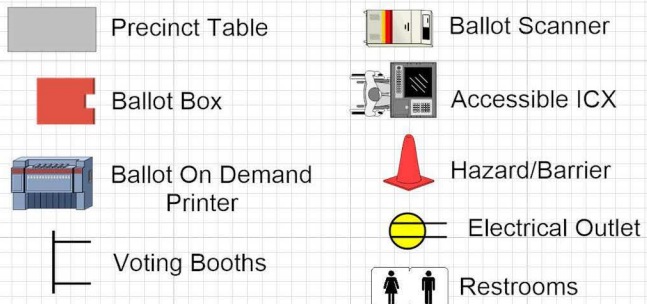


Diagram Key



This diagram is a suggested room for election days. If you find that there is a more effective way to set up, you are welcome to do so. Remember to refer to your HAVA instructional diagram to mitigate all hazard/barrier and/or other accessibility issues as require by state law.

1,385'sf
Total Voting Area

Whitney High School, Theatre Lobby HAVA Instructions

Directional Signs



Use directional signs to direct voters to the voting parking area closest to the theatre and to the designated voting area.

1. Place a sandwich board on the grass area at the second entrance of the parking lot, directing voters toward the theatre.
2. Place a sandwich board on the grass at the intersection, directing voters right toward the theatre.
3. Place an accessible directional sign on a 36-inch cone and place in the planter directing voters toward the ramp.
4. Place an accessible directional sign on a 36-inch cone and place in the dirt at the top of the ramp directing voters toward the theatre entrance.

NOTE: Be sure not to block any portion of the roadway, path of travel or doorways.

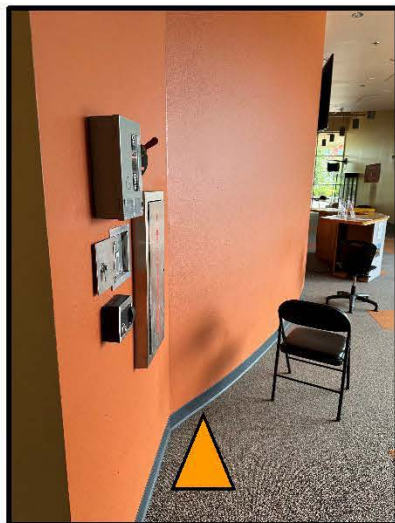
Whitney High School, Theatre Lobby HAVA Instructions

Barriers/Hazards



The main entrance door(s) are too heavy and do not meet our accessibility requirements; therefore the doors must remain open.

1. Keep door(s) open using the provided doorstops.
2. If the facility or weather is not permitting the door(s) to remain open, a poll worker must be assigned to open the door for every voter entering and exiting the building.



Voting Area

Place a 12" cone under electrical switch box.

