CENTER FOR TECH AND CIVIC LIFE

May 28, 2020

City of Racine

Dear Mayor Mason,

I am pleased to inform you that the Center for Tech and Civic Life ("CTCL") has decided to award a grant to support the work of the City of Racine.

The following is a description of the grant:

AMOUNT OF GRANT: One hundred thousand US dollars (USD $100,000).

PURPOSE: The grant funds must be used exclusively for the public purpose of planning safe and secure election administration in the City of Racine in 2020, and coordinating such planning with other cities in Wisconsin.

Before we transmit these funds, we ask that you sign this agreement promising to use the grant funds in compliance with United States tax laws. Specifically, by signing this letter you agree to the following:

1. The City of Racine is a U.S., state, or local government unit or political subdivision in the meaning of 26 USC 170(c)(1).

2. This grant shall be used *only* for the public purpose described above, and for no other purposes.

3. The City of Racine shall not use any part of this grant to give a grant to another organization unless CTCL agrees to the specific grant in writing, except as provided in paragraph 4.

4. The City of Racine shall grant ten thousand dollars (USD $10,000) under this agreement to each of the cities of Green Bay, Kenosha, Madison, and Milwaukee solely for the public purpose of planning safe and secure election administration in those cities in 2020, and

solely upon written confirmation from those entities that the funds shall be used for such purpose.

5. The City of Racine, and any cities granted funds under paragraph 4, shall produce, by June 15th, 2020, a plan for safe and secure election administration in each such city in 2020, including an assessment of election administration needs, budget estimates for such assessment, and an assessment of the impact of the plan on voters.

6. CTCL may discontinue, modify, withhold part of, or ask for the return all or part of the grant funds if it determines, in its sole judgment, that (a) any of the above conditions have not been met or (b) it must do so to comply with applicable laws or regulations.

Your acceptance of these agreements should be indicated below. Please have an authorized representative of The City of Racine sign below, and return a scanned copy of this letter to us by email at grants@techandciviclife.org.

On behalf of CTCL, I extend my best wishes in your work.

Sincerely,

Tiana Epps Johnson
Executive Director
Center for Tech and Civic Life

Accepted on behalf of the City of Racine:

By: _____

Title: _____

Date:_____

CENTER FOR
TECH AND
CIVIC LIFE

August 3, 2020

City of Racine

Dear Mayor Mason,

I am pleased to inform you that the Center for Tech and Civic Life ("CTCL") has decided to award a grant to support the work of the City of Racine.

The following is a description of the grant:

AMOUNT OF GRANT: Nine hundred, forty-two thousand, one hundred US dollars (USD $942,100.00).

PURPOSE: The grant funds must be used exclusively for the public purpose of planning and operationalizing safe and secure election administration in the City of Racine in accordance with the Wisconsin Safe Voting Plan 2020 ("Appendix").

Before we transmit these funds, we ask that you sign this agreement promising to use the grant funds in compliance with United States tax laws. Specifically, by signing this letter you agree to the following:

1. The City of Racine is a U.S., state, or local government unit or political subdivision in the meaning of 26 USC 170(c)(1).

Exhibit A

2. This grant shall be used *only* for the public purpose described above, and for no other purposes.

3. The City of Racine shall not use any part of this grant to give a grant to another organization unless CTCL agrees to the specific sub-recipient in advance, in writing.

4. The City of Racine has produced a plan for safe and secure election administration in 2020, including an assessment of election administration needs, budget estimates for such assessment, and an assessment of the impact of the plan on voters. This plan is attached to this agreement as an Appendix. The City shall expend the amount of this grant for purposes contained in this plan by December 31, 2020.

5. This grant is intended to support and shall be used solely to fund the activities and purposes described in the plan produced pursuant to paragraph 4.

6. The City of Racine shall produce a report documenting how this grant has been expended in support of the Appendix. This report shall be provided to CTCL by January 31, 2021.

7. The City of Racine shall not reduce or otherwise modify planned municipal spending on 2020 elections, including the budget of the City Clerk of Racine ("the Clerk") or fail to appropriate or provide previously budgeted funds to the Clerk for the term of this grant. Any amount reduced or not provided in contravention of this paragraph shall be repaid to CTCL up to the total amount of this grant.

8. CTCL may discontinue, modify, withhold part of, or ask for the return of all or part of the grant funds if it determines, in its sole judgment, that (a) any of the above conditions have not been met or (b) it must do so to comply with applicable laws or regulations.

9. The grant project period of June 15, 2020 through December 31, 2020 represents the dates between which covered costs may be applied to the grant.

Your acceptance of these agreements should be indicated below. Please have an authorized representative of The City of Racine sign below, and return a scanned copy of this letter to us by email at grants@techandciviclife.org

On behalf of CTCL, I extend my best wishes in your work.

Sincerely,

Tiana Epps Johnson
Executive Director
Center for Tech and Civic Life

Accepted on behalf of the City of Racine:

SEE ATTACHMENT

By: _____

Title: _____

Date:_____

APPENDIX: Wisconsin Safe Voting Plan 2020 Submitted to the Center for Tech & Civic Life June 15, 2020

CITY OF RACINE

By: _____ 8/6/2020
Cory Mason, Mayor Date

ATTEST:

By: _____ 8/6/2020
Tara Coolidge, City Clerk Date

Provisions have been made to pay the liability that will accrue hereunder.

By: _____ 8-6-20
David Brown, Finance Director Date

APPROVED AS TO FORM:

By: _____ August 6 2020
Scott R. Letteney, City Attorney Date

Wisconsin Safe Voting Plan 2020
Submitted to the Center for Tech & Civic Life
June 15, 2020

The State of Wisconsin found itself in the midst of an historic election in April of 2020 when statewide elections occurred in the midst of the COVID-19 pandemic. These elections included not only the presidential preference vote, but also local races for city councils, county boards, school board, and mayors, a statewide election for a seat on the Wisconsin Supreme Court, and numerous district-wide school referenda.

Municipalities were required to make rapid and frequent adjustments to ensure compliance with the rapidly changing Supreme Court, Wisconsin Supreme Court, and Wisconsin Election Commission (WEC) rulings about the election. (The April 2020 Election may go down in history as the only election in which the Wisconsin Supreme Court and the US Supreme Court weighed in on the same day on how the election would be conducted.)

The shifting legal landscape was also complicated by the extraordinary lengths municipal clerks went to to ensure that both voting and election administration were done in accordance with prevailing public health requirements.

As mayors in Wisconsin's five biggest cities - Milwaukee, Madison, Green Bay, Kenosha, and Racine - we seek to work collaboratively on the two remaining 2020 elections (August 11th and November 3rd) to: safely administer elections to reduce the risk of exposure to coronavirus for our residents as well as our election officials 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 our dense and diverse communities.

Table 1: Summary of Municipalities' Electorate Data, June 2020

	Green Bay	Kenosha	Madison	Milwaukee	Racine
Estimated Eligible Voters	71,661	73,000	213,725	430,000	56,000
Registered Voters	52,064	47,433	178,346	294,459	34,734
2020 Election Budget	$329,820	$205,690	$2,080,283	$2,986,810	$409,529

All five jurisdictions share concerns about how to best facilitate voter participation and limit exposure to coronavirus. All five jurisdictions spent all or most of the budgeted resources for all of 2020 on the extraordinary circumstances this Spring. If no plan is approved, it will leave communities like ours with no choice but to make tough decisions between health and the right to vote; between budget constraints and access to fundamental rights. The time that remains between now and the November Election provides an opportunity to plan for the highest possible voter turnouts in the safest possible ways.

We are collectively requesting a total of $6,131,567 as summarized in Table 3 below and detailed extensively in the plan.

Review of the April 2020 Election

The April 2020 election placed two sacred duties of cities in conflict: keeping our residents safe and administering free and fair elections. Since Wisconsin's elections are administered at the municipal level, each municipality was on its own to deal with these dynamics. Our Municipal Clerks and their staff are all remarkable public servants, who responded nimbly and effectively to marshal the resources needed to run these elections under exceedingly challenging circumstances. In this election, all five of our municipalities faced:

- Precipitous drop-offs of experienced poll workers;
- A scramble to procure enough PPE to keep polling locations clean and disinfected and to mitigate COVID-19 risk for election officials, poll workers, and voters;
- A never-before-seen increase in absentee ballot requests;
- High numbers of voters who struggled to properly submit required photo ID and/or provided insufficient certification of absentee ballot envelopes; and
- Voters who, understandably, were completely confused about the timeline and rules for voting in the midst of a pandemic and required considerable public outreach and individual hand-holding to ensure their right to vote.

See Table 2, below, for detailed data on all five municipalities' April 2020 absentee mail and in-person early voting experiences.

Table 2: Summary of Municipalities' Experiences in April 2020 Election

	Green Bay	Kenosha	Madison	Milwaukee	Racine
# of voters who requested absentee ballots for April election	15,509	16,017	89,730	96,712	11,615
# of absentee ballots successfully cast in April	11,928	13,144	77,677	76,362	9,570
# of absentee ballot requests unfulfilled due to insufficient photo ID	Unknown	Unknown	1,840	2.5%	Estimated hundreds
# of absentee ballots rejected due to incomplete certification	312	196	618	1,671	368
# of secure drop-boxes for absentee ballot return	1	2	3	5	1
# of days of early voting	12	10	19	14	13
Use curbside voting for early voting?	✔	✖	✔	✔	✔
# of voters who voted in-person early absentee	778	85	4,930	11,612	1,543
# of additional staff enlisted for election-related efforts	86	60	225	95	20
$ spent on PPE	$2,122	$13,000	$6,305	Unknown	Unknown
# of polling locations	2	10	66	5	14
Use drive-thru or curbside voting on Election Day?	✔	✖	✔	✔	✔

Comprehensive Election Administration Needs for 2020

In early June 2020, all five municipal clerks and their staff, with review and support from all five cities' Mayors and Mayoral staff, completed a detailed, multi-page template (attached) providing both data and information about the municipalities' election plans and needs. This Wisconsin Safe Voting Plan 2020 is based on that comprehensive information. All five of our municipalities recommend the following four strategies to ensure safe, fair, inclusive, secure, and professional elections in our communities for the remaining 2020 elections:

Recommendation I: Encourage and Increase Absentee Voting (By Mail and Early, In-Person)

1. Provide assistance to help voters comply with absentee ballot requests & certification requirements
2. Utilize secure drop-boxes to facilitate return of absentee ballots
3. Deploy additional staff and/or technology improvements to expedite & improve accuracy of absentee ballot processing
4. Expand In-Person Early Voting (Including Curbside Voting)

Recommendation II: Dramatically Expand Strategic Voter Education & Outreach Efforts, Particularly to Historically Disenfranchised Residents

Recommendation III: Launch Poll Worker Recruitment, Training & Safety Efforts

Recommendation IV: Ensure Safe & Efficient Election Day Administration

As detailed in this plan, our municipalities are requesting **a total of $6,324,567** to robustly, swiftly, comprehensively, and creatively implement these four strategic recommendations in each of our communities. That request is summarized as follows in Table 3, below, and detailed extensively in the remainder of this plan.

Table 3: Summary of Resources Needed to Robustly Implement All Four Recommendations

Recommendation	Green Bay	Kenosha	Madison	Milwaukee	Racine	Totals
Encourage and Increase Absentee Voting By Mail and Early, In-Person	$277,000	$455,239	$548,500	$998,500	$293,600	**$2,572,839**
Dramatically Expand Strategic Voter Education & Outreach Efforts	$215,000	$58,000	$175,000	$280,000	$337,000	**$1,065,000**
Launch Poll Worker Recruitment, Training & Safety Efforts	$174,900	$145,840	$507,788	$800,000	$181,500	**$1,810,028**
Ensure Safe & Efficient Election Day Administration	$426,500	$203,700	$40,500	$76,000	$130,000	**$876,700**
Totals:	**$1,093,400**	**$862,779**	**$1,271,788**	**$2,154,500**	**$942,100**	**$6,324,567**

Recommendation I: Encourage & Increase Absentee Voting By Mail and Early, In-Person

Of all the things that need to be done to ensure access and safety at the polls, this is perhaps the most important and timely. It is time, resource, and labor intensive but results in the voter being able to vote by mail or from the relative safety of their car or at a socially distanced and carefully planned early voting site.

Overview of Absentee Voting in Wisconsin

Before discussing our strategies and plans to encourage and increase absentee voting, both by mail and in-person, early voting, it's important to first understand the absentee voting context in Wisconsin.

There are two ways to vote early in Wisconsin: in-person and through the mail. Both are technically called "absentee voting," a phrase held over from a time when absentee voting required you to affirm that you were over 80, ill, or going to be out of the municipality on Election Day. Those requirements no longer exist in the statutes, and people can vote early, or absentee, for any reason. The April 2020 election saw dramatic increases in the number of absentee ballot requests over previous elections.

While for many regular voters, absentee voting - whether completed by mail or early, in-person - is a relatively easy process, our five cities understand that absentee voting does not work easily for all voters. Our communities of color, senior voters, low-income voters without reliable access to the internet, people with disabilities, and students all have legitimate concerns about the absentee voting process.

Voting absentee by mail has been complicated by the fairly recent imposition of state law requiring voters to provide an image of their valid photo ID prior to first requesting an absentee ballot. While this works relatively easily for voters who have valid photo IDs and the technology necessary to upload an image file of that valid ID into the state's myvote.wi.gov website, it does not work well or easily for other voters who do not have valid photo ID (complicated by closure of DMVs due to the pandemic), lack access to reliable internet (also complicated by coronavirus-related closures or reduced hours at libraries and community centers, leaving those residents without regular public internet access that our municipalities normally provide), those who don't have smart phones to take and upload photos, and those who need additional education about what constitutes a valid photo ID. (For example, countless voters in our municipalities attempted to submit "selfies" as valid photo ID. Explaining to them that this was not a valid form of photo ID and instructing them on how to properly submit valid ID took considerable staff time and resources.)

Once the absentee ballot is received, it must be completed correctly to be successfully cast, and there are numerous certification requirements on the absentee ballot envelope; if not correctly completed, the ballot could be rejected. Prior to this April's

election, very small numbers of voters had traditionally chosen to cast ballots by mail. Municipal clerks' offices simply were not prepared and do not have the staffing or technological resources needed to quickly process dramatically higher numbers of absentee ballot requests, troubleshoot problems, answer voter questions, provide information and to expedite the processing of thousands of received absentee ballots on Election Day.

In-person early absentee voting also poses challenges for voters and election administrators. While all of our communities had previously offered early voting locations and hours, April's election required election officials to creatively and quickly expand in-person early voting opportunities, including curbside voting, all while prioritizing necessary COVID-19 precautions.

As indicated by Table 4, below, all five of our municipalities are already experiencing dramatic increases in the number of voters requesting to vote absentee, compared to pre-pandemic, and must procure resources to enable voters in our communities to meaningfully access absentee voting.

Table 4: Absentee Ballots in All Municipalities as of June 2020

	Green Bay	**Kenosha**	**Madison**	**Milwaukee**	**Racine**
# of voters on permanent absentee list prior to 2/18/20	1,628	1,856	2,062	6,252	613
# of voters on permanent absentee list as of 4/7/20	4,306	3,469	8,665	23,374	2,684
# of voters who have already requested absentee ballots for August 2020	5,162	9,450	36,092	53,438	3,389
# of voters who have already requested absentee ballots for November 2020	4,859	9,123	34,164	50,446	3,204

We are committed to making voting accessible via mail, in-person prior to Election Day, and at the polls on Election Day. Particularly in the midst of a global pandemic when many voters are rightfully apprehensive about in-person voting, we want to ensure that voters in our communities know they have options and we are committed to conducting the necessary voter outreach and education to promote absentee voting and encourage higher percentages of our electors to vote absentee.

Increasing the number of voters who cast votes prior to Election Day minimizes the risk of spreading COVID-19 on Election Day from in-person contacts at our polling locations, and it reduces the chance for lines and delays in voting on Election Day.

The Wisconsin Election Commission (WEC) has approved a proposal to mail all registered voters absentee ballot request forms, which allows our five communities to focus on helping voters overcome the barriers to successfully returning those forms so they can obtain, and then successfully submit, their completed absentee ballots. This measure will provide absentee request information directly to voters, alleviating the need for municipalities to expend the cost to send the mailing. However, it is unclear how this measure will affect the workload of municipal clerks. Although the WEC has directed that the forms be returned to the WEC for entry, municipal clerks must still review each record, process, mail, record receipt and canvass each absentee ballot.

All of our municipalities anticipate continued large increases in absentee voting based on the April 2020 trends. Milwaukee, for example, anticipates that 80% of residents will vote absentee by mail for both the August primary and the November general election.

All five cities have identified numerous barriers to successful absentee voting, including: voters facing numerous challenges to successfully submitting valid photo ID; voters needing assistance complying with absentee ballot certification requirements, including obtaining the required witness signature on the absentee ballot return envelope; the labor-intensive process faced by all of our clerks' offices of processing absentee ballot requests; and U.S. Postal Service errors and mail delays. All of these are challenges for our municipalities in normal elections, but they are all compounded by the coronavirus pandemic, and made exponentially more difficult by the unprecedented volume of absentee voting requests. This puts tremendous strain on municipal election clerks and their staff.

Our five cities share the desire to assist as many residents as possible with casting ballots before Election Day, serving as the greatest opportunity we have to mitigate the spread of COVID-19 in our communities. We have identified several strategies to help voters in each of our communities overcome these barriers to successful absentee voting, both by mail and in-person early voting.

Overall, our five communities are requesting **$2,572,839** in resources related to enabling our municipalities to overcome these particular barriers and ensure that our voters can meaningfully access absentee voting, both by mail and in-person early voting. These strategies and resource needs are broken down into four distinct component recommendations, within the overall umbrella of increasing and encouraging absentee voting:

1. **Provide assistance to help voters comply with absentee ballot requests & certification requirements**

- **Green Bay:** The City would like to employ bilingual LTE "voter navigators" ($45,000) to help residents properly upload valid photo ID, complete their ballots and comply with certification requirements, and offer witness signatures. These voter navigators can assist voters prior to the elections and then also be trained and utilized as election inspectors. They would also like to utilize paid social media and local print and radio advertising to educate and direct voters in how to upload photo ID and how to request and complete absentee ballots. ($2,000) **Total: $47,000**

- **Kenosha:** The City would like to have Clerk's staff train library staff on how to help residents request and complete absentee ballots, would like to produce ($3,000) and mail ($26,200) a bilingual absentee ballot instruction sheet with all absentee ballots to increase correctly completed and submitted ballots. The City would like to hire a trainer for seasonal election workers, volunteers and poll workers. This employee would also coordinate assignments to polling locations, the early driver up voting site, the Clerk's office for assistance in processing, data entry and filing of absentee requests and the Absentee Board of Canvassers (approximately $50,000). The increase in absentee ballots due to COVID-19 has tremendously increased the workload of the department. In order to properly serve the citizens and voters additional LTE employees are needed (approximately $175,000). **Total: $254,200**

- **Madison:** Plans to hold curbside "Get your ID on File" events with the Clerk this summer utilizing volunteers or paid poll workers ($15,000) equipped with PPE (estimated $5,000) and digital cameras ($4,500) to capture voter ID images for voters who are unable to electronically submit their IDs to the Clerk's office. They also need large flags to draw attention to these curbside sites ($4,000). Would also like mobile wifi hotspots and tablets for all of these sites ($100,000) so voters could complete their voter registration and absentee requests all at once, without having to wait for staff in the Clerk's office to follow up on paper forms. (These mobile wifi hotspots, tablets, and flags, could all then be repurposed for early in-person voting closer to the election.) **Total: $128,500**

- **Milwaukee:** The City notes that the biggest obstacle to Milwaukee residents, particularly those in poverty, to applying for an absentee ballot in April was access to the internet and securing an image of their photo ID. To address this, the City will be promoting and utilizing Milwaukee Public Library branch staff ($90,000 for both elections) for 3 weeks prior to each election to assist any potential absentee voters with applying, securing, and uploading images of their valid photo ID. **Total: $90,000**

- **Racine:** The City will recruit and promote ($1,000), train ($3,000), and employ paid Voter Ambassadors ($8,000) who will be provided with both PPE and

supplies ($4,000) and set up at the City's community centers to assist voters with all aspects of absentee ballot request, including photo ID compliance. Due to the increase of absentee mailed requests the City of Racine will need an additional 2 full time staff members in the Clerk's Office in order to have a reasonable turn-around time for absentee requests ($100,000). Total: **$116,000.**

Total: $635,700

2. **Utilize Secure Drop-Boxes to Facilitate Return of Absentee Ballots**

Our five communities all share a desire to expand voters' ability to easily return absentee ballots to the municipality without having to rely on the postal service, since, after April's election, many voters are (rightfully) apprehensive that putting their completed ballot in the mail does not guarantee it will be received and counted by the municipality by statutory deadlines. Voters also need to have confidence that they are returning their completed absentee ballots into secure containers that are not at risk of tampering. All five cities need resources to purchase additional secure drop-boxes and place them at key locations throughout their cities, including libraries, community centers, and other well-known places, to ensure that returning completed ballots is as secure and accessible to voters throughout our cities as possible.

- **Green Bay:** The City would like to add secure (security cameras $15,000) ballot drop-boxes (approximately $900 each) at a minimum of the transit center and two fire stations, but if funding were available would also install secure drop boxes at Green Bay's libraries, police community buildings, and potentially several other sites including major grocery stores, gas stations, University of Wisconsin Green Bay, and Northern Wisconsin Technical College, in addition to the one already in use at City Hall. **Total: $50,000**
- **Kenosha:** The City currently has two drop-boxes that are checked throughout the day, and would like to install 4 additional internal security boxes at Kenosha libraries and the Kenosha Water Utility so that each side of town has easy access to ballot drop-boxes. **Total: $40,000**
- **Madison:** The City would like to have one secure drop box for every 15,000 voters, or 12 drop boxes total ($36,000). The City would also like to provide a potential absentee ballot witness at each drop box, utilizing social distancing and equipped with PPE (staff costs unknown): **Total: $50,000**
- **Milwaukee:** The City would like to install secure 24-hour drop boxes at all 13 Milwaukee Public library branches, staffed with socially distanced volunteers to serve as witnesses. **Total: $58,500**

- **Racine:** The City currently has one secured drop box for absentee ballots, and would like to have 3 additional drop boxes, each equipped with security cameras, to install at key locations around the City. **Total: $18,000.**

Total: $216,500

3. **Deploy Additional Staff and/or Technology Improvements to Expedite & Improve Accuracy of Absentee Ballot Processing**

The process of assembling and mailing absentee ballots is labor-intensive, slow, and subject to human error. Absentee ballot requests must be approved and entered into the statewide system, labels must be printed and applied to envelopes, ballots must be initialled, folded, and inserted into the envelope along with instructions. Ballots must be logged when received back from the voter. Undeliverable ballots must be reviewed, reissued or canceled. When voters make mistakes on ballots the requests to reissue must be completed. These tasks are time-consuming and utilizing existing clerk's office staff pulls them away from all of the other service requests, phone answering, and tasks handled by busy municipal clerks' offices.

The tremendous increase in absentee ballot requests in April was unprecedented, and municipal clerks and their staff were unprepared for the volume. They responded remarkably well - particularly since many of their staff were, by late March and early April, working remotely or, at a minimum, all needing to adhere to social distancing and masking precautions when working together in the same room - but all five municipalities need additional resources to accurately and swiftly process absentee ballot requests.

- **Green Bay:** The City needs 45 additional staff to process absentee ballot requests before the election, to open and verify envelopes on Election Day, and insert them into the tabulators. After the election, staff are needed to enter new voter registrations and assist with all election certification tasks ($140,000 for staffing) The City would also like to purchase a ballot opener and ballot folder to expedite processing ($5,000). **Total: $145,000.**
- **Kenosha:** The City needs resources for absentee ballot processing, to staff and process early, in-person absentee requests, and to answer voters' questions (approximately $100,000). Additional workers are also needed to canvass absentee ballots (approximately $11,000) **Total: $111,000**
- **Madison:** Based on data from April, the City estimates it will need additional staffing ($110,000) for hourly election clerks for the fall elections, and will incur

additional overtime costs ($100,000) for staff processing of absentee ballots and other election-related tasks. **Total: $210,000**

- **Milwaukee:** Given its tremendous volume of absentee ballot requests and processing tasks which dwarfs that of the other municipalities, Milwaukee would like to completely automate and expedite the assembly and mailing of requested absentee ballots. The City would like to purchase a high-speed, duplex printer, a top-of-the-line folding machine, and a high quality folding and inserting machine. This would reduce staff costs and eliminate the use of absentee labels, by enabling the City to print directly onto inner and outer envelopes. This would also allow the City to have a small 2D barcode that the inserter machine would be able to scan to ensure that the outer envelope is for the same voter; increasing quality controls. This automation would enable the City to eliminate the assembly delay no matter the volume of daily absentee requests, allowing experienced election workers and previously trained election temporary employees to be re-deployed to early voting sites as supervisors and lead workers. **Total: $145,000**

- **Racine:** To process absentee ballot requests in April, the City estimates that it will need seven additional full-time employees to process fall election requests. These employees will be needed full-time for one month prior to the August Election (approximately $17,000) and seven weeks prior to the November election (approximately $30,000). **Total: $47,000**

Total: $658,000

4. **Expand In-Person Early Voting (Including Curbside Voting)**

For a variety of reasons, many voters in our municipalities do not want to vote by mail and prefer to vote in-person. As a result of the coronavirus, far more voters are interested in early, in-person absentee voting (EIPAV) than we've seen in previous elections, wishing to avoid lines or crowds on Election Day. All five municipalities would like to have resources to accommodate these early, in-person voters. Expanding access to early, in-person voting also will lessen lines at polling places on Election Day and allow for proper social distancing and other pandemic precautions to be uniformly implemented.

Curbside and drive-thru voting have been very popular with residents of our municipalities, particularly for those with health concerns who can remain in the cars and have a virtually contact-less voting process. For example, Milwaukee previously operated in-person early voting for one week leading up to the April election at three sites and then transitioned to one site of drive-thru voting. 11,612 cast ballots through these options: 5,571 via in-person and 6,041 at drive-thru, and these numbers represent a 46% increase over April 2016 "early voting" totals. However, it is slow-moving and

labor-intensive. Additionally, particularly in the larger cities among us, it requires law enforcement and traffic control assistance to help manage traffic.

- **Green Bay:** The City would like to expand and establish at least three EIPAV sites in trusted locations, ideally on the east (potentially UWGB) and west sides (potentially NWTC or an Oneida Nation facility) of the City, as well as at City Hall. The City is planning to offer early voting starting two weeks before each election, with several weekdays available until 6:30pm and Saturdays 10am-4pm. They would like to staff these early voting sites with election inspectors who are bilingual and would like to increase the salary rate for these bilingual election inspectors to assist with recruitment and retention, as well as in recognition of their important role at these sites. The City also will need to print additional ballots, signage, and materials to have available at these early voting sites. **Total: $35,000.**

- **Kenosha:** The City plans to have one early voting location, at City Hall, and plans to hold early voting two weeks before the August election, with no weekend or evening hours planned, and 4 weeks before the November election, with access until 7pm two days/week and Saturday voting availability the week before the election. If City Hall is still closed to the public, they will explore offering early drive thru voting on City Hall property. Resources are needed for staffing (approximately $40,000), PPE ($1,050), signage ($200), laptops, printers, and purchase of a large tent ($8,789) to utilize for drive thru early voting. Staff could see voters' ID, print their label, hand them their ballot, and then collect the completed envelope. This would also allow staff to help voters properly do certification and provide witness signatures if necessary. The City could do this for one full week before elections. **Total $50,039.**

- **Madison:** The City would like to provide 18 in-person absentee voting locations for the two weeks leading up to the August election, and for the four weeks leading up to the November election. Their original plan was to offer in-person absentee voting at all nine library locations, the City Clerk's Office, a city garage, Edgewood College, two Madison College locations, and four UW-Madison locations. Due to weather uncertainties, they will need to purchase and utilize tents ($100,000) for the curbside voting locations in order to protect the ballots, staff, and equipment from getting wet and will also need large feather flags to identify the curbside voting sites. (Additional staff costs covered by the earlier question re. Absentee ballot processing.) The City would also like to get carts ($60,000) for our ExpressVote accessible ballot marking devices so we can use the ExpressVote for curbside voting to normalize the use of ExpressVote to help voters with disabilities feel less segregated during the voting process.**Total: $160,000.**

- **Milwaukee:** The City would like to set up 3 in-person early voting locations for two weeks prior to the August election ($150,000) and 15 in-person early voting

locations and 1 drive-thru location, potentially at a central location like Miller Park, for four weeks prior to the November election ($450,000). (Establishing this many EIPAV sites requires a significant investment in IT equipment, an additional ballotar printer, tents, signage, and traffic control assistance from the Milwaukee Police Department.) Milwaukee would also like to offer evening and weekend early voting hours which would add additional costs for both August ($30,000) and November ($75,000). **Total: $705,000.**

- **Racine:** The City would like to offer a total of 3 EIPAV satellite locations for one week prior to the August election, as well as offering in-person early voting - curbside, if City Hall is still closed to the public - at the Clerk's office for 2 weeks prior to the August election. For the November election, Racine would like to offer EIPAV at 4 satellite locations two weeks prior to the election and at the Clerk's office (again, potentially curbside) 6 weeks prior. The City would need to obtain PPE, tents, supplies and cover staff time and training ($40,000). Racine would also like to have all satellite locations available for half-day voting the two Saturdays ($17,000) and Sundays ($17,000) prior to the November election, and the library and mall locations would be open until 8pm the week prior to the Election. Additional resources needed include one-time set-up fee per location ($7,500), laptops and dymo printers ($10,000), training ($1,100), and signage ($12,000.) As well, the City would like to host at least one drive-thru Voter Registration Day, where City Hall would be set up for residents to come get registered, curbside, and get their voting questions answered by Clerk's staff. Newly registered voters could also get assistance requesting absentee ballots for upcoming elections while they're there. ($8,000) **Total: $112,600**

Total: $1,062,639.00

Recommendation I Total for All Strategies to Encourage and Increase Absentee Voting by Mail and Early, In-Person: $2,572,839.00

Recommendation II: Dramatically Expand Voter & Community Education & Outreach, Particularly to Historically Disenfranchised Residents

All five municipalities expressed strong and clear needs for resources to conduct voter outreach and education to their communities, with a particular emphasis on reaching voters of color, low-income voters without reliable access to internet, voters with disabilities, and voters whose primary language is not English. This outreach is particularly necessary given the voter confusion that ensued in the lead-up to the April election, and voters' concerns and questions about voting during the COVID-19 pandemic. We understand that our communities of color do not necessarily trust the voting process, and that we need to work to earn that trust. We want to be transparent and open about what happens behind the scenes in elections, and what options are available for casting a ballot. We also want to make sure we are listening to groups that have historically been disenfranchised and groups that are facing obstacles with voting during this pandemic, and working with them to effectively respond to their concerns.

Voter outreach and education is also needed to encourage and explain new voter registration, and to encourage voters to verify and update their address or other voter registration information to do so prior to the Election. None of our communities have sufficient resources budgeted or available for the strategic, intentional, and creative outreach and education efforts that are needed in our communities over the summer and into the fall.

We all want our communities to have certainty about how the voting process works, trust in our election administration's accuracy, and current, accurate information on what options are available to vote safely in the midst of the pandemic. Significant resources are needed for all five municipalities to engage in robust and intentional voter education efforts to reduce confusion; encourage and facilitate new voter registration and registration updates; provide clear, accessible, and accurate information; address voters' understandable pandemic-related safety concerns; reassure voters of the security of our election administration; and, ultimately, reduce ballot errors and lost votes and enhance our residents' trust and confidence in our electoral process.

- **Green Bay:** Would like to reach voters and potential voters through a multi-prong strategy utilizing "every door direct mail," targeted mail, geo-fencing, billboards, radio, television, and streaming-service PSAs, digital advertising, and automated calls and texts ($100,000 total). The City would also like to ensure that these efforts can be done in English, Spanish, Hmong, and Somali, since roughly 11% of households in the Green Bay area speak a language other than English. Ideally, the City would employ limited term communications staff or engage communications consultants ($50,000) from August through the November election to design these communications and design and launch paid advertising on Facebook, Twitter, and Instagram, also in multiple languages. The City would also like to directly mail to residents who are believed to be eligible but not registered voters, approximately 20,000 residents. It would require both

considerable staff time to construct that list of residents and directly mail a professionally-designed piece (in multiple languages) to those voters. ($50,000 total for staffing, design, printing, and postage). To assist new voters, the City would also like resources to help residents obtain required documents (i.e. birth certificates) which are needed to get a valid state ID needed for voting. These grant funds ($15,000) would be distributed in partnership with key community organizations including churches, educational institutions, and organizations serving African immigrants, LatinX residents, and African Americans. **Total: $215,000**

- **Kenosha:** Would like to directly communicate to all Kenosha residents via professionally-designed targeted mail postcards that include information about the voter's polling location, how to register to vote, how to request an absentee ballot, and how to obtain additional information. The City would have these designed by a graphic designer, printed, and mailed ($34,000). The City would also like resources for social media advertising, including on online media like Hulu, Spotify, and Pandora ($10,000) and for targeted radio and print advertising ($6,000) and large graphic posters ($3,000) to display in low-income neighborhoods, on City buses, and at bus stations, and at libraries ($5,000). **Total: $58,000**

- **Madison:** Would like to engage the City's media team to produce videos to introduce voters to the election process, voting options, and to explain the safety precautions taken at polls and early voting sites. These videos would then be shared in numerous ways, including through partner organizations and on the City's social media platforms. The City would also like to partner with community organizations and run ads on local Spanish-language radio, in the Spanish-language newspapers, on local hip hop radio stations, in African American-focused printed publications, and in online publications run by and for our communities of color (advertising total $100,000). Additionally, the City has many poll workers who are from historically disenfranchised communities. The City would like to pay those poll workers ($75,000) to conduct voter outreach and additional poll worker recruitment activities. **Total: $175,000.**

- **Milwaukee:** Would like to partner with other City divisions to develop mailings and door hangers ($10,000) that could accompany water bills, be distributed by the Department of Neighborhood Services, or hung on trash receptacles by sanitation staff. The City would also like to revamp current absentee voting instructions to be more visual, address issues specific to the pandemic such as securing a witness signature, prepare it in English and Spanish, and print 150,000 color copies (estimated total $15,000). The Election Commission would also like to produce a short video ($5,000) with visuals showing voters how to apply for an absentee ballot and how to correctly complete and return the ballot. Additionally, the Election Commission would like to hire a communications firm to prepare and implement a comprehensive voter outreach communications plan

($250,000). This communications effort would include numerous voter education ads and PSAs on radio, billboards, buses, with some using local celebrities like Milwaukee Bucks players. This communications effort would focus on appealing to a variety of communities within Milwaukee, including historically underrepresented communities such as LatinX and African Americans, and would include a specific focus on the re-enfranchisement of voters who are no longer on probation or parole for a felony. Additionally, this campaign would include an edgy but nonpartisan and tasteful communications campaign to harness the current protests' emphasis on inequity and ties that message to voting. The video, the ads, and the PSAs could all also be placed on social media, the Election Commission and City websites, and GOTV partner websites and social media. **Total: $280,000**

- **Racine:** The City would like to retain a communications firm to design and implement a comprehensive voter outreach communications plan ($80,000). This would include ads on Facebook, Instagram, and Snapchat. The City would also like to rent billboards in key parts of the City ($5,000) to place messages in Spanish to reach Spanish-speaking voters. The City would also like to do targeted outreach aimed at City residents with criminal records to encourage them to see if they are not eligible to vote; this outreach will be accomplished with the production, editing, and sharing of a YouTube video ($2,000) specifically on this topic shared on the City's website, social media channels, and through community partners. Racine would also like to purchase a Mobile Voting Precinct so the City can travel around the City to community centers and strategically chosen partner locations and enable people to vote in this accessible (ADA-compliant), secure, and completely portable polling booth on wheels, an investment that the City will be able to use for years to come. (Estimated cost $250,000). **Total: $337,000**

Recommendation II Total For All Strategies to Dramatically Expand Strategic Voter Education and Outreach Efforts, Particularly to Historically Disenfranchised Residents: $1,065,000.00

Recommendation III: Launch Poll Worker Recruitment, Training, and Safety Efforts

The pandemic made conducting Election Day activities extremely challenging. Most poll workers in Wisconsin are retirees doing their civic duty to help facilitate the election. Given the increased risk for the elderly if exposed to COVID-19, many experienced poll workers opted out. Milwaukee had so many poll workers decline to serve that the City went from 180 polling locations to five polling locations. Green Bay, facing a similar exodus of poll workers, went down to two polling locations. Racine usually relies on nearly 190 poll workers for a spring election; only 25 of those experienced poll workers were under the age of 60.

As fears about the coronavirus increased in mid-late March and early April, poll workers in all five municipalities declined to work the election, leaving cities scrambling to quickly recruit enough bodies to keep polling locations open. All cities were appreciative of the last minute assignment of hundreds of Wisconsin National Guard members to assist with Election Day activities, and all of our cities re-assigned City staff from other departments to serve as poll workers and election officials and to assist with the myriad of tasks related to Election Day administration. The remainder of positions were staffed by high school students, college students, and members of the National Guard. Many of our poll workers had never worked an election before.

- **Green Bay:** The City needs to hire a total of 380 workers per election (total $112,660). The City would like to pay poll workers more than they have previously received, to signify their importance in the process and to acknowledge the extra challenge it represents to serve as an election official during a pandemic. The City would like to increase poll worker salaries by 50% (additional $56,330). All poll workers will be trained through the Wisconsin Elections Commission website and the City's own training manual ($6,000). **Total: $174,900**
- **Kenosha:** The City needs to hire 350 poll workers per election ($100,000). They would like to offer hazard pay to increase pay to $160/worker and $220/chief inspectors ($10,840). To aid in recruitment efforts, the City would like to hire a recruiter and liaison position for poll workers ($35,000). **Total: $145,840.**
- **Madison:** The City utilizes the election toolkit available through the MIT Technology Project to determine the staffing levels needed to ensure that voters will not have to wait in line for more than 15 minutes. In addition to the one Chief Inspector per polling location, Madison also has additional election officials who are certified as the Absentee Lead at each polling location. Madison estimates that if 75% of votes cast are absentee, the City will need 1,559 election officials at the polls in August. The City envisions a robust and strategic poll worker recruitment effort, focusing on people of color, high school students, and college students. The City would like to have resources for hazard pay for poll workers this fall at a rate comparable to what the U.S. Census is paying in the area

($369,788). The City has also found it challenging to convince facilities to host a polling location in the midst of a pandemic, and would like to provide each facility with a small amount of funds to compensate for their increased cleaning and sanitization costs ($750/location, $138,000 total). **Total: $507,788**

- **Milwaukee:** The City plans to have 45 voting locations in August and to keep open as many of the normal 180 polling places as possible in November. August will require 3 chief inspectors per site and 20 election workers per site, for a total of 1200 election workers minimum and 150 chief inspectors. The City has a goal of recruiting 1,000 new election workers. The City would like to add an additional $100 per worker in hazard pay to the poll workers' stipends of $130 ($460,000 additional for both elections) and $100 hazard pay to chief inspector stipends of $225 ($87,750 additional for both elections). Additionally, the City of Milwaukee utilizes a Central Count of absentee ballots, which necessitates 15 chiefs and 200 election workers per election at Central Count ($50,000/day for 2- days each election for a total of $200,000). Total payroll for both elections will reach $750,000 based upon these calculations.The City will launch a recruitment campaign for a new generation of election workers to sign up and be involved in their democracy, and hopes this effort can be included in the above request for resources for a marketing firm. Recruiting new and younger poll workers means that the Election Commission will need to innovate in election training. The Commission would like to produce polling place training videos ($50,000) with live small-group, socially distanced discussions and Q&A sessions. These videos will augment existing training manuals. **Total: $800,000**

- **Racine:** The City needs approximately 150 poll workers for August and 300 for November, in addition to 36 Chief Inspectors, and would like to pay all workers a $100/election hazard pay ($118,000 total payroll for both elections). City notes that its desire to have more early voting locations and hours is directly impacted by its ability to hire and train election officials. To that end, the City would like to launch a recruitment campaign that includes radio ads ($1,000), ads on social media platforms ($10,000), billboards in strategic City locations ($5,000), and film videos for high school students in history/government classes ($500). The City would also like to enlist a communication firm to: create a training video for election officials, develop an online quiz, detailed packets for election officials, and a PPE video filmed by a health professional about necessary COVID-19 precautions during all voting operations ($22,000 total). Racine would also like to hire a liaison position to schedule, training and facilitate poll workers. ($35,000) **Total: $181,500.**

Recommendation III Total for All Strategies to Launch Poll Worker Recruitment, Training and Safety Efforts: $1,810,028.00

Recommendation IV: Ensure Safe & Efficient Election Day Administration

It is no small task to mitigate risk of a lethal pandemic at all polling locations and throughout all required Election Day processing. Municipal clerks must ensure they have done everything possible to comply with public health guidelines and mitigate the risk of COVID-19 for all of the election officials, poll workers, observers, and voters. Our five municipalities are in need of numerous resources to both ensure seamless processing of voters on the upcoming Election Days, procure Personal Protective Equipment (PPE), disinfectant, and cleaning supplies to protect election officials and voters from the coronavirus, and to aid in processing of an expected high volume of absentee ballots. Additionally, as several of our municipalities move to add or expand drive-thru voting on Election Days, those expansions come with additional unbudgeted expenses for signage, tents, traffic control, publicity, and safety measures. All of our municipalities need resources to ensure that the remaining 2020 Election Days are administered seamlessly and safely.

- **Green Bay:** Green Bay would like to purchase 135 electronic poll books ($2,100/each for a total of $283,500) to reduce voter lines, facilitate Election Day Registrations and verification of photo ID. The City would also like a high speed tabulator ($62,000) to count absentee ballots on Election Day, a ballot opener and ballot folder ($5,000), and additional staff to process absentee ballots on Election Day ($5,000). The City also needs masks, gloves, gowns, hair nets, face shields ($15,000), cough/sneeze guards ($43,000), and disinfectant supplies ($3,000). **Total: $426,500**

- **Kenosha:** The City would like to purchase automatic hand sanitizer dispensers for all polling locations ($14,500) as well as PPE (gloves, masks, disinfectant, etc.) for all poll workers and voters ($15,200). Kenosha would also like to be able to offer elderly residents and people with disabilities who wish to vote in person on Election Day two-way transportation, utilizing a local organization such as Care-A-Van ($2,000). The City also needs resources for technology improvements to include a ballot opener, a ballot folder, 12 additional laptops and dymo printers, and high-speed scanner tabulators ($172,000 total) to expedite election day processing and administration. **Total: $203,700**

- **Madison:** The City needs hand sanitizer for all poll workers and voters, disinfectant spray, plexi-glass shields to allow poll workers to split the poll books, face shields for curbside election officials, and face masks for all poll workers and observers ($20,000) as well as renting additional space to safely and accurately prepare all supplies and practice social distancing at the public test of election equipment ($20,000) If the new voter registration form is not translated by the state into both Spanish and Hmong, Madison plans to translate the form ($500). **Total: $40,500**

- **Milwaukee:** The City will be purchasing 400 plexiglass barriers ($55,000) for election workers at all polling location receiving and registration tables. Additionally, the Milwaukee Election Commission will need to acquire 400 face shields for workers not staffed behind plexiglass ($4,000), gloves for all poll workers ($3,000), masks on hand for election workers and members of the public ($5,000), hand sanitizer ($2,000) and disinfectant ($2,000). Additionally, since Milwaukee also plans to offer curbside voting as an option at all polling places, updated, larger, more visible signage is necessary ($5,000). **Total: $76,000**

- **Racine:** Racine plans to issue all 36 wards its own PPE supply box which will each include masks, cleaning supplies, pens for each voter, gloves, hand sanitizer, safety vests, goggles, etc. ($16,000). The City also needs large signs to direct and inform voters printed in English and Spanish ($3,000). Additionally, the City would like to deploy a team of paid trained EDR Specialists for each polling location ($10,000, including hourly pay, training expenses, and office supplies). As well, Racine would like iPads with cellular signal for each polling location to be able to easily verify voters' registration status and ward ($16,000). The City would like to equip all wards with Badger Books ($85,000); Racine began using electronic poll books in the February 2020 election and has found they dramatically increase and facilitate EDR, verification of voters' photo ID, expedite election processes, and reduce human error. **Total: $130,000**

Recommendation IV Total for All Strategies to Ensure Safe & Efficient Election Day Administration: $876,700.00

Conclusion

As Mayors in Wisconsin's five largest cities, we are committed to working collaboratively and innovatively to ensure that all of our residents can safely exercise their right to vote in 2020's remaining elections in the midst of the COVID-19 pandemic. The April 2020 election placed two of our most sacred duties in conflict: keeping our residents safe and administering free, fair, and inclusive elections. This Wisconsin Safe Voting Plan 2020 represents a remarkable and creative comprehensive plan, submitted collaboratively by all five of our cities. With sufficient resources, all five municipalities will swiftly, efficiently, and effectively implement the recommended strategies described in this plan, to ensure safe, fair, inclusive, secure, and professional elections in all of our communities this year.

CENTER FOR
TECH AND
CIVIC LIFE

August 31, 2020

City of Racine

Dear Mayor Mason,

I am pleased to inform you that the Center for Tech and Civic Life ("CTCL") has decided to award you a grant to support the work of the City of Racine.

The following is a description of the grant:

AMOUNT OF GRANT: Six Hundred Fifty-Seven Thousand US Dollars (USD $657,000).

PURPOSE: The grant funds must be used exclusively for the public purpose of planning and operationalizing safe and secure election administration in the City of Racine in accordance with the Wisconsin Safe Voting Plan 2020 and the attached "Additional Resources Requested for November 3rd, 2020 General Election."

Before we transmit these funds, we ask that you sign this agreement promising to use the grant funds in compliance with United States tax laws. Specifically, by signing this letter you agree to the following:

1. The City of Racine is a local government unit or political subdivision in the meaning of 26 USC 170(c)(1).

2. This grant shall be used *only* for the public purpose described above, and for no other purposes.

3. The City of Racine shall not use any part of this grant to give a grant to another organization unless CTCL agrees to the specific grant in writing.

4. The City of Racine has produced a plan for safe and secure election administration in 2020 and a supplement to such plan, including an assessment of election administration

needs, budget estimates for such assessment, and an assessment of the impact of the plan on voters. This supplemental plan is attached to this agreement. The City shall expend the amount of this grant for purposes contained in this plan by December 31, 2020.

5. The City of Racine shall produce a report documenting how this grant has been expended in support of the activities described in paragraph 4. This report shall be written and sent to CTCL by January 31, 2021 or in any other format approved by CTCL.

6. The City of Racine shall not reduce the budget of the City Clerk of Racine ("the Clerk") or fail to appropriate or provide previously budgeted funds to the Clerk for the term of this grant. Any amount reduced or not provided in contravention of this paragraph shall be repaid to CTCL up to the total amount of this grant.

7. CTCL may discontinue, modify, withhold part of, or ask for the return all or part of the grant funds if it determines, in its sole judgment, that (a) any of the above conditions have not been met or (b) it must do so to comply with applicable laws or regulations.

8. The grant project period of June 15, 2020 through December 31, 2020 represents the dates between which covered costs may be applied to the grant.

Your acceptance of these agreements should be indicated below. Please have an authorized representative of The City of Racine sign below, and return a scanned copy of this letter to us by email at grants@techandciviclife.org

On behalf of CTCL, I extend my best wishes in your work.

Sincerely,

Tiana Epps Johnson
Executive Director
Center for Tech and Civic Life

Deanna Debruler

From: Celestine Jeffreys
Sent: Tuesday, September 8, 2020 11:38 PM
To: Kris Teske; Diana Ellenbecker
Subject: FW: [BULK] CTCL COVID-19 Grant Application Portal Now Open

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

From: Center for Tech & Civic Life <help@techandciviclife.org>
Sent: Tuesday, September 8, 2020 2:59 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: [BULK] CTCL COVID-19 Grant Application Portal Now Open

COVID-19 Grant Application Portal is Open View this email in your browser

Thank you for requesting a CTCL COVID-19 grant application. The application portal is now open and you are invited to apply.

The grant application is quick and easy, but you'll need to gather some information before you apply.

- Number of active registered voters in the election office jurisdiction as of September 1, 2020
- Number of full-time staff (or equivalent) on the election team as of September 1, 2020

- Election office 2020 budget as of September 1, 2020
- Election office W-9
- Local government body who needs to approve the grant funding (if any)
- Which government official or government agency the grant agreement should be addressed to

Apply for a COVID-19 Grant

Election offices can use the funds to cover certain 2020 expenses incurred between June 15, 2020 and December 31, 2020. These include the costs associated with the safe administration of the following election responsibilities.

Ensure Safe, Efficient Election Day Administration

- Maintain open in-person polling places on Election Day
- Procure Personal Protective Equipment (PPE) and personal disinfectant to protect election officials and voters from COVID-19
- Support and expand drive-thru voting, including purchase of additional signage, tents, traffic control, walkie-talkies, and safety measures

Expand Voter Education & Outreach Efforts

- Publish reminders for voters to verify and update their address, or other voter registration information, prior to the election
- Educate voters on safe voting policies and procedures

Launch Poll Worker Recruitment, Training & Safety Efforts

July 24, 2020

City of Green Bay

Dear Mayor Genrich,

I am pleased to inform you that the Center for Tech and Civic Life ("CTCL") has decided to award a grant to support the work of the City of Green Bay.

The following is a description of the grant:

AMOUNT OF GRANT: One million, ninety-three thousand, four hundred US dollars (USD $ 1,093,400.00).

PURPOSE: The grant funds must be used exclusively for the public purpose of planning and operationalizing safe and secure election administration in the City of Green Bay in accordance with the Wisconsin Safe Voting Plan 2020 ("Appendix").

Before we transmit these funds, we ask that you sign this agreement promising to use the grant funds in compliance with United States tax laws. Specifically, by signing this letter you agree to the following:

1. The City of Green Bay is a U.S., state, or local government unit or political subdivision in the meaning of 26 USC 170(c)(1).

2. This grant shall be used only for the public purpose described above, and for no other purposes.

3. The City of Green Bay shall not use any part of this grant to give a grant to another organization unless CTCL agrees to the specific sub-recipient in advance, in writing.

4. The City of Green Bay has produced a plan for safe and secure election administration in 2020, including an assessment of election administration needs, budget estimates for such assessment, and an assessment of the impact of the plan on voters. This plan is attached to this agreement as an Appendix. The City shall expend the amount of this grant for purposes contained in this plan by December 31, 2020.

5. This grant is intended to support and shall be used solely to fund the activities and purposes described in the plan produced pursuant to paragraph 4.

6. The City of Green Bay shall produce a report documenting how this grant has been expended in support of the Appendix. This report shall be provided to CTCL by January 31, 2021.

7. The City of Green Bay shall not reduce or otherwise modify planned municipal spending on 2020 elections, including the budget of the City Clerk of Green Bay ("the Clerk") or fail to appropriate or provide previously budgeted funds to the Clerk for the term of this grant. Any amount reduced or not provided in contravention of this paragraph shall be repaid to CTCL up to the total amount of this grant.

8. CTCL may discontinue, modify, withhold part of, or ask for the return of all or part of the grant funds if it determines, in its sole judgment, that (a) any of the above conditions have not been met or (b) it must do so to comply with applicable laws or regulations.

9. The grant project period of June 15, 2020 through December 31, 2020 represents the dates between which covered costs may be applied to the grant.

Agenda and Roles

- **Introductions** (15 mins)
  - Each person on call
    - Please share your name, location, title, and the role you have in implementing the Wisconsin Safe Voting Plan
- **Technical Assistance Overview** (10 mins)
  - Led by Tiana at CTCL
- **Support Needs** (20 mins)
  - Hearing from Green Bay officials
    - What elements do you feel confident moving forward with implementing?
    - What elements of your City's plan might benefit from support from a technical assistance partner?
- **Questions from Technical Assistance Partners** (10 mins)
  - Open to any technical assistance partner
- **Next Steps** (5 mins)
  - Led by Tiana at CTCL

Green Bay's Plans

City	City action
Green Bay	Green Bay would like to employ bilingual LTE "voter navigators" ($45,000) to help residents properly upload valid photo ID, complete their ballots, comply with certification requirements, and offer witness signatures. These voter navigators can assist voters prior to the elections and then also be trained and utilized as election inspectors.
Green Bay	Green Bay would like to utilize paid social media and local print and radio advertising to educate and direct voters in how to upload photo ID and how to request and complete absentee ballots ($2,000).
Green Bay	Green Bay would like to add secure (security cameras $15,000) ballot drop-boxes (approximately $900 each) at a minimum of the transit center and two fire stations, but if funding were available would also install secure drop boxes at Green Bay's libraries, police community buildings, and potentially several other sites including major grocery stores, gas stations, University of Wisconsin Green Bay, and Northern Wisconsin Technical College, in addition to the one already in use at City Hall.
Green Bay	Green Bay needs 45 additional staff to process absentee ballot requests before the election, to open and verify envelopes on Election Day, and insert them into the tabulators. After the election, staff are needed to enter new voter registrations and assist with all election certification tasks ($140,000 for staffing). The City would also like to purchase a ballot opener and ballot folder to expedite processing ($5,000).

Voter navigator Job Description:

This is a limited term employment position, which is grant-funded. The voter navigator helps ~~guide~~ voters ~~to cast a ballot successfully, and works to~~ overcome obstacles, especially due to the pandemic. ~~The navigator will educate voters about their rights and voting~~ options. ~~A successful voter navigator will quickly learn the details of the voting process.~~ Voter navigators will also train to become poll workers, and will work at the polls on Election Day. Voter navigators will work as a group, with city staff and with existing volunteer organizations to create and conduct community events that increase voter awareness and the number of registered voters.

Voter navigator responsibilities:

- Become certified election inspectors, possibly chief inspectors
- ~~Ensure voters are fully informed about the voting process~~
- Help voters navigate forms, including registration and absentee-by-mail
- ~~Review forms submitted by voters to ensure they are accurate and complete~~
- Assist voters, potentially at their front doors, to answer questions about interacting with myvote.wi.gov and witnessing absentee ballot signatures
- Work with the team of voter navigators, city staff and existing volunteer organizations to create voter awareness, information and registration events
- Serve as an essential link between the community and the city (clerk's office)

Voter navigator requirements:

- Associate, Bachelor or working towards Bachelor, preferred
- Spanish-language fluency, preferred
- Successful completion of poll worker training (after hire)
- Successful background check
- Computer skills (Microsoft word, excel, etc)
- Able to life 25 pounds

Patient Navigator Job Description Template

We are looking for a dedicated Patient Navigator to help guide patients through all the various complexities of the healthcare system. You will be responsible for educating patients about their rights, insurance coverage, and

Green Bay	Green Bay would like to expand and establish at least three EIPAV sites in trusted locations, ideally on the east (potentially UWGB) and west sides (potentially NWTC or an Oneida Nation facility) of the City, as well as at City Hall. The City is planning to offer early voting starting two weeks before each election, with several weekdays available until 6:30pm and Saturdays 10am-4pm. They would like to staff these early voting sites with election inspectors who are bilingual and would like to increase the salary rate for these bilingual election inspectors to assist with recruitment and retention, as well as in recognition of their important role at these sites. The City also will need to print additional ballots, signage, and materials to have available at these early voting sites.
Green Bay	Green Bay would like to reach voters and potential voters through a multi-prong strategy utilizing “every door direct mail,” targeted mail, geo-fencing, billboards, radio, television, and streaming-service PSAs, digital advertising, and automated calls and texts ($100,000 total). Efforts can be done in English, Spanish, Hmong, and Somali, since roughly 11% of households in the Green Bay area speak a language other than English. Ideally, the City would employ limited term communications staff or engage communications consultants ($50,000) from August through the November election to design these communications and design and launch paid advertising on Facebook, Twitter, and Instagram, also in multiple languages. The City would also like to directly mail to residents who are believed to be eligible but not registered voters, approximately 20,000 residents. It would require considerable staff time to construct that list of residents and directly mail a professionally-designed piece (in multiple languages) to those voters ($50,000 total for staffing, design, printing, and postage).
Green Bay	To assist new voters, Green Bay would also like resources to help residents obtain required documents (i.e. birth certificates) which are needed to get a valid state ID needed for voting. These grant funds ($15,000) would be distributed in partnership with key community organizations including churches, educational institutions, and organizations serving African immigrants, LatinX residents, and African Americans.
Green Bay	Green Bay needs to hire a total of 380 workers per election (total $112,660). The City would like to pay poll workers more than they have previously received, to signify their importance in the process and to acknowledge the extra challenge it represents to serve as an election official during a pandemic. The City would like to increase poll worker salaries by 50% (additional $56,330). All poll workers will be trained through the Wisconsin Elections Commission website and the City’s own training manual ($6,000).
Green Bay	Green Bay would like to purchase 135 electronic poll books ($2,100/each for a total of $283,500) to reduce voter lines, facilitate Election Day Registrations and verification of photo ID. The City would also like a high speed tabulator ($62,000) to count absentee ballots on Election Day, a ballot opener and ballot folder ($5,000), and additional staff to process absentee ballots on Election Day ($5,000). The City also needs masks, gloves, gowns, hair nets, face shields ($15,000), cough/sneeze guards ($43,000), and disinfectant supplies ($3,000).

On Fri, Jul 24, 2020 at 9:06 AM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

> Tiana
>
> Tiana Epps-Johnson is inviting you to a scheduled Zoom meeting.
>
> Topic: [Kick-off Meeting] WI Safe Vote Plan - Green Bay

Could we take funds from the Badger book line? That's $283K. If not, what about from the PPE/cough guards or the ballot folder lines?

There are probably 5 organizations in town that are focused on working with disadvantaged populations and/or with voters directly. I thought roughly $5K (each) for their efforts (reimbursable expenses, of course). I don't have a sense of what's appropriate, so I haven't thought of a budget. Whitney, what do you recommend?

Thanks!!
Celestine

Ensure Safe and Efficient Election Day Administration		
	deadline and lead	
Safe and Efficient Election Day Administration--$426,500		
purchase electronic poll books -- $283,500	determine availability	10/15 Clerk (Kris
RFP		
~~purchase high speed tabulator -- $62,000~~		
RFP		
~~purchase ballot opener and folder -- $5,000~~		
already purchased		
additional staff to process absentee ballots on election day - $5,000	determine need	9/8 Clerk (Kris)
hire new staff, hire temps to replace staff?		
how does existing staff reassigned acconmplish their own work?		
~~PPE -- $15,000~~		
already purchased		
~~cough guards -- $43,000~~		
already purchased		
~~disinfectant supplies -- $3,000~~		
already purchased		
30,000 black pens -- ???	obtain the pens	10/15 Procure (

From: Whitney May <whitney@techandciviclife.org>
Sent: Wednesday, August 26, 2020 7:16 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Cc: Kris Teske <Kris.Teske@greenbaywi.gov>
Subject: Re: FW: Following up on CTCL request

Deanna Debruler

From: Celestine Jeffreys
Sent: Monday, July 27, 2020 10:30 AM
To: 'Tiana Epps-Johnson'
Subject: RE: [Detailed Agenda] Election Grant Team meeting with CTCL (granting agency)

Follow Up Flag: Follow up
Flag Status: Completed

Thanks!!

Celestine Jeffreys
Chief of Staff
Office of the Mayor
920.448.3006

From: Tiana Epps-Johnson [mailto:tiana@techandciviclife.org]
Sent: Monday, July 27, 2020 8:47 AM
To: Celestine Jeffreys
Cc: Calvin Winters; Joanne Bungert; Joseph Faulds; Kim Wayte; Kris Teske; Pamela Manley; Shelby Hearley; Stephanie Hummel; Eric Genrich; Diana Ellenbecker
Subject: [Detailed Agenda] Election Grant Team meeting with CTCL (granting agency)

Hi all,

I'm really looking forward to talking with you today and introducing you to some of the Center for Tech and Civic Life's partners who are available to help the City of Green Bay implement your Safe Voting Plan. I'm including meeting information including attendees, agenda, and roles below.

We will ask you each to give a quick introduction (prompts included in the "Agenda and Roles" section below). We also have 20 mins on the agenda dedicated to hearing from you ("Support Needs" below). During this time we'd like to hear from you about the top areas where you think the City of Green would benefit from support as you work to implement the Safe Voting Plan, as well as the things you feel confident you have handled.

Please note we have a network of current and former election administrators and election experts available to provide assistance on communications; scaling up your vote by mail processes; poll worker recruitment and training in a pandemic; applying public health guidelines to polling places; designing election materials to ensure forms, envelops, and other materials are understood and completed correctly by voters; and more.

If you have any questions please reach out.

Best,
Tiana

Call Details

Deanna Debruler

From: Celestine Jeffreys
Sent: Wednesday, August 12, 2020 2:35 PM
To: Whitney May
Subject: RE: CTCL follow up: Envelope design, comms toolkit, voters of color webinar

Follow Up Flag: Follow up
Flag Status: Completed

We are in the middle of changing over to Microsoft office 365, so I wasn't able to get back into my computer. I'll check out the you tube video.

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

From: Whitney May [mailto:whitney@techandciviclife.org]
Sent: Thursday, August 6, 2020 5:24 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: Re: CTCL follow up: Envelope design, comms toolkit, voters of color webinar

Hmmmm. In addition to the webinar tomorrow, they are also doing one tonight at 6:30pm. I registered for that one and it gave me this YouTube link: https://www.youtube.com/watch?v=aTs9O3AFB2w

On Thu, Aug 6, 2020 at 4:50 PM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

> Thanks, Whitney!!
>
> I'm getting those documents for you and I am excited about the webinar tomorrow. I'm having a little difficulty registering, but I'll "reset" my computer and see if that helps.
>
> Celestine Jeffreys
>
> Chief of Staff, Mayor's Office
>
> City of Green Bay
>
> **From:** Whitney May [mailto:whitney@techandciviclife.org]
> **Sent:** Thursday, August 6, 2020 3:54 PM
> **To:** Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
> **Subject:** CTCL follow up: Envelope design, comms toolkit, voters of color webinar

Hi Celestine,

Great catching up with you today! Here are the resources we discussed.

- Outgoing and return absentee envelopes from Center for Civic Design (CCD). They are already in conversation with WEC to get this approved at the state level. I recognize you may not be able to roll these out for November, but keep them on your radar for 2021.
- Communications Toolkit from National Vote at Home Institute (NVAHI). Includes sample graphics, language, and comms plans. Just plug and play. Also, NVAHI is planning to do a webinar after the primary to dig into the toolkit and answer questions from WI clerks. Date and time TBD, so stay tuned on this front.
- Voters of Color: Communicating Safe Options for November. This is a free webinar tomorrow at 10:30 am Central Time that will go over the results of a national survey of POC voters to determine voter sentiment in regards to vote by mail.

Looking forward to talking again on August 20th, and we'll stay in touch via email between now and then. I'll see what I can find out about legal and comms consultant guidance from CSME.

Good luck with your primary next week!

Best,

Whitney

--

Whitney May

Director of Government Services

Center for Tech and Civic Life

whitney@techandciviclife.org

(919) 799-6173

she/her

--

Whitney May
Director of Government Services

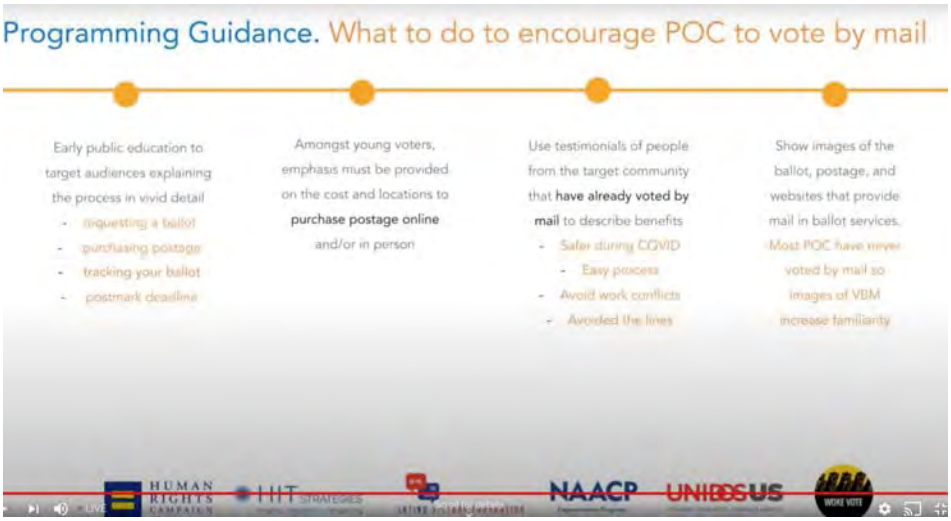
Center for Tech and Civic Life
whitney@techandciviclife.org
(919) 799-6173
she/her

Deanna Debruler

From: Whitney May <whitney@techandciviclife.org>
Sent: Thursday, August 6, 2020 7:09 PM
To: Celestine Jeffreys
Subject: Re: CTCL follow up: Envelope design, comms toolkit, voters of color webinar

Follow Up Flag: Follow up
Flag Status: Completed

Screenshot from the webinar below:



This reminds me about this amazing resource: https://www.healthyvoting.org/wisconsin/

It currently has info for Tuesday's primary and will be updated for November. It includes a printable pocket guide that Green Bay can distribute through your office and community orgs.

Pocket guide: https://www.healthyvoting.org/pdf/wisconsin.pdf
Printing and folding instructions: https://www.healthyvoting.org/how-to-print-voting-guides/

Spanish version will be available in November, too.

On Thu, Aug 6, 2020 at 5:23 PM Whitney May <whitney@techandciviclife.org> wrote:

> Hmmmm. In addition to the webinar tomorrow, they are also doing one tonight at 6:30pm. I registered for that one and it gave me this YouTube link: https://www.youtube.com/watch?v=aTs9O3AFB2w
>
> On Thu, Aug 6, 2020 at 4:50 PM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:
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> > I'm getting those documents for you and I am excited about the webinar tomorrow. I'm having a little difficulty registering, but I'll "reset" my computer and see if that helps.

Celestine Jeffreys

Chief of Staff, Mayor's Office

City of Green Bay

From: Whitney May [mailto:whitney@techandciviclife.org]
Sent: Thursday, August 6, 2020 3:54 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: CTCL follow up: Envelope design, comms toolkit, voters of color webinar

Hi Celestine,

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- Outgoing and return absentee envelopes from Center for Civic Design (CCD). They are already in conversation with WEC to get this approved at the state level. I recognize you may not be able to roll these out for November, but keep them on your radar for 2021.
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Looking forward to talking again on August 20th, and we'll stay in touch via email between now and then. I'll see what I can find out about legal and comms consultant guidance from CSME.

Good luck with your primary next week!

Best,

Whitney

--

Whitney May

Director of Government Services

Center for Tech and Civic Life

whitney@techandciviclife.org

(919) 799-6173

she/her

--
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Director of Government Services
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she/her

--
Whitney May
Director of Government Services
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whitney@techandciviclife.org
(919) 799-6173
she/her

Deanna Debruler

From: Celestine Jeffreys
Sent: Monday, August 17, 2020 6:46 PM
To: Kris Teske
Cc: Whitney May
Subject: FW: CTCL implementation support: Response requested by Tuesday

Kris,

Below was the subject of my conversation with Whitney last week.

We are still in flux about the EIPAV locations; we'll have a conversation about drop boxes this week; they need our materials to help redesign the inserts for the absentee ballots, and they've been working with the WEC for a new envelope design; creating an advertising/targeting campaign—still need to do this. Whitney has connected me with someone, and hopefully we'll talk about advertising/targeting this week.

At our upcoming meeting, I suggest we discuss our onboarding process for poll workers and the materials the clerk's office provides to poll workers. These could use some streamlining and redesign.

Thanks!

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

From: Whitney May [mailto:whitney@techandciviclife.org]
Sent: Friday, July 31, 2020 3:43 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: CTCL implementation support: Response requested by Tuesday

Hi Celestine,

Reflecting on your Safe Voting Plan, the kickoff call last week, and your spreadsheet, I wanted to get your feedback about the projects our technical partners should tackle first.

What are the most urgent areas where you'd like support from the partners? Here's what I synthesized as the likely top 3-4:

- **Adding satellite locations** -- review training materials to streamline onboarding process for new EIPAV staff (Elections Group)
- **Adding drop boxes** -- provide tailored guidelines and implementation support, especially around security and optimized driving routes (Elections Group)
- **Printing materials for mail ballots** -- redesign bilingual absentee ballot instruction sheet and letter (Center for Civic Design, who is working with WEC on envelope design)
- **Targeting communities with election information** -- NVAHI is launching a communications toolkit on August 6 to support outreach around absentee voting (National Vote at Home Institute), share research insights about how to engage people who might not trust the vote by mail process (Center for Civic Design)

Let's use our time on Thursday to discuss priorities, partners, and what might work as a standing, every-other-week meeting time.

Thanks, Celestine! Reach out if you have questions. Looking forward to hearing back about your priorities by Tuesday.

Best,
Whitney

--
Whitney May
Director of Government Services
Center for Tech and Civic Life
whitney@techandciviclife.org
(919) 799-6173
she/her

Deanna Debruler

From: Kris Teske
Sent: Monday, October 5, 2020 11:49 AM
To: Celestine Jeffreys; Kim Wayte; Eric Genrich; Diana Ellenbecker; Vanessa Chavez
Subject: RE: Meet Next Week? Ballot Curing

Hi,

After Kim and I met with people from the grant team on curing we decided it wouldn't be beneficial to our office and they pretty much agreed that there wouldn't be any time savings. Our main issue was curing requests and they couldn't help us with that. The ballot curing has been going on since we sent out the ballots in September. We really don't have the time to be working on a new process now that we have the ballots.

Thanks,

Kris Teske, WCMC
Green Bay City Clerk
100 N. Jefferson St., Rm 106
Green Bay, WI 54301
920-448-3014

From: Celestine Jeffreys [mailto:Celestine.Jeffreys@greenbaywi.gov]
Sent: Saturday, October 3, 2020 1:49 PM
To: Kris Teske <Kris.Teske@greenbaywi.gov>; Kim Wayte <Kim.Wayte@greenbaywi.gov>; Eric Genrich <Eric.Genrich@greenbaywi.gov>; Diana Ellenbecker <Diana.Ellenbecker@greenbaywi.gov>; Vanessa Chavez <Vanessa.Chavez@greenbaywi.gov>
Subject: FW: Meet Next Week? Ballot Curing

The grant mentors would like to meet with you to discuss, further, the ballot curing process. Please let them know when you're available.

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

From: Michael Spitzer-Rubenstein <michael@voteathome.org>
Sent: Friday, October 2, 2020 5:23 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: Meet Next Week? Ballot Curing

Celestine,
Could we meet next week with someone in the clerk's office to go over ballot curing and adding a call operation?

Wednesday (any time after 10 AM) would work best for me. If that doesn't work, can do Tuesday (10-2) or Thursday (before 1 PM).

If you have a letter that goes out with rejected ballots, could you send that? (If not, I can create one).

I'm going to put together a process document, phone script, and job description/simple RFP—could either hire a firm or a few individuals to do the calls.

Thanks and enjoy your weekend,
Michael

--
Michael Spitzer-Rubenstein
State Lead for Wisconsin (Leadership Now Fellow)
National Vote at Home Institute
[redacted]
he/him

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Deanna Debruler

From: Michael Spitzer-Rubenstein <michael@voteathome.org>
Sent: Thursday, October 29, 2020 11:18 AM
To: Kim Wayte; Jaime Fuge; Diana Ellenbecker
Subject: 15 minutes later today?

Hi Kim,
I'm putting together instructions for the Central Count workers, augmenting your guide with the DS450 instructions. There were just a couple points that I wanted to confirm.

Do you have a few minutes this afternoon to go through the process? I'll make myself available any time you are.

Thanks,
Michael

--
Michael Spitzer-Rubenstein
State Lead for Wisconsin (Leadership Now Fellow)
National Vote at Home Institute
(310) 980-2872
he/him

Learn more about:
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Mail Ballot Security

Deanna Debruler

From: Michael Spitzer-Rubenstein <michael@voteathome.org>
Sent: Tuesday, September 8, 2020 1:18 PM
To: Kris Teske
Cc: Celestine Jeffreys; Shelby Edlebeck; Laura Schley; Stephanie Hummel; Whitney May; Ryan Chew; Haley McKean
Subject: Re: 2020-09-07 Get Ready Vote--Voice.jpg

Celestine and team,
Thanks for getting things going!

I'll get you the AI files so it's easier to edit the graphics and will send a few small suggestions as well.

We're excited to help your work!
Michael

On Mon, Sep 7, 2020 at 3:14 PM Kris Teske <Kris.Teske@greenbaywi.gov> wrote:

> Hi,
>
> Here are my changes:
>
> - Photo ID doesn't need the current address when absentee voting.
> - To register to vote you don't need photo ID just proof of residence.
>
> Kris Teske, WCMC
>
> Green Bay City Clerk
>
> 100 N. Jefferson St., Rm 106
>
> Green Bay, WI 54301
>
> 920-448-3014

From: Celestine Jeffreys [mailto:Celestine.Jeffreys@greenbaywi.gov]
Sent: Monday, September 7, 2020 12:17 PM
To: Shelby Hearley <Shelby.Hearley@greenbaywi.gov>; Laura Schley <Laura.Schley@greenbaywi.gov>; Stephanie Hummel <Stephanie.Hummel@greenbaywi.gov>; Kris Teske <Kris.Teske@greenbaywi.gov>; Whitney May <whitney@techandciviclife.org>
Cc: Michael Spitzer-Rubenstein <michael@voteathome.org>; 'Ryan Chew' <ryan@electionsgroup.com>; Haley McKean <haley@electionsgroup.com>
Subject: 2020-09-07 Get Ready Vote--Voice.jpg

Hello!

See the above graphic. I'd like for us to amend this with the following information:

- Use our mood board
- Use the city logo
- Keep the "get ready, vote"
- Maybe use the vote hand graphic (but in the mood board colors)?
- Add "Make a Voting Plan" at the bottom instead of "make your voice heard"

Shelby, can we add to our website a "GreenBayVotes2020" or something like that so that people can google that address and find information directly on our website?

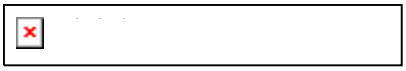
I'd like to post voter resources there, especially to help people make their voting plan.

See the attached document for my ideas to help people make a voting plan. This is something we can promote until we have our public relations firm on-board.

Thoughts, everyone?

Sent from Mail for Windows 10

--
Michael Spitzer-Rubenstein
State Lead for Wisconsin (Leadership Now Fellow)
National Vote at Home Institute
(310) 980-2872
he/him



Hi Vanessa, have you been able to get an answer from the WEC about whether we can receive ballots at City Hall before 8 PM and then move them to Central Count after 8?

I'm very concerned that we're walking into potential issues.

Thanks,

Michael

--

Michael Spitzer-Rubenstein

State Lead for Wisconsin (Leadership Now Fellow)

National Vote at Home Institute

(310) 980-2872

he/him

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Mail Ballot Security

--
Michael Spitzer-Rubenstein
State Lead for Wisconsin (Leadership Now Fellow)
National Vote at Home Institute
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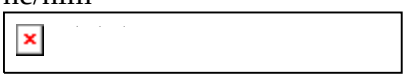
he/him



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Deanna Debruler

From: Michael Spitzer-Rubenstein <michael@voteathome.org>
Sent: Sunday, November 1, 2020 11:59 AM
To: Amaad Rivera; Jaime Fuge
Subject: Ballot Transportation

Hi Jaime, are the ballots going to be in trays/boxes within the bin?

I'm at KI now, trying to figure out whether we'll need to move the bins around throughout the day or if we can just stick them along the wall and use trays or something similar to move the ballots between stations.

Michael
--
Michael Spitzer-Rubenstein
State Lead for Wisconsin (Leadership Now Fellow)
National Vote at Home Institute
(310) 980-2872
he/him

Learn more about:
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Deanna Debruler

From: Michael Spitzer-Rubenstein <michael@voteathome.org>
Sent: Tuesday, November 3, 2020 9:29 PM
To: Vanessa Chavez
Subject: Re: Be prepared: ballots delayed

I think were probably okay; I don't think anyone challenged the ballots when they came in.

On Tue, Nov 3, 2020 at 9:27 PM Vanessa Chavez <Vanessa.Chavez@greenbaywi.gov> wrote:

> Thanks for the heads up.
>
> Sent from my iPhone
>
> > On Nov 3, 2020, at 8:27 PM, Michael Spitzer-Rubenstein <michael@voteathome.org> wrote:
> >
> > In case you didn't hear, someone or several people harassed CSOs and prevented one of the dropbox deliveries from getting to City Hall by 8 PM.
> >
> > We have the delivery logs to establish that they picked the ballots well before 8. Milwaukee is prepared to rely on the same interpretation we're using about the City Hall dropboxes to say that any ballots in the hands of the clerk's agents before 8 PM count.
> >
> > Want you to be prepared and feel free to give me a call: 310-980-2872.
> > --
> > **Michael Spitzer-Rubenstein**
> > State Lead for Wisconsin (Leadership Now Fellow)
> > National Vote at Home Institute
> > (310) 980-2872
> > he/him
> > ***Learn more about:***
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--
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he/him
Learn more about:
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Mail Ballot Security

Deanna Debruler

From: Jaime Fuge
Sent: Monday, November 2, 2020 7:34 AM
To: Saralynn Finn
Cc: michael@voteathome.org
Subject: RE: Central Count Ballot Tracking Sheets

This is very helpful.

Thank you!

From: Saralynn Finn [mailto:saralynn@voteathome.org]
Sent: Saturday, October 31, 2020 10:31 PM
To: Michael Spitzer-Rubenstein <michael@voteathome.org>
Cc: Jaime Fuge <Jaime.Fuge@greenbaywi.gov>
Subject: Re: Central Count Ballot Tracking Sheets

Yes, here is the document I made to hand out to central count observers.
I can send you an editable version if you need or try and make any changes you want.
Best,
Saralynn

On Sat, Oct 31, 2020 at 4:35 PM Michael Spitzer-Rubenstein <michael@voteathome.org> wrote:

> Saralynn, you've been working on observers. Do you have a good guide for questions they're likely to ask & answers?
>
> Also, Jaime, just to follow up on the call and this email, would you prefer doing a cover sheet like what we created before (travels with the batch of ballots) or a log like what Milwaukee uses (sits at the table)?
>
> Can talk about it tomorrow or even Monday. Will just be a minor tweak of the instructions either way.
>
> Michael
>
> On Sat, Oct 31, 2020 at 4:27 PM Jaime Fuge <Jaime.Fuge@greenbaywi.gov> wrote:
>
> > Hi,
> >
> > I do have a followup question that came to my mind. What are some of the common questions the observers ask. We have not really have observers that have asked many questions prior.
> >
> > Thank you,
> >
> > Jaime

From: Michael Spitzer-Rubenstein [mailto:michael@voteathome.org]
Sent: Friday, October 30, 2020 10:24 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Jaime Fuge <Jaime.Fuge@greenbaywi.gov>; Amaad Rivera <Amaad.Rivera@greenbaywi.gov>; Kim Wayte <Kim.Wayte@greenbaywi.gov>
Subject: Central Count Ballot Tracking Sheets

Hi all,

Sharing the updated versions of the ballot tracking sheets for Central Count:

1. Courier log for City Hall to KI (adjusting the dropbox log)
2. Processing cover sheet (for tracking a batch of ballots from a single ward into the DS450)
3. Reconstruction cover sheet (for tracking ballots that need remaking in a single batch across many wards)

Since we have the processes nailed down and I understand it all now, I'm going to work on the training manual tomorrow.

See you tomorrow,

Michael

--

Michael Spitzer-Rubenstein

State Lead for Wisconsin (Leadership Now Fellow)

National Vote at Home Institute

(310) 980-2872

he/him

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Deanna Debruler

From: Michael Spitzer-Rubenstein <michael@voteathome.org>
Sent: Friday, October 30, 2020 10:24 PM
To: Celestine Jeffreys; Jaime Fuge; Amaad Rivera; Kim Wayte
Subject: Central Count Ballot Tracking Sheets
Attachments: Delivery Log.docx; Processing Cover Sheet.docx; Reconstruction Cover Sheet.docx

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Mail Ballot Security

Deanna Debruler

From: Michael Spitzer-Rubenstein <michael@voteathome.org>
Sent: Sunday, November 1, 2020 10:52 AM
To: Diana Ellenbecker; Jaime Fuge; Amaad Rivera
Subject: Central Count Staffing Roles
Attachments: KI Diagram with Roles.pdf; Central Count Staff List.xlsx

Hi all,
In advance of meeting tomorrow, I'm attaching two files:

1. A diagram of KI with tables marked.
2. A Central Count Staff List (blank but with all the roles we'll need for shifts 1 and 2). For roles with a partner, I labeled them A and B.

I'm not sure what the count is right now, but here's where I would put extra people:

- 1 extra person for each of the scanners (so 3 total), working on paperwork and ballot flattening
- Extra runners/ballot sorters (depending on how many ballots we get on Election Day, either very busy or very boring), could also trade-off with the person guarding the dropbox
- An extra Reconstruction table (would need to be experienced)
- Check-in table for press/observers and second shift

Michael

--
Michael Spitzer-Rubenstein
State Lead for Wisconsin (Leadership Now Fellow)
National Vote at Home Institute
(310) 980-2872
he/him

Learn more about:
Election Officials Center
Mail Ballot FAQs
Mail Ballot Security

Deanna Debruler

From: Michael Spitzer-Rubenstein <michael@voteathome.org>
Sent: Wednesday, October 28, 2020 3:41 PM
To: Vanessa Chavez
Subject: Re: Election Day Receipt of Ballots

I'm at 310-980-2872

On Wed, Oct 28, 2020 at 3:40 PM Vanessa Chavez <Vanessa.Chavez@greenbaywi.gov> wrote:

> I am working remotely today, but I am free until about 4:15. What number should I call you at?
>
> Vanessa R. Chavez, *City Attorney*
>
> City of Green Bay
>
> (920) 448-3080
>
> Vanessa.Chavez@greenbaywi.gov
>
> **LEGAL DISCLAIMER:** This message and all attachments may be confidential or protected by privilege. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution or use of the information contained in or attached to this message is strictly prohibited. Please notify the sender of the delivery error by replying to this message, and then delete it from your system. Thank you.
>
> **From:** Michael Spitzer-Rubenstein [mailto:michael@voteathome.org]
> **Sent:** Wednesday, October 28, 2020 3:35 PM
> **To:** Vanessa Chavez <Vanessa.Chavez@greenbaywi.gov>
> **Subject:** Re: Election Day Receipt of Ballots
>
> Vanessa, do you have a moment? Can I stop by your office?
>
> On Wed, Oct 28, 2020 at 3:28 PM Vanessa Chavez <Vanessa.Chavez@greenbaywi.gov> wrote:
>
> > I think we should have a conversation about it. That's not what I was gathering from anything we discussed, so we should probably talk through logistics.

I realize we are all more comfortable waiting for the WEC to weigh in on election night ballot receipt, it is my legal opinion that the statute is what we should follow, which specifically states that ballots have to be counted if received by the Clerk. As long as we make that abundantly clear at the outset so that there is no confusion about what will be happening come 8p, we should be fine.

Vanessa R. Chavez, *City Attorney*

City of Green Bay

(920) 448-3080

Vanessa.Chavez@greenbaywi.gov

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From: Celestine Jeffreys [mailto:Celestine.Jeffreys@greenbaywi.gov]
Sent: Wednesday, October 28, 2020 2:32 PM
To: Vanessa Chavez <Vanessa.Chavez@greenbaywi.gov>; Diana Ellenbecker <Diana.Ellenbecker@greenbaywi.gov>; Kim Wayte <Kim.Wayte@greenbaywi.gov>; Eric Genrich <Eric.Genrich@greenbaywi.gov>
Cc: Michael Spitzer-Rubenstein <michael@voteathome.org>; Ryan Chew <ryan@electionsgroup.com>; Dayna Causby <dayna@electionsgroup.com>; Hillary Hall <hillary@voteathome.org>
Subject: Election Day Receipt of Ballots

Hello!

As we await clarity from the WEC, we should decide, in the worst case scenario, how we check in ballots that come in after the drop boxes have closed (7 pm).

- For the ballots that come into city hall or to the other drop boxes between 9 am and 6:45 pm, Kim would be at CH checking-in those ballots, curing, verifying. The CSOs would deliver the ballots from the drop boxes to Kim, wait for Kim to check in and verify, and then deliver the ballots to KI
- For ballots that come in after the last collection at the drop boxes, the CSOs should deliver those directly to KI

    - Kim and staff would pack up by about 6:45 p

- Kim and staff would sit at a table in the central count room (Grand Ballroom) to receive the ballots from the CSOs as well as voters who need to drop off by 8 pm

- For voters who have to drop off their ballots after 7 pm, but before 8 pm, they'd need to go to KI, we should have DPW bring over the portable drop box and have a staff member stand there.

Celestine Jeffreys

Chief of Staff

Office of the Mayor

920.448.3006

--

Michael Spitzer-Rubenstein

State Lead for Wisconsin (Leadership Now Fellow)

National Vote at Home Institute

(310) 980-2872

he/him

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--
Michael Spitzer-Rubenstein
State Lead for Wisconsin (Leadership Now Fellow)
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Deanna Debruler

From: Michael Spitzer-Rubenstein <michael@voteathome.org>
Sent: Wednesday, October 7, 2020 2:06 PM
To: Kris Teske
Subject: Re: Help with Absentee Ballot Curing Process?

Okay, I wouldn't want to disrupt anything given the date.

Do you have a few moments to speak, though? I've just been working with Celestine and so want to be sure I'm not overlooking any issues or places where we could help you.

Are you free this afternoon, Friday (any time before 3 PM) or Monday afternoon?

Michael

On Wed, Oct 7, 2020 at 2:59 PM Kris Teske <Kris.Teske@greenbaywi.gov> wrote:

> We talked to a team already about curing ballots and found that it would take the same amount of time. So we decided our process was working the best for us and it's getting too late in the game to be starting new procedures.
>
> Thank you,
>
> Kris Teske, WCMC
>
> Green Bay City Clerk
>
> 100 N. Jefferson St., Rm 106
>
> Green Bay, WI 54301
>
> 920-448-3014
>
>
>
>
> **From:** Michael Spitzer-Rubenstein [mailto:michael@voteathome.org]
> **Sent:** Wednesday, October 7, 2020 9:49 AM
> **To:** Kris Teske <Kris.Teske@greenbaywi.gov>
> **Subject:** Help with Absentee Ballot Curing Process?

Hi Kris,

Can we help with curing absentee ballots that are missing a signature or witness signature/address?

We have a process map that we've worked out with Milwaukee for their process. We can also adapt the letter they're sending out with rejected absentee ballots along with a call script alerting voters (we can also get people to make the calls, too, so you don't need to worry about it). Celestine mentioned curing ballots might be something we could take off your plate.

When would be a good time to talk about it? I'm available this afternoon (after 2 PM), Friday (any time before 3) or next week. Any of those good for you?

Michael

--

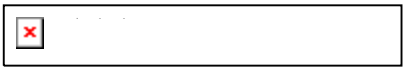
Michael Spitzer-Rubenstein

State Lead for Wisconsin (Leadership Now Fellow)

National Vote at Home Institute

(310) 980-2872

he/him



Learn more about:

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--
Michael Spitzer-Rubenstein

Deanna Debruler

From: Celestine Jeffreys
Sent: Tuesday, October 6, 2020 1:50 PM
To: Kris Teske; Kim Wayte; Eric Genrich; Diana Ellenbecker; Vanessa Chavez
Subject: RE: Meet Next Week? Ballot Curing

Thanks for letting me know.

Celestine Jeffreys
Chief of Staff
Office of the Mayor
920.448.3006

From: Kris Teske <Kris.Teske@greenbaywi.gov>
Sent: Monday, October 05, 2020 11:49 AM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Kim Wayte <Kim.Wayte@greenbaywi.gov>; Eric Genrich <Eric.Genrich@greenbaywi.gov>; Diana Ellenbecker <Diana.Ellenbecker@greenbaywi.gov>; Vanessa Chavez <Vanessa.Chavez@greenbaywi.gov>
Subject: RE: Meet Next Week? Ballot Curing

Hi,

After Kim and I met with people from the grant team on curing we decided it wouldn't be beneficial to our office and they pretty much agreed that there wouldn't be any time savings. Our main issue was curing requests and they couldn't help us with that. The ballot curing has been going on since we sent out the ballots in September. We really don't have the time to be working on a new process now that we have the ballots.

