

To: Center for Tech and Civic Life

From: [Name of Elections Director or Relevant Official]

Date: [Insert date submitted]

City of Green Bay Safe Voting Plan

Overview

City of Green Bay faces significant challenges in executing the November 3, 2020 general election.

Specifically, City of Green Bay faced long lines in April. Many polling locations backed out and only 19 of the 280 poll workers agreed to work.

For the general election, the number of **total registered voters is expected to be between 53,000 and 58,000** casting ballots split between the two modes of voting. This document offers an assessment of resources needed for City of Green Bay to safely and thoroughly prepare for the general election.

A preliminary budget overview estimate on top of what is already available to the City is as follows:

Absentee Ballot Assembly and Processing Equipment-3 Envelope Openers	\$13,000
Early Voting Sites and Ballot Drop-off Options \$35,000 Staff – Absentee Ballot Collection and Outreach	\$35,000
In-person Voting at Polling Places on Election Day- Signs for the tables-\$3,000 50 Voting Booths-\$10,000 46 Locking supply carriers-\$9,200 46 Laptops and printers for the polling location \$216,000 4 Hand Carts \$1,000	\$239,200
Secure Dropboxes and related needs	0
46 EZ carts (to lock election supplies & electronic equipment the night before at the polling locations) \$115,000 2 Lift Trucks (City doesn't have lift trucks to be able to have EZ carts-setup crew lift all supplies and equipment now) \$120,000	\$235,000
Total	\$522,200



Needs Assessment & Costs

The following sections outline initial details of the operation and costs associated with each of the aforementioned categories.

Absentee Ballot Assembly and Processing Equipment

For the November elections, we anticipate absentee-by-mail turnout to be somewhere around 30,000. Automation will be critical to efficiently and accurately manage ballot envelopes and ballots in weeks leading up to Election Day and in the canvassing process afterwards. To that end, the following is needed:

- **Personnel:** We currently have 50 hired to tabulate absentee-by-mail ballots. Due to the number of ballots we anticipate receiving for the November general election, we will need to hire an additional 8 for drop box collection, 2 Voter Navigators, and more to answer phones.
- **Outreach Materials:** To promote absentee by mail and early voting ahead of the November election by sending Voter Navigators and local groups to promote absentee voting and registrations drives.
- **Processing Equipment:** To process absentee by mail ballot, we request \$13,000 for envelope openers.

	<u>Total cost</u>	<u>Units</u>	<u>Unit costs</u>
Personnel	\$35,000	#	\$#
Outreach materials	\$	#	\$#
Equipment-3 Env. Openers	\$13,000	#	\$#
Total	\$48,000		

Early Voting Sites and Ballot Drop-off Options

City of Green Bay plans to have 1 full-time early voting location, 1 outreach location (registration drive location-run by a local group), and 0 mobile voting precincts for November.

These must be sufficiently staffed with 3+ for the registration drive to limit worker turnover, handle a surge in voters before polls open, and manage sites in a pandemic environment. **It will cost \$20,000.**

Secure Dropboxes



In the primary, we had 1 secure dropbox installed. Installing an additional **5 secure dropboxes, 6 in total** will help ensure that voters have some opportunity to return their ballots if it may be too late to send via USPS. In addition to equipment costs and cameras, 8 staff will be needed to pick up deposited ballots and monitor drop-off boxes. **For a cost of \$15,000.**

In-person Voting at Polling Places on Election Day

City of Green Bay is committed to working to secure many fully-staffed polling places on election day. For the primary, we lost 31 of Election Day polling locations of 31 planned locations but secured 2 high school gyms. In the General, we are committed to securing **16 in person polling locations on Election Day.**

In order to staff these locations, the city will hire 0 to handle recruitment and retention of poll workers, which are key to a smooth, in-person operation. This includes paying a NA on election day.

Additionally, the city will buy (see below) for polling locations at a **total cost of \$474,200.**

	<u>Total cost</u>	<u>Units</u>	<u>Unit costs</u>
Worker Hazard Pay	\$#	#	\$#
Poll Worker PPE	\$#	#	\$#
Personnel Costs	\$#	#	\$#
Signs for the tables- \$3,000 50 Voting Booths-\$10,000 46 Locking supply carriers- \$9,200 46 Laptops and printers for the polling location \$216,000 4 Hand Carts \$1,000 46 EZ carts (For security to lock election supplies & electronic equipment the night before at the polling locations) \$115,000 2 Lift Trucks (City doesn't have lift trucks to be able	\$474,200	#	\$#



to have EZ carts-setup crew lift all supplies and equipment currently) \$120,000			
Total	\$474,200		

Conclusion

The investments outlined above will allow City of Green Bay to reduce the risk of exposure to coronavirus for voters, election staff and poll workers; identify best practices; innovate to efficiently and effectively educate our residents about how to exercise their right to vote; be intentional and strategic in reaching our historically disenfranchised residents and communities; and, above all, ensure the right to vote in a diversity of communities throughout the county. Thank you for the opportunity to submit this request.