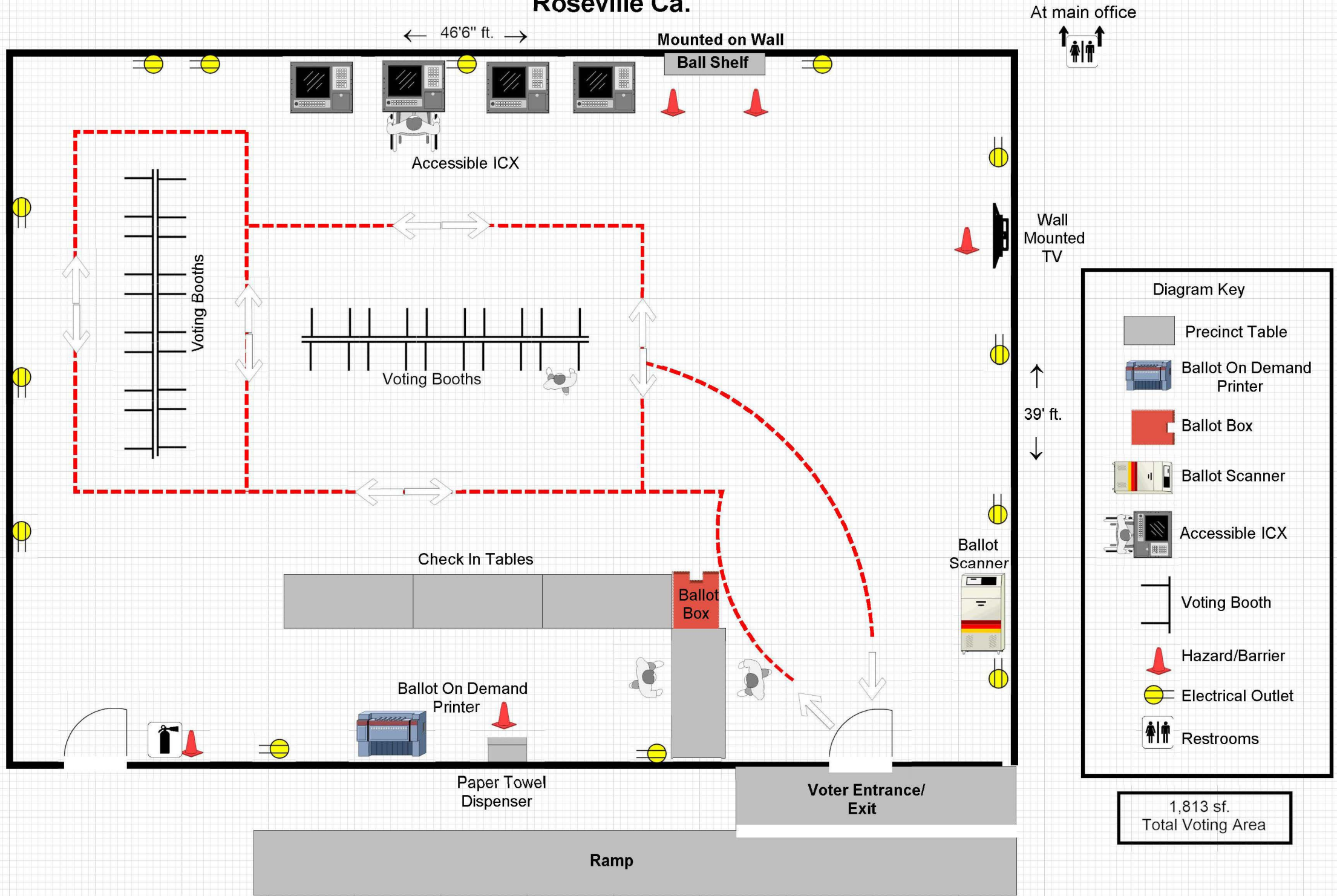


Voting Area

Place a 12" cone under AED/Defibrillator box.

Addendum
PROPOSED VOTE
CENTER
LOCATIONS

Cooley Middle School-Room P100 Roseville Ca.



At main office
↑ ↓

Wall Mounted TV

39' ft.
↑ ↓

← 46'6" ft. →

Mounted on Wall

Ball Shelf

Accessible ICX

Voting Booths

Voting Booths

Check In Tables

Ballot Box










Ballot On Demand Printer

Paper Towel Dispenser

Voter Entrance/Exit

Ramp

Ballot Scanner

- Diagram Key**
-  Precinct Table
 -  Ballot On Demand Printer
 -  Ballot Box
 -  Ballot Scanner
 -  Accessible ICX
 -  Voting Booth
 -  Hazard/Barrier
 -  Electrical Outlet
 -  Restrooms

1,813 sf.
Total Voting Area

This diagram is a suggested room set up for election days. If you find that there is a more efficient way to set up, you are welcome to do so. Remember to refer to your HAVA instructional diagram to mitigate all hazard/barriers and/or other accessibility issues as required by state law.

Sandwich Boards



Use "Vote Here" sandwich boards to direct voters to the voting room.

Place 1 sandwich board at the entrance driveway to the school, follow the signs pointing to rear parking area.

No part of the sandwich board is to be on or block the sidewalk/roadway.



Use "Vote Here" sandwich boards to direct voters to the voting room.

Place 1 sandwich board at the last driveway entrance of the school, pointing to rear parking area.

No part of the sandwich board is to be on or block the sidewalk/roadway.



Directional & Access Signs

Place a sandwich board and access sign with 36-inch cone mid-way, on the right side, on the bark, leading to the rear parking area.