Thanks,

Kris Teske, WCMC
Green Bay City Clerk
100 N. Jefferson St., Rm 106
Green Bay, WI 54301
920-448-3014

From: Celestine Jeffreys [mailto:Celestine.Jeffreys@greenbaywi.gov]
Sent: Saturday, October 3, 2020 1:49 PM
To: Kris Teske <Kris.Teske@greenbaywi.gov>; Kim Wayte <Kim.Wayte@greenbaywi.gov>; Eric Genrich <Eric.Genrich@greenbaywi.gov>; Diana Ellenbecker <Diana.Ellenbecker@greenbaywi.gov>; Vanessa Chavez <Vanessa.Chavez@greenbaywi.gov>
Subject: FW: Meet Next Week? Ballot Curing

Deanna Debruler

From: Michael Spitzer-Rubenstein <michael@voteathome.org>
Sent: Thursday, October 29, 2020 8:49 AM
To: Vanessa Chavez
Cc: Amaad Rivera; Celestine Jeffreys
Subject: Fwd: legal context on accepting ballots at central count after 8pm

Vanessa, Celestine,
Want to make sure you see this.

Michael

---------- Forwarded message ---------
From: **Sam Munger** [redacted]
Date: Wed, Oct 28, 2020 at 6:10 PM
Subject: legal context on accepting ballots at central count after 8pm
To: Michael Spitzer-Rubenstein <michael@voteathome.org>, Amaad Rivera <amaadr@gmail.com>

Hey Amaad, Michael - I've been doing some digging on the dropbox closing time issue and thought I'd share what I've found out in case it's of help in formulating your plans. Feel free to give me a call to discuss, or to have the City Attorney's office reach out to me directly.

-SM

Here is what the WEC guidance on the issue ()https://elections.wi.gov/sites/elections.wi.gov/files/2020-10/Election%20Night%20Results%20Clerk%20Memo%20FINAL.pdf) says: "absentee ballots must be delivered to the polling place or the central count facility by 8 p.m. on election night in order to be counted. This means that if a municipality has drop boxes or other drop off locations, the last pick up time needs to be properly noticed to the public to ensure that all ballots eligible to be counted are delivered to the polling place or central count facility no later than 8 p.m." So that seems fairly clear.

But both Ann Jacobs and Nate Judnic at the WEC have acknowledged the statutory scheme is a little more ambiguous. They are relying on the language in Wis State 6.87(6), (https://docs.legis.wisconsin.gov/statutes/statutes/6/iv/87/6), which says that "The ballot shall be returned so it is delivered to the polling place no later than 8 p.m. on election day. ...Any ballot not mailed or delivered as provided in this subsection may not be counted." They think that reading that strictly, as a best practice and to be consistent with those municipalities that count absentee ballots at the polling place, means that a municipality should get all dropbox ballots to a central count facility by 8pm.

That said, Nate acknowledged that based on the language in 7.52 (https://docs.legis.wisconsin.gov/statutes/statutes/7/ii/52) there is an argument that such ballots just need to be "received by the municipal clerk" by 8pm which is different than being at central count by 8pm. However, **that argument has not been tested and any municipality that relies on it would have to be prepared for a possible challenge to any ballots arriving at central count after 8pm, and for those ballots not to count if they lost in court.** So, the WEC's guidance erred on the side of safety, and that's what we are recommending municipalities do.

That said, Claire in Milwaukee is taking the approach that, should something interfere with ballots arriving by 8pm to central count from a dropbox (e.g. retrieval team blocked by car accident, protest, etc), she is ready and willing, if challenged, to make a legal argument that the ballots should still be accepted. Essentially, she believes there's a strong legal argument for accepting delayed ballots (voted at the dropbox, picked up before 7:30pm, but not back at central count), and her default will be to accept them after 8pm if they're coming from dropboxes.

That being said, she is sticking with closing the dropboxes at 7:30pm -- so there's still the issue of the 7:30-8pm voters, who will need to go directly to central count or their nearest precinct. (Deadline has been updated on official materials, a postcard has gone out with the new deadline to all absentee voters that have yet to submit their ballots, and Sam M is exploring having volunteers at the dropboxes at 7:30pm to help voters navigate their options once the dropboxes are closed.)

On Wed, Oct 28, 2020 at 11:53 AM Wittenwyler, Mike <mwittenw@gklaw.com> wrote:

> **Spoke to Nate at the WEC.**
>
> **As a best practice and to be consistent with those municipalities that count absentee ballots at the polling place, a municipality should get all dropbox ballots to a central count facility by 8pm. That said, Nate acknowledges the language in 7.52 and the argument that such ballots just need to be "received" by the municipal clerk by 8pm which is different than being at central count by 8pm. However, that argument has not been tested and any municipality that does otherwise needs to recognize a possible challenge to any ballots arriving at central count after 8pm.**
>
> **And, he closed by saying that the WEC is working to schedule a check-in call with all the central count municipalities in the next day to coordinate activities and answer question.**

--
Michael Spitzer-Rubenstein
State Lead for Wisconsin (Leadership Now Fellow)
National Vote at Home Institute
(310) 980-2872
he/him

Learn more about:
Election Officials Center
Mail Ballot FAQs
Mail Ballot Security

Deanna Debruler

From: Saralynn Finn <saralynn@voteathome.org>
Sent: Thursday, October 15, 2020 12:52 PM
To: Kris Teske
Cc: Shelby Edlebeck; Mike Hronek; Celestine Jeffreys; Diana Ellenbecker
Subject: Re: Livestream Central Count

Just wanted to share an example of how Denver does livestream for inspiration.
Best,
Saralynn

On Sun, Oct 11, 2020 at 1:58 PM Saralynn Finn <saralynn@voteathome.org> wrote:

> Hey Kris-
>
> I don't think we've gotten a chance to 'meet' yet. My name is Saralynn Finn, I'm a Communications Strategist with NVAHI. We just published a white paper in conjunction with the Carter Center with tips for transparency in elections. I'm supporting jurisdictions to implement as many of them as possible.
>
> I know there are concerns about space in your Central Count and also the ongoing COVID situation in Green Bay and the difficulty of social distancing with observers, this seemed like a potential solution to these two issues. Let me know if I can help in any way.
>
> Best,
> Saralynn
>
> On Sat, Oct 10, 2020 at 4:03 PM Kris Teske <Kris.Teske@greenbaywi.gov> wrote:
>
> > Hi Shelby,
> >
> > This is the first I heard of this so I don't have anything drawn up yet.
> >
> > The plan is to have Central Count on 1st floor again (down the three halls). There will not be any DS 200 tabulators in the hall but I am planning on the DS 450 being in the Clerk's lobby. The observer area will be across the hall from the Clerk Office doors like before.
> >
> > Let me know if you need anything else.
> >
> > Kris Teske, WCMC
> >
> > Green Bay City Clerk

100 N. Jefferson St., Rm 106

Green Bay, WI 54301

920-448-3014

From: Shelby Edlebeck [mailto:Shelby.Edlebeck@greenbaywi.gov]
Sent: Friday, October 9, 2020 12:22 PM
To: Kris Teske <Kris.Teske@greenbaywi.gov>
Cc: Mike Hronek <mike.hronek@greenbaywi.gov>; Saralynn Finn <saralynn@voteathome.org>; Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: RE: Livestream Central Count

Hi Kris,

We are brainstorming how we would 'livestream' the central count taking place at City Hall on November 3rd. Do you have any ideas of what you are envisioning for this?

I was thinking of setting up laptops throughout the work zone with the cameras turned on (but mics muted) and streaming to a Zoom meeting. Then we could post the Zoom link on our website or email it out to whoever was interested in observing. Or whatever the protocol is for transparency during central count.

Let us know your thoughts or what you were thinking! ☺

Thank you,

Shelby Edlebeck

920.448.3207

From: Celestine Jeffreys
Sent: Thursday, October 8, 2020 5:15 PM
To: Shelby Edlebeck <Shelby.Edlebeck@greenbaywi.gov>
Cc: Mike Hronek <mike.hronek@greenbaywi.gov>; Saralynn Finn <saralynn@voteathome.org>
Subject: RE: Livestream Central Count

Shelby and Mike,

This sounds fine. Kris is the person to really determine where livestreaming needs to take place. I would imagine at each of the steps of the process not just tabulating the ballots.

Celestine Jeffreys

Chief of Staff

Office of the Mayor

920.448.3006

From: Shelby Edlebeck <Shelby.Edlebeck@greenbaywi.gov>
Sent: Thursday, October 08, 2020 3:04 PM
To: Mike Hronek <mike.hronek@greenbaywi.gov>; Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: Livestream Central Count

I just got off the phone with Saralynn Finn and I'm brainstorming how we can livestream Central Count on election day so that observers do not enter our building.

My first thought is that we could "livestream" by basically just having a Zoom meeting all day.

Set up laptops with their cameras facing the big DS200 machines and having all laptops on mute and joined into the same Zoom meeting. Then we can post that Zoom meeting link on our website for observers. I can probably figure out a way to make sure people cannot unmute themselves and have conversations in the Zoom meeting throughout the day? It would just be a silent "livestream".

First things first, **Mike** – do you think we could muster up a few laptops to use that day?

Secondly, **Celestine** – do you like this idea? Where would you want the cameras on the laptops facing? At the DS200 machines or elsewhere?

Shelby Edlebeck

Multimedia Communication Specialist

City of Green Bay

920.448.3207

Deanna Debruler

From: Celestine Jeffreys
Sent: Wednesday, October 14, 2020 4:16 PM
To: Isabel Brinker; Jennifer Savino; Doug Hutchison; Sam Hutchison; Ariana Saravia Coira; Ariana Saravia Coira; Saralynn Finn; Shelby Edlebeck; Kris Teske; Kim Wayte
Subject: RE: Radio spots for approval

All approved on my end! Like the voice and the guitar music!

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

From: Isabel Brinker <IBrinker@kw2madison.com>
Sent: Wednesday, October 14, 2020 2:28 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Shelby Edlebeck <Shelby.Edlebeck@greenbaywi.gov>; Kris Teske <Kris.Teske@greenbaywi.gov>; Saralynn Finn <saralynn@voteathome.org>
Cc: Jennifer Savino <JSavino@kw2madison.com>; Doug Hutchison <doug@hvsproductions.com>; Sam Hutchison <sam@hvsproductions.com>; Ariana Saravia Coira <acoira@kw2madison.com>
Subject: Radio spots for approval
Importance: High

Hi everyone,

We've produced the three :60second radio spots in English, they are attached to this email and we will need your final approval before we send to the stations. Celestine, if you could be the person to provide final approval of these spots that would be great. We're working on the Spanish translations and will send those spots for approval as soon as they're ready.

Please let us know if you have any questions. Thank you!
Izzy

Isabel Brinker
Account Manager

KW2
2010 Eastwood Drive, Ste. 300
Madison, WI 53704

608-232-2300 | KW2Madison.com

Empower & Improve Lives

Deanna Debruler

From: Celestine Jeffreys
Sent: Thursday, August 13, 2020 7:03 PM
To: 'Whitney May'
Subject: FW: Capturing video footage of today's mail ballot process in Green Bay

Follow Up Flag: Follow up
Flag Status: Completed

Whitney,

How about this video?

Celestine Jeffreys
Chief of Staff
Office of the Mayor
920.448.3006

From: Shelby Hearley [mailto:Shelby.Hearley@greenbaywi.gov]
Sent: Wednesday, August 12, 2020 2:17 PM
To: Celestine Jeffreys; Kris Teske; Kim Wayte
Subject: RE: Capturing video footage of today's mail ballot process in Green Bay

Sorry about the link below. Please try this one instead:
https://drive.google.com/file/d/1dULH4_ksuz55vGWtfDb7DBZyLyxApB91/view?usp=sharing

Thank you,

Shelby Edlebeck
920.448.3207

From: Shelby Hearley
Sent: Wednesday, August 12, 2020 10:38 AM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Kris Teske <Kris.Teske@greenbaywi.gov>; Kim Wayte <Kim.Wayte@greenbaywi.gov>
Subject: RE: Capturing video footage of today's mail ballot process in Green Bay

I very quickly threw this iPhone video together. Let me know your thoughts and any edits you want me to make!
https://drive.google.com/file/d/1dULH4_ksuz55vGWtfDb7DBZyLyxApB91/view?usp=sharing

---

From: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Sent: Tuesday, August 11, 2020 2:55 PM
To: Kris Teske <Kris.Teske@greenbaywi.gov>; Kim Wayte <Kim.Wayte@greenbaywi.gov>; Shelby Hearley <Shelby.Hearley@greenbaywi.gov>
Subject: FW: Capturing video footage of today's mail ballot process in Green Bay

All—

Shelby, can you take some footage of the clerk's office handling mail ballots? (See below.) No audio necessary. This is to show voters how secure their mailed ballots are.

This can take place at any time today.

Thanks!!

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

From: Whitney May [mailto:whitney@techandciviclife.org]
Sent: Tuesday, August 11, 2020 12:58 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Cc: Ryan Chew <ryan@electionsgroup.com>
Subject: Capturing video footage of today's mail ballot process in Green Bay

Hi Celestine,

Happy Election Day! Hope all is going smoothly for you and your team in Green Bay.

I'm reaching out with a suggestion from Ryan Chew, the Elections Group state lead for Wisconsin. Elections Group is one of the technical assistance partners available to support your office. Ryan is cc'd. He and his team will be connecting with you in the coming days regarding drop boxes for November.

For today's operations, Ryan suggests getting some video footage of the Clerk's office handling mail ballots that can be used for public messaging in November.

It can be shot on a decent smartphone, no narration needed, while capturing as many steps in the process as possible. The goal of the footage is to promote the security and transparency of the mail ballot process to your November voters.

I know this is a last-minute suggestion and your hands are already more than full today, so consider this a "nice-to-have" not a "must-have". No worries if you can't get to it — just an idea.

Stay safe,
Whitney

--
Whitney May
Director of Government Services
Center for Tech and Civic Life
whitney@techandciviclife.org
(919) 799-6173
she/her

Deanna Debruler

From: Celestine Jeffreys
Sent: Tuesday, August 11, 2020 2:54 PM
To: Whitney May
Subject: RE: Capturing video footage of today's mail ballot process in Green Bay

Follow Up Flag: Follow up
Flag Status: Completed

I will get on the suggestion right now. We have a staffer who might be able to help.

I'll email Ryan in a jiffy, thanks!!

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

From: Whitney May [mailto:whitney@techandciviclife.org]
Sent: Tuesday, August 11, 2020 12:58 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Cc: Ryan Chew <ryan@electionsgroup.com>
Subject: Capturing video footage of today's mail ballot process in Green Bay

Hi Celestine,

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Stay safe,
Whitney

--
Whitney May
Director of Government Services
Center for Tech and Civic Life
whitney@techandciviclife.org
(919) 799-6173
she/her

Deanna Debruler

From: Celestine Jeffreys
Sent: Tuesday, August 11, 2020 2:55 PM
To: Kris Teske; Kim Wayte; Shelby Edlebeck
Subject: FW: Capturing video footage of today's mail ballot process in Green Bay

All—

Shelby, can you take some footage of the clerk's office handling mail ballots? (See below.) No audio necessary. This is to show voters how secure their mailed ballots are.

This can take place at any time today.

Thanks!!

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

From: Whitney May [mailto:whitney@techandciviclife.org]
Sent: Tuesday, August 11, 2020 12:58 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Cc: Ryan Chew <ryan@electionsgroup.com>
Subject: Capturing video footage of today's mail ballot process in Green Bay

Hi Celestine,

Happy Election Day! Hope all is going smoothly for you and your team in Green Bay.

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For today's operations, Ryan suggests getting some video footage of the Clerk's office handling mail ballots that can be used for public messaging in November.

It can be shot on a decent smartphone, no narration needed, while capturing as many steps in the process as possible. The goal of the footage is to promote the security and transparency of the mail ballot process to your November voters.

I know this is a last-minute suggestion and your hands are already more than full today, so consider this a "nice-to-have" not a "must-have". No worries if you can't get to it — just an idea.

Stay safe,
Whitney

--
Whitney May
Director of Government Services
Center for Tech and Civic Life
whitney@techandciviclife.org
(919) 799-6173
she/her

Deanna Debruler

From: Celestine Jeffreys
Sent: Friday, August 28, 2020 1:13 PM
To: 'Haley McKean'; 'Dayna Causby'; Ryan Chew; Kris Teske
Subject: Re: Communications

Hello!!

We put out an rfp for a public affairs firm and are working with Eric from modern elections.

Hope that helps!

Sent from my Verizon, Samsung Galaxy smartphone
Get Outlook for Android

From: Kris Teske <Kris.Teske@greenbaywi.gov>
Sent: Friday, August 28, 2020 12:06:03 PM
To: 'Haley McKean' <haley@electionsgroup.com>; 'Dayna Causby' <dayna@electionsgroup.com>; Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Ryan Chew <ryan@electionsgroup.com>
Subject: RE: Communications

1 pm works for me

Kris Teske, WCMC
Green Bay City Clerk
100 N. Jefferson St., Rm 106
Green Bay, WI 54301
920-448-3014

From: Haley McKean [mailto:haley@electionsgroup.com]
Sent: Friday, August 28, 2020 10:07 AM
To: Kris Teske <Kris.Teske@greenbaywi.gov>; 'Dayna Causby' <dayna@electionsgroup.com>; Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Ryan Chew <ryan@electionsgroup.com>
Subject: Re: Communications

Hi Dana, could you please ask Kris if she could do 1 PM central time? That's 12 PM my time in the Rockies. Hopefully that gives her time to grab some lunch first.

Will you be arranging the zoom call?

Thanks!
Haley McKean

From: Kris Teske <Kris.Teske@greenbaywi.gov>
Sent: Friday, August 28, 2020 8:30 AM
To: 'Dayna Causby'; Celestine Jeffreys; Ryan Chew; Haley McKean
Subject: RE: Communications

Hi,

I am available after noon on Monday.

Kris Teske, WCMC
Green Bay City Clerk
100 N. Jefferson St., Rm 106
Green Bay, WI 54301
920-448-3014

From: Dayna Causby [mailto:dayna@electionsgroup.com]
Sent: Friday, August 28, 2020 7:32 AM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Kris Teske <Kris.Teske@greenbaywi.gov>; Ryan Chew <ryan@electionsgroup.com>; Haley McKean <haley@electionsgroup.com>
Subject: Communications

Kris & Celestine,
During our meeting Tuesday you mentioned some concerns regarding communications to voters and critical stakeholders. I would like to bring in Haley McKean to help you around that. I know you are looking for a communications firm, she maybe able to help guide you through some election specific communication strategies.

Would you be free Monday after 11am to chat and see how we can help with this?

--
Thank you,
Dayna Causby, CERA
The Elections Group

"Voting is the expression of our commitment to ourselves, one another, this country and this world"
~Sharon Salzberg

THE ELECTIONS GROUP

Guide to Ballot Drop Boxes

Issued by The Elections Group

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The Elections Group, 2020
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Overview

Ballot drop boxes offer a secure, convenient alternative for voters to cast their completed mail ballots. They save money for voters in jurisdictions where return postage is not prepaid, and they can reduce costs for election authorities where postage is paid.

Voters like ballot drop boxes. In jurisdictions where vote-by-mail is prevalent, as many as 80 percent of voters choose to return their ballot at a ballot drop box.

A ballot drop box program can help build public trust in the election process. Ballot drop boxes can reassure voters who mistrust the postal system because of lost or delayed mail, or who worry about someone potentially tampering with their ballot. Ballot drop boxes also provide a solution for voters who are concerned about their signature being exposed to anyone outside of their local election office.

For election officials, ballot drop boxes ensure ballots are received in time to be processed. This is critical since many voters wait until Election Day to return their ballots.

This guide is divided into three sections.

- **Planning** will help election officials decide the type, location, equipment and staffing for three types of ballot drop boxes.
- **Voter Outreach and Communication** contains suggestions for promoting ballot drop box convenience and availability, and to publicize your request and return deadlines.
- **Execution** includes sample forms that can be used separate from this guide to train temporary staff and used as a daily checklists and chain of custody logs, including a section for Election Night.

As you review this guide, keep in mind accommodations for COVID-19 and social distancing requirements. For example, asking two unrelated workers to share a car ride may be a challenge. COVID-related considerations are addressed in the Planning section.

Planning

How Many Ballot Drop Boxes Do I Need?

Estimating an adequate number of ballot drop boxes can be challenging when you don't know how many voters will use them. And determining how many to obtain will be constrained by your budget, purchasing process, and ability to deploy multiple boxes before Election Day.

Hiring enough temporary workers to staff ballot security teams is another critical factor. To maintain public trust you should have bipartisan, two-person teams picking up ballots from each drop box on a daily basis. You will need more frequent pick-ups in the days leading up to and including Election Day. Early on, some busy locations may also require frequent pick-ups, perhaps multiple times a day.

The benefits to deploying as many ballot drop boxes as possible include:

- Providing greater access to the election process
- Keeping voters out of busy and stressful polling places on Election Day
- Receiving voted ballots back faster than USPS delivery

A rule of thumb to consider is one drop box for every 10,000-15,000 voters; that is a common requirement in states where mail ballots are the primary voting method. Your geography should also inform how many drop boxes to place. For example, rural, sparsely populated areas may require more drop boxes per capita than densely populated urban areas.

Fewer drop boxes will yield fewer benefits. An overflowing, unstaffed 24-hour ballot drop box can become a serious public relations and voter trust issue. If mailing out ballots is a temporary pandemic alternative, or if you don't have an adequate budget, temporary indoor ballot drop boxes at staffed locations can provide an adequate solution.

Scaling Up

Ballot drop boxes should be available to voters as soon as ballots are mailed and remain available through the close of polls on Election Day (or as the statute in your state provides). Unstaffed drop boxes are usually available 24 hours per day. Staffed drop boxes or drive-up options are

typically offered on a more limited schedule, such as during business hours and full polling hours on Election Day.

If adequate staffing is a problem, consider starting with fewer drop boxes and scaling up to the full number you need closer to Election Day. Note that scaling up over time presents P.R. challenges. You will need to clearly publicize drop box locations, plus the dates and times that each location is available.

Where Do I Place Them?

To choose ballot drop box locations, election officials should consider these factors at a minimum:

- Concentrations of population
- Concentrations of historically higher mail-voting populations
- Geographic distance and features
- Voter convenience
- Proximity to public transportation
- Community-based locations
- Security, including lighting, visibility, and security cameras

The Center for Tech and Civic Life (CTCL) created a Ballot Drop-off Location Criteria Planner to help jurisdictions evaluate potential ballot drop-off locations. The planner is located in Appendix B.

Unless prohibited by law, a staffed ballot drop box should be provided at every polling location. This will require separate drop boxes for mail ballots and in-person paper ballots (when not scanned at the polling location).

Additional locations for staffed drop boxes may include, but are not limited to: city offices, public libraries, county offices, assisted living facilities, senior living communities, college campuses, local businesses and shopping centers, and offices of community organizations. At these locations, the voter may need to leave their vehicle and enter the building. A drive-up option could allow voters to deposit their ballots and remain in their vehicles.

ADA Accessibility

Election officials should ensure that ballot drop box locations are accessible to voters with disabilities. Consider the following when implementing drop box plans.

1. If a location has only one drop box, the design and placement of that drop box should meet accessibility requirements.
2. If a location has more than one drop box, at least one of the drop boxes should meet accessibility requirements. Any inaccessible drop box at a facility should have a sign with directions to the nearest accessible drop box.
3. A drop box should be placed along an accessible path connected to the nearest ADA parking space, or nearest the passenger drop-off zone, and if applicable, the nearest public transportation stop.
4. If there is no accessible pathway from the parking lot, there should be signs directing the voter to the nearest accessible drop box.
5. Drop box locations inside of buildings should be assessed for accessibility as if they were polling places. For more information, please see the ADA Checklist for Polling Places.

Purchasing Considerations

The type of ballot drop box(es) you use will depend on your plan and budget. Drop boxes come in several sizes, types, and different construction materials to with stand vandalism and inclement weather and to prevent removal. The following section will cover three types of ballot boxes: a 24-hour permanent box, a temporary indoor box and a temporary drive-through ballot drop-off.

24-Hour Unstaffed Ballot Drop Box

A 24-hour ballot drop box mimics a USPS blue mailbox. It is a permanent metal structure accessible by vehicle or on foot in the public right-of-way, and should be well-secured to the ground. Styles vary. These can be installed on your jurisdiction's property, or you can arrange to install one at a partnering public agency (see list in previous section.) This usually means securing a written agreement with property owners to locate and secure these drop boxes on their property before you purchase them. A list of drop box vendors is located in Appendix A.

Some things to consider when purchasing 24-hour, unstaffed ballot drop boxes:

- The drop box should be a permanent fixture or a temporary structure that is secured in place to prevent removal or tampering.
- Ensure that the ballot drop box has robust locking mechanisms for both the ballot slot(s) and storage compartment. Ensure that ballots cannot be tampered with while in the drop box, nor removed by anyone other than your authorized ballot retrieval team.
- The opening slot should be large enough to deposit ballot envelopes and designed to keep anyone from pouring liquid into the drop box, or for rainwater to seep into it.
- Drop boxes should be easily recognizable by voters. Plan to purchase or produce permanent, large, weather-proof decals to label the drop boxes with at least your agency name, logo, phone number and the words *Official Ballot Drop Box*. Use consistent decals on all 24-hour boxes. Additional language may include:
    - *No Postage Required*
    - *Closes at 7 p.m. on Election Day* (or relevant time)
    - *This Box Under Video Surveillance* (if applicable)
    - If required, list any statutory language, such as the number of ballots that can be dropped off by one person in any election.
- Find out how many ballot envelopes each different brand or style of drop box can hold. Ballot return projections will help you to determine the drop box size you will need.
- Consider whether your jurisdiction can or must monitor the ballot drop box with 24/7 video surveillance, where the camera will be mounted, and how footage will be stored. If the drop box is located at another agency's facility, include mounting and access requirements in the agreement.
- If the ballot drop box is accessible by vehicle, consider whether you can safely locate it on the driver's side. This can ensure safety by letting the driver cast their ballot without exiting the vehicle. "One-Way" streets/thoroughfares are ideal for installing a box on the driver's side.
- When planning to receive a shipment of drop boxes, consider multiple important factors.
    - These drop boxes will arrive on pallets and are large and heavy.
    - They should be shipped to a warehouse.

- Installation may not take place immediately and you may need space to store them.
- A forklift may be needed to move them.
- While drop boxes have few moving parts, it is crucial that you verify the locks and doors are functioning properly and that all ballot slots are unobstructed before acceptance.

To install drop boxes you may need an agreement or permit from the local governing body before installing a drop box. Once an agreement and/or permit is secured, you may need to coordinate work with other offices to complete installation. Some items to consider:

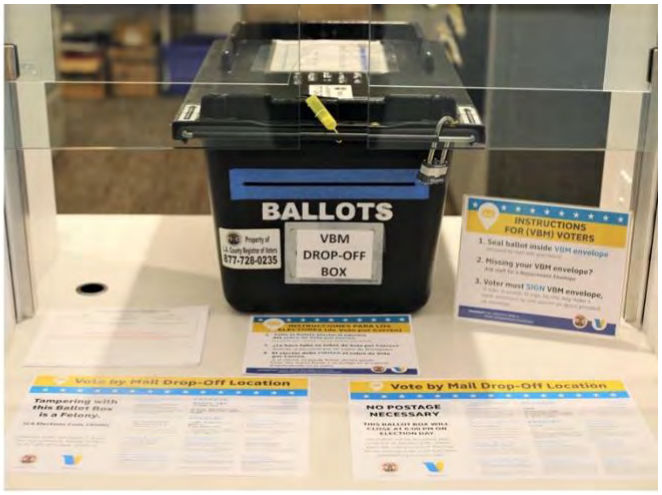
- New concrete may need to be poured, which may extend the timeline for the boxes to be safe and fully functional.
- Consider drop box weight and bulk before shipping them out for installation. Consider which staff and vehicles are appropriate, and how the boxes will move in and out of the vehicle cargo area.
- Securing the boxes will require tradespeople whose schedules may not be flexible if shipment is delayed.
- Early and regular communications will help keep the team working together.

Temporary Ballot Drop Boxes — Indoors

Temporary indoor ballot drop boxes or bags are portable and much smaller than 24-hour drop boxes. Smaller options have handles on the side for carrying and are small enough to rest on a table. Larger options can hold more ballots and are on wheels. Bipartisan teams of two election workers usually monitor these drop boxes or bags.

Ideally, these drop boxes or bags should be available inside every polling place, to offer voters the greatest convenience for dropping off mail ballots. Ballot drop boxes placed inside the polling location may be serviced and staffed by poll workers rather than separate ballot collection teams.

They can also be located inside government buildings, libraries, community centers, and other high traffic areas. Your agency could secure an agreement to have staff from these partnering agencies monitor the drop box during their business hour and during polling hours on Election Day. The agreement should ensure access for your ballot retrieval team to pick up the ballot drop box or bag at scheduled times.



Factors to consider when purchasing temporary, indoor ballot drop boxes or bags:

- Consider durability, weight and sizing options, and which would be a better solution for your facility—a smaller, tabletop box, a bag, or a larger box on wheels.
- Determine how many ballots each drop box or bag can hold and your requirements for replacing or emptying it. Ballot drop boxes fill up quickly, especially approaching and on Election Day.
- Ensure that the drop box or bag cannot be opened or moved by unauthorized persons. It should have a lock to protect ballot envelopes, and ideally should be secured to an immovable object with a padlock or chain lock (such as a bicycle lock).
- Ensure that there is a place on the drop box or bag for a zip-tie style security seal for chain of custody.
- The drop box or bag should be easily recognizable by voters. Plan to purchase or produce decals to label it with your agency name, branding, the purpose of the drop box and useful information (see the section on Voter Outreach and Communication).

Temporary Ballot Drop Boxes — Drive Through

A drive-through ballot drop box is staffed by bipartisan teams of two election workers on a street or in a parking lot. These workers safely approach a vehicle, accept the voted ballot envelope from the voter, and deposit it into a ballot drop box while the voter observes. At minimum, these workers are equipped with safety vests and badges, a canopy tent for shelter, a table and chairs and locked ballot boxes. This option is usually only deployed on the last few days of the election, including Election Day.

Drive-through locations can be very convenient for voters as they do not need to park or exit their vehicles. They also offer greater operational efficiency for election administrators because they can absorb some of the traffic from high-demand, 24-hour ballot drop boxes on Election Day.

To avoid long lines of cars potentially blocking roadways and/or parking lots, ensure that you have enough staff and ballot drop boxes to move traffic through quickly. Also, some jurisdictions provide “I Voted” stickers at drive-through locations. While this can be a fun idea, it has the potential to slow the pace of cars through the process, creating longer lines. Be sure to consider this impact in your planning.

Some things to consider for temporary, drive-through drop off locations:

- To maximize safety and efficiency, provide instructions and maps to set-up teams. These should map out exactly where set-up should take place and how traffic should flow well in advance of deployment.

- Pop-up tents, tables, chairs, safety cones, and portable space heaters can often be borrowed from other government agencies (Sheriff's Office, Public Works, Parks & Recreation, Facilities or Fleet) or rented from a party or restaurant supply company.

Additional supplies are necessary for staff working outdoors, such as spotlights and flashlights for working in the dark, and apparel for inclement weather.

What Other Resources Will I Need?

Additional Supplies and Equipment for All Types of Ballot Drop Boxes

Bipartisan ballot retrieval teams
(Enough teams to ensure each drop box is closed/locked at "close of polls" on Election Night)

Phone tree to reach bipartisan teams while in the field
(May need to provide mobile phones for those who do not want to use their personal phones)

Rental cars or fleet vehicles

Chain of custody logs

Security seals

Portable ballot drop boxes or bags for transport

High-visibility vests for workers

Personal protective equipment such as gloves, masks, and hand sanitizer

Accessibility, directional, and electioneering signs (if applicable)

Temporary Indoor

Table(s)

Chairs

Cable or bike lock

Temporary Drive-Through

Table(s)

Chairs

Pop-up canopy

Road signs

Orange cones

Lanterns

Flashlights

Weather appropriate support such as propane heater and rain gear

Permanent 24-Hour

Extra keys made

Large mail bin placed inside

Flashlights

How Do We Secure Ballot Boxes?

The location and type of drop box can affect the security measures needed to ensure both actual and perceived security.

Locking Requirements

All drop boxes shall be secured by a lock and a tamper-evident seal. Only an election official and a designated ballot retriever shall have access to the keys and/or combination of the lock. If your drop box(es) are secured by a key lock, be sure to make copies of each key and store them securely at your election facility.

Video Requirements

If feasible, both temporary and 24-hour drop boxes should be monitored by a video security surveillance system, or an internal camera that can capture digital images and/or video.

A video security surveillance system is especially critical for unstaffed, 24-hour boxes and can include existing systems on county, city, or private buildings. The video system should be robust enough to capture and store video for the full time the ballot drop box(es) are open to receive ballots during an election. These videos may be considered an election record, and thus may need to be retained for a certain period of time after each election, depending on your state laws.

The easiest way to provide video surveillance is to position your ballot drop box within view of an existing video surveillance system. If you need to install your own system, work with your city/county IT, facilities, or law enforcement division to see if there are similar systems used throughout the city/county. Chances are your jurisdiction already has a vendor set up for this type of equipment.

Bipartisan Election Workers (drive-through locations)

Drive-through ballot drop boxes must be monitored very closely by election workers to ensure that someone does not drive-off with a ballot drop box.

Other Safety and Security Measures

Unstaffed drop boxes placed outdoors should be securely fastened to prevent moving or tampering. For example, fasten the drop box to concrete or an immovable object. This will prevent unauthorized removal of the drop box.

Staffed drop boxes have several options, but all options should take into consideration additional security measures when the ballot drop site is not staffed. Safeguarding the drop box during unstaffed hours could mean the drop box is inaccessible to the public when not in use. The box should be secured in a locked room, sealed with a tamper-evident seal, and if possible, under video surveillance. Staffed drop boxes should be securely fastened to a stationary surface or to an immovable object, and/or placed behind a counter, and/or portable so they can be transported to a curbside area or a mobile voting area. When in use, these drop boxes should be constantly monitored by election officials or other designated representatives.

Work with law enforcement to include frequent patrols of unstaffed drop boxes. In some communities, it might also be appropriate to develop a network of citizens willing to regularly patrol unstaffed drop boxes.

Work with the public works department and law enforcement to make drive through locations safe and secure.

Ballot Retrieval

Driving Routes, Frequency, and Staffing Needs

Once the locations of your ballot drop boxes are set, you should begin planning daily routes for ballot retrieval. This includes sending teams to visit all ballot drop boxes - permanent and temporary. The frequency of pickups may vary in the beginning, every other day versus every day, and become more frequent - multiple times per day - the closer you get to Election Day.

The time it takes to retrieve ballots will depend on the type of ballot drop box used. Ballot retrieval teams will be able to park close to most permanent, 24-hour drop boxes. They will need to transfer the contents of the drop boxes to portable bags or boxes, seal the boxes, complete their chain of custody paperwork, and load the portable boxes into a vehicle.

Temporary, staffed ballot drop boxes are usually located inside a building. This means ballot retrieval teams will need to park and walk into the building to the room where the temporary ballot drop box is located. Most often, they will switch out the full ballot drop box for an empty

drop box, complete the chain of custody paperwork, and carry the full drop box or bag back to their vehicle. The process for temporary drive-through locations will be similar.

Driving Routes

The process of retrieving ballots will be most efficient if retrieval teams are able to follow pre-planned driving routes. This can be made easier with mapping technology. Some election offices use commercial software such as Routific and Esri Workforce. Google Maps is a free option that most staff will be familiar with and find easy to use.

When using Google Maps, begin by mapping out a route that you think can be completed in four hours. Identify each location, including the starting and ending location (typically the election office). Assume that the necessary steps at each location will take approximately 15 minutes to complete. Adjust the number of drop boxes on the route until you are able to achieve a route that can be completed in roughly four hours. Be sure to map it during the same times your retrieval team members will be on the road to account for daily traffic patterns. Also consider adding in break times as needed for your retrieval teams.

Consider using mobile phone tracking applications or GPS spot trackers as a way to ensure the assigned route is followed without deviation and that your retrieval team is on time. This may also help document your chain of custody.

Frequency of Retrieval

The frequency with which you retrieve ballots from each ballot drop box depends on multiple factors, including:

- Timing (How close to Election Day is it?)
- Projected and actual voter turnout
- The number of ballot boxes you have
- How many ballots each box can hold
- The geography of your jurisdiction and distance retrieval teams have to travel

Generally, it is important to retrieve ballots at least once per day from the first day ballots may be returned. This will ensure ballot security and the ballots can enter your processing operation as quickly as possible. From there, structure your retrieval plan around a slowly building stream of ballots. Jurisdictions have seen as few as 20% of ballots cast by mail deposited in drop boxes during the first two weeks and as many as 55%–60% of ballots deposited during the last two days

of the election, including 40% of ballots cast on Election Day. You will need to retrieve ballots multiple times per day from your busier ballot drop boxes the closer you get to and on Election Day.

Other important items to consider when creating your retrieval plan:

- Your plan needs to be flexible. If voter turnout is higher than anticipated, you may need to retrieve ballots multiple times per day sooner than you had planned to scale up.
- On the Monday evening before Election Day, you must retrieve ballots from all drop boxes at the end of the day so they do not fill overnight and to maximize the number of ballots you can count on Election Day.
- On Election Night, you must close all drop boxes simultaneously with closing the polls. This will take significant staffing and coordination.
- It is important to track as much data about this process as possible. Retain it for future planning, including how many ballots you retrieve from each drop box each day and how many retrieval runs were needed to each drop box each day. This data can be obtained from ballot logs and reviewed after the election.

Staffing Needs

Use the mapped driving routes and frequency of retrieval to determine how many teams and vehicles you will need and for how long. For example, in the first few weeks after ballots are mailed out you might only need three teams of two (six temporary workers) and three vehicles. That number might increase significantly or even double as you start the week leading up to Election Day.

The biggest staffing challenge for ballot retrieval will be at the close of polls on Election Night. You will need bipartisan teams to close and seal each ballot drop box right at the close of polls (or as the statute in your state provides). Many jurisdictions recruit staff from sister agencies, since drop box closing teams do not require full poll worker training. Remember, these ballot retrieval teams will need to be bipartisan, even those staff recruited from other agencies, and may need to be sworn in as election workers.

As mentioned in the overview, accommodations for COVID-19 and the need for social distancing will affect your staffing decisions. Asking two unrelated workers to drive together in the same car may be a challenge. You will need to accommodate any retrieval team member requests to travel in separate cars in tandem. The steps for setup and the daily retrieval of ballots should also follow the six-foot distancing requirements.

Voter Outreach and Communication

Promoting the use and availability of ballot drop boxes is essential to their success. Use all of the communication tools and resources at your disposal as soon as practical to publicize ballot drop box locations, hours and notable accessibility features.

For example, use your regular print and electronic materials, website, social media, video, and news releases to announce ballot drop box locations and share a link to a comprehensive list and/or map of ballot drop boxes.

You can also include a list of ballot drop-off locations in your **mail ballot instructions**, **voter information guide** and **sample ballot publications**. Depending on how many locations you have, you may be able to print them on the mail ballot envelope as well. If there are too many locations to fit, perhaps include a link or QR code on the envelope to direct voters to your list of locations.

Your election website will be the optimal resource for voters to find a ballot drop-off location. Create a **web page for Ballot Drop-Off Locations**. Include a list of all location names, addresses, hours and embed a link to a Google map for each. If there is a change to the ballot drop box plan, it should be noted on your official website within 24 hours.

You can also create and embed a **map of all ballot box locations** using Google My Maps. First, create a list of locations as a .csv file, with separate columns for location name, address, city, state and zip code, hours, and type of ballot drop box. Then visit www.google.com/mymaps and follow instructions to import the map. You'll need to create a Google account if you don't already have one.

Issue a **news release and photos** if you have installed one or more new 24-hour ballot drop boxes in your community. Share it with your own employee news channels, local news media, as well as jurisdictions for newsletters and public television news shows.

Ask the clerk or communications team in your local cities and towns if you can submit a **contributed article** for their newsletter, blog or website regarding the election. Be sure to request a deadline and word count. Describe options for voters and indicate where citizens within your jurisdiction can find their nearest ballot drop box and polling place. You can also ask them to embed your election page link on their own webpages.

Another creative idea is to develop a **'Find My Nearest' web-based tool** to help voters find the ballot drop box that is closest to them. A user will type in an address or allow the tool to use their device's 'location services' to identify their current location. The tool would then populate with a map and list of the nearest three or four ballot drop off locations. This will require knowledge of ArcGIS or Google Maps, and will likely require support from your IT department to create.

Execution

Opening and Setup

Whether you are setting up a temporary ballot drop box or a 24-hour location, you will need to plan for a ballot retrieval team to set up, open, and secure the drop boxes for voters to deposit their voted ballots.

Temporary Ballot Drop Boxes

Supplies:

- Locked and sealed ballot drop boxes or bags
- Tamper-evident seals (if replacements are needed)
- Chain of custody logs
- Phone numbers to call for support/emergencies
- Cable or bike lock
- Applicable signage
- Tables and chairs (if necessary)
- “I Voted” stickers (optional)
- Voter information sheet (optional)
- Voter Registration forms (optional)

Voter information sheets, “I Voted” stickers, and other voting related information may be placed near the drop box.

Drive-Through Ballot Drop Boxes

Drive-through ballot drop boxes might be set up in a parking lot or on the street depending on the location. For all street-related setups, there should be a law enforcement officer present to guide the setup and maintain safety throughout the day.

When setting up in a parking lot, consider the use of “no parking” signs. These signs can be left out overnight to ensure no vehicles park in the area to be used for the drive-through location.

Supplies should be delivered, including:

- Locked and sealed ballot drop boxes or bags
- Tamper-evident seals
- Chain of custody logs
- Phone numbers to call for support/emergencies
- Set-up maps/documentation
- Pop-up tent
- Road signs
- Orange cones
- Table and chairs
- “I Voted” stickers (optional)
- Propane heater (optional during cold weather months)
- Flashlights or lanterns

Bipartisan teams should:

1. Position road signs and cones according to provided map or instructions.
2. Set up the tent and position according to the provided map or instructions.
3. Set up the folding table and chairs.
4. Place the ballot drop box on the table.
5. Set up the heater and propane tank if needed

24-Hour Ballot Drop Boxes

Permanent, 24-hour drop boxes should be available for voters to use as soon as ballots are mailed. This requires staff or ballot retrieval teams to inspect, clean, and open the ballot drop slot on each drop box. An assigned route for opening should be created along with a checklist or log to ensure all ballot drop boxes have been opened.

Each retrieval team will need:

- Slot key
- Access door key
- Phone numbers to call for support/emergencies
- Cleaning supplies
- Silicone spray (for locks)
- Flashlight
- Inspection checklist or chain of custody form

For setup and opening of 24-hour ballot drop boxes, retrieval teams will:

1 **Unlock**	☐ Open the ballot slot, using the slot key. ☐ Open the access door, using the access door key.
2 **Inspect and Clean**	☐ Visually inspect the drop box and surrounding areas. ☐ If there is any graffiti or wrap damage, the retrieval team will clean or repair as best they can. *If unable to clean or repair it thoroughly, use mobile phone to take pictures and note the damage on the chain of custody form* ☐ Wipe down the exterior, top and slot area of the drop box. ☐ Spray the locks with silicone spray and ensure they can be easily locked and unlocked. ☐ Both retrieval team members visually inspect the drop box interior for ballots or any type of debris. ☐ Use a mobile phone to take a picture as time-stamped proof the ballot drop box is empty.
3 **Seal and Record**	☐ Close and lock the access door using the access door key. ☐ Place a security seal on the access door and record seal number on a chain of custody form. ☐ Complete and sign the retrieval form or chain of custody form.

Daily Collection of Ballot Drop Boxes

- Only designated bipartisan ballot retrieval teams should remove ballots from drop boxes. This is done in teams of two.
- All designated ballot retrieval team members should wear badges or vests that readily identify them as designated ballot retrievers or election officials.
- Each team of two will be provided a route each day.
- Ballots must be picked up in designated order.
- A separate chain of custody form should be completed at every stop (both for 24-hour drop boxes and temporary drop boxes or bags).
- The ballot retrieval log and checklist should be completed at the beginning of the route, at each stop, and after returning to the election office.
- Visually inspect the drop box and surrounding area at each visit. If there are any signs of tampering or vandalism, take pictures, clean or repair the drop box as best you can, and report in the notes section of the chain of custody form.

Instructions for Completing Ballot Retrieval Log

- On the front, record the date and time and check off all supplies that have been retrieved.
- On the back, record the route number, date, and names of both ballot retrievers.
- After ballots have been retrieved at each stop, record:
    - Column A: Name/ID/location of the ballot drop box
    - Column B: Seal number on the door (24-hour drop box) when you arrived (should be affixed to custody log) or the security seal on the temporary drop box you are retrieving
    - Column C: Seal number attached to each transfer box or bag (only for 24-hour drop box)
    - Column D: New seal number put on the door (24-hour drop box) or the seal number for the replacement temporary box or bag
    - Column E: Current time of day
    - Column F: Initials of each ballot retrieval team member.

- At the conclusion of each route, the bottom portion of the form should be completed. Consider using the same visual checklist of supplies to indicate all supplies and equipment have been returned to the election office.

Ballot Retrieval Team Daily Log *(front)*

Date: _____ **Route Departure Time:** _____ : _____ ☐ **AM** ☐ **PM**

☐ Access door or padlock keys	☐ Empty, portable ballot box(es)	☐ Flashlight	☐ High-visibility vests
☐ Cleaning supplies	☐ Gloves	☐ Masks	☐ Hand sanitizer
☐ Chain of custody logs	☐ Driving route and map	☐ Pens	☐ Vehicle keys
☐ Clipboard	☐ 24-hour drop box security seals	☐ Transfer ballot box or bag security seals	☐ Mobile phone and charger

Route Return Time: _____ : _____ ☐ **AM** ☐ **PM** ☐ **Supplies** ☐ **Vehicle Keys**

Ballot Retrieval Team Daily Log *(back)*

Route ID# _____

Date: _____ **Retriever 1:** _____ **Retriever 2:** _____						
A **Drop Box Name/ID**	**B** **Existing Seal ID**	**C** **Transfer Box/Bag Seal**	**D** **New Seal ID**	**E** **Collection Time**	**F** **Team Initials**	

Ballot Retrieval Team Chain of Custody Record

Ballot Drop Box Name/#:	**Date:**
Retrieval Team Member 1:	**Retrieval Team Member 2:**
Transfer Box/ Bag #:	Additional Transfer Box/Bag #:

Time of Arrival: ☐ AM ☐ PM		**Initials:**	**PLACE USED SECURITY SEAL**
Security Seal Intact: ☐ YES ☐ NO		**Initials:**	
Remove security seal and record seal #:			

☐ Inspect ballot drop box for any signs of tampering or vandalism.

☐ Unlock the access door and remove ballots.

☐ Transfer ballots to ballot transfer box or bag.

☐ Inspect inside of drop box for ballots that might be leaning against or stuck to the wall.

☐ Inspect drop box area to ensure no ballots have fallen on the ground.

☐ Seal the ballot transfer box or bag.

☐ Record the transfer box or bag seal number(s).

Seal #: _____ Seal #: _____

Seal #: _____ Seal #: _____

☐ Verify access door is closed and locked (checked by both team members).

☐ Place new security seal on door.

☐ **Record new security seal placed on door:** Seal #: _____

☐ Load transfer containers into vehicle.

☐ Record new door security seal and transfer security seal numbers on the ballot retrieval log.

All procedures completed and recorded: ☐ YES ☐ NO		Initials:
Service Required? ☐ YES ☐ NO	Notes:	
Time of Departure: ☐ AM ☐ PM		Initials:

Election Night Closing

All ballot drop boxes, temporary and permanent, need to be collected or closed at the time the polls close. The process outlined below is focused on permanent, 24-hour drop boxes, but the same general principles can be applied to temporary ballot drop boxes. These instructions can be supplemented with the Election Night Closing Checklist that follows.

Station a bipartisan retrieval team at each drop box 15 minutes before the polls close. They will lock drop boxes as soon as the polls close and retrieve ballots.

- Consider asking other jurisdictions' employees to assist, since this process does not require a great deal of training. Provide each retrieval team with the necessary supplies and checklist as detailed in this guide. In addition to those supplies, these retrieval teams will also need the following:
    - Map with driving directions and approximate time it will take to arrive at their location. This ensures they leave the election facility with enough time to arrive 15 minutes before the close of the election.
    - "Last Voter in Line" card
    - Extra transfer ballot box or bag to collect ballots cast after the polls close. These ballots will not be counted. These are ballots from voters not in line at the time polls close, but who approach the box as the retrieval team is transferring ballots.
    - Checklist with instructions for completing a full sweep of the drop box with a flashlight along with instructions for locking, sealing, recording, transferring ballots to a temporary box, taking a photo and returning to HQ.
- You may have a line of people, or cars, at close of polls with people waiting to cast their ballot in the drop box. As with in-person voting, have one person walk to the end of the line of people and/or cars and hand the last voter in line at close of polls the "Last Voter In Line" card to ensure everyone in line at close of polls may cast their ballot.
- Instructions for how to handle a line of cars (if 24-hour drop box or drive-through ballot drop-off) or a line of people (if temporary indoor drop box). This should include a "Last Voter in Line" card and potentially coordinating with local law enforcement for traffic control.

- Recommend teams take pictures of:
    - Locked ballot slot
    - Inside of the 24-hour boxes once emptied after the close of polls to show that no ballots are left in the box.

It is highly recommended to have your daily ballot retrieval team visit all ballot drop boxes the day after the election to double-check that all ballots were collected.

Election Night Closing Checklist

Ballot Drop Box Name/#:	**Date:**
Retrieval Team Member 1:	**Retrieval Team Member 2:**

- ☐ Ensure you have necessary supplies and chain of custody logs before leaving for your designated drop box.
- ☐ Ensure you take enough transfer boxes or bags to completely empty the drop box.
- ☐ Arrive at your assigned ballot drop box at least 15 minutes early.
- ☐ If there is a line before polls close, one retrieval team member must find the "Last Voter In Line" card and go to the end of the line.
- ☐ At the close of polls, announce "Polls are closed" and lock the door to the drop box. If there is a line, the team member at the end of the line should give the Last Voter In Line card to the last person or car in line at the close of polls. Once the card is given out, return immediately to help empty the drop box.
- ☐ If any voter should try and cast their ballot after the close of polls, put their ballot in the box/bag designated for late ballots.
- ☐ Unlock the access door and remove all ballots, placing them in a transfer box or bag.
- ☐ Using a flashlight, inspect the inside of the drop box for ballots that might be leaning against or stuck to the wall.
- ☐ Once all ballots are removed from the drop box, take a picture of the inside of the empty drop box using your phone.
- ☐ Inspect the drop box area to ensure no ballots have fallen on the ground.
- ☐ Seal the ballot transfer box(es)/bag(s).
- ☐ Verify the access door of the drop box is closed and locked.
- ☐ Close the ballot slot using the slot key.
- ☐ Complete Chain of Custody log(s) for the transfer box(es) or bag(s).
- ☐ Load transfer containers and all supplies into vehicle.
- ☐ Head directly back to counting facility.

All procedures completed and recorded: ☐ YES ☐ NO	Initials:
Time of Departure: ☐ AM ☐ PM	Initials:

Common Mistakes and How to Prevent Them

Problem: Drop boxes left unsealed or unlocked

Solution: Checklist that is signed or initialed for each drop box and verified at the end of every shift

Problem: 24-hour drop boxes left open or unlocked

Solution: Checklist that is signed or initialed for each drop box and verified at the end of every shift

Problem: Drop boxes are full before Election Day and voters are leaving ballots on top, calling news media, etc.

Solution: Increase the number of pickup times as you get closer to Election Day

Problem: Drop boxes not closed at 7 p.m.

Solution: Send retrieval teams out to sweep boxes the day after the election to ensure no ballots are left behind (perhaps take photos)

Appendix A: Drop Box Vendors

This list was compiled by the Center for Tech and Civic Life.

Laserfab, Inc/Vote Armor

www.laserfabusa.com

Models:

- VA-3630 is the most popular
- The largest model, the VA-5038, is used by larger counties
- A third model exists, but no model number was provided

Approximate pricing: The 3630 model runs in between $3000 and $3500, depending on quantity.

Timeline: 6-8 weeks from order

American Security Cabinets

www.ballotdrops.com

Models:

- 7 different sizes and styles: https://ballotdrops.com/product-category/cabinets/

Approximate pricing: Please inquire

Timeline: Please inquire

Fort Knox Mailbox

www.fortknoxmailbox.com

Models: High Security Mailboxes - Fort Knox Mailbox, LLC.

- 3 different sizes: https://www.fortknoxmailbox.com/ballot-boxes/

Approximate pricing: $1,300 - $3,000 each, depending on model

Timeline: Please inquire

Inclusion Solutions

www.inclusionsolutions.com/wp-content/uploads/2019/06/IScatalog2019v8.pdf (pages 12-13)

Models:

- Fortress 400 ideal for indoor use, holds 400 ballots
- Fortress 800 ideal for indoor use, holds 800 ballots
- Fortress 1000 can transition to indoor & outdoor, holds 1,000 ballots

Approximate pricing: Fortress 400 is $130, Fortress 800 is $209, call for info about Fortress 1000

Timeline: Please inquire

Charnstrom

www.charnstrom.com

Models: Four models of "payment cabinets" and "Mail Collection boxes", ranging in size.

- Small: $420 - Commercial/Residential Curbside Mailbox (13"W x 18" D x 20"H)
- Large: $3,608 - Mail Room/Office Mailing Walk or Drive up Box. Holds "hundreds of envelopes and magazines". (24"W x 29.5" D x 53" H)

Pricing: $400 to $4000

Timeline: Please inquire

Global Industrial

www.globalindustrial.com

Models: Mail & Parcel Drop Boxes

- Drop Box Locker: $450 - $1,513 (12"W x 12"D x 16.5"H)
- Supreme Letter Locker: $475 - $2,283 (12"W x 23"D x 24-36"H)
- Extra Large Mailbox & Parcel Post Vault: $883 (19"W x 19"D x 52"H
- Curbside Courier & Collection Box: $759 - $967 (20"W x 26"D x 49"H)

Pricing: $350 to $2,300 depending on model

Timeline: UPS Next Day, UPS 2nd Day, UPS or Truck 3-8 days shipping

U. S. Mail Supply

www.USMailSupply.com

Models: Some examples

- Small Versatile Pedestal Hopper Collection Box $1,175 (17.75” L x 18.75”W x 59” H)
- Courier Drop Box $780 (20"W x 49"H x 26"D)
- All Weather Sealed Outdoor Collection Box $1,065 (22-1/4”W x 22-1/4”D x 47”H)

Pricing: Varies, depending on model

Timeline: Please inquire

Appendix B: Site Feasibility Planner

See following pages.

CENTER FOR TECH AND CIVIC LIFE

Ballot Dropoff Location Planner: Site Feasibility

This document is based on a report by King County, Washington. It can be found here: https://kingcounty.gov/~/media/depts/elections/about-us/reports/bdol-expansion-plan.ashx?la=en.

This planning tool can help you study, plan, and justify ballot dropoff locations in your jurisdiction. While the scoring and criteria can be adjusted to specifically fit your jurisdiction's needs, this document outlines a number of major considerations for planning your dropoff locations and provides some outlines for a scoring rubric.

Proposed Location:

Criteria	Score	Description	Your score & notes
Equity			
Serves isolated communities Does the location serve a geographically isolated area or serve a particular, culturally distinct community?	10	This site serves an isolated or distinct community	
	0	Site does not serve an isolated or distinct community.	
Provide equitable services Does the location sit in a community with demographic characteristics that warrant considerations? (e.g. displaced voters, hard to reach voters, voters w/disabilities, language barriers)	0-10	Note: You may need develop your own scoring criteria based on your jurisdictions.	

Disparities in voter participation Is the site located in an area that has lower than average voter registration rates?	8	Adjacent to census tract with lower than average voter registration rates.	
	4	Lower than average voter participation rates.	
	0	Average or higher than average voter registration rates.	
Operations			
Pick-up and box closing Does the site support an effective, safe and secure ballot pick-up and box closing process? Examples: stairs or inclines to/from, potential to place location in close proximity to parking, etc.	10	Site conditions present no challenges to the daily ballot pick-up or box closing process.	
	5	Site conditions may present a challenge to the daily ballot pick-up or closing process but can be mitigated.	
	0	Site conditions do not support an effective daily ballot pick-up or box closing process.	
Security Is the location monitored live or by video surveillance? If outside, is the location well lit at night?	5	The location is monitored live or by video surveillance and is well lit.	
	2.5	The location has nearby surveillance and is lit.	
	0	The location has no security measures and is not lit at night.	
Site owner input	5	There are no site owner concerns	

Are there site owner concerns regarding increased traffic flow that would negatively affect existing site tenant(s)? Are there known or planned construction projects on site (or near) that might impact the accessibility or feasibility of the site?	2.5	There are site owner concerns that can be mitigated	
	0	Site owner concerns or site conditions do not support an effective ballot drop-off location.	
Drive-up option Do site conditions support both walk-up and drive-up ballot deposit options for voters? Drive-up options offer more convenience to voters.	5	Site conditions, as they presently exist, can support a drive-up option.	
	2.5	Site conditions could support a drive-up option but might impact host property.	
	0	Site conditions do not support a drive-up option.	
End-of-line Does the site support effective control of traffic (both vehicular and pedestrian) to establish "on-time" and "end-of line" status at the voting deadline? Examples: size of the usable area adjacent to the box (to establish orderly queuing), the ability to limit the number of clear paths to the box.	5	Site conditions present no challenges to establishing end-of-line status.	
	2.5	Site conditions present some challenges to establishing end-of-line status	
	0	Site conditions do not support an effective end-of-line establishment process.	
Accessibility			

Visibility Does the site allow for placement of a box that is readily visible and easy to locate by voters? Conditions include: lighting, a clear line of sight from street and/or parking	5	Voters can easily locate the box on site; is fully visible from multiple directions.	
	2.5	Some voters may be challenged to find the box without extra signage or lighting.	
	0	There may be challenges in finding the box on site due to placement or visibility.	
Access to Public Transit Can voters visit the location via public transit? Conditions evaluated include: the number of modes of public transit available at the site and distance from public transit stops/stations.	5	Served by multiple bus lines or modes of public transit; transit stops within 1000 ft	
	2.5	Served by one bus line or mode of public transit or stop/station is >1000 ft away.	
	0	The site is not served by public transit.	
Parking Does the site possess adequate parking for voters? Example: number of parking spots, dedicated parking vs shared parking spots, distance from parking to box and off-street parking in dense locations.	5	Adequate parking option.	
	2.5	One or more challenge(s) to parking (< 20 parking spots, limited load/unload options, distance to box exceeds 100ft).	
	0	Inadequate parking (pay parking, no load/unload, distance to box exceeds 200ft).	

ADA factors Does the site possess all accessible features possible? Conditions evaluated include: parking lot slope, turning radius adjacent to box placement, curb cuts, number of ADA parking spots, unimpeded path to box from ADA parking.	5	Site conditions support 100% accessibility.	
	2.5	Adequate with some mitigation.	
	0	Site does not support accessibility.	
Continuity			
Location History Does the location have a history of serving as a voting location (in-person or drop box)?	10	Site has previously served as a voting location.	
	0	All other sites.	

Final Score:

Deanna Debruler

From: Michael Spitzer-Rubenstein <michael@voteathome.org>
Sent: Tuesday, September 8, 2020 11:53 AM
Subject: Learn about Vote at Home's Operational Planning Tools

Hi all,

I wanted to let you know that we're hosting a demo of the operations tools for election officials next week. It'll be a great introduction on how to estimate election inspector needs, polling place wait times, and a chance to ask questions. The demo is tomorrow, Wed Sept 9th, 3-4pm ET and you can register here.

In addition, if you discover that you need additional resources, we have funding available, both from ourselves, and the Center for Tech and Civic Life (thanks to Priscilla Chan and Mark Zuckerberg). We can also connect you to partners like Power the Polls if you need to recruit poll workers or facilities.

I hope you'll join us and I'm also happy to set up a follow-up meeting to discuss how we can further assist your jurisdiction.

Thank you,
Michael Spitzer-Rubenstein
--
Michael Spitzer-Rubenstein
State Lead for Wisconsin (Leadership Now Fellow)
National Vote at Home Institute
([redacted]
he/him

Deanna Debruler

From: Eric Genrich
Sent: Thursday, June 18, 2020 10:16 AM
To: Celestine Jeffreys; Kris Teske; Diana Ellenbecker
Subject: RE: meeting continues

Kris and I have a conflicting meeting...

_____

From: Celestine Jeffreys
Sent: Thursday, June 18, 2020 10:14 AM
To: Eric Genrich; Kris Teske; Diana Ellenbecker
Subject: meeting continues
When: Thursday, June 18, 2020 10:01 AM-11:01 AM.
Where: [redacted]

Celestine Jeffreys is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting
[redacted]

Meeting ID: [redacted]
Password: [redacted]
One tap mobile
+13017158592,,88327557531#,,,,0#,,989112# US (Germantown)
+13126266799,,88327557531#,,,,0#,,989112# US (Chicago)

Dial by your location
- +1 301 715 8592 US (Germantown)
- +1 312 626 6799 US (Chicago)
- +1 929 205 6099 US (New York)
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 669 900 6833 US (San Jose)

Meeting ID: [redacted]
Password: [redacted]
Find your local number: https://us02web.zoom.us/u/kdc2uEW3Xx

Deanna Debruler

From: Celestine Jeffreys
Sent: Wednesday, May 27, 2020 11:19 AM
To: Kris Teske
Subject: RE: Meeting Minutes for Ad Hoc

Thanks, Kris, I appreciate that!

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

From: Kris Teske
Sent: Wednesday, May 27, 2020 10:04 AM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: RE: Meeting Minutes for Ad Hoc

Got it! I will let her know for the future. Thanks

Kris Teske, WCMC
Green Bay City Clerk
100 N. Jefferson St., Rm 106
Green Bay, WI 54301
920-448-3014

From: Celestine Jeffreys
Sent: Wednesday, May 27, 2020 9:40 AM
To: Kris Teske <Kris.Teske@greenbaywi.gov>
Subject: RE: Meeting Minutes for Ad Hoc

Hey, Kris!

I understand, but we have a miscommunication. When I'm the meeting manager, I make notes in the box on civic clerk so I can go back and put the motions in properly. I also do the votes right then and there.

It will be difficult for me to participate and record at the same time. I would suggest that Kim just take note of the motions and the votes, either in civic clerk or on a separate piece of paper, and I can take it from there.

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

From: Kris Teske
Sent: Wednesday, May 27, 2020 9:03 AM

Deanna Debruler

From: Celestine Jeffreys
Sent: Tuesday, September 8, 2020 10:40 PM
To: 'Whitney May'
Subject: RE: Mikva Challenge: Recruiting HS students to serve as poll workers

Frank from the Mikva project got back to me with some spiffy resources. Thanks for the connection!

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

From: Whitney May <whitney@techandciviclife.org>
Sent: Thursday, September 3, 2020 8:30 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: Mikva Challenge: Recruiting HS students to serve as poll workers

Hey Celestine,

Great chatting with you today. I bumped Ashish on the dropbox delivery and let him know to expect a call from you.

Regarding recruitment of HS poll workers. I reached out to Meghan at Mikva challenge and asked for 1-pagers and messaging they've used. Will let you know what I hear back.

Meanwhile, if you're interested, there's this ~5 minute section of video where Meghan talks about how they recruit HS student election judges in Chicago.

Jump to the 11:30ish mark in the video.

https://vimeo.com/432919914/67d223baa8

Stay safe,
Whitney M

--
Whitney May
Director of Government Services
Center for Tech and Civic Life
whitney@techandciviclife.org
(919) 799-6173
she/her

Deanna Debruler

From: Whitney May <whitney@techandciviclife.org>
Sent: Friday, September 4, 2020 9:35 AM
To: Celestine Jeffreys
Subject: Re: Mikva Challenge: Recruiting HS students to serve as poll workers

Great!

And here's the page on the Madison Clerk's site about student officials: https://www.cityofmadison.com/clerk/elections-voting/election-officials/student-officials

On Fri, Sep 4, 2020 at 9:15 AM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

> Whitney,
>
> The website looks intriguing! A way for us to carry forward the work we're doing for this November election.
>
> Megan's email is on the website, so I'll reach out.
>
> Thanks!

From: Whitney May <whitney@techandciviclife.org>
Sent: Thursday, September 3, 2020 8:31 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: Re: Mikva Challenge: Recruiting HS students to serve as poll workers

Ps. Here's the link to Mikva Challenge if that's helpful context: https://mikvachallenge.org/our-work/programs/elections-and-campaign-experiences/

On Thu, Sep 3, 2020 at 8:30 PM Whitney May <whitney@techandciviclife.org> wrote:

> Hey Celestine,
>
> Great chatting with you today. I bumped Ashish on the dropbox delivery and let him know to expect a call from you.
>
> Regarding recruitment of HS poll workers. I reached out to Meghan at Mikva challenge and asked for 1-pagers and messaging they've used. Will let you know what I hear back.
>
> Meanwhile, if you're interested, there's this ~5 minute section of video where Meghan talks about how they recruit HS student election judges in Chicago.
>
> Jump to the 11:30ish mark in the video.
>
> https://vimeo.com/432919914/67d223baa8
>
> Stay safe,
> Whitney M

Deanna Debruler

From: Celestine Jeffreys
Sent: Friday, September 4, 2020 10:59 AM
To: meghan@mikvachallenge.org
Cc: Whitney May; Kris Teske
Subject: Referred by Whitney May, Center for Tech and Civic Life

Dear Ms. Goldstein,

I'm Celestine Jeffreys, the Chief of Staff here in Green Bay Wisconsin. I was referred by Whitney May, who's working with us courtesy of a grant we won from the Center for Tech and Civic Life.

I know you're very busy. Can you share a document or two that you've created to help recruit high school and college students to become poll workers?

I appreciate anything you'd be willing to provide.

Have a wonderful Labor Day weekend!

Celestine Jeffreys

Celestine Jeffreys
Chief of Staff
Office of the Mayor
920.448.3006

Deanna Debruler

From: Celestine Jeffreys
Sent: Wednesday, September 16, 2020 2:59 PM
To: Ari Steinberg
Cc: Priya Garg; Tom Malloy; Robin Carnahan; Kris Teske; Whitney May
Subject: RE: Email address for the election

Ari, et al,

I appreciate your time and attention. I need to get this document completed, while “clerk@” isn’t very descriptive, I will use it.

In the future, I can amend the document to reflect a more descriptive address.

Celestine Jeffreys
Chief of Staff, Mayor’s Office
City of Green Bay

From: Ari Steinberg <ari@usdigitalresponse.org>
Sent: Wednesday, September 16, 2020 2:47 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Cc: Priya Garg <priya@usdigitalresponse.org>; Tom Malloy <thomasjmalloy@kttk.org>; Robin Carnahan <robin@usdigitalresponse.org>; Kris Teske <Kris.Teske@greenbaywi.gov>; Whitney May <whitney@techandciviclife.org>
Subject: Re: Email address for the election

Thanks Celestine, I now realize you probably were asking whether the address "clerk@" was descriptive enough (vs another address such as, maybe, "voting@"). Sorry that I misunderstood you the previous time around!

That's a totally fair point - we could certainly set up another address and have it all tie into the same inbox. Again, this is ultimately up to what you all would like to do. At a technical level, setting up another alias should be fairly easy to do for your IT dept and it would have no impact on the workflows for Kris and team so it's mostly an editorial judgment.

We had initially picked clerk@ because we do need a single address for the office that could capture all clerk-related questions, but we could additionally set up dedicated addresses by topic (e.g. maybe voting@, licensing@, etc.) All the messages could appear in one system but using separate addresses by topic has the upside of allowing us to pre-sort the messages based on which address is used, so I do like the suggestion!

Kris, what do you think? Should we ask Mike to get this set up?

On Wed, Sep 16, 2020 at 12:36 PM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

> Ari,
>
> Thank you for the response. I see you’ve really tried to explore many scenarios.

Given your efforts and in the interest of time, I'll go ahead and use clerk@greenbaywi.gov. However, that address does not convey "voting assistance."

Celestine Jeffreys

Chief of Staff, Mayor's Office

City of Green Bay

From: Ari Steinberg <ari@usdigitalresponse.org>
Sent: Wednesday, September 16, 2020 2:05 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Cc: Priya Garg <priya@usdigitalresponse.org>; Tom Malloy <thomasjmalloy@kttk.org>; Robin Carnahan <robin@usdigitalresponse.org>; Kris Teske <Kris.Teske@greenbaywi.gov>; Whitney May <whitney@techandciviclife.org>
Subject: Re: Email address for the election

Great question. Currently, clerk@ is set up to land in the shared "Front" inbox which makes it easier for Kris' team to share/coordinate the work of responding across multiple people.

We have NOT set up any kind of auto-responder to clerk@ but that is definitely an option. E.g. it could say something like, "Thanks for your email, it may take us a few days to respond. In the meantime, please visit our website for answers to common questions." The downside of this is that if they do find an answer to their question, we would not know about it and someone from the clerk's office will still wind up spending time trying to help them. But this is very easy to do and probably pretty harmless.

If we want to get *really* aggressive with reducing email load, we can have clerk@ set up to send an autoresponse saying something like, "IMPORTANT: This mailbox is not monitored, please visit our website where you can get answers to common questions or submit messages to the Green Bay Clerk's Office." and then have it NOT create a ticket in the Front system. Someone would need to read this autoresponse, click through to the web site, and fill out the contact form that we are helping to build on that site. This would be the most effective option from the standpoint of reducing your workload though it also might be perceived as less voter-friendly.

On Wed, Sep 16, 2020 at 9:39 AM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

> Ari,
>
> Thanks for the answer.

Let me ask a follow-up question. If voters are trying to remember how to get help, does clerk@greenbaywi.gov convey that message?

Celestine Jeffreys

Chief of Staff, Mayor's Office

City of Green Bay

From: Ari Steinberg <ari@usdigitalresponse.org>
Sent: Wednesday, September 16, 2020 11:16 AM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Cc: Priya Garg <priya@usdigitalresponse.org>; Tom Malloy <thomasjmalloy@kttk.org>; Robin Carnahan <robin@usdigitalresponse.org>; Kris Teske <Kris.Teske@greenbaywi.gov>; Whitney May <whitney@techandciviclife.org>
Subject: Re: Email address for the election

Hi Celestine, I believe that Kris and team had landed on clerk@greenbaywi.gov but will defer to them for the final confirmation!

Thanks.

Ari

On Tue, Sep 15, 2020 at 5:08 PM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

> Good evening!
>
> I understand that the US Digital Response team is crafting an email address that will be easy for voters to remember and will be pointed to city hall staff and voter navigators.
>
> We need to finalize a document, and I would like to know what that address is so I can publish.

Can you provide this by Thursday morning?

Thank you!

Celestine Jeffreys

Chief of Staff, Mayor's Office

City of Green Bay

Deanna Debruler

From:	Whitney May <whitney@techandciviclife.org>
Sent:	Monday, August 17, 2020 7:09 PM
To:	Celestine Jeffreys; Kris Teske
Cc:	Erika Reinhardt; Robin Carnahan; Elections/Voting Team; Priya Garg
Subject:	Green Bay, WI + U.S. Digital Response: Poll worker management technology
Attachments:	USDR — Poll Worker Offering.pdf

Hi Celestine and Kris,

I'm connecting you with Erika, Robin and the elections team from U.S. Digital Response. They can provide your office free technology to help streamline the hiring, onboarding, and management of Green Bay poll workers. I attached a PDF document that describes the offering.

Hi Erika, Robin, and the USDR elections team,

Celestine is the Green Bay Mayor's Chief of Staff. Kris is the Green Bay Clerk. They've expressed an interest in learning more about your poll worker technology and how they might deploy it this year.

I hope you can find time to talk soon. And I'll let y'all take it from here.

Stay safe,
Whitney M

--
Whitney May
Director of Government Services
Center for Tech and Civic Life
whitney@techandciviclife.org
(919) 799-6173
she/her

Deanna Debruler

From: Celestine Jeffreys
Sent: Tuesday, September 8, 2020 12:33 PM
To: 'Whitney May'
Subject: RE: Green Bay, WI + USDR: Ballot curing

Thanks!!

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

From: Whitney May <whitney@techandciviclife.org>
Sent: Friday, September 4, 2020 3:41 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Kris Teske <Kris.Teske@greenbaywi.gov>
Cc: amber@usdigitalresponse.org; Erika Reinhardt <erika@usdigitalresponse.org>; Ryan Chew <ryan@electionsgroup.com>
Subject: Re: Green Bay, WI + USDR: Ballot curing

Adding Ryan from Elections Group here, too. He's cc'd.

Hope you can find a time to all connect and discuss the ballot curing process in Green Bay.

On Fri, Sep 4, 2020 at 8:46 AM Whitney May <whitney@techandciviclife.org> wrote:

> Hi Celestine and Kris,
>
> Thanks for taking time to talk with me yesterday. To follow up on our brief conversation about absentee ballot curing, I'm connecting you with Erika and Amber from USDR (both cc'd).
>
> Amber is exploring ways to streamline the curing process and is interested in connecting with you to learn more about your process in Green Bay.
>
> I hope you can find time to talk soon. And I'll let y'all take it from here.
>
> TGIF,
> Whitney
>
> --
> Whitney May
> Director of Government Services
> Center for Tech and Civic Life
> whitney@techandciviclife.org
> (919) 799-6173
> she/her

--

Whitney May
Director of Government Services
Center for Tech and Civic Life
whitney@techandciviclife.org
(919) 799-6173
she/her

Deanna Debruler

From: Erika Reinhardt <erika@usdigitalresponse.org>
Sent: Friday, September 4, 2020 6:07 PM
To: Whitney May
Cc: Celestine Jeffreys; Kris Teske; Amber Feng; Ryan Chew
Subject: Re: Green Bay, WI + USDR: Ballot curing

Hi Kris,

We heard from Whitney that ballot cures are currently a very manual process for you, and that you might be interested in help streamlining and automating that process. We're happy to chat anytime next week that you're free to get started, but I know that you're also already working with us on poll workers and support tools, so if you have your hands full at the moment and are only ready to pick this one up a bit later, just let us know when's good for you! We'll do all we can to keep the needs on you and your office as low as possible.

Cheers,
Erika

On Fri, Sep 4, 2020 at 1:41 PM Whitney May <whitney@techandciviclife.org> wrote:
> Adding Ryan from Elections Group here, too. He's cc'd.
>
> Hope you can find a time to all connect and discuss the ballot curing process in Green Bay.
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> > Amber is exploring ways to streamline the curing process and is interested in connecting with you to learn more about your process in Green Bay.
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> Whitney May
> Director of Government Services
> Center for Tech and Civic Life
> whitney@techandciviclife.org
> (919) 799-6173
> she/her

Deanna Debruler

From: Kris Teske
Sent: Friday, September 4, 2020 10:10 AM
To: 'Whitney May'
Subject: RE: Green Bay, WI + USDR: Ballot curing

Thank you!

Kris Teske, WCMC
Green Bay City Clerk
100 N. Jefferson St., Rm 106
Green Bay, WI 54301
920-448-3014

From: Whitney May [mailto:whitney@techandciviclife.org]
Sent: Friday, September 4, 2020 8:47 AM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Kris Teske <Kris.Teske@greenbaywi.gov>
Cc: amber@usdigitalresponse.org; Erika Reinhardt <erika@usdigitalresponse.org>
Subject: Green Bay, WI + USDR: Ballot curing

Hi Celestine and Kris,

Thanks for taking time to talk with me yesterday. To follow up on our brief conversation about absentee ballot curing, I'm connecting you with Erika and Amber from USDR (both cc'd).

Amber is exploring ways to streamline the curing process and is interested in connecting with you to learn more about your process in Green Bay.

I hope you can find time to talk soon. And I'll let y'all take it from here.

TGIF,
Whitney

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Whitney May
Director of Government Services
Center for Tech and Civic Life
whitney@techandciviclife.org
(919) 799-6173
she/her

Deanna Debruler

From: Celestine Jeffreys
Sent: Saturday, September 12, 2020 6:27 AM
To: 'Michael Spitzer-Rubenstein'
Cc: Eric Ming; 'Whitney May'
Subject: FW: 2020-09-07 How to Make Voting Plan_EDITS_RKL

Follow Up Flag: Follow up
Flag Status: Completed

Michael,

Here's our post. It's not as spiffy as I'd like and doesn't include the checklists. I'm still waiting on information to complete and will re-post next week. In the meantime, we're going to refer voters here.

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

From: Shelby Edlebeck <Shelby.Hearley@greenbaywi.gov>
Sent: Friday, September 11, 2020 2:56 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: RE: 2020-09-07 How to Make Voting Plan_EDITS_RKL

Posted! https://www.facebook.com/GreenBayCity/posts/3852985118052114

Thank you,
Shelby Edlebeck
920.448.3207

From: Celestine Jeffreys
Sent: Friday, September 11, 2020 1:45 PM
To: Shelby Edlebeck <Shelby.Hearley@greenbaywi.gov>
Subject: 2020-09-07 How to Make Voting Plan_EDITS_RKL

Deanna Debruler

From: Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com>
Sent: Wednesday, August 19, 2020 4:57 PM
To: 'Christopher Patten'; Woodall-Vogg, Claire
Cc: Whitney May; Michelle Nelson; Coolidge, Tara; Celestine Jeffreys; Kris Teske; Josh Goldman; Asher Kolieboi
Subject: RE: Absentee instructions template & envelopes from Center for Civic Design: Feedback requested by Friday

Follow Up Flag: Follow up
Flag Status: Completed

I love it! Thank you very much!

- Maribeth

From: Christopher Patten <christopher@civicdesign.org>
Sent: Wednesday, August 19, 2020 4:50 PM
To: Woodall-Vogg, Claire <cwooda@milwaukee.gov>
Cc: Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com>; Whitney May <whitney@techandciviclife.org>; Michelle Nelson <mnelson@kenosha.org>; Coolidge, Tara <tara.coolidge@cityofracine.org>; Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Kris.Teske@greenbaywi.gov; Josh Goldman <josh@techandciviclife.org>; Asher Kolieboi <asher@civicdesign.org>
Subject: Re: Absentee instructions template & envelopes from Center for Civic Design: Feedback requested by Friday

Caution: This email was sent from an external source. Avoid unknown links and attachments.

Hi everyone,

This version of the instructions includes a larger font size and a redesigned image of where to sign on the back of the ballot. Check it out and let us know what you think!

Thanks!

Christopher and Asher

On Wed, Aug 19, 2020 at 1:47 PM Woodall-Vogg, Claire <cwooda@milwaukee.gov> wrote:

> I much prefer these from CCD to the ones that were released yesterday. I will admit, this update slipped past me on July 31st when it was approved by the WEC.
>
> I agree with Maribeth about size of font. I like the layout and simplicity a lot, though.

From: Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com>
Sent: Tuesday, August 18, 2020 6:37 PM
To: 'Whitney May' <whitney@techandciviclife.org>; Michelle Nelson <mnelson@kenosha.org>; Coolidge, Tara <tara.coolidge@cityofracine.org>; Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Woodall-Vogg, Claire <cwooda@milwaukee.gov>; Kris.Teske@greenbaywi.gov
Cc: Josh Goldman <josh@techandciviclife.org>; Asher Kolieboi <asher@civicdesign.org>; Christopher Patten <christopher@civicdesign.org>
Subject: RE: Absentee instructions template & envelopes from Center for Civic Design: Feedback requested by Friday

Wow! Thank you!

I like the design. Is it possible to have the text larger in the instructions? I'm wondering how hard it might be for our older voters to read the 9-point font.

Thank you!

- Maribeth

From: Whitney May <whitney@techandciviclife.org>
Sent: Tuesday, August 18, 2020 12:07 PM
To: Michelle Nelson <mnelson@kenosha.org>; Coolidge, Tara <tara.coolidge@cityofracine.org>; Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com>; cwooda@milwaukee.gov; Kris.Teske@greenbaywi.gov
Cc: Josh Goldman <josh@techandciviclife.org>; Asher Kolieboi <asher@civicdesign.org>; Christopher Patten <christopher@civicdesign.org>
Subject: Absentee instructions template & envelopes from Center for Civic Design: Feedback requested by Friday

Caution: This email was sent from an external source. Avoid unknown links and attachments.

Hello Claire, Celestine, Kris, Tara, Michelle, and Maribeth:

You are the famous WI-5. Congrats on successful administration of last week's state primary! Excited to see November be an even bigger success for you and your teams.

With November in mind, I'm cc'ing the designers from Center for Civic Design, Asher & Christopher. CCD is one of the amazing technical assistance partners available to support the WI-5 (we really do need to get WI-5 tshirts).

Since we've heard interest from you about what other cities are doing, we thought it would be helpful to gather feedback on absentee envelopes and instructions from the WI-5 cohort as a group rather than gathering feedback separately.

- Here are the absentee instructions designed by CCD
  - It's a template in a Word doc
  - You can edit and customize for your city
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  - Christopher and Asher have designed this by combining CCD's best practices and language from Madison's instructions.

- Here are the absentee envelopes designed by CCD
  - CCD has been working on the design with WEC
  - CCD + Oxide Design are available to consult on design and printing with your printer
  - Consult can look like adjusting the templates, adding your contact and other information, working with your envelope vendors (if needed) as you fit the layouts into your process (including any size or placement adjustments), or just providing any support, advice, or reviews of proofs.

Do you and your teams have capacity to review these materials and provide questions and feedback to CTCL & CCD before the end of the week?

We know you are all working on tight timelines for printing and collating absentee materials. Please let CTCL & CCD know how we can be most helpful moving forward. If it's useful, grant funds are available for cities that want to print new envelopes.

Thank you,
Whitney & Josh from CTCL

--

Whitney May

Director of Government Services

Center for Tech and Civic Life

whitney@techandciviclife.org

(919) 799-6173

she/her

The City of Milwaukee is subject to Wisconsin Statutes related to public records. Unless otherwise exempted from the public records law, senders and receivers of City of Milwaukee e-mail should presume that e-mail is subject to release upon request, and is subject to state records retention requirements. See City of Milwaukee full e-mail disclaimer at www.milwaukee.gov/email_disclaimer

--

Christopher Patten
Center for Civic Design
civicdesign.org
313-590-7653 | christopher@civicdesign.org
Pronouns: he/him

Deanna Debruler

From: Whitney May <whitney@techandciviclife.org>
Sent: Tuesday, August 18, 2020 8:41 PM
To: Celestine Jeffreys
Subject: Re: UPDATE: Absentee instructions template & envelopes from Center for Civic Design: No action required

Got it. What time is your meeting with Ryan?

On Tue, Aug 18, 2020 at 8:16 PM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

> We're going to talk to Ryan tomorrow about that. Kris' concern is that we wouldn't get those ballots back to the clerk's office by 8 pm.

Celestine Jeffreys

Chief of Staff

Office of the Mayor

920.448.3006

From: Whitney May <whitney@techandciviclife.org>
Sent: Tuesday, August 18, 2020 8:15 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: Re: UPDATE: Absentee instructions template & envelopes from Center for Civic Design: No action required

Related: Are y'all planning to have dropboxes at your precincts on Election Day?

On Tue, Aug 18, 2020 at 8:12 PM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

Thanks, I'll convey that to Kris and have her get in touch with the WEC. She also has to ask them (she may have done this already) about some rules for the drop boxes.

Celestine Jeffreys

Chief of Staff

Office of the Mayor

920.448.3006

From: Whitney May <whitney@techandciviclife.org>
Sent: Tuesday, August 18, 2020 8:11 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: Re: UPDATE: Absentee instructions template & envelopes from Center for Civic Design: No action required

I don't know for sure, but I assume they want all localities using the same instructions and the same envelopes since they travel together. You and Kris may want to ask WEC directly.

On Tue, Aug 18, 2020 at 8:02 PM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

> Just looked at the uniform instructions. I agree with Maribeth in that the font may be too small for some voters, but overall it's less clear and concise then the document CTCL had produced. I liked the clerk's information right up front.
>
> But I have a question, are municipalities going to be required to use this form and no other?

Celestine Jeffreys

Chief of Staff

Office of the Mayor

920.448.3006

From: Whitney May <whitney@techandciviclife.org>
Sent: Tuesday, August 18, 2020 7:50 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: Re: UPDATE: Absentee instructions template & envelopes from Center for Civic Design: No action required

Hey Celestine,

I'm excited for y'all to get the envelopes next year. It'll be great.

Regarding the instructions sheet, did you get the Uniform Absentee Instructions sheet from WEC today?

It's attached. I'm assuming they want all cities using the same envelopes AND absentee instructions, too.

Let me know what you think.

Whitney M

On Tue, Aug 18, 2020 at 7:43 PM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

> Thanks, Whitney!!
>
> I had mocked-up some changes to the insert. Here they are; what do you think? I didn't hear from Kris, she's not feeling well today.
>
> That's too bad about the envelope. Those changes are really good!

Celestine Jeffreys

Chief of Staff

Office of the Mayor

920.448.3006

From: Whitney May <whitney@techandciviclife.org>
Sent: Tuesday, August 18, 2020 7:38 PM
To: Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com>
Cc: Michelle Nelson <mnelson@kenosha.org>; Coolidge, Tara <tara.coolidge@cityofracine.org>; Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; cwooda@milwaukee.gov; Kris Teske <Kris.Teske@greenbaywi.gov>; Josh Goldman <josh@techandciviclife.org>; Asher Kolieboi <asher@civicdesign.org>; Christopher Patten <christopher@civicdesign.org>
Subject: UPDATE: Absentee instructions template & envelopes from Center for Civic Design: No action required

Hello everyone,

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CTCL is putting the brakes on operation envelope with the WI-5 because:

- WEC wants everyone in the state using the same formats
- WEC wants to complete new envelope design work next year
- WEC shared uniform instructions today

Apologies for any confusion. Please reach out with any questions or concerns. And keep truckin'.

Stay safe out there,

Whitney M

On Tue, Aug 18, 2020 at 6:36 PM Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com> wrote:

> Wow! Thank you!
>
> I like the design. Is it possible to have the text larger in the instructions? I'm wondering how hard it might be for our older voters to read the 9-point font.
>
> Thank you!
>
> - Maribeth
>
> **From:** Whitney May <whitney@techandciviclife.org>
> **Sent:** Tuesday, August 18, 2020 12:07 PM
> **To:** Michelle Nelson <mnelson@kenosha.org>; Coolidge, Tara <tara.coolidge@cityofracine.org>; Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com>; cwooda@milwaukee.gov; Kris.Teske@greenbaywi.gov
> **Cc:** Josh Goldman <josh@techandciviclife.org>; Asher Kolieboi <asher@civicdesign.org>; Christopher Patten <christopher@civicdesign.org>
> **Subject:** Absentee instructions template & envelopes from Center for Civic Design: Feedback requested by Friday

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Hello Claire, Celestine, Kris, Tara, Michelle, and Maribeth:

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Thank you,
Whitney & Josh from CTCL

--

Whitney May

Director of Government Services

Center for Tech and Civic Life

whitney@techandciviclife.org

(919) 799-6173

she/her

--

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Whitney May
Director of Government Services
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whitney@techandciviclife.org
(919) 799-6173
she/her

Deanna Debruler

From: Celestine Jeffreys
Sent: Tuesday, August 18, 2020 7:54 PM
To: 'Whitney May'
Subject: RE: UPDATE: Absentee instructions template & envelopes from Center for Civic Design: No action required

No, I must have missed that email.

I'll take a look. I think the envelopes will be a great improvement, but for next year.

Celestine Jeffreys
Chief of Staff
Office of the Mayor
920.448.3006

From: Whitney May <whitney@techandciviclife.org>
Sent: Tuesday, August 18, 2020 7:50 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: Re: UPDATE: Absentee instructions template & envelopes from Center for Civic Design: No action required

Hey Celestine,

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It's attached. I'm assuming they want all cities using the same envelopes AND absentee instructions, too.