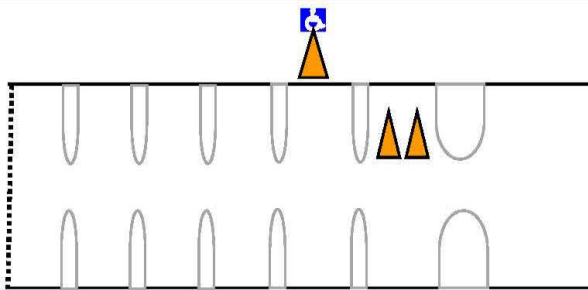
Be sure to leave enough room for a wheelchair to pass through on the sidewalk.

Van Accessible Parking



Create a van accessible parking space and access aisle in the spaces in front of the 48” gate. Place a 6ft curb ramp on the accessible aisle.

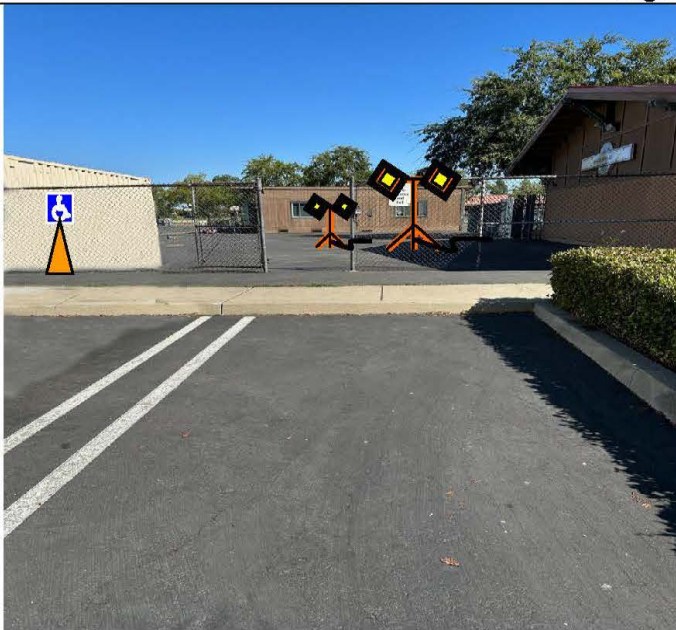
Use two parking spaces to make the van accessible parking space and aisle.



Attach the van accessible parking sign topper to a 36-inch traffic cone and place it at the front of the left-hand space. The sign must not block the sidewalk.

Use two 36-inch traffic cones to block off the space to the right, creating an access aisle.

Lights Sets



Exterior lighting along the path from accessible parking is poor before dawn and after dusk.

Place the first light sets and extension cord(s) to light the accessible parking area during dawn/dusk hours. Place the second mid way.

Exterior power outlet was not found nearby.

Alternate Battery operated spot lights may be needed.

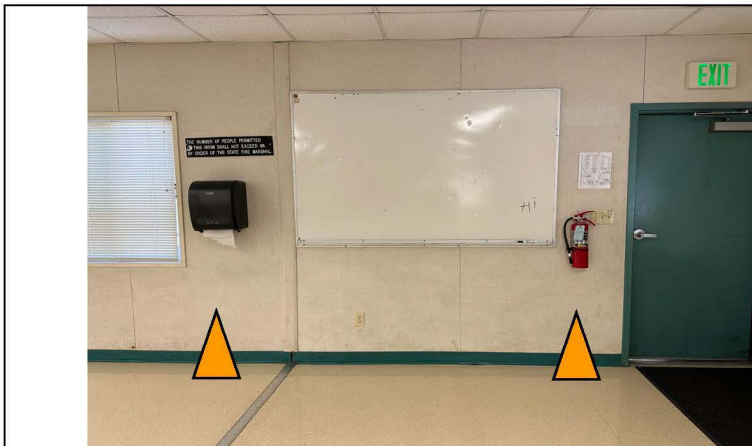
Cooley Middle School – Room P100
HAVA Instructions
Doorstop / Ramp Maneuvering Space



The room entrance door must remain open to allow enough maneuvering space for wheelchairs. Use the installed door stop to keep it open.

If the facility or weather does not permit the door to remain open, a poll worker must be assigned to open it for every voter.

Cane Barrier / Hazard



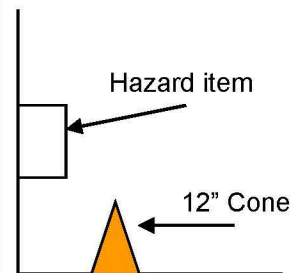
Use the 12-inch cones provided to mark the following items as hazards:

1. Use one 12-inch cone to mark the paper towel dispenser.
2. Use one 12-inch cone to mark the fire extinguisher.



3. Use two 12-inch cones to mark both ends of the ball shelf on the back wall.

See below for correct placement of cone under a hazard. The cones must be placed toward the front edge of the item, not the back.



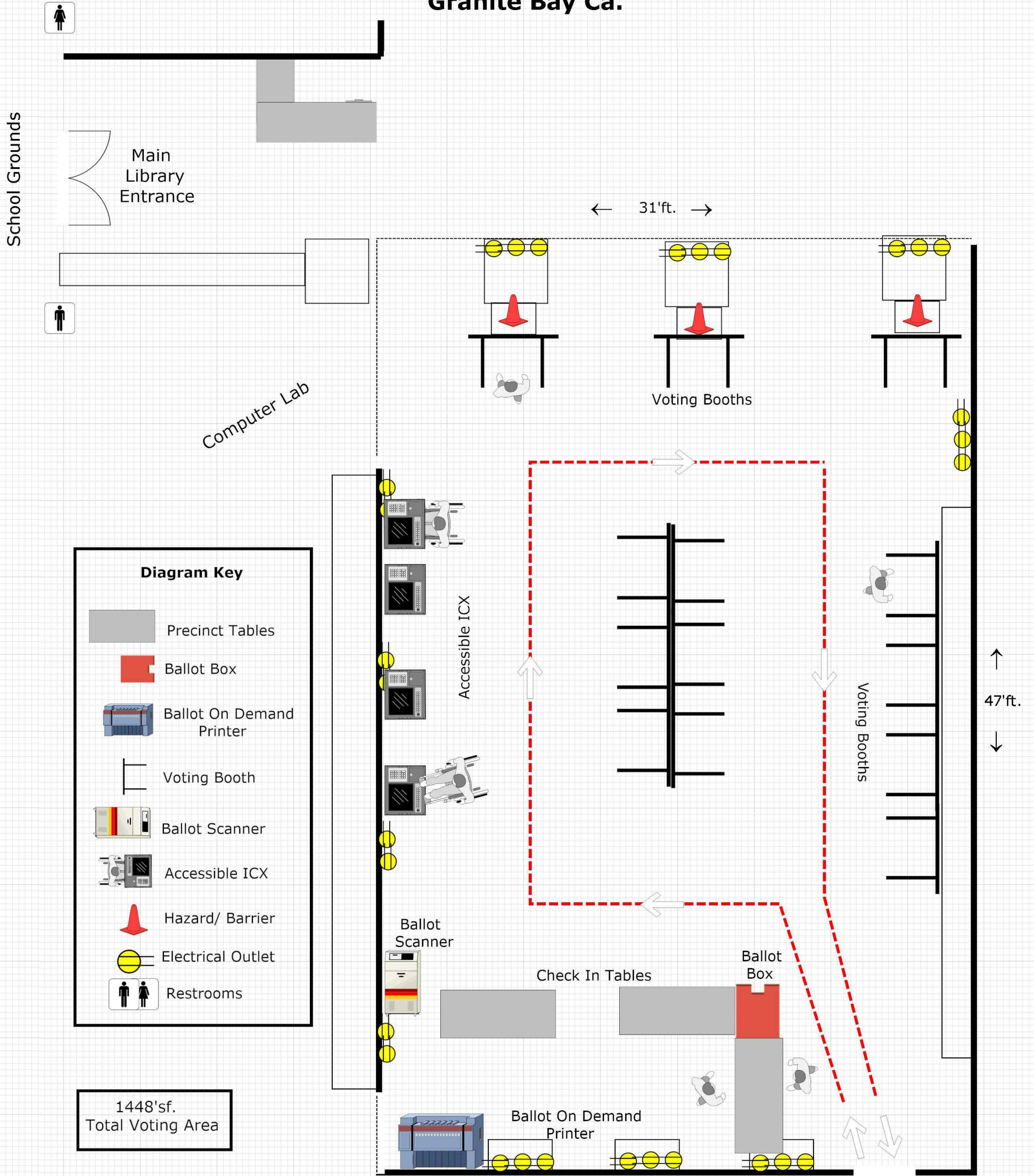
School Reminders

Please be kind and courteous to school staff, Election Days are a stressful days for our schools as there will be potentially hundreds of individuals coming onto their campus to vote - **Keep in mind that the school's main priority is the safety of the students.** Please abide by any rules or safety protocols they may ask of you.