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Chief of Staff

Office of the Mayor

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Sent: Tuesday, August 18, 2020 7:38 PM
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Thank you!

- Maribeth

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Cc: Josh Goldman <josh@techandciviclife.org>; Asher Kolieboi <asher@civicdesign.org>; Christopher Patten <christopher@civicdesign.org>
Subject: Absentee instructions template & envelopes from Center for Civic Design: Feedback requested by Friday

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Thank you,
Whitney & Josh from CTCL

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Whitney May

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(919) 799-6173

she/her

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Whitney May

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(919) 799-6173

she/her

--

Whitney May
Director of Government Services
Center for Tech and Civic Life
whitney@techandciviclife.org
(919) 799-6173
she/her

Deanna Debruler

From: Celestine Jeffreys
Sent: Monday, August 17, 2020 5:36 PM
To: Whitney May
Subject: RE: Cities Project: Green Bay, WI advertising plan for November

Follow Up Flag: Follow up
Flag Status: Completed

Awesome, Whitney, thanks!!

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

From: Whitney May [mailto:whitney@techandciviclife.org]
Sent: Monday, August 17, 2020 5:33 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Cc: eric@modernelections.org
Subject: Cities Project: Green Bay, WI advertising plan for November

Hi Celestine,

During our last check in call you expressed the need for a communications consultant to review your advertising plan for November.

Eric Ming, cc'd, is the Communications Director for CSME, one of the technical assistance partners for the grant. He's from Wisconsin and he's a big Packers fan.

Hi Eric,

Celestine Jeffreys is Chief of Staff for the Mayor and she's the Green Bay lead for the implementation of their safe voting plan.

Here's what I've heard from Celestine so far:

- They'd like to do radio ads on local Spanish-language radio stations, as well as geofencing.
- They have a slogan, "Mailed it" and a mood board.
- This is an urgent need.

I'm sure she has more to add to the conversation, so I'll let y'all take it from here.

Thanks again for your work on this,
Whitney M
--
Whitney May
Director of Government Services
Center for Tech and Civic Life

whitney@techandciviclife.org
(919) 799-6173
she/her

Deanna Debruler

From: Celestine Jeffreys
Sent: Thursday, September 17, 2020 5:53 AM
To: Whitney May
Cc: Liz Howard
Subject: RE: Green Bay, WI + Brennan Center: Election integrity efforts

Thank you, Whitney for connecting us!

Dear Liz,

A pleasure to meet you over email!

On Monday the 28th, Clerk Teske, the Police Chief and two commanders, Commander Warych and Commander Ebel, will meet to discuss election security. Commander Paul Ebel collects and responds to Department of Homeland Security bulletins. He also arranges security for visiting dignitaries. I'm going to connect the two of you, because you speak the same language and can easily discuss and prepare security needs for Election Day.

Thank you!

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

From: Whitney May <whitney@techandciviclife.org>
Sent: Wednesday, September 16, 2020 6:42 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Cc: Liz Howard <howardl@brennan.law.nyu.edu>
Subject: Green Bay, WI + Brennan Center: Election integrity efforts

Hi Celestine,

I'm connecting you with Liz Howard at the Brennan Center. They focus on election integrity in lots of shapes and forms, including post-election audits and cybersecurity just to name a couple. Liz is amazing and I think she will be a good person to bounce ideas off of when it comes to the election security and integrity questions you have in Green Bay.

Hey Liz,

Celestine is the Green Bay Mayor's Chief of Staff. She is taking on a lot of the responsibilities with implementing the Green Bay Safe Voting Plan. Right now she is talking with her local leaders and advocates about balancing the transparency and safety of the election process. She's in conversation with her police lieutenant about some options that he and the department can provide.

I hope y'all can find time to connect soon and share ideas. And I'll let you take it from here!

Stay healthy and safe out there,
Whitney

--

Whitney May
Director of Government Services
Center for Tech and Civic Life
whitney@techandciviclife.org
(919) 799-6173
she/her

Deanna Debruler

From: Liz Howard <howardl@brennan.law.nyu.edu>
Sent: Wednesday, September 16, 2020 9:40 PM
To: Whitney May; Celestine Jeffreys
Subject: RE: Green Bay, WI + Brennan Center: Election integrity efforts

Thanks, Whitney!

Celeste, so nice to "meet" you! I would love to connect anytime. Unfortunately, I'm on a plane most of tomorrow, but I'm very flexible on Friday (except 2:45 – 4:15 ET). Just let me know if there's a good time for you on Friday or if you would like me to go ahead and send some options for next week.

Thank you both for everything you're doing!

Liz

From: Whitney May <whitney@techandciviclife.org>
Sent: Wednesday, September 16, 2020 7:42 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Cc: Liz Howard <howardl@brennan.law.nyu.edu>
Subject: Green Bay, WI + Brennan Center: Election integrity efforts

Hi Celestine,

I'm connecting you with Liz Howard at the Brennan Center. They focus on election integrity in lots of shapes and forms, including post-election audits and cybersecurity just to name a couple. Liz is amazing and I think she will be a good person to bounce ideas off of when it comes to the election security and integrity questions you have in Green Bay.

Hey Liz,

Celestine is the Green Bay Mayor's Chief of Staff. She is taking on a lot of the responsibilities with implementing the Green Bay Safe Voting Plan. Right now she is talking with her local leaders and advocates about balancing the transparency and safety of the election process. She's in conversation with her police lieutenant about some options that he and the department can provide.

I hope y'all can find time to connect soon and share ideas. And I'll let you take it from here!

Stay healthy and safe out there,
Whitney

--

Whitney May
Director of Government Services
Center for Tech and Civic Life
whitney@techandciviclife.org
(919) 799-6173
she/her

Deanna Debruler

From: Celestine Jeffreys
Sent: Thursday, October 15, 2020 6:53 PM
To: Kris Teske
Subject: RE: 2020-10-14 CGB Vote Countdown

I understand. I think it's all fixed now.

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

From: Kris Teske <Kris.Teske@greenbaywi.gov>
Sent: Thursday, October 15, 2020 9:56 AM
To: Sam Hutchison <sam@hvsproductions.com>
Cc: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Isabel Brinker <IBrinker@kw2madison.com>; Saralynn Finn <saralynn@voteathome.org>
Subject: RE: 2020-10-14 CGB Vote Countdown

I'm sorry, I am so busy. I should have crossed off masks required.

Kris Teske, WCMC
Green Bay City Clerk
100 N. Jefferson St., Rm 106
Green Bay, WI 54301
920-448-3014

From: Sam Hutchison [mailto:sam@hvsproductions.com]
Sent: Thursday, October 15, 2020 9:30 AM
To: Kris Teske <Kris.Teske@greenbaywi.gov>
Cc: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Isabel Brinker <IBrinker@kw2madison.com>; Saralynn Finn <saralynn@voteathome.org>
Subject: RE: 2020-10-14 CGB Vote Countdown

Thank you Kris! Here's a revised copy with changes incorporated.

Sam Hutchison
sam@hvsproductions.com
HVS Advertising-Marketing | *A Division of Image Keepers, Inc.*
2021 S. Webster Ave. Green Bay, WI 54301-2257
920.430.5131 ext. 224

From: Kris Teske [mailto:Kris.Teske@greenbaywi.gov]
Sent: Thursday, October 15, 2020 9:19 AM
To: Sam Hutchison <sam@hvsproductions.com>
Cc: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Isabel Brinker <IBrinker@kw2madison.com>; Saralynn Finn <saralynn@voteathome.org>
Subject: RE: 2020-10-14 CGB Vote Countdown

Here are my corrections and additions.

Kris Teske, WCMC
Green Bay City Clerk
100 N. Jefferson St., Rm 106
Green Bay, WI 54301
920-448-3014

From: Sam Hutchison [mailto:sam@hvsproductions.com]
Sent: Wednesday, October 14, 2020 3:19 PM
To: Kris Teske <Kris.Teske@greenbaywi.gov>
Cc: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Isabel Brinker <IBrinker@kw2madison.com>; Saralynn Finn <saralynn@voteathome.org>
Subject: FW: 2020-10-14 CGB Vote Countdown

Hi Kris,

We've prepared some daily Election Countdown copy to be used for social media posts and talking points. Celestine has made some revisions and corrections, and asked me to send it to you as well for review. Let me know if you notice anything that is incorrect or you would like changed or worded differently.

Thank you,

Sam Hutchison
sam@hvsproductions.com
HVS Advertising-Marketing | *A Division of Image Keepers, Inc.*
2021 S. Webster Ave. Green Bay, WI 54301-2257
920.430.5131 ext. 224

From: Celestine Jeffreys [mailto:Celestine.Jeffreys@greenbaywi.gov]
Sent: Wednesday, October 14, 2020 2:55 PM
To: Sam Hutchison <sam@hvsproductions.com>
Subject: RE: 2020-10-14 CGB Vote Countdown

That would be good, thanks!

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

From: Sam Hutchison <sam@hvsproductions.com>
Sent: Wednesday, October 14, 2020 2:53 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: RE: 2020-10-14 CGB Vote Countdown

Thanks Celestine,

No, Kris wasn't copied in. I can incorporate all of your revisions and send an updated version to you and Kris for review.

Sam

Sam Hutchison
sam@hvsproductions.com
HVS Advertising-Marketing | *A Division of Image Keepers, Inc.*
2021 S. Webster Ave. Green Bay, WI 54301-2257
920.430.5131 ext. 224

From: Celestine Jeffreys [mailto:Celestine.Jeffreys@greenbaywi.gov]
Sent: Wednesday, October 14, 2020 2:48 PM
To: Isabel Brinker <IBrinker@kw2madison.com>; Sam Hutchison <sam@hvsproductions.com>
Subject: 2020-10-14 CGB Vote Countdown

Here are my changes. Did Kris submit hers as well?

CMJ

Deanna Debruler

From: Saralynn Finn <saralynn@voteathome.org>
Sent: Monday, October 26, 2020 3:02 PM
To: Shelby Edlebeck
Cc: Sam Hutchison; Celestine Jeffreys; Kevin Warych; Kim Wayte; Diana Ellenbecker; Michael Spitzer-Rubenstein
Subject: Re: 2020-10-25 Voter Navigator FAQ--cmj

Well done!

On Mon, Oct 26, 2020 at 12:26 PM Shelby Edlebeck <Shelby.Edlebeck@greenbaywi.gov> wrote:

> The FAQs have been added to the bottom of the Elections webpage: https://greenbaywi.gov/Elections
>
> Or they can be found directly here: https://greenbaywi.gov/faq.aspx?TID=81
>
> Thank you,
>
> ***Shelby Edlebeck***
>
> 920.448.3207
>
> **From:** Saralynn Finn [mailto:saralynn@voteathome.org]
> **Sent:** Monday, October 26, 2020 1:53 PM
> **To:** Sam Hutchison <sam@hvsproductions.com>
> **Cc:** Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Kevin Warych <Kevin.Warych@greenbaywi.gov>; Kim Wayte <Kim.Wayte@greenbaywi.gov>; Diana Ellenbecker <Diana.Ellenbecker@greenbaywi.gov>; Michael Spitzer-Rubenstein <michael@voteathome.org>; Shelby Edlebeck <Shelby.Edlebeck@greenbaywi.gov>
> **Subject:** Re: 2020-10-25 Voter Navigator FAQ--cmj
>
> Absolutely!
>
> On Mon, Oct 26, 2020 at 11:52 AM Sam Hutchison <sam@hvsproductions.com> wrote:
>
> > Great idea.

Sam Hutchison
sam@hvsproductions.com
HVS Advertising-Marketing | *A Division of Image Keepers, Inc.*

2021 S. Webster Ave. Green Bay, WI 54301-2257

920.430.5131 ext. 224

From: Celestine Jeffreys [mailto:Celestine.Jeffreys@greenbaywi.gov]
Sent: Monday, October 26, 2020 1:41 PM
To: Kevin Warych <Kevin.Warych@greenbaywi.gov>; Kim Wayte <Kim.Wayte@greenbaywi.gov>; Diana Ellenbecker <Diana.Ellenbecker@greenbaywi.gov>
Cc: Michael Spitzer-Rubenstein <michael@voteathome.org>; Saralynn Finn <saralynn@voteathome.org>; Sam Hutchison <sam@hvsproductions.com>; Shelby Edlebeck <Shelby.Edlebeck@greenbaywi.gov>
Subject: RE: 2020-10-25 Voter Navigator FAQ--cmj

That's a good thought!

Kim, Diana, Sam, Saralynn, Shelby and Michael, what do you think about posting this on our website?

Celestine Jeffreys

Chief of Staff, Mayor's Office

City of Green Bay

From: Kevin Warych <Kevin.Warych@greenbaywi.gov>
Sent: Monday, October 26, 2020 1:26 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: RE: 2020-10-25 Voter Navigator FAQ--cmj

Can we get this on the city website…this is good info.

Then we can share it. but this needs to come from the city and not the PD

You are doing great….we are in this together!!

From: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Sent: Monday, October 26, 2020 10:05 AM
To: Kala Lardinois <Kala.Lardinois@greenbaywi.gov>; Terri Racine <Terri.Racine@greenbaywi.gov>; Dawn Ouradnik <Dawn.Ouradnik@greenbaywi.gov>; Terry Sorelle <Terry.Sorelle@greenbaywi.gov>
Cc: Diana Ellenbecker <Diana.Ellenbecker@greenbaywi.gov>; Kevin Warych <Kevin.Warych@greenbaywi.gov>; Nina Robinette <Nina.Robinette@greenbaywi.gov>
Subject: 2020-10-25 Voter Navigator FAQ--cmj

Hello!

Thank you for pitching in. I know this is a frantic time, and I deeply appreciate your patience and calm.

Please find attached some information that may help you answer questions about the Election. The most important thing is to be humble. If you don't know the answer, take down their info and we can have someone call them back. At this point, the questions may be more complex, i.e., "I've been evicted and I'm temporarily living with my sister. Where do I vote?"

If you need something else, please let me know.

Appreciatively,

Celestine

Deanna Debruler

From: Celestine Jeffreys
Sent: Tuesday, August 18, 2020 3:02 PM
To: 'Whitney May'
Subject: RE: getting in touch

Thanks!! We had a very nice conversation and I'm ready to roll!

Celestine Jeffreys
Chief of Staff
Office of the Mayor
920.448.3006

From: Whitney May [mailto:whitney@techandciviclife.org]
Sent: Tuesday, August 18, 2020 2:45 PM
To: Eric Ming
Cc: Celestine Jeffreys
Subject: Re: getting in touch

Thanks, Eric! I don't need to be on this call, so I'll let Celestine drive scheduling.

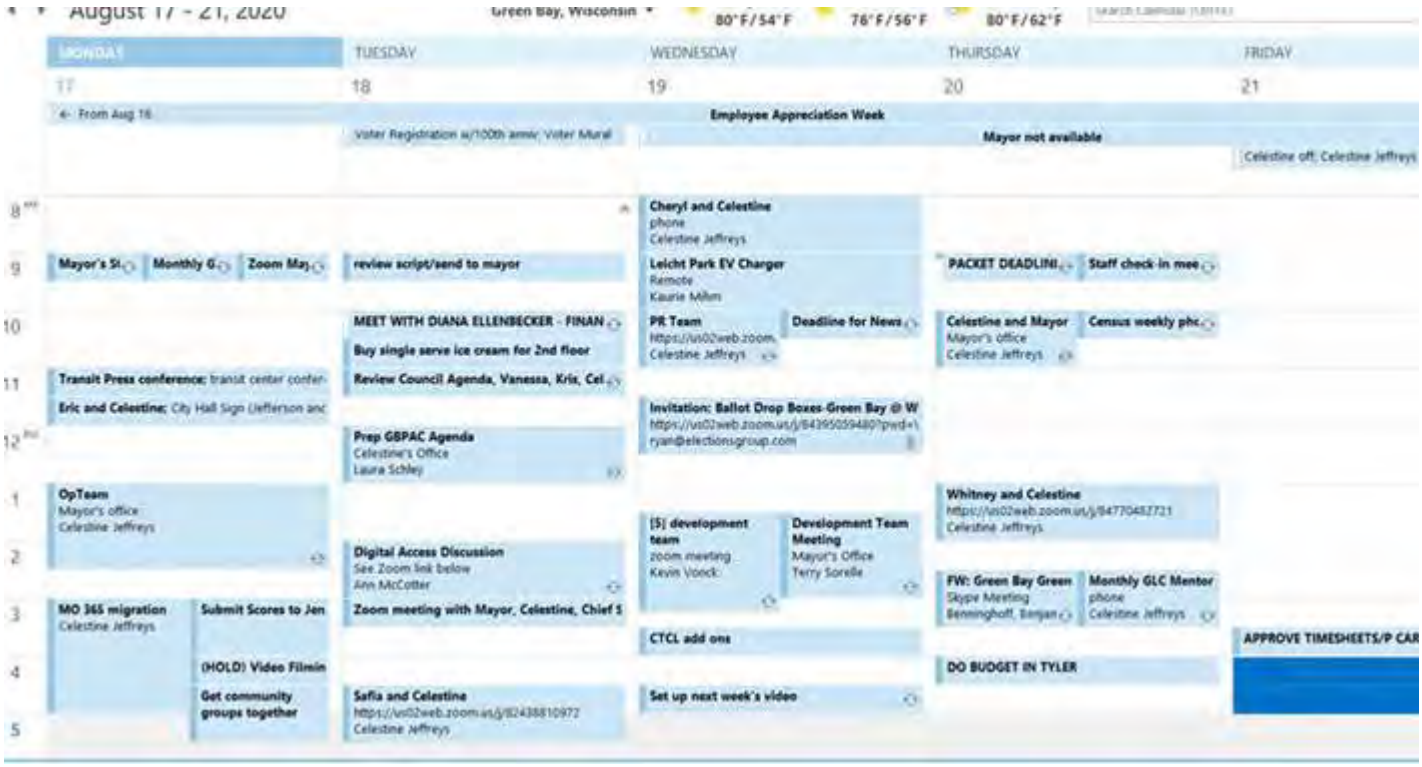
On Tue, Aug 18, 2020 at 8:53 AM Eric Ming <eric@modernelections.org> wrote:

> How does 3:30 CT/ 4:30 ET today or 1:00 PM CT/2:00 PM ET sound? We can use my conference line: 920-297-4742;;no pin
>
> On Mon, Aug 17, 2020 at 6:51 PM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:
>
> > Eric,
> >
> > It's a pleasure to meet you by email!
> >
> > Whitney connected us and we're eager to get started on a media campaign that would include the items Whitney listed:
> >
> > - Radio ads on local Spanish-language radio stations, as well as geofencing.
> > - They have a slogan, "Mailed it" and a mood board.
> > - This is an urgent need.

Would you like to see the information I've already collected on geofencing and the cost of radio ads on the Spanish language radio? Attached is our mood board (we selected mood board 2). We've already sent out a document (attached) so I'd like to keep that look.

Here is my schedule for the rest of the week. Although I'm off on Friday, I would be available for a call Friday morning at 9:00 central.

Thanks!



Celestine Jeffreys

Chief of Staff, Mayor's Office

City of Green Bay

The contents of this email are confidential, intended for the recipient only, and may be legally protected from disclosure. Please do not forward or disclose any information contained in this message without permission from the sender.

--
Whitney May
Director of Government Services
Center for Tech and Civic Life
whitney@techandciviclife.org
(919) 799-6173
she/her

Deanna Debruler

From: Michael Spitzer-Rubenstein <michael@voteathome.org>
Sent: Wednesday, October 7, 2020 2:06 PM
To: Kris Teske
Subject: Re: Help with Absentee Ballot Curing Process?

Okay, I wouldn't want to disrupt anything given the date.

Do you have a few moments to speak, though? I've just been working with Celestine and so want to be sure I'm not overlooking any issues or places where we could help you.

Are you free this afternoon, Friday (any time before 3 PM) or Monday afternoon?

Michael

On Wed, Oct 7, 2020 at 2:59 PM Kris Teske <Kris.Teske@greenbaywi.gov> wrote:

> We talked to a team already about curing ballots and found that it would take the same amount of time. So we decided our process was working the best for us and it's getting too late in the game to be starting new procedures.
>
> Thank you,
>
> Kris Teske, WCMC
>
> Green Bay City Clerk
>
> 100 N. Jefferson St., Rm 106
>
> Green Bay, WI 54301
>
> 920-448-3014
>
>
>
>
> **From:** Michael Spitzer-Rubenstein [mailto:michael@voteathome.org]
> **Sent:** Wednesday, October 7, 2020 9:49 AM
> **To:** Kris Teske <Kris.Teske@greenbaywi.gov>
> **Subject:** Help with Absentee Ballot Curing Process?

Hi Kris,

Can we help with curing absentee ballots that are missing a signature or witness signature/address?

We have a process map that we've worked out with Milwaukee for their process. We can also adapt the letter they're sending out with rejected absentee ballots along with a call script alerting voters (we can also get people to make the calls, too, so you don't need to worry about it). Celestine mentioned curing ballots might be something we could take off your plate.

When would be a good time to talk about it? I'm available this afternoon (after 2 PM), Friday (any time before 3) or next week. Any of those good for you?

Michael

--

Michael Spitzer-Rubenstein

State Lead for Wisconsin (Leadership Now Fellow)

National Vote at Home Institute

(310) 980-2872

he/him

Learn more about:

Election Officials Center

Mail Ballot FAQs

Mail Ballot Security

--

Michael Spitzer-Rubenstein

State Lead for Wisconsin (Leadership Now Fellow)
National Vote at Home Institute
(310) 980-2872
he/him

Learn more about:

Election Officials Center
Mail Ballot FAQs
Mail Ballot Security

Deanna Debruler

From: Michael Spitzer-Rubenstein <michael@voteathome.org>
Sent: Friday, October 30, 2020 1:27 PM
To: Amaad Rivera; Jaime Fuge; Diana Ellenbecker; Kim Wayte; Celestine Jeffreys
Subject: Revised Central Count Roles
Attachments: Central Count Poll Worker Needs v2.xlsx

As discussed this morning:

65 people for shift 1 (6 AM - 3 PM)
65 people for shift 2 (2 PM - 11 PM)
25 people for shift 3 (10 PM - close)

I think the one big remaining question is just delivering the machines over to KI on Monday but I know, Diana, that you're working on it.

Michael

--
Michael Spitzer-Rubenstein
State Lead for Wisconsin (Leadership Now Fellow)
National Vote at Home Institute
([redacted]
he/him

Learn more about:
Election Officials Center
Mail Ballot FAQs
Mail Ballot Security

Deanna Debruler

From: Celestine Jeffreys
Sent: Wednesday, September 30, 2020 12:43 PM
To: Ryan Chew; Dayna Causby; Michael Spitzer-Rubenstein; Kris Teske
Subject: RE: meeting?

Here's my schedule. I sent you an invitation to my calendar.

Celestine Jeffreys
Chief of Staff
Office of the Mayor
920.448.3006

From: Ryan Chew <ryan@electionsgroup.com>
Sent: Wednesday, September 30, 2020 12:22 PM
To: Dayna Causby <dayna@electionsgroup.com>; Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Michael Spitzer-Rubenstein <michael@voteathome.org>; Kris Teske <Kris.Teske@greenbaywi.gov>
Subject: meeting?

Folks,

The discussion of central count was cut short in the last meeting, and the intent was to schedule another call to continue the conversation.

In the next two days, I have meetings at 9:30 and 11:00 tomorrow, and I'm otherwise open. If next week is better, I currently have only an 11:00 meeting Monday, and otherwise Monday and Tuesday are pretty free.

Can you write back with your availability so we can get a call on the calendar?

I don't know city stats, but online I can see that Brown County as a whole has the second highest absentee request rate in the state, and is well above average in terms of the number returned. I hope the city is sharing in that trend, since it will make everything easier if they come back quickly.

Thanks

Ryan Chew
The Elections Group
m: 312 823-3384
ryan@electionsgroup.com

"A republic if you can keep it." - B. Franklin

"Winners always believe they won fairly. The aim of an election official is that losers recognize they lost fairly."

From: Kris Teske
Sent: Monday, October 12, 2020 1:50 PM
To: Amaad Rivera <Amaad.Rivera@greenbaywi.gov>
Subject: RE: Poll Workers

Hi Amaad,

We have a new program we are working with that was created by associates of the grant team CTCL. We sent out over 600 emails (some of these are the regular poll workers, who have declined) but wanted to give them a chance to change their mind. Unfortunately, something is wrong with the program and they can't figure it out. Jaime had to send another email out today to make sure we covered all of our bases. So we are still getting people replying. Right now we have 280 poll workers confirmed with applications still coming in.

Kris Teske, WCMC
Green Bay City Clerk
100 N. Jefferson St., Rm 106
Green Bay, WI 54301
920-448-3014

From: Amaad Rivera [mailto:Amaad.Rivera@greenbaywi.gov]
Sent: Monday, October 12, 2020 12:26 PM
To: Kris Teske <Kris.Teske@greenbaywi.gov>
Subject: Poll Workers

Kris,

I hope this email finds you well. There has been a ton of outreach to the city, as you know, on poll workers.

We had a Tele-Town Hall two weeks ago, where over 200 folks indicated that they would apply to be a poll worker.

Could you give me a status update on the number of poll workers we currently have and the current need?

- Amaad

Amaad Rivera-Wagner
Community Liaison
Office of the Mayor
100 North Jefferson Street - Room 200
Green Bay, Wisconsin 54301
Phone: 920.448.3210

Deanna Debruler

From: Saralynn Finn <saralynn@voteathome.org>
Sent: Thursday, October 15, 2020 12:52 PM
To: Kris Teske
Cc: Shelby Edlebeck; Mike Hronek; Celestine Jeffreys; Diana Ellenbecker
Subject: Re: Livestream Central Count

Just wanted to share an example of how Denver does livestream for inspiration.
Best,
Saralynn

On Sun, Oct 11, 2020 at 1:58 PM Saralynn Finn <saralynn@voteathome.org> wrote:

> Hey Kris-
>
> I don't think we've gotten a chance to 'meet' yet. My name is Saralynn Finn, I'm a Communications Strategist with NVAHI. We just published a white paper in conjunction with the Carter Center with tips for transparency in elections. I'm supporting jurisdictions to implement as many of them as possible.
>
> I know there are concerns about space in your Central Count and also the ongoing COVID situation in Green Bay and the difficulty of social distancing with observers, this seemed like a potential solution to these two issues. Let me know if I can help in any way.
>
> Best,
> Saralynn
>
> On Sat, Oct 10, 2020 at 4:03 PM Kris Teske <Kris.Teske@greenbaywi.gov> wrote:
>
> > Hi Shelby,
> >
> > This is the first I heard of this so I don't have anything drawn up yet.
> >
> > The plan is to have Central Count on 1st floor again (down the three halls). There will not be any DS 200 tabulators in the hall but I am planning on the DS 450 being in the Clerk's lobby. The observer area will be across the hall from the Clerk Office doors like before.
> >
> > Let me know if you need anything else.
> >
> > Kris Teske, WCMC
> >
> > Green Bay City Clerk

100 N. Jefferson St., Rm 106

Green Bay, WI 54301

920-448-3014

From: Shelby Edlebeck [mailto:Shelby.Edlebeck@greenbaywi.gov]
Sent: Friday, October 9, 2020 12:22 PM
To: Kris Teske <Kris.Teske@greenbaywi.gov>
Cc: Mike Hronek <mike.hronek@greenbaywi.gov>; Saralynn Finn <saralynn@voteathome.org>; Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: RE: Livestream Central Count

Hi Kris,

We are brainstorming how we would 'livestream' the central count taking place at City Hall on November 3rd. Do you have any ideas of what you are envisioning for this?

I was thinking of setting up laptops throughout the work zone with the cameras turned on (but mics muted) and streaming to a Zoom meeting. Then we could post the Zoom link on our website or email it out to whoever was interested in observing. Or whatever the protocol is for transparency during central count.

Let us know your thoughts or what you were thinking! ☺

Thank you,

Shelby Edlebeck

920.448.3207

From: Celestine Jeffreys
Sent: Thursday, October 8, 2020 5:15 PM
To: Shelby Edlebeck <Shelby.Edlebeck@greenbaywi.gov>
Cc: Mike Hronek <mike.hronek@greenbaywi.gov>; Saralynn Finn <saralynn@voteathome.org>
Subject: RE: Livestream Central Count

Shelby and Mike,

This sounds fine. Kris is the person to really determine where livestreaming needs to take place. I would imagine at each of the steps of the process not just tabulating the ballots.

Celestine Jeffreys

Chief of Staff

Office of the Mayor

920.448.3006

From: Shelby Edlebeck <Shelby.Edlebeck@greenbaywi.gov>
Sent: Thursday, October 08, 2020 3:04 PM
To: Mike Hronek <mike.hronek@greenbaywi.gov>; Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: Livestream Central Count

I just got off the phone with Saralynn Finn and I'm brainstorming how we can livestream Central Count on election day so that observers do not enter our building.

My first thought is that we could "livestream" by basically just having a Zoom meeting all day.

Set up laptops with their cameras facing the big DS200 machines and having all laptops on mute and joined into the same Zoom meeting. Then we can post that Zoom meeting link on our website for observers. I can probably figure out a way to make sure people cannot unmute themselves and have conversations in the Zoom meeting throughout the day? It would just be a silent "livestream".

First things first, **Mike** – do you think we could muster up a few laptops to use that day?

Secondly, **Celestine** – do you like this idea? Where would you want the cameras on the laptops facing? At the DS200 machines or elsewhere?

Shelby Edlebeck

Multimedia Communication Specialist

City of Green Bay

920.448.3207

Deanna Debruler

From: Celestine Jeffreys
Sent: Wednesday, July 29, 2020 8:10 AM
To: 'Whitney May'
Subject: RE: 2020-07-28 Voter Navigator Job Draft

Follow Up Flag: Follow up
Flag Status: Completed

Whitney,

That's a good question, thank you!! I imagine there are lots of people who have graduated from college and are looking for a job. So that's why I raised the stakes. Also, a post-secondary degree would be beneficial because of the quick learning curve, the ability to be independent and organize time, and the need to manage paperwork.

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

From: Whitney May [mailto:whitney@techandciviclife.org]
Sent: Tuesday, July 28, 2020 6:46 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: Re: 2020-07-28 Voter Navigator Job Draft

I love that y'all are hiring for this position. Helping people navigate the voter journey is so important, especially this year. So thank you for prioritizing this, and you've described it in a really clear way.

Only question for you is about the education requirements. Would a high school diploma qualify someone or do you feel like some college coursework is required to be successful at the job? No wrong answer, just curious.

On Tue, Jul 28, 2020 at 5:22 PM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

> What do you think?

--
Whitney May
Director of Government Services
Center for Tech and Civic Life
whitney@techandciviclife.org
(919) 799-6173
she/her

Central Count Absentee Ballot Processing Procedures

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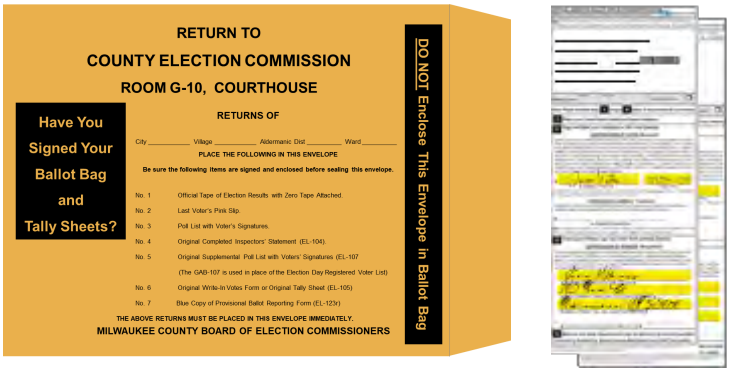
Important Information

- You will be working in pairs safely distanced from each other
- We are taking as many safety precautions as possible, everyone will be issued mask(s) and gloves

- Absentee ballot processing will begin at **7:00 AM** when the manager announces:

"The polls are now open"

- All absentee ballot envelopes prior to being processed on Election Day have already been scanned, sorted into ward order, and alphabetized by last name
- Each team will receive ***one*** Ward Packet at a time

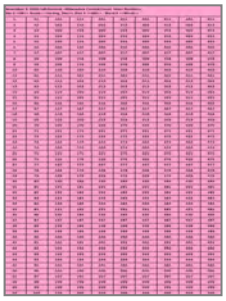


Contents of Goldenrod Envelope

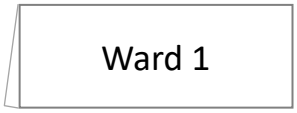
Used By Absentee Ballot Opening Team:

(GAB-104)

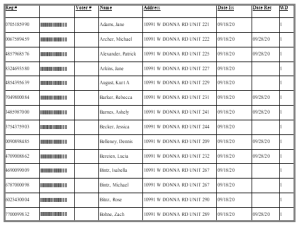
Voter Number Sheet



Ward Sign



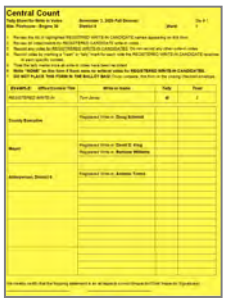
Absentee Ballot Log



Used By Ballot Tabulating Team:

Ballot Bag

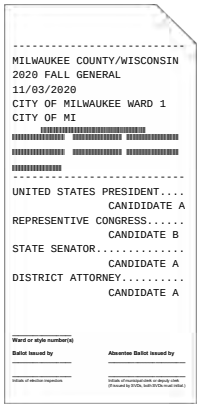
Registered Write-ins



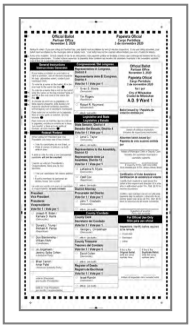
Types of Ballot You Will Be Processing

- **Official Ballots**
  - 90% of your ballots
  - So long as the ballot is the correct ward and not damaged, nothing needs to be done other than assigning a voter number

- **ExpressVote Ballots**
  - Assign voter number on bottom of ballot and keep a separate stack for each ward
  - These **do not need to be reconstructed** unless there is damage



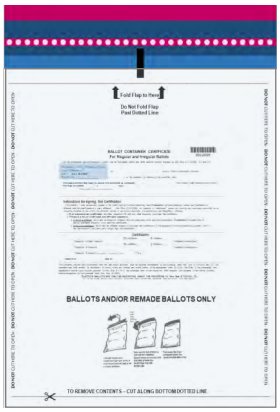
- **Emailed**
  - **All emailed ballots need to be reconstructed**
  - Keep the certificate and empty envelope with your absentee envelopes



- **Federal Only Ballots**
  - **All Federal only ballots need to be reconstructed**
  - Only reconstruct the offices that are on the original ballot
  - ALL other races are left blank

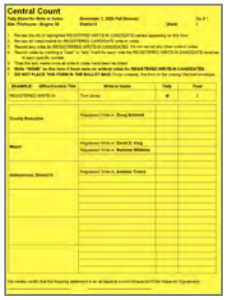
Pre-Processing Procedures

1 Remove all record keeping paperwork for the Goldenrod Envelope



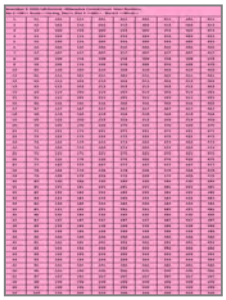
Ballot Bag

Chief Inspectors' Statement

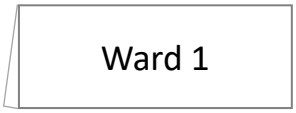


Registered Write-ins

Voter List

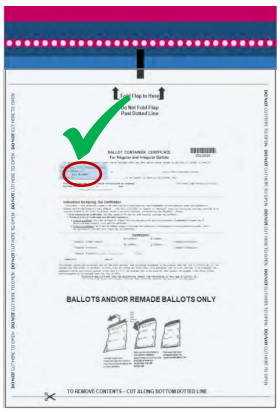


Voter Number (Pink)

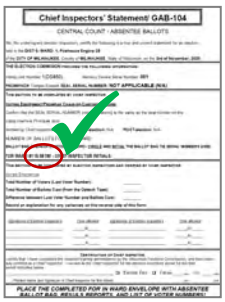


Ward Sign

2 Confirm on the Chief Inspectors' Statement (GAB-104) that the serial number on the Ballot Bag matches the serial number on the GAB-104



Ballot Bag



Chief Inspectors' Statement

3 Circle and initial that the serial numbers match on the GAB-104

NUMBER OF BALLOTS FOR THIS WARD:

BALLOT BAG CHAIN-OF-CUSTODY RECORD - <u>CIRCLE</u> AND <u>INITIAL</u> THE BALLOT BAG TIE SERIAL NUMBERS USED

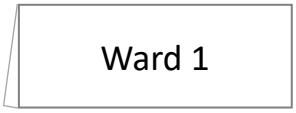
FOR WARD #1 IS: 58190 - CHIEF INSPECTOR INITIALS: CWV

4 You and your partner will sign that you are working on this ward

Signatures of Election Inspectors	*Time Worked*	*Signatures of Election Inspectors*	*Time Worked*
Claire Woodall-Vogg	____to____	_____	____to____
Jonathan Zuiga	____to____	_____	____to____
_____	____to____	_____	____to____

Pre-Processing Procedures

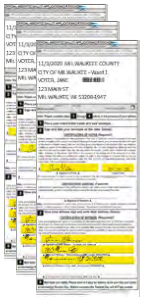
5 Place the ward sign on the edge of the table, so that it is visible to observers



Ward Sign

6 Split your ward's envelopes in half with your partner

**Keep them in alphabetical order*



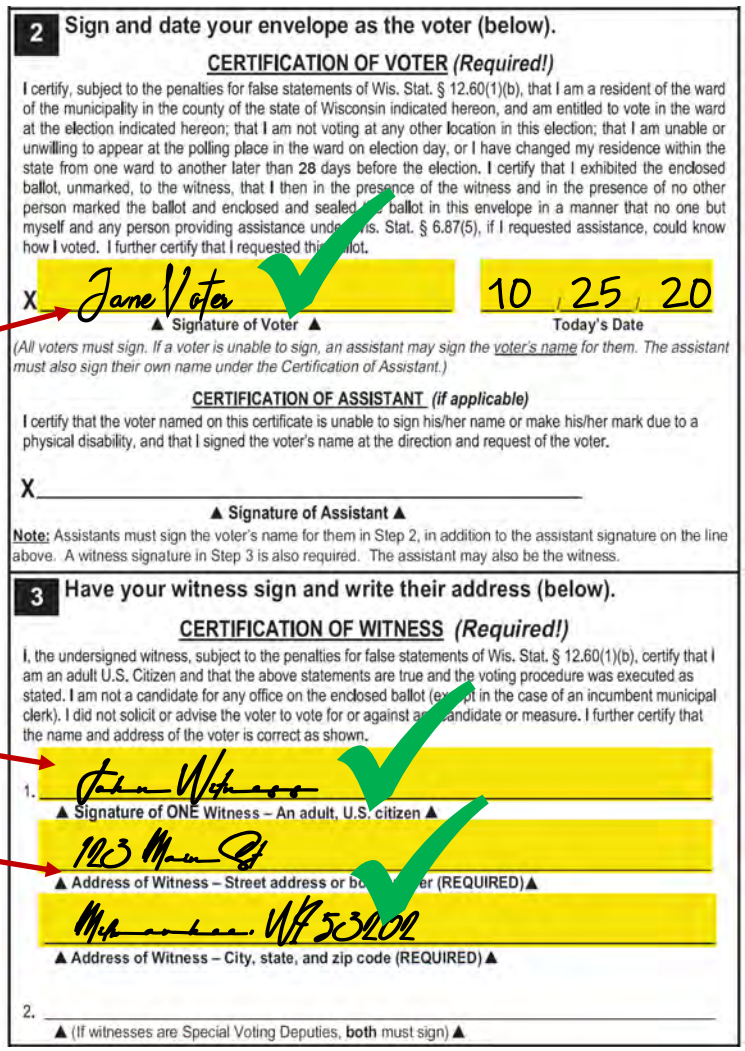
7 Review the envelopes for:

- Voter signature
- Witness signature
- Witness address

(house number, street name, city)

**if written in red: accept*

Voter Signature



2 Sign and date your envelope as the voter (below).

CERTIFICATION OF VOTER *(Required!)*

I certify, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), that I am a resident of the ward of the municipality in the county of the state of Wisconsin indicated hereon, and am entitled to vote in the ward at the election indicated hereon; that I am not voting at any other location in this election; that I am unable or unwilling to appear at the polling place in the ward on election day, or I have changed my residence within the state from one ward to another later than 28 days before the election. I certify that I exhibited the enclosed ballot, unmarked, to the witness, that I then in the presence of the witness and in the presence of no other person marked the ballot and enclosed and sealed the ballot in this envelope in a manner that no one but myself and any person providing assistance under Wis. Stat. § 6.87(5), if I requested assistance, could know how I voted. I further certify that I requested this ballot.

X Jane Voter — 10 / 25 / 20

▲ Signature of Voter ▲ — Today's Date

(All voters must sign. If a voter is unable to sign, an assistant may sign the voter's name for them. The assistant must also sign their own name under the Certification of Assistant.)

CERTIFICATION OF ASSISTANT *(if applicable)*

I certify that the voter named on this certificate is unable to sign his/her name or make his/her mark due to a physical disability, and that I signed the voter's name at the direction and request of the voter.

X _____

▲ Signature of Assistant ▲

Note: Assistants must sign the voter's name for them in Step 2, in addition to the assistant signature on the line above. A witness signature in Step 3 is also required. The assistant may also be the witness.

3 Have your witness sign and write their address (below).

CERTIFICATION OF WITNESS *(Required!)*

I, the undersigned witness, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), certify that I am an adult U.S. Citizen and that the above statements are true and the voting procedure was executed as stated. I am not a candidate for any office on the enclosed ballot (except in the case of an incumbent municipal clerk). I did not solicit or advise the voter to vote for or against any candidate or measure. I further certify that the name and address of the voter is correct as shown.

1. John Witness

▲ Signature of ONE Witness – An adult, U.S. citizen ▲

123 Main St

▲ Address of Witness – Street address or box number (REQUIRED) ▲

Milwaukee, WI 53202

▲ Address of Witness – City, state, and zip code (REQUIRED) ▲

2. _____

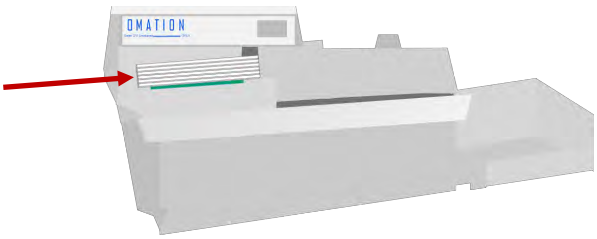
▲ (If witnesses are Special Voting Deputies, **both** must sign) ▲

Witness Signature

Witness Address

> **!** *IF ANY ENVELOPES ARE MARKED AS "REJECTED" SEE PAGE 7*

8 After reviewing all the of the envelopes and removing any to be rejected, team members should take the envelopes to an envelope opening station in the room

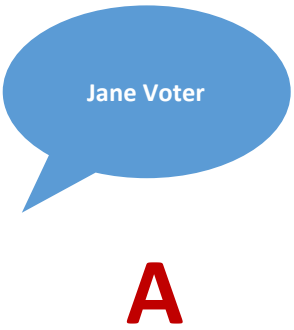


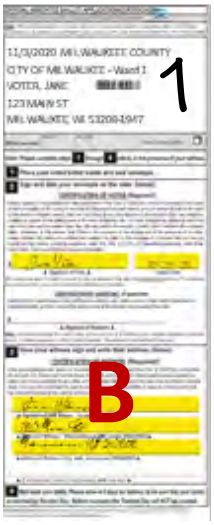
Return to your table, when the envelopes have been opened

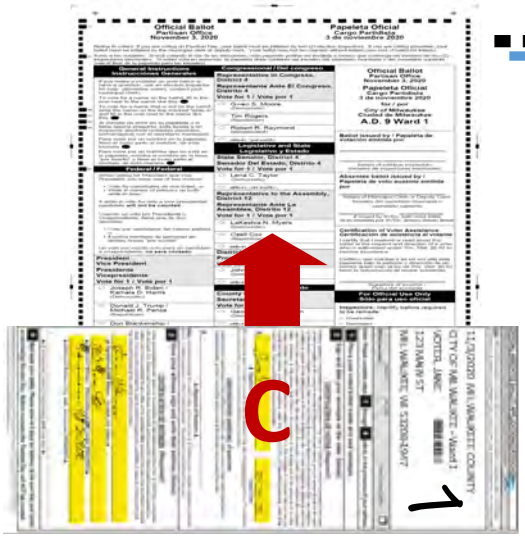
Processing Official Ballots

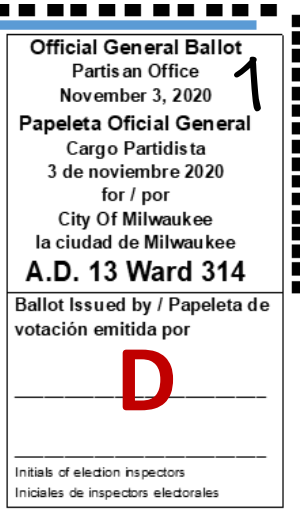
1 Partner 1

A. Announce the voter's name
B. Number the envelope
C. Remove the ballot from the envelope
D. Number the ballot









2 Partner 2

A. Announce the voter number
B. Cross the number off the voter number sheet
C. Record the number on the Absentee Voter Log

November 3, 2020 Fall General –Milwaukee Central Count Voter Numbers
Site Name: Firehouse—Engine 38 District: 9 Ward 168

B

~~1~~	51	101	151	201	251	301	351	401	451
2	52	102	152	202	252	302	352	402	452
3	53	103	153	203	253	303	353	403	453
4	54	104	154	204	254	304	354	404	454
5	55	105	155	205	255	305	355	405	455

C

Reg #		Voter #	Name	Address	Date Iss	Date Ret	WD
0705185990			Voter, Jane Q	10991 W DONNA RD UNIT 221	09/18/20		1
0067589459		1	Voter, Michael R	10991 W DONNA RD UNIT 222	09/18/20		1

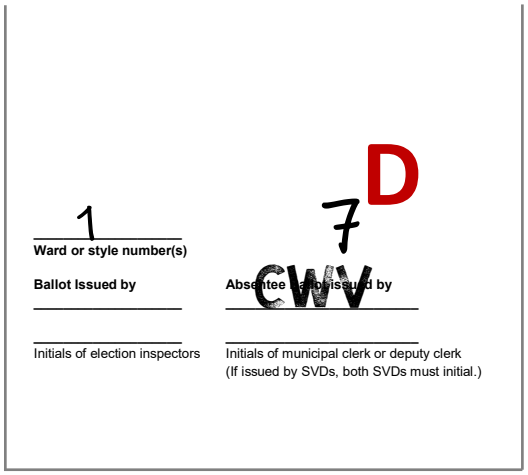
3 Repeat until all envelopes are counted
Keep envelopes in voter number order

Create a separate pile for ExpressVote ballots or ballots that need reconstruction

Processing ExpressVote Ballots

1 Partner 1

A. Announce the voter's name
B. Number the envelope
C. Remove the ballot from the envelope
D. Number the ballot



2 Partner 2

A. Announce the voter number
B. Cross the number off the voter number sheet
C. Record the number on the Absentee Voter Log

> ! *KEEP EXPRESSVOTE BALLOTS IN A SEPARATE PILE FROM THE OFFICIAL BALLOTS*

Processing Emailed Ballots

1 Partner 1

A. Check for
   - Voter signature
   - Witness signature
   - Witness address
B. Open the envelope attached to the certificate
C. Remove the ballot from the envelope
D. Announce the voter's name
E. Number the envelope
F. Number the ballot
G. Certificate and envelope are added to Official Ballot envelopes stack
H. Place the ballot in a separate pile to be reconstructed

> ! *EMAILED BALLOTS HAVE TO BE RECONSTRUCTED, SEE PAGE 8*

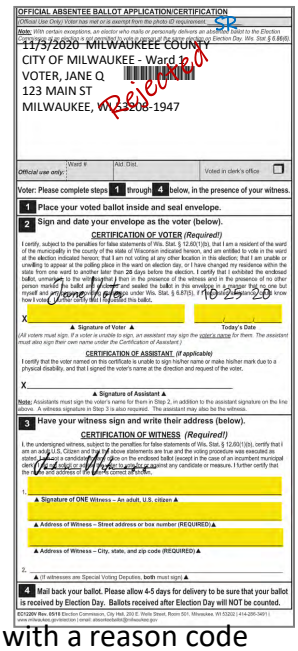
2 Partner 2

A. Announce the voter number
B. Cross the number off the voter number sheet
C. Record the number on the Absentee Voter Log

Rejected Ballots

Envelopes are rejected for missing:

- Voter signature
- Witness signature
- Witness address


OFFICIAL ABSENTEE BALLOT APPLICATION/CERTIFICATION
(Official Use Only) Voter has met or is exempt from the photo ID requirement. SR
11/3/2020 MILWAUKEEE COUNTY
CITY OF MILWAUKEE - Ward 1
VOTER, JANE Q
123 MAIN ST
MILWAUKEE, WI 53208-1947
Rejected
Voter: Please complete steps 1 through 4 below, in the presence of your witness.
1 Place your voted ballot inside and seal envelope.
2 Sign and date your envelope as the voter (below).
CERTIFICATION OF VOTER (Required!)
Jane Voter 10-29-20
3 Have your witness sign and write their address (below).
CERTIFICATION OF WITNESS (Required!)
4 Mail back your ballot. Please allow 4-5 days for delivery to be sure that your ballot is received by Election Day. Ballots received after Election Day will NOT be counted.

- Should already be marked for rejection in red marker ink or red rejection stamp at the beginning the batch of envelopes
  - Double check to make sure any have not been missed
    - ⇒ *If the Election Commission has not already marked an envelope to be rejected, please confirm with a Central Count Manager*
- ***These ballots are not assigned a voter number***

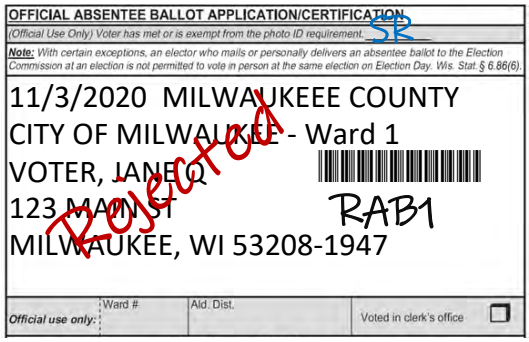
1 Record them as "RAB" (Rejected Absentee Ballots) on the GAB-104 with a reason code

City of Milwaukee Election Commission GAB-104

Incident Number	DESCRIPTION OF INCIDENT	Time Incident Occurred	Chief Inspector Initials
Tally of Ballots Requiring Override **Blank:** **Overvote:**			
ROB - Reconstructed Official Ballot Codes **D - Damaged P - Pencil/Pen Marks OS - Overseas (Federal only ballot) E - Emailed Reg Ballot** **OTH - Other w/explanation (provide)**			
RAB - Rejected Absentee Ballot Certificate Envelope Codes **NWS - No Witness Signature NVS - No Voter Signature T - Tampered/Taped** **NWA - No Witness Address OTH - Other w/explanation (provide)**			
RAB 1	Jane Voter NWA		CWV/ML

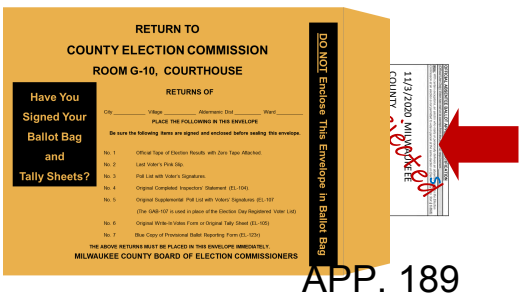
2 Write on the outside of the envelope "RAB1"

- *RAB (Rejected Absentee Ballot)*
- *Number each sequentially RAB-1, RAB-2, etc.*


OFFICIAL ABSENTEE BALLOT APPLICATION/CERTIFICATION
(Official Use Only) Voter has met or is exempt from the photo ID requirement. SR
Note: With certain exceptions, an elector who mails or personally delivers an absentee ballot to the Election Commission at an election is not permitted to vote in person at the same election on Election Day. Wis. Stat. § 6.86(6).
11/3/2020 MILWAUKEEE COUNTY
CITY OF MILWAUKEE - Ward 1
VOTER, JANE Q
123 MAIN ST
MILWAUKEE, WI 53208-1947
Rejected
RAB1
Official use only: Ward # Ald. Dist. Voted in clerk's office

3 Rejected Envelopes

- Place the "Rejected" unopened envelope containing the ballot in the Goldenrod Envelope



Reconstructing a Ballot

If you open a ballot and it is visibly damaged (torn, crinkled, stained, etc.) or sent via email (not an official ballot) will have to reconstruct the ballot with your partner.

- ***Both partners must always be present when reconstructing a ballot***
- ***After you have assigned all your voter numbers for the ward, you should then reconstruct ballots***
- ***Count the number of ballots that you need to reconstruct for the ward and get blank ballots from the Central Count Ballot Station***

1 Partner 1

A. Announce the voter's name
B. Number the envelope
C. Remove the ballot from the envelope
D. Number the ballot
E. Place the ballot into a separate pile for reconstruction
F. Keep the envelope (or certificate statement) with the other envelopes already processed

2 Partner 2

A. Announce the voter number
B. Cross the number off the voter number sheet
C. Record the number on the Absentee Voter Log

3 Proceed to the Central Count Ballot Station to request the number of ballots that you will need to reconstruct

**The person that issues the ballots will have initialed/stamped with it "CWV" for the issuing authority*

Absentee ballot issued by / Papeleta de voto ausente emitida por CWV

Intials of Municipal Clerk or Deputy Clerk
Iniciales de secretatio municipal o secretario suplente

If issues by SVDs, both must initial
Si es emetida por SVDs, ambos deben fimar

4 For each ballot, determine why you are reconstruction the ballot:

Reason	Code
Emailed Ballot	E
Damaged	D
Overseas (Federal Only Ballot)	OS
Pencil/Pen Marks (Not Fully Scanned)	P
Wrong Ward*	WW

** If the ballot was for the wrong ward, you will need to reconstruct the ballot with votes only for the races that are in both wards*

5 Record them as "ROB" (Reconstructed Official Ballot) on the GAB-104 with:

- The voter's number
- Reason Code
- Initials

City of Milwaukee Election Commission GAB-104

Incident Number	DESCRIPTION OF INCIDENT	Time Incident Occurred	Chief Inspector Initials
Tally of Ballots Requiring Override **Blank:** **Overvote:**			
ROB - Reconstructed Official Ballot Codes **D - Damaged P - Pencil/Pen Marks OS - Overseas (Federal only ballot) E - Emailed Reg Ballot** **OTH - Other w/explanation (provide)**			
RAB - Rejected Absentee Ballot Certificate Envelope Codes **NWS - No Witness Signature NVS - No Voter Signature T - Tampered/Taped** **NWA - No Witness Address OTH - Other w/explanation (provide)**			
RAB 1	Jane Voter NWA		CWV/ML
ROB 1	#34 D		CWV/ML

5 On the ***original*** ballot:

A. Select the reason for reconstruction

B. Write the ROB#

C. Write your initials and your partner's initials

On the r***econstructed*** ballot:

A. Write the ROB#

B. Write your initials and your partner's initials

For Official Use Only	
Inspectors: Identify ballots required to be remade: ☐ Overvoted ☒ Damaged ☐ Other	
If this is the **Original Ballot**, write the serial number here: ROB1	If this is the **Duplicate Ballot**, write the serial number here:
CWV	ML
Initials of inspectors who remade ballot	

A

B

C

For Official Use Only	
Inspectors: Identify ballots required to be remade: ☐ Overvoted ☐ Damaged ☐ Other	
If this is the **Original Ballot**, write the serial number here:	If this is the **Duplicate Ballot**, write the serial number here: ROB1
ML	CWV
Initials of inspectors who remade ballot	

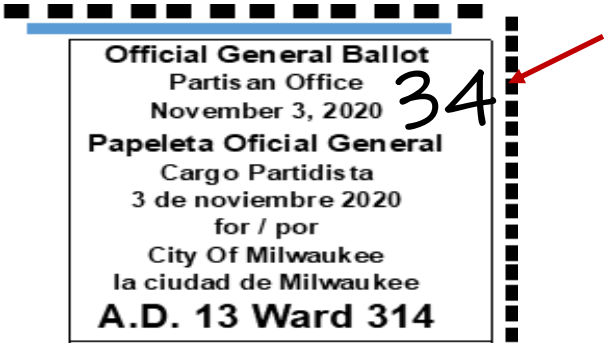
A

B

Reconstructing a Ballot

7 On the ***reconstructed*** ballot:

Write the voter's number



8 Hand your partner the ***original*** ballot

Partner 1:

- Read off the votes as the voter recorded

Partner 2:

- Fill in votes on the ballot as the votes

County / Condado
County Clerk **Secretario del Condado** **Vote for 1 / Vote por 1**
● George Washington (Democratic)
○ write-in / por escrito:

George Washington

County / Condado
County Clerk **Secretario del Condado** **Vote for 1 / Vote por 1**
● George Washington (Democratic)
○ write-in / por escrito:

9 Hand ***both*** ballots to Partner 1

Partner 1:

Verify the reconstructed ballot matches

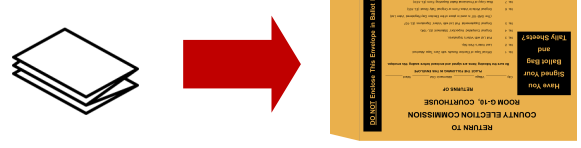
Original

County / Condado
County Clerk **Secretario del Condado** **Vote for 1 / Vote por 1**
● George Washington (Democratic) ✓
○ write-in / por escrito:

Reconstructed

County / Condado
County Clerk **Secretario del Condado** **Vote for 1 / Vote por 1**
● George Washington (Democratic) ✓
○ write-in / por escrito:

10 Refold and place the **original** ballot in the Goldenrod Envelope



11 The **reconstructed** ballot is added to the stack of Official Ballots

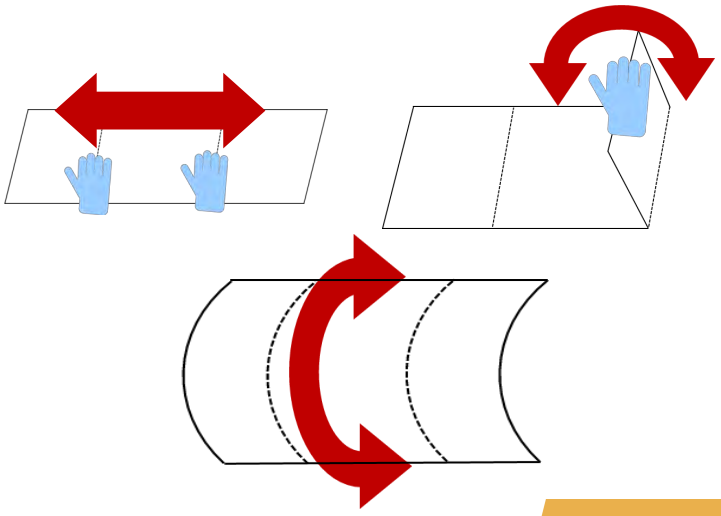
Completed Work

1. Bundle all empty Absentee Envelopes in the order they were processed (voter number) with a rubber band and place them in the bin provided

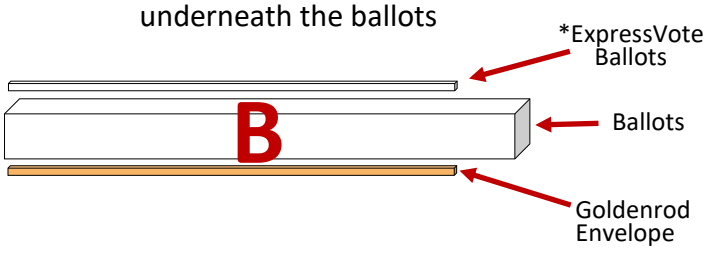
2. Initial the last voter number on the Voter Number Sheet

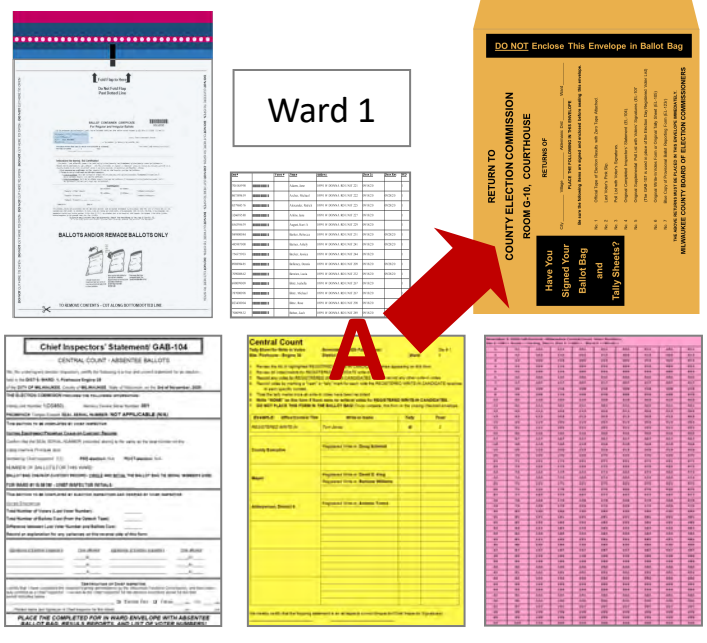
~~24~~	~~74~~	124	174
~~25~~	~~75~~ ML	125	175
~~26~~	76	126	176

3. Attempt to flatten the ballots
   - Bend them at the scored folds
   - Roll them in different directions



4. Prepare your processed ballots and paperwork to have them counted
   A. Put the Ballot Bag, Voter Log, Ward Sign, Voter Number Sheet, Write-in Form, and GAB-104 back into the Goldenrod Envelope
   B. Place the filled Goldenrod Envelope underneath the ballots





5. Take your ready to be counted work to the assigned counting station

Role	Name	Phone	Email	Notes
Ballot Prep Table 1 - A				
Ballot Prep Table 1 - B				
Ballot Prep Table 2 - A				
Ballot Prep Table 2 - B				
Ballot Prep Table 3 - A				
Ballot Prep Table 3 - B				
Ballot Prep Table 4 - A				
Ballot Prep Table 4 - B				
Ballot Prep Table 5 - A				
Ballot Prep Table 5 - B				
Ballot Prep Table 6 - A				
Ballot Prep Table 6 - B				
Ballot Prep Table 7 - A				
Ballot Prep Table 7 - B				
Ballot Prep Table 8 - A				
Ballot Prep Table 8 - B				
Ballot Prep Table 9 - A				
Ballot Prep Table 9 - B				
Ballot Prep Table 10 - A				
Ballot Prep Table 10 - B				
Ballot Prep Table 11 - A				
Ballot Prep Table 11 - B				
Ballot Prep Table 12 - A				
Ballot Prep Table 12 - B				
Ballot Prep Table 13 - A				
Ballot Prep Table 13 - B				
Ballot Prep Table 14 - A				
Ballot Prep Table 14 - B				
Ballot Prep Table 15 - A				
Ballot Prep Table 15 - B				
Ballot Prep Table 16 - A				
Ballot Prep Table 16 - B				
Ballot Prep Table 17 - A				
Ballot Prep Table 17 - B				
Ballot Prep Table 18 - A				
Ballot Prep Table 18 - B				
Ballot Prep Table 19 - A				
Ballot Prep Table 19 - B				
Ballot Prep Table 20 - A				
Ballot Prep Table 20 - B				
Ballot Prep Table 21 - A				
Ballot Prep Table 21 - B				

Ballot Prep Table 22 - A
Ballot Prep Table 22 - B
Ballot Prep Table 23 - A
Ballot Prep Table 23 - B
Ballot Prep Table 24 - A
Ballot Prep Table 24 - B
Envelope Opener 1
Envelope Opener 2
Envelope Opener 3
Envelope Opener 4
DS200 Tabulator 1
DS200 Tabulator 2
DS450 Tabulator - A
DS450 Tabulator - B
Reconstructor Table 1 - A
Reconstructor Table 1 - B
Reconstructor Table 2 - A
Reconstructor Table 2 - B
Ballot Runner & Flattener - A
Ballot Runner & Flattener - B
Ballot Sorter
Dropbox Ballot Receiver

With November in mind, I'm cc'ing the designers from Center for Civic Design, Asher & Christopher. CCD is one of the amazing technical assistance partners available to support the WI-5 (we really do need to get WI-5 tshirts).

Since we've heard interest from you about what other cities are doing, we thought it would be helpful to gather feedback on absentee envelopes and instructions from the WI-5 cohort as a group rather than gathering feedback separately.

- Here are the absentee instructions designed by CCD
  - It's a template in a Word doc
  - You can edit and customize for your city
  - Christopher and Asher are available to consult on design
  - Christopher and Asher have designed this by combining CCD's best practices and language from Madison's instructions.

- Here are the absentee envelopes designed by CCD
  - CCD has been working on the design with WEC
  - CCD + Oxide Design are available to consult on design and printing with your printer
  - Consult can look like adjusting the templates, adding your contact and other information, working with your envelope vendors (if needed) as you fit the layouts into your process (including any size or placement adjustments), or just providing any support, advice, or reviews of proofs.

Do you and your teams have capacity to review these materials and provide questions and feedback to CTCL & CCD before the end of the week?

We know you are all working on tight timelines for printing and collating absentee materials. Please let CTCL & CCD know how we can be most helpful moving forward. If it's useful, grant funds are available for cities that want to print new envelopes.

Thank you,
Whitney & Josh from CTCL

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THE ELECTIONS GROUP

Guide to Ballot Drop Boxes

Issued by The Elections Group

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The Elections Group, 2020
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Overview

Ballot drop boxes offer a secure, convenient alternative for voters to cast their completed mail ballots. They save money for voters in jurisdictions where return postage is not prepaid, and they can reduce costs for election authorities where postage is paid.

Voters like ballot drop boxes. In jurisdictions where vote-by-mail is prevalent, as many as 80 percent of voters choose to return their ballot at a ballot drop box.

A ballot drop box program can help build public trust in the election process. Ballot drop boxes can reassure voters who mistrust the postal system because of lost or delayed mail, or who worry about someone potentially tampering with their ballot. Ballot drop boxes also provide a solution for voters who are concerned about their signature being exposed to anyone outside of their local election office.

For election officials, ballot drop boxes ensure ballots are received in time to be processed. This is critical since many voters wait until Election Day to return their ballots.

This guide is divided into three sections.

- **Planning** will help election officials decide the type, location, equipment and staffing for three types of ballot drop boxes.
- **Voter Outreach and Communication** contains suggestions for promoting ballot drop box convenience and availability, and to publicize your request and return deadlines.
- **Execution** includes sample forms that can be used separate from this guide to train temporary staff and used as a daily checklists and chain of custody logs, including a section for Election Night.

As you review this guide, keep in mind accommodations for COVID-19 and social distancing requirements. For example, asking two unrelated workers to share a car ride may be a challenge. COVID-related considerations are addressed in the Planning section.

Planning

How Many Ballot Drop Boxes Do I Need?

Estimating an adequate number of ballot drop boxes can be challenging when you don't know how many voters will use them. And determining how many to obtain will be constrained by your budget, purchasing process, and ability to deploy multiple boxes before Election Day.

Hiring enough temporary workers to staff ballot security teams is another critical factor. To maintain public trust you should have bipartisan, two-person teams picking up ballots from each drop box on a daily basis. You will need more frequent pick-ups in the days leading up to and including Election Day. Early on, some busy locations may also require frequent pick-ups, perhaps multiple times a day.

The benefits to deploying as many ballot drop boxes as possible include:

- Providing greater access to the election process
- Keeping voters out of busy and stressful polling places on Election Day
- Receiving voted ballots back faster than USPS delivery

A rule of thumb to consider is one drop box for every 10,000-15,000 voters; that is a common requirement in states where mail ballots are the primary voting method. Your geography should also inform how many drop boxes to place. For example, rural, sparsely populated areas may require more drop boxes per capita than densely populated urban areas.

Fewer drop boxes will yield fewer benefits. An overflowing, unstaffed 24-hour ballot drop box can become a serious public relations and voter trust issue. If mailing out ballots is a temporary pandemic alternative, or if you don't have an adequate budget, temporary indoor ballot drop boxes at staffed locations can provide an adequate solution.

Scaling Up

Ballot drop boxes should be available to voters as soon as ballots are mailed and remain available through the close of polls on Election Day (or as the statute in your state provides). Unstaffed drop boxes are usually available 24 hours per day. Staffed drop boxes or drive-up options are

typically offered on a more limited schedule, such as during business hours and full polling hours on Election Day.

If adequate staffing is a problem, consider starting with fewer drop boxes and scaling up to the full number you need closer to Election Day. Note that scaling up over time presents P.R. challenges. You will need to clearly publicize drop box locations, plus the dates and times that each location is available.

Where Do I Place Them?

To choose ballot drop box locations, election officials should consider these factors at a minimum:

- Concentrations of population
- Concentrations of historically higher mail-voting populations
- Geographic distance and features
- Voter convenience
- Proximity to public transportation
- Community-based locations
- Security, including lighting, visibility, and security cameras

The Center for Tech and Civic Life (CTCL) created a Ballot Drop-off Location Criteria Planner to help jurisdictions evaluate potential ballot drop-off locations. The planner is located in Appendix B.

Unless prohibited by law, a staffed ballot drop box should be provided at every polling location. This will require separate drop boxes for mail ballots and in-person paper ballots (when not scanned at the polling location).

Additional locations for staffed drop boxes may include, but are not limited to: city offices, public libraries, county offices, assisted living facilities, senior living communities, college campuses, local businesses and shopping centers, and offices of community organizations. At these locations, the voter may need to leave their vehicle and enter the building. A drive-up option could allow voters to deposit their ballots and remain in their vehicles.

ADA Accessibility

Election officials should ensure that ballot drop box locations are accessible to voters with disabilities. Consider the following when implementing drop box plans.

1. If a location has only one drop box, the design and placement of that drop box should meet accessibility requirements.
2. If a location has more than one drop box, at least one of the drop boxes should meet accessibility requirements. Any inaccessible drop box at a facility should have a sign with directions to the nearest accessible drop box.
3. A drop box should be placed along an accessible path connected to the nearest ADA parking space, or nearest the passenger drop-off zone, and if applicable, the nearest public transportation stop.
4. If there is no accessible pathway from the parking lot, there should be signs directing the voter to the nearest accessible drop box.
5. Drop box locations inside of buildings should be assessed for accessibility as if they were polling places. For more information, please see the ADA Checklist for Polling Places.

Purchasing Considerations

The type of ballot drop box(es) you use will depend on your plan and budget. Drop boxes come in several sizes, types, and different construction materials to with stand vandalism and inclement weather and to prevent removal. The following section will cover three types of ballot boxes: a 24-hour permanent box, a temporary indoor box and a temporary drive-through ballot drop-off.

24-Hour Unstaffed Ballot Drop Box

A 24-hour ballot drop box mimics a USPS blue mailbox. It is a permanent metal structure accessible by vehicle or on foot in the public right-of-way, and should be well-secured to the ground. Styles vary. These can be installed on your jurisdiction's property, or you can arrange to install one at a partnering public agency (see list in previous section.) This usually means securing a written agreement with property owners to locate and secure these drop boxes on their property before you purchase them. A list of drop box vendors is located in Appendix A.

Some things to consider when purchasing 24-hour, unstaffed ballot drop boxes:

- The drop box should be a permanent fixture or a temporary structure that is secured in place to prevent removal or tampering.
- Ensure that the ballot drop box has robust locking mechanisms for both the ballot slot(s) and storage compartment. Ensure that ballots cannot be tampered with while in the drop box, nor removed by anyone other than your authorized ballot retrieval team.
- The opening slot should be large enough to deposit ballot envelopes and designed to keep anyone from pouring liquid into the drop box, or for rainwater to seep into it.
- Drop boxes should be easily recognizable by voters. Plan to purchase or produce permanent, large, weather-proof decals to label the drop boxes with at least your agency name, logo, phone number and the words *Official Ballot Drop Box*. Use consistent decals on all 24-hour boxes. Additional language may include:
    - *No Postage Required*
    - *Closes at 7 p.m. on Election Day* (or relevant time)
    - *This Box Under Video Surveillance* (if applicable)
    - If required, list any statutory language, such as the number of ballots that can be dropped off by one person in any election.
- Find out how many ballot envelopes each different brand or style of drop box can hold. Ballot return projections will help you to determine the drop box size you will need.
- Consider whether your jurisdiction can or must monitor the ballot drop box with 24/7 video surveillance, where the camera will be mounted, and how footage will be stored. If the drop box is located at another agency's facility, include mounting and access requirements in the agreement.
- If the ballot drop box is accessible by vehicle, consider whether you can safely locate it on the driver's side. This can ensure safety by letting the driver cast their ballot without exiting the vehicle. "One-Way" streets/thoroughfares are ideal for installing a box on the driver's side.
- When planning to receive a shipment of drop boxes, consider multiple important factors.
    - These drop boxes will arrive on pallets and are large and heavy.
    - They should be shipped to a warehouse.

- Installation may not take place immediately and you may need space to store them.
- A forklift may be needed to move them.
- While drop boxes have few moving parts, it is crucial that you verify the locks and doors are functioning properly and that all ballot slots are unobstructed before acceptance.

To install drop boxes you may need an agreement or permit from the local governing body before installing a drop box. Once an agreement and/or permit is secured, you may need to coordinate work with other offices to complete installation. Some items to consider:

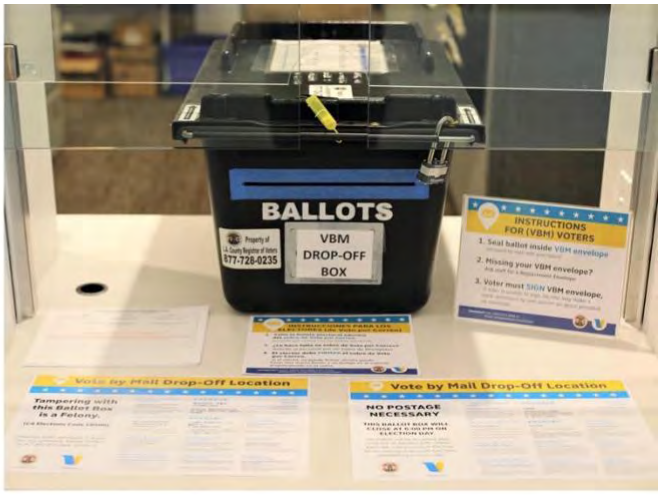
- New concrete may need to be poured, which may extend the timeline for the boxes to be safe and fully functional.
- Consider drop box weight and bulk before shipping them out for installation. Consider which staff and vehicles are appropriate, and how the boxes will move in and out of the vehicle cargo area.
- Securing the boxes will require tradespeople whose schedules may not be flexible if shipment is delayed.
- Early and regular communications will help keep the team working together.

Temporary Ballot Drop Boxes — Indoors

Temporary indoor ballot drop boxes or bags are portable and much smaller than 24-hour drop boxes. Smaller options have handles on the side for carrying and are small enough to rest on a table. Larger options can hold more ballots and are on wheels. Bipartisan teams of two election workers usually monitor these drop boxes or bags.

Ideally, these drop boxes or bags should be available inside every polling place, to offer voters the greatest convenience for dropping off mail ballots. Ballot drop boxes placed inside the polling location may be serviced and staffed by poll workers rather than separate ballot collection teams.

They can also be located inside government buildings, libraries, community centers, and other high traffic areas. Your agency could secure an agreement to have staff from these partnering agencies monitor the drop box during their business hour and during polling hours on Election Day. The agreement should ensure access for your ballot retrieval team to pick up the ballot drop box or bag at scheduled times.



Factors to consider when purchasing temporary, indoor ballot drop boxes or bags:

- Consider durability, weight and sizing options, and which would be a better solution for your facility—a smaller, tabletop box, a bag, or a larger box on wheels.
- Determine how many ballots each drop box or bag can hold and your requirements for replacing or emptying it. Ballot drop boxes fill up quickly, especially approaching and on Election Day.
- Ensure that the drop box or bag cannot be opened or moved by unauthorized persons. It should have a lock to protect ballot envelopes, and ideally should be secured to an immovable object with a padlock or chain lock (such as a bicycle lock).
- Ensure that there is a place on the drop box or bag for a zip-tie style security seal for chain of custody.
- The drop box or bag should be easily recognizable by voters. Plan to purchase or produce decals to label it with your agency name, branding, the purpose of the drop box and useful information (see the section on Voter Outreach and Communication).

Temporary Ballot Drop Boxes — Drive Through

A drive-through ballot drop box is staffed by bipartisan teams of two election workers on a street or in a parking lot. These workers safely approach a vehicle, accept the voted ballot envelope from the voter, and deposit it into a ballot drop box while the voter observes. At minimum, these workers are equipped with safety vests and badges, a canopy tent for shelter, a table and chairs and locked ballot boxes. This option is usually only deployed on the last few days of the election, including Election Day.

Drive-through locations can be very convenient for voters as they do not need to park or exit their vehicles. They also offer greater operational efficiency for election administrators because they can absorb some of the traffic from high-demand, 24-hour ballot drop boxes on Election Day.

To avoid long lines of cars potentially blocking roadways and/or parking lots, ensure that you have enough staff and ballot drop boxes to move traffic through quickly. Also, some jurisdictions provide “I Voted” stickers at drive-through locations. While this can be a fun idea, it has the potential to slow the pace of cars through the process, creating longer lines. Be sure to consider this impact in your planning.

Some things to consider for temporary, drive-through drop off locations:

- To maximize safety and efficiency, provide instructions and maps to set-up teams. These should map out exactly where set-up should take place and how traffic should flow well in advance of deployment.

- Pop-up tents, tables, chairs, safety cones, and portable space heaters can often be borrowed from other government agencies (Sheriff's Office, Public Works, Parks & Recreation, Facilities or Fleet) or rented from a party or restaurant supply company.

Additional supplies are necessary for staff working outdoors, such as spotlights and flashlights for working in the dark, and apparel for inclement weather.

What Other Resources Will I Need?

Additional Supplies and Equipment for All Types of Ballot Drop Boxes

Bipartisan ballot retrieval teams
(Enough teams to ensure each drop box is closed/locked at "close of polls" on Election Night)

Phone tree to reach bipartisan teams while in the field
(May need to provide mobile phones for those who do not want to use their personal phones)

Rental cars or fleet vehicles

Chain of custody logs

Security seals

Portable ballot drop boxes or bags for transport

High-visibility vests for workers

Personal protective equipment such as gloves, masks, and hand sanitizer

Accessibility, directional, and electioneering signs (if applicable)

Temporary Indoor

Table(s)

Chairs

Cable or bike lock

Temporary Drive-Through

Table(s)

Chairs

Pop-up canopy

Road signs

Orange cones

Lanterns

Flashlights

Weather appropriate support such as propane heater and rain gear

Permanent 24-Hour

Extra keys made

Large mail bin placed inside

Flashlights

How Do We Secure Ballot Boxes?

The location and type of drop box can affect the security measures needed to ensure both actual and perceived security.

Locking Requirements

All drop boxes shall be secured by a lock and a tamper-evident seal. Only an election official and a designated ballot retriever shall have access to the keys and/or combination of the lock. If your drop box(es) are secured by a key lock, be sure to make copies of each key and store them securely at your election facility.

Video Requirements

If feasible, both temporary and 24-hour drop boxes should be monitored by a video security surveillance system, or an internal camera that can capture digital images and/or video.

A video security surveillance system is especially critical for unstaffed, 24-hour boxes and can include existing systems on county, city, or private buildings. The video system should be robust enough to capture and store video for the full time the ballot drop box(es) are open to receive ballots during an election. These videos may be considered an election record, and thus may need to be retained for a certain period of time after each election, depending on your state laws.

The easiest way to provide video surveillance is to position your ballot drop box within view of an existing video surveillance system. If you need to install your own system, work with your city/county IT, facilities, or law enforcement division to see if there are similar systems used throughout the city/county. Chances are your jurisdiction already has a vendor set up for this type of equipment.

Bipartisan Election Workers (drive-through locations)

Drive-through ballot drop boxes must be monitored very closely by election workers to ensure that someone does not drive-off with a ballot drop box.

Other Safety and Security Measures

Unstaffed drop boxes placed outdoors should be securely fastened to prevent moving or tampering. For example, fasten the drop box to concrete or an immovable object. This will prevent unauthorized removal of the drop box.

Staffed drop boxes have several options, but all options should take into consideration additional security measures when the ballot drop site is not staffed. Safeguarding the drop box during unstaffed hours could mean the drop box is inaccessible to the public when not in use. The box should be secured in a locked room, sealed with a tamper-evident seal, and if possible, under video surveillance. Staffed drop boxes should be securely fastened to a stationary surface or to an immovable object, and/or placed behind a counter, and/or portable so they can be transported to a curbside area or a mobile voting area. When in use, these drop boxes should be constantly monitored by election officials or other designated representatives.

Work with law enforcement to include frequent patrols of unstaffed drop boxes. In some communities, it might also be appropriate to develop a network of citizens willing to regularly patrol unstaffed drop boxes.

Work with the public works department and law enforcement to make drive through locations safe and secure.

Ballot Retrieval

Driving Routes, Frequency, and Staffing Needs

Once the locations of your ballot drop boxes are set, you should begin planning daily routes for ballot retrieval. This includes sending teams to visit all ballot drop boxes - permanent and temporary. The frequency of pickups may vary in the beginning, every other day versus every day, and become more frequent - multiple times per day - the closer you get to Election Day.

The time it takes to retrieve ballots will depend on the type of ballot drop box used. Ballot retrieval teams will be able to park close to most permanent, 24-hour drop boxes. They will need to transfer the contents of the drop boxes to portable bags or boxes, seal the boxes, complete their chain of custody paperwork, and load the portable boxes into a vehicle.

Temporary, staffed ballot drop boxes are usually located inside a building. This means ballot retrieval teams will need to park and walk into the building to the room where the temporary ballot drop box is located. Most often, they will switch out the full ballot drop box for an empty

drop box, complete the chain of custody paperwork, and carry the full drop box or bag back to their vehicle. The process for temporary drive-through locations will be similar.

Driving Routes

The process of retrieving ballots will be most efficient if retrieval teams are able to follow pre-planned driving routes. This can be made easier with mapping technology. Some election offices use commercial software such as Routific and Esri Workforce. Google Maps is a free option that most staff will be familiar with and find easy to use.

When using Google Maps, begin by mapping out a route that you think can be completed in four hours. Identify each location, including the starting and ending location (typically the election office). Assume that the necessary steps at each location will take approximately 15 minutes to complete. Adjust the number of drop boxes on the route until you are able to achieve a route that can be completed in roughly four hours. Be sure to map it during the same times your retrieval team members will be on the road to account for daily traffic patterns. Also consider adding in break times as needed for your retrieval teams.

Consider using mobile phone tracking applications or GPS spot trackers as a way to ensure the assigned route is followed without deviation and that your retrieval team is on time. This may also help document your chain of custody.

Frequency of Retrieval

The frequency with which you retrieve ballots from each ballot drop box depends on multiple factors, including:

- Timing (How close to Election Day is it?)
- Projected and actual voter turnout
- The number of ballot boxes you have
- How many ballots each box can hold
- The geography of your jurisdiction and distance retrieval teams have to travel

Generally, it is important to retrieve ballots at least once per day from the first day ballots may be returned. This will ensure ballot security and the ballots can enter your processing operation as quickly as possible. From there, structure your retrieval plan around a slowly building stream of ballots. Jurisdictions have seen as few as 20% of ballots cast by mail deposited in drop boxes during the first two weeks and as many as 55%–60% of ballots deposited during the last two days

of the election, including 40% of ballots cast on Election Day. You will need to retrieve ballots multiple times per day from your busier ballot drop boxes the closer you get to and on Election Day.

Other important items to consider when creating your retrieval plan:

- Your plan needs to be flexible. If voter turnout is higher than anticipated, you may need to retrieve ballots multiple times per day sooner than you had planned to scale up.
- On the Monday evening before Election Day, you must retrieve ballots from all drop boxes at the end of the day so they do not fill overnight and to maximize the number of ballots you can count on Election Day.
- On Election Night, you must close all drop boxes simultaneously with closing the polls. This will take significant staffing and coordination.
- It is important to track as much data about this process as possible. Retain it for future planning, including how many ballots you retrieve from each drop box each day and how many retrieval runs were needed to each drop box each day. This data can be obtained from ballot logs and reviewed after the election.

Staffing Needs

Use the mapped driving routes and frequency of retrieval to determine how many teams and vehicles you will need and for how long. For example, in the first few weeks after ballots are mailed out you might only need three teams of two (six temporary workers) and three vehicles. That number might increase significantly or even double as you start the week leading up to Election Day.

The biggest staffing challenge for ballot retrieval will be at the close of polls on Election Night. You will need bipartisan teams to close and seal each ballot drop box right at the close of polls (or as the statute in your state provides). Many jurisdictions recruit staff from sister agencies, since drop box closing teams do not require full poll worker training. Remember, these ballot retrieval teams will need to be bipartisan, even those staff recruited from other agencies, and may need to be sworn in as election workers.

As mentioned in the overview, accommodations for COVID-19 and the need for social distancing will affect your staffing decisions. Asking two unrelated workers to drive together in the same car may be a challenge. You will need to accommodate any retrieval team member requests to travel in separate cars in tandem. The steps for setup and the daily retrieval of ballots should also follow the six-foot distancing requirements.

Voter Outreach and Communication

Promoting the use and availability of ballot drop boxes is essential to their success. Use all of the communication tools and resources at your disposal as soon as practical to publicize ballot drop box locations, hours and notable accessibility features.

For example, use your regular print and electronic materials, website, social media, video, and news releases to announce ballot drop box locations and share a link to a comprehensive list and/or map of ballot drop boxes.

You can also include a list of ballot drop-off locations in your **mail ballot instructions**, **voter information guide** and **sample ballot publications**. Depending on how many locations you have, you may be able to print them on the mail ballot envelope as well. If there are too many locations to fit, perhaps include a link or QR code on the envelope to direct voters to your list of locations.

Your election website will be the optimal resource for voters to find a ballot drop-off location. Create a **web page for Ballot Drop-Off Locations**. Include a list of all location names, addresses, hours and embed a link to a Google map for each. If there is a change to the ballot drop box plan, it should be noted on your official website within 24 hours.

You can also create and embed a **map of all ballot box locations** using Google My Maps. First, create a list of locations as a .csv file, with separate columns for location name, address, city, state and zip code, hours, and type of ballot drop box. Then visit www.google.com/mymaps and follow instructions to import the map. You'll need to create a Google account if you don't already have one.

Issue a **news release and photos** if you have installed one or more new 24-hour ballot drop boxes in your community. Share it with your own employee news channels, local news media, as well as jurisdictions for newsletters and public television news shows.

Ask the clerk or communications team in your local cities and towns if you can submit a **contributed article** for their newsletter, blog or website regarding the election. Be sure to request a deadline and word count. Describe options for voters and indicate where citizens within your jurisdiction can find their nearest ballot drop box and polling place. You can also ask them to embed your election page link on their own webpages.

Another creative idea is to develop a **'Find My Nearest' web-based tool** to help voters find the ballot drop box that is closest to them. A user will type in an address or allow the tool to use their device's 'location services' to identify their current location. The tool would then populate with a map and list of the nearest three or four ballot drop off locations. This will require knowledge of ArcGIS or Google Maps, and will likely require support from your IT department to create.

Execution

Opening and Setup

Whether you are setting up a temporary ballot drop box or a 24-hour location, you will need to plan for a ballot retrieval team to set up, open, and secure the drop boxes for voters to deposit their voted ballots.