Here are few things to be mindful of when working at a school on Election Day:

- Please refrain from interacting with students.
- Kindly ask voters to refrain from interacting with students if you notice such interactions.
- Do not use student restrooms while students are on campus. Please ask school staff which restrooms are appropriate for you to use.
- Keep in mind, if you are located in a multipurpose room/ cafeteria, students will be traveling through to get their lunches during lunch hours. It will be loud and busy during this time.
- Keep in mind that the school parking lot will be very busy during student drop off and pick up times – they have asked us to kindly remind you to keep all drop off zones clear so they can get cars in and out as quickly as possible.

Granite Bay High School - Library Granite Bay Ca.

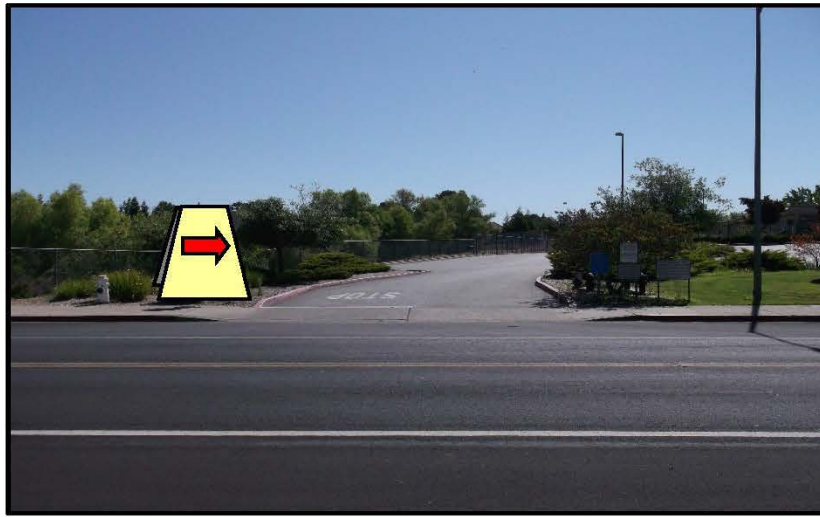


1448'sf.
Total Voting Area

This Is a suggested room for election days. If you find that there is a more efficient way to set up, you are welcome to do so. Remember to refer to your HAVA instructional diagram to mitigate all hazard/barriers and/or other accessibility issues as require by state law.

Granite Bay High School, Library HAVA Instructions

Directional Signs



To avoid having voters walking on campus, voters will be directed to use the back entrance to the library. Place signs to direct voters to the appropriate parking lot and entrance.

1. Place a directional sandwich board in the grass/dirt area at the entrance of the appropriate parking area.
2. Place a directional sandwich board in the middle island as you come into the parking lot.
3. Place a "Vote" cone with an accessible directional topper in the middle island as you come into the parking lot, directing voters to turn right toward the appropriate entrance and toward accessible parking.
4. Place a "Vote Here" sign on a 36-inch cone and place near the entrance.

NOTE: Be sure not to block any portion of the roadway, path of travel or doorways.

Granite Bay High School, Library HAVA Instructions

Accessible Parking



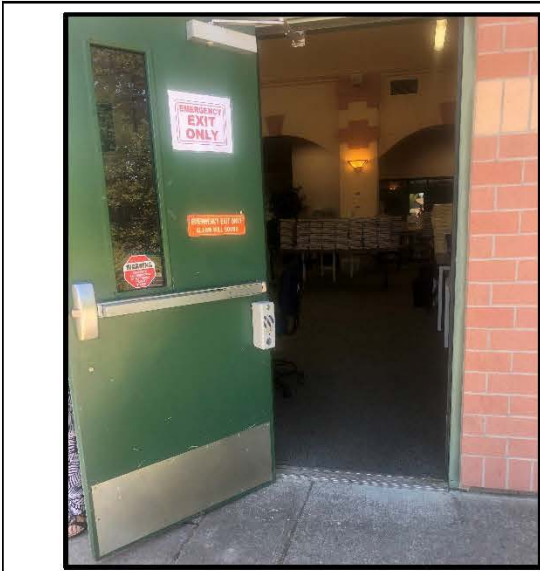
The existing van accessible space/access aisle is not accessible for voters using the library entrance because the path of travel will not allow a wheelchair to use the sidewalk for entry when the library door is open.