Temporary Ballot Drop Boxes

Supplies:

- Locked and sealed ballot drop boxes or bags
- Tamper-evident seals (if replacements are needed)
- Chain of custody logs
- Phone numbers to call for support/emergencies
- Cable or bike lock
- Applicable signage
- Tables and chairs (if necessary)
- “I Voted” stickers (optional)
- Voter information sheet (optional)
- Voter Registration forms (optional)

Voter information sheets, “I Voted” stickers, and other voting related information may be placed near the drop box.

Drive-Through Ballot Drop Boxes

Drive-through ballot drop boxes might be set up in a parking lot or on the street depending on the location. For all street-related setups, there should be a law enforcement officer present to guide the setup and maintain safety throughout the day.

When setting up in a parking lot, consider the use of “no parking” signs. These signs can be left out overnight to ensure no vehicles park in the area to be used for the drive-through location.

Supplies should be delivered, including:

- Locked and sealed ballot drop boxes or bags
- Tamper-evident seals
- Chain of custody logs
- Phone numbers to call for support/emergencies
- Set-up maps/documentation
- Pop-up tent
- Road signs
- Orange cones
- Table and chairs
- “I Voted” stickers (optional)
- Propane heater (optional during cold weather months)
- Flashlights or lanterns

Bipartisan teams should:

1. Position road signs and cones according to provided map or instructions.
2. Set up the tent and position according to the provided map or instructions.
3. Set up the folding table and chairs.
4. Place the ballot drop box on the table.
5. Set up the heater and propane tank if needed

24-Hour Ballot Drop Boxes

Permanent, 24-hour drop boxes should be available for voters to use as soon as ballots are mailed. This requires staff or ballot retrieval teams to inspect, clean, and open the ballot drop slot on each drop box. An assigned route for opening should be created along with a checklist or log to ensure all ballot drop boxes have been opened.

Each retrieval team will need:

- Slot key
- Access door key
- Phone numbers to call for support/emergencies
- Cleaning supplies
- Silicone spray (for locks)
- Flashlight
- Inspection checklist or chain of custody form

For setup and opening of 24-hour ballot drop boxes, retrieval teams will:

1 **Unlock**	☐ Open the ballot slot, using the slot key. ☐ Open the access door, using the access door key.
2 **Inspect and Clean**	☐ Visually inspect the drop box and surrounding areas. ☐ If there is any graffiti or wrap damage, the retrieval team will clean or repair as best they can. *If unable to clean or repair it thoroughly, use mobile phone to take pictures and note the damage on the chain of custody form* ☐ Wipe down the exterior, top and slot area of the drop box. ☐ Spray the locks with silicone spray and ensure they can be easily locked and unlocked. ☐ Both retrieval team members visually inspect the drop box interior for ballots or any type of debris. ☐ Use a mobile phone to take a picture as time-stamped proof the ballot drop box is empty.
3 **Seal and Record**	☐ Close and lock the access door using the access door key. ☐ Place a security seal on the access door and record seal number on a chain of custody form. ☐ Complete and sign the retrieval form or chain of custody form.

Daily Collection of Ballot Drop Boxes

- Only designated bipartisan ballot retrieval teams should remove ballots from drop boxes. This is done in teams of two.
- All designated ballot retrieval team members should wear badges or vests that readily identify them as designated ballot retrievers or election officials.
- Each team of two will be provided a route each day.
- Ballots must be picked up in designated order.
- A separate chain of custody form should be completed at every stop (both for 24-hour drop boxes and temporary drop boxes or bags).
- The ballot retrieval log and checklist should be completed at the beginning of the route, at each stop, and after returning to the election office.
- Visually inspect the drop box and surrounding area at each visit. If there are any signs of tampering or vandalism, take pictures, clean or repair the drop box as best you can, and report in the notes section of the chain of custody form.

Instructions for Completing Ballot Retrieval Log

- On the front, record the date and time and check off all supplies that have been retrieved.
- On the back, record the route number, date, and names of both ballot retrievers.
- After ballots have been retrieved at each stop, record:
    - Column A: Name/ID/location of the ballot drop box
    - Column B: Seal number on the door (24-hour drop box) when you arrived (should be affixed to custody log) or the security seal on the temporary drop box you are retrieving
    - Column C: Seal number attached to each transfer box or bag (only for 24-hour drop box)
    - Column D: New seal number put on the door (24-hour drop box) or the seal number for the replacement temporary box or bag
    - Column E: Current time of day
    - Column F: Initials of each ballot retrieval team member.

- At the conclusion of each route, the bottom portion of the form should be completed. Consider using the same visual checklist of supplies to indicate all supplies and equipment have been returned to the election office.

Ballot Retrieval Team Daily Log *(front)*

Date: _____ **Route Departure Time:** _____ : _____ ☐ **AM** ☐ **PM**			
☐ Access door or padlock keys	☐ Empty, portable ballot box(es)	☐ Flashlight	☐ High-visibility vests
☐ Cleaning supplies	☐ Gloves	☐ Masks	☐ Hand sanitizer
☐ Chain of custody logs	☐ Driving route and map	☐ Pens	☐ Vehicle keys
☐ Clipboard	☐ 24-hour drop box security seals	☐ Transfer ballot box or bag security seals	☐ Mobile phone and charger
Route Return Time: _____ : _____ ☐ **AM** ☐ **PM** ☐ **Supplies** ☐ **Vehicle Keys**			

Ballot Retrieval Team Daily Log *(back)*

Route ID# _____

Date: _____ **Retriever 1:** _____ **Retriever 2:** _____						
A **Drop Box Name/ID**	**B** **Existing Seal ID**	**C** **Transfer Box/Bag Seal**	**D** **New Seal ID**	**E** **Collection Time**	**F** **Team Initials**	

Ballot Retrieval Team Chain of Custody Record

Ballot Drop Box Name/#:	**Date:**
Retrieval Team Member 1:	**Retrieval Team Member 2:**
Transfer Box/ Bag #:	Additional Transfer Box/Bag #:

Time of Arrival: ☐ AM ☐ PM		**Initials:**	**PLACE USED SECURITY SEAL**
Security Seal Intact: ☐ YES ☐ NO		**Initials:**	
Remove security seal and record seal #:			

☐ Inspect ballot drop box for any signs of tampering or vandalism.

☐ Unlock the access door and remove ballots.

☐ Transfer ballots to ballot transfer box or bag.

☐ Inspect inside of drop box for ballots that might be leaning against or stuck to the wall.

☐ Inspect drop box area to ensure no ballots have fallen on the ground.

☐ Seal the ballot transfer box or bag.

☐ Record the transfer box or bag seal number(s).

Seal #: _____ Seal #: _____

Seal #: _____ Seal #: _____

☐ Verify access door is closed and locked (checked by both team members).

☐ Place new security seal on door.

☐ **Record new security seal placed on door:** Seal #: _____

☐ Load transfer containers into vehicle.

☐ Record new door security seal and transfer security seal numbers on the ballot retrieval log.

All procedures completed and recorded: ☐ YES ☐ NO		Initials:
Service Required? ☐ YES ☐ NO	Notes:	
Time of Departure: ☐ AM ☐ PM		Initials:

Election Night Closing

All ballot drop boxes, temporary and permanent, need to be collected or closed at the time the polls close. The process outlined below is focused on permanent, 24-hour drop boxes, but the same general principles can be applied to temporary ballot drop boxes. These instructions can be supplemented with the Election Night Closing Checklist that follows.

Station a bipartisan retrieval team at each drop box 15 minutes before the polls close. They will lock drop boxes as soon as the polls close and retrieve ballots.

- Consider asking other jurisdictions' employees to assist, since this process does not require a great deal of training. Provide each retrieval team with the necessary supplies and checklist as detailed in this guide. In addition to those supplies, these retrieval teams will also need the following:
    - Map with driving directions and approximate time it will take to arrive at their location. This ensures they leave the election facility with enough time to arrive 15 minutes before the close of the election.
    - "Last Voter in Line" card
    - Extra transfer ballot box or bag to collect ballots cast after the polls close. These ballots will not be counted. These are ballots from voters not in line at the time polls close, but who approach the box as the retrieval team is transferring ballots.
    - Checklist with instructions for completing a full sweep of the drop box with a flashlight along with instructions for locking, sealing, recording, transferring ballots to a temporary box, taking a photo and returning to HQ.
- You may have a line of people, or cars, at close of polls with people waiting to cast their ballot in the drop box. As with in-person voting, have one person walk to the end of the line of people and/or cars and hand the last voter in line at close of polls the "Last Voter In Line" card to ensure everyone in line at close of polls may cast their ballot.
- Instructions for how to handle a line of cars (if 24-hour drop box or drive-through ballot drop-off) or a line of people (if temporary indoor drop box). This should include a "Last Voter in Line" card and potentially coordinating with local law enforcement for traffic control.

- Recommend teams take pictures of:
    - Locked ballot slot
    - Inside of the 24-hour boxes once emptied after the close of polls to show that no ballots are left in the box.

It is highly recommended to have your daily ballot retrieval team visit all ballot drop boxes the day after the election to double-check that all ballots were collected.

Election Night Closing Checklist

Ballot Drop Box Name/#:	**Date:**
Retrieval Team Member 1:	**Retrieval Team Member 2:**

- ☐ Ensure you have necessary supplies and chain of custody logs before leaving for your designated drop box.
- ☐ Ensure you take enough transfer boxes or bags to completely empty the drop box.
- ☐ Arrive at your assigned ballot drop box at least 15 minutes early.
- ☐ If there is a line before polls close, one retrieval team member must find the "Last Voter In Line" card and go to the end of the line.
- ☐ At the close of polls, announce "Polls are closed" and lock the door to the drop box. If there is a line, the team member at the end of the line should give the Last Voter In Line card to the last person or car in line at the close of polls. Once the card is given out, return immediately to help empty the drop box.
- ☐ If any voter should try and cast their ballot after the close of polls, put their ballot in the box/bag designated for late ballots.
- ☐ Unlock the access door and remove all ballots, placing them in a transfer box or bag.
- ☐ Using a flashlight, inspect the inside of the drop box for ballots that might be leaning against or stuck to the wall.
- ☐ Once all ballots are removed from the drop box, take a picture of the inside of the empty drop box using your phone.
- ☐ Inspect the drop box area to ensure no ballots have fallen on the ground.
- ☐ Seal the ballot transfer box(es)/bag(s).
- ☐ Verify the access door of the drop box is closed and locked.
- ☐ Close the ballot slot using the slot key.
- ☐ Complete Chain of Custody log(s) for the transfer box(es) or bag(s).
- ☐ Load transfer containers and all supplies into vehicle.
- ☐ Head directly back to counting facility.

All procedures completed and recorded: ☐ YES ☐ NO	Initials:
Time of Departure: ☐ AM ☐ PM	Initials:

Common Mistakes and How to Prevent Them

Problem: Drop boxes left unsealed or unlocked

Solution: Checklist that is signed or initialed for each drop box and verified at the end of every shift

Problem: 24-hour drop boxes left open or unlocked

Solution: Checklist that is signed or initialed for each drop box and verified at the end of every shift

Problem: Drop boxes are full before Election Day and voters are leaving ballots on top, calling news media, etc.

Solution: Increase the number of pickup times as you get closer to Election Day

Problem: Drop boxes not closed at 7 p.m.

Solution: Send retrieval teams out to sweep boxes the day after the election to ensure no ballots are left behind (perhaps take photos)

Appendix A: Drop Box Vendors

This list was compiled by the Center for Tech and Civic Life.

Laserfab, Inc/Vote Armor

www.laserfabusa.com

Models:

- VA-3630 is the most popular
- The largest model, the VA-5038, is used by larger counties
- A third model exists, but no model number was provided

Approximate pricing: The 3630 model runs in between $3000 and $3500, depending on quantity.

Timeline: 6-8 weeks from order

American Security Cabinets

www.ballotdrops.com

Models:

- 7 different sizes and styles: https://ballotdrops.com/product-category/cabinets/

Approximate pricing: Please inquire

Timeline: Please inquire

Fort Knox Mailbox

www.fortknoxmailbox.com

Models: High Security Mailboxes - Fort Knox Mailbox, LLC.

- 3 different sizes: https://www.fortknoxmailbox.com/ballot-boxes/

Approximate pricing: $1,300 - $3,000 each, depending on model

Timeline: Please inquire

Inclusion Solutions

www.inclusionsolutions.com/wp-content/uploads/2019/06/IScatalog2019v8.pdf (pages 12-13)

Models:

- Fortress 400 ideal for indoor use, holds 400 ballots
- Fortress 800 ideal for indoor use, holds 800 ballots
- Fortress 1000 can transition to indoor & outdoor, holds 1,000 ballots

Approximate pricing: Fortress 400 is $130, Fortress 800 is $209, call for info about Fortress 1000

Timeline: Please inquire

Charnstrom

www.charnstrom.com

Models: Four models of "payment cabinets" and "Mail Collection boxes", ranging in size.

- Small: $420 - Commercial/Residential Curbside Mailbox (13"W x 18" D x 20"H)
- Large: $3,608 - Mail Room/Office Mailing Walk or Drive up Box. Holds "hundreds of envelopes and magazines". (24"W x 29.5" D x 53" H)

Pricing: $400 to $4000

Timeline: Please inquire

Global Industrial

www.globalindustrial.com

Models: Mail & Parcel Drop Boxes

- Drop Box Locker: $450 - $1,513 (12"W x 12"D x 16.5"H)
- Supreme Letter Locker: $475 - $2,283 (12"W x 23"D x 24-36"H)
- Extra Large Mailbox & Parcel Post Vault: $883 (19"W x 19"D x 52"H
- Curbside Courier & Collection Box: $759 - $967 (20"W x 26"D x 49"H)

Pricing: $350 to $2,300 depending on model

Timeline: UPS Next Day, UPS 2nd Day, UPS or Truck 3-8 days shipping

U. S. Mail Supply

www.USMailSupply.com

Models: Some examples

- Small Versatile Pedestal Hopper Collection Box $1,175 (17.75” L x 18.75”W x 59” H)
- Courier Drop Box $780 (20"W x 49"H x 26"D)
- All Weather Sealed Outdoor Collection Box $1,065 (22-1/4”W x 22-1/4”D x 47”H)

Pricing: Varies, depending on model

Timeline: Please inquire

Appendix B: Site Feasibility Planner

See following pages.

Deanna Debruler

From: Hillary Hall <hillary@voteathome.org>
Sent: Friday, October 9, 2020 5:45 PM
To: Ryan Chew
Cc: Celestine Jeffreys; Dayna Causby; Kris Teske; Michael Spitzer-Rubenstein
Subject: Re: Green Bay w EG & VAH @ Fri, Oct 9, 2020 5:00pm – 6:00pm (GMT-04)

Thanks for the guide Danya and thanks for the additional information Ryan.

Yes it would be interesting if the way they address consistency is by handling all of this things in a recount.

On Fri, Oct 9, 2020 at 4:39 PM Ryan Chew <ryan@electionsgroup.com> wrote:

> At one point, that guide refers to the Election Day Manual for Election Officials (which is an encompassing term in WI that includes poll workers.)
>
> There I find an answer to one of today's questions there:
> >
>
> Any observer who is a qualified elector of Wisconsin, including an election
>
> inspector can challenge an absentee elector's ballot the same as if the elector were
>
> voting in person. The procedures for challenging an elector's ballot are the same
>
> as the challenge procedure in person. See the "Challenging Electors" section of
>
> this manual for the complete challenge procedure.
>
> I see no reference to other situations than overvoted ballots in the Manual. It would be interesting to know whether the WEC sets percentage thresholds for a mark to be ignored, adjudicated or counted, or whether it's up to the jurisdiction.
>
> Ryan
> The Elections Group
> 312 823-3384
>
> On Fri, Oct 9, 2020 at 5:10 PM Dayna Causby <dayna@electionsgroup.com> wrote:
>
> > 2018 voter intent publication
> >
> > https://elections.wi.gov/sites/default/files/publication/65/counting_spring_pri_gen_elections_rev_2018_02_p14494.pdf
> >
> > --
> > Thank you,

That would be fine, I have a phone call at 1:30 and am free between 2:15 and 3:30.

We are working with Eric from Modern Elections and have put out an RFP to engage a public affairs firm. We anticipate hiring a firm by mid-September.

Celestine

Jeffreys

Chief of Staff

Office of the Mayor

920.448.3006

From: Dayna Causby <dayna@electionsgroup.com>

Sent: Monday, August 31, 2020 9:52 AM

To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Kris Teske <Kris.Teske@greenbaywi.gov>; Ryan Chew <ryan@electionsgroup.com>

Subject: Proposed meeting

All,

I would like to set up time today after 1 CT to talk about communication plans around election results expectations for critical stakeholders and the general public. Is there a time that isn't good?

--

Thank you,

Dayna Causby, CERA

The Elections Group

"Voting is the expression of our commitment to ourselves, one another, this country and this world"

~Sharon Salzberg

--
Thank you,
Dayna Causby, CERA
The Elections Group

"Voting is the expression of our commitment to ourselves, one another, this country and this world"
~Sharon Salzberg

Deanna Debruler

From: Kris Teske
Sent: Friday, October 9, 2020 2:09 PM
To: Celestine Jeffreys
Subject: RE: Cure process question

Please send me Julie Emery's email.

Thank you,

Kris Teske, WCMC
Green Bay City Clerk
100 N. Jefferson St., Rm 106
Green Bay, WI 54301
920-448-3014

From: Celestine Jeffreys [mailto:Celestine.Jeffreys@greenbaywi.gov]
Sent: Thursday, October 8, 2020 8:43 PM
To: Kris Teske <Kris.Teske@greenbaywi.gov>
Subject: FW: Cure process question

This is one of the inquiries about curing.

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

From: Anjali Bhasin <anjali@conservationvoices.org>
Sent: Monday, October 5, 2020 7:47 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: Re: Cure process question

Hi Celestine,

Julie actually works for a different organization. I work with Wisconsin Conservation Voices which is the C3 partner of Wisconsin Conservation Voters. Seth Hoffmeister and Casey Hicks are my colleagues. I would be happy to set up a time to talk. I am free tomorrow from 12:00-1:30p.m. or 3:30-5:30p.m. I can also talk on Wednesday from 3:30-5:00p.m. Would any of those work for you? If not, are there other times that would?

Best,
Anjali

On Mon, Oct 5, 2020 at 1:16 PM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

> Anjali,
>
> I believe I've communicated with one of your co-workers, a Julie Emery. See her email below. She and I weren't successful in setting up a time to talk. Perhaps we can set up a time to discuss?
>
> Celestine,
>
> We're working on making sure we are sharing the most accurate information possible with voters in our voter education programs this year.
>
> Can you share with me what the ballot curing process looks like both for absentee ballots you receive between now and election day and for ballots cast or opened on election day?
>
> Thank you for your help.
>
> --
>
> Julie Emery
>
> Outreach Director
>
> Wisconsin Voices
>
> 540-270-2742 (Mobile

Celestine Jeffreys

Chief of Staff

Office of the Mayor

920.448.3006

From: Anjali Bhasin <anjali@conservationvoices.org>
Sent: Monday, October 05, 2020 12:36 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Amaad Rivera <Amaad.Rivera@greenbaywi.gov>
Subject: Cure process question

Hi Amaad and Celestine,

I hope you are both doing well. I was writing because I had a few questions in terms of the election and the cure process.

More specifically, I was wondering if Green Bay is going to allow voters to fix mistakes on their ballots. If so, do you know what that process will look like and if you need any help with outreach to voters?

I hope you are both well.

Best,

Anjali

--

Anjali Bhasin

Civic Engagement Director

Wisconsin Conservation Voices

She/her/hers

anjali@conservationvoices.org

--

Anjali Bhasin

Civic Engagement Director

Wisconsin Conservation Voices

She/her/hers

anjali@conservationvoices.org

--
Anjali Bhasin
Civic Engagement Director
Wisconsin Conservation Voices
She/her/hers
anjali@conservationvoices.org

Deanna Debruler

From: Jaime Fuge
Sent: Monday, November 2, 2020 7:34 AM
To: Saralynn Finn
Cc: michael@voteathome.org
Subject: RE: Central Count Ballot Tracking Sheets

This is very helpful.

Thank you!

From: Saralynn Finn [mailto:saralynn@voteathome.org]
Sent: Saturday, October 31, 2020 10:31 PM
To: Michael Spitzer-Rubenstein <michael@voteathome.org>
Cc: Jaime Fuge <Jaime.Fuge@greenbaywi.gov>
Subject: Re: Central Count Ballot Tracking Sheets

Yes, here is the document I made to hand out to central count observers.
I can send you an editable version if you need or try and make any changes you want.
Best,
Saralynn

On Sat, Oct 31, 2020 at 4:35 PM Michael Spitzer-Rubenstein <michael@voteathome.org> wrote:

> Saralynn, you've been working on observers. Do you have a good guide for questions they're likely to ask & answers?
>
> Also, Jaime, just to follow up on the call and this email, would you prefer doing a cover sheet like what we created before (travels with the batch of ballots) or a log like what Milwaukee uses (sits at the table)?
>
> Can talk about it tomorrow or even Monday. Will just be a minor tweak of the instructions either way.
>
> Michael
>
> On Sat, Oct 31, 2020 at 4:27 PM Jaime Fuge <Jaime.Fuge@greenbaywi.gov> wrote:
>
> > Hi,
> >
> > I do have a followup question that came to my mind. What are some of the common questions the observers ask. We have not really have observers that have asked many questions prior.
> >
> > Thank you,
> >
> > Jaime

From: Celestine Jeffreys [mailto:Celestine.Jeffreys@greenbaywi.gov]
Sent: Thursday, October 1, 2020 6:32 AM
To: Calvin Winters <Calvin.Winters@greenbaywi.gov>
Cc: Michael Spitzer-Rubenstein <michael@voteathome.org>
Subject: type of ballot opener

Calvin,

Can you tell Michael Spitzer-Rubenstein (one of our Election Grant Mentors) what type of ballot opener we purchased? This will help him make some calculations about Central Count.

Thanks!!

Celestine Jeffreys

Chief of Staff, Mayor's Office

City of Green Bay

--
Michael Spitzer-Rubenstein
State Lead for Wisconsin (Leadership Now Fellow)
National Vote at Home Institute
(310) 980-2872
he/him

Learn more about:
Election Officials Center
Mail Ballot FAQs
Mail Ballot Security

Deanna Debruler

From: Michael Spitzer-Rubenstein <michael@voteathome.org>
Sent: Thursday, October 1, 2020 7:43 AM
To: Celestine Jeffreys
Cc: Calvin Winters
Subject: Re: type of ballot opener

Great, thanks!

On Thu, Oct 1, 2020 at 8:10 AM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

> Thanks, Calvin!
>
> Celestine Jeffreys
>
> Chief of Staff, Mayor's Office
>
> City of Green Bay
>
> ---
>
> **From:** Calvin Winters <Calvin.Winters@greenbaywi.gov>
> **Sent:** Thursday, October 1, 2020 7:10 AM
> **To:** Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
> **Cc:** Michael Spitzer-Rubenstein <michael@voteathome.org>
> **Subject:** RE: type of ballot opener
>
> We purchased 3 Martin Yale 62001 openers in addition to the one opener we already had.
>
>
> **Calvin Winters**
>
> Procurement Manager
>
> City of Green Bay
>
> Ph: (920) 448-3048
>
> Fax (920) 448-3050
>
> Calvin.Winters@greenbaywi.gov
>

Deanna Debruler

From: Kris Teske
Sent: Tuesday, October 13, 2020 1:38 PM
To: Michael Spitzer-Rubenstein
Subject: RE: In Wisconsin, Meet Friday?

Thanks for the guide.

City Hall is only open to staff and the public by appointment but thank you for the offer.

Kris Teske, WCMC
Green Bay City Clerk
100 N. Jefferson St., Rm 106
Green Bay, WI 54301
920-448-3014

From: Michael Spitzer-Rubenstein [mailto:michael@voteathome.org]
Sent: Friday, October 9, 2020 3:58 PM
To: Kris Teske <Kris.Teske@greenbaywi.gov>
Subject: In Wisconsin, Meet Friday?

Kris,

I wanted to share a guide on transparency for election officials we put together with the Carter Center, featured in the Electionline weekly yesterday. I hope it might be useful for you.

I'll also be in Wisconsin starting next week; can I stop by your office next Friday? I'm happy to lend a hand. For instance, I'm helping Milwaukee assign inspectors to Central Count stations as well as polling places; happy to do the same for you.

Thanks and have a good weekend,
Michael

--
Michael Spitzer-Rubenstein
State Lead for Wisconsin (Leadership Now Fellow)
National Vote at Home Institute
(310) 980-2872
he/him

Learn more about:
Election Officials Center
Mail Ballot FAQs

Deanna Debruler

From: Jaime Fuge
Sent: Monday, November 2, 2020 7:34 AM
To: Saralynn Finn
Cc: michael@voteathome.org
Subject: RE: Central Count Ballot Tracking Sheets

This is very helpful.

Thank you!

From: Saralynn Finn [mailto:saralynn@voteathome.org]
Sent: Saturday, October 31, 2020 10:31 PM
To: Michael Spitzer-Rubenstein <michael@voteathome.org>
Cc: Jaime Fuge <Jaime.Fuge@greenbaywi.gov>
Subject: Re: Central Count Ballot Tracking Sheets

Yes, here is the document I made to hand out to central count observers.
I can send you an editable version if you need or try and make any changes you want.
Best,
Saralynn

On Sat, Oct 31, 2020 at 4:35 PM Michael Spitzer-Rubenstein <michael@voteathome.org> wrote:

> Saralynn, you've been working on observers. Do you have a good guide for questions they're likely to ask & answers?
>
> Also, Jaime, just to follow up on the call and this email, would you prefer doing a cover sheet like what we created before (travels with the batch of ballots) or a log like what Milwaukee uses (sits at the table)?
>
> Can talk about it tomorrow or even Monday. Will just be a minor tweak of the instructions either way.
>
> Michael
>
> On Sat, Oct 31, 2020 at 4:27 PM Jaime Fuge <Jaime.Fuge@greenbaywi.gov> wrote:
>
> > Hi,
> >
> > I do have a followup question that came to my mind. What are some of the common questions the observers ask. We have not really have observers that have asked many questions prior.
> >
> > Thank you,
> >
> > Jaime

From: Michael Spitzer-Rubenstein [mailto:michael@voteathome.org]
Sent: Friday, October 30, 2020 10:24 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Jaime Fuge <Jaime.Fuge@greenbaywi.gov>; Amaad Rivera <Amaad.Rivera@greenbaywi.gov>; Kim Wayte <Kim.Wayte@greenbaywi.gov>
Subject: Central Count Ballot Tracking Sheets

Hi all,

Sharing the updated versions of the ballot tracking sheets for Central Count:

1. Courier log for City Hall to KI (adjusting the dropbox log)
2. Processing cover sheet (for tracking a batch of ballots from a single ward into the DS450)
3. Reconstruction cover sheet (for tracking ballots that need remaking in a single batch across many wards)

Since we have the processes nailed down and I understand it all now, I'm going to work on the training manual tomorrow.

See you tomorrow,

Michael

--

Michael Spitzer-Rubenstein

State Lead for Wisconsin (Leadership Now Fellow)

National Vote at Home Institute

([redacted]

he/him

Learn more about:

Election Officials Center

Mail Ballot FAQs

> Mail Ballot Security

--
Michael Spitzer-Rubenstein
State Lead for Wisconsin (Leadership Now Fellow)
National Vote at Home Institute
([redacted]
he/him

Learn more about:
Election Officials Center
Mail Ballot FAQs
Mail Ballot Security

Deanna Debruler

From: Michael Spitzer-Rubenstein <michael@voteathome.org>
Sent: Monday, November 2, 2020 9:01 AM
To: Celestine Jeffreys
Cc: Diana Ellenbecker; Chris Pirlot; Steven Grenier
Subject: Re: Central Count Set Up Details (DPW)
Attachments: Log - Delivery Open and Close.docx

Hi all, here's the log I put together for moving ballots in the morning and evening.

It's meant to be printed double-sided so each truck will have its own sheet. We'll need to print 4 total, 2 for the morning, 2 for the evening.

Michael

On Fri, Oct 30, 2020 at 4:57 PM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

> Celestine Jeffreys is inviting you to a scheduled Zoom meeting.
>
> Join Zoom Meeting
> [redacted]
>
> Meeting ID: [redacted]
> Passcode: [redacted]
> One tap mobile
> +19292056099,,82422490111#,,,,,,0#,,763276# US (New York)
> +13017158592,,82422490111#,,,,,,0#,,763276# US (Germantown)
>
> Dial by your location
> +1 929 205 6099 US (New York)
> +1 301 715 8592 US (Germantown)
> +1 312 626 6799 US (Chicago)
> +1 669 900 6833 US (San Jose)
> +1 253 215 8782 US (Tacoma)
> +1 346 248 7799 US (Houston)
> Meeting ID: [redacted]
> Passcode: [redacted]
> Find your local number: https://us02web.zoom.us/u/kmjPjfv6

--
Michael Spitzer-Rubenstein
State Lead for Wisconsin (Leadership Now Fellow)
National Vote at Home Institute

Deanna Debruler

From: Diana Ellenbecker
Sent: Wednesday, October 21, 2020 8:20 AM
To: Kris Teske
Cc: Kim Wayte
Subject: RE: Assistance from NVAHI tomorrow

Kris / Kim,

Kris you are Clerk and this is your show!

I 100% agree that this person, can socially distance observe, but not in the Clerk's office. We can tactfully say until the lawsuit is done, we can't risk any more press. He could possibly help direct traffic or sit at the end of the hall to observe. Maybe even help sort in-coming ballots with the temp help.

Thank you,
Diana

From: Kris Teske
Sent: Tuesday, October 20, 2020 9:31 PM
To: Diana Ellenbecker <Diana.Ellenbecker@greenbaywi.gov>
Cc: Kim Wayte <Kim.Wayte@greenbaywi.gov>
Subject: RE: Assistance from NVAHI tomorrow

Really……..is Celestine running it now. Please let me know. The Clerk's Office said we didn't want anyone from the grant team (or contracted through the grant team) to be in our office. If he wants to give us suggestions (observing) we are fine with that but he shouldn't be working in the office. We need to social distance in the office I want the Clerk's staff to feel safe.

With the lawsuit I am not comfortable having him in the office. People are saying they are partisan group, we don't think it looks good.

[redacted] tomorrow morning but Kim is aware of this.

I thought after the meeting today everything was good. I'm the Clerk and in charge of the ballots not the Mayor's Office.

I know you know all of this but this has got to stop. Celestine is still controlling the show and now Amaad is telling me what is right and what is wrong. If I am to step aside there needs to be a press release because I will NOT take the blame for anything they do.

Thanks for listening.

Kris Teske, WCMC
Green Bay City Clerk
100 N. Jefferson St., Rm 106
Green Bay, WI 54301
920-448-3014

From: Diana Ellenbecker
Sent: Tuesday, October 20, 2020 8:27 PM
To: Kris Teske <Kris.Teske@greenbaywi.gov>
Cc: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: FW: Assistance from NVAHI tomorrow

Fyi….

Thank you,
Diana

From: Celestine Jeffreys [mailto:Celestine.Jeffreys@greenbaywi.gov]
Sent: Tuesday, October 20, 2020 8:26 PM
To: Diana Ellenbecker <Diana.Ellenbecker@greenbaywi.gov>
Subject: RE: Assistance from NVAHI tomorrow

Hey, Diana!

Yes, he's there to help, but not to be an observer, per se. I will be here to introduce him to the staff and support him. He'll be here in the afternoon.

Thanks!!

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

From: Diana Ellenbecker <Diana.Ellenbecker@greenbaywi.gov>
Sent: Tuesday, October 20, 2020 8:06 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Kris Teske <Kris.Teske@greenbaywi.gov>
Subject: Assistance from NVAHI tomorrow

Hi Celestine,

I have copied Clerk Teske on this e-mail. Please let us know where Michael will be located tomorrow afternoon, will he just be an observer? Since the Mayor's office is taking this appointment, will your department be meeting Michael at the door and introducing him to the Clerk's staff.

We are certainly open to hear some feedback from Michael on his observations after the close of business for potential changes on future days.

Is there an expectation of the Clerk's office staff to work with Michael tomorrow?

Thank you for the heads up that he will be in the office tomorrow.

Diana

From: Celestine Jeffreys [mailto:Celestine.Jeffreys@greenbaywi.gov]
Sent: Tuesday, October 20, 2020 7:38 PM
To: Diana Ellenbecker <Diana.Ellenbecker@greenbaywi.gov>
Subject: RE: Assistance

Hi, Diana!

EIPAV is early in-person absentee voting and the NVAHI is the national vote at home institute.

He will help crunch numbers and organize the voting downstairs. He offered to come, he's part of the Election grant, and I cleared it with the Mayor first.

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

From: Diana Ellenbecker <Diana.Ellenbecker@greenbaywi.gov>
Sent: Tuesday, October 20, 2020 7:34 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: RE: Assistance

Hi Celestine,
Can you explain more, what is EIPAV? What is NVAHI?

What would Michael be assisting us with?

Thank you,
Diana

From: Celestine Jeffreys [mailto:Celestine.Jeffreys@greenbaywi.gov]
Sent: Tuesday, October 20, 2020 7:27 PM
To: Diana Ellenbecker <Diana.Ellenbecker@greenbaywi.gov>
Subject: Assistance

Diana,

Tomorrow afternoon, Michael Spitzer-Rubenstein from the National Vote at Home Institute will visit us to provide some assistance on setting up the EIPAV. He has an MBA from NYU and is on loan to the NVAHI from Price Waterhouse Coopers.

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

Deanna Debruler

From: Michael Spitzer-Rubenstein <michael@voteathome.org>
Sent: Friday, October 30, 2020 1:27 PM
To: Amaad Rivera; Jaime Fuge; Diana Ellenbecker; Kim Wayte; Celestine Jeffreys
Subject: Revised Central Count Roles
Attachments: Central Count Poll Worker Needs v2.xlsx

As discussed this morning:

65 people for shift 1 (6 AM - 3 PM)
65 people for shift 2 (2 PM - 11 PM)
25 people for shift 3 (10 PM - close)

I think the one big remaining question is just delivering the machines over to KI on Monday but I know, Diana, that you're working on it.

Michael

--
Michael Spitzer-Rubenstein
State Lead for Wisconsin (Leadership Now Fellow)
National Vote at Home Institute
(310) 980-2872
he/him

Learn more about:
Election Officials Center
Mail Ballot FAQs
Mail Ballot Security

Deanna Debruler

From: Kris Teske
Sent: Thursday, August 27, 2020 8:58 AM
To: Diana Ellenbecker
Subject: RE: BadgerBooks
Attachments: Re: FW: Following up on CTCL request; RE: Badger Books (Green Bay)

See attached and below in red. The first attached is from the grant team stating they would like the funds used for the 2020 elections (that's not what was said in the beginning). The second one is from the WEC (from June) stating we couldn't implement them until 2021 (this email was sent to the Ad Hoc Committee at that time).

Let me know if you have any questions.

Kris Teske, WCMC
Green Bay City Clerk
100 N. Jefferson St., Rm 106
Green Bay, WI 54301
920-448-3014

From: Diana Ellenbecker
Sent: Thursday, August 27, 2020 7:50 AM
To: Kris Teske <Kris.Teske@greenbaywi.gov>
Subject: RE: BadgerBooks

Hi Kris,
Thanks for sharing and I am sorry you are so frustrated. I completely understand why.

Ok, I am glad to hear you are on board with the BadgerBooks and I understand why you would not be able to implement for November. Do you think realistically we can order them this year so we can use the grant dollars? I saw the quotes, but what is the estimated cost for all the BadgerBooks we would need, just a quick number. Should we put in the requisition so we can move quickly if a decision is made? Yes, we can order them this year and would be delivered mid-December. The WEC isn't going to on the BadgerBooks until Dec. /Jan. I have an email into the WEC asking if we need 2 BadgerBooks (by law) to replace 2 poll books or 1 BadgerBook to replace 2 poll books. I will let you know the cost at that time. It will also depend on which one we choose. One style has more cords/plugins and the other doesn't but when the Badgerbook with the cords breaks it doesn't put the whole thing out of commission whereas the one with less cords means the whole unit goes back. My other concern is outlets at the polling locations. Some of the polling locations only have enough outlets for the tabulator and ExpressVote.

I agree with a dropbox in front of City Hall for curbside drop off. The back dropboxes are think are just temporary during COVID and will probably still be in use this November but going forward I would assume not. In my opinion to keep the one in back for absentee ballots is a mistake. I don't think City Staff will be able to get out of the parking lot the last two weeks before the election especially. Could also be more accidents where Celestine's car is parked (that used to be an issue). We get a lot of complaints that it is hard to find. We will be putting information in the absentee envelopes stating where the drop boxes will be located.

Why do you think the fire station are a huge mistake, location? We had a polling location at the polls and people just park and do whatever they want. These locations will probably be okay for elections other than the Presidential but I think people will block the driveways (again probably the week before the election) and cause some delays.

I really think the action of "receive on file" was the wrong action, they should have referred back to staff right away. You were already going to follow-up on several of the items, so it was already going to be discussed again.

100% you should never feel pressured to do something that is against the law!!

Thank you,
Diana

From: Kris Teske
Sent: Wednesday, August 26, 2020 10:26 AM
To: Diana Ellenbecker <Diana.Ellenbecker@greenbaywi.gov>
Subject: RE: BadgerBooks

First, I don't think we have a choice. The Mayor and Celestine are the ones who suggested these for this year. I wanted to wait until the "bugs" were worked out but this is probably our only time to be able to afford them. In the long run this should help alleviate overtime after the Presidential Election every 4 years. After telling my concerns at the Ad Hoc Committee (before the grant) everyone understood why I didn't want them. Once we had the grant I emailed the WEC and was told we wouldn't get them until next year (email was sent to Celestine and I believe put in the Ad Hoc packet). I had stated then there is no way I would start using BadgerBooks for the November election anyway and everyone understood. Now Celestine is surprised that I don't want to use them for November but is going along with it (I think). But to answer your question yes I would like them but not for November.

My concern is all these additional things the "group" wants to add will affect the budget in the following years. Who is going to do all of this setting up (I think it should be an IT person not the setup crew-31 polling locations)? Are we going to leave this equipment overnight at the polls setup? I don't think with everything else this could be done from 6:30 a.m. to 7 a.m. on Election Day.

Also, Celestine and I talked on Monday about dropboxes and I told her my thoughts. She was going to have other people make the decision where these will be placed. I said I am the Clerk. She said where do you want them and I told her. She stated the "mentors" think they should be on the City's property which I understand but I said that is our issue to begin with concerning polling locations. She said pick 8 places and then we can discuss with the group?!?!? Not 5 minutes later she sends an email to Chief Litton asking if we can have 4 of the 5 at the Fire Stations. Evidently, the Chief told her this is okay. So that is where they are going to go IF we can find some to buy in time. When Council approved 2 dropboxes and I knew the "group" wanted more. I said to Celestine if we are going to buy more we might get a better deal (I wasn't allowed to purchase anything without her approval) than buying the two now. I think the Fire Stations are a huge mistake. I also suggested we put a dropbox in front of City Hall to drop their ballots in from their car. She said we will do that but also keep the one in the back. Why are we keeping the one in the back?!?! This will be a disaster for November.

One other thing, Ald. Dorff and I talked yesterday. She doesn't want my responses to the second "report" to go to Ad Hoc. I said why is it okay to throw me under the bus but when it's the other way around it's a different story. I told her I wanted them on the agenda and she kept saying are you sure, are you sure. Finally, I said I don't care and right away she said okay I'll call Celestine. So she got what she wanted but I let her know I knew what was going on the whole time. Even Kim said to me the Wednesday after the Council meeting that Ald. Dorff had Ald. Galvin pull this and refer back. Do they think we are stupid and can't see what they are doing???? She said it was all a misunderstanding. I told her my concerns:

1) Ald. Galvin stated at Council he read the report and watched the video. I told her there wasn't a report, minutes, or a video to watch of the Ad Hoc meeting before the Council meeting. So I didn't understand why that was said. She later admitted Ald. Galvin asked for her report. So he didn't know that I had talked about each point and that some of the things would be looked into. Celestine put received and placed on file so they thought nothing was being done.
2) I also asked who told her to go to the polling locations and report back, she said Celestine and Susan (this wasn't discussed at the Ad Hoc meeting). I have nothing to hide. She admitted there is the "group" that are discussing and making decisions. So for show I might be asked my opinion but as you can see above things have already been decided by the "group".

If I knew they would get the blame for the decisions I wouldn't say anything but just like in April when I didn't make the final decisions (even though I gave my opinion-I have the email) I will be the one to get blamed because it's the Clerk's job.

On Saturday I saw on the City's facebook page the City was supporting COVO's registration drive. No one ever told the Clerk's Office. Instead of people making appointments in the Clerk's Office we could have been giving them this option but Celestine didn't feel it was important to let us know, the ones that are taking the phone calls. Matt from DPW talked to St. Norbert College about college students helping at the polls when I was working with someone already. She has excluded me from that whole portion of the planning….it's so embarrassing!

There is one more thing I want to say: If I am ever asked to do anything against the law the answer will be NO! If you want more clarification on this please give me a call.

Thanks for listening.

Kris Teske, WCMC
Green Bay City Clerk
100 N. Jefferson St., Rm 106
Green Bay, WI 54301
920-448-3014

From: Diana Ellenbecker
Sent: Wednesday, August 26, 2020 9:26 AM
To: Kris Teske <Kris.Teske@greenbaywi.gov>
Subject: RE: BadgerBooks

Kris,
Are BadgerBooks something you and Kim want?

Thank you,
Diana

From: Kris Teske
Sent: Monday, August 24, 2020 8:15 AM
To: 'Susan Smith' <sksmith@smithlegaladvisors.com>; Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Cc: Kim Wayte <Kim.Wayte@greenbaywi.gov>; Diana Ellenbecker <Diana.Ellenbecker@greenbaywi.gov>
Subject: BadgerBooks

Good Morning,

Here are the quotes for the BadgerBooks.

Somethings to consider:

Who will set all of this equipment up for Election Day?
Who will take all of this equipment down after the Election?
Are there enough outlets in the rooms we are using for us to add additional equipment?

Thanks,

Kris Teske, WCMC
Green Bay City Clerk
100 N. Jefferson St., Rm 106
Green Bay, WI 54301
920-448-3014

HYATT REGENCY

2021 Central Count

Booking #:28149747

Hotel	TopicTopic	Change Log Entries	Prices	Format	Event Date Range
GRBRG	ALL	3 days	Show	Without Changes	

Function Room	Event Order Type
ALL	ALL

Event Date:Sunday, November 1, 2020

Date	Start Time	End Time	Location	Attendance			On Site:	Diana Ellenbecker
Sun, Nov 1	08:00 AM	04:00 PM	GRAND BALLROOM	E/G/S	Bkng:	2021 Central Count	EPM:	Tracy Hillesheim
				100/0/0	Event:	SETUP	SM:	Tracy Hillesheim
Reader Board Ind					EO:	Setup	Bill Inst:	
Primary PM# 9639		PM#:			EO #:	14982306		

	Serve Time	Servings	Description	Price
Setup	08:00 AM		See Diagram provided by EPM ROOM MUST BE SET AND READY BY 8AM FOR CLIENT SETUP 8x30 Table(s) (50) 8x30 tables set per diagram - 4 Groupings of 7 tables; additional tables per diagram Black Mesh Chairs (100) chairs set per diagram 32x8x24 Riser with Steps per diagram Recycle Bin and Garbage Can *Place several garbage cans and recycle bins around the perimeter of the room	
AV	08:00 AM	10	Power Drop	35.00 Ea.
Security	08:00 AM		SECURITY NOTE Between 8AM and noon, workers will arrive with counting machines that will need to go to Grand Reg Counter. Workers will go thru security and get temp checked and wrist banded and will need to use some carts to move machines upstairs. Engineering is re-keying the Grand Reg Counter and providing group with 4 keys and Kristine Hall, GM will hold the 5th key in case of emergency. *** After Event Setup has sprayed room, Grand Ballroom will need to be locked.	
Engineering	08:00 AM		Meeting Room Lock Change(s) Number of keys to provide: 5 (4 to group and 1 for hotel to keep-Kristine Hall will hold for hotel) Deliver keys to: Michael Spitzer-Rubenstein Restore meeting room locks on: Friday, 11/6/2020.	275.00 Ea.
Misc. All	08:00 AM		EPM NOTE Michael Spitzer-Rubenstein will be the on-site contact for the group. Tracy Hillesheim has his cell number should anyone have questions or needs to contacat Michael.	

HYATT REGENCY

2021 Central Count

Booking #:28149747

Hotel	TopicTopic	Change Log Entries	Prices	Format	Event Date Range
GRBRG	ALL	3 days	Show	Without Changes	
Function Room			Event Order Type		
ALL			ALL		

Event Date:Tuesday, November 3, 2020

Date	Start Time	End Time	Location	Attendance	Bkng: 2021 Central Count	On Site: Diana Ellenbecker
Tue, Nov 3	05:00 AM	02:00 AM	GRAND BALLROOM	E/G/S 100/0/0	Event: Central Count	EPM: Tracy Hillesheim
					EO: Meeting	SM: Tracy Hillesheim
					EO #: 14982308	Bill Inst:
Reader Board Ind	X					
Primary PM# 9639		PM#:				

	Serve Time	Servings	Description	Price
Setup	05:00 AM		Existing Set	
Venue Rental	05:00 AM	1	Room Rental, Tax, No Service Charge	10,000.00 Ea.
Security	05:00 AM		SECURITY NOTE Please have the outside doors to the staircase by Riverview 3 unlocked as poll workers will be parking in the WPS lot and entering thru the staircase by Riverview 3 Room. ••• DO NOT UNLOCK GRAND BALLROOM UNTIL MICHAEL SPITZER-RUBENSTEIN REQUESTS AND IS WITH SECURITY WHEN UNLOCKING THE GRAND BALLROOM DOORS. ••• Sometime around 6:15AM, ballots will begin to arrive at hotel. There will be approx 47 boxes of ballots that will go to Grand Ballroom. The person/s bringing the ballots will go to security for tem check and wrist banding and will need assistance getting a red cart/s and shown the way to Grand Ballroom via elevator and back of house. •••	
Engineering	05:00 AM		Meeting Room Lock Change(s) Number of keys to provide: Deliver keys to: Restore meeting room locks on:	
Misc. All	05:00 AM		EPM NOTE On Tuesday, hotel should expect to see at least 4 media channels arriving who will be doing story or video taping in the Grand Ballroom. **Amaad Rivera is the main contact for media** on Tuesday. Please see Tracy Hillesheim should you need a phone number to reach Mr. Rivera.	

Hotel	TopicTopic	Change Log Entries	Prices	Format	Event Date Range
GRBRG	ALL	3 days	Show	Without Changes	
Function Room			**Event Order Type**		
ALL			ALL		

Event Date:Sunday, November 1, 2020

Date	Start Time	End Time	Location	Attendance				
Sun, Nov 1	**08:00 AM**	**04:00 PM**	**GRAND BALLROOM**	E/G/S 100/0/0	**Bkng:** **Event:** **EO:** **EO #:**	2021 Central Count SETUP Setup 14982306	**On Site:** **EPM:** **SM:** **Bill Inst:**	Diana Ellenbecker Tracy Hillesheim Tracy Hillesheim
Reader Board Ind	-							
Primary PM# 9639		**PM#:**						

	Serve Time	Servings	Description	Price
Setup	08:00 AM		See Diagram provided by EPM ROOM MUST BE SET AND READY BY 8AM FOR CLIENT SETUP 8x30 Table(s) (50) 8x30 tables set per diagram - 4 Groupings of 7 tables; additional tables per diagram Black Mesh Chairs (100) chairs set per diagram 32x8x24 Riser with Steps per diagram Recycle Bin and Garbage Can *Place several garbage cans and recycle bins around the perimeter of the room	
AV	08:00 AM	10	Power Drop	35.00 Ea.
Security	08:00 AM		SECURITY NOTE Between 8AM and noon, workers will arrive with counting machines that will need to go to Grand Reg Counter. Workers will go thru security and get temp checked and wrist banded and will need to use some carts to move machines upstairs. Engineering is re-keying the Grand Reg Counter and providing group with 4 keys and Kristine Hall, GM will hold the 5th key in case of emergency. *** After Event Setup has sprayed room, Grand Ballroom will need to be locked.	
Engineering	08:00 AM		Meeting Room Lock Change(s) Number of keys to provide: 5 (4 to group and 1 for hotel to keep-Kristine Hall will hold for hotel) Deliver keys to: Michael Spitzer-Rubenstein Restore meeting room locks on: Friday, 11/6/2020.	275.00 Ea.
Misc. All	08:00 AM		EPM NOTE Michael Spitzer-Rubenstein will be the on-site contact for the group. Tracy Hillesheim has his cell number should anyone have questions or needs to contacat Michael.	

Hotel	TopicTopic	Change Log Entries	Prices	Format	Event Date Range
GRBRG	ALL	3 days	Show	Without Changes	
Function Room			**Event Order Type**		
ALL			ALL		

Event Date:Monday, November 2, 2020

Date	Start Time	End Time	Location	Attendance			On Site:	
Mon, Nov 2	**07:00 AM**	**09:00 PM**	**GRAND BALLROOM**	E/G/S	**Bkng:**	2021 Central Count		Diana Ellenbecker
				100/0/0	**Event:**	SETUP	**EPM:**	Tracy Hillesheim
Reader Board Ind	X				**EO:**	Setup	**SM:**	Tracy Hillesheim
					EO #:	14982307	**Bill Inst:**	
Primary PM# 9639		**PM#:**						

	Serve Time	Servings	Description	Price
Setup	07:00 AM		Refresh Existing Set *Group requests we static spray the room after 7PM to ensure room is santized and ready for poll workers arrival on Tuesday morning at 5:30AM	
Security	07:00 AM		SECURITY NOTE Unlock Grand Ballroom at 7AM and lock again at 9PM	

Hotel	TopicTopic	Change Log Entries	Prices	Format	Event Date Range
GRBRG	ALL	3 days	Show	Without Changes	

Function Room	Event Order Type
ALL	ALL

Event Date:Tuesday, November 3, 2020

Date	Start Time	End Time	Location	Attendance			On Site:	
Tue, Nov 3	05:00 AM	02:00 AM	GRAND BALLROOM	E/G/S	Bkng:	2021 Central Count	On Site:	Diana Ellenbecker
				100/0/0	Event:	Central Count	EPM:	Tracy Hillesheim
Reader Board Ind	X				EO:	Meeting	SM:	Tracy Hillesheim
Primary PM# 9639		PM#:			EO #:	14982308	Bill Inst:	

	Serve Time	Servings	Description	Price
Setup	05:00 AM		Existing Set	
Venue Rental	05:00 AM	1	Room Rental, Tax, No Service Charge	10,000.00 Ea.
Security	05:00 AM		SECURITY NOTE Please have the outside doors to the staircase by Riverview 3 unlocked as poll workers will be parking in the WPS lot and entering thru the staircase by Riverview 3 Room. *** DO NOT UNLOCK GRAND BALLROOM UNTIL MICHAEL SPITZER-RUBENSTEIN REQUESTS AND IS WITH SECURITY WHEN UNLOCKING THE GRAND BALLROOM DOORS. *** Sometime around 6:15AM, ballots will begin to arrive at hotel. There will be approx 47 boxes of ballots that will go to Grand Ballroom. The person/s bringing the ballots will go to security for tem check and wrist banding and will need assistance getting a red cart/s and shown the way to Grand Ballroom via elevator and back of house. ***	
Engineering	05:00 AM		Meeting Room Lock Change(s) Number of keys to provide: Deliver keys to: Restore meeting room locks on:	
Misc. All	05:00 AM		EPM NOTE On Tuesday, hotel should expect to see at least 4 media channels arriving who will be doing story or video taping in the Grand Ballroom. Amaad Rivera is the main contact for media on Tuesday. Please see Tracy Hillesheim should you need a phone number to reach Mr. Rivera.	

Deanna Debruler

From: Michael Spitzer-Rubenstein <michael@voteathome.org>
Sent: Friday, October 30, 2020 4:36 PM
To: Celestine Jeffreys; Mike Hronek; Amaad Rivera; Jaime Fuge; Shelby Edlebeck
Subject: Wifi for KI
Attachments: City-of-Green-Bay 11.03.2020.pdf

---------- Forwarded message ---------
From: **Trent Jameson** <trent.jameson@psav.com>
Date: Tue, Oct 27, 2020 at 5:11 PM
Subject: Nov 3rd event...
To: michael@voteathome.org <michael@voteathome.org>
Cc: Hillesheim, Tracy (GRBRG) <tracy.hillesheim@hyatt.com>

Hi Michael,

Here is the quote for the event on Tuesday, Nov 3rd at the Hyatt Regency and KI Convention Center. You decided that you didn't need the projector or screen so I added the 10 power drops around the room and I'll comp the internet for the event. We'll set up the power drops in the room on Sunday after the hotel has the tables in place. I'm only going to charge you for one day and the other days will be comp'd.

I'll have my team create two separate SSID's for you.

One SSID will be hidden and it's: 2020vote There will be no password or splash page for this one and it should only be used for the sensitive machines that need to be connected to the internet.

The other SSID will be: gbvote and that one can be seen in the settings app of your phone or laptop under "networks" and should be used for the poll workers who need internet.

The third SSID will be: Hyatt_Meeting and that one can also be seen in the settings app of your phone or laptop under "networks" and that will have a password of Hyatt123 and should be given out to media or other guests not part of your team.

If you need anything else please reach out to me and we'll do everything we can to make this event smooth and hiccup free.

Trent Jameson
Director, Event Technology - PSAV®
Hyatt Regency and KI Convention Center

333 Main Street, Green Bay, WI 54301
■ office: 920.321.5083 ■ mobile [redacted]

PSAV Virtual Events – Click Here

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Michael Spitzer-Rubenstein
State Lead for Wisconsin (Leadership Now Fellow)
National Vote at Home Institute
(310) 980-2872
he/him

Learn more about:
Election Officials Center
Mail Ballot FAQs
Mail Ballot Security

Deanna Debruler

From: Michael Spitzer-Rubenstein <michael@voteathome.org>
Sent: Sunday, November 1, 2020 10:46 AM
To: Shelby Edlebeck
Cc: Celestine Jeffreys; Mike Hronek; Amaad Rivera; Jaime Fuge
Subject: Re: Wifi for KI

Got the passwords, too! (And I can report that both networks reach my hotel room on the 8th floor, so I assume they just set these across the entire system).

Network Name: [redacted]

(THIS IS AN OPEN NETWORK / NO PASSWORD WITH A HIDDEN SSID)

and

Network Name: [redacted]

Password: [redacted]

On Fri, Oct 30, 2020 at 4:42 PM Shelby Edlebeck <Shelby.Edlebeck@greenbaywi.gov> wrote:

> Awesome, thanks for the info! See you Monday at 10am
>
> Thank you,
>
> ***Shelby Edlebeck***
>
> 920.448.3207
>
> **From:** Michael Spitzer-Rubenstein [mailto:michael@voteathome.org]
> **Sent:** Friday, October 30, 2020 4:36 PM
> **To:** Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Mike Hronek <mike.hronek@greenbaywi.gov>; Amaad Rivera <Amaad.Rivera@greenbaywi.gov>; Jaime Fuge <Jaime.Fuge@greenbaywi.gov>; Shelby Edlebeck <Shelby.Edlebeck@greenbaywi.gov>
> **Subject:** Wifi for KI

---------- Forwarded message ---------
From: **Trent Jameson** <trent.jameson@psav.com>
Date: Tue, Oct 27, 2020 at 5:11 PM
Subject: Nov 3rd event...
To: michael@voteathome.org <michael@voteathome.org>
Cc: Hillesheim, Tracy (GRBRG) <tracy.hillesheim@hyatt.com>

Hi Michael,

Here is the quote for the event on Tuesday, Nov 3rd at the Hyatt Regency and KI Convention Center. You decided that you didn't need the projector or screen so I added the 10 power drops around the room and I'll comp the internet for the event. We'll set up the power drops in the room on Sunday after the hotel has the tables in place. I'm only going to charge you for one day and the other days will be comp'd.

I'll have my team create two separate SSID's for you.

One SSID will be hidden and it's: [redacted] There will be no password or splash page for this one and it should only be used for the sensitive machines that need to be connected to the internet.

The other SSID will be: [redacted] and that one can be seen in the settings app of your phone or laptop under "networks" and should be used for the poll workers who need internet.

The third SSID will be: [redacted] and that one can also be seen in the settings app of your phone or laptop under "networks" and that will have a password of [redacted] and should be given out to media or other guests not part of your team.

If you need anything else please reach out to me and we'll do everything we can to make this event smooth and hiccup free.

Trent Jameson
Director, Event Technology - PSAV®
Hyatt Regency and KI Convention Center
333 Main Street, Green Bay, WI 54301
■ office: 920.321.5083 ■ mobile: 920.636.0383

PSAV Virtual Events – Click Here

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Michael Spitzer-Rubenstein

State Lead for Wisconsin (Leadership Now Fellow)

National Vote at Home Institute

([redacted]

he/him

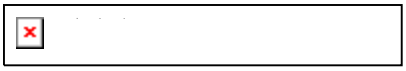
Learn more about:

Election Officials Center

Mail Ballot FAQs

Mail Ballot Security

--
Michael Spitzer-Rubenstein
State Lead for Wisconsin (Leadership Now Fellow)
National Vote at Home Institute
[redacted]
he/him



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Mail Ballot Security

Deanna Debruler

From: Michael Spitzer-Rubenstein <michael@voteathome.org>
Sent: Sunday, November 1, 2020 10:52 AM
To: Diana Ellenbecker; Jaime Fuge; Amaad Rivera
Subject: Central Count Staffing Roles
Attachments: KI Diagram with Roles.pdf; Central Count Staff List.xlsx

Hi all,
In advance of meeting tomorrow, I'm attaching two files:

1. A diagram of KI with tables marked.
2. A Central Count Staff List (blank but with all the roles we'll need for shifts 1 and 2). For roles with a partner, I labeled them A and B.

I'm not sure what the count is right now, but here's where I would put extra people:

- 1 extra person for each of the scanners (so 3 total), working on paperwork and ballot flattening
- Extra runners/ballot sorters (depending on how many ballots we get on Election Day, either very busy or very boring), could also trade-off with the person guarding the dropbox
- An extra Reconstruction table (would need to be experienced)
- Check-in table for press/observers and second shift

Michael

--
Michael Spitzer-Rubenstein
State Lead for Wisconsin (Leadership Now Fellow)
National Vote at Home Institute
(310) 980-2872
he/him

Learn more about:
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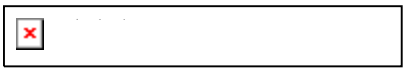
Deanna Debruler

From: Michael Spitzer-Rubenstein <michael@voteathome.org>
Sent: Friday, October 30, 2020 5:28 PM
To: Jaime Fuge; Kim Wayte
Subject: Milwaukee Central Count Manual
Attachments: Central Count Procedures (Final).pdf

Here's what we helped Milwaukee create. Slightly different steps and I want to use photos of Green Bay forms (since Milwaukee created different forms) but this is the basic idea of what we'd do.

Michael

--
Michael Spitzer-Rubenstein
State Lead for Wisconsin (Leadership Now Fellow)
National Vote at Home Institute
(310) 980-2872
he/him



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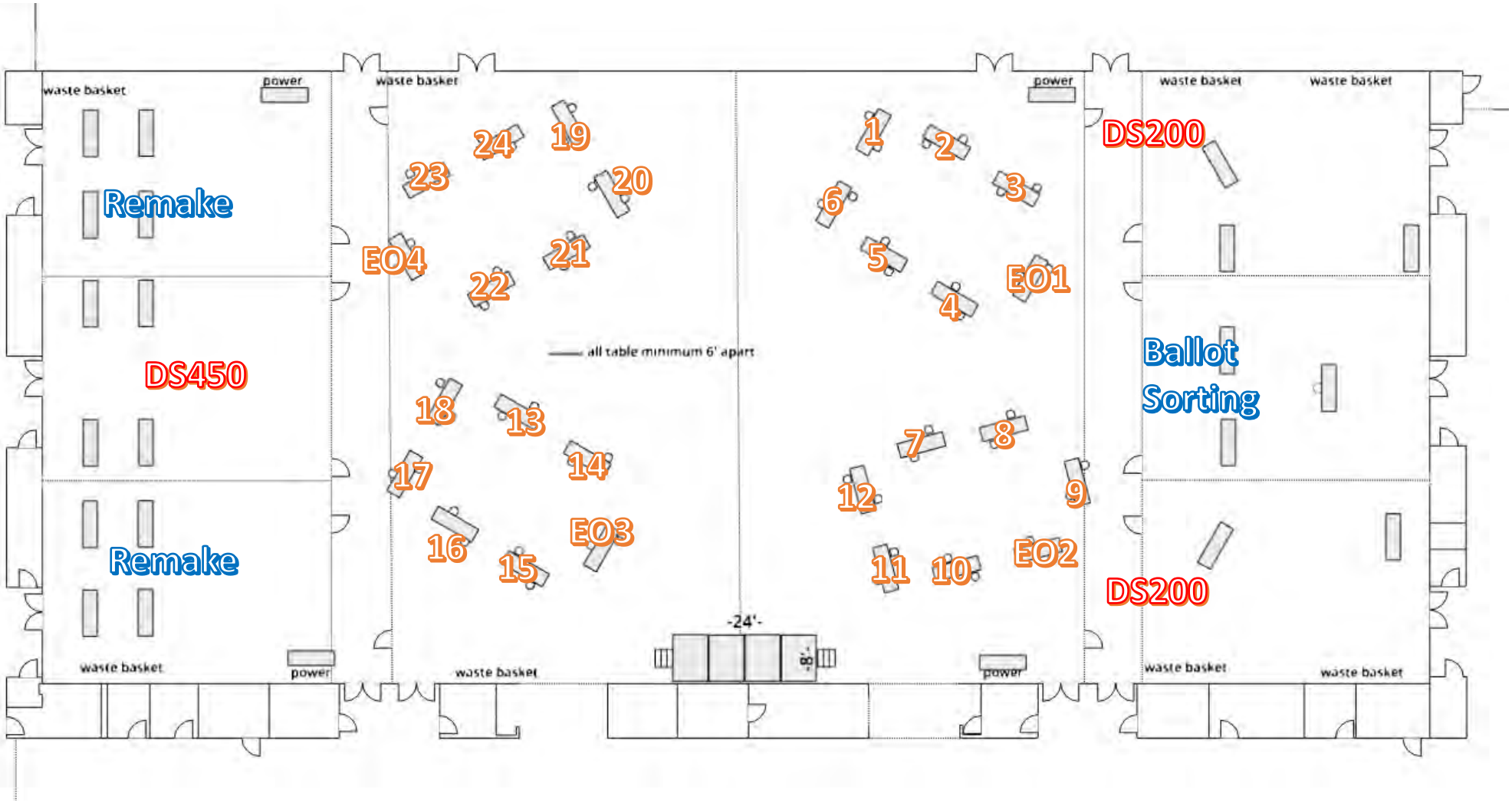
waste basket
power
waste basket
power
waste basket
waste basket
Remake
DS450
Remake
EO4
EO3
EO2
EO1
DS200
Ballot
Sorting
DS200
all table minimum 6' apart
-24'-
waste basket
power
waste basket
power
waste basket
waste basket
1
2
3
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24

Deanna Debruler

From: Michael Spitzer-Rubenstein <michael@voteathome.org>
Sent: Wednesday, October 28, 2020 12:55 PM
To: Diana Ellenbecker
Cc: Amaad Rivera
Subject: Re: KICC Central count layout
Attachments: Ki Diagram v2.pdf

Hi Diana, was just about to email you!

I'm attaching the diagram we have now. We'll still need to make changes, depending on how many DS200s we get but we'll have 50 tables and 100 chairs, which should be more than enough.

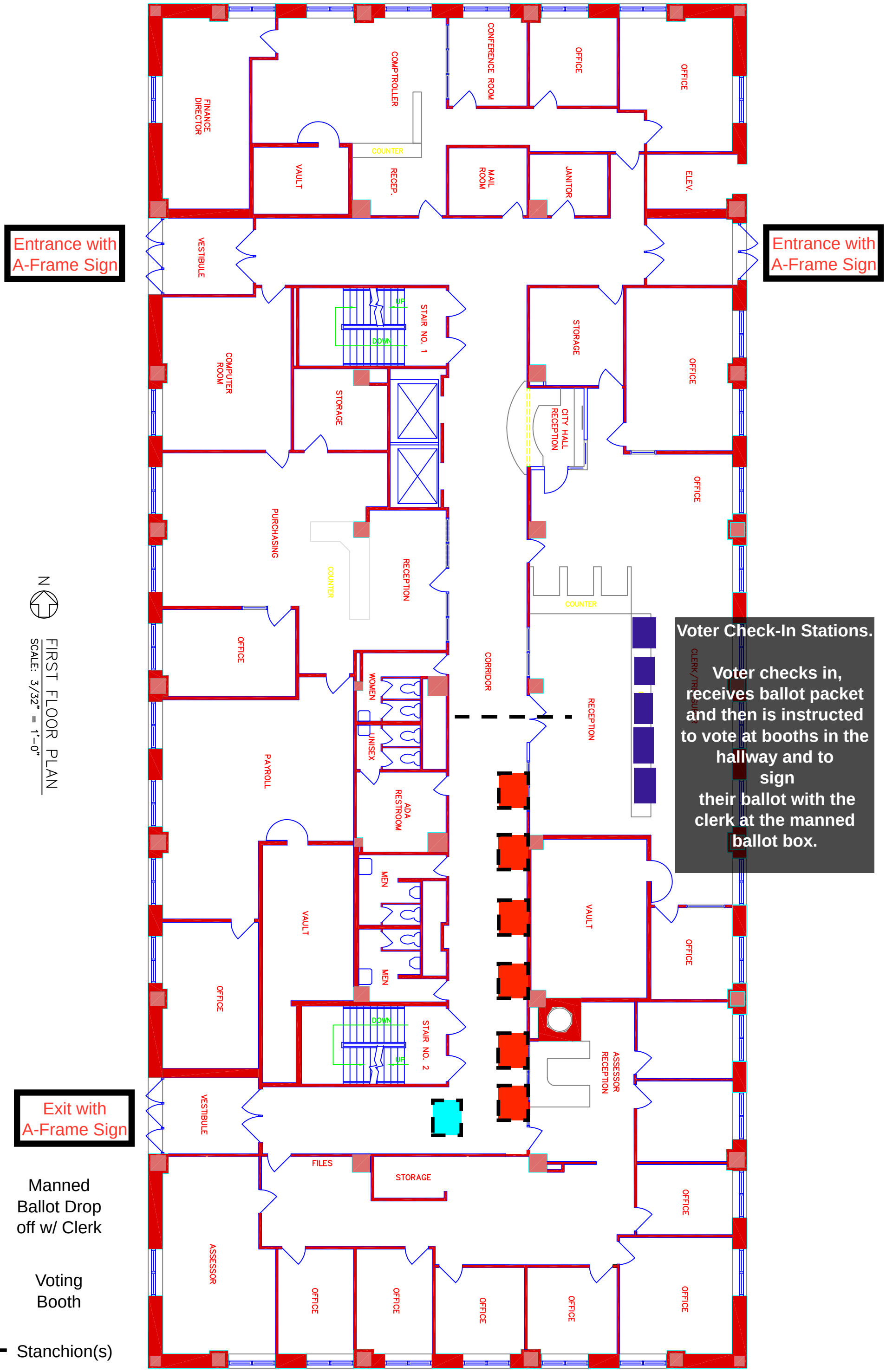
Two questions for you:

1. Did you get an answer about when ES&S will move the 450 over there?
2. Is Kyle (he's the ES&S guy, right?) going to get us DS200s back from the county? Do you know how many he's asking for?

Thanks!
Michael

On Wed, Oct 28, 2020 at 12:50 PM Diana Ellenbecker <Diana.Ellenbecker@greenbaywi.gov> wrote:

> Hi Amaad/Michael, do you have a new layout for central count at KICC? If not, who can I talk to about this?
>
> After learning on how the DS450 works we are going to need a table on each side of the machine. We will also need an area for 47 bins to store counted ballots throughout the day.
>
> Nearby we will also need room for the two DS200 with a table.
>
> Not to mention the 24 or so table for processing the ballots and a table to reconstructs which needs to be near the DS450.
>
> Just a few things I was thinking about.



N

FIRST FLOOR PLAN

SCALE: 3/32" = 1'-0"

Voter Check-In Stations.

Voter checks in, receives ballot packet and then is instructed to vote at booths in the hallway and to sign their ballot with the clerk at the manned ballot box.

Day	Time	Task	People Needed	Notes
Monday	PM	Prep ballot bins	Kim and staff	
	TBD	Move machines to KI	DPW or Maintenance	1 DS450, 2 DS200s, 4 envelope opening machines
	TBD	Move supplies to KI	Amaad and Michael	PPE, badges/stickers, printer, portable dropbox, list of assignments, table signs, pens, training materials, letter openers
	TBD	KI Setup	2	
Tuesday	**6am**	Move ballot bins to KI	**DPW**	Michael at KI to guide
Shift 1	**6am-3pm**			
		Ballot sorting	1	Ideally should be WisVote-trained
		Envelope Opening Machine Operators	4	Also floater within pod for breaks
		Ballot preparation teams	48	24 teams
		Ballot scanners (DS-450)	2	Diana?
		Ballot scanners (DS-200)	2	1 for each machine
		Runners and Ballot Flatteners	2	
		Ballot reconstruction	4	2 teams, should be experienced
		Supervision and check-in	2	Jaime, Amaad, (also MSR)
		Shift 1 total	65	
Shift 2	**2pm-11pm**	Ballot sorting	1	Ideally should be WisVote-trained
		Envelope Opening Machine Operators	4	Also floater within pod for breaks
		Ballot preparation teams	48	24 teams
		Ballot scanners (DS-450)	2	
		Ballot scanners (DS-200)	2	1 for each machine
		Runners and Ballot Flatteners	2	
		Ballot reconstruction	4	2 teams, should be experienced
		Supervision and check-in	2	Jaime, Amaad, (also MSR)
		Shift 2 total	65	
Shift 3	**10pm-close**	Ballot sorting	1	
		Ballot preparation teams	12	6 teams
		Ballot scanners (DS-450)	2	

	Ballot scanners (DS-200)		2	1 for each machine
	Runners and Ballot Flatteners		2	
	Ballot reconstruction		4	2 teams, should be experienced
	Supervision and check-in		2	Jaime, Amaad, (also MSR)
	Shift 3 total		25	
Close	Move ballots to City Hall	DPW		
	Take memory sticks to City Hall	Jaime		

Central Count Absentee Ballot Processing Procedures

Table of Contents

Important Information	1	ExpressVote Ballots	6
Contents of Goldenrod Envelope	2	Emailed Ballots	6
Types of Ballots	2	Rejected Envelopes	7
Pre-Processing Procedures	3	Reconstructing A Ballot	8
Processing Official Ballots	5	Completed Work	11

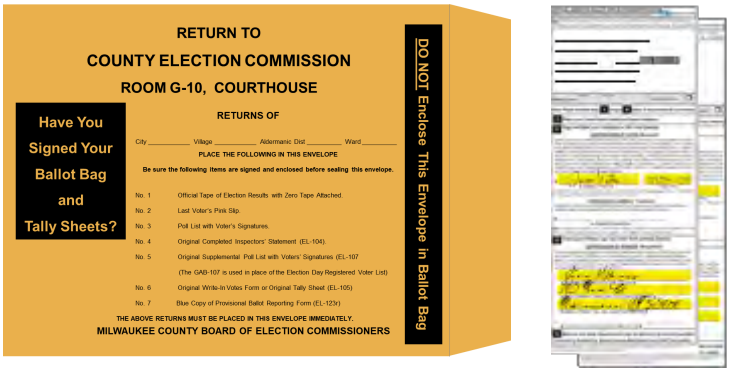
Important Information

- You will be working in pairs safely distanced from each other
- We are taking as many safety precautions as possible, everyone will be issued mask(s) and gloves

- Absentee ballot processing will begin at **7:00 AM** when the manager announces:

"The polls are now open"

- All absentee ballot envelopes prior to being processed on Election Day have already been scanned, sorted into ward order, and alphabetized by last name
- Each team will receive ***one*** Ward Packet at a time

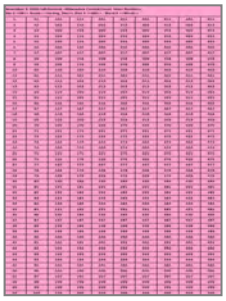


Contents of Goldenrod Envelope

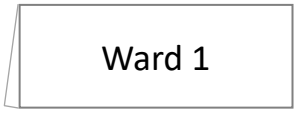
Used By Absentee Ballot Opening Team:

(GAB-104)

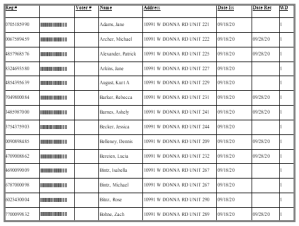
Voter Number Sheet



Ward Sign



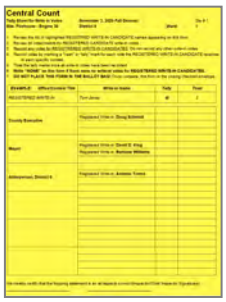
Absentee Ballot Log



Used By Ballot Tabulating Team:

Ballot Bag

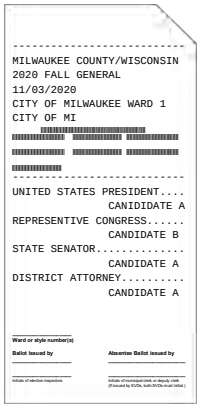
Registered Write-ins



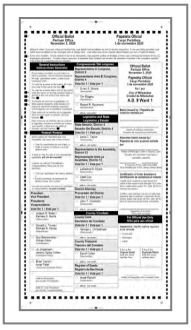
Types of Ballot You Will Be Processing

- **Official Ballots**
  - 90% of your ballots
  - So long as the ballot is the correct ward and not damaged, nothing needs to be done other than assigning a voter number

- **ExpressVote Ballots**
  - Assign voter number on bottom of ballot and keep a separate stack for each ward
  - These **do not need to be reconstructed** unless there is damage



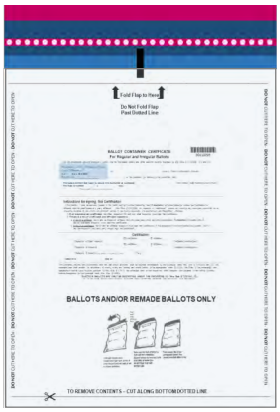
- **Emailed**
  - **All emailed ballots need to be reconstructed**
  - Keep the certificate and empty envelope with your absentee envelopes



- **Federal Only Ballots**
  - **All Federal only ballots need to be reconstructed**
  - Only reconstruct the offices that are on the original ballot
  - ALL other races are left blank

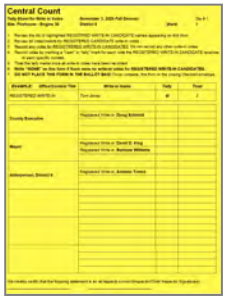
Pre-Processing Procedures

1 Remove all record keeping paperwork for the Goldenrod Envelope



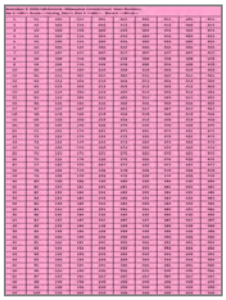
Ballot Bag

Chief Inspectors' Statement

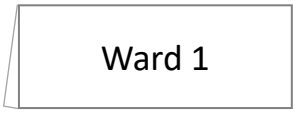


Registered Write-ins

Voter List

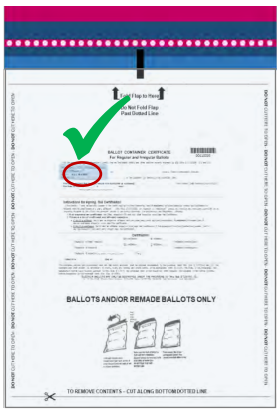


Voter Number (Pink)

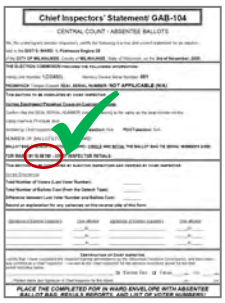


Ward Sign

2 Confirm on the Chief Inspectors' Statement (GAB-104) that the serial number on the Ballot Bag matches the serial number on the GAB-104



Ballot Bag



Chief Inspectors' Statement

3 Circle and initial that the serial numbers match on the GAB-104

NUMBER OF BALLOTS FOR THIS WARD:

BALLOT BAG CHAIN-OF-CUSTODY RECORD - <u>CIRCLE</u> AND <u>INITIAL</u> THE BALLOT BAG TIE SERIAL NUMBERS USED

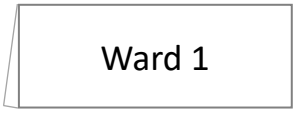
FOR WARD #1 IS: 58190 - CHIEF INSPECTOR INITIALS: CWV

4 You and your partner will sign that you are working on this ward

Signatures of Election Inspectors	*Time Worked*	*Signatures of Election Inspectors*	*Time Worked*
Claire Woodall-Vogg	____to____	_____	____to____
Jonathan Zuiga	____to____	_____	____to____
_____	____to____	_____	____to____

Pre-Processing Procedures

5 Place the ward sign on the edge of the table, so that it is visible to observers



Ward Sign

6 Split your ward's envelopes in half with your partner

**Keep them in alphabetical order*

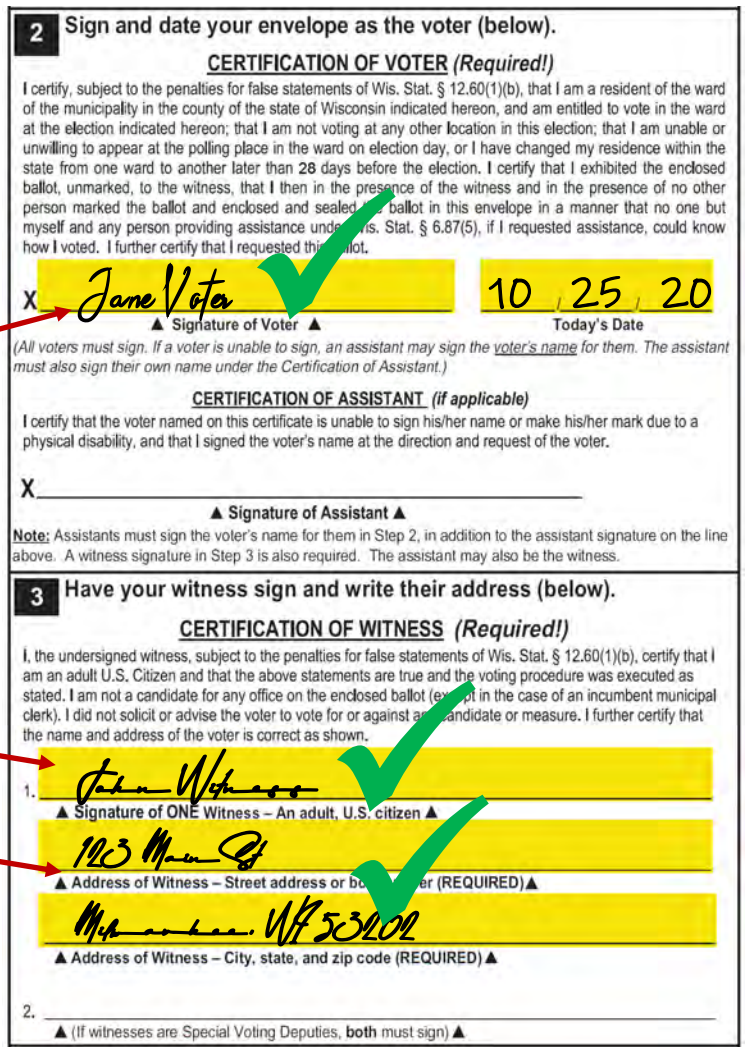
7 Review the envelopes for:

- Voter signature
- Witness signature
- Witness address

(house number, street name, city)

**if written in red: accept*

Voter Signature



2 Sign and date your envelope as the voter (below).

CERTIFICATION OF VOTER *(Required!)*

I certify, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), that I am a resident of the ward of the municipality in the county of the state of Wisconsin indicated hereon, and am entitled to vote in the ward at the election indicated hereon; that I am not voting at any other location in this election; that I am unable or unwilling to appear at the polling place in the ward on election day, or I have changed my residence within the state from one ward to another later than 28 days before the election. I certify that I exhibited the enclosed ballot, unmarked, to the witness, that I then in the presence of the witness and in the presence of no other person marked the ballot and enclosed and sealed the ballot in this envelope in a manner that no one but myself and any person providing assistance under Wis. Stat. § 6.87(5), if I requested assistance, could know how I voted. I further certify that I requested this ballot.

X Jane Voter — 10 / 25 / 20

▲ Signature of Voter ▲ — Today's Date

(All voters must sign. If a voter is unable to sign, an assistant may sign the voter's name for them. The assistant must also sign their own name under the Certification of Assistant.)

CERTIFICATION OF ASSISTANT *(if applicable)*

I certify that the voter named on this certificate is unable to sign his/her name or make his/her mark due to a physical disability, and that I signed the voter's name at the direction and request of the voter.

X _____

▲ Signature of Assistant ▲

Note: Assistants must sign the voter's name for them in Step 2, in addition to the assistant signature on the line above. A witness signature in Step 3 is also required. The assistant may also be the witness.

3 Have your witness sign and write their address (below).

CERTIFICATION OF WITNESS *(Required!)*

I, the undersigned witness, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), certify that I am an adult U.S. Citizen and that the above statements are true and the voting procedure was executed as stated. I am not a candidate for any office on the enclosed ballot (except in the case of an incumbent municipal clerk). I did not solicit or advise the voter to vote for or against any candidate or measure. I further certify that the name and address of the voter is correct as shown.

1. John Witness

▲ Signature of ONE Witness – An adult, U.S. citizen ▲

123 Main St

▲ Address of Witness – Street address or box number (REQUIRED) ▲

Milwaukee, WI 53202

▲ Address of Witness – City, state, and zip code (REQUIRED) ▲

2. _____

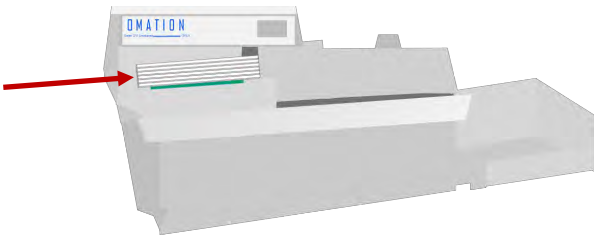
▲ (If witnesses are Special Voting Deputies, **both** must sign) ▲

Witness Signature

Witness Address

> **!** *IF ANY ENVELOPES ARE MARKED AS "REJECTED" SEE PAGE 7*

8 After reviewing all the of the envelopes and removing any to be rejected, team members should take the envelopes to an envelope opening station in the room

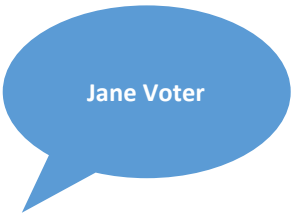


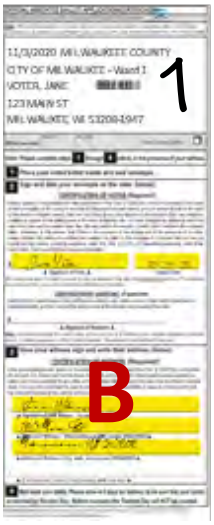
Return to your table, when the envelopes have been opened

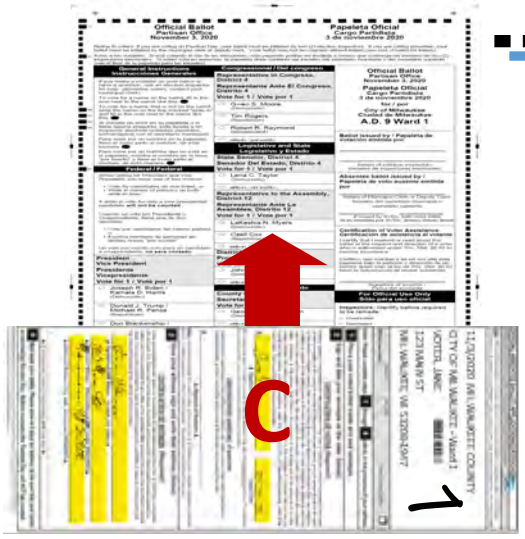
Processing Official Ballots

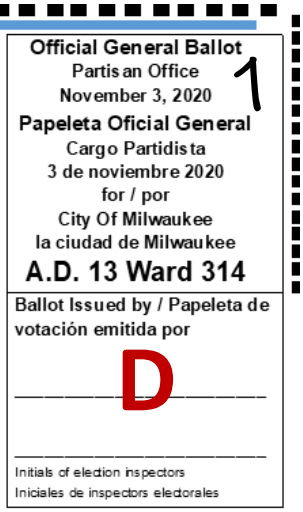
1 Partner 1

A. Announce the voter's name
B. Number the envelope
C. Remove the ballot from the envelope
D. Number the ballot









2 Partner 2

A. Announce the voter number
B. Cross the number off the voter number sheet
C. Record the number on the Absentee Voter Log

November 3, 2020 Fall General –Milwaukee Central Count Voter Numbers
Site Name: Firehouse—Engine 38 District: 9 Ward 168

B

~~1~~	51	101	151	201	251	301	351	401	451
2	52	102	152	202	252	302	352	402	452
3	53	103	153	203	253	303	353	403	453
4	54	104	154	204	254	304	354	404	454
5	55	105	155	205	255	305	355	405	455

C

Reg #		Voter #	Name	Address	Date Iss	Date Ret	WD
0705185990			Voter, Jane Q	10991 W DONNA RD UNIT 221	09/18/20		1
0067589459		1	Voter, Michael R	10991 W DONNA RD UNIT 222	09/18/20		1

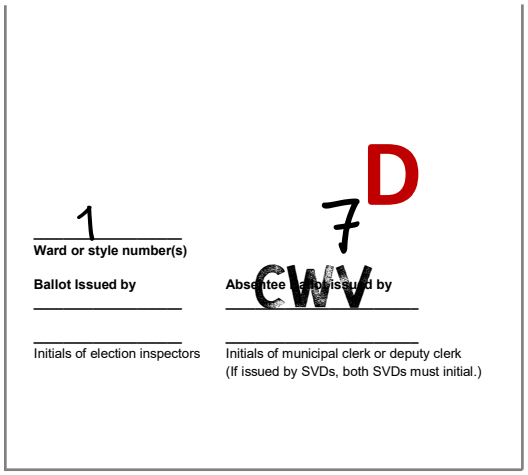
3 Repeat until all envelopes are counted
Keep envelopes in voter number order

Create a separate pile for ExpressVote ballots or ballots that need reconstruction

Processing ExpressVote Ballots

1 Partner 1

A. Announce the voter's name
B. Number the envelope
C. Remove the ballot from the envelope
D. Number the ballot



2 Partner 2

A. Announce the voter number
B. Cross the number off the voter number sheet
C. Record the number on the Absentee Voter Log

! *KEEP EXPRESSVOTE BALLOTS IN A SEPARATE PILE FROM THE OFFICIAL BALLOTS*

Processing Emailed Ballots

1 Partner 1

A. Check for
   - Voter signature
   - Witness signature
   - Witness address
B. Open the envelope attached to the certificate
C. Remove the ballot from the envelope
D. Announce the voter's name
E. Number the envelope
F. Number the ballot
G. Certificate and envelope are added to Official Ballot envelopes stack
H. Place the ballot in a separate pile to be reconstructed

! *EMAILED BALLOTS HAVE TO BE RECONSTRUCTED, SEE PAGE 8*

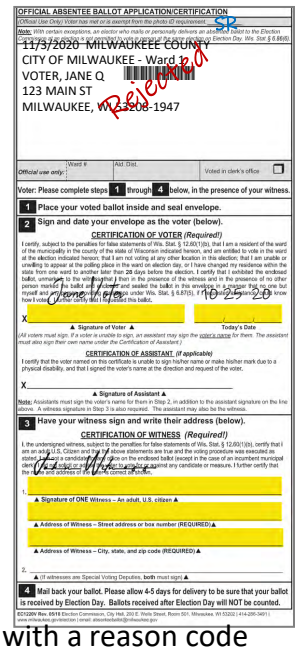
2 Partner 2

A. Announce the voter number
B. Cross the number off the voter number sheet
C. Record the number on the Absentee Voter Log

Rejected Ballots

Envelopes are rejected for missing:

- Voter signature
- Witness signature
- Witness address


OFFICIAL ABSENTEE BALLOT APPLICATION/CERTIFICATION
(Official Use Only) Voter has met or is exempt from the photo ID requirement. SR
11/3/2020 MILWAUKEEE COUNTY
CITY OF MILWAUKEE - Ward 1
VOTER, JANE Q
123 MAIN ST
MILWAUKEE, WI 53208-1947
Rejected
Voter: Please complete steps 1 through 4 below, in the presence of your witness.
1 Place your voted ballot inside and seal envelope.
2 Sign and date your envelope as the voter (below).
CERTIFICATION OF VOTER (Required!)
Jane Voter 10-29-20
3 Have your witness sign and write their address (below).
CERTIFICATION OF WITNESS (Required!)
4 Mail back your ballot. Please allow 4-5 days for delivery to be sure that your ballot is received by Election Day. Ballots received after Election Day will NOT be counted.