1. Place a Van Accessible sign on a 36-inch cone and place in front of the accessible parking space. Do not block the sidewalk or parking space.
2. Use (2) 36-inch cones to block off the space to the right of the accessible space to create an access aisle.
3. Place a 6-foot curb ramp at the top of the newly created access aisle to provide an accessible path to the entrance.



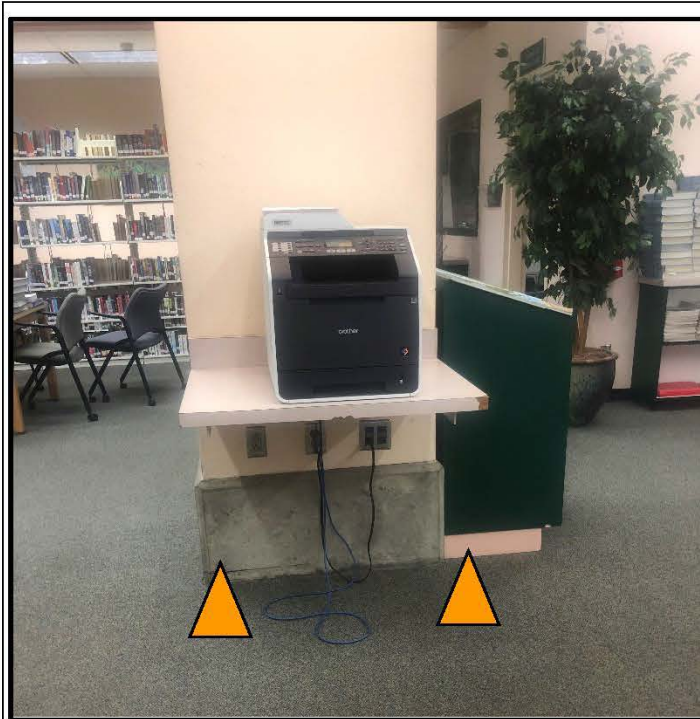
Granite Bay High School, Library HAVA Instructions

Hazards/ barriers



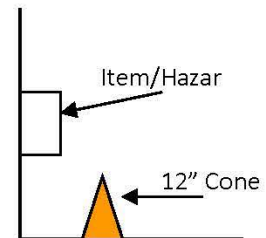
The back entrance door to the library is too heavy and does not meet all the accessibility requirements; therefore the door must remain open.

1. Keep the door open using the provided door stop.
2. If the facility or weather is not permitting the door to remain open, a poll worker must be assigned to open the door for every voter entering and exiting the building.



The library has (3) floating shelves that protrude more than 4-inches into the voting area and do not meet accessibility requirements.

1. It is recommend that you place check in tables or voting booths directly in front of these shelves to block them from the path of travel.
2. If the shelves are exposed and not blocked by check in tables or voting booths you will need to mark each corner of each shelf with 12-inch cones.



NEW SURVEYED LOCATIONS

Not Reviewed By VAAC

Mitigating Issues and Locations:

Rocklin High School – Gym Lobby, Rocklin

Accessible parking

- The accessible parking space near the gym lobby entrance does not meet all the requirements and must be modified for a van accessible space. Place a van accessible sign on a 36” cone and place it in front of the accessible space. Place (2) 36” cones to block the space to the right of the accessible space to create a wider access aisle.