- Should already be marked for rejection in red marker ink or red rejection stamp at the beginning the batch of envelopes
  - Double check to make sure any have not been missed
    - ⇒ *If the Election Commission has not already marked an envelope to be rejected, please confirm with a Central Count Manager*
- ***These ballots are not assigned a voter number***

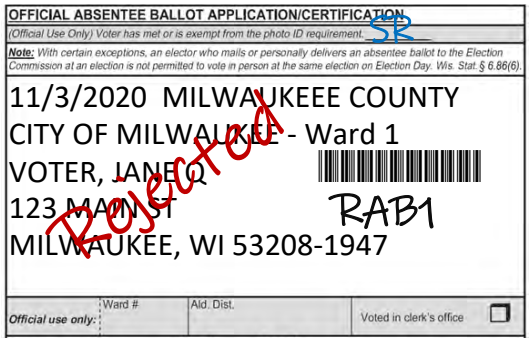
1 Record them as "RAB" (Rejected Absentee Ballots) on the GAB-104 with a reason code

City of Milwaukee Election Commission GAB-104

Incident Number	DESCRIPTION OF INCIDENT	Time Incident Occurred	Chief Inspector Initials
Tally of Ballots Requiring Override **Blank:** **Overvote:**			
ROB - Reconstructed Official Ballot Codes **D - Damaged P - Pencil/Pen Marks OS - Overseas (Federal only ballot) E - Emailed Reg Ballot** **OTH - Other w/explanation (provide)**			
RAB - Rejected Absentee Ballot Certificate Envelope Codes **NWS - No Witness Signature NVS - No Voter Signature T - Tampered/Taped** **NWA - No Witness Address OTH - Other w/explanation (provide)**			
RAB 1	Jane Voter NWA		CWV/ML

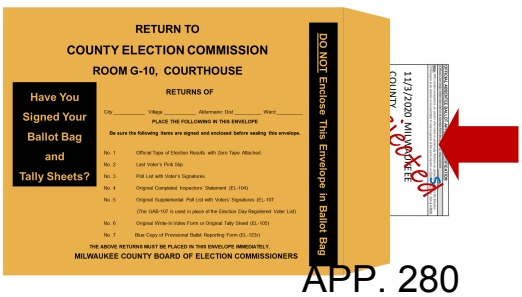
2 Write on the outside of the envelope "RAB1"

- *RAB (Rejected Absentee Ballot)*
- *Number each sequentially RAB-1, RAB-2, etc.*


OFFICIAL ABSENTEE BALLOT APPLICATION/CERTIFICATION
(Official Use Only) Voter has met or is exempt from the photo ID requirement. SR
Note: With certain exceptions, an elector who mails or personally delivers an absentee ballot to the Election Commission at an election is not permitted to vote in person at the same election on Election Day. Wis. Stat. § 6.86(6).
11/3/2020 MILWAUKEEE COUNTY
CITY OF MILWAUKEE - Ward 1
VOTER, JANE Q
123 MAIN ST
MILWAUKEE, WI 53208-1947
Rejected
RAB1
Official use only: Ward # Ald. Dist. Voted in clerk's office

3 Rejected Envelopes

- Place the "Rejected" unopened envelope containing the ballot in the Goldenrod Envelope



Reconstructing a Ballot

If you open a ballot and it is visibly damaged (torn, crinkled, stained, etc.) or sent via email (not an official ballot) will have to reconstruct the ballot with your partner.

- ***Both partners must always be present when reconstructing a ballot***
- ***After you have assigned all your voter numbers for the ward, you should then reconstruct ballots***
- ***Count the number of ballots that you need to reconstruct for the ward and get blank ballots from the Central Count Ballot Station***

1 Partner 1

A. Announce the voter's name
B. Number the envelope
C. Remove the ballot from the envelope
D. Number the ballot
E. Place the ballot into a separate pile for reconstruction
F. Keep the envelope (or certificate statement) with the other envelopes already processed

2 Partner 2

A. Announce the voter number
B. Cross the number off the voter number sheet
C. Record the number on the Absentee Voter Log

3 Proceed to the Central Count Ballot Station to request the number of ballots that you will need to reconstruct

**The person that issues the ballots will have initialed/stamped with it "CWV" for the issuing authority*

Absentee ballot issued by / Papeleta de voto ausente emitida por CWV

Intials of Municipal Clerk or Deputy Clerk
Iniciales de secretatio municipal o secretario suplente

If issues by SVDs, both must initial
Si es emetida por SVDs, ambos deben fimar

4 For each ballot, determine why you are reconstruction the ballot:

Reason	Code
Emailed Ballot	E
Damaged	D
Overseas (Federal Only Ballot)	OS
Pencil/Pen Marks (Not Fully Scanned)	P
Wrong Ward*	WW

** If the ballot was for the wrong ward, you will need to reconstruct the ballot with votes only for the races that are in both wards*

5 Record them as "ROB" (Reconstructed Official Ballot) on the GAB-104 with:

- The voter's number
- Reason Code
- Initials

City of Milwaukee Election Commission GAB-104

Incident Number	DESCRIPTION OF INCIDENT	Time Incident Occurred	Chief Inspector Initials
Tally of Ballots Requiring Override **Blank:** **Overvote:**			
ROB - Reconstructed Official Ballot Codes **D - Damaged P - Pencil/Pen Marks OS - Overseas (Federal only ballot) E - Emailed Reg Ballot** **OTH - Other w/explanation (provide)**			
RAB - Rejected Absentee Ballot Certificate Envelope Codes **NWS - No Witness Signature NVS - No Voter Signature T - Tampered/Taped** **NWA - No Witness Address OTH - Other w/explanation (provide)**			
RAB 1	Jane Voter NWA		CWV/ML
ROB 1	#34 D		CWV/ML

5 On the ***original*** ballot:

A. Select the reason for reconstruction

B. Write the ROB#

C. Write your initials and your partner's initials

On the r***econstructed*** ballot:

A. Write the ROB#

B. Write your initials and your partner's initials

For Official Use Only	
Inspectors: Identify ballots required to be remade: ☐ Overvoted ☒ Damaged ☐ Other	
If this is the **Original Ballot**, write the serial number here: ROB1	If this is the **Duplicate Ballot**, write the serial number here:
CWV	ML
Initials of inspectors who remade ballot	

A

B

C

For Official Use Only	
Inspectors: Identify ballots required to be remade: ☐ Overvoted ☐ Damaged ☐ Other	
If this is the **Original Ballot**, write the serial number here:	If this is the **Duplicate Ballot**, write the serial number here: ROB1
ML	CWV
Initials of inspectors who remade ballot	

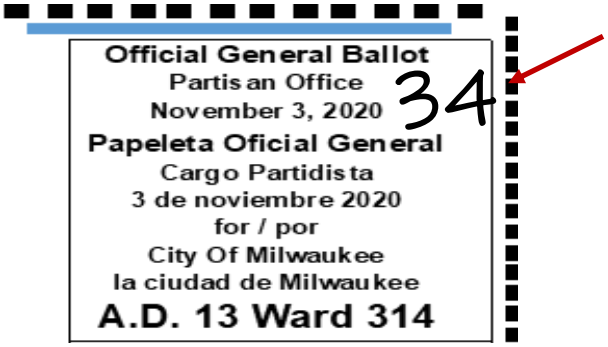
A

B

Reconstructing a Ballot

7 On the ***reconstructed*** ballot:

Write the voter's number



8 Hand your partner the ***original*** ballot

Partner 1:

- Read off the votes as the voter recorded

Partner 2:

- Fill in votes on the ballot as the votes

County / Condado
County Clerk **Secretario del Condado** **Vote for 1 / Vote por 1**
● George Washington (Democratic)
○ write-in / por escrito:

George Washington

County / Condado
County Clerk **Secretario del Condado** **Vote for 1 / Vote por 1**
● George Washington (Democratic)
○ write-in / por escrito:

9 Hand ***both*** ballots to Partner 1

Partner 1:

Verify the reconstructed ballot matches

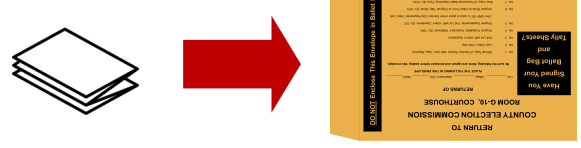
Original

County / Condado
County Clerk **Secretario del Condado** **Vote for 1 / Vote por 1**
● George Washington (Democratic) ✓
○ write-in / por escrito:

Reconstructed

County / Condado
County Clerk **Secretario del Condado** **Vote for 1 / Vote por 1**
● George Washington (Democratic) ✓
○ write-in / por escrito:

10 Refold and place the **original** ballot in the Goldenrod Envelope



11 The **reconstructed** ballot is added to the stack of Official Ballots

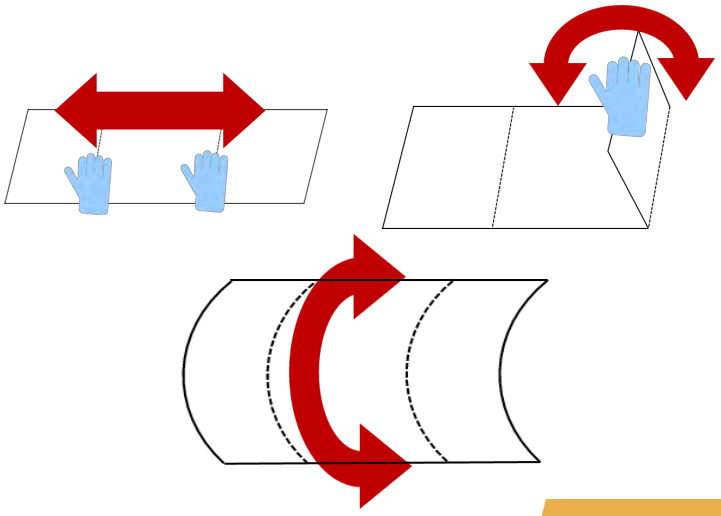
Completed Work

1. Bundle all empty Absentee Envelopes in the order they were processed (voter number) with a rubber band and place them in the bin provided

2. Initial the last voter number on the Voter Number Sheet

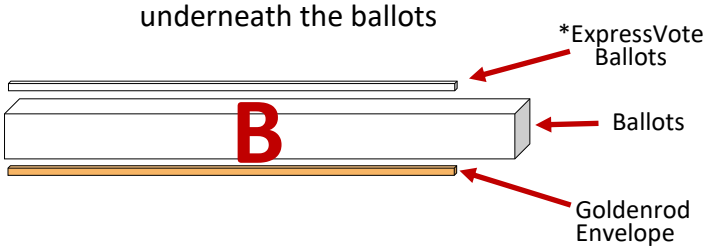
~~24~~	~~74~~	124	174
~~25~~	~~75~~ ML	125	175
~~26~~	76	126	176

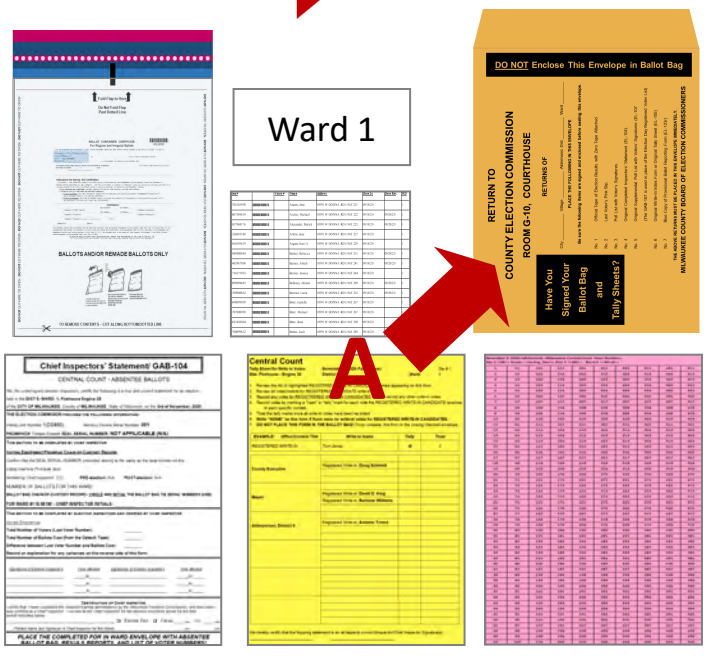
3. Attempt to flatten the ballots
   - Bend them at the scored folds
   - Roll them in different directions



4. Prepare your processed ballots and paperwork to have them counted
   A. Put the Ballot Bag, Voter Log, Ward Sign, Voter Number Sheet, Write-in Form, and GAB-104 back into the Goldenrod Envelope

   B. Place the filled Goldenrod Envelope underneath the ballots

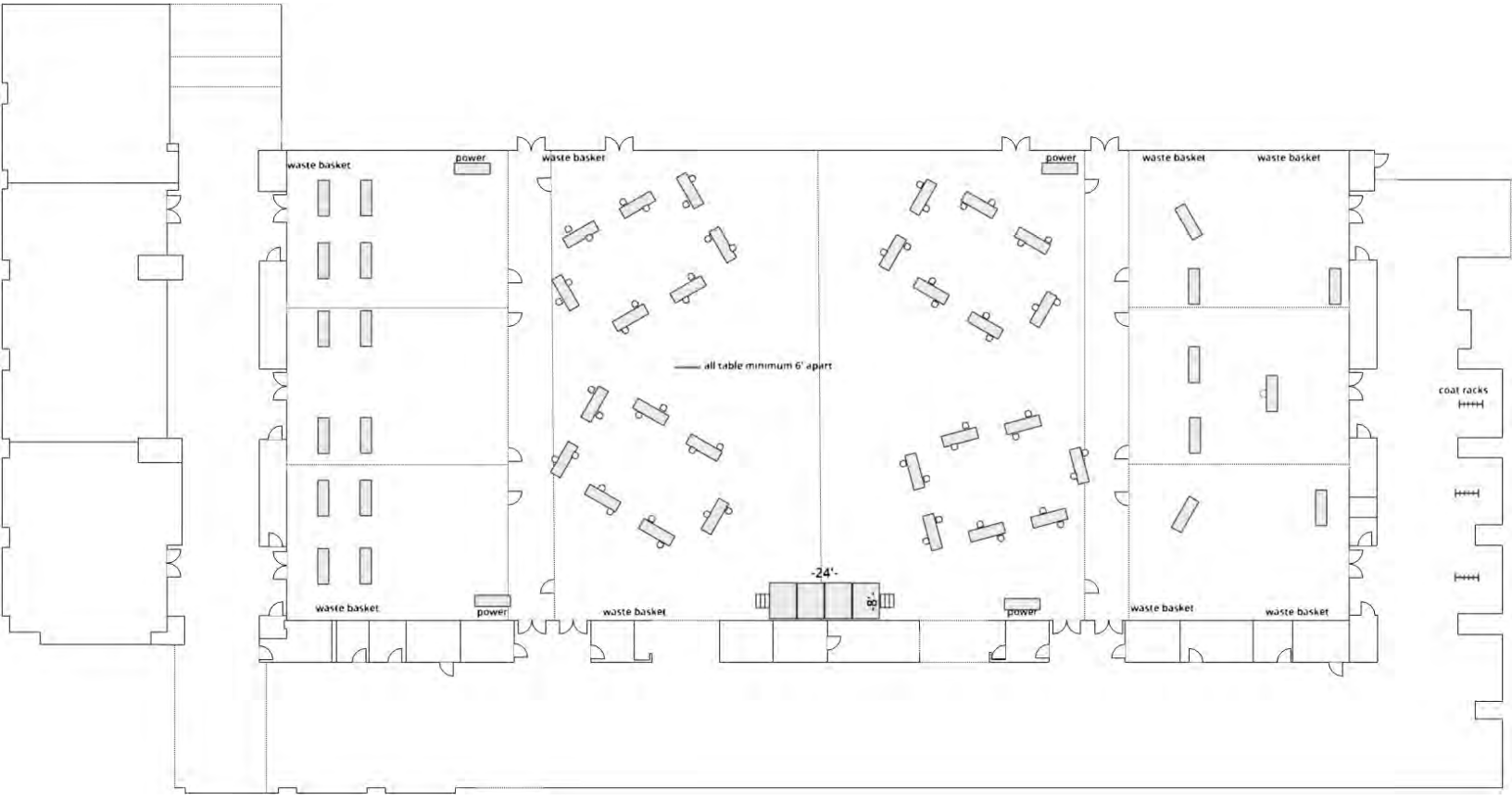


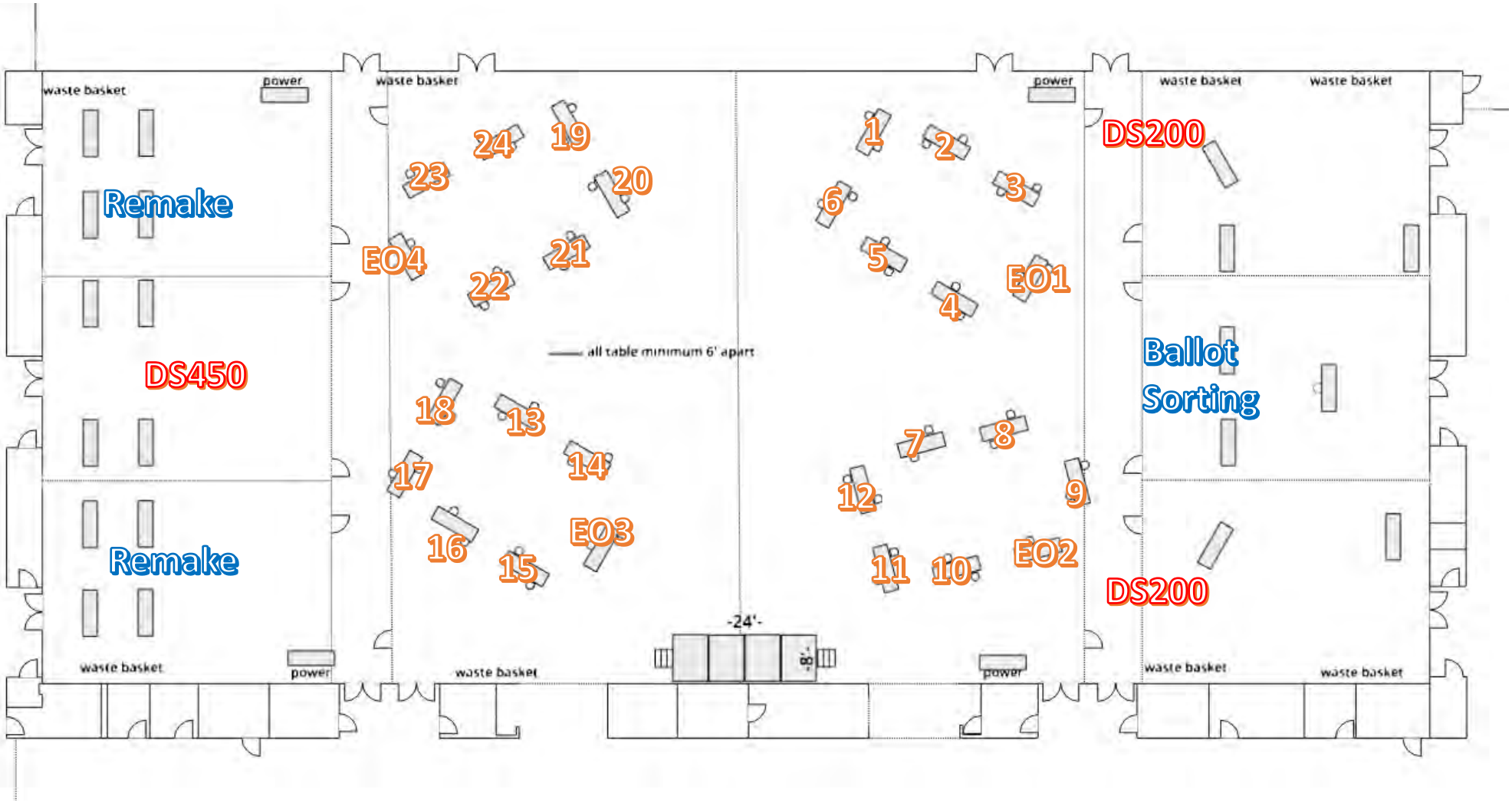


5. Take your ready to be counted work to the assigned counting station

Role	Name	Phone	Email	Notes
Ballot Prep Table 1 - A				
Ballot Prep Table 1 - B				
Ballot Prep Table 2 - A				
Ballot Prep Table 2 - B				
Ballot Prep Table 3 - A				
Ballot Prep Table 3 - B				
Ballot Prep Table 4 - A				
Ballot Prep Table 4 - B				
Ballot Prep Table 5 - A				
Ballot Prep Table 5 - B				
Ballot Prep Table 6 - A				
Ballot Prep Table 6 - B				
Ballot Prep Table 7 - A				
Ballot Prep Table 7 - B				
Ballot Prep Table 8 - A				
Ballot Prep Table 8 - B				
Ballot Prep Table 9 - A				
Ballot Prep Table 9 - B				
Ballot Prep Table 10 - A				
Ballot Prep Table 10 - B				
Ballot Prep Table 11 - A				
Ballot Prep Table 11 - B				
Ballot Prep Table 12 - A				
Ballot Prep Table 12 - B				
Ballot Prep Table 13 - A				
Ballot Prep Table 13 - B				
Ballot Prep Table 14 - A				
Ballot Prep Table 14 - B				
Ballot Prep Table 15 - A				
Ballot Prep Table 15 - B				
Ballot Prep Table 16 - A				
Ballot Prep Table 16 - B				
Ballot Prep Table 17 - A				
Ballot Prep Table 17 - B				
Ballot Prep Table 18 - A				
Ballot Prep Table 18 - B				
Ballot Prep Table 19 - A				
Ballot Prep Table 19 - B				
Ballot Prep Table 20 - A				
Ballot Prep Table 20 - B				
Ballot Prep Table 21 - A				
Ballot Prep Table 21 - B				

Ballot Prep Table 22 - A
Ballot Prep Table 22 - B
Ballot Prep Table 23 - A
Ballot Prep Table 23 - B
Ballot Prep Table 24 - A
Ballot Prep Table 24 - B
Envelope Opener 1
Envelope Opener 2
Envelope Opener 3
Envelope Opener 4
DS200 Tabulator 1
DS200 Tabulator 2
DS450 Tabulator - A
DS450 Tabulator - B
Reconstructor Table 1 - A
Reconstructor Table 1 - B
Reconstructor Table 2 - A
Reconstructor Table 2 - B
Ballot Runner & Flattener - A
Ballot Runner & Flattener - B
Ballot Sorter
Dropbox Ballot Receiver


waste basket
power
waste basket
power
waste basket
waste basket
all table minimum 6' apart
coat racks
-24'-
8'-
waste basket
power
waste basket
power
waste basket
waste basket
20 Feet


waste basket
power
waste basket
power
waste basket
waste basket
Remake
DS450
Remake
EO4
EO3
EO2
EO1
DS200
Ballot
Sorting
DS200
all table minimum 6' apart
-24'-
waste basket
power
waste basket
power
waste basket
waste basket
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23
24

Deanna Debruler

From: Michael Spitzer-Rubenstein <michael@voteathome.org>
Sent: Tuesday, October 27, 2020 8:10 PM
To: Vanessa Chavez
Cc: Celestine Jeffreys; Diana Ellenbecker; Kim Wayte
Subject: Re: Ballot Receipt and Central Count

Thanks, Vanessa. I'm just nervous about how the WEC interprets the statute because other cities are operating differently.

Michael

On Tue, Oct 27, 2020 at 7:12 PM Vanessa Chavez <Vanessa.Chavez@greenbaywi.gov> wrote:

> Hi Michael,
>
> As I noted on the call, I reached out to the WEC with my interpretation of Wis. Stat. 7.52(1)(a), which specifically references receipt by the municipal clerk, not central count. I informed them that we are still looking for additional guidance to ensure there are no unnecessary challenges as a result. They responded that they will review and get us an answer shortly. I have not heard anything.
>
> Vanessa
>
> Vanessa R. Chavez, *City Attorney*
>
> City of Green Bay
>
> (920) 448-3080
>
> Vanessa.Chavez@greenbaywi.gov
>
> **LEGAL DISCLAIMER:** This message and all attachments may be confidential or protected by privilege. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution or use of the information contained in or attached to this message is strictly prohibited. Please notify the sender of the delivery error by replying to this message, and then delete it from your system. Thank you.
>
> **From:** Michael Spitzer-Rubenstein [mailto:michael@voteathome.org]
> **Sent:** Tuesday, October 27, 2020 6:22 PM
> **To:** Vanessa Chavez <Vanessa.Chavez@greenbaywi.gov>
> **Subject:** Ballot Receipt and Central Count

Hi Vanessa, have you been able to get an answer from the WEC about whether we can receive ballots at City Hall before 8 PM and then move them to Central Count after 8?

I'm very concerned that we're walking into potential issues.

Thanks,

Michael

--

Michael Spitzer-Rubenstein

State Lead for Wisconsin (Leadership Now Fellow)

National Vote at Home Institute

(310) 980-2872

he/him

Learn more about:

Election Officials Center

Mail Ballot FAQs

Mail Ballot Security

--
Michael Spitzer-Rubenstein
State Lead for Wisconsin (Leadership Now Fellow)
National Vote at Home Institute
(310) 980-2872
he/him

Learn more about:
Election Officials Center

Deanna Debruler

From: Michael Spitzer-Rubenstein <michael@voteathome.org>
Sent: Thursday, October 29, 2020 8:49 AM
To: Vanessa Chavez
Cc: Amaad Rivera; Celestine Jeffreys
Subject: Fwd: legal context on accepting ballots at central count after 8pm

Vanessa, Celestine,
Want to make sure you see this.

Michael

---------- Forwarded message ---------
From: **Sam Munger** [redacted]
Date: Wed, Oct 28, 2020 at 6:10 PM
Subject: legal context on accepting ballots at central count after 8pm
To: Michael Spitzer-Rubenstein <michael@voteathome.org>, Amaad Rivera <amaadr@gmail.com>

Hey Amaad, Michael - I've been doing some digging on the dropbox closing time issue and thought I'd share what I've found out in case it's of help in formulating your plans. Feel free to give me a call to discuss, or to have the City Attorney's office reach out to me directly.

-SM

Here is what the WEC guidance on the issue ()https://elections.wi.gov/sites/elections.wi.gov/files/2020-10/Election%20Night%20Results%20Clerk%20Memo%20FINAL.pdf) says: "absentee ballots must be delivered to the polling place or the central count facility by 8 p.m. on election night in order to be counted. This means that if a municipality has drop boxes or other drop off locations, the last pick up time needs to be properly noticed to the public to ensure that all ballots eligible to be counted are delivered to the polling place or central count facility no later than 8 p.m." So that seems fairly clear.

But both Ann Jacobs and Nate Judnic at the WEC have acknowledged the statutory scheme is a little more ambiguous. They are relying on the language in Wis State 6.87(6), (https://docs.legis.wisconsin.gov/statutes/statutes/6/iv/87/6), which says that "The ballot shall be returned so it is delivered to the polling place no later than 8 p.m. on election day. ...Any ballot not mailed or delivered as provided in this subsection may not be counted." They think that reading that strictly, as a best practice and to be consistent with those municipalities that count absentee ballots at the polling place, means that a municipality should get all dropbox ballots to a central count facility by 8pm.

That said, Nate acknowledged that based on the language in 7.52 (https://docs.legis.wisconsin.gov/statutes/statutes/7/ii/52) there is an argument that such ballots just need to be "received by the municipal clerk" by 8pm which is different than being at central count by 8pm. However, **that argument has not been tested and any municipality that relies on it would have to be prepared for a possible challenge to any ballots arriving at central count after 8pm, and for those ballots not to count if they lost in court.** So, the WEC's guidance erred on the side of safety, and that's what we are recommending municipalities do.

That said, Claire in Milwaukee is taking the approach that, should something interfere with ballots arriving by 8pm to central count from a dropbox (e.g. retrieval team blocked by car accident, protest, etc), she is ready and willing, if challenged, to make a legal argument that the ballots should still be accepted. Essentially, she believes there's a strong legal argument for accepting delayed ballots (voted at the dropbox, picked up before 7:30pm, but not back at central count), and her default will be to accept them after 8pm if they're coming from dropboxes.

That being said, she is sticking with closing the dropboxes at 7:30pm -- so there's still the issue of the 7:30-8pm voters, who will need to go directly to central count or their nearest precinct. (Deadline has been updated on official materials, a postcard has gone out with the new deadline to all absentee voters that have yet to submit their ballots, and Sam M is exploring having volunteers at the dropboxes at 7:30pm to help voters navigate their options once the dropboxes are closed.)

On Wed, Oct 28, 2020 at 11:53 AM Wittenwyler, Mike <mwittenw@gklaw.com> wrote:

> **Spoke to Nate at the WEC.**
>
> **As a best practice and to be consistent with those municipalities that count absentee ballots at the polling place, a municipality should get all dropbox ballots to a central count facility by 8pm. That said, Nate acknowledges the language in 7.52 and the argument that such ballots just need to be "received" by the municipal clerk by 8pm which is different than being at central count by 8pm. However, that argument has not been tested and any municipality that does otherwise needs to recognize a possible challenge to any ballots arriving at central count after 8pm.**
>
> **And, he closed by saying that the WEC is working to schedule a check-in call with all the central count municipalities in the next day to coordinate activities and answer question.**

--
Michael Spitzer-Rubenstein
State Lead for Wisconsin (Leadership Now Fellow)
National Vote at Home Institute
(310) 980-2872
he/him

Learn more about:
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Mail Ballot FAQs
Mail Ballot Security

Deanna Debruler

From: Michael Spitzer-Rubenstein <michael@voteathome.org>
Sent: Monday, November 2, 2020 12:48 PM
To: Celestine Jeffreys
Cc: Diana Ellenbecker; Eric Genrich; Ilana Walder-Biesanz; Jaime Fuge; Kim Wayte
Subject: Re: WisVote Data

Hi Kim and Jaime, would you be able to pull the numbers on the absentee ballots returned and outstanding per ward?

If you want to just export the Excel files for the absentee ballot report, we can work with that. Ilana from the Vote at Home team will work to balance the loads so that each table has a similar number of ballots to prepare.

In addition, have you figured out which wards will be on the DS200? If not, we can do that too.

Thanks,
Michael

On Fri, Oct 30, 2020 at 4:31 PM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

> Hello!
>
> I think it would be important for "us" (the clerk's office) to pull data from WisVote which would tell us, the number of registered voters, the absentee ballot requests and returns per ward.
>
> Kim has done a fabulous job keeping us posted on the daily totals. As we head into Election Day, it would be profitable for us to understand where we will need or require Election Day poll workers, and then also the allocation of ward assignments for Central Count.
>
> Please let me know how I can help collect this data.
>
> Thanks!!
>
> Celestine

Celestine Jeffreys

Chief of Staff

Office of the Mayor

920.448.3006

--

Michael Spitzer-Rubenstein
State Lead for Wisconsin (Leadership Now Fellow)
National Vote at Home Institute
(310) 980-2872
he/him

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>
> Please let me know how I can help collect this data.
>
> Thanks!!
>
> Celestine

Deanna Debruler

From: Michael Spitzer-Rubenstein <michael@voteathome.org>
Sent: Friday, October 30, 2020 1:27 PM
To: Amaad Rivera; Jaime Fuge; Diana Ellenbecker; Kim Wayte; Celestine Jeffreys
Subject: Revised Central Count Roles
Attachments: Central Count Poll Worker Needs v2.xlsx

As discussed this morning:

65 people for shift 1 (6 AM - 3 PM)
65 people for shift 2 (2 PM - 11 PM)
25 people for shift 3 (10 PM - close)

I think the one big remaining question is just delivering the machines over to KI on Monday but I know, Diana, that you're working on it.

Michael

--
Michael Spitzer-Rubenstein
State Lead for Wisconsin (Leadership Now Fellow)
National Vote at Home Institute
(310) 980-2872
he/him

Learn more about:
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Mail Ballot FAQs
Mail Ballot Security

Calculation: Time/staff to process ballots with available equipment

Calculated using 'Inputs' and 'Ballot return model' tabs. Update assumptions to change these estimates

Assumptions

Scenario for VBM policy & communications:	**Promoted VBM**	
Total turnout:	**46,701**	
Total mail ballots returned:	**34,150**	*Adjust in the 'Ballot request model' and 'Ballot return model' tab.*
Implied % VBM	***73%***	***I.e., 59% of registered voters will vote by mail.***
Implied % in-person	***27%***	
Mail ballots returned on deadline/Election Day:	**6,830**	
Election Day as % of all VBM returns	***20%***	
Operations run 16 hours per day.		

Equipment / Staff	**All available equipment & staff**	**Off-peak equipment and staffing**
Barcode scanners (for marking as returned)	**2**	**3**
Laptops (for signature verification)	**2**	**3**
Ballot sorting workers	**2**	**1**
Ballot extractors	**1**	**0**
Ballot preparation teams	**12**	**0**
Ballot scanners (DS-450)	**1**	**0**
Ballot scanners (DS-200)	**15**	**0**
Ballot reconstruction staffing level	**14**	**0**

Process summary

Projected bottleneck for inbound ballot processing:

	Monday & Election Day (peak volume)	**Days/weeks before (off-peak volume)**
Signature verification		**Inbound ballots sorted**

Potential staffing levels:

	Monday & Election Day (peak volume)	**Days/weeks before (off-peak volume)**
Marking ballots as returned	2	3
Signature verification	2	3
Inbound ballots sorted	2	1
Ballots extracted	2	0
Ballot preparation	24	0
Ballots scanned	32	0
Ballots reconstructed	14	0
# of processing staff, per shift	**78**	**7**
X # of shifts, per day	2	1
Processing staff	**156**	**7**

	Monday & Election Day (peak volume)	**Days/weeks before (off-peak volume)**
+ Other roles (check-in, etc.)	**2**	**1**
+ Supervisors / team captains	**4**	**2**
# of other staff, per shift	**6**	**3**
X # of shifts, per day	2	1
Other staff	**12**	**3**
Total staff	**168**	**10**

1. How long will it take to: Process mail ballots on Election Day?

Analyze the time required to process all returned mail ballots with pre-election signature certification and sorting, given available equipment.

Target # of ballots returned on Election Day:	**6,830**
Time to Begin Scanning Ballots	**8:00 AM**

Equipment / Staff	**# of units available / average staffing level**	**Machine processing capacity (ballots/hour/unit)**	**Process assumptions**	**Potential processing capacity (ballots/hour)**
Barcode scanners (for marking as returned)	2	1200	*Each worker can mark 1200 ballots per hour as returned.*	2400
Laptops (for signature verification)	2	1200	*Each worker can verify 300 ballot signatures per hour.*	2400
Ballot sorting workers	2	1200	*Each worker can process 600 ballots/hour by hand.*	2400
Ballot extractors	1	12000	*Each ballot extractor unit can open 12000 envelopes per hour.*	12000
Ballot preparation teams	12	250	*Each team can number, flatten, and prepare 250 ballots for scanning, per hour.*	3000
Ballot scanners (DS-450)	1	360	*Each scanner unit can scan 360 ballots per hour.*	360
Ballot scanners (DS-200)	15	165	*Each scanner unit can scan 165 ballots per hour.*	2475
Ballot reconstruction staffing level	14	6	*0.5% of ballots require reconstruction. i.e., 171 ballots.*	84

Processes	**Hours of runtime required**
Marking ballots as returned	3
Signature verification	3
Inbound ballots sorted	3
Ballots extracted	3
Ballot preparation	12
Ballots scanned	13
Ballots reconstructed	13
Processing hours required	**13**
Days to complete processing task:	**0.8**
Completion time (non-stop):	**11/3/20 9:00 PM**

2. How long will it take to: Process all mail ballots on Election Day using available equipment?

Analyze the time required to process all returned mail ballots on Election Day, given available equipment.

Equipment / Staff	**# of units available / average staffing level**	**Machine processing capacity (ballots/hour/unit)**	**Process assumptions**	**Potential processing capacity (ballots/hour)**
Barcode scanners (for marking as returned)	2	1200	*Each worker can mark 1200 ballots per hour as returned.*	2400
Laptops (for signature verification)	2	300	*Each worker can verify 300 ballot signatures per hour.*	600
Ballot sorting workers	2	600	*Each worker can process 600 ballots/hour by hand.*	1200
Ballot extractors	1	6000	*Each ballot extractor unit can open 12000 envelopes per hour.*	6000
Ballot preparation teams	12	250	*Each team can number, flatten, and prepare 250 ballots for scanning, per hour.*	3000
Ballot scanners	15	165	*Each scanner unit can scan 165 ballots per hour.*	2475
Ballot reconstruction staffing level	14	6	*0.5% of ballots require reconstruction. i.e., 171 ballots.*	84

Processes	**Hours of runtime required**
Marking ballots as returned	15
Signature verification	57
Inbound ballots sorted	29
Ballots extracted	6
Ballot preparation	12

Ballots scanned	14
Ballots duplicated	3
Processing hours required	**57**
Days to complete processing task:	**3.6**

3. How long will it take to: Complete ___ mail ballots using available equipment?

Analyze the time required to process a specified amount of mail ballots, given available equipment.

Target # of ballots: **20,000**

Equipment / Staff	# of units available / average staffing level	Machine processing capacity (ballots/hour/unit)	Process assumptions	Potential processing capacity (ballots/hour)
Barcode scanners (for marking as returned)	2	1200	*Each worker can mark 1200 ballots per hour as returned.*	2400
Laptops (for signature verification)	2	300	*Each worker can verify 300 ballot signatures per hour.*	600
Ballot sorting workers	2	600	*Each worker can process 600 ballots/hour by hand.*	1200
Ballot extractors	1	6000	*Each ballot extractor unit can open 12000 envelopes per hour.*	6000
Ballot preparation teams	12	250	*Each team can number, flatten, and prepare 250 ballots for scanning, per hour.*	3000
Ballot scanners	15	165	*Each scanner unit can scan 165 ballots per hour.*	2475
Ballot reconstruction staffing level	14	6	*0.5% of ballots require reconstruction. i.e., 100 ballots.*	84

Processes	Hours of runtime required
Marking ballots as returned	9
Signature verification	34
Inbound ballots sorted	17
Ballots extracted	4
Ballot preparation	7
Ballots scanned	9
Ballots duplicated	2
Processing hours required	**34**
Days to complete processing task:	**2.1**

4. How much time is needed to: Process returned ballots as they arrive each day?

Analyze your capacity to process an individual day's volume of returned ballots.

Daily hours of operation: **16**
Days before Election Day: **Election Day**
Target # of ballots: **6,830**

Equipment	# of units available / average staffing level	Machine processing capacity (ballots/hour/unit)	Process assumptions	Potential processing capacity (ballots/hour)
Barcode scanners (for marking as returned)	2	1200	*Each worker can mark 1200 ballots per hour as returned.*	2400
Laptops (for signature verification)	2	300	*Each worker can verify 300 ballot signatures per hour.*	600
Ballot sorting workers	2	600	*Each worker can process 600 ballots/hour by hand.*	1200
Ballot extractors	1	6000	*Each ballot extractor unit can open 12000 envelopes per hour.*	6000
Ballot preparation teams	12	250	*Each team can number, flatten, and prepare 250 ballots for scanning, per hour.*	3000
Ballot scanners	15	165	*Each scanner unit can scan 165 ballots per hour.*	2475
Ballot reconstruction staffing level	14	6	*0.5% of ballots require reconstruction. i.e., 35 ballots.*	84

Processes	Hours of runtime required
Marking ballots as returned	3
Signature verification	12
Inbound ballots sorted	6
Ballots extracted	2
Ballot preparation	3
Ballots scanned	3
Ballots duplicated	1
Processing hours required	**12**
Days to complete processing task:	**0.8**

5. What is the potential staffing for the week(s) leading up to Election Day?

Analyze your staffing levels with a reduced / off-peak staffing, for the weeks leading up to Election Day.
This calculation assumes you can process before Election Day. For jurisdictions where processing is not permitted before Election Day, refer to Sections 1 and 2.

Daily hours of operation: **8**
Days before Election Day: **7 days out**
Target # of ballots: **1,537**

Equipment	# of units available / average staffing level	Machine processing capacity (ballots/hour/unit)	Process assumptions	Potential processing capacity (ballots/hour)
Barcode scanners (for marking as returned)	3	1200	*Each worker can mark 1200 ballots per hour as returned.*	3600
Laptops (for signature verification)	3	300	*Each worker can verify 300 ballot signatures per hour.*	900
Ballot sorting workers	1	600	*Each worker can process 600 ballots/hour by hand.*	600
Ballot extractors	0	250	*Each ballot extractor unit can open 12000 envelopes per hour.*	0
Ballot preparation teams	0	0	*Each team can number, flatten, and prepare 250 ballots for scanning, per hour.*	0
Ballot scanners	0	165	*Each scanner unit can scan 165 ballots per hour.*	0
Ballot reconstruction staffing level	0	6	*0.5% of ballots require reconstruction. i.e., 8 ballots.*	0

Processes	Hours of runtime required
Marking ballots as returned	1
Signature verification	2
Inbound ballots sorted	3
Ballots extracted	0
Ballot preparation	0
Ballots scanned	0
Ballots reconstructed	0
Processing hours required	**3**
Days to complete processing task:	**0.4**

Deanna Debruler

From: Michael Spitzer-Rubenstein <michael@voteathome.org>
Sent: Sunday, November 1, 2020 11:59 AM
To: Amaad Rivera; Jaime Fuge
Subject: Ballot Transportation

Hi Jaime, are the ballots going to be in trays/boxes within the bin?

I'm at KI now, trying to figure out whether we'll need to move the bins around throughout the day or if we can just stick them along the wall and use trays or something similar to move the ballots between stations.

Michael
--
Michael Spitzer-Rubenstein
State Lead for Wisconsin (Leadership Now Fellow)
National Vote at Home Institute
(310) 980-2872
he/him

Learn more about:
Election Officials Center
Mail Ballot FAQs
Mail Ballot Security

From: Michael Spitzer-Rubenstein [mailto:michael@voteathome.org]
Sent: Friday, October 30, 2020 10:24 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Jaime Fuge <Jaime.Fuge@greenbaywi.gov>; Amaad Rivera <Amaad.Rivera@greenbaywi.gov>; Kim Wayte <Kim.Wayte@greenbaywi.gov>
Subject: Central Count Ballot Tracking Sheets

Hi all,

Sharing the updated versions of the ballot tracking sheets for Central Count:

1. Courier log for City Hall to KI (adjusting the dropbox log)
2. Processing cover sheet (for tracking a batch of ballots from a single ward into the DS450)
3. Reconstruction cover sheet (for tracking ballots that need remaking in a single batch across many wards)

Since we have the processes nailed down and I understand it all now, I'm going to work on the training manual tomorrow.

See you tomorrow,

Michael

--

Michael Spitzer-Rubenstein

State Lead for Wisconsin (Leadership Now Fellow)

National Vote at Home Institute

(310) 980-2872

he/him

Learn more about:

Election Officials Center

Mail Ballot FAQs

Deanna Debruler

From: Michael Spitzer-Rubenstein <michael@voteathome.org>
Sent: Monday, November 2, 2020 9:01 AM
To: Celestine Jeffreys
Cc: Diana Ellenbecker; Chris Pirlot; Steven Grenier
Subject: Re: Central Count Set Up Details (DPW)
Attachments: Log - Delivery Open and Close.docx

Hi all, here's the log I put together for moving ballots in the morning and evening.

It's meant to be printed double-sided so each truck will have its own sheet. We'll need to print 4 total, 2 for the morning, 2 for the evening.

Michael

On Fri, Oct 30, 2020 at 4:57 PM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

> Celestine Jeffreys is inviting you to a scheduled Zoom meeting.
>
> Join Zoom Meeting
> [redacted]
>
> Meeting ID: [redacted]
> Passcode: [redacted]
> One tap mobile
> +19292056099,,82422490111#,,,,,,0#,,763276# US (New York)
> +13017158592,,82422490111#,,,,,,0#,,763276# US (Germantown)
>
> Dial by your location
> +1 929 205 6099 US (New York)
> +1 301 715 8592 US (Germantown)
> +1 312 626 6799 US (Chicago)
> +1 669 900 6833 US (San Jose)
> +1 253 215 8782 US (Tacoma)
> +1 346 248 7799 US (Houston)
> Meeting ID: [redacted]
> Passcode: [redacted]
> Find your local number: https://us02web.zoom.us/u/kmjPjfv6

--
Michael Spitzer-Rubenstein
State Lead for Wisconsin (Leadership Now Fellow)
National Vote at Home Institute

Deanna Debruler

From: Michael Spitzer-Rubenstein <michael@voteathome.org>
Sent: Thursday, October 29, 2020 11:18 AM
To: Kim Wayte; Jaime Fuge; Diana Ellenbecker
Subject: 15 minutes later today?

Hi Kim,
I'm putting together instructions for the Central Count workers, augmenting your guide with the DS450 instructions. There were just a couple points that I wanted to confirm.

Do you have a few minutes this afternoon to go through the process? I'll make myself available any time you are.

Thanks,
Michael

--
Michael Spitzer-Rubenstein
State Lead for Wisconsin (Leadership Now Fellow)
National Vote at Home Institute
([redacted]
he/him

Learn more about:
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Mail Ballot Security

What Are Observers NOT Allowed To Do?

Observers must comply with the rules of the Chief Election Inspector or they will be removed.

- DO NOT interfere in any way with the election process.
- DO NOT assist in Central Count operations.
- DO NOT touch election-related material, equipment or election staff.
- DO NOT sit at or stand behind the check-in tables.
- DO NOT communicate with Central Count personnel while they are engaged in a process.
- DO NOT converse with or solicit voters within 100 feet of the Central Count entrance to influence voting or question their qualifications to vote.
- DO NOT speak in a loud voice, cause confusion, or congregate inside a Central Count.
- DO NOT display any election material or wear campaign badges, buttons, or apparel.
- DO NOT wear the uniform of a law enforcement officer, private guard, or security personnel.
- DO NOT use video or cameras in a disruptive way or show how an elector has voted.

Public Observation and Covid-19

In order to protect the health and safety of our community, we may need to limit the number of observers allowed at polling places and Central Count. The Election Inspector of each location has determined how many observers are allowed at their location, based on space constraints and public health guidelines. Please be mindful of others who wish to observe and limit your observation if there are others waiting to observe.

All poll observers must follow COVID-19 precautions as recommended by the Centers for Disease Control and Prevention, including:

- Stay home if you have experienced any symptoms in the last 14 days, including but not limited to fever, chills, nausea, difficulty breathing, cough or fatigue.
- Wear a face covering that covers your nose, mouth, and chin at all times.
- Stay at least 6 feet distance away from others at all times.

Any observers not following these guidelines will be asked to comply or be removed from the observation area.

Remote Observation

To increase access to poll observation with and reduced the risk of transmission, we have set up remote observation of Central Count. A link to the livestream can be found on our website on Election Day. Challenges will only be accepted in person at Central Count. All rules for in-person poll observation remain in place for remote observation, including:

- DO NOT record voter or ballot data.
- DO NOT interfere with the conduct of the election.
- DO NOT use force, violence, or intimidation to compel a person to vote or refrain from voting.

Deanna Debruler

From: Michael Spitzer-Rubenstein <michael@voteathome.org>
Sent: Tuesday, November 3, 2020 9:29 PM
To: Vanessa Chavez
Subject: Re: Be prepared: ballots delayed

I think were probably okay; I don't think anyone challenged the ballots when they came in.

On Tue, Nov 3, 2020 at 9:27 PM Vanessa Chavez <Vanessa.Chavez@greenbaywi.gov> wrote:

> Thanks for the heads up.
>
> Sent from my iPhone
>
> > On Nov 3, 2020, at 8:27 PM, Michael Spitzer-Rubenstein <michael@voteathome.org> wrote:
> >
> > In case you didn't hear, someone or several people harassed CSOs and prevented one of the dropbox deliveries from getting to City Hall by 8 PM.
> >
> > We have the delivery logs to establish that they picked the ballots well before 8. Milwaukee is prepared to rely on the same interpretation we're using about the City Hall dropboxes to say that any ballots in the hands of the clerk's agents before 8 PM count.
> >
> > Want you to be prepared and feel free to give me a call: [redacted].
> > --
> > **Michael Spitzer-Rubenstein**
> > State Lead for Wisconsin (Leadership Now Fellow)
> > National Vote at Home Institute
> > [redacted]
> > he/him
> > ***Learn more about:***
> > Election Officials Center
> > Mail Ballot FAQs
> > Mail Ballot Security

--
Michael Spitzer-Rubenstein
State Lead for Wisconsin (Leadership Now Fellow)
National Vote at Home Institute
[redacted]
he/him
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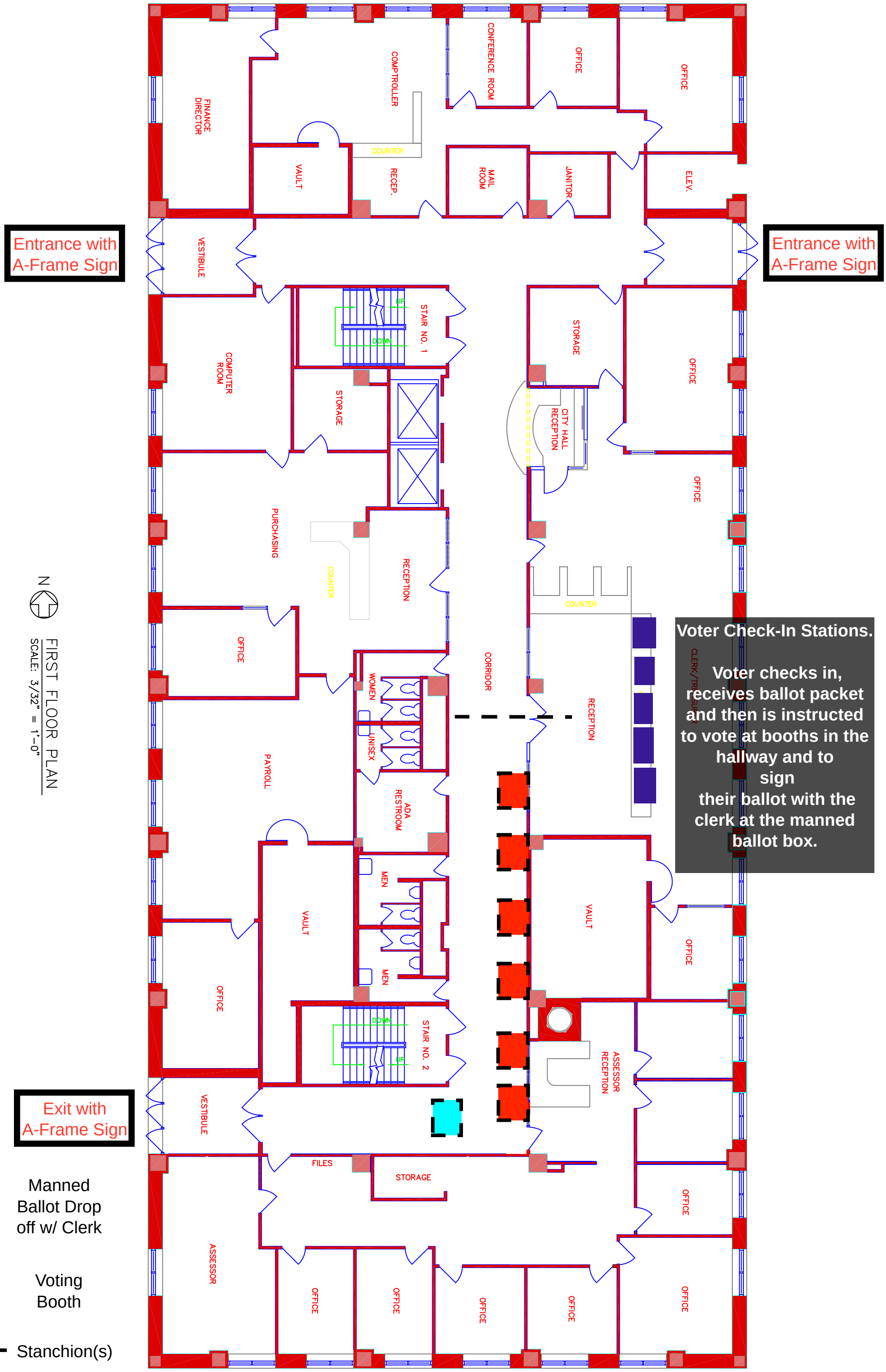

N

FIRST FLOOR PLAN

SCALE: 3/32" = 1'-0"

Voter Check-In Stations.

Voter checks in, receives ballot packet and then is instructed to vote at booths in the hallway and to sign their ballot with the clerk at the manned ballot box.

Day	Time	Task	People Needed		Notes
Monday	PM	Prep ballot bins	Kim and staff		
	TBD	Move machines to KI	DPW or Maintenance		1 DS450, 2 DS200s, 4 envelope opening machines
	TBD	Move supplies to KI	Amaad and Michael		PPE, badges/stickers, printer, portable dropbox, list of assignments, table signs, pens, training materials, letter openers
	TBD	KI Setup		2	
Tuesday	**6am**	Move ballot bins to KI	**DPW**		Michael at KI to guide
Shift 1	**6am-3pm**				
		Ballot sorting		1	Ideally should be WisVote-trained
		Envelope Opening Machine Opera		4	Also floater within pod for breaks
		Ballot preparation teams		48	24 teams
		Ballot scanners (DS-450)		2	Diana?
		Ballot scanners (DS-200)		2	1 for each machine
		Runners and Ballot Flatteners		2	
		Ballot reconstruction		4	2 teams, should be experienced
		Supervision and check-in		2	Jaime, Amaad, (also MSR)
		Shift 1 total		65	
Shift 2	**2pm-11pm**	Ballot sorting		1	Ideally should be WisVote-trained
		Envelope Opening Machine Opera		4	Also floater within pod for breaks
		Ballot preparation teams		48	24 teams
		Ballot scanners (DS-450)		2	
		Ballot scanners (DS-200)		2	1 for each machine
		Runners and Ballot Flatteners		2	
		Ballot reconstruction		4	2 teams, should be experienced
		Supervision and check-in		2	Jaime, Amaad, (also MSR)
		Shift 2 total		65	
Shift 3	**10pm-close**	Ballot sorting		1	
		Ballot preparation teams		12	6 teams
		Ballot scanners (DS-450)		2	
		Ballot scanners (DS-200)		2	1 for each machine
		Runners and Ballot Flatteners		2	
		Ballot reconstruction		4	2 teams, should be experienced
		Supervision and check-in		2	Jaime, Amaad, (also MSR)
		Shift 3 total		25	
Close		Move ballots to City Hall	DPW		
		Take memory sticks to City Hall	Jaime		

Wisconsin Safe Voting Plan 2020
Submitted to the Center for Tech & Civic Life
June 15, 2020

The State of Wisconsin found itself in the midst of an historic election in April of 2020 when statewide elections occurred in the midst of the COVID-19 pandemic. These elections included not only the presidential preference vote, but also local races for city councils, county boards, school board, and mayors, a statewide election for a seat on the Wisconsin Supreme Court, and numerous district-wide school referenda.

Municipalities were required to make rapid and frequent adjustments to ensure compliance with the rapidly changing Supreme Court, Wisconsin Supreme Court, and Wisconsin Election Commission (WEC) rulings about the election. (The April 2020 Election may go down in history as the only election in which the Wisconsin Supreme Court and the US Supreme Court weighed in on the same day on how the election would be conducted.)

The shifting legal landscape was also complicated by the extraordinary lengths municipal clerks went to to ensure that both voting and election administration were done in accordance with prevailing public health requirements.

As mayors in Wisconsin's five biggest cities - Milwaukee, Madison, Green Bay, Kenosha, and Racine - we seek to work collaboratively on the two remaining 2020 elections (August 11th and November 3rd) to: safely administer elections to reduce the risk of exposure to coronavirus for our residents as well as our election officials 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 our dense and diverse communities.

Table 1: Summary of Municipalities' Electorate Data, June 2020

	Green Bay	Kenosha	Madison	Milwaukee	Racine
Estimated Eligible Voters	71,661	73,000	213,725	430,000	56,000
Registered Voters	52,064	47,433	178,346	294,459	34,734
2020 Election Budget	$329,820	$205,690	$2,080,283	$2,986,810	$409,529

All five jurisdictions share concerns about how to best facilitate voter participation and limit exposure to coronavirus. All five jurisdictions spent all or most of the budgeted resources for all of 2020 on the extraordinary circumstances this Spring. If no plan is approved, it will leave communities like ours with no choice but to make tough decisions between health and the right to vote; between budget constraints and access to fundamental rights. The time that remains between now and the November Election provides an opportunity to plan for the highest possible voter turnouts in the safest possible ways.

We are collectively requesting a total of $6,324,527 as summarized in Table 3 below and detailed extensively in the plan.

Review of the April 2020 Election

The April 2020 election placed two sacred duties of cities in conflict: keeping our residents safe and administering free and fair elections. Since Wisconsin's elections are administered at the municipal level, each municipality was on its own to deal with these dynamics. Our Municipal Clerks and their staff are all remarkable public servants, who responded nimbly and effectively to marshal the resources needed to run these elections under exceedingly challenging circumstances. In this election, all five of our municipalities faced:

- Precipitous drop-offs of experienced poll workers;
- A scramble to procure enough PPE to keep polling locations clean and disinfected and to mitigate COVID-19 risk for election officials, poll workers, and voters;
- A never-before-seen increase in absentee ballot requests;
- High numbers of voters who struggled to properly submit required photo ID and/or provided insufficient certification of absentee ballot envelopes; and
- Voters who, understandably, were completely confused about the timeline and rules for voting in the midst of a pandemic and required considerable public outreach and individual hand-holding to ensure their right to vote.

See Table 2, below, for detailed data on all five municipalities' April 2020 absentee mail and in-person early voting experiences.

Table 2: Summary of Municipalities' Experiences in April 2020 Election

	Green Bay	Kenosha	Madison	Milwaukee	Racine
# of voters who requested absentee ballots for April election	15,509	16,017	89,730	96,712	11,615
# of absentee ballots successfully cast in April	11,928	13,144	77,677	76,362	9,570
# of absentee ballot requests unfulfilled due to insufficient photo ID	Unknown	Unknown	1,840	2.5%	Estimated hundreds
# of absentee ballots rejected due to incomplete certification	312	196	618	1,671	368
# of secure drop-boxes for absentee ballot return	1	2	3	5	1
# of days of early voting	12	10	19	14	13
Use curbside voting for early voting?	✔	✖	✔	✔	✔
# of voters who voted in-person early absentee	778	85	4,930	11,612	1,543
# of additional staff enlisted for election-related efforts	86	60	225	95	20
$ spent on PPE	$2,122	$13,000	$6,305	Unknown	Unknown
# of polling locations	2	10	66	5	14
Use drive-thru or curbside voting on Election Day?	✔	✖	✔	✔	✔

Comprehensive Election Administration Needs for 2020

In early June 2020, all five municipal clerks and their staff, with review and support from all five cities' Mayors and Mayoral staff, completed a detailed, multi-page template (attached) providing both data and information about the municipalities' election plans and needs. This Wisconsin Safe Voting Plan 2020 is based on that comprehensive information. All five of our municipalities recommend the following four strategies to ensure safe, fair, inclusive, secure, and professional elections in our communities for the remaining 2020 elections:

Recommendation I: Encourage and Increase Absentee Voting (By Mail and Early, In-Person)

1. Provide assistance to help voters comply with absentee ballot requests & certification requirements
2. Utilize secure drop-boxes to facilitate return of absentee ballots
3. Deploy additional staff and/or technology improvements to expedite & improve accuracy of absentee ballot processing
4. Expand In-Person Early Voting (Including Curbside Voting)

Recommendation II: Dramatically Expand Strategic Voter Education & Outreach Efforts, Particularly to Historically Disenfranchised Residents

Recommendation III: Launch Poll Worker Recruitment, Training & Safety Efforts

Recommendation IV: Ensure Safe & Efficient Election Day Administration

As detailed in this plan, our municipalities are requesting **a total of $6,324,567** to robustly, swiftly, comprehensively, and creatively implement these four strategic recommendations in each of our communities. That request is summarized as follows in Table 3, below, and detailed extensively in the remainder of this plan.

Table 3: Summary of Resources Needed to Robustly Implement All Four Recommendations

Recommendation	Green Bay	Kenosha	Madison	Milwaukee	Racine	Totals
Encourage and Increase Absentee Voting By Mail and Early, In-Person	$277,000	$455,239	$548,500	$998,500	$293,600	**$2,572,839**
Dramatically Expand Strategic Voter Education & Outreach Efforts	$215,000	$58,000	$175,000	$280,000	$337,000	**$1,065,000**
Launch Poll Worker Recruitment, Training & Safety Efforts	$174,900	$145,840	$507,788	$800,000	$181,500	**$1,810,028**
Ensure Safe & Efficient Election Day Administration	$426,500	$203,700	$40,500	$76,000	$130,000	**$876,700**
Totals:	**$1,093,400**	**$862,779**	**$1,271,788**	**$2,154,500**	**$942,100**	**$6,324,567**

Recommendation I: Encourage & Increase Absentee Voting By Mail and Early, In-Person

Of all the things that need to be done to ensure access and safety at the polls, this is perhaps the most important and timely. It is time, resource, and labor intensive but results in the voter being able to vote by mail or from the relative safety of their car or at a socially distanced and carefully planned early voting site.

Overview of Absentee Voting in Wisconsin

Before discussing our strategies and plans to encourage and increase absentee voting, both by mail and in-person, early voting, it's important to first understand the absentee voting context in Wisconsin.

There are two ways to vote early in Wisconsin: in-person and through the mail. Both are technically called "absentee voting," a phrase held over from a time when absentee voting required you to affirm that you were over 80, ill, or going to be out of the municipality on Election Day. Those requirements no longer exist in the statutes, and people can vote early, or absentee, for any reason. The April 2020 election saw dramatic increases in the number of absentee ballot requests over previous elections.

While for many regular voters, absentee voting - whether completed by mail or early, in-person - is a relatively easy process, our five cities understand that absentee voting does not work easily for all voters. Our communities of color, senior voters, low-income voters without reliable access to the internet, people with disabilities, and students all have legitimate concerns about the absentee voting process.

Voting absentee by mail has been complicated by the fairly recent imposition of state law requiring voters to provide an image of their valid photo ID prior to first requesting an absentee ballot. While this works relatively easily for voters who have valid photo IDs and the technology necessary to upload an image file of that valid ID into the state's myvote.wi.gov website, it does not work well or easily for other voters who do not have valid photo ID (complicated by closure of DMVs due to the pandemic), lack access to reliable internet (also complicated by coronavirus-related closures or reduced hours at libraries and community centers, leaving those residents without regular public internet access that our municipalities normally provide), those who don't have smart phones to take and upload photos, and those who need additional education about what constitutes a valid photo ID. (For example, countless voters in our municipalities attempted to submit "selfies" as valid photo ID. Explaining to them that this was not a valid form of photo ID and instructing them on how to properly submit valid ID took considerable staff time and resources.)

Once the absentee ballot is received, it must be completed correctly to be successfully cast, and there are numerous certification requirements on the absentee ballot envelope; if not correctly completed, the ballot could be rejected. Prior to this April's

election, very small numbers of voters had traditionally chosen to cast ballots by mail. Municipal clerks' offices simply were not prepared and do not have the staffing or technological resources needed to quickly process dramatically higher numbers of absentee ballot requests, troubleshoot problems, answer voter questions, provide information and to expedite the processing of thousands of received absentee ballots on Election Day.

In-person early absentee voting also poses challenges for voters and election administrators. While all of our communities had previously offered early voting locations and hours, April's election required election officials to creatively and quickly expand in-person early voting opportunities, including curbside voting, all while prioritizing necessary COVID-19 precautions.

As indicated by Table 4, below, all five of our municipalities are already experiencing dramatic increases in the number of voters requesting to vote absentee, compared to pre-pandemic, and must procure resources to enable voters in our communities to meaningfully access absentee voting.

Table 4: Absentee Ballots in All Municipalities as of June 2020

	Green Bay	Kenosha	Madison	Milwaukee	Racine
# of voters on permanent absentee list prior to 2/18/20	1,628	1,856	2,062	6,252	613
# of voters on permanent absentee list as of 4/7/20	4,306	3,469	8,665	23,374	2,684
# of voters who have already requested absentee ballots for August 2020	5,162	9,450	36,092	53,438	3,389
# of voters who have already requested absentee ballots for November 2020	4,859	9,123	34,164	50,446	3,204

We are committed to making voting accessible via mail, in-person prior to Election Day, and at the polls on Election Day. Particularly in the midst of a global pandemic when many voters are rightfully apprehensive about in-person voting, we want to ensure that voters in our communities know they have options and we are committed to conducting the necessary voter outreach and education to promote absentee voting and encourage higher percentages of our electors to vote absentee.

Increasing the number of voters who cast votes prior to Election Day minimizes the risk of spreading COVID-19 on Election Day from in-person contacts at our polling locations, and it reduces the chance for lines and delays in voting on Election Day.

The Wisconsin Election Commission (WEC) has approved a proposal to mail all registered voters absentee ballot request forms, which allows our five communities to focus on helping voters overcome the barriers to successfully returning those forms so they can obtain, and then successfully submit, their completed absentee ballots. This measure will provide absentee request information directly to voters, alleviating the need for municipalities to expend the cost to send the mailing. However, it is unclear how this measure will affect the workload of municipal clerks. Although the WEC has directed that the forms be returned to the WEC for entry, municipal clerks must still review each record, process, mail, record receipt and canvass each absentee ballot.

All of our municipalities anticipate continued large increases in absentee voting based on the April 2020 trends. Milwaukee, for example, anticipates that 80% of residents will vote absentee by mail for both the August primary and the November general election.

All five cities have identified numerous barriers to successful absentee voting, including: voters facing numerous challenges to successfully submitting valid photo ID; voters needing assistance complying with absentee ballot certification requirements, including obtaining the required witness signature on the absentee ballot return envelope; the labor-intensive process faced by all of our clerks' offices of processing absentee ballot requests; and U.S. Postal Service errors and mail delays. All of these are challenges for our municipalities in normal elections, but they are all compounded by the coronavirus pandemic, and made exponentially more difficult by the unprecedented volume of absentee voting requests. This puts tremendous strain on municipal election clerks and their staff.

Our five cities share the desire to assist as many residents as possible with casting ballots before Election Day, serving as the greatest opportunity we have to mitigate the spread of COVID-19 in our communities. We have identified several strategies to help voters in each of our communities overcome these barriers to successful absentee voting, both by mail and in-person early voting.

Overall, our five communities are requesting **$2,572,839** in resources related to enabling our municipalities to overcome these particular barriers and ensure that our voters can meaningfully access absentee voting, both by mail and in-person early voting. These strategies and resource needs are broken down into four distinct component recommendations, within the overall umbrella of increasing and encouraging absentee voting:

1. **Provide assistance to help voters comply with absentee ballot requests & certification requirements**

- **Green Bay:** The City would like to employ bilingual LTE "voter navigators" ($45,000) to help residents properly upload valid photo ID, complete their ballots and comply with certification requirements, and offer witness signatures. These voter navigators can assist voters prior to the elections and then also be trained and utilized as election inspectors. They would also like to utilize paid social media and local print and radio advertising to educate and direct voters in how to upload photo ID and how to request and complete absentee ballots. ($2,000) **Total: $47,000**

- **Kenosha:** The City would like to have Clerk's staff train library staff on how to help residents request and complete absentee ballots, would like to produce ($3,000) and mail ($26,200) a bilingual absentee ballot instruction sheet with all absentee ballots to increase correctly completed and submitted ballots. The City would like to hire a trainer for seasonal election workers, volunteers and poll workers. This employee would also coordinate assignments to polling locations, the early driver up voting site, the Clerk's office for assistance in processing, data entry and filing of absentee requests and the Absentee Board of Canvassers (approximately $50,000). The increase in absentee ballots due to COVID-19 has tremendously increased the workload of the department. In order to properly serve the citizens and voters additional LTE employees are needed (approximately $175,000). **Total: $254,200**

- **Madison:** Plans to hold curbside "Get your ID on File" events with the Clerk this summer utilizing volunteers or paid poll workers ($15,000) equipped with PPE (estimated $5,000) and digital cameras ($4,500) to capture voter ID images for voters who are unable to electronically submit their IDs to the Clerk's office. They also need large flags to draw attention to these curbside sites ($4,000). Would also like mobile wifi hotspots and tablets for all of these sites ($100,000) so voters could complete their voter registration and absentee requests all at once, without having to wait for staff in the Clerk's office to follow up on paper forms. (These mobile wifi hotspots, tablets, and flags, could all then be repurposed for early in-person voting closer to the election.) **Total: $128,500**

- **Milwaukee:** The City notes that the biggest obstacle to Milwaukee residents, particularly those in poverty, to applying for an absentee ballot in April was access to the internet and securing an image of their photo ID. To address this, the City will be promoting and utilizing Milwaukee Public Library branch staff ($90,000 for both elections) for 3 weeks prior to each election to assist any potential absentee voters with applying, securing, and uploading images of their valid photo ID. **Total: $90,000**

- **Racine:** The City will recruit and promote ($1,000), train ($3,000), and employ paid Voter Ambassadors ($8,000) who will be provided with both PPE and

supplies ($4,000) and set up at the City's community centers to assist voters with all aspects of absentee ballot request, including photo ID compliance. Due to the increase of absentee mailed requests the City of Racine will need an additional 2 full time staff members in the Clerk's Office in order to have a reasonable turn-around time for absentee requests ($100,000). Total: **$116,000.**

Total: $635,700

2. **Utilize Secure Drop-Boxes to Facilitate Return of Absentee Ballots**

Our five communities all share a desire to expand voters' ability to easily return absentee ballots to the municipality without having to rely on the postal service, since, after April's election, many voters are (rightfully) apprehensive that putting their completed ballot in the mail does not guarantee it will be received and counted by the municipality by statutory deadlines. Voters also need to have confidence that they are returning their completed absentee ballots into secure containers that are not at risk of tampering. All five cities need resources to purchase additional secure drop-boxes and place them at key locations throughout their cities, including libraries, community centers, and other well-known places, to ensure that returning completed ballots is as secure and accessible to voters throughout our cities as possible.

- **Green Bay:** The City would like to add secure (security cameras $15,000) ballot drop-boxes (approximately $900 each) at a minimum of the transit center and two fire stations, but if funding were available would also install secure drop boxes at Green Bay's libraries, police community buildings, and potentially several other sites including major grocery stores, gas stations, University of Wisconsin Green Bay, and Northern Wisconsin Technical College, in addition to the one already in use at City Hall. **Total: $50,000**

- **Kenosha:** The City currently has two drop-boxes that are checked throughout the day, and would like to install 4 additional internal security boxes at Kenosha libraries and the Kenosha Water Utility so that each side of town has easy access to ballot drop-boxes. **Total: $40,000**

- **Madison:** The City would like to have one secure drop box for every 15,000 voters, or 12 drop boxes total ($36,000). The City would also like to provide a potential absentee ballot witness at each drop box, utilizing social distancing and equipped with PPE (staff costs unknown): **Total: $50,000**

- **Milwaukee:** The City would like to install secure 24-hour drop boxes at all 13 Milwaukee Public library branches, staffed with socially distanced volunteers to serve as witnesses. **Total: $58,500**

- **Racine:** The City currently has one secured drop box for absentee ballots, and would like to have 3 additional drop boxes, each equipped with security cameras, to install at key locations around the City. **Total: $18,000.**

Total: $216,500

3. Deploy Additional Staff and/or Technology Improvements to Expedite & Improve Accuracy of Absentee Ballot Processing

The process of assembling and mailing absentee ballots is labor-intensive, slow, and subject to human error. Absentee ballot requests must be approved and entered into the statewide system, labels must be printed and applied to envelopes, ballots must be initialled, folded, and inserted into the envelope along with instructions. Ballots must be logged when received back from the voter. Undeliverable ballots must be reviewed, reissued or canceled. When voters make mistakes on ballots the requests to reissue must be completed. These tasks are time-consuming and utilizing existing clerk's office staff pulls them away from all of the other service requests, phone answering, and tasks handled by busy municipal clerks' offices.

The tremendous increase in absentee ballot requests in April was unprecedented, and municipal clerks and their staff were unprepared for the volume. They responded remarkably well - particularly since many of their staff were, by late March and early April, working remotely or, at a minimum, all needing to adhere to social distancing and masking precautions when working together in the same room - but all five municipalities need additional resources to accurately and swiftly process absentee ballot requests.

- **Green Bay:** The City needs 45 additional staff to process absentee ballot requests before the election, to open and verify envelopes on Election Day, and insert them into the tabulators. After the election, staff are needed to enter new voter registrations and assist with all election certification tasks ($140,000 for staffing) The City would also like to purchase a ballot opener and ballot folder to expedite processing ($5,000). **Total: $145,000.**
- **Kenosha:** The City needs resources for absentee ballot processing, to staff and process early, in-person absentee requests, and to answer voters' questions (approximately $100,000). Additional workers are also needed to canvass absentee ballots (approximately $11,000) **Total: $111,000**
- **Madison:** Based on data from April, the City estimates it will need additional staffing ($110,000) for hourly election clerks for the fall elections, and will incur

Ehley of Wauwatosa" are asking "to postpone the state's primary and scrap in-person voting less than 12 hours before polls opened".[iii]

4. April 9, 2020 "the city of Green Bay's Mayor, Eric Genrich intentionally caused chaos ahead of the April 7 election. Rather than to administer the election as safely and efficiently as possible, Genrich caused confusion and made it more difficult for people from his city to vote. His efforts through the election into chaos caused massive lines in the city of Green Bay to vote".[iv]
5. Sep. 24, 2020 "Green Bay receives half-a-million in grant money for improving election safety". "The Center for Tech and Civic Life non-profit is helping out cities across the county. About $1.5 million in total is set aside for Green Bay, to buy equipment for polling locations and pay poll workers more. However, a series of federal lawsuits filed today in battleground states say the money is intended to use government employees to influence the count on the presidential election, by intentionally targeting Democratic strongholds to boost voter turnout in those areas only".[v]

Following the spring primary, the mayor's office continued to control the elections at the frustration of the municipal clerk as indicated in synopsis of emails provided:

1. Kris Teske, March 16, 2020 "I'm not comfortable with the number of people coming into the Clerk's Office. I am going to setup a station for people to fill out their absentee request. Can I have everyone request a permanent absentee ballot, so they don't have to give photo ID?" To Genrich, Ellenbecker.
2. Kris Teske, May 8, 2020 "Do you know anything about hiring an elections specialist?" Vanessa Chavez response "Those would be questions for Celestine."
3. Kris Teske, June 19, 2020 "Yes, I have time on Monday." Ellenbecker response "Let's take each new issue/decision one at a time. I will try to be more supportive o your role as Clerk and decisions that you need to make. Let's move forward and not look behind."
4. Ellenbecker, July 8, 2020 "Sounds like there has been discussion about Hazard Pay, especially since we hove now received the $1,093,400 grant." To Kris and Celestine
5. Kris Teske, July 9, 2020 "I haven't been in any discussions or emails as to what they are going to do with the money. I only know what has been on the news/in the media. I received an email this morning from the Mayor concerning using the old Circuit city building for early voting. I don't know anything about this or how it will be staffed. Are we going to use city staff that are certified in the system? The Clerk's Office doesn't have the staff to work at different locations when the Clerk's Office is open. Again, I feel I am being left out of the discussions and not listened to at the meetings. Also, it talked about electronic poll books and the faster tabulator. I was told by WEC we can't get electronic poll books this year and I don't think doing something like this on the biggest election would be good anyway. If we could get the faster tabulator that would be great, but I don't know if there are any left. I am worried about getting absentee ballots done on Election Day." To Ellenbecker.
6. Kris Teske, July 9, 2020 "I just attended the Ad Hoc meeting on Elections. I keep getting the run around on when I can purchase the DS450 if there are any available." "Did you see the Mayor's response to me concerning Satellite polling locations? You stated that I should let him, and Celestine know about the June 11th deadline. I feel he is mad but it's the law. Celestine said the attorneys will fight it out. If the decision is to go forward with additional sites, I would like it in writing for the file. I don't want anyone to think I didn't follow the law. In April, the WEC was fine with what we did because of the urgency. I don't know if you read my email asking who is going to staff these additional sites. I asked in the meeting if it was City staff and was told it could be. These people have to be certified in the WEC system to be able to run it. We don't have extra staff in the Clerk's office for this. I also stated that we can't just put two new people in a building and think they will be able to run it without questions." "I also asked when these people from the grant give us advisors who is going to be determining if their advice is legal or not. Every state has different laws. And this group is from Illinois. They already should have pointed out that additional in-person early voting sites can't happen because of the deadline has passed. I asked who are they going to be working with-Celestine? She said yes and the others but Kris you are the leader. None of this has been discussed with me. Celestine also stated the Ad Hoc Committee will be helping to make the decisions for the grant money. I thought this meeting was to assist the Clerk's Office. I don't know what our role is anymore. If you get a chance, please watch the meeting, and let me know your thoughts. I don't know what the answer is, and I don't think it pays to talk to the Mayor because he

sides with Celestine, so I know this is what he wants. I just don't know where the Clerk's Office fits in anymore." To Ellenbecker.

7. Ellenbecker, July 14, 2020 "Kris, when we get to the acceptance of the Center for Tech & Civic Life Grant for $1,093,400 and WEC for $57,535.30 do you want me to send the microphone over to you first to discuss and explain or do you wan me to send it to Celestine?" To Kris.
8. Kris Teske, July 14, 2020 "Celestine would be the better choice. I have been reading things on Facebook about people complaining where the million is coming from. I think it might get political. Celestine also talked about having advisors from the organization giving the grant who will be "helping us" with the election and I don't know anything about that." To Ellenbecker.
9. Kris Teske, July 14, 2020 "the city of Green Bay has been given money through some big grants. I have been given the go ahead to work with our procurement department manager to purchase a DS450. Please, please, please tell me you have one left to purchase." Response from Hoversten "The unit that I had allocated for you has been reallocated, after the decision from you not to purchase. I will put your name back on the list and hope for the best."
10. Kris Teske, August 6, 2020 "We can purchase the DS450." To Winters, Ellenbecker, Jeffreys
11. Kris Teske, August 28, 2020 "As you know I am very frustrated, along with the Clerk's Office. I don't know what to do anymore. I am trying to explain the process, but it isn't heard. I don't feel I can talk to the Mayor after the last meeting you, me, Celestine, and the Mayor had even though the door is always open. I don't understand how people who don't have the knowledge of the process can tell us how to manage the election. Ald. Dorf says the Clerk's Office is under attack?!?! Why?!?! You are my boss, so I am coming to you. If you can't help, please let me know who I should go to get this worked out." (to Ellenbecker)
12. Priya Garg, US Digital Response, August 28, 2020 Subject: Sendgrid access for November elections. "We are moving forward to implement a very light tool that her and her team can use within the next week. We'll need Green Bay to sign up for "Essentials" pricing plan with Sendgrid. We'll be using Sendgrid to allow Kris and her team to send batch emails at scale, as opposed to having to manually send individual emails back and forth with election officers." To Mike Hronek.
13. Kris Teske, August 31, 2020 "Here is a perfect example. I had everything setup (see attached email). Now they go to Celestine for the okay…what extra help? I told Ald. Gerlach what was needed for the privacy sleeves now Celestine is telling her something different and telling her that he will arrange the order and purchase." To Ellenbecker.
14. Kris Teske, September 2, 2020 "As I think you are aware, I do not want to attend another ad hoc meeting. This committee isn't helping the Clerk's Office it's intimidating, micromanaging, and bullying behavior not assisting."
15. Ellenbecker, September 4, 2020 "Hi mayor, Kris pulled together a list of additional equipment that we would like to request from CTCL." "Celestine requested need $20,000 (for local groups) and another $15,000 for absentee ballot collection and events. I think this money is not allocated in the current budget. It's a modest amount." To Genrich.
16. Nathan Smith, CTCL, September 9, 2020 "Because Green Bay was one of the early recipients of funds under this program, we'll be able to expedite additional funds to get you the resources you need." To Teske, Ellenbecker, Jeffreys, Genrich.
17. Kris Teske, September 10, 2020 "I have made known over and over we should not be hiring felons" (poll workers).
18. Ellenbecker, September 21, 2020 "…Fox Ford grand Rapids, MI set up and approving two invoices for $49,554 each (total of $99,108). The payment schedule to be made tomorrow as the truck as the truck are expected on Wednesday?" To Nathan Wachtendonk.
19. Ellenbecker, September 21, 2020 "Wanted to give you a heads up…Nathan Wachtendonk has done an amazing job searching and locating the Election trucks that are being covered by the election grant. They have been ordered, will be paid for tomorrow, and should be delivered Wednesday. These trucks will be extremely valuable during the election periods and are multi-purpose and can also be used by DPW and Parks." To Genrich, Jeffreys, Teske Wayte.
20. May Whitney, CTCL, September 30, 2020 Subject: Dayna in Green Bay "She can help Kris with Central Count- making sure it's set up in a way that's safe and efficient for the Clerk's staff and observers. Essentially, she can take on any election task that you assign. And, if she's there, I imagine this will cut down on some of the back-and-forth with the phone calls and emails. I think I mentioned this before, but we have another person from Elections Group who is assisting Claire in Milwaukee. He moved there in September. So, all of this to say, having Dayna in Green Bay

3. To approve refunding taxable 2010 General Obligation purpose bonds (BABs).

4. To approve the acceptance of the Center for Tech & Civic Life grant for $1,093,400 as long as any clawback provision be brought back to the Common Council.

5. To approve the report out of the acceptance of the WEC CARES subgrant for $57,535.30 with allowable uses to prevent, prepare for, and respond to coronavirus, domestically or internationally, for the 2020 Federal election cycle.

6. To receive and place on file the review of the City of Green Bay's 10-33 program inventory.

7. To approve the purchase of Type I ambulance for GBMFD for the sum of $261,617 from Jefferson Fire & Safety, the lowest responsive, responsible bidder for RFQ #3266.

8. To approve the purchase of Mitel Phone system from CCCP off the SourceWell group purchasing cooperative contract contingent on the supporting documentation being included in the Council packet.

9. To approve Option #1 authorizing up to $50,000 from our 2020 contingency fund and spreading the balance of the contract over 2021-2022 under the direction of the Procurement Manager to negotiate that agreement with the expectation of the Revaluation Assessment service to be completed by 1/1/22 for the 2023 Budget.

10. No recommendation on the request for approval of amendment to cell tower lease at Ted Fritsch Park, with with summary of change and amendment to be provided to Council.

11. No recommendation on the request for approval of amendment to cell tower lease at Fisk Park, with summary of change and amendment to be provided to Council.

12. To receive and place on file the request by Ald. Wery to offer a pay incentive/bonus for poll workers who have worked and will work this year during the Covid-19 situation, and to refer to HR / Personnel staff the request to adopt a policy for future hazard pay situations for research on hazard pay policies.

13. To receive and place on file the request by Ald. Wery for an update on the Zima v Schmitt lawsuit.

    The Council may convene in closed session pursuant to Section 19.85(1)(g), Wis. Stats., for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. The Council may thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to report the results of the closed session and consider the balance of the agenda.

14. To receive and place on file the report of the Claims Committee.

    The Council may convene in closed session pursuant to Section 19.85(1) (g), Wis. Stats., for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. The Council may thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to report the results of the closed session and consider the balance of the agenda.

Q. Report of the Park Committee (July 15, 2020).

1. To refer to staff to generate a cost estimate for the installation of surveillance equipment at Seymour Park and bring back to Park Committee for review.

2. To direct staff to research the feasibility of including funding to develop a park in the Bay Highlands area as part of the 5 year Capital Improvement Plan to be presented in the fall of 2020.

3. To hold until the next Park Committee the updates on the budget, cost estimates and phasing plan options for the beach project at Bay Beach Amusement Park.

4. To approve the request for the Wildlife Sanctuary to reinstate the on-site deer management program per the recommendations in the Bay Beach Wildlife Sanctuary On-Site White Tailed Deer Population Study.

5. To approve the updated 2020-2024 Green Bay Parks, Recreation and Forestry Open Space Plan.

6. To approve a resolution in support of the updated 2020-2024 Green Bay Parks, Recreation and Forestry Open Space Plan.

7. A. To approve the purchase of one (1) Utility Vehicle for $60,268 from Bobcat Plus Inc.

   B. To approve the purchase of one (1) 26,000 GVW Cab & Chassis for $69,970 from Truck Country of Iowa Inc.

8. To receive and place on file the staff update to the 2020 City of Green Bay Parks COVID-19 Reopening Plan as it relates to splash pads and wading pools. (INFORMATIONAL ONLY)

R. Ad Hoc Committee on Elections (July 9, 2020)

1. To approve the Wisconsin Safe Voting Plan (grant funded by the Center for Tech and Civic Life) and the recommendations contained therein.

S. Report of the Tax Incremental Districts Joint Review Committee (July 9, 2020).

1. To receive and place on file the Tax Incremental Districts annual reports.

T. Receive and Place on File.

1. Building Permit Report for June 2020.

2. Municipal Court Report for June 2020.

U. Committee of the Whole.

1. Consideration with possible action on "Resolution Providing for Face Coverings within the City of Green Bay," effective July 27, 2020.

2. Consideration with possible action on the "Resolution Extending the State of Emergency for the City of Green Bay COVID-19 Response."

V. Resolutions.

1. To approve the request by Michael Krouth, 311 N. Henry Street, to refund $470 in connection fees for mini-storm sewer connection.

2. To approve the request to amend and update the Stormwater Utility ordinance to include and explain the impact trees have on stormwater retention and drainage, and to provide a dollar credit to property owners who have trees planted or growing on their property in order to be consistent and fair with what the majority of the Common Council passed in November 2019. If the ordinance and Equivalent Residential Unit calculations are not adjusted appropriately, then Forestry expenses should no longer be paid for by Stormwater utility rates effective January 2021 (referred to staff at the April 29, 2020 Improvement and Services Committee meeting to modify existing ordinance to further define pervious area in the ordinance and report back to Committee) and to approve the draft General Ordinance No. 26-20. (Ald. Brunette)

3. To refer back to staff the request that Department of Public Works looks into the storm water sewer backups starting from East Shore Circle to California/East Shore Drive (referred to staff at the June 10, 2020 Improvement and Services Committee meeting). (Ald. Lefebvre)

4. To hold until the August 12, 2020 Improvement and Services Committee meeting the request for status update on plans to address chronic flooding in the vicinity of Main and East Mason Streets and Department of Public Works staff to report back to the Committee on feedback from designer on phasing the project (held at the December 10, 2019 Improvement and Services Committee meeting). (Ald. Nicholson)

5. To receive and place on file the request for (1) review of the Department of Public Works completion date expectations with possible action, and (2) notification to the Brown County Home Builders Association about the meeting as Department of Public Works staff will be meeting with Brown County Home Builders Association on December 12, 2019 (held at the April 8, 2020 Improvement and Services Committee meeting). (Ald. Nicholson)

14. To receive and place on file the report of the Claims Committee.

The Council may convene in closed session pursuant to Section 19.85(1) (g), Wis. Stats., for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. The Council may thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to report the results of the closed session and consider the balance of the agenda.

Q. REPORT OF THE PARK COMMITTEE (JULY 15, 2020).

Moved by Ald. Barbara Dorff, seconded by Ald. Mark Steuer to approve. Motion carried.

1. To refer to staff to generate a cost estimate for the installation of surveillance equipment at Seymour Park and bring back to Park Committee for review.

2. To direct staff to research the feasibility of including funding to develop a park in the Bay Highlands area as part of the 5 year Capital Improvement Plan to be presented in the fall of 2020.

3. To hold until the next Park Committee the updates on the budget, cost estimates and phasing plan options for the beach project at Bay Beach Amusement Park.

4. To approve the request for the Wildlife Sanctuary to reinstate the on-site deer management program per the recommendations in the Bay Beach Wildlife Sanctuary On-Site White Tailed Deer Population Study.

5. To approve the updated 2020-2024 Green Bay Parks, Recreation and Forestry Open Space Plan.

6. To approve a resolution in support of the updated 2020-2024 Green Bay Parks, Recreation and Forestry Open Space Plan.

Deanna Debruler

From: Michael Spitzer-Rubenstein <michael@voteathome.org>
Sent: Friday, August 21, 2020 10:03 AM
To: ClerkInquiries
Cc: Hillary Hall
Subject: Following up on CTCL request

Hi Kris,

I'm Michael Spitzer-Rubenstein, the Wisconsin State Lead for the National Vote at Home Institute. You may have heard from Hillary Hall, our Senior Advisor for State and Local Election Officials but I wanted to personally reach out to you about the election communications assistance Green Bay requested from the Center for Technology and Civic Life.

Do you have 30 minutes to talk next week? I'd like to meet you, hear about your experience in the primaries, and share how we can help you over the next 74 days.

You might find our Communications Toolkit useful. It's a groundbreaking resource that uses behavioral science insights from our partners at ideas42 to help you connect with communities and get voters the information they need about voting in November. We know it's tough for cash-strapped election offices to build out a comprehensive communications plan, design compelling visuals and develop messaging documents. That's why our toolkit does all of that for you!

It includes a templated communications plans for election offices that's cohesive, strategic, and customizable, so you have a clear roadmap. We've also created inviting visuals in a variety of sizes that you can use for social media, print ads, fliers posters or whatever is needed!

I know you already had to deal with poll worker shortages and delayed ballots in the primaries. Now, you're probably preparing for a massive increase in mail-in absentee ballots. The National Vote at Home Institute has your back. Our Communications Toolkit is just one of the many resources we can offer you.

Are there any times next week that would be good for a brief conversation about how we can be of assistance? I'm happy to be flexible around your schedule.

Looking forward to speaking,
Michael

--
Michael Spitzer-Rubenstein
State Lead for Wisconsin (Leadership Now Fellow)
National Vote at Home Institute
([redacted]
he/him

CENTER FOR
TECH AND
CIVIC LIFE

May 28, 2020

City of Racine

Dear Mayor Mason,

I am pleased to inform you that the Center for Tech and Civic Life ("CTCL") has decided to award a grant to support the work of the City of Racine.

The following is a description of the grant:

AMOUNT OF GRANT: One hundred thousand US dollars (USD $100,000).

PURPOSE: The grant funds must be used exclusively for the public purpose of planning safe and secure election administration in the City of Racine in 2020, and coordinating such planning with other cities in Wisconsin.

Before we transmit these funds, we ask that you sign this agreement promising to use the grant funds in compliance with United States tax laws. Specifically, by signing this letter you agree to the following:

1. The City of Racine is a U.S., state, or local government unit or political subdivision in the meaning of 26 USC 170(c)(1).

2. This grant shall be used *only* for the public purpose described above, and for no other purposes.

3. The City of Racine shall not use any part of this grant to give a grant to another organization unless CTCL agrees to the specific grant in writing, except as provided in paragraph 4.

4. The City of Racine shall grant ten thousand dollars (USD $10,000) under this agreement to each of the cities of Green Bay, Kenosha, Madison, and Milwaukee solely for the public purpose of planning safe and secure election administration in those cities in 2020, and

solely upon written confirmation from those entities that the funds shall be used for such purpose.

5. The City of Racine, and any cities granted funds under paragraph 4, shall produce, by June 15th, 2020, a plan for safe and secure election administration in each such city in 2020, including an assessment of election administration needs, budget estimates for such assessment, and an assessment of the impact of the plan on voters.

6. CTCL may discontinue, modify, withhold part of, or ask for the return all or part of the grant funds if it determines, in its sole judgment, that (a) any of the above conditions have not been met or (b) it must do so to comply with applicable laws or regulations.

Your acceptance of these agreements should be indicated below. Please have an authorized representative of The City of Racine sign below, and return a scanned copy of this letter to us by email at grants@techandciviclife.org.

On behalf of CTCL, I extend my best wishes in your work.

Sincerely,

Tiana M. Johnson

Tiana Epps Johnson
Executive Director
Center for Tech and Civic Life

Accepted on behalf of the City of Racine:

By: _____

Title: _____

Date: _____

supplies ($4,000) and set up at the City's community centers to assist voters with all aspects of absentee ballot request, including photo ID compliance. Due to the increase of absentee mailed requests the City of Racine will need an additional 2 full time staff members in the Clerk's Office in order to have a reasonable turn-around time for absentee requests ($100,000). Total: **$116,000.**

Total: $635,700

2. Utilize Secure Drop-Boxes to Facilitate Return of Absentee Ballots

Our five communities all share a desire to expand voters' ability to easily return absentee ballots to the municipality without having to rely on the postal service, since, after April's election, many voters are (rightfully) apprehensive that putting their completed ballot in the mail does not guarantee it will be received and counted by the municipality by statutory deadlines. Voters also need to have confidence that they are returning their completed absentee ballots into secure containers that are not at risk of tampering. All five cities need resources to purchase additional secure drop-boxes and place them at key locations throughout their cities, including libraries, community centers, and other well-known places, to ensure that returning completed ballots is as secure and accessible to voters throughout our cities as possible.

- **Green Bay:** The City would like to add secure (security cameras $15,000) ballot drop-boxes (approximately $900 each) at a minimum of the transit center and two fire stations, but if funding were available would also install secure drop boxes at Green Bay's libraries, police community buildings, and potentially several other sites including major grocery stores, gas stations, University of Wisconsin Green Bay, and Northern Wisconsin Technical College, in addition to the one already in use at City Hall. **Total: $50,000**

- **Kenosha:** The City currently has two drop-boxes that are checked throughout the day, and would like to install 4 additional internal security boxes at Kenosha libraries and the Kenosha Water Utility so that each side of town has easy access to ballot drop-boxes. **Total: $40,000**

- **Madison:** The City would like to have one secure drop box for every 15,000 voters, or 12 drop boxes total ($36,000). The City would also like to provide a potential absentee ballot witness at each drop box, utilizing social distancing and equipped with PPE (staff costs unknown): **Total: $50,000**

- **Milwaukee:** The City would like to install secure 24-hour drop boxes at all 13 Milwaukee Public library branches, staffed with socially distanced volunteers to serve as witnesses. **Total: $58,500**

CENTER FOR
TECH AND
CIVIC LIFE

August 31, 2020

City of Racine

Dear Mayor Mason,

I am pleased to inform you that the Center for Tech and Civic Life ("CTCL") has decided to award you a grant to support the work of the City of Racine.

The following is a description of the grant:

AMOUNT OF GRANT: Six Hundred Fifty-Seven Thousand US Dollars (USD $657,000).

PURPOSE: The grant funds must be used exclusively for the public purpose of planning and operationalizing safe and secure election administration in the City of Racine in accordance with the Wisconsin Safe Voting Plan 2020 and the attached "Additional Resources Requested for November 3rd, 2020 General Election."

Before we transmit these funds, we ask that you sign this agreement promising to use the grant funds in compliance with United States tax laws. Specifically, by signing this letter you agree to the following:

1. The City of Racine is a local government unit or political subdivision in the meaning of 26 USC 170(c)(1).

2. This grant shall be used *only* for the public purpose described above, and for no other purposes.

3. The City of Racine shall not use any part of this grant to give a grant to another organization unless CTCL agrees to the specific grant in writing.

4. The City of Racine has produced a plan for safe and secure election administration in 2020 and a supplement to such plan, including an assessment of election administration

needs, budget estimates for such assessment, and an assessment of the impact of the plan on voters. This supplemental plan is attached to this agreement. The City shall expend the amount of this grant for purposes contained in this plan by December 31, 2020.

5. The City of Racine shall produce a report documenting how this grant has been expended in support of the activities described in paragraph 4. This report shall be written and sent to CTCL by January 31, 2021 or in any other format approved by CTCL.

6. The City of Racine shall not reduce the budget of the City Clerk of Racine ("the Clerk") or fail to appropriate or provide previously budgeted funds to the Clerk for the term of this grant. Any amount reduced or not provided in contravention of this paragraph shall be repaid to CTCL up to the total amount of this grant.

7. CTCL may discontinue, modify, withhold part of, or ask for the return all or part of the grant funds if it determines, in its sole judgment, that (a) any of the above conditions have not been met or (b) it must do so to comply with applicable laws or regulations.

8. The grant project period of June 15, 2020 through December 31, 2020 represents the dates between which covered costs may be applied to the grant.

Your acceptance of these agreements should be indicated below. Please have an authorized representative of The City of Racine sign below, and return a scanned copy of this letter to us by email at grants@techandciviclife.org

On behalf of CTCL, I extend my best wishes in your work.

Sincerely,

Tiana Epps Johnson
Executive Director
Center for Tech and Civic Life

CENTER FOR TECH AND CIVIC LIFE

August 3, 2020

City of Racine

Dear Mayor Mason,

I am pleased to inform you that the Center for Tech and Civic Life ("CTCL") has decided to award a grant to support the work of the City of Racine.

The following is a description of the grant:

AMOUNT OF GRANT: Nine hundred, forty-two thousand, one hundred US dollars (USD $942,100.00).

PURPOSE: The grant funds must be used exclusively for the public purpose of planning and operationalizing safe and secure election administration in the City of Racine in accordance with the Wisconsin Safe Voting Plan 2020 ("Appendix").

Before we transmit these funds, we ask that you sign this agreement promising to use the grant funds in compliance with United States tax laws. Specifically, by signing this letter you agree to the following:

1. The City of Racine is a U.S., state, or local government unit or political subdivision in the meaning of 26 USC 170(c)(1).

Exhibit A

From: **Nuechterlein, Ellen** Ellen.Nuechterlein@cityofracine.org
Subject: 2nd Mayors' Virtual Meeting - Doodle
Date: May 13, 2020 at 11:31 AM
To: APeterson@milwaukee.gov, terryso@greenbaywi.gov, mayor@kenosha.org, nholmes@cityofmadison.com

Good Morning!

I hope this finds you all well.

Mayor Mason would like to host another virtual meeting with Mayors Genrich, Antaramian, Rhodes-Conway and Barrett this Saturday. He said the 10 am time worked well, but if a different time will work, he is flexible. Please complete the Doodle Poll, and I will then send an Outlook appointment.

https://doodle.com/poll/v3dds5nuea8838xi

Thank you and stay safe,

Ellen
Ellen Nuechterlein
Executive Assistant, Office of the Mayor
730 Washington Ave., Racine WI 53403
Phone: 262-636-9111 / Fax: 636-9570

From: **Paula Lattergrass** plattergrass@kenosha.org
Subject: Re: 2nd Mayors' Virtual Meeting - Doodle
Date: May 15, 2020 at 10:57 AM
To: Ellen Nuechterlein Ellen.Nuechterlein@cityofracine.org
Cc: Peterson, Alexis Alexis.Peterson@milwaukee.gov, nholmes@cityofmadison.com, terryso@greenbaywi.gov, mayor@kenosha.org

That works for Mayor Antaramian.

Paula Lattergrass
Executive Assistant to the Mayor
625 52nd Street Rm 300
Kenosha, Wisconsin 53140
T: 262.653.4000

From: "Ellen Nuechterlein" <Ellen.Nuechterlein@cityofracine.org>
To: "Peterson, Alexis" <Alexis.Peterson@milwaukee.gov>, nholmes@cityofmadison.com
Cc: terryso@greenbaywi.gov, mayor@kenosha.org
Sent: Friday, May 15, 2020 10:48:06 AM
Subject: RE: 2nd Mayors' Virtual Meeting - Doodle

Hi, Alexis.

For some reason Doodle is not showing your reply. That's what I get for using the free version ;-)

If 9:30 am would work for the Mayors, I can schedule it at that time. What does everyone think?

Thanks,

Ellen

From: Peterson, Alexis [mailto:Alexis.Peterson@milwaukee.gov]
Sent: Friday, May 15, 2020 10:39 AM
To: Nuechterlein, Ellen <Ellen.Nuechterlein@cityofracine.org>; nholmes@cityofmadison.com
Cc: terryso@greenbaywi.gov; mayor@kenosha.org
Subject: RE: 2nd Mayors' Virtual Meeting - Doodle

Mayor Barrett has a webinar panel at 10:30am – is there any chance this could occur at a different time. I'm sorry, I've been swamped and did reply to doodle poll.

Let me know.

Alexis Peterson | Special Assistant to the Mayor
Office of Mayor Tom Barrett
apeterson@milwaukee.gov

From: Nuechterlein, Ellen <Ellen.Nuechterlein@cityofracine.org>
Sent: Friday, May 15, 2020 10:28 AM
To: Peterson, Alexis <Alexis.Peterson@milwaukee.gov>; nholmes@cityofmadison.com
Cc: terryso@greenbaywi.gov; mayor@kenosha.org
Subject: RE: 2nd Mayors' Virtual Meeting - Doodle

Good morning, Alexis and Natasha.

I am following up to see if Mayor Barret and Mayor Rhodes-Conway are available tomorrow morning for a conversation. At this time, it appears that 10:00 and 11:00 a.m. are the options it has been narrowed down to. The Doodle link is below.

Thanks very much,

Ellen

From: Nuechterlein, Ellen
Sent: Wednesday, May 13, 2020 11:31 AM
To: APeterson@milwaukee.gov; terryso@greenbaywi.gov; mayor@kenosha.org; nholmes@cityofmadison.com
Subject: 2nd Mayors' Virtual Meeting - Doodle

Good Morning!

I hope this finds you all well.

Mayor Mason would like to host another virtual meeting with Mayors Genrich, Antaramian, Rhodes-Conway and Barrett this Saturday. He said the 10 am time worked well, but if a different time will work, he is flexible. Please complete the Doodle Poll, and I will then send an Outlook appointment.

https://doodle.com/poll/v3dds5nuea8838xi

Thank you and stay safe,

Ellen
Ellen Nuechterlein
Executive Assistant, Office of the Mayor
730 Washington Ave., Racine WI 53403
Phone: 262-636-9111 / Fax: 636-9570

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Milwaukee e-mail should presume that e-mail is subject to release upon request, and is subject to state records retention requirements. See City of Milwaukee full e-mail disclaimer at www.milwaukee.gov/email_disclaimer

From: Terry Sorelle [mailto:Terry.Sorelle@greenbaywi.gov]
Sent: Friday, May 15, 2020 11:08 AM
To: 'Paula Lattergrass' <plattergrass@kenosha.org>; Nuechterlein, Ellen <Ellen.Nuechterlein@cityofracine.org>
Cc: Peterson, Alexis <Alexis.Peterson@milwaukee.gov>; nholmes@cityofmadison.com; mayor@kenosha.org
Subject: RE: 2nd Mayors' Virtual Meeting - Doodle

That works for Mayor Genrich. Thanks!

Terry Sorelle
Executive Secretary to the Mayor
Mayor's Office
920-448-3005

From: Paula Lattergrass [mailto:plattergrass@kenosha.org]
Sent: Friday, May 15, 2020 10:57 AM
To: Ellen Nuechterlein
Cc: Peterson, Alexis; nholmes@cityofmadison.com; Terry Sorelle; mayor@kenosha.org
Subject: Re: 2nd Mayors' Virtual Meeting - Doodle

That works for Mayor Antaramian.

Paula Lattergrass
Executive Assistant to the Mayor
625 52nd Street Rm 300
Kenosha, Wisconsin 53140
T: 262.653.4000

From: "Ellen Nuechterlein" <Ellen.Nuechterlein@cityofracine.org>
To: "Peterson, Alexis" <Alexis.Peterson@milwaukee.gov>, nholmes@cityofmadison.com
Cc: terryso@greenbaywi.gov, mayor@kenosha.org
Sent: Friday, May 15, 2020 10:48:06 AM
Subject: RE: 2nd Mayors' Virtual Meeting - Doodle

Hi, Alexis.

For some reason Doodle is not showing your reply. That's what I get for using the free version ;-)

If 2:30 pm would work for the Mayors, I can schedule it at that time. What does everyone

If 9:30 am would work for the Mayors, I can schedule it at that time. What does everyone think?

Thanks,

Ellen

From: Peterson, Alexis [mailto:Alexis.Peterson@milwaukee.gov]
Sent: Friday, May 15, 2020 10:39 AM
To: Nuechterlein, Ellen <Ellen.Nuechterlein@cityofracine.org>; nholmes@cityofmadison.com
Cc: terryso@greenbaywi.gov; mayor@kenosha.org
Subject: RE: 2nd Mayors' Virtual Meeting - Doodle

Mayor Barrett has a webinar panel at 10:30am – is there any chance this could occur at a different time. I'm sorry, I've been swamped and did reply to doodle poll.

Let me know.

Alexis Peterson | Special Assistant to the Mayor
Office of Mayor Tom Barrett
apeterson@milwaukee.gov

From: Nuechterlein, Ellen <Ellen.Nuechterlein@cityofracine.org>
Sent: Friday, May 15, 2020 10:28 AM
To: Peterson, Alexis <Alexis.Peterson@milwaukee.gov>; nholmes@cityofmadison.com
Cc: terryso@greenbaywi.gov; mayor@kenosha.org
Subject: RE: 2nd Mayors' Virtual Meeting - Doodle

Good morning, Alexis and Natasha.

I am following up to see if Mayor Barret and Mayor Rhodes-Conway are available tomorrow morning for a conversation. At this time, it appears that 10:00 and 11:00 a.m. are the options it has been narrowed down to. The Doodle link is below.

Thanks very much,

Ellen

From: Nuechterlein, Ellen
Sent: Wednesday, May 13, 2020 11:31 AM
To: APeterson@milwaukee.gov; terryso@greenbaywi.gov; mayor@kenosha.org; nholmes@cityofmadison.com
Subject: 2nd Mayors' Virtual Meeting - Doodle

Good Morning!

I hope this finds you all well.

Mayor Mason would like to host another virtual meeting with Mayors Genrich, Antaramian, Rhodes-Conway and Barrett this Saturday. He said the 10 am time worked well, but if a different time will work, he is flexible. Please complete the Doodle Poll, and I will then send an Outlook appointment.

https://doodle.com/poll/v3dds5nuea8838xi

Thank you and stay safe,

Ellen
Ellen Nuechterlein
Executive Assistant, Office of the Mayor
730 Washington Ave., Racine WI 53403
Phone: 262-636-9111 / Fax: 636-9570

The City of Milwaukee is subject to Wisconsin Statutes related to public records. Unless otherwise exempted from the public records law, senders and receivers of City of Milwaukee e-mail should presume that e-mail is subject to release upon request, and is subject to state records retention requirements. See City of Milwaukee full e-mail disclaimer at www.milwaukee.gov/email_disclaimer

From: **Terry Sorelle** Terry.Sorelle@greenbaywi.gov
Subject: RE: 2nd Mayors' Virtual Meeting - Doodle
Date: May 15, 2020 at 11:25 AM
To: Paula Lattergrass plattergrass@kenosha.org, Ellen Nuechterlein Ellen.Nuechterlein@cityofracine.org
Cc: Peterson, Alexis Alexis.Peterson@milwaukee.gov, nholmes@cityofmadison.com, mayor@kenosha.org

That works for Mayor Genrich. Thanks!

Terry Sorelle
Executive Secretary to the Mayor
Mayor's Office
920-448-3005

From: Paula Lattergrass [mailto:plattergrass@kenosha.org]
Sent: Friday, May 15, 2020 10:57 AM
To: Ellen Nuechterlein
Cc: Peterson, Alexis; nholmes@cityofmadison.com; Terry Sorelle; mayor@kenosha.org
Subject: Re: 2nd Mayors' Virtual Meeting - Doodle

That works for Mayor Antaramian.

Paula Lattergrass
Executive Assistant to the Mayor
625 52nd Street Rm 300
Kenosha, Wisconsin 53140
T: 262.653.4000

From: "Ellen Nuechterlein" <Ellen.Nuechterlein@cityofracine.org>
To: "Peterson, Alexis" <Alexis.Peterson@milwaukee.gov>, nholmes@cityofmadison.com
Cc: terryso@greenbaywi.gov, mayor@kenosha.org
Sent: Friday, May 15, 2020 10:48:06 AM
Subject: RE: 2nd Mayors' Virtual Meeting - Doodle

Hi, Alexis.

For some reason Doodle is not showing your reply. That's what I get for using the free version ;-)

If 9:30 am would work for the Mayors, I can schedule it at that time. What does everyone think?

Thanks,

Ellen

From: Peterson, Alexis [mailto:Alexis.Peterson@milwaukee.gov]
Sent: Friday, May 15, 2020 10:39 AM
To: Nuechterlein, Ellen <Ellen.Nuechterlein@cityofracine.org>; nholmes@cityofmadison.com
Cc: terryso@greenbaywi.gov; mayor@kenosha.org
Subject: RE: 2nd Mayors' Virtual Meeting - Doodle

Mayor Barrett has a webinar panel at 10:30am – is there any chance this could occur at a different time. I'm sorry, I've been swamped and did reply to doodle poll.

Let me know.

Alexis Peterson | Special Assistant to the Mayor
Office of Mayor Tom Barrett
apeterson@milwaukee.gov

From: Nuechterlein, Ellen <Ellen.Nuechterlein@cityofracine.org>
Sent: Friday, May 15, 2020 10:28 AM
To: Peterson, Alexis <Alexis.Peterson@milwaukee.gov>; nholmes@cityofmadison.com
Cc: terryso@greenbaywi.gov; mayor@kenosha.org
Subject: RE: 2nd Mayors' Virtual Meeting - Doodle

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Thanks very much,

Ellen

From: Nuechterlein, Ellen
Sent: Wednesday, May 13, 2020 11:31 AM
To: APeterson@milwaukee.gov; terryso@greenbaywi.gov; mayor@kenosha.org; nholmes@cityofmadison.com
Subject: 2nd Mayors' Virtual Meeting - Doodle

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https://doodle.com/poll/v3dds5nuea8838xi

Thank you and stay safe.

Ellen
Ellen Nuechterlein
Executive Assistant, Office of the Mayor
730 Washington Ave., Racine WI 53403
Phone: 262-636-9111 / Fax: 636-9570

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From: **Nuechterlein, Ellen** Ellen.Nuechterlein@cityofracine.org
Subject: RE: 2nd Mayors' Virtual Meeting - Doodle
Date: May 15, 2020 at 12:58 PM
To: Terry Sorelle Terry.Sorelle@greenbaywi.gov, Paula Lattergrass plattergrass@kenosha.org
Cc: Peterson, Alexis Alexis.Peterson@milwaukee.gov, nholmes@cityofmadison.com, mayor@kenosha.org

Mayor Mason heard directly from Mayor Rhodes-Conway is also available at 9:30 am tomorrow. I will send the appointment out shortly.

Thanks very much, and have a relaxing weekend.

Ellen
Ellen Nuechterlein
Executive Assistant, Office of the Mayor
730 Washington Ave., Racine WI 53403
Phone: 262-636-9111 / Fax: 636-9570

From: Terry Sorelle [mailto:Terry.Sorelle@greenbaywi.gov]
Sent: Friday, May 15, 2020 11:08 AM
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Cc: Peterson, Alexis <Alexis.Peterson@milwaukee.gov>; nholmes@cityofmadison.com; mayor@kenosha.org
Subject: RE: 2nd Mayors' Virtual Meeting - Doodle

That works for Mayor Genrich. Thanks!

Terry Sorelle
Executive Secretary to the Mayor
Mayor's Office
920-448-3005

From: Paula Lattergrass [mailto:plattergrass@kenosha.org]
Sent: Friday, May 15, 2020 10:57 AM
To: Ellen Nuechterlein
Cc: Peterson, Alexis; nholmes@cityofmadison.com; Terry Sorelle; mayor@kenosha.org
Subject: Re: 2nd Mayors' Virtual Meeting - Doodle

That works for Mayor Antaramian.

Paula Lattergrass
Executive Assistant to the Mayor
625 52nd Street Rm 300

Kenosha, Wisconsin 53140
T: 262.653.4000

From: "Ellen Nuechterlein" <Ellen.Nuechterlein@cityofracine.org>
To: "Peterson, Alexis" <Alexis.Peterson@milwaukee.gov>, nholmes@cityofmadison.com
Cc: terryso@greenbaywi.gov, mayor@kenosha.org
Sent: Friday, May 15, 2020 10:48:06 AM
Subject: RE: 2nd Mayors' Virtual Meeting - Doodle

Hi, Alexis.

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If 9:30 am would work for the Mayors, I can schedule it at that time. What does everyone think?

Thanks,

Ellen

From: Peterson, Alexis [mailto:Alexis.Peterson@milwaukee.gov]
Sent: Friday, May 15, 2020 10:39 AM
To: Nuechterlein, Ellen <Ellen.Nuechterlein@cityofracine.org>; nholmes@cityofmadison.com
Cc: terryso@greenbaywi.gov; mayor@kenosha.org
Subject: RE: 2nd Mayors' Virtual Meeting - Doodle

Mayor Barrett has a webinar panel at 10:30am – is there any chance this could occur at a different time. I'm sorry, I've been swamped and did reply to doodle poll.

Let me know.

Alexis Peterson | Special Assistant to the Mayor
Office of Mayor Tom Barrett
apeterson@milwaukee.gov

From: Nuechterlein, Ellen <Ellen.Nuechterlein@cityofracine.org>
Sent: Friday, May 15, 2020 10:28 AM
To: Peterson, Alexis <Alexis.Peterson@milwaukee.gov>; nholmes@cityofmadison.com
Cc: terryso@greenbaywi.gov; mayor@kenosha.org
Subject: RE: 2nd Mayors' Virtual Meeting - Doodle

Good morning, Alexis and Natasha.

I am following up to see if Mayor Barret and Mayor Rhodes-Conway are available tomorrow morning for a conversation. At this time, it appears that 10:00 and 11:00 a.m. are the options it has been narrowed down to. The Doodle link is below.

Thanks very much,

Ellen

From: Nuechterlein, Ellen
Sent: Wednesday, May 13, 2020 11:31 AM
To: APeterson@milwaukee.gov; terryso@greenbaywi.gov; mayor@kenosha.org; nholmes@cityofmadison.com
Subject: 2nd Mayors' Virtual Meeting - Doodle

Good Morning!

I hope this finds you all well.

Mayor Mason would like to host another virtual meeting with Mayors Genrich, Antaramian, Rhodes-Conway and Barrett this Saturday. He said the 10 am time worked well, but if a different time will work, he is flexible. Please complete the Doodle Poll, and I will then send an Outlook appointment.

https://doodle.com/poll/v3dds5nuea8838xi

Thank you and stay safe,

Ellen
Ellen Nuechterlein
Executive Assistant, Office of the Mayor
730 Washington Ave., Racine WI 53403
Phone: 262-636-9111 / Fax: 636-9570

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From: **Nuechterlein, Ellen** Ellen.Nuechterlein@cityofracine.org
Subject: RE: 2nd Mayors' Virtual Meeting - Doodle
Date: May 15, 2020 at 1:09 PM
To: Peterson, Alexis Alexis.Peterson@milwaukee.gov, Terry Sorelle Terry.Sorelle@greenbaywi.gov, Paula Lattergrass plattergrass@kenosha.org
Cc: nholmes@cityofmadison.com, mayor@kenosha.org

Thanks very much, Alexis.

Ellen

From: Peterson, Alexis [mailto:Alexis.Peterson@milwaukee.gov]
Sent: Friday, May 15, 2020 1:01 PM
To: Nuechterlein, Ellen <Ellen.Nuechterlein@cityofracine.org>; Terry Sorelle <Terry.Sorelle@greenbaywi.gov>; 'Paula Lattergrass' <plattergrass@kenosha.org>
Cc: nholmes@cityofmadison.com; mayor@kenosha.org
Subject: RE: 2nd Mayors' Virtual Meeting - Doodle

Ok, I will make that work. I texted the Mayor but have not had a chance to talk to him in a bit.

Thank you,

Alexis Peterson | Special Assistant to the Mayor
Office of Mayor Tom Barrett
apeterson@milwaukee.gov

From: Nuechterlein, Ellen <Ellen.Nuechterlein@cityofracine.org>
Sent: Friday, May 15, 2020 12:59 PM
To: Terry Sorelle <Terry.Sorelle@greenbaywi.gov>; 'Paula Lattergrass' <plattergrass@kenosha.org>
Cc: Peterson, Alexis <Alexis.Peterson@milwaukee.gov>; nholmes@cityofmadison.com; mayor@kenosha.org
Subject: RE: 2nd Mayors' Virtual Meeting - Doodle

Mayor Mason heard directly from Mayor Rhodes-Conway is also available at 9:30 am tomorrow. I will send the appointment out shortly.

Thanks very much, and have a relaxing weekend.

Ellen
Ellen Nuechterlein
Executive Assistant, Office of the Mayor
730 Washington Ave., Racine WI 53403
Phone: 262-636-9111 / Fax: 636-9570

From: **Nuechterlein, Ellen** Ellen.Nuechterlein@cityofracine.org
Subject: Availability: Virtual Call with Mayors
Date: June 9, 2020 at 9:28 AM
To: Terry Sorelle Terry.Sorelle@greenbaywi.gov, Holmes, Natasha NHolmes@cityofmadison.com, Paula Lattergrass plattergrass@kenosha.org, Peterson, Alexis Alexis.Peterson@milwaukee.gov

Good morning.

I hope your week is off to a good start! Mayor Mason would like to convene another virtual meeting with the Mayors this Saturday, June 13. The Elections Administration Planning Grant will be discussed.

Please reply to the Doodle Poll with your respective Mayor's availability, and I will send an Outlook appointment with a Zoom link later this week.

https://doodle.com/poll/3se9b4cah6ydg67s

Thanks very much and be well,

Ellen
Ellen Nuechterlein
Executive Assistant, Office of the Mayor
730 Washington Ave., Racine WI 53403
Phone: 262-636-9111 / Fax: 636-9570

From: **Terry Sorelle** Terry.Sorelle@greenbaywi.gov
Subject: RE: Availability for Mayors' Virtual Meeting Saturday Morning
Date: August 13, 2020 at 3:16 PM
To: Nuechterlein, Ellen Ellen.Nuechterlein@cityofracine.org, LDCosta@cityofmadison.com, Paula Lattergrass plattergrass@kenosha.org, mayor@kenosha.org, Vornholt, Paul (Paul.Vornholt@milwaukee.gov) Paul.Vornholt@milwaukee.gov

Mayor Genrich is available all the times, thanks!

Terry Sorelle
Executive Secretary to the Mayor
Mayor's Office
920-448-3005

From: Nuechterlein, Ellen [mailto:Ellen.Nuechterlein@cityofracine.org]
Sent: Thursday, August 13, 2020 12:45 PM
To: LDCosta@cityofmadison.com; Terry Sorelle; Paula Lattergrass ; mayor@kenosha.org; Vornholt, Paul (Paul.Vornholt@milwaukee.gov)
Subject: Availability for Mayors' Virtual Meeting Saturday Morning

Good afternoon!

I hope you are all well on this sunny "Friday Eve."

Mayor Mason has asked me to schedule another virtual meeting for our five Mayors this Saturday morning. Please let me know what time works best, and I will send an Outlook appointment out. (If there is no strong preference, I will schedule it for 10:00.)

- 9:00 am
- 9:30 am
- 10:00 am
- 10:30 am
- 11:00 am

Thanks very much,

Ellen
Ellen Nuechterlein
Executive Assistant, Office of the Mayor
730 Washington Ave., Racine WI 53403
Phone: 262-636-9111 / Fax: 636-9570

From: **Stevens, Nicole** NStevens@cityofmadison.com
Subject: RE: Availability for Mayors' Virtual Meeting Saturday Morning
Date: August 14, 2020 at 10:00 AM
To: Nuechterlein, Ellen Ellen.Nuechterlein@cityofracine.org, Terry Sorelle TerrySo@greenbaywi.gov, Paula Lattergrass plattergrass@kenosha.org, mayor@kenosha.org, Vornholt, Paul (Paul.Vornholt@milwaukee.gov) Paul.Vornholt@milwaukee.gov

Good morning Ellen,

Mayor Rhodes-Conway is available tomorrow, Saturday, August 15th at 10:00am.

Thank you and happy Friday!

Nicole

Nicole Stevens, Executive Assistant to the Mayor
Office of Mayor Satya Rhodes-Conway
Room 403, City-County Building
210 Martin Luther King, Jr. Blvd.
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From: DCosta, Laila <LDCosta@cityofmadison.com>
Sent: Thursday, August 13, 2020 4:48 PM
To: 'Nuechterlein, Ellen' <Ellen.Nuechterlein@cityofracine.org>; Terry Sorelle <TerrySo@greenbaywi.gov>; Paula Lattergrass <plattergrass@kenosha.org>; mayor@kenosha.org; Vornholt, Paul (Paul.Vornholt@milwaukee.gov) <Paul.Vornholt@milwaukee.gov>
Cc: Stevens, Nicole <NStevens@cityofmadison.com>
Subject: RE: Availability for Mayors' Virtual Meeting Saturday Morning

Hi Ellen (and everyone),

We are checking on Mayor Rhodes-Conway's schedule and will get back to you as soon as we can. I am cc'ing Nicole Stevens as she is now handling Mayor Rhodes-Conway's schedule going forward.

Thanks so much! And, happy Friday Eve to all of you.

Laila

>>> The 2020 Census is here! As we practice social distancing, take the opportunity to complete the census now from the comfort of your own home. You can fill it out online at my2020census.gov, by phone, or by mail. <<<

Laila D'Costa
Office of the Mayor
City-County Bldg., Rm. 403
210 Martin Luther King, Jr. Blvd.
Madison, WI 53703-3345

608-266-4434

From: Nuechterlein, Ellen <Ellen.Nuechterlein@cityofracine.org>
Sent: Thursday, August 13, 2020 12:45 PM
To: DCosta, Laila <LDCosta@cityofmadison.com>; Terry Sorelle <TerrySo@greenbaywi.gov>; Paula Lattergrass <plattergrass@kenosha.org>; mayor@kenosha.org; Vornholt, Paul (Paul.Vornholt@milwaukee.gov) <Paul.Vornholt@milwaukee.gov>
Subject: Availability for Mayors' Virtual Meeting Saturday Morning

Caution: This email was sent from an external source. Avoid unknown links and attachments.

Good afternoon!

I hope you are all well on this sunny "Friday Eve."

Mayor Mason has asked me to schedule another virtual meeting for our five Mayors this Saturday morning. Please let me know what time works best, and I will send an Outlook appointment out. (If there is no strong preference, I will schedule it for 10:00.)

- 9:00 am
- 9:30 am
- 10:00 am
- 10:30 am
- 11:00 am

Thanks very much,

Ellen
Ellen Nuechterlein
Executive Assistant, Office of the Mayor
730 Washington Ave., Racine WI 53403
Phone: 262-636-9111 / Fax: 636-9570

From: **Paula Lattergrass** plattergrass@kenosha.org
Subject: Re: Availability for Mayors' Virtual Meeting Saturday Morning
Date: August 14, 2020 at 10:54 AM
To: Ellen Nuechterlein Ellen.Nuechterlein@cityofracine.org
Cc: LDCosta@cityofmadison.com, Terry Sorelle TerrySo@greenbaywi.gov, mayor@kenosha.org, Vornholt, Paul (Paul.Vornholt@milwaukee.gov) Paul.Vornholt@milwaukee.gov

Good morning, Ellen; Mayor Antaramian is available at any of these times.

Paula Lattergrass
Executive Assistant to the Mayor
625 52nd Street Rm 300
Kenosha, Wisconsin 53140
T: 262.653.4000

From: "Ellen Nuechterlein" <Ellen.Nuechterlein@cityofracine.org>
To: LDCosta@cityofmadison.com, "Terry Sorelle" <TerrySo@greenbaywi.gov>, "Paula Lattergrass" <plattergrass@kenosha.org>, mayor@kenosha.org, "Vornholt, Paul (Paul.Vornholt@milwaukee.gov)" <Paul.Vornholt@milwaukee.gov>
Sent: Thursday, August 13, 2020 12:45:00 PM
Subject: Availability for Mayors' Virtual Meeting Saturday Morning

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Thanks very much,

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Ellen Nuechterlein
Executive Assistant, Office of the Mayor
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Phone: 262-636-9111 / Fax: 636-9570

Wisconsin Safe Voting Plan 2020
Submitted to the Center for Tech & Civic Life
June 15, 2020

The State of Wisconsin found itself in the midst of an historic election in April of 2020 when statewide elections occurred in the midst of the COVID-19 pandemic. These elections included not only the presidential preference vote, but also local races for city councils, county boards, school board, and mayors, a statewide election for a seat on the Wisconsin Supreme Court, and numerous district-wide school referenda.

Municipalities were required to make rapid and frequent adjustments to ensure compliance with the rapidly changing Supreme Court, Wisconsin Supreme Court, and Wisconsin Election Commission (WEC) rulings about the election. (The April 2020 Election may go down in history as the only election in which the Wisconsin Supreme Court and the US Supreme Court weighed in on the same day on how the election would be conducted.)

The shifting legal landscape was also complicated by the extraordinary lengths municipal clerks went to to ensure that both voting and election administration were done in accordance with prevailing public health requirements.

As mayors in Wisconsin's five biggest cities - Milwaukee, Madison, Green Bay, Kenosha, and Racine - we seek to work collaboratively on the two remaining 2020 elections (August 11th and November 3rd) to: safely administer elections to reduce the risk of exposure to coronavirus for our residents as well as our election officials 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 our dense and diverse communities.

Table 1: Summary of Municipalities' Electorate Data, June 2020

	Green Bay	Kenosha	Madison	Milwaukee	Racine
Estimated Eligible Voters	71,661	73,000	213,725	430,000	56,000
Registered Voters	52,064	47,433	178,346	294,459	34,734
2020 Election Budget	$329,820	$205,690	$2,080,283	$2,986,810	$409,529

All five jurisdictions share concerns about how to best facilitate voter participation and limit exposure to coronavirus. All five jurisdictions spent all or most of the budgeted resources for all of 2020 on the extraordinary circumstances this Spring. If no plan is approved, it will leave communities like ours with no choice but to make tough decisions between health and the right to vote; between budget constraints and access to fundamental rights. The time that remains between now and the November Election provides an opportunity to plan for the highest possible voter turnouts in the safest possible ways.

We are collectively requesting a total of $6,131,567 as summarized in Table 3 below and detailed extensively in the plan.

Review of the April 2020 Election

The April 2020 election placed two sacred duties of cities in conflict: keeping our residents safe and administering free and fair elections. Since Wisconsin's elections are administered at the municipal level, each municipality was on its own to deal with these dynamics. Our Municipal Clerks and their staff are all remarkable public servants, who responded nimbly and effectively to marshal the resources needed to run these elections under exceedingly challenging circumstances. In this election, all five of our municipalities faced:

- Precipitous drop-offs of experienced poll workers;
- A scramble to procure enough PPE to keep polling locations clean and disinfected and to mitigate COVID-19 risk for election officials, poll workers, and voters;
- A never-before-seen increase in absentee ballot requests;
- High numbers of voters who struggled to properly submit required photo ID and/or provided insufficient certification of absentee ballot envelopes; and
- Voters who, understandably, were completely confused about the timeline and rules for voting in the midst of a pandemic and required considerable public outreach and individual hand-holding to ensure their right to vote.

See Table 2, below, for detailed data on all five municipalities' April 2020 absentee mail and in-person early voting experiences.

Table 2: Summary of Municipalities' Experiences in April 2020 Election

	Green Bay	Kenosha	Madison	Milwaukee	Racine
# of voters who requested absentee ballots for April election	15,509	16,017	89,730	96,712	11,615
# of absentee ballots successfully cast in April	11,928	13,144	77,677	76,362	9,570
# of absentee ballot requests unfulfilled due to insufficient photo ID	Unknown	Unknown	1,840	2.5%	Estimated hundreds
# of absentee ballots rejected due to incomplete certification	312	196	618	1,671	368
# of secure drop-boxes for absentee ballot return	1	2	3	5	1
# of days of early voting	12	10	19	14	13
Use curbside voting for early voting?	✔	✖	✔	✔	✔
# of voters who voted in-person early absentee	778	85	4,930	11,612	1,543
# of additional staff enlisted for election-related efforts	86	60	225	95	20
$ spent on PPE	$2,122	$13,000	$6,305	Unknown	Unknown
# of polling locations	2	10	66	5	14
Use drive-thru or curbside voting on Election Day?	✔	✖	✔	✔	✔

Comprehensive Election Administration Needs for 2020

In early June 2020, all five municipal clerks and their staff, with review and support from all five cities' Mayors and Mayoral staff, completed a detailed, multi-page template (attached) providing both data and information about the municipalities' election plans and needs. This Wisconsin Safe Voting Plan 2020 is based on that comprehensive information. All five of our municipalities recommend the following four strategies to ensure safe, fair, inclusive, secure, and professional elections in our communities for the remaining 2020 elections:

Recommendation I: Encourage and Increase Absentee Voting (By Mail and Early, In-Person)

1. Provide assistance to help voters comply with absentee ballot requests & certification requirements
2. Utilize secure drop-boxes to facilitate return of absentee ballots
3. Deploy additional staff and/or technology improvements to expedite & improve accuracy of absentee ballot processing
4. Expand In-Person Early Voting (Including Curbside Voting)

Recommendation II: Dramatically Expand Strategic Voter Education & Outreach Efforts, Particularly to Historically Disenfranchised Residents

Recommendation III: Launch Poll Worker Recruitment, Training & Safety Efforts

Recommendation IV: Ensure Safe & Efficient Election Day Administration

As detailed in this plan, our municipalities are requesting **a total of $6,324,567** to robustly, swiftly, comprehensively, and creatively implement these four strategic recommendations in each of our communities. That request is summarized as follows in Table 3, below, and detailed extensively in the remainder of this plan.

Table 3: Summary of Resources Needed to Robustly Implement All Four Recommendations

Recommendation	Green Bay	Kenosha	Madison	Milwaukee	Racine	Totals
Encourage and Increase Absentee Voting By Mail and Early, In-Person	$277,000	$455,239	$548,500	$998,500	$293,600	**$2,572,839**
Dramatically Expand Strategic Voter Education & Outreach Efforts	$215,000	$58,000	$175,000	$280,000	$337,000	**$1,065,000**
Launch Poll Worker Recruitment, Training & Safety Efforts	$174,900	$145,840	$507,788	$800,000	$181,500	**$1,810,028**
Ensure Safe & Efficient Election Day Administration	$426,500	$203,700	$40,500	$76,000	$130,000	**$876,700**
Totals:	**$1,093,400**	**$862,779**	**$1,271,788**	**$2,154,500**	**$942,100**	**$6,324,567**

Recommendation I: Encourage & Increase Absentee Voting By Mail and Early, In-Person

Of all the things that need to be done to ensure access and safety at the polls, this is perhaps the most important and timely. It is time, resource, and labor intensive but results in the voter being able to vote by mail or from the relative safety of their car or at a socially distanced and carefully planned early voting site.

Overview of Absentee Voting in Wisconsin

Before discussing our strategies and plans to encourage and increase absentee voting, both by mail and in-person, early voting, it's important to first understand the absentee voting context in Wisconsin.

There are two ways to vote early in Wisconsin: in-person and through the mail. Both are technically called "absentee voting," a phrase held over from a time when absentee voting required you to affirm that you were over 80, ill, or going to be out of the municipality on Election Day. Those requirements no longer exist in the statutes, and people can vote early, or absentee, for any reason. The April 2020 election saw dramatic increases in the number of absentee ballot requests over previous elections.

While for many regular voters, absentee voting - whether completed by mail or early, in-person - is a relatively easy process, our five cities understand that absentee voting does not work easily for all voters. Our communities of color, senior voters, low-income voters without reliable access to the internet, people with disabilities, and students all have legitimate concerns about the absentee voting process.

Voting absentee by mail has been complicated by the fairly recent imposition of state law requiring voters to provide an image of their valid photo ID prior to first requesting an absentee ballot. While this works relatively easily for voters who have valid photo IDs and the technology necessary to upload an image file of that valid ID into the state's myvote.wi.gov website, it does not work well or easily for other voters who do not have valid photo ID (complicated by closure of DMVs due to the pandemic), lack access to reliable internet (also complicated by coronavirus-related closures or reduced hours at libraries and community centers, leaving those residents without regular public internet access that our municipalities normally provide), those who don't have smart phones to take and upload photos, and those who need additional education about what constitutes a valid photo ID. (For example, countless voters in our municipalities attempted to submit "selfies" as valid photo ID. Explaining to them that this was not a valid form of photo ID and instructing them on how to properly submit valid ID took considerable staff time and resources.)

Once the absentee ballot is received, it must be completed correctly to be successfully cast, and there are numerous certification requirements on the absentee ballot envelope; if not correctly completed, the ballot could be rejected. Prior to this April's

election, very small numbers of voters had traditionally chosen to cast ballots by mail. Municipal clerks' offices simply were not prepared and do not have the staffing or technological resources needed to quickly process dramatically higher numbers of absentee ballot requests, troubleshoot problems, answer voter questions, provide information and to expedite the processing of thousands of received absentee ballots on Election Day.

In-person early absentee voting also poses challenges for voters and election administrators. While all of our communities had previously offered early voting locations and hours, April's election required election officials to creatively and quickly expand in-person early voting opportunities, including curbside voting, all while prioritizing necessary COVID-19 precautions.

As indicated by Table 4, below, all five of our municipalities are already experiencing dramatic increases in the number of voters requesting to vote absentee, compared to pre-pandemic, and must procure resources to enable voters in our communities to meaningfully access absentee voting.

Table 4: Absentee Ballots in All Municipalities as of June 2020

	Green Bay	Kenosha	Madison	Milwaukee	Racine
# of voters on permanent absentee list prior to 2/18/20	1,628	1,856	2,062	6,252	613
# of voters on permanent absentee list as of 4/7/20	4,306	3,469	8,665	23,374	2,684
# of voters who have already requested absentee ballots for August 2020	5,162	9,450	36,092	53,438	3,389
# of voters who have already requested absentee ballots for November 2020	4,859	9,123	34,164	50,446	3,204

We are committed to making voting accessible via mail, in-person prior to Election Day, and at the polls on Election Day. Particularly in the midst of a global pandemic when many voters are rightfully apprehensive about in-person voting, we want to ensure that voters in our communities know they have options and we are committed to conducting the necessary voter outreach and education to promote absentee voting and encourage higher percentages of our electors to vote absentee.

Increasing the number of voters who cast votes prior to Election Day minimizes the risk of spreading COVID-19 on Election Day from in-person contacts at our polling locations, and it reduces the chance for lines and delays in voting on Election Day.

The Wisconsin Election Commission (WEC) has approved a proposal to mail all registered voters absentee ballot request forms, which allows our five communities to focus on helping voters overcome the barriers to successfully returning those forms so they can obtain, and then successfully submit, their completed absentee ballots. This measure will provide absentee request information directly to voters, alleviating the need for municipalities to expend the cost to send the mailing. However, it is unclear how this measure will affect the workload of municipal clerks. Although the WEC has directed that the forms be returned to the WEC for entry, municipal clerks must still review each record, process, mail, record receipt and canvass each absentee ballot.

All of our municipalities anticipate continued large increases in absentee voting based on the April 2020 trends. Milwaukee, for example, anticipates that 80% of residents will vote absentee by mail for both the August primary and the November general election.

All five cities have identified numerous barriers to successful absentee voting, including: voters facing numerous challenges to successfully submitting valid photo ID; voters needing assistance complying with absentee ballot certification requirements, including obtaining the required witness signature on the absentee ballot return envelope; the labor-intensive process faced by all of our clerks' offices of processing absentee ballot requests; and U.S. Postal Service errors and mail delays. All of these are challenges for our municipalities in normal elections, but they are all compounded by the coronavirus pandemic, and made exponentially more difficult by the unprecedented volume of absentee voting requests. This puts tremendous strain on municipal election clerks and their staff.

Our five cities share the desire to assist as many residents as possible with casting ballots before Election Day, serving as the greatest opportunity we have to mitigate the spread of COVID-19 in our communities. We have identified several strategies to help voters in each of our communities overcome these barriers to successful absentee voting, both by mail and in-person early voting.

Overall, our five communities are requesting **$2,572,839** in resources related to enabling our municipalities to overcome these particular barriers and ensure that our voters can meaningfully access absentee voting, both by mail and in-person early voting. These strategies and resource needs are broken down into four distinct component recommendations, within the overall umbrella of increasing and encouraging absentee voting:

1. **Provide assistance to help voters comply with absentee ballot requests & certification requirements**

- **Green Bay:** The City would like to employ bilingual LTE "voter navigators" ($45,000) to help residents properly upload valid photo ID, complete their ballots and comply with certification requirements, and offer witness signatures. These voter navigators can assist voters prior to the elections and then also be trained and utilized as election inspectors. They would also like to utilize paid social media and local print and radio advertising to educate and direct voters in how to upload photo ID and how to request and complete absentee ballots. ($2,000) **Total: $47,000**

- **Kenosha:** The City would like to have Clerk's staff train library staff on how to help residents request and complete absentee ballots, would like to produce ($3,000) and mail ($26,200) a bilingual absentee ballot instruction sheet with all absentee ballots to increase correctly completed and submitted ballots. The City would like to hire a trainer for seasonal election workers, volunteers and poll workers. This employee would also coordinate assignments to polling locations, the early driver up voting site, the Clerk's office for assistance in processing, data entry and filing of absentee requests and the Absentee Board of Canvassers (approximately $50,000). The increase in absentee ballots due to COVID-19 has tremendously increased the workload of the department. In order to properly serve the citizens and voters additional LTE employees are needed (approximately $175,000). **Total: $254,200**

- **Madison:** Plans to hold curbside "Get your ID on File" events with the Clerk this summer utilizing volunteers or paid poll workers ($15,000) equipped with PPE (estimated $5,000) and digital cameras ($4,500) to capture voter ID images for voters who are unable to electronically submit their IDs to the Clerk's office. They also need large flags to draw attention to these curbside sites ($4,000). Would also like mobile wifi hotspots and tablets for all of these sites ($100,000) so voters could complete their voter registration and absentee requests all at once, without having to wait for staff in the Clerk's office to follow up on paper forms. (These mobile wifi hotspots, tablets, and flags, could all then be repurposed for early in-person voting closer to the election.) **Total: $128,500**

- **Milwaukee:** The City notes that the biggest obstacle to Milwaukee residents, particularly those in poverty, to applying for an absentee ballot in April was access to the internet and securing an image of their photo ID. To address this, the City will be promoting and utilizing Milwaukee Public Library branch staff ($90,000 for both elections) for 3 weeks prior to each election to assist any potential absentee voters with applying, securing, and uploading images of their valid photo ID. **Total: $90,000**

- **Racine:** The City will recruit and promote ($1,000), train ($3,000), and employ paid Voter Ambassadors ($8,000) who will be provided with both PPE and

supplies ($4,000) and set up at the City's community centers to assist voters with all aspects of absentee ballot request, including photo ID compliance. Due to the increase of absentee mailed requests the City of Racine will need an additional 2 full time staff members in the Clerk's Office in order to have a reasonable turn-around time for absentee requests ($100,000). Total: **$116,000.**

Total: $635,700

2. **Utilize Secure Drop-Boxes to Facilitate Return of Absentee Ballots**

Our five communities all share a desire to expand voters' ability to easily return absentee ballots to the municipality without having to rely on the postal service, since, after April's election, many voters are (rightfully) apprehensive that putting their completed ballot in the mail does not guarantee it will be received and counted by the municipality by statutory deadlines. Voters also need to have confidence that they are returning their completed absentee ballots into secure containers that are not at risk of tampering. All five cities need resources to purchase additional secure drop-boxes and place them at key locations throughout their cities, including libraries, community centers, and other well-known places, to ensure that returning completed ballots is as secure and accessible to voters throughout our cities as possible.

- **Green Bay:** The City would like to add secure (security cameras $15,000) ballot drop-boxes (approximately $900 each) at a minimum of the transit center and two fire stations, but if funding were available would also install secure drop boxes at Green Bay's libraries, police community buildings, and potentially several other sites including major grocery stores, gas stations, University of Wisconsin Green Bay, and Northern Wisconsin Technical College, in addition to the one already in use at City Hall. **Total: $50,000**

- **Kenosha:** The City currently has two drop-boxes that are checked throughout the day, and would like to install 4 additional internal security boxes at Kenosha libraries and the Kenosha Water Utility so that each side of town has easy access to ballot drop-boxes. **Total: $40,000**

- **Madison:** The City would like to have one secure drop box for every 15,000 voters, or 12 drop boxes total ($36,000). The City would also like to provide a potential absentee ballot witness at each drop box, utilizing social distancing and equipped with PPE (staff costs unknown): **Total: $50,000**

- **Milwaukee:** The City would like to install secure 24-hour drop boxes at all 13 Milwaukee Public library branches, staffed with socially distanced volunteers to serve as witnesses. **Total: $58,500**

- **Racine:** The City currently has one secured drop box for absentee ballots, and would like to have 3 additional drop boxes, each equipped with security cameras, to install at key locations around the City. **Total: $18,000.**

Total: $216,500

3. Deploy Additional Staff and/or Technology Improvements to Expedite & Improve Accuracy of Absentee Ballot Processing

The process of assembling and mailing absentee ballots is labor-intensive, slow, and subject to human error. Absentee ballot requests must be approved and entered into the statewide system, labels must be printed and applied to envelopes, ballots must be initialled, folded, and inserted into the envelope along with instructions. Ballots must be logged when received back from the voter. Undeliverable ballots must be reviewed, reissued or canceled. When voters make mistakes on ballots the requests to reissue must be completed. These tasks are time-consuming and utilizing existing clerk's office staff pulls them away from all of the other service requests, phone answering, and tasks handled by busy municipal clerks' offices.

The tremendous increase in absentee ballot requests in April was unprecedented, and municipal clerks and their staff were unprepared for the volume. They responded remarkably well - particularly since many of their staff were, by late March and early April, working remotely or, at a minimum, all needing to adhere to social distancing and masking precautions when working together in the same room - but all five municipalities need additional resources to accurately and swiftly process absentee ballot requests.

- **Green Bay:** The City needs 45 additional staff to process absentee ballot requests before the election, to open and verify envelopes on Election Day, and insert them into the tabulators. After the election, staff are needed to enter new voter registrations and assist with all election certification tasks ($140,000 for staffing) The City would also like to purchase a ballot opener and ballot folder to expedite processing ($5,000). **Total: $145,000.**
- **Kenosha:** The City needs resources for absentee ballot processing, to staff and process early, in-person absentee requests, and to answer voters' questions (approximately $100,000). Additional workers are also needed to canvass absentee ballots (approximately $11,000) **Total: $111,000**
- **Madison:** Based on data from April, the City estimates it will need additional staffing ($110,000) for hourly election clerks for the fall elections, and will incur

additional overtime costs ($100,000) for staff processing of absentee ballots and other election-related tasks. **Total: $210,000**

- **Milwaukee:** Given its tremendous volume of absentee ballot requests and processing tasks which dwarfs that of the other municipalities, Milwaukee would like to completely automate and expedite the assembly and mailing of requested absentee ballots. The City would like to purchase a high-speed, duplex printer, a top-of-the-line folding machine, and a high quality folding and inserting machine. This would reduce staff costs and eliminate the use of absentee labels, by enabling the City to print directly onto inner and outer envelopes. This would also allow the City to have a small 2D barcode that the inserter machine would be able to scan to ensure that the outer envelope is for the same voter; increasing quality controls. This automation would enable the City to eliminate the assembly delay no matter the volume of daily absentee requests, allowing experienced election workers and previously trained election temporary employees to be re-deployed to early voting sites as supervisors and lead workers. **Total: $145,000**

- **Racine:** To process absentee ballot requests in April, the City estimates that it will need seven additional full-time employees to process fall election requests. These employees will be needed full-time for one month prior to the August Election (approximately $17,000) and seven weeks prior to the November election (approximately $30,000). **Total: $47,000**

Total: $658,000

4. Expand In-Person Early Voting (Including Curbside Voting)

For a variety of reasons, many voters in our municipalities do not want to vote by mail and prefer to vote in-person. As a result of the coronavirus, far more voters are interested in early, in-person absentee voting (EIPAV) than we've seen in previous elections, wishing to avoid lines or crowds on Election Day. All five municipalities would like to have resources to accommodate these early, in-person voters. Expanding access to early, in-person voting also will lessen lines at polling places on Election Day and allow for proper social distancing and other pandemic precautions to be uniformly implemented.

Curbside and drive-thru voting have been very popular with residents of our municipalities, particularly for those with health concerns who can remain in the cars and have a virtually contact-less voting process. For example, Milwaukee previously operated in-person early voting for one week leading up to the April election at three sites and then transitioned to one site of drive-thru voting. 11,612 cast ballots through these options: 5,571 via in-person and 6,041 at drive-thru, and these numbers represent a 46% increase over April 2016 "early voting" totals. However, it is slow-moving and

labor-intensive. Additionally, particularly in the larger cities among us, it requires law enforcement and traffic control assistance to help manage traffic.

- **Green Bay:** The City would like to expand and establish at least three EIPAV sites in trusted locations, ideally on the east (potentially UWGB) and west sides (potentially NWTC or an Oneida Nation facility) of the City, as well as at City Hall. The City is planning to offer early voting starting two weeks before each election, with several weekdays available until 6:30pm and Saturdays 10am-4pm. They would like to staff these early voting sites with election inspectors who are bilingual and would like to increase the salary rate for these bilingual election inspectors to assist with recruitment and retention, as well as in recognition of their important role at these sites. The City also will need to print additional ballots, signage, and materials to have available at these early voting sites. **Total: $35,000.**

- **Kenosha:** The City plans to have one early voting location, at City Hall, and plans to hold early voting two weeks before the August election, with no weekend or evening hours planned, and 4 weeks before the November election, with access until 7pm two days/week and Saturday voting availability the week before the election. If City Hall is still closed to the public, they will explore offering early drive thru voting on City Hall property. Resources are needed for staffing (approximately $40,000), PPE ($1,050), signage ($200), laptops, printers, and purchase of a large tent ($8,789) to utilize for drive thru early voting. Staff could see voters' ID, print their label, hand them their ballot, and then collect the completed envelope. This would also allow staff to help voters properly do certification and provide witness signatures if necessary. The City could do this for one full week before elections. **Total $50,039.**

- **Madison:** The City would like to provide 18 in-person absentee voting locations for the two weeks leading up to the August election, and for the four weeks leading up to the November election. Their original plan was to offer in-person absentee voting at all nine library locations, the City Clerk's Office, a city garage, Edgewood College, two Madison College locations, and four UW-Madison locations. Due to weather uncertainties, they will need to purchase and utilize tents ($100,000) for the curbside voting locations in order to protect the ballots, staff, and equipment from getting wet and will also need large feather flags to identify the curbside voting sites. (Additional staff costs covered by the earlier question re. Absentee ballot processing.) The City would also like to get carts ($60,000) for our ExpressVote accessible ballot marking devices so we can use the ExpressVote for curbside voting to normalize the use of ExpressVote to help voters with disabilities feel less segregated during the voting process.**Total: $160,000.**

- **Milwaukee:** The City would like to set up 3 in-person early voting locations for two weeks prior to the August election ($150,000) and 15 in-person early voting

locations and 1 drive-thru location, potentially at a central location like Miller Park, for four weeks prior to the November election ($450,000). (Establishing this many EIPAV sites requires a significant investment in IT equipment, an additional ballotar printer, tents, signage, and traffic control assistance from the Milwaukee Police Department.) Milwaukee would also like to offer evening and weekend early voting hours which would add additional costs for both August ($30,000) and November ($75,000). **Total: $705,000.**

- **Racine:** The City would like to offer a total of 3 EIPAV satellite locations for one week prior to the August election, as well as offering in-person early voting - curbside, if City Hall is still closed to the public - at the Clerk's office for 2 weeks prior to the August election. For the November election, Racine would like to offer EIPAV at 4 satellite locations two weeks prior to the election and at the Clerk's office (again, potentially curbside) 6 weeks prior. The City would need to obtain PPE, tents, supplies and cover staff time and training ($40,000). Racine would also like to have all satellite locations available for half-day voting the two Saturdays ($17,000) and Sundays ($17,000) prior to the November election, and the library and mall locations would be open until 8pm the week prior to the Election. Additional resources needed include one-time set-up fee per location ($7,500), laptops and dymo printers ($10,000), training ($1,100), and signage ($12,000.) As well, the City would like to host at least one drive-thru Voter Registration Day, where City Hall would be set up for residents to come get registered, curbside, and get their voting questions answered by Clerk's staff. Newly registered voters could also get assistance requesting absentee ballots for upcoming elections while they're there. ($8,000) **Total: $112,600**

Total: $1,062,639.00

Recommendation I Total for All Strategies to Encourage and Increase Absentee Voting by Mail and Early, In-Person: $2,572,839.00

Recommendation II: Dramatically Expand Voter & Community Education & Outreach, Particularly to Historically Disenfranchised Residents

All five municipalities expressed strong and clear needs for resources to conduct voter outreach and education to their communities, with a particular emphasis on reaching voters of color, low-income voters without reliable access to internet, voters with disabilities, and voters whose primary language is not English. This outreach is particularly necessary given the voter confusion that ensued in the lead-up to the April election, and voters' concerns and questions about voting during the COVID-19 pandemic. We understand that our communities of color do not necessarily trust the voting process, and that we need to work to earn that trust. We want to be transparent and open about what happens behind the scenes in elections, and what options are available for casting a ballot. We also want to make sure we are listening to groups that have historically been disenfranchised and groups that are facing obstacles with voting during this pandemic, and working with them to effectively respond to their concerns.

Voter outreach and education is also needed to encourage and explain new voter registration, and to encourage voters to verify and update their address or other voter registration information to do so prior to the Election. None of our communities have sufficient resources budgeted or available for the strategic, intentional, and creative outreach and education efforts that are needed in our communities over the summer and into the fall.

We all want our communities to have certainty about how the voting process works, trust in our election administration's accuracy, and current, accurate information on what options are available to vote safely in the midst of the pandemic. Significant resources are needed for all five municipalities to engage in robust and intentional voter education efforts to reduce confusion; encourage and facilitate new voter registration and registration updates; provide clear, accessible, and accurate information; address voters' understandable pandemic-related safety concerns; reassure voters of the security of our election administration; and, ultimately, reduce ballot errors and lost votes and enhance our residents' trust and confidence in our electoral process.

- **Green Bay:** Would like to reach voters and potential voters through a multi-prong strategy utilizing "every door direct mail," targeted mail, geo-fencing, billboards, radio, television, and streaming-service PSAs, digital advertising, and automated calls and texts ($100,000 total). The City would also like to ensure that these efforts can be done in English, Spanish, Hmong, and Somali, since roughly 11% of households in the Green Bay area speak a language other than English. Ideally, the City would employ limited term communications staff or engage communications consultants ($50,000) from August through the November election to design these communications and design and launch paid advertising on Facebook, Twitter, and Instagram, also in multiple languages. The City would also like to directly mail to residents who are believed to be eligible but not registered voters, approximately 20,000 residents. It would require both

considerable staff time to construct that list of residents and directly mail a professionally-designed piece (in multiple languages) to those voters. ($50,000 total for staffing, design, printing, and postage). To assist new voters, the City would also like resources to help residents obtain required documents (i.e. birth certificates) which are needed to get a valid state ID needed for voting. These grant funds ($15,000) would be distributed in partnership with key community organizations including churches, educational institutions, and organizations serving African immigrants, LatinX residents, and African Americans. **Total: $215,000**

- **Kenosha:** Would like to directly communicate to all Kenosha residents via professionally-designed targeted mail postcards that include information about the voter's polling location, how to register to vote, how to request an absentee ballot, and how to obtain additional information. The City would have these designed by a graphic designer, printed, and mailed ($34,000). The City would also like resources for social media advertising, including on online media like Hulu, Spotify, and Pandora ($10,000) and for targeted radio and print advertising ($6,000) and large graphic posters ($3,000) to display in low-income neighborhoods, on City buses, and at bus stations, and at libraries ($5,000). **Total: $58,000**

- **Madison:** Would like to engage the City's media team to produce videos to introduce voters to the election process, voting options, and to explain the safety precautions taken at polls and early voting sites. These videos would then be shared in numerous ways, including through partner organizations and on the City's social media platforms. The City would also like to partner with community organizations and run ads on local Spanish-language radio, in the Spanish-language newspapers, on local hip hop radio stations, in African American-focused printed publications, and in online publications run by and for our communities of color (advertising total $100,000). Additionally, the City has many poll workers who are from historically disenfranchised communities. The City would like to pay those poll workers ($75,000) to conduct voter outreach and additional poll worker recruitment activities. **Total: $175,000.**

- **Milwaukee:** Would like to partner with other City divisions to develop mailings and door hangers ($10,000) that could accompany water bills, be distributed by the Department of Neighborhood Services, or hung on trash receptacles by sanitation staff. The City would also like to revamp current absentee voting instructions to be more visual, address issues specific to the pandemic such as securing a witness signature, prepare it in English and Spanish, and print 150,000 color copies (estimated total $15,000). The Election Commission would also like to produce a short video ($5,000) with visuals showing voters how to apply for an absentee ballot and how to correctly complete and return the ballot. Additionally, the Election Commission would like to hire a communications firm to prepare and implement a comprehensive voter outreach communications plan

($250,000). This communications effort would include numerous voter education ads and PSAs on radio, billboards, buses, with some using local celebrities like Milwaukee Bucks players. This communications effort would focus on appealing to a variety of communities within Milwaukee, including historically underrepresented communities such as LatinX and African Americans, and would include a specific focus on the re-enfranchisement of voters who are no longer on probation or parole for a felony. Additionally, this campaign would include an edgy but nonpartisan and tasteful communications campaign to harness the current protests' emphasis on inequity and ties that message to voting. The video, the ads, and the PSAs could all also be placed on social media, the Election Commission and City websites, and GOTV partner websites and social media. **Total: $280,000**

- **Racine:** The City would like to retain a communications firm to design and implement a comprehensive voter outreach communications plan ($80,000). This would include ads on Facebook, Instagram, and Snapchat. The City would also like to rent billboards in key parts of the City ($5,000) to place messages in Spanish to reach Spanish-speaking voters. The City would also like to do targeted outreach aimed at City residents with criminal records to encourage them to see if they are not eligible to vote; this outreach will be accomplished with the production, editing, and sharing of a YouTube video ($2,000) specifically on this topic shared on the City's website, social media channels, and through community partners. Racine would also like to purchase a Mobile Voting Precinct so the City can travel around the City to community centers and strategically chosen partner locations and enable people to vote in this accessible (ADA-compliant), secure, and completely portable polling booth on wheels, an investment that the City will be able to use for years to come. (Estimated cost $250,000). **Total: $337,000**

Recommendation II Total For All Strategies to Dramatically Expand Strategic Voter Education and Outreach Efforts, Particularly to Historically Disenfranchised Residents: $1,065,000.00

Recommendation III: Launch Poll Worker Recruitment, Training, and Safety Efforts

The pandemic made conducting Election Day activities extremely challenging. Most poll workers in Wisconsin are retirees doing their civic duty to help facilitate the election. Given the increased risk for the elderly if exposed to COVID-19, many experienced poll workers opted out. Milwaukee had so many poll workers decline to serve that the City went from 180 polling locations to five polling locations. Green Bay, facing a similar exodus of poll workers, went down to two polling locations. Racine usually relies on nearly 190 poll workers for a spring election; only 25 of those experienced poll workers were under the age of 60.

As fears about the coronavirus increased in mid-late March and early April, poll workers in all five municipalities declined to work the election, leaving cities scrambling to quickly recruit enough bodies to keep polling locations open. All cities were appreciative of the last minute assignment of hundreds of Wisconsin National Guard members to assist with Election Day activities, and all of our cities re-assigned City staff from other departments to serve as poll workers and election officials and to assist with the myriad of tasks related to Election Day administration. The remainder of positions were staffed by high school students, college students, and members of the National Guard. Many of our poll workers had never worked an election before.

- **Green Bay:** The City needs to hire a total of 380 workers per election (total $112,660). The City would like to pay poll workers more than they have previously received, to signify their importance in the process and to acknowledge the extra challenge it represents to serve as an election official during a pandemic. The City would like to increase poll worker salaries by 50% (additional $56,330). All poll workers will be trained through the Wisconsin Elections Commission website and the City's own training manual ($6,000). **Total: $174,900**

- **Kenosha:** The City needs to hire 350 poll workers per election ($100,000). They would like to offer hazard pay to increase pay to $160/worker and $220/chief inspectors ($10,840). To aid in recruitment efforts, the City would like to hire a recruiter and liaison position for poll workers ($35,000). **Total: $145,840.**

- **Madison:** The City utilizes the election toolkit available through the MIT Technology Project to determine the staffing levels needed to ensure that voters will not have to wait in line for more than 15 minutes. In addition to the one Chief Inspector per polling location, Madison also has additional election officials who are certified as the Absentee Lead at each polling location. Madison estimates that if 75% of votes cast are absentee, the City will need 1,559 election officials at the polls in August. The City envisions a robust and strategic poll worker recruitment effort, focusing on people of color, high school students, and college students. The City would like to have resources for hazard pay for poll workers this fall at a rate comparable to what the U.S. Census is paying in the area

($369,788). The City has also found it challenging to convince facilities to host a polling location in the midst of a pandemic, and would like to provide each facility with a small amount of funds to compensate for their increased cleaning and sanitization costs ($750/location, $138,000 total). **Total: $507,788**

- **Milwaukee:** The City plans to have 45 voting locations in August and to keep open as many of the normal 180 polling places as possible in November. August will require 3 chief inspectors per site and 20 election workers per site, for a total of 1200 election workers minimum and 150 chief inspectors. The City has a goal of recruiting 1,000 new election workers. The City would like to add an additional $100 per worker in hazard pay to the poll workers' stipends of $130 ($460,000 additional for both elections) and $100 hazard pay to chief inspector stipends of $225 ($87,750 additional for both elections). Additionally, the City of Milwaukee utilizes a Central Count of absentee ballots, which necessitates 15 chiefs and 200 election workers per election at Central Count ($50,000/day for 2- days each election for a total of $200,000). Total payroll for both elections will reach $750,000 based upon these calculations.The City will launch a recruitment campaign for a new generation of election workers to sign up and be involved in their democracy, and hopes this effort can be included in the above request for resources for a marketing firm. Recruiting new and younger poll workers means that the Election Commission will need to innovate in election training. The Commission would like to produce polling place training videos ($50,000) with live small-group, socially distanced discussions and Q&A sessions. These videos will augment existing training manuals. **Total: $800,000**

- **Racine:** The City needs approximately 150 poll workers for August and 300 for November, in addition to 36 Chief Inspectors, and would like to pay all workers a $100/election hazard pay ($118,000 total payroll for both elections). City notes that its desire to have more early voting locations and hours is directly impacted by its ability to hire and train election officials. To that end, the City would like to launch a recruitment campaign that includes radio ads ($1,000), ads on social media platforms ($10,000), billboards in strategic City locations ($5,000), and film videos for high school students in history/government classes ($500). The City would also like to enlist a communication firm to: create a training video for election officials, develop an online quiz, detailed packets for election officials, and a PPE video filmed by a health professional about necessary COVID-19 precautions during all voting operations ($22,000 total). Racine would also like to hire a liaison position to schedule, training and facilitate poll workers. ($35,000) **Total: $181,500.**

Recommendation III Total for All Strategies to Launch Poll Worker Recruitment, Training and Safety Efforts: $1,810,028.00

Recommendation IV: Ensure Safe & Efficient Election Day Administration

It is no small task to mitigate risk of a lethal pandemic at all polling locations and throughout all required Election Day processing. Municipal clerks must ensure they have done everything possible to comply with public health guidelines and mitigate the risk of COVID-19 for all of the election officials, poll workers, observers, and voters. Our five municipalities are in need of numerous resources to both ensure seamless processing of voters on the upcoming Election Days, procure Personal Protective Equipment (PPE), disinfectant, and cleaning supplies to protect election officials and voters from the coronavirus, and to aid in processing of an expected high volume of absentee ballots. Additionally, as several of our municipalities move to add or expand drive-thru voting on Election Days, those expansions come with additional unbudgeted expenses for signage, tents, traffic control, publicity, and safety measures. All of our municipalities need resources to ensure that the remaining 2020 Election Days are administered seamlessly and safely.

- **Green Bay:** Green Bay would like to purchase 135 electronic poll books ($2,100/each for a total of $283,500) to reduce voter lines, facilitate Election Day Registrations and verification of photo ID. The City would also like a high speed tabulator ($62,000) to count absentee ballots on Election Day, a ballot opener and ballot folder ($5,000), and additional staff to process absentee ballots on Election Day ($5,000). The City also needs masks, gloves, gowns, hair nets, face shields ($15,000), cough/sneeze guards ($43,000), and disinfectant supplies ($3,000). **Total: $426,500**

- **Kenosha:** The City would like to purchase automatic hand sanitizer dispensers for all polling locations ($14,500) as well as PPE (gloves, masks, disinfectant, etc.) for all poll workers and voters ($15,200). Kenosha would also like to be able to offer elderly residents and people with disabilities who wish to vote in person on Election Day two-way transportation, utilizing a local organization such as Care-A-Van ($2,000). The City also needs resources for technology improvements to include a ballot opener, a ballot folder, 12 additional laptops and dymo printers, and high-speed scanner tabulators ($172,000 total) to expedite election day processing and administration. **Total: $203,700**

- **Madison:** The City needs hand sanitizer for all poll workers and voters, disinfectant spray, plexi-glass shields to allow poll workers to split the poll books, face shields for curbside election officials, and face masks for all poll workers and observers ($20,000) as well as renting additional space to safely and accurately prepare all supplies and practice social distancing at the public test of election equipment ($20,000) If the new voter registration form is not translated by the state into both Spanish and Hmong, Madison plans to translate the form ($500). **Total: $40,500**

- **Milwaukee:** The City will be purchasing 400 plexiglass barriers ($55,000) for election workers at all polling location receiving and registration tables. Additionally, the Milwaukee Election Commission will need to acquire 400 face shields for workers not staffed behind plexiglass ($4,000), gloves for all poll workers ($3,000), masks on hand for election workers and members of the public ($5,000), hand sanitizer ($2,000) and disinfectant ($2,000). Additionally, since Milwaukee also plans to offer curbside voting as an option at all polling places, updated, larger, more visible signage is necessary ($5,000). **Total: $76,000**

- **Racine:** Racine plans to issue all 36 wards its own PPE supply box which will each include masks, cleaning supplies, pens for each voter, gloves, hand sanitizer, safety vests, goggles, etc. ($16,000). The City also needs large signs to direct and inform voters printed in English and Spanish ($3,000). Additionally, the City would like to deploy a team of paid trained EDR Specialists for each polling location ($10,000, including hourly pay, training expenses, and office supplies). As well, Racine would like iPads with cellular signal for each polling location to be able to easily verify voters' registration status and ward ($16,000). The City would like to equip all wards with Badger Books ($85,000); Racine began using electronic poll books in the February 2020 election and has found they dramatically increase and facilitate EDR, verification of voters' photo ID, expedite election processes, and reduce human error. **Total: $130,000**

Recommendation IV Total for All Strategies to Ensure Safe & Efficient Election Day Administration: $876,700.00

Conclusion

As Mayors in Wisconsin's five largest cities, we are committed to working collaboratively and innovatively to ensure that all of our residents can safely exercise their right to vote in 2020's remaining elections in the midst of the COVID-19 pandemic. The April 2020 election placed two of our most sacred duties in conflict: keeping our residents safe and administering free, fair, and inclusive elections. This Wisconsin Safe Voting Plan 2020 represents a remarkable and creative comprehensive plan, submitted collaboratively by all five of our cities. With sufficient resources, all five municipalities will swiftly, efficiently, and effectively implement the recommended strategies described in this plan, to ensure safe, fair, inclusive, secure, and professional elections in all of our communities this year.

CENTER FOR
TECH AND
CIVIC LIFE

July 24, 2020

City of Kenosha

Dear Mayor Antaramian,

I am pleased to inform you that the Center for Tech and Civic Life ("CTCL") has decided to award a grant to support the work of the City of Kenosha.

The following is a description of the grant:

AMOUNT OF GRANT: Eight hundred sixty-two thousand, seven hundred seventy nine US dollars (USD $862,779.00).

PURPOSE: The grant funds must be used exclusively for the public purpose of planning and operationalizing safe and secure election administration in the City of Kenosha in accordance with the Wisconsin Safe Voting Plan 2020 ("Appendix").

Before we transmit these funds, we ask that you sign this agreement promising to use the grant funds in compliance with United States tax laws. Specifically, by signing this letter you agree to the following:

1. The City of Kenosha is a U.S., state, or local government unit or political subdivision in the meaning of 26 USC 170(c)(1).

2. This grant shall be used *only* for the public purpose described above, and for no other purposes.

3. The City of Kenosha shall not use any part of this grant to give a grant to another organization unless CTCL agrees to the specific sub-recipient in advance, in writing.

4. The City of Kenosha has produced a plan for safe and secure election administration in 2020, including an assessment of election administration needs, budget estimates for such assessment, and an assessment of the impact of the plan on voters. This plan is attached to this agreement as an Appendix. The City shall expend the amount of this grant for purposes contained in this plan by December 31, 2020.

5. This grant is intended to support and shall be used solely to fund the activities and purposes described in the plan produced pursuant to paragraph 4.

6. The City of Kenosha shall produce a report documenting how this grant has been expended in support of the Appendix. This report shall be provided to CTCL by January 31, 2021.

7. The City of Kenosha shall not reduce or otherwise modify planned municipal spending on 2020 elections, including the budget of the City Clerk of Kenosha ("the Clerk") or fail to appropriate or provide previously budgeted funds to the Clerk for the term of this grant. Any amount reduced or not provided in contravention of this paragraph shall be repaid to CTCL up to the total amount of this grant.

8. CTCL may discontinue, modify, withhold part of, or ask for the return of all or part of the grant funds if it determines, in its sole judgment, that (a) any of the above conditions have not been met or (b) it must do so to comply with applicable laws or regulations.

9. The grant project period of June 15, 2020 through December 31, 2020 represents the dates between which covered costs may be applied to the grant.

Your acceptance of these agreements should be indicated below. Please have an authorized representative of The City of Kenosha sign below, and return a scanned copy of this letter to us by email at grants@techandciviclife.org

On behalf of CTCL, I extend my best wishes in your work.

Sincerely,

Tiana Epps Johnson
Executive Director
Center for Tech and Civic Life

Accepted on behalf of the City of Kenosha:

By: _____

Title: _____

Date:_____

APPENDIX: Wisconsin Safe Voting Plan 2020 Submitted to the Center for Tech & Civic Life June 15, 2020

From: **Whitney May** whitney@techandciviclife.org
Subject: Elections Group <> Kenosha, WI
Date: August 17, 2020 at 9:28 AM
To: Michelle Nelson mnelson@kenosha.org
Cc: Ryan Chew ryan@electionsgroup.com, gail@electionsgroup.com

Hello Michelle,

I hope you and the team are doing well after last week's primary. As we discussed, I'm connecting you with 2 people from the Elections Group, Gail and Ryan (cc'd).

They both have decades of election experience working with the Cook County Clerk in Illinois. They are available to discuss your dropbox plans (and more!).

Ryan and Gail,

Michelle is the Kenosha Deputy Clerk. Below are some notes about her drop box plans for November to help guide your conversation.

- Currently 2 drop boxes at City Hall
- Kenosha Mayor wants secure boxes attached to city buildings
- Adding 3 more locations for November, built into city buildings (2 libraries, 1 water utility office)
- Michelle is working with a construction company
- She's open to which dropbox to purchase -- visuals are helpful
- Michelle is open to help with dropbox collection and chain of custody documents
- She's excited about getting tents and signage for drive thru voting, so you may want to discuss that operation, too.

I hope you can find time this week to schedule a call. And I'll let y'all take it from here.

Stay safe,
Whitney

--
Whitney May
Director of Government Services
Center for Tech and Civic Life
whitney@techandciviclife.org
(919) 799-6173
she/her

From: **Whitney May** whitney@techandciviclife.org
Subject: UPDATE: Absentee instructions template & envelopes from Center for Civic Design: No action required
Date: August 18, 2020 at 7:38 PM
To: Witzel-Behl, Maribeth MWitzel-Behl@cityofmadison.com
Cc: Michelle Nelson mnelson@kenosha.org, Coolidge, Tara tara.coolidge@cityofracine.org, Celestine Jeffreys Celestine.Jeffreys@greenbaywi.gov, cwooda@milwaukee.gov, Kris.Teske@greenbaywi.gov, Josh Goldman josh@techandciviclife.org, Asher Kolieboi asher@civicdesign.org, Christopher Patten christopher@civicdesign.org

Hello everyone,

Thank you for taking time to review the CCD materials and ask questions today.

CTCL is putting the brakes on operation envelope with the WI-5 because:

- WEC wants everyone in the state using the same formats
- WEC wants to complete new envelope design work next year
- WEC shared uniform instructions today

Apologies for any confusion. Please reach out with any questions or concerns. And keep truckin'.

Stay safe out there,
Whitney M

On Tue, Aug 18, 2020 at 6:36 PM Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com> wrote:

> Wow! Thank you!
>
> I like the design. Is it possible to have the text larger in the instructions? I'm wondering how hard it might be for our older voters to read the 9-point font.
>
> Thank you!
>
> - Maribeth
>
> **From:** Whitney May <whitney@techandciviclife.org>
> **Sent:** Tuesday, August 18, 2020 12:07 PM
> **To:** Michelle Nelson <mnelson@kenosha.org>; Coolidge, Tara <tara.coolidge@cityofracine.org>; Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com>; cwooda@milwaukee.gov; Kris.Teske@greenbaywi.gov
> **Cc:** Josh Goldman <josh@techandciviclife.org>; Asher Kolieboi <asher@civicdesign.org>; Christopher Patten <christopher@civicdesign.org>
> **Subject:** Absentee instructions template & envelopes from Center for Civic Design: Feedback requested by Friday
>
> Caution: This email was sent from an external source. Avoid unknown links and attachments.
>
> Hello Claire, Celestine, Kris, Tara, Michelle, and Maribeth:
>
> You are the famous WI-5. Congrats on successful administration of last week's state primary! Excited to see November be an even bigger success for you and your teams.

With November in mind, I'm cc'ing the designers from Center for Civic Design, Asher & Christopher. CCD is one of the amazing technical assistance partners available to support the WI-5 (we really do need to get WI-5 tshirts).

Since we've heard interest from you about what other cities are doing, we thought it would be helpful to gather feedback on absentee envelopes and instructions from the WI-5 cohort as a group rather than gathering feedback separately.

- Here are the absentee instructions designed by CCD
  - It's a template in a Word doc
  - You can edit and customize for your city
  - Christopher and Asher are available to consult on design
  - Christopher and Asher have designed this by combining CCD's best practices and language from Madison's instructions.

- Here are the absentee envelopes designed by CCD
  - CCD has been working on the design with WEC
  - CCD + Oxide Design are available to consult on design and printing with your printer
  - Consult can look like adjusting the templates, adding your contact and other information, working with your envelope vendors (if needed) as you fit the layouts into your process (including any size or placement adjustments), or just providing any support, advice, or reviews of proofs.

Do you and your teams have capacity to review these materials and provide questions and feedback to CTCL & CCD before the end of the week?

We know you are all working on tight timelines for printing and collating absentee materials. Please let CTCL & CCD know how we can be most helpful moving forward. If it's useful, grant funds are available for cities that want to print new envelopes.

Thank you,
Whitney & Josh from CTCL

--

Whitney May

Director of Government Services

Center for Tech and Civic Life

From: **Whitney May** whitney@techandciviclife.org
Subject: Re: guidance
Date: August 19, 2020 at 2:35 PM
To: Michelle Nelson mnelson@kenosha.org

Election offices are chronically underfunded and understaffed. I hope you're able to make the case to your administration that the Clerk's office needs additional staff. Like I say, elections are people-powered.

Below is some language I drafted along with 2 links that may help you frame the need for more staff. And have you asked Kris in Green Bay or Tara in Racine about their staffing levels? If they have similar numbers of registered voters as Kenosha, but more staff than Kenosha, then I think that's also a way to make your case to Admin.

There was a time when the administration of elections and voter registration was a straight forward, relatively simple public service — occasionally organizing election workers, maintaining registration lists, and holding periodic elections. That is the past.

Modern election administration is one that requires expert, trained administrators who understand complicated factors involving both people and technology. Administering safe, professional, and secure election requires specific knowledge and skills on a variety of topics, including but not limited to:

- *Voter registration*
- *Cybersecurity*
- *Physical security*
- *Ballot building*
- *Campaign finance*
- *Logic and accuracy testing*
- *Absentee voting and voting by mail*
- *Uniformed and overseas citizens voting*
- *Polling place management*
- *Poll worker training, recruitment, and management*
- *Post-election audits*
- *Contingency planning*
- *Canvassing and certifying an election*
- *Communicating with the public*
- *Conducting a recount*
- *Provisional ballots*
- *Election technology*
- *Accessible voting*

https://www.electioncenter.org/certified-elections-registration-administrator.html

https://www.eac.gov/election_management_resources/election_management_guidelines.aspx

On Wed, Aug 19, 2020 at 10:14 AM Michelle Nelson <mnelson@kenosha.org> wrote:

Hi Whitney,

I'm preparing to discuss with Administration the need for full time election specialist staff for our upcoming budget. I realize this is not grant related; however, I thought maybe someone in your group could provide some insight as to why that is useful in a City Clerk's Office.

Elections have significantly changed over the last four years. Specifically: security, transparency, voter confidence and now COVID are areas of concern when planning for and administering an election.

Thoughts?

Michelle Nelson
Information Coordinator
T:262.653.4271
625 52nd Street

From: **Tiana Epps-Johnson** tiana@techandciviclife.org
Subject: Re: Purchase of High Speed Ballot Tabulators
Date: September 3, 2020 at 10:14 AM
To: Michelle Nelson mnelson@kenosha.org
Cc: Whitney May whitney@techandciviclife.org

Michelle,

So happy to hear you were able to secure the equipment you require. Your request for reallocation is approved.

I hope you're taking care.

Best,
Tiana

On Mon, Aug 31, 2020 at 1:31 PM Michelle Nelson <mnelson@kenosha.org> wrote:

> Hi Tiana,
>
> I want to update you on a larger grant money purchase. We were able to secure three (3) DS450 high speed ballot tabulators for use at our Absentee Central Count locations.The total is estimated at $180,000.00 for three machines. We had requested $172,000 for this and we are requesting that some of the money allocated for extra staffing be allowed to cover the additional expense.
>
> Please advise.
>
> **Michelle Nelson**
> Information Coordinator
> T:262.653.4271
> 625 52nd Street
> Kenosha, WI 53140

--
Tiana Epps-Johnson I Founder & Executive Director, Center for Tech and Civic Life I tiana@techandciviclife.org I she/her

From: **Michelle Nelson** mnelson@kenosha.org
Subject: Fwd: Purchase of High Speed Ballot Tabulators
Date: October 8, 2020 at 3:18 PM
To: Bryan Charbogian bcharbogian@kenosha.org

Michelle Nelson
Information Coordinator
T:262.653.4271
625 52nd Street
Kenosha, WI 53140

From: "tiana" <tiana@techandciviclife.org>
To: "Michelle Nelson" <mnelson@kenosha.org>
Cc: "Whitney May" <whitney@techandciviclife.org>
Sent: Thursday, September 3, 2020 10:14:02 AM
Subject: Re: Purchase of High Speed Ballot Tabulators

Michelle,

So happy to hear you were able to secure the equipment you require. Your request for reallocation is approved.