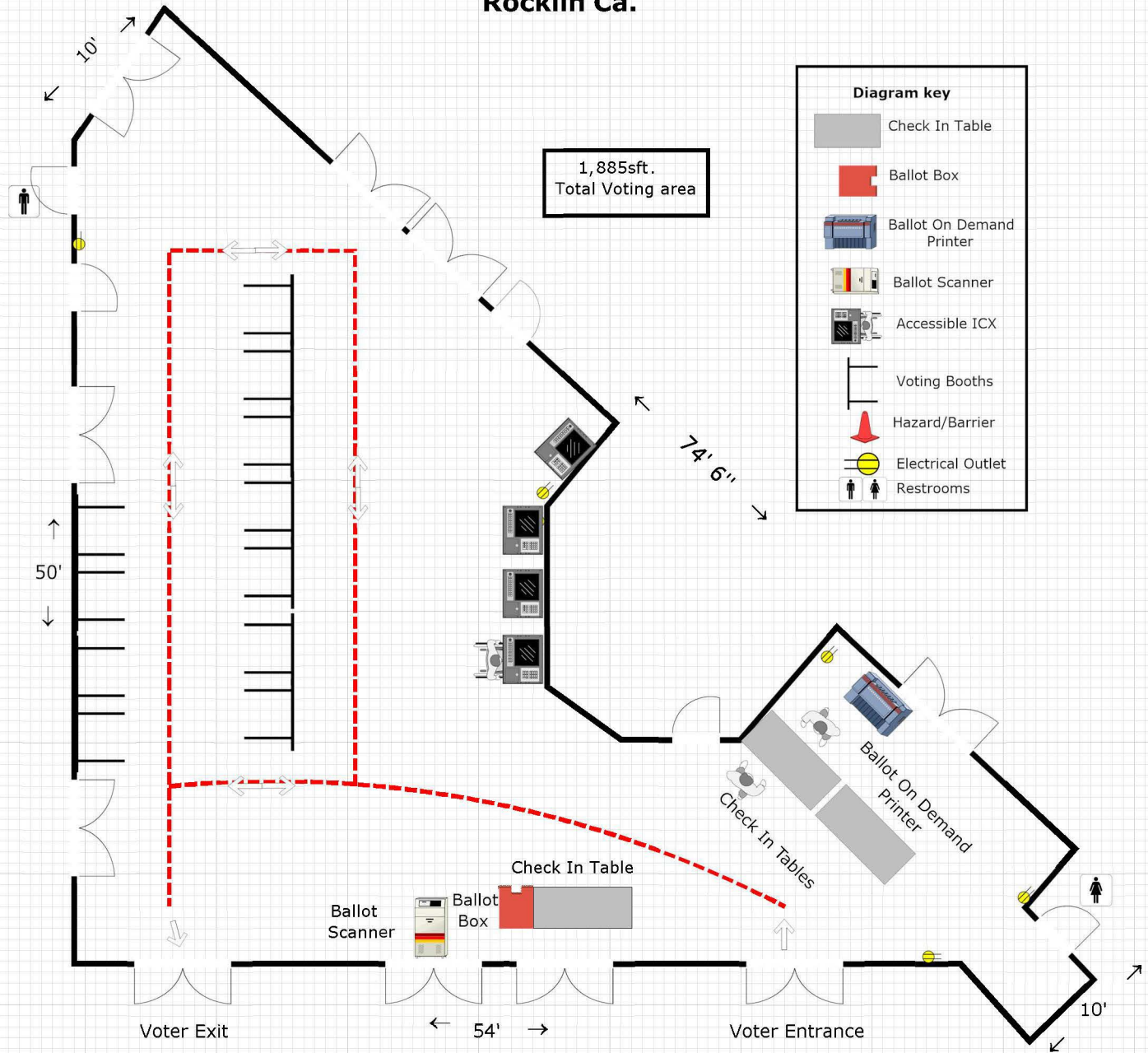
Gym lobby entrance doors

- The entrance doors are too heavy and do not meet accessibility requirements. Therefore, keep doors open during voting hours. If the weather does not permit to keep doors open, a poll worker must be assigned to open the door for every voter entering and exiting the building.

Barriers / Hazards

- The grates on the ground near the front entrance and exit doors are too wide and do not meet accessibility requirements. Place a 36” cone over any grate along the path of travel to mark as a hazard and serve as a cane detectable barrier.
- The shelf around the ticket booth counter in the gym lobby protrudes into the voting area. Place voting booths in front of the counter shelf to block it from the path of travel. Place 12” cones at areas along the counter shelf not occupied by voting equipment to serve as cane detectable barriers.

Rocklin High School-Gym Lobby Rocklin Ca.



This diagram is a suggested room set up for election days. If you find that there is a more efficient way to set up, you are welcome to do so. Remember to refer to your HAVA instructional diagram to mitigate all hazard/barriers and/or other accessibility issues as required by state law.

Rocklin High School, Gym Lobby

HAVA Instructions

Directional Signs



Use directional signs to direct voters to the voting area.

1. Place a sandwich board in the grass area at the first entrance of the high school on Victory Lane directing voters toward the theatre at the back of the parking lot.
2. Place a sandwich board in the grass area in the front of the theatre directing voters into the gym lobby.

NOTE: Be sure not to block any portion of the roadway, path of travel or doorways.



3. Place a "Vote Here" cone topper on 36" cone at the entrance door.

Rocklin High School, Gym Lobby

HAVA Instructions

Accessible Parking



The accessible parking near the polling place entrance does not meet all the requirements and must be modified.

1. Place a van accessible sign on a 36-inch cone and place in front of the accessible space in front of the theatre furthest to the left.
2. Place (2) 36-inch cones to block the space to the right of the accessible space to create a wider access aisle.

Hazards/ Barriers



The entrance doors to the gym lobby are too heavy and do not meet accessibility requirements; therefore the doors must remain open.

1. Keep at least one set of doors open – doors stay open automatically when opened fully. (Use provided door stops if necessary).
2. If the facility or weather is not permitting the doors to remain open, a poll worker must be assigned to open the door for every voter entering and exiting the building.

Rocklin High School, Gym Lobby

HAVA Instructions

Barriers/Hazards



The grates on the ground near the front entrance and exit doors are too wide and do not meet accessibility requirements.

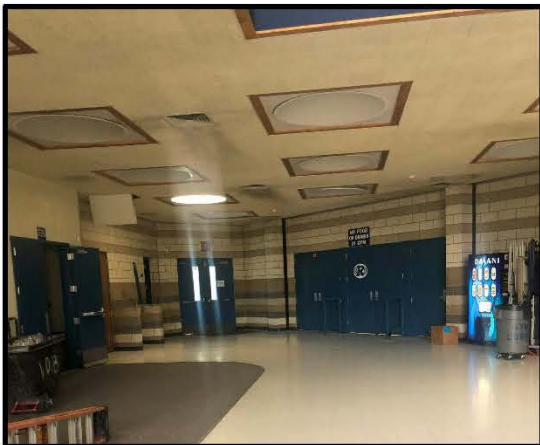
1. Place a 36-inch cone over any grate along the path of travel to mark as a hazard and serve as a cane detectable barrier.



The shelf around the ticket booth protrudes too far into the voting area and does not meet accessibility requirements.

1. Recommend to place voting booths or check-in tables in front of the shelf to block it from the path of travel.
2. If the shelf is not blocked by voting equipment or tables, place 12-inch cones at each corner of the shelf (4 total) to serve as cane detectable barriers.

Extension Cords



There are limited electrical outlets in the voting area, use the provided extension cords and power strips as necessary.

IMPORTANT: Keep all power cords out of the path of travel or anywhere that could possibly present a tripping hazard.

If necessary, use provided cord covers to cover any power cords that could possibly present a tripping hazard.

VOTE CENTERS WITH REQUIRED LANGUAGES

Vote Center	Assigned Languages	Added Languages
Alta Community Center		Spanish
At the Grounds	Spanish	Tagalog
Auburn Veterans Hall	Spanish	
Buljan Middle School	Spanish	
Chilton Middle School		Spanish
Colfax Veterans Hall		Spanish
Cooley Middle School		Spanish
Foresthill Veterans Hall		Spanish
Granite Bay High School		Spanish
Granite Bay Library		Spanish
Lincoln Library		Spanish
Lincoln Veterans Hall	Spanish	
Loomis Veterans Hall	Spanish	
Maidu Community Center		Spanish
Martha Riley Library	Punjabi	Spanish
Meadow Vista Community Center	Spanish	
Mike Shellito Indoor Pool	Spanish	
North Tahoe Event Center	Spanish	
Placer County Elections - Auburn	Spanish	
Placer County Elections - Rocklin	Korean	Spanish
Rocklin High School		Spanish
Roseville Church of Christ		Spanish
Roseville Veterans Hall	Spanish	
Sierra College	Spanish	
Spring View Middle School	Spanish	
Sun City Lincoln Hills	Spanish	
The Old Firehouse	Spanish	
West Park High School		Spanish
Whitney High School		Spanish