I hope you're taking care.

Best,
Tiana

On Mon, Aug 31, 2020 at 1:31 PM Michelle Nelson <mnelson@kenosha.org> wrote:

> Hi Tiana,
>
> I want to update you on a larger grant money purchase. We were able to secure three (3) DS450 high speed ballot tabulators for use at our Absentee Central Count locations.The total is estimated at $180,000.00 for three machines. We had requested $172,000 for this and we are requesting that some of the money allocated for extra staffing be allowed to cover the additional expense.
>
> Please advise.
>
> **Michelle Nelson**
> Information Coordinator
> T:262.653.4271
> 625 52nd Street
> Kenosha, WI 53140

--
Tiana Epps-Johnson | Founder & Executive Director, Center for Tech and Civic Life | tiana@techandciviclife.org | she/her

Woodall-Vogg, Claire

From: Michael Spitzer-Rubenstein <michael@voteathome.org>
Sent: Friday, August 28, 2020 12:47 PM
To: Woodall-Vogg, Claire
Subject: Re: Ops Meeting Follow-up

Thank you so much Claire!

--
Michael Spitzer-Rubenstein
State Lead for Wisconsin (Leadership Now Fellow)
National Vote at Home Institute
(310) 980-2872
he/him

From: Woodall-Vogg, Claire <cwooda@milwaukee.gov>
Date: Friday, August 28, 2020 at 11:46 AM
To: Michael Spitzer-Rubenstein <michael@voteathome.org>
Subject: RE: Ops Meeting Follow-up

Thank you for my reminders. I need them – it seems like the past three hours of the morning have passed in 5 mins.

From: Michael Spitzer-Rubenstein <michael@voteathome.org>
Sent: Friday, August 28, 2020 10:17 AM
To: Woodall-Vogg, Claire <cwooda@milwaukee.gov>
Subject: Ops Meeting Follow-up

Claire,
Great talking to you yesterday. Just a few notes on follow-ups:

- Can you connect me to Reid Magney and anyone else who might make sense at the WEC?
- Would you also be able to make the connection with the Milwaukee County Clerk?
- If you could send the procedures manual and any instructions for ballot reconstruction, I'd appreciate that.

On my end:

- By Monday, I'll have our edits on the absentee voter instructions.
- We're pushing Quickbase to get their system up and running and I'll keep you updated.
- I'll revise the planning tool to accurately reflect the process.
- I'll create a flowchart for the VBM processing that we will be able to share with both inspectors and also observers.
- I'll take a look at the reconstruction process and try to figure out ways to make sure it's followed.

Thanks,
Michael

Woodall-Vogg, Claire

From: Josh Goldman <josh@techandciviclife.org>
Sent: Tuesday, July 28, 2020 6:02 PM
To: Woodall-Vogg, Claire; Noah Praetz
Cc: Tiana Epps-Johnson
Subject: Additional staff support in Milwaukee

Hi Claire,

It was a pleasure to meet during last week's Safe Voting Plan kickoff call, and I'm looking forward to sending you a more complete implementation plan tomorrow. In the meantime, I wanted to continue the conversation about providing additional staff support.

In last week's call, you mentioned an interest in adding middle-management staff capacity. Noah (Elections Group) has a lead on an experienced elections staffer that could potentially embed with your staff in Milwaukee in a matter of days and fill that kind of role.

I know bringing on a new member to your team is a big decision, so I wanted to make sure you and Noah could connect and talk through your interest and possible next steps. I'll let you both take it from here.

Thanks, Claire! I'll email more complete technical assistance support plans tomorrow for your review. In the meantime, don't hesitate to let me if you have questions.

Josh
--
Josh Simon Goldman | Program Manager, Center for Tech and Civic Life | (513) 720-1397
| josh@techandciviclife.org

Woodall-Vogg, Claire

From: Bubacz, Hannah
Sent: Thursday, September 17, 2020 4:36 PM
To: Michael Spitzer-Rubenstein
Cc: Hersch, Harrison; Woodall-Vogg, Claire; Boushell, Molly; MacIntyre, Jacob; Hinshaw, Alice; Enos, John
Subject: Re: Census Tracts Question

Sounds good, thank you much, Michael. Just let me know.

Hannah Bubacz
GIS Technician II
City of Milwaukee | Department of Administration – Information & Technology Management Division
hbubac@milwaukee.gov

From: Michael Spitzer-Rubenstein <michael@voteathome.org>
Sent: Thursday, September 17, 2020 12:41 PM
To: Bubacz, Hannah <hbubac@milwaukee.gov>
Cc: Hersch, Harrison <hhersch@quickbase.com>; Woodall-Vogg, Claire <cwooda@milwaukee.gov>; Boushell, Molly <mboushell@quickbase.com>; MacIntyre, Jacob <jmacIntyre@quickbase.com>; Hinshaw, Alice <ahinshaw@quickbase.com>; Enos, John <jenos@milwaukee.gov>
Subject: Re: Census Tracts Question

Give me a day or so. I'm waiting to hear back about whether USDR can make this all easier and save you from more work, Hannah.

Thanks,
Michael

On Thu, Sep 17, 2020 at 12:50 PM Bubacz, Hannah <hbubac@milwaukee.gov> wrote:

> Ah, I see. Yes, I could break the city into chunks and export as a CSV, if needed.
>
> Michael, please let me know if that is the route you want to go.
>
> Hannah Bubacz
> GIS Technician II
> City of Milwaukee | Department of Administration – Information & Technology Management Division
> hbubac@milwaukee.gov

From: Hersch, Harrison <hhersch@quickbase.com>
Sent: Thursday, September 17, 2020 11:44 AM
To: Bubacz, Hannah <hbubac@milwaukee.gov>; Woodall-Vogg, Claire <cwooda@milwaukee.gov>
Cc: Boushell, Molly <mboushell@quickbase.com>; MacIntyre, Jacob <jmacIntyre@quickbase.com>; Hinshaw, Alice <ahinshaw@quickbase.com>; Michael Spitzer-Rubenstein <michael@voteathome.org>; Enos, John <jenos@milwaukee.gov>
Subject: RE: Census Tracts Question

Hi Hannah –

Unfortunately we don't have any sort of visualization/GIS software to open this or leverage as we are a database/application platform.

Are you able to export in chunks or is that too much work? Could you give us a JSON file? We could take virtually any sort of file that has the relational data like csv, tsv, xls, json, xml, etc.

Harrison Hersch
Director, Product Operations
O: (617) 250-2156
150 Cambridgepark Drive
Cambridge, MA 02140
QuickBase.com

From: Bubacz, Hannah <hbubac@milwaukee.gov>
Sent: Thursday, September 17, 2020 12:15 PM
To: Hersch, Harrison <hhersch@quickbase.com>; Woodall-Vogg, Claire <cwooda@milwaukee.gov>
Cc: Boushell, Molly <mboushell@quickbase.com>; MacIntyre, Jacob <jmacIntyre@quickbase.com>; Hinshaw, Alice <ahinshaw@quickbase.com>; Michael Spitzer-Rubenstein <michael@voteathome.org>; Enos, John <jenos@milwaukee.gov>
Subject: Re: Census Tracts Question

Hey Harrison,

Attached is a zip file of parcel point address with census information joined as a shapefile. I cannot export it to a CSV as there are too many records. I also could not do polygons at this time but let me know if you need those in the future when you do need these as a visual representation. Does this work?

Thanks,

Hannah Bubacz
GIS Technician II
City of Milwaukee | Department of Administration – Information & Technology Management Division
hbubac@milwaukee.gov

From: Hersch, Harrison <hhersch@quickbase.com>
Sent: Tuesday, September 15, 2020 3:36 PM
To: Bubacz, Hannah <hbubac@milwaukee.gov>; Woodall-Vogg, Claire <cwooda@milwaukee.gov>
Cc: Boushell, Molly <mboushell@quickbase.com>; MacIntyre, Jacob <jmacIntyre@quickbase.com>; Hinshaw, Alice <ahinshaw@quickbase.com>; Michael Spitzer-Rubenstein <michael@voteathome.org>; Enos, John <jenos@milwaukee.gov>
Subject: RE: Census Tracts Question

No problem. Not a delay, just want to plan.

Harrison Hersch
Director, Product Operations

O: (617) 250-2156
150 Cambridgepark Drive
Cambridge, MA 02140
QuickBase.com

From: Bubacz, Hannah <hbubac@milwaukee.gov>
Sent: Tuesday, September 15, 2020 4:36 PM
To: Hersch, Harrison <hhersch@quickbase.com>; Woodall-Vogg, Claire <cwooda@milwaukee.gov>
Cc: Boushell, Molly <mboushell@quickbase.com>; MacIntyre, Jacob <jmacIntyre@quickbase.com>; Hinshaw, Alice <ahinshaw@quickbase.com>; Michael Spitzer-Rubenstein <michael@voteathome.org>; Enos, John <jenos@milwaukee.gov>
Subject: Re: Census Tracts Question

Yes, I should be able to get the data to you by midday tomorrow. It doesn't take long but we have had a couple other things come up that the GIS team is attending. So sorry for the delay.

Hannah Bubacz
GIS Technician II
City of Milwaukee | Department of Administration – Information & Technology Management Division
hbubac@milwaukee.gov

From: Hersch, Harrison <hhersch@quickbase.com>
Sent: Tuesday, September 15, 2020 3:32 PM
To: Bubacz, Hannah <hbubac@milwaukee.gov>; Woodall-Vogg, Claire <cwooda@milwaukee.gov>
Cc: Boushell, Molly <mboushell@quickbase.com>; MacIntyre, Jacob <jmacIntyre@quickbase.com>; Hinshaw, Alice <ahinshaw@quickbase.com>; Michael Spitzer-Rubenstein <michael@voteathome.org>; Enos, John <jenos@milwaukee.gov>
Subject: RE: Census Tracts Question

One other thing, Hannah. Could you help set my expectations on how long this type of project would take you?

Harrison Hersch
Director, Product Operations
O: (617) 250-2156
150 Cambridgepark Drive
Cambridge, MA 02140
QuickBase.com

From: Hersch, Harrison
Sent: Tuesday, September 15, 2020 1:00 PM
To: Bubacz, Hannah <hbubac@milwaukee.gov>; Woodall-Vogg, Claire <cwooda@milwaukee.gov>
Cc: Boushell, Molly <mboushell@quickbase.com>; MacIntyre, Jacob <jmacIntyre@quickbase.com>; Hinshaw, Alice <ahinshaw@quickbase.com>; Michael Spitzer-Rubenstein <michael@voteathome.org>; Enos, John <jenos@milwaukee.gov>
Subject: RE: Census Tracts Question

Thanks (to both emails)

Harrison Hersch
Director, Product Operations
O: (617) 250-2156
150 Cambridgepark Drive
Cambridge, MA 02140
QuickBase.com

From: Bubacz, Hannah <hbubac@milwaukee.gov>
Sent: Tuesday, September 15, 2020 12:47 PM
To: Hersch, Harrison <hhersch@quickbase.com>; Woodall-Vogg, Claire <cwooda@milwaukee.gov>
Cc: Boushell, Molly <mboushell@quickbase.com>; MacIntyre, Jacob <jmacIntyre@quickbase.com>; Hinshaw, Alice <ahinshaw@quickbase.com>; Michael Spitzer-Rubenstein <michael@voteathome.org>; Enos, John <jenos@milwaukee.gov>
Subject: Re: Census Tracts Question

Hey Harrison,

Here is the setup of our data for apartments/multiple units. The main address is in a field called HouseNumber (first red box). When they are letter based, it will be in the Suffix field (second red box) and the units with numbers in the Unit field (third field).

Publication.Parcel.ParcelPolygonAddress

FK_Tax	FK_LandUse	HouseNumber	Suffix	Direction	StreetName	StreetType	Unit	FK_Zip	Plus
2061401000	8830	4821	<Null>	N	22ND	ST	3105	53209	
2061401000	8830	4821	<Null>	N	22ND	ST	3106	53209	
2061401000	8830	4821	<Null>	N	22ND	ST	3107	53209	
2061401000	8830	4821	<Null>	N	22ND	ST	2411	53209	
2061401000	8830	4821	<Null>	N	22ND	ST	2412	53209	
2061401000	8830	4821	<Null>	N	22ND	ST	2413	53209	
2061401000	8830	4821	<Null>	N	22ND	ST	2414	53209	
2061401000	8830	4821	<Null>	N	22ND	ST	2415	53209	
2061401000	8830	4821	<Null>	N	22ND	ST	3101	53209	
2061401000	8830	4821	<Null>	N	22ND	ST	2405	53209	
2061401000	8830	4821	<Null>	N	22ND	ST	2406	53209	
2061401000	8830	4821	<Null>	N	22ND	ST	2407	53209	
2061401000	8830	4821	<Null>	N	22ND	ST	2408	53209	
2061401000	8830	4821	<Null>	N	22ND	ST	2409	53209	
2061401000	8830	4821	<Null>	N	22ND	ST	2410	53209	
2061401000	8830	4821	<Null>	N	22ND	ST	2315	53209	
2061401000	8830	4821	<Null>	N	22ND	ST	2316	53209	

Hannah Bubacz
GIS Technician II
City of Milwaukee | Department of Administration – Information & Technology Management Division
hbubac@milwaukee.gov

From: Bubacz, Hannah <hbubac@milwaukee.gov>
Sent: Tuesday, September 15, 2020 11:25 AM
To: Hersch, Harrison <hhersch@quickbase.com>; Woodall-Vogg, Claire <cwooda@milwaukee.gov>
Cc: Boushell, Molly <mboushell@quickbase.com>; MacIntyre, Jacob <jmacIntyre@quickbase.com>;

Hinshaw, Alice <ahinshaw@quickbase.com>; Michael Spitzer-Rubenstein <michael@voteathome.org>; Enos, John <jenos@milwaukee.gov>
Subject: Re: Census Tracts Question

Let me make sure on the apartment numbers/suffixes before I let you know.

The two files would be the same data-wise. Using ArcMap, I can export the joined files to an Excel/CSV table. So the shapefile could be loaded to see it visually into whatever system you are using and the Excel/CSV would be a table of all the same fields without shapes. Does that help?

Hannah Bubacz
GIS Technician II
City of Milwaukee | Department of Administration – Information & Technology Management Division
hbubac@milwaukee.gov

From: Hersch, Harrison <hhersch@quickbase.com>
Sent: Tuesday, September 15, 2020 11:19 AM
To: Bubacz, Hannah <hbubac@milwaukee.gov>; Woodall-Vogg, Claire <cwooda@milwaukee.gov>
Cc: Boushell, Molly <mboushell@quickbase.com>; MacIntyre, Jacob <jmacIntyre@quickbase.com>; Hinshaw, Alice <ahinshaw@quickbase.com>; Michael Spitzer-Rubenstein <michael@voteathome.org>; Enos, John <jenos@milwaukee.gov>
Subject: RE: Census Tracts Question

One other question – what data would be in the CSV vs the Shapefile?

Harrison Hersch
Director, Product Operations
O: (617) 250-2156
150 Cambridgepark Drive
Cambridge, MA 02140
QuickBase.com

From: Hersch, Harrison
Sent: Tuesday, September 15, 2020 11:57 AM
To: Bubacz, Hannah <hbubac@milwaukee.gov>; Woodall-Vogg, Claire <cwooda@milwaukee.gov>
Cc: Boushell, Molly <mboushell@quickbase.com>; MacIntyre, Jacob <jmacIntyre@quickbase.com>; Hinshaw, Alice <ahinshaw@quickbase.com>; Michael Spitzer-Rubenstein <michael@voteathome.org>; Enos, John <jenos@milwaukee.gov>
Subject: RE: Census Tracts Question

That…would…be…amazing!

If you want to send me a couple of sample records, I can check in advance too. One quick question, how will the permutations of things like apartment numbers work?

Harrison Hersch
Director, Product Operations
O: (617) 250-2156
150 Cambridgepark Drive

Cambridge, MA 02140
QuickBase.com

From: Bubacz, Hannah <hbubac@milwaukee.gov>
Sent: Tuesday, September 15, 2020 11:35 AM
To: Hersch, Harrison <hhersch@quickbase.com>; Woodall-Vogg, Claire <cwooda@milwaukee.gov>
Cc: Boushell, Molly <mboushell@quickbase.com>; MacIntyre, Jacob <jmacIntyre@quickbase.com>; Hinshaw, Alice <ahinshaw@quickbase.com>; Michael Spitzer-Rubenstein <michael@voteathome.org>; Enos, John <jenos@milwaukee.gov>
Subject: Re: Census Tracts Question

Hey Harrison,

Yes, I think I understand what you need. I will start working on getting you the files and then ask you to please check and make sure all is good. The files I will provide will be addresses joined with what census tract they are in and give a CSV and shapefile. Does that work for you?

Thanks,

Hannah Bubacz
GIS Technician II
City of Milwaukee | Department of Administration – Information & Technology Management Division
hbubac@milwaukee.gov

From: Hersch, Harrison <hhersch@quickbase.com>
Sent: Monday, September 14, 2020 2:54 PM
To: Bubacz, Hannah <hbubac@milwaukee.gov>; Woodall-Vogg, Claire <cwooda@milwaukee.gov>
Cc: Boushell, Molly <mboushell@quickbase.com>; MacIntyre, Jacob <jmacIntyre@quickbase.com>; Hinshaw, Alice <ahinshaw@quickbase.com>; Michael Spitzer-Rubenstein <michael@voteathome.org>; Enos, John <jenos@milwaukee.gov>
Subject: RE: Census Tracts Question

Hi Hannah –

I'll try and do a better job clarifying the current need. We are not actually using anything visual right now (though will in the future). In the state of affairs now, we are just looking for raw data. The end result of this data will be some formulas, algorithms and reports that cross reference information about ballots and the census data. For example, we want to deliver to Milwaukee + Voteathome answers to questions like "How many of age residents are also registered to vote?" or "what percentage of ballots are unreturned in areas with predominantly minorities?". To do that, we need a clear link between address + Census Tract. We need this for all ~300k voters and the ~200k+ absentee ballots, and it needs to be able automatic as we perform more inserts. To accomplish this, we were making calls to the Census API. They allow you to pass in an address and get the Census Tract. That solution "works", but is far too slow. Their batch solution isn't working either.

So, we are looking for a single file that has all addresses and Census Tracts. We could then keep those stored in the application and do the joins. Does that help?

Harrison Hersch

Woodall-Vogg, Claire

From: Michael Spitzer-Rubenstein <michael@voteathome.org>
Sent: Wednesday, September 16, 2020 4:21 PM
To: Woodall-Vogg, Claire
Subject: Re: WisVote data - Walkthrough with USDR?

I completely understand. Will just ask them to work on other aspects of the project.

On Wed, Sep 16, 2020 at 5:13 PM Woodall-Vogg, Claire <cwooda@milwaukee.gov> wrote:

> While I completely understand and appreciate the assistance that is trying to be provided, I am definitely not comfortable having a non-staff member involved in the functions of our voter database, much less recording it.
>
> While it is a pain to have to remember to generate a report each night and less than ideal, it takes me less than 5 minutes. Without consulting with the state, which I know they don't have the capacity or interest in right now, I don't think I'm comfortable having USDR get involved when it comes to our voter database. I hope you can see where I am coming from – this is our secure database that is certainly already receiving hacking attempts from outside forces.
>
> Thanks,
>
> Claire
>
> **From:** Michael Spitzer-Rubenstein <michael@voteathome.org>
> **Sent:** Wednesday, September 16, 2020 4:10 PM
> **To:** Woodall-Vogg, Claire <cwooda@milwaukee.gov>
> **Subject:** Re: WisVote data - Walkthrough with USDR?
>
> That sounds like a real pain. It would be helpful to just understand the system and maybe the USDR folks can figure out a way to simplify something for you.
>
> Would any of these times work?
>
> Friday 10-1 CT
> Tuesday after 3 CT

Woodall-Vogg, Claire

From: Woodall-Vogg, Claire
Sent: Tuesday, October 27, 2020 10:23 AM
To: Michael Spitzer-Rubenstein
Subject: RE: Timeline & Data for Assigning Wards

Hi Michael,

This won't be a problem! We run the same numbers in order to designate which machines will process which wards. I'll make sure I email you first thing Monday morning with the data.

Claire

From: Michael Spitzer-Rubenstein <michael@voteathome.org>
Sent: Tuesday, October 27, 2020 9:25 AM
To: Woodall-Vogg, Claire <cwooda@milwaukee.gov>
Subject: Re: Timeline & Data for Assigning Wards

Hi Claire, just wanted to check on this. Happy to hop on the phone to quickly talk through it if that's easier.

Thanks,
Michael

On Mon, Oct 26, 2020 at 10:16 AM Michael Spitzer-Rubenstein <michael@voteathome.org> wrote:

> Hi Claire, how are you feeling with everything today? From the early voting sites I witnessed, it looked like everything was proceeding pretty smoothly.
>
> I know you won't have the final data on absentee ballots until Monday night but I imagine you'll want to set things up beforehand. Just let me know your timeline for doing so and if you get me the absentee data a day ahead of time and I can set things up.
>
> And as a reminder, here's what I'll need:
> 1) Number of ballot preparation teams
> 2) Number of returned ballots per ward
> 3) Number of outstanding ballots per ward
>
> Thanks!
> Michael
>
> --
> **Michael Spitzer-Rubenstein**
> State Lead for Wisconsin (Leadership Now Fellow)
> National Vote at Home Institute
> (310) 980-2872
> he/him
> VOTE at HOME
> ***Learn more about:***

Woodall-Vogg, Claire

From: Michael Spitzer-Rubenstein <michael@voteathome.org>
Sent: Friday, October 9, 2020 11:04 AM
To: Woodall-Vogg, Claire
Subject: Update & Data Questions

Hi Claire,
In order to get the data by ward, are you able to run a summary in WisVote or do you have to download all the active voters, absentee applications, etc. and then do an Excel pivot table or something similar?

We added Census data and zip codes to the map and so now we're moving to figure out how we'll update this.

Also, if you can send these reports (whether in summary form or just the raw data), we can put them in:

- Active voters
- Absentee applications
- Ballots received
- Ballots rejected/returned to be cured

Thanks!
Michael

--
Michael Spitzer-Rubenstein
State Lead for Wisconsin (Leadership Now Fellow)
National Vote at Home Institute
(310) 980-2872
he/him
VOTE at HOME
Learn more about:
Election Officials Center
Mail Ballot FAQs
Mail Ballot Security

Legislation Details (With Text)

File #:	200448 **Version:** 0		
Type:	Resolution	**Status:**	Passed
File created:	7/13/2020	**In control:**	COMMON COUNCIL
On agenda:		**Final action:**	7/28/2020
Effective date:			

Title: Resolution relative to acceptance and expenditure of the Center for Tech and Civic Life ("CTCL") grant for planning and implementing a safe and secure election administration in the City of Milwaukee in accordance with the Wisconsin Safe Voting Plan 2020.

Sponsors: ALD. JOHNSON, ALD. MURPHY, ALD. LEWIS, ALD. SPIKER, ALD. KOVAC, ALD. ZAMARRIPA, ALD. COGGS

Indexes: ELECTIONS, GRANTS, VOTING

Attachments: 1. CTC - SafeVote Election Grant Budget 6.2020.pdf, 2. Hearing Notice List

Date	Ver.	Action By	Action	Result	Tally
7/13/2020	0	COMMON COUNCIL	REFERRED TO		
7/20/2020	0	JUDICIARY & LEGISLATION COMMITTEE	RECOMMENDED FOR ADOPTION AND ASSIGNED	Pass	5:0
7/22/2020	0	FINANCE & PERSONNEL COMMITTEE	RECOMMENDED FOR ADOPTION	Pass	5:0
7/28/2020	0	COMMON COUNCIL	ADOPTED	Pass	15:0
8/5/2020	0	MAYOR	SIGNED		

200448
ORIGINAL

ALD. JOHNSON, MURPHY, LEWIS, SPIKER, KOVAC, ZAMARRIPA AND COGGS

Resolution relative to acceptance and expenditure of the Center for Tech and Civic Life ("CTCL") grant for planning and implementing a safe and secure election administration in the City of Milwaukee in accordance with the Wisconsin Safe Voting Plan 2020.

This resolution authorizes the Election Commission to accept and expend grant funds in the amount of $2,154,500 for the public purpose of planning and implementing a safe and secure election administration in accordance with the Wisconsin Safe Voting Plan 2020. The grant will provide funding for safe and secure election administration in 2020, including an assessment of election administration needs, budget estimates for such assessment, and an assessment of the impact of the plan on voters.

Whereas, The City of Milwaukee is eligible for the Center for Tech and Civic Life grant which funds a safe and secure election administration in 2020; and

Whereas, The operation of this grant project from 06.15.2020 to 12.31.2020 would cost $2,154,500 with no city match; now, therefore, be it

Resolved, By the Common Council of the City of Milwaukee, that the Election Commission is authorized to

accept and expend the Center for Tech and Civic Life grant without further approval unless the terms of the grant change as indicated in Milwaukee Code of Ordinances Section 304-81; and, be it

Further Resolved, That the City Comptroller is authorized to:

1. Commit funds within the Project/Grant parent of the 2020 Special Revenue-Grant and Aid Projects Fund, the following amounts for the program titled CTCL -SafeVote Election Grant Program Grant:

Project/Grant	GR0002000000
Fund	0150
Org	9990
Program	0001
Budget Year	0000
Subclass	R999
Account	000600
Project	Grantor Share
Amount	$2,154,500

2. Create the necessary Special Revenue Fund - Grant and Aid Project/Grant and Project/Grant levels; budget to these Project/Grant values the amount required under the grant agreement; and, be it

Further Resolved, That these funds are budgeted to the Election Commission which is authorized to:

1. Expend from the amount appropriated sums for specified purposes as indicated in the grant budget and incur costs consistent with the award;

2. Expend from the 2020 grant budget funds for items outlined in the Wisconsin Safe Voting Plan 2020; and

3. Expend from the 2020 grant budget funds for Hazard Pay for Election Inspectors and Chief Election Inspectors

Further Resolved, That the Common Council directs that the 2020 Positions Ordinance C.C. File Number 190614, should be amended as follows:

Under the Election Commission, Registration Division, create footnote (A)

Election Inspector (A) (0.26 FTE)

(A) Election Inspectors and Chief Inspectors to be paid an additional $100 per day for the August 11, 2020 and November 3, 2020 elections per the Center for Tech and Civic Life grant for planning and implementing a safe and secure election administration in the City of Milwaukee in accordance with the Wisconsin Safe Voting Plan 2020.

Further Resolved, That the Common Council directs that the 2020 Salary Ordinance C.C. File Number 191302, should be amended as follows:

Under Pay Range 9AN, create footnote (2):

Election Inspector (1) (2)

(2) Election Inspectors to be paid an additional $100 per day for the August 11, 2020 and November 3, 2020 elections per the Center for Tech and Civic Life grant for planning and implementing a safe and secure election administration in the City of Milwaukee in accordance with the Wisconsin Safe Voting Plan 2020.

Under Pay Range 9DN, create footnote (2):

Chief Inspector (1) (2)

(2) Chief Inspectors to be paid an additional $100 per day for the August 11, 2020 and November 3, 2020 elections per the Center for Tech and Civic Life grant for planning and implementing a safe and secure election administration in the City of Milwaukee in accordance with the Wisconsin Safe Voting Plan 2020.

Election Commission
Molly King
06.26.20
Common/ElectCom/2020/CTCL Resolution

NOTICES SENT TO FOR FILE : 200448

NAME	ADDRESS	DATE NOTICE SENT		
Claire Woodall-Vogg	Election Commission	7/17/20		
Dennis Yaccarino, Molly King	Budget	x		
Maria Monteagudo, Andrea Knickerbocker	DER	x		
Pres. Cavalier Johnson, Kailyn Kenney, Arlisia McHenry	2nd Ald. Dist.	x		

CITY OF MILWAUKEE OPERATING GRANT BUDGET

NOTE: The highlighted cells include formulas to automatically total dollar amounts. If you insert additional rows, you may need to copy the formulas into the inserted rows. Make sure to check the formulas to ensure they are calculating the numbers correctly.

PROJECT/PROGRAM TITLE: CTCL Grant for planning and operationalizing safe and secure election administration.

PROJECT/PROGRAM YEAR: Jun-20

CONTACT PERSON: Claire Woodall -Vogg Ext. 286-3958

NUMBER OF POSITIONS			PAY				
NEW	EXISTING	LINE DESCRIPTION	RANGE/ UNITS	GRANTOR SHARE	IN-KIND SHARE	CASH MATCH A/C #	TOTAL
		PERSONNEL COSTS					
		Various Positions - Election Workers, Election Inspectors, Chief Inspectors and Education and Outreach staff, and Auxillary Position and Hazard Pay		$1,315,000			$1,315,000
		TOTAL PERSONNEL COSTS		$1,315,000			$1,315,000
		FRINGE BENEFITS					
		45% Fringe Benefit Rate					
		TOTAL FRINGE BENEFITS					
		OPERATING EXPENDITURES					
		Install Drop-Boxes		$58,500			$58,500
		Expand In-Person Early Voting (Including Curbside Voting)		$705,000			$705,000
		PPE's		$76,000			$76,000
		TOTAL OPERATING EXPENDITURES		$839,500			$839,500
		EQUIPMENT					
		TOTAL EQUIPMENT					
		INDIRECT COSTS					

APP 00693 396

		TOTAL INDIRECT COSTS					
		TOTAL COSTS		$2,154,500			$2,154,500

Provide assistance to help voters comply with absentee ballot requests & certification requirements

Install Drop-Boxes to Facilitate Return of Absentee Ballots

Deploy Additional Staff and/or Technology Improvements to Expedite & Improve Accuracy of Absentee Ballot

Expand In-Person Early Voting (Including Curbside Voting)

Expand Voter & Community Education & Outreach, Particularly to Historically Disenfranchised Residents

Poll Worker Recruitment, Training, and Safety Effort

Ensure Safe & Efficient Election Day Administration

90,000	Salary
58,500.00	Operating
145,000.00	Staffing
705,000.00	Operating and Personnel
280,000.00	Staffing
800,000.00	Staffing
76,000.00	Operating
2,154,500	

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF WISCONSIN

Wisconsin Voters Alliance, et al.

Plaintiff,

v. Civil Action No: 20-CV-01487

City of Racine, et al.

Defendants.

DECLARATION OF S. CLAIRE WOODALL-VOGG

I, S. Claire Woodall-Vogg, hereby declare:

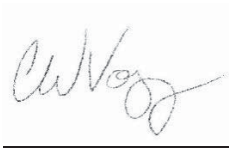
I make this declaration based on my personal knowledge and, if called to testify, I could and would so competently as follows.

1. I am the Executive Director of the Election Commission by the City of Milwaukee, Wisconsin (herein "City"). In my capacity as Executive Director, I administer elections for the City's voters.
2. The City applied for a grant from the Center for Tech and Civic Life (herein "CTCL") in the amounts and for the purposes listed in the attached Grant Agreement and Wisconsin Safe Voting Plan (collectively "Agreement") attached as Exhibit A.
3. The City has received a grant in the amount of $2,154,500.00 from CTCL.
4. I have examined the Agreement, which awards CTCL grant funds to the City and sets rules for how the funds are to be spent.
5. Pursuant to the Agreement, the City must use the CTCL grant funds exclusively for the purpose of planning and operationalizing safe and secure election administration in the City in accordance with the Wisconsin Safe Voting Plan.
6. My office is charged with administering the CTCL grant for the City.

7. The City has paid $766,560.86, has incurred but not yet paid $1,033,000 and has $354,939.14 remaining of this grant as of 10/8/20.
8. All of the CTCL grant money that has been spent, or that will be spent, has been and will be in accordance with the rules given in the Agreement.
9. None of the CTCL grant money has been or will be spent to engineer a certain election result or for a partisan purpose.
10. Rather, the CTCL grant money is being used City-wide to protect the right to vote and accommodate the safety of voters during the COVID-19 pandemic.

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Executed this 8th day of October, 2020.



S. Claire Woodall-Vogg

City of Racine

City Hall
730 Washington Ave.
Racine, WI 53403
www.cityofracine.org

Legislation Details (With Text)

File #:	0318-20	**Version:**	A	**Name:**	Subject: (Direct Referral) Communication sponsored by Mayor Mason requesting approval to apply and accept $100,000 in planning grant funds from the Center for Tech and Civic Life (CTCL), a 501(c)(3) nonprofit organization, for planning safe and secure ele
Type:	Communication			**Status:**	Passed
File created:	5/29/2020			**In control:**	Mayor's Office
On agenda:	6/2/2020			**Final action:**	6/2/2020

Title: Subject: (Direct Referral) Communication sponsored by Mayor Mason requesting approval to apply and accept $100,000 in planning grant funds from the Center for Tech and Civic Life (CTCL), a 501(c)(3) nonprofit organization, for planning safe and secure election administration in the City of Racine in 2020, and coordinating such planning with other cities in Wisconsin. (Grant Control Number 00306)

Recommendation of Mayor Mason: To approve applying and accepting $100,000 in planning grant funds from the Center for Tech and Civic Life (CTCL), a 501(c)(3) nonprofit organization, for planning safe and secure election administration in the City of Racine in 2020, and coordinating such planning with other cities in Wisconsin.

Fiscal Note: $60,000 of these grant funds will be retained by the City of Racine and $10,000 will be distributed to each of the cities of Green Bay, Kenosha, Madison, and Milwaukee for this coordinated planning.

Sponsors:

Indexes:

Code sections:

Attachments: 1. Racine CTCL Grant Agreement, 2. #0318-20 Resolution

Date	Ver.	Action By	Action	Result
6/2/2020	A	Common Council	Approved	

Subject: (Direct Referral) Communication sponsored by Mayor Mason requesting approval to apply and accept $100,000 in planning grant funds from the Center for Tech and Civic Life (CTCL), a 501 (c)(3) nonprofit organization, for planning safe and secure election administration in the City of Racine in 2020, and coordinating such planning with other cities in Wisconsin. (Grant Control Number 00306)

Recommendation of Mayor Mason: To approve applying and accepting $100,000 in planning grant funds from the Center for Tech and Civic Life (CTCL), a 501(c)(3) nonprofit organization, for planning safe and secure election administration in the City of Racine in 2020, and coordinating such planning with other cities in Wisconsin.

Fiscal Note: $60,000 of these grant funds will be retained by the City of Racine and $10,000 will be distributed to each of the cities of Green Bay, Kenosha, Madison, and Milwaukee for this coordinated planning.

City of Racine

Legislative Report

City Hall
730 Washington Ave.
Racine, WI 53403
www.cityofracine.org

File Number: Res. 0318-20

Agenda Date: 06/02/2020 **File Type:** Resolution

Center for Tech and Civic Life (CTCL) - Planning Safe and Secure Election Administration in the City of Racine in 2020 (Grant Control Number 00306)

Resolved, that applying and accepting $100,000.00 in planning grant funds from the Center for Tech and Civic Life (CTCL), a 501(c)(3) nonprofit organization, for planning safe and secure election administration in the City of Racine in 2020, and coordinating such planning with other cities in Wisconsin is approved.

Fiscal Note: $60,000.00 of these grant funds will be retained by the City of Racine and $10,000.00 will be distributed to each of the cities of Green Bay, Kenosha, Madison, and Milwaukee for this coordinated planning.

CENTER FOR
TECH AND
CIVIC LIFE

May 28, 2020

City of Racine

Dear Mayor Mason,

I am pleased to inform you that the Center for Tech and Civic Life ("CTCL") has decided to award a grant to support the work of the City of Racine.

The following is a description of the grant:

AMOUNT OF GRANT: One hundred thousand US dollars (USD $100,000).

PURPOSE: The grant funds must be used exclusively for the public purpose of planning safe and secure election administration in the City of Racine in 2020, and coordinating such planning with other cities in Wisconsin.

Before we transmit these funds, we ask that you sign this agreement promising to use the grant funds in compliance with United States tax laws. Specifically, by signing this letter you agree to the following:

1. The City of Racine is a U.S., state, or local government unit or political subdivision in the meaning of 26 USC 170(c)(1).

2. This grant shall be used *only* for the public purpose described above, and for no other purposes.

3. The City of Racine shall not use any part of this grant to give a grant to another organization unless CTCL agrees to the specific grant in writing, except as provided in paragraph 4.

4. The City of Racine shall grant ten thousand dollars (USD $10,000) under this agreement to each of the cities of Green Bay, Kenosha, Madison, and Milwaukee solely for the public purpose of planning safe and secure election administration in those cities in 2020, and

solely upon written confirmation from those entities that the funds shall be used for such purpose.

5. The City of Racine, and any cities granted funds under paragraph 4, shall produce, by June 15th, 2020, a plan for safe and secure election administration in each such city in 2020, including an assessment of election administration needs, budget estimates for such assessment, and an assessment of the impact of the plan on voters.

6. CTCL may discontinue, modify, withhold part of, or ask for the return all or part of the grant funds if it determines, in its sole judgment, that (a) any of the above conditions have not been met or (b) it must do so to comply with applicable laws or regulations.

Your acceptance of these agreements should be indicated below. Please have an authorized representative of The City of Racine sign below, and return a scanned copy of this letter to us by email at grants@techandciviclife.org.

On behalf of CTCL, I extend my best wishes in your work.

Sincerely,

Tiana M. Johnson

Tiana Epps Johnson
Executive Director
Center for Tech and Civic Life

Accepted on behalf of the City of Racine:

By: _____

Title: _____

Date: _____

City of Madison

City of Madison
Madison, WI 53703
www.cityofmadison.com

Master

File Number: 61124

File ID:	61124	**File Type:**	Resolution	**Status:**	Mayoral Business
Version:	1	**Reference:**		**Controlling Body:**	Clerk's Office
				File Created Date :	06/23/2020
File Name:				**Final Action:**	

Title: Amending the 2020 Adopted Operating Budget for the Clerk's Office, and authorizing the City Clerk to apply for and accept a $10,000 grant from the Center for Tech & Civic Life distributed by the City of Racine, Wisconsin for planning safe and secure election administration.

Notes:

CC Agenda Date: 07/14/2020

Agenda Number: 14.

Sponsors: Satya V. Rhodes-Conway, Sheri Carter, Lindsay Lemmer, Syed Abbas, Grant Foster, Rebecca Kemble, Michael E. Verveer, Arvina Martin, Donna V. Moreland, Patrick W. Heck, Keith Furman, Shiva Bidar and Max Prestigiacomo

Effective Date:

Attachments:

Enactment Number:

Author:

Hearing Date:

Entered by: echristianson@cityofmadison.com

Published Date:

Approval History

Version	Date	Approver	Action
1		Stephanie Mabrey	Approve

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:

1	Clerk's Office	06/23/2020	RECOMMEND TO COUNCIL TO ADOPT UNDER SUSPENSION OF RULES 2.04, 2.24, & 2.25 - (15 VOTES REQUIRED) - REPORT OF OFFICER

Action Text: This Resolution was RECOMMEND TO COUNCIL TO ADOPT UNDER SUSPENSION OF RULES 2.04, 2.24, & 2.25 - (15 VOTES REQUIRED) - REPORT OF OFFICER

Notes:

1	COMMON COUNCIL	07/14/2020

Text of Legislative File 61124

Fiscal Note

The proposed resolution authorizes the City Clerk to accept a $10,000 grant from the Center for Tech & Civic Life to support election planning actitivites. The proposed resolution also amends the City Clerk's 2020 operating budget, increasing the Purchased Services line by $10,000. The City Clerk anticipates using this funding to provide support to community organizations participating in election planning activities. No additional appropriation is required.

Title

Amending the 2020 Adopted Operating Budget for the Clerk's Office, and authorizing the City Clerk to apply for and accept a $10,000 grant from the Center for Tech & Civic Life distributed by the City of Racine, Wisconsin for planning safe and secure election administration.

Body

WHEREAS, The City of Racine, Wisconsin has accepted a grant from the Center for Tech & Civic Life, a 501 (c)(3) nonprofit organization and is distributing $10,000 of the grant to the City of Madison for planning safe and secure election administration, and

WHEREAS, The City of Madison prides itself on holding fair and transparent elections, and

WHEREAS, The City of Madison Clerk's Office considers racial equity and impact in all its decisions relating to elections, and

WHEREAS, The City Clerk's Office strives constantly to create an environment where all eligible voters can vote and have that vote counted, and

WHEREAS, the public has a right to safe and secure elections, and

WHEREAS, election security planning requires time and resources,

NOW, THEREFORE, BE IT RESOLVED, that the Madison City Clerk shall accept the planning grant from the Center for Tech & Civic Life as distributed by the City of Racine, Wisconsin.

BE IT FURTHER RESOLVED, that the City Clerk's 2020 Operating Budget Purchased Service budget is increased by $10,000.

City of Madison

City of Madison
Madison, WI 53703
www.cityofmadison.com

Master

File Number: 61255

File ID: 61255 **File Type:** Resolution **Status:** Mayoral Business

Version: 2 **Reference:** **Controlling Body:** Clerk's Office

File Created Date : 07/07/2020

File Name: **Final Action:**

Title: **SUBSTITUTE:** Authorizing the City Clerk to apply for and accept a $1,271,788 grant from the Center for Tech & Civic Life for the implementation of a safe voting plan for the remainder of 2020, and amending the 2020 Adopted Operating Budget to increase the Clerk's Office budget by $1,271,788, including increasing the Salaries budget by $683,788, Supplies budget by $279,500, Purchased Services by $308,000, and Interdepartmental Charges by $500.

Notes:

Sponsors: Satya V. Rhodes-Conway, Sheri Carter, Keith Furman, Syed Abbas, Shiva Bidar, Michael E. Verveer, Tag Evers, Michael J. Tierney, Rebecca Kemble, Lindsay Lemmer, Grant Foster, Marsha A. Rummel, Patrick W. Heck, Paul E. Skidmore, Barbara Harrington-McKinney and Max Prestigiacomo

Effective Date:

Attachments: Approved Wisconsin Safe Voting Plan 2020, v1

Enactment Number:

Author:

Hearing Date:

Entered by: echristianson@cityofmadison.com

Published Date:

Approval History

Version	Date	Approver	Action
1		Stephanie Mabrey	Approve
2		Stephanie Mabrey	Approve

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:

1	Clerk's Office	07/07/2020	RECOMMEND TO COUNCIL TO ADOPT UNDER SUSPENSION OF RULES 2.04, 2.05, 2.24, & 2.25 - REPORT OF OFFICER

Action Text: This Resolution was RECOMMEND TO COUNCIL TO ADOPT UNDER SUSPENSION OF RULES 2.04, 2.05, 2.24, & 2.25 - REPORT OF OFFICER

Notes:

1	COMMON COUNCIL	07/14/2020	

Text of Legislative File 61255

Fiscal Note

The proposed resolution authorizes the City Clerk to apply for and accept a $1,271,788 grant from the Center for Tech & Civic Life. The proposed resolution also amends the 2020 adopted budget of the City Clerk by increasing the Salaries line by $683,788, Supplies line by $279,500, Purchased Services line by $308,000, and Interdepartmental Charges by $500. The additional budget amounts will be used to pay for additional costs associated with the August and November elections including mobile hots spots for voter outreach, storage space and PPE, incentive payments for polling locations, voter outreach, supplies for curbside voting, translation, and additional poll worker pay to incentivize working the elections.

Title

SUBSTITUTE: Authorizing the City Clerk to apply for and accept a $1,271,788 grant from the Center for Tech & Civic Life for the implementation of a safe voting plan for the remainder of 2020, and amending the 2020 Adopted Operating Budget to increase the Clerk's Office budget by $1,271,788, including increasing the Salaries budget by $683,788, Supplies budget by $279,500, Purchased Services by $308,000, and Interdepartmental Charges by $500.

Body

WHEREAS, The effects of the COVID-19 pandemic have had a drastic effect on elections, including those in the City of Madison, and

WHEREAS, The elections remaining in 2020 are expected to draw very high voter turnout, and

WHEREAS, The nature of the pandemic and the resulting changes necessary to conduct a safe election will require an expansion of current voter education and outreach efforts, and

WHEREAS, The Center for Tech & Civic Life, a 501 (c)(3) nonprofit organization is offering a safe elections grant to the Wisconsin Cities of Milwaukee, Madison, Green Bay, Kenosha and Racine, and

WHEREAS, The portion of the grant for the City of Madison totals $1,271,788, and

WHEREAS, The grant will allow the City of Madison to provide equitable access to voting as it expands voter assistance efforts such as absentee voting, Election Official recruitment, safe and efficient election day administration, voter education and voter outreach,

NOW, THEREFORE, BE IT RESOLVED, the Madison City Clerk shall apply for and accept the $1,271,788 grant from the Center for Tech & Civic Life

BE IT FURTHER RESOLVED, the 2020 Adopted Operating Budget is amended to increase the Clerk's Office Salaries budget by $683,788, Supplies budget by $279,500, Purchased Services by $308,000, and Interdepartmental Charges by $500.

BE IT FINALLY RESOLVED the Mayor and City Clerk are authorized to execute grant agreement(s) as needed with the Center for Tech and Civil Life to accept the grant.

CENTER FOR
TECH AND
CIVIC LIFE

July 24, 2020

City of Madison

Dear Mayor Rhodes-Conway,

I am pleased to inform you that the Center for Tech and Civic Life ("CTCL") has decided to award a grant to support the work of the City of Madison.

The following is a description of the grant:

AMOUNT OF GRANT: One million, two hundred seventy-one thousand, seven hundred eighty-eight US dollars (USD $1,271,788.00).

PURPOSE: The grant funds must be used exclusively for the public purpose of planning and operationalizing safe and secure election administration in the City of Madison in accordance with the Wisconsin Safe Voting Plan 2020 ("Appendix").

Before we transmit these funds, we ask that you sign this agreement promising to use the grant funds in compliance with United States tax laws. Specifically, by signing this letter you agree to the following:

1. The City of Madison is a U.S., state, or local government unit or political subdivision in the meaning of 26 USC 170(c)(1).

2. This grant shall be used only for the public purpose described above, and for no other purpose.

3. The City of Madison shall not use any part of this grant to give a grant to another organization unless CTCL agrees to the specific sub-recipient in advance, in writing.

4. The City of Madison has produced a plan for safe and secure election administration in 2020, including an assessment of election administration needs, budget estimates for such assessment, and an assessment of the impact of the plan on voters. This plan is attached to this agreement as an Appendix. The City shall expend the amount of this grant for purposes contained in this plan by December 31, 2020.

5. This grant is intended to support and shall be used solely to fund the activities and purposes described in the plan produced pursuant to paragraph 4.

6. The City of Madison shall produce a report documenting how this grant has been expended in support of the Appendix. This report shall be provided to CTCL by January 31, 2021.

7. The City of Madison shall not reduce or otherwise modify planned municipal spending on 2020 elections, including the budget of the City Clerk of Madison ("the Clerk") or fail to appropriate or provide previously budgeted funds to the Commission for the term of this grant. Any amount reduced or not provided in contravention of this paragraph shall be repaid to CTCL up to the total amount of this grant.

8. CTCL may discontinue, modify, withhold part of, or ask for the return of all or part of the grant funds if it determines, in its sole judgment, that (a) any of the above conditions have not been met or (b) it must do so to comply with applicable laws or regulations.

9. The grant project period of June 15, 2020 through December 31, 2020 represents the dates between which covered costs may be applied to the grant.

10. In the performance of work under this contract, CTCL agrees not to discriminate against any employee or applicant for employment because of race, religion, marital status, age, color, sex, handicap, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, physical appearance, sexual orientation, gender identity, political beliefs or student status. CTCL further agrees not to discriminate against any subcontractor or person who offers to subcontract on this contract because of race, religion, color, age, disability, sex, sexual orientation, gender identity or national origin.

Your acceptance of these agreements should be indicated below. Please have an authorized representative of The City of Madison sign below, and return a scanned copy of this letter to us by email at grants@techandciviclife.org

On behalf of CTCL, I extend my best wishes in your work.

Sincerely,

Tiana Epps Johnson
Executive Director
Center for Tech and Civic Life

Accepted on behalf of the City of Madison:

By: _____

Title: SATYA RHODES-CONWAY, MAYOR

Date: 7-27-2020

APPENDIX: Wisconsin Safe Voting Plan 2020 Submitted to the Center for Tech & Civic Life June 15, 2020

Wisconsin Safe Voting Plan 2020
Submitted to the Center for Tech & Civic Life
June 15, 2020

The State of Wisconsin found itself in the midst of an historic election in April of 2020 when statewide elections occurred in the midst of the COVID-19 pandemic. These elections included not only the presidential preference vote, but also local races for city councils, county boards, school board, and mayors, a statewide election for a seat on the Wisconsin Supreme Court, and numerous district-wide school referenda.

Municipalities were required to make rapid and frequent adjustments to ensure compliance with the rapidly changing Supreme Court, Wisconsin Supreme Court, and Wisconsin Election Commission (WEC) rulings about the election. (The April 2020 Election may go down in history as the only election in which the Wisconsin Supreme Court and the US Supreme Court weighed in on the same day on how the election would be conducted.)

The shifting legal landscape was also complicated by the extraordinary lengths municipal clerks went to to ensure that both voting and election administration were done in accordance with prevailing public health requirements.

As mayors in Wisconsin's five biggest cities - Milwaukee, Madison, Green Bay, Kenosha, and Racine - we seek to work collaboratively on the two remaining 2020 elections (August 11th and November 3rd) to: safely administer elections to reduce the risk of exposure to coronavirus for our residents as well as our election officials 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 our dense and diverse communities.

Table 1: Summary of Municipalities' Electorate Data, June 2020

	Green Bay	Kenosha	Madison	Milwaukee	Racine
Estimated Eligible Voters	71,661	73,000	213,725	430,000	56,000
Registered Voters	52,064	47,433	178,346	294,459	34,734
2020 Election Budget	$329,820	$205,690	$2,080,283	$2,986,810	$409,529

All five jurisdictions share concerns about how to best facilitate voter participation and limit exposure to coronavirus. All five jurisdictions spent all or most of the budgeted resources for all of 2020 on the extraordinary circumstances this Spring. If no plan is approved, it will leave communities like ours with no choice but to make tough decisions between health and the right to vote; between budget constraints and access to fundamental rights. The time that remains between now and the November Election provides an opportunity to plan for the highest possible voter turnouts in the safest possible ways.

We are collectively requesting a total of $6,324,527 as summarized in Table 3 below and detailed extensively in the plan.

Review of the April 2020 Election

The April 2020 election placed two sacred duties of cities in conflict: keeping our residents safe and administering free and fair elections. Since Wisconsin's elections are administered at the municipal level, each municipality was on its own to deal with these dynamics. Our Municipal Clerks and their staff are all remarkable public servants, who responded nimbly and effectively to marshal the resources needed to run these elections under exceedingly challenging circumstances. In this election, all five of our municipalities faced:

- Precipitous drop-offs of experienced poll workers;
- A scramble to procure enough PPE to keep polling locations clean and disinfected and to mitigate COVID-19 risk for election officials, poll workers, and voters;
- A never-before-seen increase in absentee ballot requests;
- High numbers of voters who struggled to properly submit required photo ID and/or provided insufficient certification of absentee ballot envelopes; and
- Voters who, understandably, were completely confused about the timeline and rules for voting in the midst of a pandemic and required considerable public outreach and individual hand-holding to ensure their right to vote.

See Table 2, below, for detailed data on all five municipalities' April 2020 absentee mail and in-person early voting experiences.

Table 2: Summary of Municipalities' Experiences in April 2020 Election

	Green Bay	Kenosha	Madison	Milwaukee	Racine
# of voters who requested absentee ballots for April election	15,509	16,017	89,730	96,712	11,615
# of absentee ballots successfully cast in April	11,928	13,144	77,677	76,362	9,570
# of absentee ballot requests unfulfilled due to insufficient photo ID	Unknown	Unknown	1,840	2.5%	Estimated hundreds
# of absentee ballots rejected due to incomplete certification	312	196	618	1,671	368
# of secure drop-boxes for absentee ballot return	1	2	3	5	1
# of days of early voting	12	10	19	14	13
Use curbside voting for early voting?	✔	✖	✔	✔	✔
# of voters who voted in-person early absentee	778	85	4,930	11,612	1,543
# of additional staff enlisted for election-related efforts	86	60	225	95	20
$ spent on PPE	$2,122	$13,000	$6,305	Unknown	Unknown
# of polling locations	2	10	66	5	14
Use drive-thru or curbside voting on Election Day?	✔	✖	✔	✔	✔

Comprehensive Election Administration Needs for 2020

In early June 2020, all five municipal clerks and their staff, with review and support from all five cities' Mayors and Mayoral staff, completed a detailed, multi-page template (attached) providing both data and information about the municipalities' election plans and needs. This Wisconsin Safe Voting Plan 2020 is based on that comprehensive information. All five of our municipalities recommend the following four strategies to ensure safe, fair, inclusive, secure, and professional elections in our communities for the remaining 2020 elections:

Recommendation I: Encourage and Increase Absentee Voting (By Mail and Early, In-Person)

1. Provide assistance to help voters comply with absentee ballot requests & certification requirements
2. Utilize secure drop-boxes to facilitate return of absentee ballots
3. Deploy additional staff and/or technology improvements to expedite & improve accuracy of absentee ballot processing
4. Expand In-Person Early Voting (Including Curbside Voting)

Recommendation II: Dramatically Expand Strategic Voter Education & Outreach Efforts, Particularly to Historically Disenfranchised Residents

Recommendation III: Launch Poll Worker Recruitment, Training & Safety Efforts

Recommendation IV: Ensure Safe & Efficient Election Day Administration

As detailed in this plan, our municipalities are requesting **a total of $6,324,567** to robustly, swiftly, comprehensively, and creatively implement these four strategic recommendations in each of our communities. That request is summarized as follows in Table 3, below, and detailed extensively in the remainder of this plan.

Table 3: Summary of Resources Needed to Robustly Implement All Four Recommendations

Recommendation	Green Bay	Kenosha	Madison	Milwaukee	Racine	Totals
Encourage and Increase Absentee Voting By Mail and Early, In-Person	$277,000	$455,239	$548,500	$998,500	$293,600	$2,572,839
Dramatically Expand Strategic Voter Education & Outreach Efforts	$215,000	$58,000	$175,000	$280,000	$337,000	$1,065,000
Launch Poll Worker Recruitment, Training & Safety Efforts	$174,900	$145,840	$507,788	$800,000	$181,500	$1,810,028
Ensure Safe & Efficient Election Day Administration	$426,500	$203,700	$40,500	$76,000	$130,000	$876,700
Totals:	$1,093,400	$862,779	$1,271,788	$2,154,500	$942,100	$6,324,567

Recommendation I: Encourage & Increase Absentee Voting By Mail and Early, In-Person

Of all the things that need to be done to ensure access and safety at the polls, this is perhaps the most important and timely. It is time, resource, and labor intensive but results in the voter being able to vote by mail or from the relative safety of their car or at a socially distanced and carefully planned early voting site.

Overview of Absentee Voting in Wisconsin

Before discussing our strategies and plans to encourage and increase absentee voting, both by mail and in-person, early voting, it's important to first understand the absentee voting context in Wisconsin.

There are two ways to vote early in Wisconsin: in-person and through the mail. Both are technically called "absentee voting," a phrase held over from a time when absentee voting required you to affirm that you were over 80, ill, or going to be out of the municipality on Election Day. Those requirements no longer exist in the statutes, and people can vote early, or absentee, for any reason. The April 2020 election saw dramatic increases in the number of absentee ballot requests over previous elections.

While for many regular voters, absentee voting - whether completed by mail or early, in-person - is a relatively easy process, our five cities understand that absentee voting does not work easily for all voters. Our communities of color, senior voters, low-income voters without reliable access to the internet, people with disabilities, and students all have legitimate concerns about the absentee voting process.

Voting absentee by mail has been complicated by the fairly recent imposition of state law requiring voters to provide an image of their valid photo ID prior to first requesting an absentee ballot. While this works relatively easily for voters who have valid photo IDs and the technology necessary to upload an image file of that valid ID into the state's myvote.wi.gov website, it does not work well or easily for other voters who do not have valid photo ID (complicated by closure of DMVs due to the pandemic), lack access to reliable internet (also complicated by coronavirus-related closures or reduced hours at libraries and community centers, leaving those residents without regular public internet access that our municipalities normally provide), those who don't have smart phones to take and upload photos, and those who need additional education about what constitutes a valid photo ID. (For example, countless voters in our municipalities attempted to submit "selfies" as valid photo ID. Explaining to them that this was not a valid form of photo ID and instructing them on how to properly submit valid ID took considerable staff time and resources.)

Once the absentee ballot is received, it must be completed correctly to be successfully cast, and there are numerous certification requirements on the absentee ballot envelope; if not correctly completed, the ballot could be rejected. Prior to this April's

election, very small numbers of voters had traditionally chosen to cast ballots by mail. Municipal clerks' offices simply were not prepared and do not have the staffing or technological resources needed to quickly process dramatically higher numbers of absentee ballot requests, troubleshoot problems, answer voter questions, provide information and to expedite the processing of thousands of received absentee ballots on Election Day.

In-person early absentee voting also poses challenges for voters and election administrators. While all of our communities had previously offered early voting locations and hours, April's election required election officials to creatively and quickly expand in-person early voting opportunities, including curbside voting, all while prioritizing necessary COVID-19 precautions.

As indicated by Table 4, below, all five of our municipalities are already experiencing dramatic increases in the number of voters requesting to vote absentee, compared to pre-pandemic, and must procure resources to enable voters in our communities to meaningfully access absentee voting.

Table 4: Absentee Ballots in All Municipalities as of June 2020

	Green Bay	Kenosha	Madison	Milwaukee	Racine
# of voters on permanent absentee list prior to 2/18/20	1,628	1,856	2,062	6,252	613
# of voters on permanent absentee list as of 4/7/20	4,306	3,469	8,665	23,374	2,684
# of voters who have already requested absentee ballots for August 2020	5,162	9,450	36,092	53,438	3,389
# of voters who have already requested absentee ballots for November 2020	4,859	9,123	34,164	50,446	3,204

We are committed to making voting accessible via mail, in-person prior to Election Day, and at the polls on Election Day. Particularly in the midst of a global pandemic when many voters are rightfully apprehensive about in-person voting, we want to ensure that voters in our communities know they have options and we are committed to conducting the necessary voter outreach and education to promote absentee voting and encourage higher percentages of our electors to vote absentee.

Increasing the number of voters who cast votes prior to Election Day minimizes the risk of spreading COVID-19 on Election Day from in-person contacts at our polling locations, and it reduces the chance for lines and delays in voting on Election Day.

The Wisconsin Election Commission (WEC) has approved a proposal to mail all registered voters absentee ballot request forms, which allows our five communities to focus on helping voters overcome the barriers to successfully returning those forms so they can obtain, and then successfully submit, their completed absentee ballots. This measure will provide absentee request information directly to voters, alleviating the need for municipalities to expend the cost to send the mailing. However, it is unclear how this measure will affect the workload of municipal clerks. Although the WEC has directed that the forms be returned to the WEC for entry, municipal clerks must still review each record, process, mail, record receipt and canvass each absentee ballot.

All of our municipalities anticipate continued large increases in absentee voting based on the April 2020 trends. Milwaukee, for example, anticipates that 80% of residents will vote absentee by mail for both the August primary and the November general election.

All five cities have identified numerous barriers to successful absentee voting, including: voters facing numerous challenges to successfully submitting valid photo ID; voters needing assistance complying with absentee ballot certification requirements, including obtaining the required witness signature on the absentee ballot return envelope; the labor-intensive process faced by all of our clerks' offices of processing absentee ballot requests; and U.S. Postal Service errors and mail delays. All of these are challenges for our municipalities in normal elections, but they are all compounded by the coronavirus pandemic, and made exponentially more difficult by the unprecedented volume of absentee voting requests. This puts tremendous strain on municipal election clerks and their staff.

Our five cities share the desire to assist as many residents as possible with casting ballots before Election Day, serving as the greatest opportunity we have to mitigate the spread of COVID-19 in our communities. We have identified several strategies to help voters in each of our communities overcome these barriers to successful absentee voting, both by mail and in-person early voting.

Overall, our five communities are requesting **$2,572,839** in resources related to enabling our municipalities to overcome these particular barriers and ensure that our voters can meaningfully access absentee voting, both by mail and in-person early voting. These strategies and resource needs are broken down into four distinct component recommendations, within the overall umbrella of increasing and encouraging absentee voting:

1. **Provide assistance to help voters comply with absentee ballot requests & certification requirements**

- **Green Bay:** The City would like to employ bilingual LTE "voter navigators" ($45,000) to help residents properly upload valid photo ID, complete their ballots and comply with certification requirements, and offer witness signatures. These voter navigators can assist voters prior to the elections and then also be trained and utilized as election inspectors. They would also like to utilize paid social media and local print and radio advertising to educate and direct voters in how to upload photo ID and how to request and complete absentee ballots. ($2,000) **Total: $47,000**

- **Kenosha:** The City would like to have Clerk's staff train library staff on how to help residents request and complete absentee ballots, would like to produce ($3,000) and mail ($26,200) a bilingual absentee ballot instruction sheet with all absentee ballots to increase correctly completed and submitted ballots. The City would like to hire a trainer for seasonal election workers, volunteers and poll workers. This employee would also coordinate assignments to polling locations, the early driver up voting site, the Clerk's office for assistance in processing, data entry and filing of absentee requests and the Absentee Board of Canvassers (approximately $50,000). The increase in absentee ballots due to COVID-19 has tremendously increased the workload of the department. In order to properly serve the citizens and voters additional LTE employees are needed (approximately $175,000). **Total: $254,200**

- **Madison:** Plans to hold curbside "Get your ID on File" events with the Clerk this summer utilizing volunteers or paid poll workers ($15,000) equipped with PPE (estimated $5,000) and digital cameras ($4,500) to capture voter ID images for voters who are unable to electronically submit their IDs to the Clerk's office. They also need large flags to draw attention to these curbside sites ($4,000). Would also like mobile wifi hotspots and tablets for all of these sites ($100,000) so voters could complete their voter registration and absentee requests all at once, without having to wait for staff in the Clerk's office to follow up on paper forms. (These mobile wifi hotspots, tablets, and flags, could all then be repurposed for early in-person voting closer to the election.) **Total: $128,500**

- **Milwaukee:** The City notes that the biggest obstacle to Milwaukee residents, particularly those in poverty, to applying for an absentee ballot in April was access to the internet and securing an image of their photo ID. To address this, the City will be promoting and utilizing Milwaukee Public Library branch staff ($90,000 for both elections) for 3 weeks prior to each election to assist any potential absentee voters with applying, securing, and uploading images of their valid photo ID. **Total: $90,000**

- **Racine:** The City will recruit and promote ($1,000), train ($3,000), and employ paid Voter Ambassadors ($8,000) who will be provided with both PPE and

supplies ($4,000) and set up at the City's community centers to assist voters with all aspects of absentee ballot request, including photo ID compliance. Due to the increase of absentee mailed requests the City of Racine will need an additional 2 full time staff members in the Clerk's Office in order to have a reasonable turn-around time for absentee requests ($100,000). Total: **$116,000.**

Total: $635,700

2. **Utilize Secure Drop-Boxes to Facilitate Return of Absentee Ballots**

Our five communities all share a desire to expand voters' ability to easily return absentee ballots to the municipality without having to rely on the postal service, since, after April's election, many voters are (rightfully) apprehensive that putting their completed ballot in the mail does not guarantee it will be received and counted by the municipality by statutory deadlines. Voters also need to have confidence that they are returning their completed absentee ballots into secure containers that are not at risk of tampering. All five cities need resources to purchase additional secure drop-boxes and place them at key locations throughout their cities, including libraries, community centers, and other well-known places, to ensure that returning completed ballots is as secure and accessible to voters throughout our cities as possible.

- **Green Bay:** The City would like to add secure (security cameras $15,000) ballot drop-boxes (approximately $900 each) at a minimum of the transit center and two fire stations, but if funding were available would also install secure drop boxes at Green Bay's libraries, police community buildings, and potentially several other sites including major grocery stores, gas stations, University of Wisconsin Green Bay, and Northern Wisconsin Technical College, in addition to the one already in use at City Hall. **Total: $50,000**
- **Kenosha:** The City currently has two drop-boxes that are checked throughout the day, and would like to install 4 additional internal security boxes at Kenosha libraries and the Kenosha Water Utility so that each side of town has easy access to ballot drop-boxes. **Total: $40,000**
- **Madison:** The City would like to have one secure drop box for every 15,000 voters, or 12 drop boxes total ($36,000). The City would also like to provide a potential absentee ballot witness at each drop box, utilizing social distancing and equipped with PPE (staff costs unknown): **Total: $50,000**
- **Milwaukee:** The City would like to install secure 24-hour drop boxes at all 13 Milwaukee Public library branches, staffed with socially distanced volunteers to serve as witnesses. **Total: $58,500**

- **Racine:** The City currently has one secured drop box for absentee ballots, and would like to have 3 additional drop boxes, each equipped with security cameras, to install at key locations around the City. **Total: $18,000.**

Total: $216,500

3. **Deploy Additional Staff and/or Technology Improvements to Expedite & Improve Accuracy of Absentee Ballot Processing**

The process of assembling and mailing absentee ballots is labor-intensive, slow, and subject to human error. Absentee ballot requests must be approved and entered into the statewide system, labels must be printed and applied to envelopes, ballots must be initialled, folded, and inserted into the envelope along with instructions. Ballots must be logged when received back from the voter. Undeliverable ballots must be reviewed, reissued or canceled. When voters make mistakes on ballots the requests to reissue must be completed. These tasks are time-consuming and utilizing existing clerk's office staff pulls them away from all of the other service requests, phone answering, and tasks handled by busy municipal clerks' offices.

The tremendous increase in absentee ballot requests in April was unprecedented, and municipal clerks and their staff were unprepared for the volume. They responded remarkably well - particularly since many of their staff were, by late March and early April, working remotely or, at a minimum, all needing to adhere to social distancing and masking precautions when working together in the same room - but all five municipalities need additional resources to accurately and swiftly process absentee ballot requests.

- **Green Bay:** The City needs 45 additional staff to process absentee ballot requests before the election, to open and verify envelopes on Election Day, and insert them into the tabulators. After the election, staff are needed to enter new voter registrations and assist with all election certification tasks ($140,000 for staffing) The City would also like to purchase a ballot opener and ballot folder to expedite processing ($5,000). **Total: $145,000.**
- **Kenosha:** The City needs resources for absentee ballot processing, to staff and process early, in-person absentee requests, and to answer voters' questions (approximately $100,000). Additional workers are also needed to canvass absentee ballots (approximately $11,000) **Total: $111,000**
- **Madison:** Based on data from April, the City estimates it will need additional staffing ($110,000) for hourly election clerks for the fall elections, and will incur

additional overtime costs ($100,000) for staff processing of absentee ballots and other election-related tasks. **Total: $210,000**

- **Milwaukee:** Given its tremendous volume of absentee ballot requests and processing tasks which far exceeds that of the other municipalities, Milwaukee would like to completely automate and expedite the assembly and mailing of requested absentee ballots. The City would like to purchase a high-speed, duplex printer, a top-of-the-line folding machine, and a high quality folding and inserting machine. This would reduce staff costs and eliminate the use of absentee labels, by enabling the City to print directly onto inner and outer envelopes. This would also allow the City to have a small 2D barcode that the inserter machine would be able to scan to ensure that the outer envelope is for the same voter; increasing quality controls. This automation would enable the City to eliminate the assembly delay no matter the volume of daily absentee requests, allowing experienced election workers and previously trained election temporary employees to be re-deployed to early voting sites as supervisors and lead workers. **Total: $145,000**

- **Racine:** To process absentee ballot requests in April, the City estimates that it will need seven additional full-time employees to process fall election requests. These employees will be needed full-time for one month prior to the August Election (approximately $17,000) and seven weeks prior to the November election (approximately $30,000). **Total: $47,000**

Total: $658,000

4. Expand In-Person Early Voting (Including Curbside Voting)

For a variety of reasons, many voters in our municipalities do not want to vote by mail and prefer to vote in-person. As a result of the coronavirus, far more voters are interested in early, in-person absentee voting (EIPAV) than we've seen in previous elections, wishing to avoid lines or crowds on Election Day. All five municipalities would like to have resources to accommodate these early, in-person voters. Expanding access to early, in-person voting also will lessen lines at polling places on Election Day and allow for proper social distancing and other pandemic precautions to be uniformly implemented.

Curbside and drive-thru voting have been very popular with residents of our municipalities, particularly for those with health concerns who can remain in the cars and have a virtually contact-less voting process. For example, Milwaukee previously operated in-person early voting for one week leading up to the April election at three sites and then transitioned to one site of drive-thru voting. 11,612 cast ballots through these options: 5,571 via in-person and 6,041 at drive-thru, and these numbers represent a 46% increase over April 2016 "early voting" totals. However, it is slow-moving and

labor-intensive. Additionally, particularly in the larger cities among us, it requires law enforcement and traffic control assistance to help manage traffic.

- **Green Bay:** The City would like to expand and establish at least three EIPAV sites in trusted locations, ideally on the east (potentially UWGB) and west sides (potentially NWTC or an Oneida Nation facility) of the City, as well as at City Hall. The City is planning to offer early voting starting two weeks before each election, with several weekdays available until 6:30pm and Saturdays 10am-4pm. They would like to staff these early voting sites with election inspectors who are bilingual and would like to increase the salary rate for these bilingual election inspectors to assist with recruitment and retention, as well as in recognition of their important role at these sites. The City also will need to print additional ballots, signage, and materials to have available at these early voting sites. **Total: $35,000.**

- **Kenosha:** The City plans to have one early voting location, at City Hall, and plans to hold early voting two weeks before the August election, with no weekend or evening hours planned, and 4 weeks before the November election, with access until 7pm two days/week and Saturday voting availability the week before the election. If City Hall is still closed to the public, they will explore offering early drive thru voting on City Hall property. Resources are needed for staffing (approximately $40,000), PPE ($1,050), signage ($200), laptops, printers, and purchase of a large tent ($8,789) to utilize for drive thru early voting. Staff could see voters' ID, print their label, hand them their ballot, and then collect the completed envelope. This would also allow staff to help voters properly do certification and provide witness signatures if necessary. The City could do this for one full week before elections. **Total $50,039.**

- **Madison:** The City would like to provide 18 in-person absentee voting locations for the two weeks leading up to the August election, and for the four weeks leading up to the November election. Their original plan was to offer in-person absentee voting at all nine library locations, the City Clerk's Office, a city garage, Edgewood College, two Madison College locations, and four UW-Madison locations. Due to weather uncertainties, they will need to purchase and utilize tents ($100,000) for the curbside voting locations in order to protect the ballots, staff, and equipment from getting wet and will also need large feather flags to identify the curbside voting sites. (Additional staff costs covered by the earlier question re. Absentee ballot processing.) The City would also like to get carts ($60,000) for our ExpressVote accessible ballot marking devices so we can use the ExpressVote for curbside voting to normalize the use of ExpressVote to help voters with disabilities feel less segregated during the voting process.**Total: $160,000.**

- **Milwaukee:** The City would like to set up 3 in-person early voting locations for two weeks prior to the August election ($150,000) and 15 in-person early voting

locations and 1 drive-thru location, potentially at a central location like Miller Park, for four weeks prior to the November election ($450,000). (Establishing this many EIPAV sites requires a significant investment in IT equipment, an additional ballotar printer, tents, signage, and traffic control assistance. Milwaukee would also like to offer evening and weekend early voting hours which would add additional costs for both August ($30,000) and November ($75,000). **Total: $705,000.**

- **Racine:** The City would like to offer a total of 3 EIPAV satellite locations for one week prior to the August election, as well as offering in-person early voting - curbside, if City Hall is still closed to the public - at the Clerk's office for 2 weeks prior to the August election. For the November election, Racine would like to offer EIPAV at 4 satellite locations two weeks prior to the election and at the Clerk's office (again, potentially curbside) 6 weeks prior. The City would need to obtain PPE, tents, supplies and cover staff time and training ($40,000). Racine would also like to have all satellite locations available for half-day voting the two Saturdays ($17,000) and Sundays ($17,000) prior to the November election, and the library and mall locations would be open until 8pm the week prior to the Election. Additional resources needed include one-time set-up fee per location ($7,500), laptops and dymo printers ($10,000), training ($1,100), and signage ($12,000.) As well, the City would like to host at least one drive-thru Voter Registration Day, where City Hall would be set up for residents to come get registered, curbside, and get their voting questions answered by Clerk's staff. Newly registered voters could also get assistance requesting absentee ballots for upcoming elections while they're there. ($8,000) **Total: $112,600**

Total: $1,062,639.00

Recommendation I Total for All Strategies to Encourage and Increase Absentee Voting by Mail and Early, In-Person: $2,572,839.00

Recommendation II: Dramatically Expand Voter & Community Education & Outreach, Particularly to Historically Disenfranchised Residents

All five municipalities expressed strong and clear needs for resources to conduct voter outreach and education to their communities, with a particular emphasis on reaching voters of color, low-income voters without reliable access to internet, voters with disabilities, and voters whose primary language is not English. This outreach is particularly necessary given the voter confusion that ensued in the lead-up to the April election, and voters' concerns and questions about voting during the COVID-19 pandemic. We understand that our communities of color do not necessarily trust the voting process, and that we need to work to earn that trust. We want to be transparent and open about what happens behind the scenes in elections, and what options are available for casting a ballot. We also want to make sure we are listening to groups that have historically been disenfranchised and groups that are facing obstacles with voting during this pandemic, and working with them to effectively respond to their concerns.

Voter outreach and education is also needed to encourage and explain new voter registration, and to encourage voters to verify and update their address or other voter registration information to do so prior to the Election. None of our communities have sufficient resources budgeted or available for the strategic, intentional, and creative outreach and education efforts that are needed in our communities over the summer and into the fall.

We all want our communities to have certainty about how the voting process works, trust in our election administration's accuracy, and current, accurate information on what options are available to vote safely in the midst of the pandemic. Significant resources are needed for all five municipalities to engage in robust and intentional voter education efforts to reduce confusion; encourage and facilitate new voter registration and registration updates; provide clear, accessible, and accurate information; address voters' understandable pandemic-related safety concerns; reassure voters of the security of our election administration; and, ultimately, reduce ballot errors and lost votes and enhance our residents' trust and confidence in our electoral process.

- **Green Bay:** Would like to reach voters and potential voters through a multi-prong strategy utilizing "every door direct mail," targeted mail, geo-fencing, billboards, radio, television, and streaming-service PSAs, digital advertising, and automated calls and texts ($100,000 total). The City would also like to ensure that these efforts can be done in English, Spanish, Hmong, and Somali, since roughly 11% of households in the Green Bay area speak a language other than English. Ideally, the City would employ limited term communications staff or engage communications consultants ($50,000) from August through the November election to design these communications and design and launch paid advertising on Facebook, Twitter, and Instagram, also in multiple languages. The City would also like to directly mail to residents who are believed to be eligible but not registered voters, approximately 20,000 residents. It would require both

considerable staff time to construct that list of residents and directly mail a professionally-designed piece (in multiple languages) to those voters. ($50,000 total for staffing, design, printing, and postage). To assist new voters, the City would also like resources to help residents obtain required documents (i.e. birth certificates) which are needed to get a valid state ID needed for voting. These grant funds ($15,000) would be distributed in partnership with key community organizations including churches, educational institutions, and organizations serving African immigrants, LatinX residents, and African Americans. **Total: $215,000**

- **Kenosha:** Would like to directly communicate to all Kenosha residents via professionally-designed targeted mail postcards that include information about the voter's polling location, how to register to vote, how to request an absentee ballot, and how to obtain additional information. The City would have these designed by a graphic designer, printed, and mailed ($34,000). The City would also like resources for social media advertising, including on online media like Hulu, Spotify, and Pandora ($10,000) and for targeted radio and print advertising ($6,000) and large graphic posters ($3,000) to display in low-income neighborhoods, on City buses, and at bus stations, and at libraries ($5,000). **Total: $58,000**

- **Madison:** Would like to engage the City's media team to produce videos to introduce voters to the election process, voting options, and to explain the safety precautions taken at polls and early voting sites. These videos would then be shared in numerous ways, including through partner organizations and on the City's social media platforms. The City would also like to partner with community organizations and run ads on local Spanish-language radio, in the Spanish-language newspapers, on local hip hop radio stations, in African American-focused printed publications, and in online publications run by and for our communities of color (advertising total $100,000). Additionally, the City has many poll workers who are from historically disenfranchised communities. The City would like to pay those poll workers ($75,000) to conduct voter outreach and additional poll worker recruitment activities. **Total: $175,000.**

- **Milwaukee:** Would like to partner with other City divisions to develop mailings and door hangers ($10,000) that could accompany water bills, be distributed by the Department of Neighborhood Services, or hung on trash receptacles by sanitation staff. The City would also like to revamp current absentee voting instructions to be more visual, address issues specific to the pandemic such as securing a witness signature, prepare it in English and Spanish, and print 150,000 color copies (estimated total $15,000). The Election Commission would also like to produce a short video ($5,000) with visuals showing voters how to apply for an absentee ballot and how to correctly complete and return the ballot. Additionally, the Election Commission would like to hire a communications firm to prepare and implement a comprehensive voter outreach communications plan

($250,000). This communications effort would include numerous voter education ads and PSAs on radio, billboards, buses, with some using local celebrities like Milwaukee Bucks players. This communications effort would focus on appealing to a variety of communities within Milwaukee, including historically underrepresented communities such as LatinX and African Americans, and would include a specific focus on the re-enfranchisement of voters who are no longer on probation or parole for a felony. Additionally, this campaign would include an edgy but nonpartisan and tasteful communications campaign to harness the current protests' emphasis on inequity and ties that message to voting. The video, the ads, and the PSAs could all also be placed on social media, the Election Commission and City websites, and GOTV partner websites and social media. **Total: $280,000**

- **Racine:** The City would like to retain a communications firm to design and implement a comprehensive voter outreach communications plan ($80,000). This would include ads on Facebook, Instagram, and Snapchat. The City would also like to rent billboards in key parts of the City ($5,000) to place messages in Spanish to reach Spanish-speaking voters. The City would also like to do targeted outreach aimed at City residents with criminal records to encourage them to see if they are not eligible to vote; this outreach will be accomplished with the production, editing, and sharing of a YouTube video ($2,000) specifically on this topic shared on the City's website, social media channels, and through community partners. Racine would also like to purchase a Mobile Voting Precinct so the City can travel around the City to community centers and strategically chosen partner locations and enable people to vote in this accessible (ADA-compliant), secure, and completely portable polling booth on wheels, an investment that the City will be able to use for years to come. (Estimated cost $250,000). **Total: $337,000**

Recommendation II Total For All Strategies to Dramatically Expand Strategic Voter Education and Outreach Efforts, Particularly to Historically Disenfranchised Residents: $1,065,000.00

Recommendation III: Launch Poll Worker Recruitment, Training, and Safety Efforts

The pandemic made conducting Election Day activities extremely challenging. Most poll workers in Wisconsin are retirees doing their civic duty to help facilitate the election. Given the increased risk for the elderly if exposed to COVID-19, many experienced poll workers opted out. Milwaukee had so many poll workers decline to serve that the City went from 180 polling locations to five polling locations. Green Bay, facing a similar exodus of poll workers, went down to two polling locations. Racine usually relies on nearly 190 poll workers for a spring election; only 25 of those experienced poll workers were under the age of 60.

As fears about the coronavirus increased in mid-late March and early April, poll workers in all five municipalities declined to work the election, leaving cities scrambling to quickly recruit enough bodies to keep polling locations open. All cities were appreciative of the last minute assignment of hundreds of Wisconsin National Guard members to assist with Election Day activities, and all of our cities re-assigned City staff from other departments to serve as poll workers and election officials and to assist with the myriad of tasks related to Election Day administration. The remainder of positions were staffed by high school students, college students, and members of the National Guard. Many of our poll workers had never worked an election before.

- **Green Bay:** The City needs to hire a total of 380 workers per election (total $112,660). The City would like to pay poll workers more than they have previously received, to signify their importance in the process and to acknowledge the extra challenge it represents to serve as an election official during a pandemic. The City would like to increase poll worker salaries by 50% (additional $56,330). All poll workers will be trained through the Wisconsin Elections Commission website and the City's own training manual ($6,000). **Total: $174,900**

- **Kenosha:** The City needs to hire 350 poll workers per election ($100,000). They would like to offer hazard pay to increase pay to $160/worker and $220/chief inspectors ($10,840). To aid in recruitment efforts, the City would like to hire a recruiter and liaison position for poll workers ($35,000). **Total: $145,840.**

- **Madison:** The City utilizes the election toolkit available through the MIT Technology Project to determine the staffing levels needed to ensure that voters will not have to wait in line for more than 15 minutes. In addition to the one Chief Inspector per polling location, Madison also has additional election officials who are certified as the Absentee Lead at each polling location. Madison estimates that if 75% of votes cast are absentee, the City will need 1,559 election officials at the polls in August. The City envisions a robust and strategic poll worker recruitment effort, focusing on people of color, high school students, and college students. The City would like to have resources for hazard pay for poll workers this fall at a rate comparable to what the U.S. Census is paying in the area

($369,788). The City has also found it challenging to convince facilities to host a polling location in the midst of a pandemic, and would like to provide each facility with a small amount of funds to compensate for their increased cleaning and sanitization costs ($750/location, $138,000 total). **Total: $507,788**

- **Milwaukee:** The City plans to have 45 voting locations in August and to keep open as many of the normal 180 polling places as possible in November. August will require 3 chief inspectors per site and 20 election workers per site, for a total of 1200 election workers minimum and 150 chief inspectors. The City has a goal of recruiting 1,000 new election workers. The City would like to add an additional $100 per worker in hazard pay to the poll workers' stipends of $130 ($460,000 additional for both elections) and $100 hazard pay to chief inspector stipends of $225 ($87,750 additional for both elections). Additionally, the City of Milwaukee utilizes a Central Count of absentee ballots, which necessitates 15 chiefs and 200 election workers per election at Central Count ($50,000/day for 2- days each election for a total of $200,000). Total payroll for both elections will reach $750,000 based upon these calculations.The City will launch a recruitment campaign for a new generation of election workers to sign up and be involved in their democracy, and hopes this effort can be included in the above request for resources for a marketing firm. Recruiting new and younger poll workers means that the Election Commission will need to innovate in election training. The Commission would like to produce polling place training videos ($50,000) with live small-group, socially distanced discussions and Q&A sessions. These videos will augment existing training manuals. **Total: $800,000**

- **Racine:** The City needs approximately 150 poll workers for August and 300 for November, in addition to 36 Chief Inspectors, and would like to pay all workers a $100/election hazard pay ($118,000 total payroll for both elections). City notes that its desire to have more early voting locations and hours is directly impacted by its ability to hire and train election officials. To that end, the City would like to launch a recruitment campaign that includes radio ads ($1,000), ads on social media platforms ($10,000), billboards in strategic City locations ($5,000), and film videos for high school students in history/government classes ($500). The City would also like to enlist a communication firm to: create a training video for election officials, develop an online quiz, detailed packets for election officials, and a PPE video filmed by a health professional about necessary COVID-19 precautions during all voting operations ($22,000 total). Racine would also like to hire a liaison position to schedule, training and facilitate poll workers. ($35,000) **Total: $181,500.**

Recommendation III Total for All Strategies to Launch Poll Worker Recruitment, Training and Safety Efforts: $1,810,028.00

Recommendation IV: Ensure Safe & Efficient Election Day Administration

It is no small task to mitigate risk of a lethal pandemic at all polling locations and throughout all required Election Day processing. Municipal clerks must ensure they have done everything possible to comply with public health guidelines and mitigate the risk of COVID-19 for all of the election officials, poll workers, observers, and voters. Our five municipalities are in need of numerous resources to both ensure seamless processing of voters on the upcoming Election Days, procure Personal Protective Equipment (PPE), disinfectant, and cleaning supplies to protect election officials and voters from the coronavirus, and to aid in processing of an expected high volume of absentee ballots. Additionally, as several of our municipalities move to add or expand drive-thru voting on Election Days, those expansions come with additional unbudgeted expenses for signage, tents, traffic control, publicity, and safety measures. All of our municipalities need resources to ensure that the remaining 2020 Election Days are administered seamlessly and safely.

- **Green Bay:** Green Bay would like to purchase 135 electronic poll books ($2,100/each for a total of $283,500) to reduce voter lines, facilitate Election Day Registrations and verification of photo ID. The City would also like a high speed tabulator ($62,000) to count absentee ballots on Election Day, a ballot opener and ballot folder ($5,000), and additional staff to process absentee ballots on Election Day ($5,000). The City also needs masks, gloves, gowns, hair nets, face shields ($15,000), cough/sneeze guards ($43,000), and disinfectant supplies ($3,000). **Total: $426,500**

- **Kenosha:** The City would like to purchase automatic hand sanitizer dispensers for all polling locations ($14,500) as well as PPE (gloves, masks, disinfectant, etc.) for all poll workers and voters ($15,200). Kenosha would also like to be able to offer elderly residents and people with disabilities who wish to vote in person on Election Day two-way transportation, utilizing a local organization such as Care-A-Van ($2,000). The City also needs resources for technology improvements to include a ballot opener, a ballot folder, 12 additional laptops and dymo printers, and high-speed scanner tabulators ($172,000 total) to expedite election day processing and administration. **Total: $203,700**

- **Madison:** The City needs hand sanitizer for all poll workers and voters, disinfectant spray, plexi-glass shields to allow poll workers to split the poll books, face shields for curbside election officials, and face masks for all poll workers and observers ($20,000) as well as renting additional space to safely and accurately prepare all supplies and practice social distancing at the public test of election equipment ($20,000) If the new voter registration form is not translated by the state into both Spanish and Hmong, Madison plans to translate the form ($500). **Total: $40,500**

- **Milwaukee:** The City will be purchasing 400 plexiglass barriers ($55,000) for election workers at all polling location receiving and registration tables. Additionally, the Milwaukee Election Commission will need to acquire 400 face shields for workers not staffed behind plexiglass ($4,000), gloves for all poll workers ($3,000), masks on hand for election workers and members of the public ($5,000), hand sanitizer ($2,000) and disinfectant ($2,000). Additionally, since Milwaukee also plans to offer curbside voting as an option at all polling places, updated, larger, more visible signage is necessary ($5,000). **Total: $76,000**

- **Racine:** Racine plans to issue all 36 wards its own PPE supply box which will each include masks, cleaning supplies, pens for each voter, gloves, hand sanitizer, safety vests, goggles, etc. ($16,000). The City also needs large signs to direct and inform voters printed in English and Spanish ($3,000). Additionally, the City would like to deploy a team of paid trained EDR Specialists for each polling location ($10,000, including hourly pay, training expenses, and office supplies). As well, Racine would like iPads with cellular signal for each polling location to be able to easily verify voters' registration status and ward ($16,000). The City would like to equip all wards with Badger Books ($85,000); Racine began using electronic poll books in the February 2020 election and has found they dramatically increase and facilitate EDR, verification of voters' photo ID, expedite election processes, and reduce human error. **Total: $130,000**

Recommendation IV Total for All Strategies to Ensure Safe & Efficient Election Day Administration: $876,700.00

Conclusion

As Mayors in Wisconsin's five largest cities, we are committed to working collaboratively and innovatively to ensure that all of our residents can safely exercise their right to vote in 2020's remaining elections in the midst of the COVID-19 pandemic. The April 2020 election placed two of our most sacred duties in conflict: keeping our residents safe and administering free, fair, and inclusive elections. This Wisconsin Safe Voting Plan 2020 represents a remarkable and creative comprehensive plan, submitted collaboratively by all five of our cities. With sufficient resources, all five municipalities will swiftly, efficiently, and effectively implement the recommended strategies described in this plan, to ensure safe, fair, inclusive, secure, and professional elections in all of our communities this year.

From: grants@techandciviclife.org
To: Witzel-Behl, Maribeth
Subject: CTCL COVID-19 Response Grant Report Form
Date: Thursday, January 7, 2021 1:58:41 PM

Caution: This email was sent from an external source. Avoid unknown links and attachments.

Hello from the CTCL team,

Congratulations on wrapping up a challenging election cycle and thank you for all your hard work!

For the CTCL COVID-19 Response Grant your office received for the amount totaling $1271788, please fill out your grant report form by January 31st, 2021.

Use your best judgment to decide which categories are the closest fit for your expenses. We made the categories broad so we can get a high-level understanding of how grant funds were spent, but we recognize that the categories aren't exhaustive. If an expense doesn't fit in any category, there is space to describe how you spent those grant funds.

If you have not spent down the entirety of your grant amount, you may request a 6-month grant extension when you fill out the grant report form. You will hear back from us within two weeks. Our goal is to approve all extension requests.

If you have questions, please email help@techandciviclife.org.

Best,

The CTCL team

From:	Kratowicz, Karalyn
To:	Mabrey, Stephanie; Quieto, Michael; McClain, Maggie; Witzel-Behl, Maribeth; Perez, Nikki
Subject:	RE: Updated Clerk Q3 projection
Date:	Friday, October 23, 2020 11:06:27 AM
Attachments:	image001.png

I'm following up.

From: Mabrey, Stephanie
Sent: Friday, October 23, 2020 11:01 AM
To: Kratowicz, Karalyn ; Quieto, Michael ; McClain, Maggie ; Witzel-Behl, Maribeth ; Perez, Nikki
Subject: RE: Updated Clerk Q3 projection

Do we have an estimate on the spray paint removal costs, even if it's a ballpark?
The attached adds in the additional $10k for early voting staffing (conservative estimate, per Mike below) and $4k for Finance overtime in the next four weeks for payroll entry. I'm working on finalizing this estimate by next Tuesday. Even adding these estimates in, I think we're still in a good spot with respect to the grant. We have a healthy cushion of about $25k.
Thanks all for your help and collaboration on this!
Steph

From: Kratowicz, Karalyn <KKratowicz@cityofmadison.com>
Sent: Wednesday, October 21, 2020 10:54 AM
To: Quieto, Michael <MQuieto@cityofmadison.com>; Mabrey, Stephanie <SMabrey@cityofmadison.com>; McClain, Maggie <MMcClain@cityofmadison.com>; Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com>; Perez, Nikki <NPerez@cityofmadison.com>
Subject: RE: Updated Clerk Q3 projection

I'm working with Rob Phillips to identify a public works resource to help remove spray paint from outside IPAV sites. This expense will need to be charged to elections as well.

From: Quieto, Michael <MQuieto@cityofmadison.com>
Sent: Wednesday, October 21, 2020 9:42 AM
To: Mabrey, Stephanie <SMabrey@cityofmadison.com>; McClain, Maggie <MMcClain@cityofmadison.com>; Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com>; Perez, Nikki <NPerez@cityofmadison.com>
Cc: Kratowicz, Karalyn <KKratowicz@cityofmadison.com>
Subject: RE: Updated Clerk Q3 projection

I've added less than $10k pre-election wages for additional poll worker slots at early voting sites. IF every single additional slot is filled AND IF there are no volunteers, it would be just under $10k.

From: Mabrey, Stephanie <SMabrey@cityofmadison.com>
Sent: Wednesday, October 21, 2020 9:34 AM
To: McClain, Maggie <MMcClain@cityofmadison.com>; Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com>; Perez, Nikki <NPerez@cityofmadison.com>
Cc: Quieto, Michael <MQuieto@cityofmadison.com>; Kratowicz, Karalyn <KKratowicz@cityofmadison.com>
Subject: RE: Updated Clerk Q3 projection

Hi all,
I added in the $3,500 for ballot box wraps. I did get rough estimates of about $16k from Engineering for ballot box install. I also included the security camera cost – I know the intent is to charge it to the

COVID grant, but I figured it'd be better to include it here just in case to see what our bottom line looks like if we incur those costs.
We're still showing a surplus of $40k, so should be good to go with those adjustments!
Let me know if you think of anything else!
Thanks,
Steph

From: McClain, Maggie <MMcClain@cityofmadison.com>
Sent: Tuesday, October 20, 2020 10:19 PM
To: Mabrey, Stephanie <SMabrey@cityofmadison.com>; Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com>; Perez, Nikki <NPerez@cityofmadison.com>
Cc: Quieto, Michael <MQuieto@cityofmadison.com>; Kratowicz, Karalyn <KKratowicz@cityofmadison.com>
Subject: RE: Updated Clerk Q3 projection

All,
I had forgotten about the charge of 3500 to Madison Graphics for the ballot drop box wraps. That has been entered into MUNIS and charged toward the grant.
I've also begun the process of polling place stipends for the November elections. Many have been allocated and will hopefully be paid in the next week or so. Again, all toward the grant.
Lastly, I haven't gotten an estimate on the Engineering crew cost, but I let Kathy Cryan know how to charge for the crews' time.
Thanks,

Maggie McClain
Pronouns: she/her/hers
City of Madison Clerk's Office
City-County Building, Room 103
210 Martin Luther King, Jr. Blvd.
Madison, WI 53703
(608) 266-4601
www.cityofmadison.com/clerk
"We exist to assist."
@MadisonWIClerk

From: Mabrey, Stephanie <SMabrey@cityofmadison.com>
Sent: Tuesday, October 20, 2020 2:42 PM
To: Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com>; McClain, Maggie <MMcClain@cityofmadison.com>; Perez, Nikki <NPerez@cityofmadison.com>
Cc: Quieto, Michael <MQuieto@cityofmadison.com>; Kratowicz, Karalyn <KKratowicz@cityofmadison.com>
Subject: Updated Clerk Q3 projection

Hi everyone,
I have attached an updated Q3 projection for the Clerk's Office. This includes all of the outstanding items we discussed last week, such as tents, ballot box installation, and updated payroll estimates from Mike Quieto!
In total, I'm projecting a $44k surplus of funding. I would argue that a lot of the numbers we have in here are fairly conservative (such as an additional $88k for election equipment repair), so we would not require additional grant funding for November. What we would require is moving funding from

the CTCL among grant lines and corresponding movements in the Clerk's Office budget through the end of year resolution.
Maribeth, Maggie, and Nikki – could you take a look at these numbers and let me know if you're okay with them by this Friday? I'm open to any feedback or items you think I may have missed!
Thanks,

Steph Mabrey
Budget Policy Analyst
Finance Department

>>> The 2020 Census is here! As we practice social distancing, take the opportunity to complete the census now from the comfort of your own home. You can fill it out online at my2020census.gov, by phone, or by mail. <<<

From:	Witzel-Behl, Maribeth
To:	"Whitney May"; Coolidge, Tara; Michelle Nelson
Cc:	Josh Goldman
Subject:	RE: Offer: Election Day Quick Reference Guide for poll workers
Date:	Sunday, October 18, 2020 11:11:39 PM
Attachments:	Poll Worker Reference Guide.docx

Here's the version we customized for the City of Madison. Thank you for sharing this, Whitney!

-Maribeth

From: Whitney May

Sent: Thursday, October 15, 2020 1:48 PM

To: Witzel-Behl, Maribeth ; Coolidge, Tara ; Michelle Nelson

Cc: Josh Goldman

Subject: Offer: Election Day Quick Reference Guide for poll workers

Caution: This email was sent from an external source. Avoid unknown links and attachments.

Hi Michelle, Tara, and Maribeth.

This week the folks from Center for Civic Design (CCD), Brennan Center, and CTCL drafted an Election Day quick reference guide for Milwaukee poll workers.

- Milwaukee is likely to use it, and the version includes page numbers for their manual
- Easily customizable to highlight your specific procedures and approaches
- 1 page, folded, front/back, so easy for your poll workers to keep in their pocket throughout the day
- CCD and Brennan are available to help you customize

I know y'all are hustling to process mail ballots, prep for EIPAV openings next week, onboard and train staff, keep yourself and your family healthy, and a thousand other things. All of this to say, you can take or leave this offer -- no worries.

If you're interested, please alert my CTCL colleague, Josh Simon Goldman (cc'd). He can connect you with CCD & Brennan.

And thank you for all you do for your voters. Y'all are absolutely amazing.

Stay safe,

Whitney

--

Whitney May
Director of Government Services
Center for Tech and Civic Life
whitney@techandciviclife.org
(919) 799-6173
she/her

(608) 266-4601
www.cityofmadison.com/clerk
"We exist to assist."

@MadisonWIClerk

From: Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com>
Sent: Thursday, October 1, 2020 2:25 PM
To: Kratowicz, Karalyn <KKratowicz@cityofmadison.com>; Quieto, Michael <MQuieto@cityofmadison.com>; Mabrey, Stephanie <SMabrey@cityofmadison.com>
Cc: McClain, Maggie <MMcClain@cityofmadison.com>
Subject: RE: Budget Assumptions for pre-Election Day

I'll follow up with Whitney on moving around funds once we have final costs for the ballot drop boxes. That shouldn't be an issue.
I think we're going to need more funds for poll worker pay, though.

From: Kratowicz, Karalyn <KKratowicz@cityofmadison.com>
Sent: Thursday, October 1, 2020 2:17 PM
To: Quieto, Michael <MQuieto@cityofmadison.com>; Mabrey, Stephanie <SMabrey@cityofmadison.com>; Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com>
Cc: McClain, Maggie <MMcClain@cityofmadison.com>
Subject: RE: Budget Assumptions for pre-Election Day

Hey team,
Checking in on progress on our assignments to help us understand if we want to apply for round 2 CTCL funding. I haven't heard back from them yet re: moving costs within the grant. Should I set us up a meeting early next week? Mike and I chatted the other day and I know he has some assumptions we may want to confer on to inform our discussion. Let me know when you're ready.
Thanks,
Kara

From: Quieto, Michael <MQuieto@cityofmadison.com>
Sent: Wednesday, September 23, 2020 10:05 AM
To: Mabrey, Stephanie <SMabrey@cityofmadison.com>; Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com>
Cc: Kratowicz, Karalyn <KKratowicz@cityofmadison.com>; McClain, Maggie <MMcClain@cityofmadison.com>
Subject: RE: Budget Assumptions for pre-Election Day

You should all be able to view the running payroll entry list I'm using for non-Election Day and other supplemental pay:
http://share/sites/Finance/AST/Lists/COVID19Payroll2020/Allitemsg.aspx
I've been coding tasks based on whether or not that task existed before the pandemic, so the 1 hours IPAV Absentee Ballot Courier shifts are just on our regular budget, but the multi-hour poll workers assisting with voting at IPAV sites was coded to 12914 -13 -200 (pre-grant) and will be 13245-13-200 going forward. I'm coding all the ballot sorting work by poll workers the same way, as well as Dream Bus shifts and Democracy in the Park.
Steph: I've always used the "Notes" field in MUNIS to subdivide hours in the broader EO payroll category (training hours vs Election Day, etc). Let me know if you want me to track with greater granularity.

Mike

From: Mabrey, Stephanie <SMabrey@cityofmadison.com>
Sent: Wednesday, September 23, 2020 9:56 AM
To: Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com>; Quieto, Michael <MQuieto@cityofmadison.com>
Cc: Kratowicz, Karalyn <KKratowicz@cityofmadison.com>; McClain, Maggie <MMcClain@cityofmadison.com>
Subject: RE: Budget Assumptions for pre-Election Day

Ahhh got it! Well that will make it easier in terms of payroll! ☺

From: Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com>
Sent: Wednesday, September 23, 2020 9:55 AM
To: Mabrey, Stephanie <SMabrey@cityofmadison.com>; Quieto, Michael <MQuieto@cityofmadison.com>
Cc: Kratowicz, Karalyn <KKratowicz@cityofmadison.com>; McClain, Maggie <MMcClain@cityofmadison.com>
Subject: RE: Budget Assumptions for pre-Election Day

The grant application didn't include any of our normal work hours, and I don't think it can.

From: Mabrey, Stephanie <SMabrey@cityofmadison.com>
Sent: Wednesday, September 23, 2020 9:32 AM
To: Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com>; Quieto, Michael <MQuieto@cityofmadison.com>
Cc: Kratowicz, Karalyn <KKratowicz@cityofmadison.com>; McClain, Maggie <MMcClain@cityofmadison.com>
Subject: RE: Budget Assumptions for pre-Election Day

Hi everyone,

Sorry for my delay in sending this over. I'm hoping to make it a bit smarter in the next few days, but here's a high-level summary of what has been charged to the grant so far ($186.5k).

I also touched base with Coleen, and she noted that they're only charging overtime to the grant at this point. My understanding is that we want people to be able to charge straight time to the grant too – do others agree? If so, I can follow up with her about a pay code!

I'll follow up with a smarter spreadsheet as soon as we have a draft of the book put together! ☺

Thanks,

Steph

From: Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com>
Sent: Monday, September 21, 2020 4:08 PM
To: Quieto, Michael <MQuieto@cityofmadison.com>
Cc: Mabrey, Stephanie <SMabrey@cityofmadison.com>; Kratowicz, Karalyn <KKratowicz@cityofmadison.com>
Subject: RE: Budget Assumptions for pre-Election Day

This is incredibly helpful. Thank you, Mike!
It does look like we should apply for additional funds.
By the way, I plan to expand our hours at the pop-up absentee sites; I'll let you know when we work out those details.

-Maribeth

From: Quieto, Michael <MQuieto@cityofmadison.com>
Sent: Monday, September 21, 2020 1:28 PM
To: Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com>
Cc: Mabrey, Stephanie <SMabrey@cityofmadison.com>; Kratowicz, Karalyn <KKratowicz@cityofmadison.com>
Subject: Budget Assumptions for pre-Election Day

Maribeth,

Attached is an updated dashboard to track the to-date poll worker pay (assuming no volunteers, because that's the conservative way to do it – let me know if you want me to try and predict who will and won't be paid). I also included the original 2020 budget figure for November poll worker pay and the amount of the Safe elections grant allocated to poll workers for reference.

Off to the right is my attempt to predict payroll for pre-election day poll worker pay. It excludes hourlies. You can play with different assumptions by changing the input numbers, especially the grid below that calculates IPAV hours and staffing levels.

Let me know what tweaks need to be made. Note that only the Election Day part of the payroll calculation will update based on actual sign-ups. The pre-Election Day estimates will need to be updated by hand.

Mike

From: Ryan Chew
To: Witzel-Behl, Maribeth
Cc: Whitney May; Verbick, Jim
Subject: Re: Capturing video footage of today"s mail ballot process in Madison
Date: Friday, September 25, 2020 4:32:29 PM

Caution: This email was sent from an external source. Avoid unknown links and attachments.

Great. I'll call you at 11:30.
Ryan
The Elections Group
312 823-3384

On Mon, Sep 21, 2020 at 3:04 PM Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com> wrote:

> Good afternoon.
>
> A phone call would be fine. I'm just covering incoming calls from 11:30 to 1 Central. My direct line is 608-266-6574.
>
> Thank you!
>
> - Maribeth
>
> **From:** Ryan Chew <ryan@electionsgroup.com>
> **Sent:** Monday, September 21, 2020 3:01 PM
> **To:** Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com>
> **Cc:** Whitney May <whitney@techandciviclife.org>; Verbick, Jim <JVerbick@cityofmadison.com>
> **Subject:** Re: Capturing video footage of today's mail ballot process in Madison
>
> Caution: This email was sent from an external source. Avoid unknown links and attachments.
> Maribeth,
>
> Whitney tells me you're interested in talking about drop box security, including some details of what other Wisconsin cities are expecting to do. Could we touch base sometime tomorrow? My schedule is pretty open, so you can name a time. I could set up a zoom if that's helpful, though perhaps we can do this over the phone.
>
> If tomorrow doesn't work well, let me know a good time one of the following days.
>
> Thanks,
>
> Ryan Chew
>
> The Elections Group
>
> 312 823-3384
>
> On Tue, Aug 11, 2020 at 1:13 PM Witzel-Behl, Maribeth <MWitzel-

From:	Asher Kolieboi
To:	Witzel-Behl, Maribeth
Subject:	Safe Voting Plan
Date:	Friday, September 25, 2020 4:31:27 PM
Attachments:	Madison-SafeVoting-Guide-09-25-20.docx wisconsin_healthy_voter_guide.pdf

Caution: This email was sent from an external source. Avoid unknown links and attachments.

Dear Maribeth,

I've included the edited Safe Voting plan. I love the idea of a checklist (not a pocket guide). So I kept the format and added weight to the sections to help guide the voter's eye from section to section. I've also included a copy of the WI safe voter pocket guide we created with the folks at healthyvoting.org. The pocket guide is helpful, but the checklist you folks have created is better because it allows people to acrually create a plan for voting. As you know, voters with a plan are four times more likely to vote. Please let me know if you have any questions.

Have a safe weekend,

Asher Kolieboi

From: Kratowicz, Karalyn
To: "tiana@techandciviclife.org"; "dennis@techandciviclife.org"
Cc: Witzel-Behl, Maribeth
Subject: City of Madison Safe Voting Grant Question re: Budget
Date: Tuesday, September 22, 2020 10:44:37 AM

Hello and Good Morning,

I'm reaching out with a question about the CTCL grant the City of Madison received in partnership with the other four cities in Wisconsin. I'm not sure if either of you are the best contact. Please refer me if need be.
Current expenses under are grant are over in poll worker wages and drop box expenses. However, we are under in tents, ipads/hotspots, and clerk's office overtime. Are we able to move money across our identified categories? If so, is there a specific way you want this reported back to you? Please let me know if you have questions for us.

Thank you,
Kara

>>> The 2020 Census is here! As we practice social distancing, take the opportunity to complete the census now from the comfort of your own home. You can fill it out online at my2020census.gov, by phone, or by mail. <<<

Karalyn (Kara) Kratowicz
Interim Deputy Mayor
City of Madison

210 Martin Luther King Jr. Blvd
Madison, WI 53703
T: 608.266.4030
E: kkratowicz@cityofmadison.com

From:	Michael Spitzer-Rubenstein
To:	Witzel-Behl, Maribeth
Subject:	Editorial and Social Media Calendar
Date:	Thursday, September 17, 2020 8:54:19 AM
Attachments:	Election Officials Comms Calendar v1.xlsx

Caution: This email was sent from an external source. Avoid unknown links and attachments.

Hi Maribeth, how are you doing with sending out absentee ballots in this abbreviated window?

We've created an editorial calendar as the first step in the resources we're providing cities (attached). Hopefully it helps you and your team plan out your social media and press efforts.

One section you may notice is that there's some ambiguity about recommended deadlines to request and mail back absentee ballots. Do you have dates your office is recommending?

Thanks,
Michael

--
Michael Spitzer-Rubenstein
State Lead for Wisconsin (Leadership Now Fellow)
National Vote at Home Institute
(310) 980-2872
he/him

Learn more about:

Election Officials Center

Mail Ballot FAQs

Mail Ballot Security

From:	Witzel-Behl, Maribeth
To:	McClain, Maggie
Subject:	RE: Center for Tech and Civic Life COVID-19 Response Grant Program: Local Election Jurisdictions
Date:	Wednesday, September 9, 2020 11:41:52 AM
Attachments:	image001.png image002.png

Let's take another look at our funding needs next week. The WEC CARES subgrant should all go to postage.

From: McClain, Maggie
Sent: Wednesday, September 9, 2020 11:38 AM
To: Witzel-Behl, Maribeth
Subject: RE: Center for Tech and Civic Life COVID-19 Response Grant Program: Local Election Jurisdictions

Do we want more money to invest in an additional printer, EO compensation, etc.? I can try to spend some time this week/weekend actually figuring out where we are on grant funds. Plus, we haven't even started to scratch into the WEC CARES subgrant.

Maggie McClain
Pronouns: she/her/hers
City of Madison Clerk's Office
City-County Building, Room 103
210 Martin Luther King, Jr. Blvd.
Madison, WI 53703
(608) 266-4601
www.cityofmadison.com/clerk
"We exist to assist."
@MadisonWIClerk

From: Rey, Doria <DRey@cityofmadison.com>
Sent: Tuesday, September 8, 2020 11:09 AM
To: Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com>; McClain, Maggie <MMcClain@cityofmadison.com>
Subject: FW: Center for Tech and Civic Life COVID-19 Response Grant Program: Local Election Jurisdictions

Hey guys,
I don't know if you would be interested in this opportunity, but I thought I would pass it your way!

Thanks,
Doria

From: Katie Miller <Katie.Miller@simoncompany.com>
Sent: Thursday, September 3, 2020 1:35 PM
Cc: Jennifer Covino <Jennifer.Covino@simoncompany.com>; David Gellman

From:	Witzel-Behl, Maribeth
To:	McClain, Maggie
Subject:	FW: Social Media and Communications Planning from NVAHI
Date:	Tuesday, September 8, 2020 2:28:10 PM
Attachments:	WI Communications Plan - early-mid Sept.docx

In case this is helpful…

From: Michael Spitzer-Rubenstein

Sent: Tuesday, September 8, 2020 10:31 AM

To: Witzel-Behl, Maribeth

Subject: Social Media and Communications Planning from NVAHI

Caution: This email was sent from an external source. Avoid unknown links and attachments.

Hi Maribeth,

I hope you had a good Labor Day and were able to get a bit of relaxation in as we head into this two-month sprint.

I'm attaching a communications plan with suggested social media posts. This accompanies our Communications Toolkit. Happy to answer any questions and would really appreciate your feedback: what works, what should we do differently in the future?

If it's helpful, we also have a demo of the operations tools tomorrow, including the MIT polling place planner:

We will be hosting a demo of the operations tools for election officials next week, which will be a great introduction to how to use the tools and a chance to ask questions. The demo is on Wed Sept 9th, 3-4pm ET and you can register here. I hope you'll join us, and I'm also happy to set up a follow-up meeting to further tailor the tools for your jurisdiction.

Michael

--

Michael Spitzer-Rubenstein
State Lead for Wisconsin (Leadership Now Fellow)
National Vote at Home Institute
(310) 980-2872
he/him

From:	Witzel-Behl, Maribeth
To:	Kratowicz, Karalyn
Subject:	RE: Center for Tech and Civic Life COVID-19 Response Grant Program: Local Election Jurisdictions
Date:	Tuesday, September 8, 2020 9:40:56 AM

Hi, Kara.
I will need to find some uninterrupted time before I can assess this.
-Maribeth

From: Kratowicz, Karalyn
Sent: Tuesday, September 8, 2020 8:12 AM
To: Witzel-Behl, Maribeth
Subject: RE: Center for Tech and Civic Life COVID-19 Response Grant Program: Local Election Jurisdictions

Hi Maribeth,
Do you plan to apply for additional funding? If so, can you please let me know if you need any support from myself or the Mayor?
Thank you!
Kara

From: Baumel, Christie <CBaumel@cityofmadison.com>
Sent: Friday, September 4, 2020 8:35 AM
To: Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com>; Kratowicz, Karalyn <KKratowicz@cityofmadison.com>
Subject: FW: Center for Tech and Civic Life COVID-19 Response Grant Program: Local Election Jurisdictions

FYI

From: Katie Miller <Katie.Miller@simoncompany.com>
Sent: Thursday, September 3, 2020 1:35 PM
Cc: Jennifer Covino <Jennifer.Covino@simoncompany.com>; David Gellman <David.Gellman@simoncompany.com>
Subject: Center for Tech and Civic Life COVID-19 Response Grant Program: Local Election Jurisdictions

Caution: This email was sent from an external source. Avoid unknown links and attachments.

Good afternoon,
The Center for Tech and Civic Life, a 501(c)(3) nonprofit organization, has announced a forecast for the **COVID-19 Response Grant Program: Local Election Jurisdictions**. The purpose is to ensure local election offices have the resources they need to safely serve every voter this November. There is approximately $250 million in total program funding. The award minimum is $5,000. The award maximum is predetermined using a formula. There is no match requirement. Submissions will be accepted on a rolling basis, and the review process will take two weeks. Please see the attached memo for more information and let us know if you have any interest in this opportunity. Applications are available beginning September 8, 2020.
Best,
Katie Miller
Strategic Advisor
Simon and Company, Inc.
1660 L Street NW, Suite 501
Washington, DC 20036

From: Asher Kolieboi
To: Witzel-Behl, Maribeth
Subject: Re: Madison + CCD: Voter brochure
Date: Saturday, September 5, 2020 11:07:43 PM

Caution: This email was sent from an external source. Avoid unknown links and attachments.

Thank you for the clarification.

Asher

On Sat, Sep 5, 2020 at 12:13 PM Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com> wrote:

> Aha! We steer away from using the term "ID" to refer to proof of address, which is only needed when registering to vote. I try to avoid mentioning proof of address when talking about voter ID because voters and poll workers easily confuse the two.
>
> Once a voter is registered at their current address, they don't need to worry about proving their address again. However, many voters stay home from the polls because they wrongly assume that an outdated address on their ID will keep them from voting.
>
> I also worry that voters who have a WI ID that does not meet the Federal REAL ID requirements will wrongly assume that they can't vote. Their WI ID/license does not need to meet the Federal REAL ID requirements. If the DMV told them that their ID is "non-compliant," they can still use the ID to vote. If their WI ID says "Not valid for federal purposes," that has nothing to do with federal elections, and they can still use their ID to vote.
>
> Thank you!
>
> - Maribeth
>
> **From:** Asher Kolieboi <asher@civicdesign.org>
> **Sent:** Saturday, September 5, 2020 12:25 PM
> **To:** Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com>
> **Subject:** Re: Madison + CCD: Voter brochure
>
> Caution: This email was sent from an external source. Avoid unknown links and attachments.
> Hi Maribeth,
>
> I apologize for the confusing wording in my last email. Please allow me to clarify, I wanted to create a registration section to highlight that an address does not need to be current when registering to vote. The information would look similar to the page attached, but I can omit it if you think it will confuse people.
>
> Best,
>
> Asher
>
> On Sat, Sep 5, 2020 at 11:05 AM Witzel-Behl, Maribeth <MWitzel-

Behl@cityofmadison.com> wrote:

> Hi, Asher.
>
> ID is not required to register to vote. It is only required to request an absentee ballot, or to have your ballot counted at the polls.
>
> Only proof of address is required to register to vote.
>
> - Maribeth
>
> **From:** Asher Kolieboi <asher@civicdesign.org>
> **Sent:** Saturday, September 5, 2020 12:02 PM
> **To:** Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com>
> **Subject:** Re: Madison + CCD: Voter brochure
>
> Caution: This email was sent from an external source. Avoid unknown links and attachments.
> Dear Maribeth,
>
> I hope this email finds you well. I noticed the voter ID brochure does not include information about the ID requirements for voter registration. Would you be okay with me including this information? I want to make sure potential voters have this information.
>
> Best,
>
> Asher Kolieboi
>
> On Fri, Sep 4, 2020 at 10:53 AM Asher Kolieboi <asher@civicdesign.org> wrote:
>
> > Dear Whitney and Maribeth,
> >
> > Thank you for the information. Maribeth, I'll follow up with questions.
> >
> > Best,
> >
> > Asher
> >
> > > On Sep 4, 2020, at 8:52 AM, Whitney May <whitney@techandciviclife.org> wrote:
> > >
> > > Hi Asher,
> > >
> > > I hope you are doing well. Happy Friday! And thank you so much for your work on the Voting in Madison Pocket Guide. Kenosha is editing their version already.
> > >
> > > I spoke with Maribeth in Madison this morning and she's open to you redesigning another voter education brochure. This one is about voter ID (attached). Maribeth identified this as a topic that's critical to the African

American population in Madison because they are less likely to have a driver's license.

Her team passes this brochure out at their public events running September through October, with *a lot of* events around National Voter Registration Day on September 22nd.

I'll let y'all take it from here. Please keep me in the loop.

Be well,

Whitney

On Mon, Aug 24, 2020 at 4:05 PM Asher Kolieboi <asher@civicdesign.org> wrote:

> Thank you for the introduction, Whitney. Maribeth, I've begun working on the brochure and will reach out soon with a draft.
>
> I look forward to working with you and your team.
>
> Best,
>
> Asher Kolieboi
>
> --
> **Asher Kolieboi**
>
> **Center for Civic Design**
>
> **civicdesign.org**
>
> asher@civicdesign.org
>
> Pronouns: he/him Timezone: Eastern
>
> On Mon, Aug 24, 2020 at 3:19 PM Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com> wrote:
>
> > Thank you both! I am excited about the possibilities that lie ahead.
> >
> > - Maribeth
> >
> > **From:** Whitney May <whitney@techandciviclife.org>
> > **Sent:** Monday, August 24, 2020 2:43 PM
> > **To:** Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com>; Asher Kolieboi <asher@civicdesign.org>
> > **Subject:** Madison + CCD: Voter brochure
> >
> > Caution: This email was sent from an external source. Avoid unknown links and attachments.
> >
> > Hi Maribeth,
> >
> > I hope you and your team are staying safe and healthy. Following up

> on our check in call last week, I want to connect you directly with Asher Kolieboi from the Center for Civic Design (CCD). You may remember him from our July kick-off call -- he's great!
>
> Asher is able to review and draft some revisions for your Voting in Madison brochure this week. I mentioned to him that you are open to the CCD pocket guide design.
>
> Hi Asher,
>
> Maribeth is planning a series of in-person events through September and October to register voters, recruit poll workers, and sign people up for absentee ballots. Her office shares the brochure at these events (and more).
>
> I'll let y'all take it from here. Please keep me in the loop, especially if there is a way to pollinate what you produce to the other 4 cities.
>
> Thank you,
>
> Whitney M
>
> --
>
> Whitney May
>
> Director of Government Services
>
> Center for Tech and Civic Life
>
> whitney@techandciviclife.org
>
> (919) 799-6173
>
> she/her

--

Whitney May

Director of Government Services

Center for Tech and Civic Life

whitney@techandciviclife.org

(919) 799-6173

From: Tiana Epps-Johnson
To: Baumel, Christie
Cc: Witzel-Behl, Maribeth; Kratowicz, Karalyn; Larsen, Laura; Bottari, Mary; Haas, Michael R
Subject: Re: Center for Tech & Civic Life: Next Steps/Madison
Date: Thursday, July 23, 2020 5:19:51 PM

Caution: This email was sent from an external source. Avoid unknown links and attachments.

Hi all,

I'm really looking forward to talking with you tomorrow morning and introducing you to some of the Center for Tech and Civic Life's partners who are available to help the City of Madison implement your Safe Voting Plan. I'm including meeting information including attendees, agenda, and roles below.

We will ask you each to give a quick introduction (prompts included in the "Agenda and Roles" section below). We also have 20 mins on the agenda dedicated to hearing from you ("Support Needs" below). During this time we'd like to hear from you about the top areas where you think the City of Madison would benefit from support as you work to implement the Safe Voting Plan, as well as the things you feel confident you have handled.

If you have any questions please reach out.

Best,
Tiana

Call Details

- Jul 24, 2020
- 11:00 AM Central Time
- Join Zoom Meeting
  - [redacted]
    - Meeting ID: [redacted]
    - Passcode: [redacted]
  - One tap mobile
    - +13126266799,,[redacted]# US (Chicago)
    - +13017158592,,[redacted]# US (Germantown)

Goals

- Introductions: Learn who's "in the room"
- Technical Assistance Overview: Provide an overview of the resources available to grantee jurisdictions, beyond funding, to support the successful implementation of the Wisconsin Safe Voting Plan
- Support Needs: Hear from City of Madison officials about the Wisconsin Safe Vote Plan 2020:
  - What elements do you feel confident moving forward with implementing?

    - What elements of your City's plan might benefit from support from a technical assistance partner?
        - Note: We have a network of current and former election administrators and election experts available to provide assistance on communications; scaling up your vote by mail processes; poll worker recruitment and training in a pandemic; applying public health guidelines to polling places; designing election materials to ensure forms, envelops, and other materials are understood and completed correctly by voters; and more.
- **Questions from Technical Assistance Partners:** Reviewing the City of Madison plan, are there any pressing questions TA partners have to better understand how they might provide support in the coming months?
- Next Steps: What should grantee cities expect as next steps?

Who's on the call

- City of Madison - Clerk's Office
    - Maribeth Witzel-Behl
    - Maggie McClain (tentative)
- City of Madison - Mayor's Office
    - Kara Kratowicz
- Center for Tech and Civic Life - (note taker)
    - Tiana Epps-Johnson
    - Whitney May
    - Josh Goldman
- Center for Secure and Modern Elections
    - Sam Oliker-Friedland
- Elections Group
    - Jennifer Morrell
    - Noah Praetz
- Center for Civic Design
    - Christoper Patten
    - Asher Kolieboi

Agenda and Roles

- Introductions (15 mins)
    - Each person on call
        - Please share your name, location, title, and the role you have in implementing the Wisconsin Safe Voting Plan
- Technical Assistance Overview (10 mins)
    - Led by Tiana at CTCL
- Support Needs (20 mins)
    - Hearing from Maribeth, Maggie, and Kara
        - What elements do you feel confident moving forward with implementing?

        - What elements of your City's plan might benefit from support from a technical assistance partner?
- Questions from Technical Assistance Partners (10 mins)
    - Open to any technical assistance partner
- Next Steps (5 mins)
    - Led by Tiana at CTCL

On Fri, Jul 17, 2020 at 4:30 PM Tiana Epps-Johnson <tiana@techandciviclife.org> wrote:

> Hi all,
>
> Thank you again for sharing your availability with me. Let's move forward with Fri, July 24 from 11am CT-12pm CT. I've included a Zoom invitation below and will follow up with a calendar invite.
>
> Best,
> Tiana
>
> Tiana Epps-Johnson is inviting you to a scheduled Zoom meeting.
>
> Topic: [Meeting] WI Safe Vote Plan - Madison
> Time: Jul 24, 2020 11:00 AM Central Time (US and Canada)
>
> Join Zoom Meeting
> [redacted]
>
> Meeting ID: [redacted]
> Password: [redacted]
> One tap mobile
> +13126266799,,[redacted]# US (Chicago)
> +13017158592,,[redacted]# US (Germantown)
>
> Dial by your location
> +1 312 626 6799 US (Chicago)
> +1 301 715 8592 US (Germantown)
> +1 929 205 6099 US (New York)
> +1 346 248 7799 US (Houston)
> +1 669 900 6833 US (San Jose)
> +1 253 215 8782 US (Tacoma)
> Meeting ID: [redacted]
> Find your local number: https://us02web.zoom.us/u/kMIg0nd2e
>
> On Thu, Jul 16, 2020 at 1:25 PM Tiana Epps-Johnson <tiana@techandciviclife.org> wrote:
>
>> Thank you! I'll be in touch tomorrow to confirm a meeting time.
>>
>>> On Jul 16, 2020, at 1:19 PM, Baumel, Christie <CBaumel@cityofmadison.com> wrote:

Hi Tiana,

Please see responses to your questions embedded into the email below in red text. We look forward to working with you.

Take care,

Christie

	Christie Baumel *(she/her/hers)* Deputy Mayor City of Madison Office of the Mayor Phone: (608) 266-4404 | Fax: (608) 267-8671 Email: cbaumel@cityofmadison.com Web: www.cityofmadison.com

From: Tiana Epps-Johnson <tiana@techandciviclife.org>
Sent: Monday, July 13, 2020 6:34 PM
To: Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com>
Cc: Bottari, Mary <MBottari@cityofmadison.com>; Selkowe, Vicky <Vicky.Selkowe@cityofracine.org>; Baumel, Christie <CBaumel@cityofmadison.com>
Subject: Re: Center for Tech & Civic Life: Next Steps/Madison

Caution: This email was sent from an external source. Avoid unknown links and attachments.

Hi Christie, Mary, and Maribeth:
So good to meet you. I'm really looking forward to working with you all in the coming months! As Vicky shared, I'm reaching out to accomplish a few things:

- Share the WI Safe Voting Plan grant agreement for your review (attached)
- Collect point of contact information
- Schedule a kick-off meeting to take place next week

Grant Agreement
A draft grant agreement is attached for your review.

Actions needed:

1. Please review the agreement. Are there any requested revisions?

2. Are there any additional approvals required before you're able to accept the grant funds? If so, what are those steps? And what is the anticipated approval timeline?

Response:

1. Yes, we request to add (1) standard City language about nondiscrimination that we include in every contract; and (2) language that allows us to move some percentage of money between tasks if needed by written permission (such as email approval from you). If you're amenable to those and if you send us the contract in MS Word, we'd be happy to propose specific language.

2. We received Common Council approval on 7/14, so no additional approvals are needed.

Point of Contact Information
We want to be sure we direct our communications to the folks on your end best suited to respond.

Actions needed:

1. Please share the following:

    a. Primary point of contact (Name, Email, Phone)

    b. Clerk's office contact (Name, Email, Phone)

    c. Mayor's office contact (Name, Email, Phone)

    d. Finance contact (Name, Email, Phone)

Response:

1. Primary Point of Contact: Maribeth Witzel-Behl, City Clerk. Mwitzel-behl@cityofmadison.com; (608) 266-6574

2. Clerk Office Contact: Maribeth Witzel-Behl (information above)

3. Mayor's Office Contact: Kara Kratowicz, Interim Deputy Mayor. Kkratowicz@cityofmadison.com; (608) 266-4030

4. Finance Contact: Laura Larsen, Budget Manager. Llarsen@cityofmadison.com; (608) 267-4913

Kick-off Meeting
We would like to schedule a one-hour kickoff meeting to take place next week. We'd like to use the meeting to:

¡P Meet each other's teams

- Share an overview of the technical assistance we have available to support implementation of your plans

- Learn about the elements of the Wisconsin Safe Voting Plan where you might like implementation support

Actions needed:

1. Please share who should be in attendance at this meeting.

2. What times are available for the group listed above to meet during the Week of July 20 between 9am and 6pm CT?

Response:

1. From our team, we'd like to include Maribeth Witzel-Behl and possibly Maggie McClain from the Clerk's Office and Kara Kratowicz from the Mayor's Office. If you'd like to discuss the budget and budget transfer in detail, we'd also include Laura Larsen from Finance.

2. The following times work for this team:

    a. Monday 10:00-11:00 or 4:15-5:15 pm CT

    b. Wednesday – 4:30-5:30 pm CT

    c. Friday – 10-1 CT

Response
Please submit one response on behalf of the City to the actions items/questions above by close of business Thursday, July 16.

You're welcome to respond via this email if that is most convenient for you. Alternatively, I've created this short form to capture responses: https://forms.gle/CsaW2jp9bRQt4AXK8. I've also included the form below in this email.

Please reach out with any questions!

All the best,
Tiana

---------- Forwarded message ---------
From: <tiana@techandciviclife.org>
Date: Mon, Jul 13, 2020 at 6:25 PM
Subject: [Grant Kick-off] Wisconsin Safe Voting Plan 2020
To: <tiana@techandciviclife.org>

Google Forms

Having trouble viewing or submitting this form?
FILL OUT IN GOOGLE FORMS

I've invited you to fill out a form:

Wisconsin Safe Voting Plan 2020 Grant Kick-off

The Center for Tech and Civic Life is delighted to support your work in making elections safe and secure for Wisconsin voters.

Please provide responses to the questions below no later than close of business, Thursday, July 17.

Email address *

Who is completing this form?

Name *

Title *

Jurisdiction *

Grant Agreement

Are there any requested revisions?

Are there any additional approvals required before you're able to accept the grant funds? If so, what are those steps? And what is the anticipated approval timeline?

Points of Contact Information

We want to be sure we direct our communications to the folks on your end best suited to respond.

Primary point of contact (Name, Email, Phone) *

Clerk's office contact (Name, Email, Phone)

Mayor's office contact (Name, Email, Phone)

Finance contact (Name, Email, Phone)

Kick-off Meeting

We would like to schedule a 1 hour kickoff meeting to take place next week. We'd like to use the meeting to: -Meet each other's teams -Share an overview of the technical assistance we have available to support implementation of your plans -Learn about the elements of the Wisconsin Safe Voting Plan where you might like implementation support

Who would you like to be in attendance at this meeting? (Please include name, title, and email for each person) *

What times are available for the group listed above to meet during the Week of July 20 between 9am and 6pm CT? *

A copy of your responses will be emailed to the address you provided

[Review and Submit]

Never submit passwords through Google Forms.

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This form was created inside of Center for Tech and Civic Life.
Report Abuse - Terms of Service - Additional Terms
Create your own Google Form

On Fri, Jul 10, 2020 at 4:14 PM Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com> wrote:

> Good idea.
>
> Next week I would be available Monday between 1 and 3 p.m. Central, Tuesday after 11 a.m., Wednesday before 11 a.m., and Thursday before noon.
>
> Thank you!
>
> - Maribeth

From: Bottari, Mary <MBottari@cityofmadison.com>
Sent: Friday, July 10, 2020 3:59 PM
To: Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com>; 'Selkowe, Vicky' <Vicky.Selkowe@cityofracine.org>; Tiana Epps-Johnson <tiana@techandciviclife.org>; Baumel, Christie <CBaumel@cityofmadison.com>
Subject: RE: Center for Tech & Civic Life: Next Steps/Madison

Maribeth why don't you give us a series of dates and times that might work for you and we will have someone from the Mayor's office there too, but we would like to include you.

All the best,

Mary Bottari

Mary Bottari

Chief of Staff

City of Madison • Office of the Mayor

Room 403, City-County Building
210 Martin Luther King, Jr. Blvd.
Madison, Wisconsin 53703
Tel 608 266 4611 • ***Fax*** 608 267 8671
Email mbottari@cityofmadison.com
Web http://www.cityofmadison.com

From: Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com>
Sent: Friday, July 10, 2020 3:31 PM
To: 'Selkowe, Vicky' <Vicky.Selkowe@cityofracine.org>; Tiana Epps-Johnson <tiana@techandciviclife.org>; Baumel, Christie <CBaumel@cityofmadison.com>; Bottari, Mary <MBottari@cityofmadison.com>
Subject: RE: Center for Tech & Civic Life: Next Steps/Madison

Good afternoon.

I would be the primary contact in the Madison City Clerk's Office. Next week's schedule is pretty tight for me; I will be training hundreds of new clerks on elections administration through UW-Green Bay next week.

- Maribeth

From: Selkowe, Vicky <Vicky.Selkowe@cityofracine.org>
Sent: Friday, July 10, 2020 2:47 PM
To: Tiana Epps-Johnson <tiana@techandciviclife.org>; Baumel, Christie

<CBaumel@cityofmadison.com>; Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com>; Bottari, Mary <MBottari@cityofmadison.com>
Subject: Center for Tech & Civic Life: Next Steps/Madison

Caution: This email was sent from an external source. Avoid unknown links and attachments.

Good afternoon Christie, Mary, and Maribeth:

I'm delighted to be able to e-connect you to Tiana Epps-Johnson, the Founder & Executive Director of the Center for Tech & Civic Life. Tiana, Christie and Mary are both in Madison Mayor Satya Rhodes-Conway's office's, and Maribeth is Madison's Clerk.

Tiana will be sending you a draft grant agreement for your review and approval on Monday. She'll also then be reaching out to schedule individual kick-off calls with each City to begin this work. In addition to the generous funding of our Wisconsin Safe Voting Plan, Tiana and her team have arranged for extensive expert technical assistance from fantastic and knowledgeable partners across the country, to help each City implement our parts of the Plan. Your kick-off call with Tiana will give you a chance to get to know her and the Center for Tech & Civic Life better, understand the resources she's bringing to each of our Cities to successfully and quickly implement the components of our Plan, and answer your questions.

Please let Tiana know who will be the primary contact person for Madison's involvement in this effort moving forward so she can follow up directly with that individual about the grant agreement and kick-off planning.

Have a great weekend,

Vicky

******

Vicky Selkowe
Manager, Strategic Initiatives & Community Partnerships
Office of Mayor Cory Mason
City of Racine

Direct: 262-636-9286
Cell: 262-598-6580
vicky.selkowe@cityofracine.org

--

From: Hillary Hall
To: Witzel-Behl, Maribeth; Michael Spitzer-Rubenstein
Subject: Re: Following up on CTCL request
Date: Monday, August 24, 2020 7:05:15 PM
Attachments: image002.png

Caution: This email was sent from an external source. Avoid unknown links and attachments.

Hi Maribeth,
Let's meet at 1:30 on Tuesday- I will send and invite. Please forward to anyone else you would like on the call.

Hope you get a bit of time off this week.

Hillary Hall
Senior Advisor for State and Local Election Officials
National Vote at Home institute
(720) 507-5702
she/hers

From: Witzel-Behl, Maribeth
Sent: Monday, August 24, 2020 3:01 PM
To: Hillary Hall ; Michael Spitzer-Rubenstein
Subject: RE: Following up on CTCL request

Next Monday, I'll be free at 10 a.m. Central, or any time after 1 p.m. Next Tuesday, I'll be free after 11:30. And next Wednesday, I'll be free after 1 p.m.
- Maribeth

From: Hillary Hall
Sent: Monday, August 24, 2020 12:03 PM
To: Witzel-Behl, Maribeth ; Michael Spitzer-Rubenstein
Subject: Re: Following up on CTCL request

Caution: This email was sent from an external source. Avoid unknown links and attachments.

You bet, just let us know what works best for you-
Hillary Hall
Senior Advisor for State and Local Election Officials
National Vote at Home institute
(720) 507-5702
she/hers

From: Witzel-Behl, Maribeth
Sent: Monday, August 24, 2020 9:34 AM
To: Michael Spitzer-Rubenstein
Cc: Hillary Hall
Subject: RE: Following up on CTCL request

Would it be possible to talk next week, instead? I tried to take last week off, and ended up working 60 hours. I am going to try to take this week off now, but already have about 20 hours

of meetings booked for this week.

- Maribeth

From: Michael Spitzer-Rubenstein
Sent: Friday, August 21, 2020 10:04 AM
To: Witzel-Behl, Maribeth ; Clerk
Cc: Hillary Hall
Subject: Following up on CTCL request

Caution: This email was sent from an external source. Avoid unknown links and attachments.

Hi Maribeth,

I'm Michael Spitzer-Rubenstein, the Wisconsin State Lead for the National Vote at Home Institute. You may have heard from Hillary Hall, our Senior Advisor for State and Local Election Officials but I wanted to personally reach out to you about the election communications assistance Madison requested from the Center for Technology and Civic Life.

Do you have 30 minutes to talk next week? I'd like to meet you, hear about your experience in the primaries, and share how we can help you over the next 74 days.

You might find our Communications Toolkit useful. It's a groundbreaking resource that uses behavioral science insights from our partners at ideas42 to help you connect with communities and get voters the information they need about voting in November. We know it's tough for cash-strapped election offices to build out a comprehensive communications plan, design compelling visuals and develop messaging documents. That's why our toolkit does all of that for you!

It includes a templated communications plans for election offices that's cohesive, strategic, and customizable, so you have a clear roadmap. We've also created inviting visuals in a variety of sizes that you can use for social media, print ads, fliers posters or whatever is needed!

I know you already had to deal with poll worker shortages and delayed ballots in the primaries. Now, you're probably preparing for a massive increase in mail-in absentee ballots. The National Vote at Home Institute has your back. Our Communications Toolkit is just one of the many resources we can offer you.

Are there any times next week that would be good for a brief conversation about how we can be of assistance? I'm happy to be flexible around your schedule.

Looking forward to speaking,

Michael

--

Michael Spitzer-Rubenstein
State Lead for Wisconsin (Leadership Now Fellow)
National Vote at Home Institute
(310) 980-2872
he/him

From:	Witzel-Behl, Maribeth
To:	"Christopher Patten"; Woodall-Vogg, Claire
Cc:	Whitney May; Michelle Nelson; Coolidge, Tara; Celestine Jeffreys; Kris.Teske@greenbaywi.gov; Josh Goldman; Asher Kolieboi
Subject:	RE: Absentee instructions template & envelopes from Center for Civic Design: Feedback requested by Friday
Date:	Wednesday, August 19, 2020 4:57:03 PM

I love it! Thank you very much!
- Maribeth

From: Christopher Patten
Sent: Wednesday, August 19, 2020 4:50 PM
To: Woodall-Vogg, Claire
Cc: Witzel-Behl, Maribeth ; Whitney May ; Michelle Nelson ; Coolidge, Tara ; Celestine Jeffreys ; Kris.Teske@greenbaywi.gov; Josh Goldman ; Asher Kolieboi
Subject: Re: Absentee instructions template & envelopes from Center for Civic Design: Feedback requested by Friday

Caution: This email was sent from an external source. Avoid unknown links and attachments.

Hi everyone,
This version of the instructions includes a larger font size and a redesigned image of where to sign on the back of the ballot. Check it out and let us know what you think!
Thanks!
Christopher and Asher
On Wed, Aug 19, 2020 at 1:47 PM Woodall-Vogg, Claire <cwooda@milwaukee.gov> wrote:

> I much prefer these from CCD to the ones that were released yesterday. I will admit, this update slipped past me on July 31st when it was approved by the WEC.
> I agree with Maribeth about size of font. I like the layout and simplicity a lot, though.
>
> **From:** Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com>
> **Sent:** Tuesday, August 18, 2020 6:37 PM
> **To:** 'Whitney May' <whitney@techandciviclife.org>; Michelle Nelson <mnelson@kenosha.org>; Coolidge, Tara <tara.coolidge@cityofracine.org>; Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Woodall-Vogg, Claire <cwooda@milwaukee.gov>; Kris.Teske@greenbaywi.gov
> **Cc:** Josh Goldman <josh@techandciviclife.org>; Asher Kolieboi <asher@civicdesign.org>; Christopher Patten <christopher@civicdesign.org>
> **Subject:** RE: Absentee instructions template & envelopes from Center for Civic Design: Feedback requested by Friday
>
> Wow! Thank you!
> I like the design. Is it possible to have the text larger in the instructions? I'm wondering how hard it might be for our older voters to read the 9-point font.
> Thank you!
>
> - Maribeth
>
> **From:** Whitney May <whitney@techandciviclife.org>
> **Sent:** Tuesday, August 18, 2020 12:07 PM
> **To:** Michelle Nelson <mnelson@kenosha.org>; Coolidge, Tara <tara.coolidge@cityofracine.org>;

Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com>; cwooda@milwaukee.gov; Kris.Teske@greenbaywi.gov
Cc: Josh Goldman <josh@techandciviclife.org>; Asher Kolieboi <asher@civicdesign.org>; Christopher Patten <christopher@civicdesign.org>
Subject: Absentee instructions template & envelopes from Center for Civic Design: Feedback requested by Friday

Caution: This email was sent from an external source. Avoid unknown links and attachments.

Hello Claire, Celestine, Kris, Tara, Michelle, and Maribeth:
You are the famous WI-5. Congrats on successful administration of last week's state primary! Excited to see November be an even bigger success for you and your teams.
With November in mind, I'm cc'ing the designers from Center for Civic Design, Asher & Christopher. CCD is one of the amazing technical assistance partners available to support the WI-5 (we really do need to get WI-5 tshirts).
Since we've heard interest from you about what other cities are doing, we thought it would be helpful to gather feedback on absentee envelopes and instructions from the WI-5 cohort as a group rather than gathering feedback separately.

- Here are the absentee instructions designed by CCD
  - It's a template in a Word doc
  - You can edit and customize for your city
  - Christopher and Asher are available to consult on design
  - Christopher and Asher have designed this by combining CCD's best practices and language from Madison's instructions.
- Here are the absentee envelopes designed by CCD
  - CCD has been working on the design with WEC
  - CCD + Oxide Design are available to consult on design and printing with your printer
  - Consult can look like adjusting the templates, adding your contact and other information, working with your envelope vendors (if needed) as you fit the layouts into your process (including any size or placement adjustments), or just providing any support, advice, or reviews of proofs.

Do you and your teams have capacity to review these materials and provide questions and feedback to CTCL & CCD before the end of the week?
We know you are all working on tight timelines for printing and collating absentee materials. Please let CTCL & CCD know how we can be most helpful moving forward. If it's useful, grant funds are available for cities that want to print new envelopes.
Thank you,
Whitney & Josh from CTCL
--
Whitney May
Director of Government Services

Center for Tech and Civic Life
whitney@techandciviclife.org
(919) 799-6173
she/her
The City of Milwaukee is subject to Wisconsin Statutes related to public records. Unless otherwise exempted from the public records law, senders and receivers of City of Milwaukee e-mail should presume that e-mail is subject to release upon request, and is subject to state records retention requirements. See City of Milwaukee full e-mail disclaimer at www.milwaukee.gov/email_disclaimer

--
Christopher Patten
Center for Civic Design
civicdesign.org
313-590-7653 | christopher@civicdesign.org
Pronouns: he/him

From:	Christopher Patten
To:	Woodall-Vogg, Claire
Cc:	Witzel-Behl, Maribeth; Whitney May; Michelle Nelson; Coolidge, Tara; Celestine Jeffreys; Kris.Teske@greenbaywi.gov; Josh Goldman; Asher Kolieboi
Subject:	Re: Absentee instructions template & envelopes from Center for Civic Design: Feedback requested by Friday
Date:	Wednesday, August 19, 2020 4:51:55 PM
Attachments:	Wisconsin-CCD-instructions-2020-08-19.docx

Caution: This email was sent from an external source. Avoid unknown links and attachments.

Hi everyone,

This version of the instructions includes a larger font size and a redesigned image of where to sign on the back of the ballot. Check it out and let us know what you think!

Thanks!

Christopher and Asher

On Wed, Aug 19, 2020 at 1:47 PM Woodall-Vogg, Claire <cwooda@milwaukee.gov> wrote:

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> **Cc:** Josh Goldman <josh@techandciviclife.org>; Asher Kolieboi <asher@civicdesign.org>; Christopher Patten <christopher@civicdesign.org>
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>
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> **Sent:** Tuesday, August 18, 2020 12:07 PM
> **To:** Michelle Nelson <mnelson@kenosha.org>; Coolidge, Tara <tara.coolidge@cityofracine.org>;

Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com>; cwooda@milwaukee.gov; Kris.Teske@greenbaywi.gov
Cc: Josh Goldman <josh@techandciviclife.org>; Asher Kolieboi <asher@civicdesign.org>; Christopher Patten <christopher@civicdesign.org>
Subject: Absentee instructions template & envelopes from Center for Civic Design: Feedback requested by Friday

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Hello Claire, Celestine, Kris, Tara, Michelle, and Maribeth:

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    - It's a template in a Word doc
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    - Christopher and Asher have designed this by combining CCD's best practices and language from Madison's instructions.
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Do you and your teams have capacity to review these materials and provide questions and feedback to CTCL & CCD before the end of the week?

We know you are all working on tight timelines for printing and collating absentee materials. Please let CTCL & CCD know how we can be most helpful moving forward. If it's useful, grant funds are available for cities that want to print new envelopes.

From:	Witzel-Behl, Maribeth
To:	Mabrey, Stephanie
Subject:	RE: Grant funding for ballot drop boxes
Date:	Wednesday, August 19, 2020 10:19:22 AM

Hi, Steph.
That should work! We will need to shuffle around some funds, anyway, and are under-budget in a couple categories.
Thank you!
-Maribeth

From: Mabrey, Stephanie
Sent: Wednesday, August 19, 2020 8:53 AM
To: Witzel-Behl, Maribeth
Subject: Grant funding for ballot drop boxes

Hi Maribeth,
Engineering has approached us about where to charge staff time and supplies for installing ballot drop boxes around the City. We were thinking there might be some funding available from the grant to support this cost. Do you think this is an allowable expense under Center for Tech and Civic Life grant, and would you be comfortable using some of that funding?
Thanks,

Steph Mabrey
Budget Policy Analyst
Finance Department

>>> The 2020 Census is here! As we practice social distancing, take the opportunity to complete the census now from the comfort of your own home. You can fill it out online at my2020census.gov, by phone, or by mail. <<<

From:	Mabrey, Stephanie
To:	Witzel-Behl, Maribeth
Subject:	Grant funding for ballot drop boxes
Date:	Wednesday, August 19, 2020 8:52:41 AM

Hi Maribeth,
Engineering has approached us about where to charge staff time and supplies for installing ballot drop boxes around the City. We were thinking there might be some funding available from the grant to support this cost. Do you think this is an allowable expense under Center for Tech and Civic Life grant, and would you be comfortable using some of that funding?
Thanks,

Steph Mabrey
Budget Policy Analyst
Finance Department

>>> The 2020 Census is here! As we practice social distancing, take the opportunity to complete the census now from the comfort of your own home. You can fill it out online at my2020census.gov, by phone, or by mail. <<<

From:	Christopher Patten
To:	Witzel-Behl, Maribeth
Cc:	Whitney May; Michelle Nelson; Coolidge, Tara; Celestine Jeffreys; cwooda@milwaukee.gov; Kris.Teske@greenbaywi.gov; Josh Goldman; Asher Kolieboi
Subject:	Re: Absentee instructions template & envelopes from Center for Civic Design: Feedback requested by Friday
Date:	Wednesday, August 19, 2020 8:44:12 AM

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Good to know. I'll be in touch!

On Wed, Aug 19, 2020 at 9:37 AM Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com> wrote:

> The other fold sounds intriguing, but our Dane County print room refuses to do anything other than a letter fold.
>
> Thank you!
>
> - Maribeth
>
> **From:** Christopher Patten <christopher@civicdesign.org>
> **Sent:** Wednesday, August 19, 2020 8:34 AM
> **To:** Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com>
> **Cc:** Whitney May <whitney@techandciviclife.org>; Michelle Nelson <mnelson@kenosha.org>; Coolidge, Tara <tara.coolidge@cityofracine.org>; Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; cwooda@milwaukee.gov; Kris.Teske@greenbaywi.gov; Josh Goldman <josh@techandciviclife.org>; Asher Kolieboi <asher@civicdesign.org>
> **Subject:** Re: Absentee instructions template & envelopes from Center for Civic Design: Feedback requested by Friday
>
> Caution: This email was sent from an external source. Avoid unknown links and attachments.
> Glad you like it Maribeth!
>
> I am happy to work on the text size and think I can move things around to get it to fit. We are also working on an alternative image of your ballot that doesn't take up as much space on the page. It'll call out exactly where voters need to sign but take up less space.
>
> One question for you: for some cities (not Wisconsin) we designed instructions that fold the letter size paper in half (on the short end). It ends up looking like a little menu or pamphlet. Most of the time, the labor required to fold them wins over their cuteness and we end up going with the regular page. But if this is something you'd like to see, I am happy to send it your way.
>
> I'll get you the next draft as soon as I can
>
> Christopher and Asher
>
> On Tue, Aug 18, 2020 at 7:36 PM Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com> wrote:

From:	Chang, Bonnie
To:	Witzel-Behl, Maribeth; Perez, Nikki; Haar, Jennifer; Christianson, Eric; Hanewold, Shelby; Harris, Heather; Lund, Thomas; McClain, Maggie; Verbick, Jim
Subject:	RE: Absentee instructions template & envelopes from Center for Civic Design: Feedback requested by Friday
Date:	Tuesday, August 18, 2020 1:55:06 PM

Done!

From: Witzel-Behl, Maribeth
Sent: Tuesday, August 18, 2020 1:54 PM
To: Chang, Bonnie ; Perez, Nikki ; Haar, Jennifer ; Christianson, Eric ; Hanewold, Shelby ; Harris, Heather ; Lund, Thomas ; McClain, Maggie ; Verbick, Jim
Subject: RE: Absentee instructions template & envelopes from Center for Civic Design: Feedback requested by Friday

Could someone add the municipal clerk information and get 100,000 copies printed?
Thank you!

From: Chang, Bonnie <BChang@cityofmadison.com>
Sent: Tuesday, August 18, 2020 1:48 PM
To: Perez, Nikki <NPerez@cityofmadison.com>; Haar, Jennifer <JHaar@cityofmadison.com>; Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com>; Christianson, Eric <EChristianson@cityofmadison.com>; Hanewold, Shelby <SHanewold@cityofmadison.com>; Harris, Heather <HHarris@cityofmadison.com>; Lund, Thomas <TLund@cityofmadison.com>; McClain, Maggie <MMcClain@cityofmadison.com>; Verbick, Jim <JVerbick@cityofmadison.com>
Subject: RE: Absentee instructions template & envelopes from Center for Civic Design: Feedback requested by Friday

The new uniform instructions from WEC:
https://elections.wi.gov/sites/elections.wi.gov/files/2020-08/Uniform%20Absentee%20Instructions%20-%20By-Mail%20Voters.pdf

From: Perez, Nikki <NPerez@cityofmadison.com>
Sent: Tuesday, August 18, 2020 1:42 PM
To: Haar, Jennifer <JHaar@cityofmadison.com>; Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com>; Chang, Bonnie <BChang@cityofmadison.com>; Christianson, Eric <EChristianson@cityofmadison.com>; Hanewold, Shelby <SHanewold@cityofmadison.com>; Harris, Heather <HHarris@cityofmadison.com>; Lund, Thomas <TLund@cityofmadison.com>; McClain, Maggie <MMcClain@cityofmadison.com>; Verbick, Jim <JVerbick@cityofmadison.com>
Subject: RE: Absentee instructions template & envelopes from Center for Civic Design: Feedback requested by Friday

I have a lot of thoughts.

Instruction Letter

- Do we need a fax number? There was conversation about this on the call I was on with WEC, and I thought they decided to take off the fax.
- I like the goal statement ;)
- Making this editable is key. For example, if we want to include info on additional materials enclosed, it would be nice to add that. It would also be FANTASTIC if we could just use this letter, and not a separate one.
- Can we include a header above the contact information? Like “Municipal Clerk Contact Info”

From:	Verbick, Jim
To:	Haar, Jennifer; Witzel-Behl, Maribeth; Chang, Bonnie; Christianson, Eric; Hanewold, Shelby; Harris, Heather; Lund, Thomas; McClain, Maggie; Perez, Nikki
Subject:	RE: Absentee instructions template & envelopes from Center for Civic Design: Feedback requested by Friday
Date:	Tuesday, August 18, 2020 1:22:18 PM

One more thing. I do have concerns with changing our envelop designs before the November election. With the Voter Participation Center, campaigns, and others sending voters mailings that look like absentee ballots, I worry our voters questioning the legitimacy of our new envelopes. I would feel more comfortable changing this for February, to give voters two years of Spring elections to acclimate to a change as big as this.
-Jim

From: Verbick, Jim
Sent: Tuesday, August 18, 2020 1:19 PM
To: Haar, Jennifer ; Witzel-Behl, Maribeth ; Chang, Bonnie ; Christianson, Eric ; Hanewold, Shelby ; Harris, Heather ; Lund, Thomas ; McClain, Maggie ; Perez, Nikki
Subject: RE: Absentee instructions template & envelopes from Center for Civic Design: Feedback requested by Friday

The instructions review checklist makes reference to getting your ballot postmarked, which is irrelevant to getting it counted. Could include language about it reaching the Clerk's Office by Election Day or dropping it off to their polling place on Election Day.

From: Haar, Jennifer <JHaar@cityofmadison.com>
Sent: Tuesday, August 18, 2020 12:29 PM
To: Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com>; Chang, Bonnie <BChang@cityofmadison.com>; Christianson, Eric <EChristianson@cityofmadison.com>; Hanewold, Shelby <SHanewold@cityofmadison.com>; Harris, Heather <HHarris@cityofmadison.com>; Lund, Thomas <TLund@cityofmadison.com>; McClain, Maggie <MMcClain@cityofmadison.com>; Perez, Nikki <NPerez@cityofmadison.com>; Verbick, Jim <JVerbick@cityofmadison.com>
Subject: RE: Absentee instructions template & envelopes from Center for Civic Design: Feedback requested by Friday

I like the Spanish on the envelopes. I'd have to look at the other documents closer and later timewise.

From: Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com>
Sent: Tuesday, August 18, 2020 12:18 PM
To: Chang, Bonnie <BChang@cityofmadison.com>; Christianson, Eric <EChristianson@cityofmadison.com>; Haar, Jennifer <JHaar@cityofmadison.com>; Hanewold, Shelby <SHanewold@cityofmadison.com>; Harris, Heather <HHarris@cityofmadison.com>; Lund, Thomas <TLund@cityofmadison.com>; McClain, Maggie <MMcClain@cityofmadison.com>; Perez, Nikki <NPerez@cityofmadison.com>; Verbick, Jim <JVerbick@cityofmadison.com>
Subject: FW: Absentee instructions template & envelopes from Center for Civic Design: Feedback requested by Friday

What do you think?
From: Whitney May <whitney@techandciviclife.org>
Sent: Tuesday, August 18, 2020 12:07 PM
To: Michelle Nelson <mnelson@kenosha.org>; Coolidge, Tara <tara.coolidge@cityofracine.org>; Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Witzel-Behl, Maribeth <MWitzel-

From: Witzel-Behl, Maribeth
To: "Whitney May"
Subject: RE: Comms resources
Date: Friday, August 7, 2020 10:00:11 AM
Attachments: image002.png

What great resources! Thank you!
From: Whitney May
Sent: Friday, August 7, 2020 8:53 AM
To: Witzel-Behl, Maribeth
Subject: Comms resources

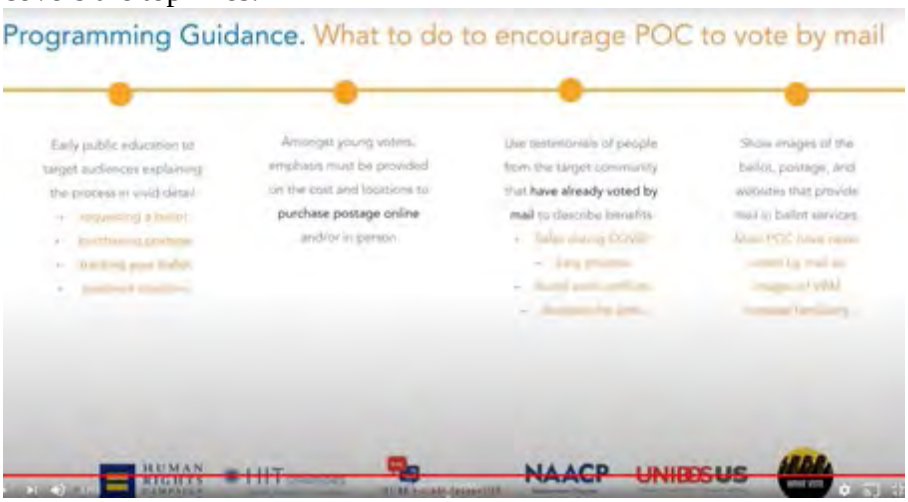
Caution: This email was sent from an external source. Avoid unknown links and attachments.

Hi Maribeth,
Happy Friday! Looking forward to our check in call this morning.
Sharing these resources before the call so you can review and pass along to your team.

- The Vote at Home comms toolkit was published yesterday. It includes sample graphics, language, and a comms plan template that you can customize for Madison. https://voteathome.org/comms-toolkit/. The lead on this toolkit, Hillary Hall, is tentatively **planning a webinar for WI clerks in late August** to introduce the toolkit and answer questions about how you might use it in Wisconsin. Stay tuned on that front.

- You indicated interest in research regarding vote by mail messaging to people of color. I watched a webinar last night on the topic and they are delivering the same **free webinar this morning at 10:30am Central**. Here's the reg link for the webinar: https://act.hrc.org/page/65201/event/1?ea.tracking.id=sm_adv_asm_HRC_NWVS

I know y'all are slammed with prep work for Tuesday's primary, so it's totally understandable if you can't make the webinar. Here's a screenshot of a slide from last night's webinar that covers the top lines:



--
Whitney May
Director of Government Services
Center for Tech and Civic Life
whitney@techandciviclife.org
(919) 799-6173

From: Witzel-Behl, Maribeth
To: "Whitney May"
Subject: RE: CTCL implementation support: Response requested by Tuesday
Date: Sunday, August 2, 2020 2:57:11 PM

Good afternoon, Whitney!
I have a created a Center for Tech & Civic Life folder on our ftp site with documents that the Center for Civic Design may have ways for us to improve (absentee voting instructions, quick guides for at the polls, and task sheets for opening and closing the polls). Here's how to access that folder:
Connect to our FTP site using any FTP client, including Windows File Explorer or Internet Explorer's built-in client. In order for a user to connect using Internet Explorer, they can follow these steps:

1. Go to ftp://ftp.cityofmadison.com in Internet Explorer.
2. Enter election as the username, and vote@103 as the password.
3. Find the "Elections" folder and click on it.

Here are some additional upcoming projects:
We will soon be working with Madison City Channel to produce a podcast series on election procedures. I am hoping we can release the podcast series on National Voter Registration Day. I wonder if some of your experts may have some tips that would be relevant to that initiative.
And we need to start planning our first socially distanced National Voter Registration Day. In the past, our goal has always been to hold more voter registration drives in Madison than are listed on the National Voter Registration Day website for New York City. We will need to find a different way to think about National Voter Registration Day this year.
After the August Election, we will begin a curbside Get Your ID on File campaign to capture the images of voter IDs for voters who are not tech savvy or do not have access to the internet.
Thank you!
-Maribeth

From: Whitney May
Sent: Friday, July 31, 2020 3:41 PM
To: Witzel-Behl, Maribeth
Subject: CTCL implementation support: Response requested by Tuesday

Caution: This email was sent from an external source. Avoid unknown links and attachments.

Hi Maribeth,
Reflecting on your Safe Voting Plan and the kickoff call last week, I wanted to get your feedback about the projects our technical partners should tackle first.
What are the most urgent areas where you'd like support from the partners? Here's what we captured in our notes as the likely top 3-4:

- **Adding satellite locations and drop boxes** -- help site locations and provide tailored guidelines and implementation support (Elections Group)
- **Printing materials for mail ballots** -- redesign bilingual absentee ballot instruction sheet and letter (Center for Civic Design, who is working with WEC on envelope design)

From: Witzel-Behl, Maribeth
To: "Whitney May"
Subject: RE: CTCL implementation support: Response requested by Tuesday
Date: Friday, July 31, 2020 4:20:55 PM

Hi, Whitney!
Mondays or Fridays should work for me to meet. The priorities listed below look good. We also want to develop a voter outreach advertising campaign for the fall; I don't know whether you have any experts who could help with that. I'm sure there's much more! I will do some brainstorming this weekend as I get a break from answering incoming calls.
Thank you! You have given us hope for the fall!
- Maribeth

From: Whitney May
Sent: Friday, July 31, 2020 3:41 PM
To: Witzel-Behl, Maribeth
Subject: CTCL implementation support: Response requested by Tuesday

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- **Adding satellite locations and drop boxes** -- help site locations and provide tailored guidelines and implementation support (Elections Group)
- **Printing materials for mail ballots** -- redesign bilingual absentee ballot instruction sheet and letter (Center for Civic Design, who is working with WEC on envelope design)
- **Targeting communities with election information** -- NVAHI is launching a communications toolkit on August 6 to support outreach around absentee voting (National Vote at Home Institute), share research insights about how to engage people who might not trust the vote by mail process (Center for Civic Design)
- **Training election officials** -- review quick guides and other training materials (Elections Group)

Let us know if these are right, and we'll prioritize connecting with partners to get started right away.
In addition, I'd like to set up a 30 minute meeting to touch base, occurring every other week. That will be a chance for you and I to sync up on existing projects and discuss adding additional technical assistance support. I know your time is precious with 95 days to go -- is there a 30 minute window that might work for you next week (that might also work as a standing, every-other-week touchpoint)?
If there's a 30 minute window that works for you next week, please simply let me know and I will send a calendar invite.
Thanks, Maribeth! Reach out if you have questions. Looking forward to hearing back about

From:	Witzel-Behl, Maribeth
To:	"Whitney May"
Cc:	Tiana Epps-Johnson; Josh Goldman
Subject:	RE: CTCL follow up after today"s kick-off call
Date:	Friday, July 24, 2020 8:13:48 PM
Attachments:	Quick Guide to Remaking Ballots.docx Quick Guide to Remaking Ballots for Partisan Primary.docx Quick Guide to Processing Absentee Ballots.docx

---

Thank you! I look forward to exploring these links over the weekend.
I am attaching our "Quick Guides" for processing absentees. You'll notice that the process is not quick. We call these guides Quick Guides to imply that it won't take the poll workers much time to review a process before they begin a new task.
I look forward to working with you!
- Maribeth

From: Whitney May
Sent: Friday, July 24, 2020 12:56 PM
To: Witzel-Behl, Maribeth
Cc: Tiana Epps-Johnson ; Josh Goldman
Subject: CTCL follow up after today's kick-off call

Caution: This email was sent from an external source. Avoid unknown links and attachments.

Hi Maribeth,

It was great meeting you on our kick-off call today. I'm excited to see all the things you and your team will accomplish for Madison voters this year, especially as you lead with equity.

As mentioned in the call, I'll be your point person for the technical assistance implementation plan and timeline. This will help streamline communication between all the partners and minimize traffic in your inbox.

Here are next steps:

- You can reference the overview of technical assistance partners. Some, but not all, of the organizations were represented on the kick-off call. If you have any trouble accessing the doc or any questions about the organizations and what they can offer Madison, please let me know.
- You are invited to check out the Communicating Trusted Election Information series. The misinformation course is next Thursday, and that recording will be added to the page the following week. Please share with your colleagues -- it's free!
- Tiana and the CTCL grants team will provide the grant agreement for signature.
- I'll follow up next week with a draft implementation plan and timeline.
- Will you please share the quick quide document for poll workers who process the absentee ballots? I can pass that along to partners for initial review.

Questions? Concerns? Let me know. Thanks for partnering with CTCL on this -- we're looking forward to working together.

TGIF,
Whitney
--

Yes, the City of Madison would be using the grant solely for planning safe and secure elections for the fall. What sort of written confirmation do you need?
Thank you!
- Maribeth

From: Coolidge, Tara <Tara.Coolidge@cityofracine.org>
Sent: Wednesday, July 1, 2020 1:47 PM
To: Albrecht, Neil; Woodall-Vogg, Claire; Coolidge, Tara; Witzel-Behl, Maribeth; Celestine Jeffreys; Debra Salas; Michelle Nelson; krist@greenbaywi.gov
Cc: Selkowe, Vicky
Subject: Election Planning Grant Written Confirmation from Other Cities

Caution: This email was sent from an external source. Avoid unknown links and attachments.

Good Afternoon-
I am attempting to cut the checks from the CTCL planning grant on Tuesday. However, before I physical mail the checks I need confirmation from each entity that the funds shall be solely used for public purpose of planning safe and secure election administration in 2020.
Please respond back via email so I have written confirmation.
Thank you,
Tara Coolidge
City Clerk/ Treasury Manager
City of Racine

From: Witzel-Behl, Maribeth
To: Rhodes-Conway, Satya V.; Bottari, Mary; Baumel, Christie
Subject: Re: Election Planning Grant Written Confirmation from Other Cities
Date: Wednesday, July 1, 2020 10:44:30 PM
Attachments: image001.png

Most of the planning time has been and will continue to be my time, and that would be complicated for reporting purposes. Can we argue that there is a cost to the city for my time after normal work hours?

The community organizations that had staff show up and pour out their hearts in the equity analysis meetings have been asked to continue working with us and providing us with honest feedback on obstacles to voting access. It would be good to acknowledge that their input has real value.

Christie, do you know more about any requirements from the funders?

- Maribeth

From: Rhodes-Conway, Satya V.
Sent: Wednesday, July 1, 2020 10:26 PM
To: Witzel-Behl, Maribeth; Bottari, Mary; Baumel, Christie
Subject: RE: Election Planning Grant Written Confirmation from Other Cities

Hi Maribeth –
I thought it was for staff time in general, not just overtime, but I may not have the latest. I am not at all opposed to supporting our partners if that isn't too burdensome for your staff and as long as it's an acceptable use in the funder's eyes.
Thanks
SRC

The 2020 Census is here! As we practice physical distancing, take the opportunity to complete the census now from the comfort of your own home. You can fill it out online at my2020census.gov, by phone, or by mail.

Mayor Satya Rhodes-Conway
City of Madison ● Office of the Mayor
Room 403, City-County Building
210 Martin Luther King, Jr. Blvd.
Madison, Wisconsin 53703
Tel 608 266 4611 ● ***Fax*** 608 267 8671
Email mayor@cityofmadison.com
Web http://www.cityofmadison.com/mayor/

Please consider the environment before printing this email.

From: Witzel-Behl, Maribeth
Sent: Wednesday, July 1, 2020 10:12 PM
To: Rhodes-Conway, Satya V. ; Bottari, Mary ; Baumel, Christie
Subject: Fw: Election Planning Grant Written Confirmation from Other Cities

Good evening. I have a policy question regarding the $10,000 Planning Grant.

I take it that this planning grant would reimburse city agencies for any overtime costs associated with the pandemic voting access equity analysis (Attorney's Office, Building Inspection, Library, Civil Rights, Finance, Clerk's Office, and Council Office unless Kwasi is salaried). Should the balance be allocated to the community organizations that devoted time to the election equity analysis? The organizations that sent someone to participate in the analysis were NAACP of Dane County, League of Women Voters of Dane County, League of Women Voters of WI, Dane County Voter ID Coalition, Voces de la Frontera, Access to Independence, Nehemiah, WI Council for the Blind & Visually Impaired, Disability Vote Coalition, Disability Rights WI, Madison College South, All Voting is Local, WI Conservation Voices, NextGen America, UW Badgers Vote Coalition, and WI Faith Voices for Justice. There may be a few more that sent feedback via e-mail after the meetings took place.
Thank you!
- Maribeth

From: Coolidge, Tara <Tara.Coolidge@cityofracine.org>
Sent: Wednesday, July 1, 2020 2:43 PM
To: Witzel-Behl, Maribeth
Subject: RE: Election Planning Grant Written Confirmation from Other Cities

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Your email will work.
Thank you,
Tara

From: Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com>
Sent: Wednesday, July 1, 2020 2:18 PM
To: Coolidge, Tara <Tara.Coolidge@cityofracine.org>
Cc: Mabrey, Stephanie <SMabrey@cityofmadison.com>; Christianson, Eric <EChristianson@cityofmadison.com>
Subject: Re: Election Planning Grant Written Confirmation from Other Cities

Hi, Tara.

Yes, the City of Madison would be using the grant solely for planning safe and secure elections for the fall. What sort of written confirmation do you need?

Thank you!

- Maribeth

From: Coolidge, Tara <Tara.Coolidge@cityofracine.org>
Sent: Wednesday, July 1, 2020 1:47 PM
To: Albrecht, Neil; Woodall-Vogg, Claire; Coolidge, Tara; Witzel-Behl, Maribeth; Celestine Jeffreys; Debra Salas; Michelle Nelson; krist@greenbaywi.gov
Cc: Selkowe, Vicky
Subject: Election Planning Grant Written Confirmation from Other Cities

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Good Afternoon-
I am attempting to cut the checks from the CTCL planning grant on Tuesday. However, before I physical mail the checks I need confirmation from each entity that the funds shall be solely used for public purpose of planning safe and secure election administration in 2020.

From:	Witzel-Behl, Maribeth
To:	Christianson, Eric
Subject:	Fw: Center for Tech & Civic Life planning grant $10,000 - where to direct your payments?
Date:	Monday, June 22, 2020 10:30:08 AM

One more resolution to draft...

From: Mabrey, Stephanie
Sent: Monday, June 22, 2020 10:24 AM
To: Witzel-Behl, Maribeth
Subject: RE: Center for Tech & Civic Life planning grant $10,000 - where to direct your payments?

Hi Maribeth,
Yes – you'll need a resolution to accept that funding. You'll need a sponsor, and you can work with Lisa Veldran to get it on the Council agenda. Let me know if you would like me to review a draft!
Thanks,
Steph

From: Witzel-Behl, Maribeth
Sent: Monday, June 22, 2020 9:48 AM
To: Mabrey, Stephanie
Subject: Fw: Center for Tech & Civic Life planning grant $10,000 - where to direct your payments?

Hi, Steph.

Do we need a Resolution to accept the $10,000 mentioned below?

- Maribeth

From: Baumel, Christie
Sent: Monday, June 22, 2020 9:44 AM
To: 'Selkowe, Vicky'
Cc: Witzel-Behl, Maribeth
Subject: RE: Center for Tech & Civic Life planning grant $10,000 - where to direct your payments?

Hi Vicky,
Thanks so much! You can send a check for Madison right to the Clerk's Office.
City Clerk's Office
210 Martin Luther King Jr. Blvd, Room 103
Madison, WI 53703
Maribeth – just ask Steph for budget coding for the deposit if you need it.
Thank you!
Christie

From: Selkowe, Vicky <Vicky.Selkowe@cityofracine.org>
Sent: Tuesday, June 16, 2020 1:30 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Baumel, Christie <CBaumel@cityofmadison.com>; Paula Lattergrass <plattergrass@kenosha.org>; Vornholt, Paul <Paul.Vornholt@milwaukee.gov>
Cc: Coolidge, Tara <Tara.Coolidge@cityofracine.org>
Subject: Center for Tech & Civic Life planning grant $10,000 - where to direct your payments?

Caution: This email was sent from an external source. Avoid unknown links and attachments.

Hi Celestine, Christie, Paula, Paul,
We've received the initial planning grant funds from the Center for Tech & Civic Life. Per that planning grant agreement, each of your cities is due to get $10,000 to cover your clerks' time in providing the information needed for the planning grant (just submitted yesterday). We

need to know where you'd like your $10,000 check mailed to - your clerks' office? City finance office? Please provide a mailing address and contact person name to Tara Coolidge, cc'd here, and she'll get checks prepared and mailed.
Thanks,
Vicky
******

Vicky Selkowe
Manager, Strategic Initiatives & Community Partnerships
Office of Mayor Cory Mason
City of Racine
Direct: 262-636-9286
Cell: 262-598-6580
vicky.selkowe@cityofracine.org

From: Rhodes-Conway, Satya V.
To: Witzel-Behl, Maribeth
Subject: Fwd: Draft WI Safe Voting Plan 2020 For Review
Date: Saturday, June 13, 2020 10:20:16 AM
Attachments: Outlook-1yr1tqxp.png

FYI

Satya Rhodes-Conway
Mayor
(she/her/hers)
City of Madison ● Office of the Mayor
Room 403, City-County Building
210 Martin Luther King, Jr. Blvd.
Madison, Wisconsin 53703
Tel 608 266 4611 ● Fax 608 267 8671
Email mayor@cityofmadison.com
Web http://www.cityofmadison.com

---------- Forwarded message ----------
From: "**Selkowe, Vicky**" <Vicky.Selkowe@cityofracine.org>
Date: Fri, Jun 12, 2020 at 4:55 PM -0500
Subject: Draft WI Safe Voting Plan 2020 For Review
To: "Mason, Cory" <Cory.Mason@cityofracine.org>, "Rhodes-Conway, Satya V." <SRhodes-Conway@cityofmadison.com>, "Eric Genrich" <Eric.Genrich@greenbaywi.gov>, "tommb1953@gmail.com" <tommb1953@gmail.com>, "mayor@kenosha.org" <mayor@kenosha.org>
Cc: "Orrantia, Leslie" <LOrrantia@cityofmadison.com>, "Baumel, Christie" <CBaumel@cityofmadison.com>, "Bottari, Mary" <MBottari@cityofmadison.com>, "Vornholt, Paul" <Paul.Vornholt@milwaukee.gov>, "Celestine Jeffreys" <Celestine.Jeffreys@greenbaywi.gov>, "Paula Lattergrass" <plattergrass@kenosha.org>

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Good afternoon, Mayors and staff:

In advance of the Mayors' conference call tomorrow morning, please find here the draft Wisconsin Safe Voting Plan, for your review and edits. This plan was prepared in response to the Center for Tech & Civic Life's Planning Grant to our municipalities. Thanks to each of your Clerks and their staff for their thoughtful and quick partnership to provide needed information and data for this plan.

We look forward to the conversation tomorrow morning.

Best,
Vicky

From: Baumel, Christie
To: Witzel-Behl, Maribeth
Subject: Re: Center for Tech and Civic Life: Election Cost Grant
Date: Wednesday, June 10, 2020 5:15:16 AM

Thanks, Maribeth. Since it's an online questionnaire, I assume, Vicky has access to it. Does she know it's complete? I want to send an fyi to the Mayor and Mary as well.

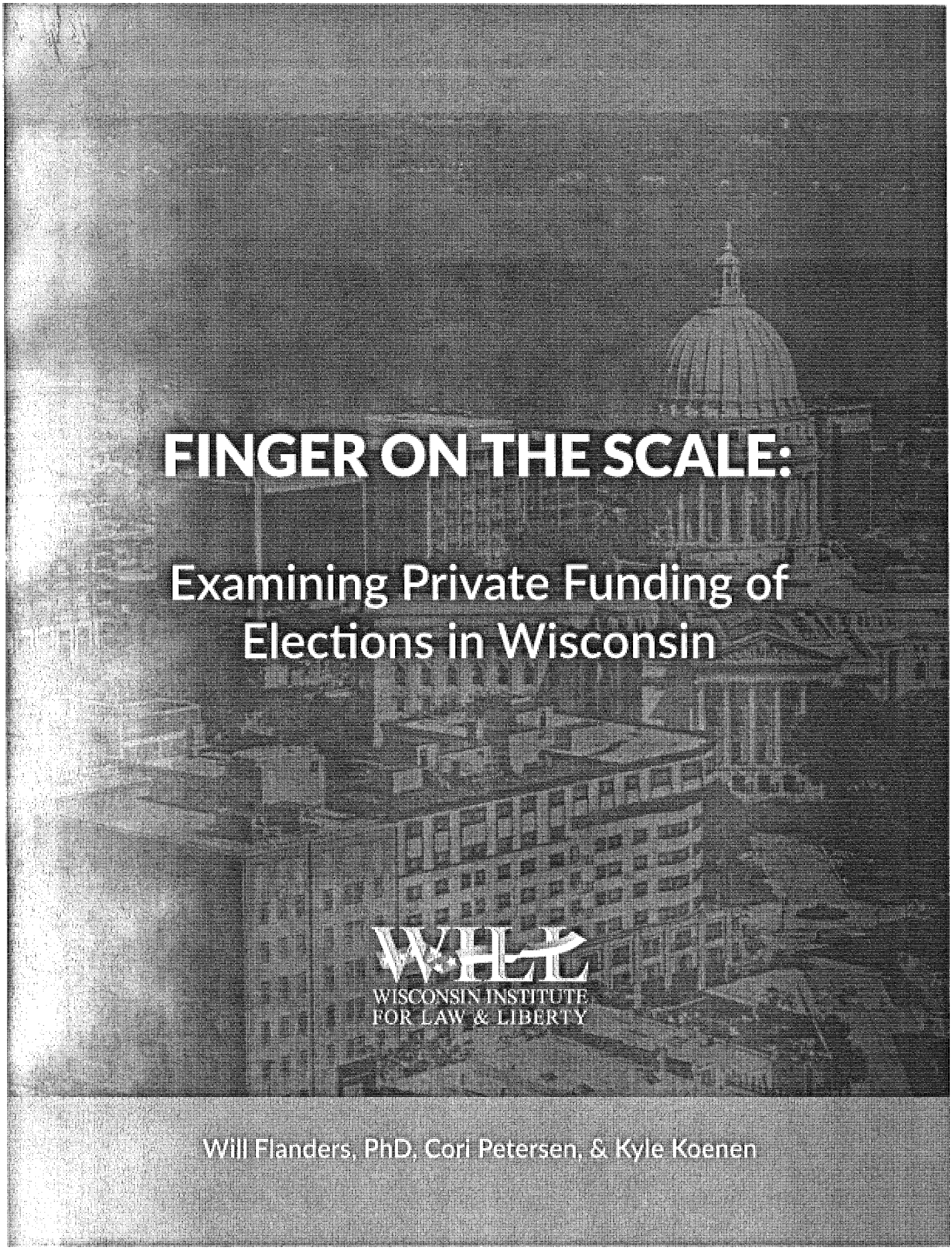
Thank you!

From: Witzel-Behl, Maribeth
Sent: Tuesday, June 9, 2020 8:39 PM
To: Baumel, Christie
Subject: Re: Center for Tech and Civic Life: Election Cost Grant
Hi, Christie.

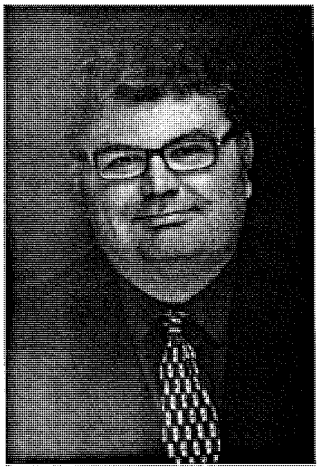
I talked to Vicky today and finished filling out the questionnaire. She explained that we are not committing to anything, and that I should just answer the questions to indicate what my dreams would be if we had another $1 million for voter outreach and the fall elections. I was able to use a lot of requests from the equity analysis, and she understands that the questionnaire does not reflect the full equity analysis.

- Maribeth

From: Baumel, Christie
Sent: Tuesday, June 9, 2020 10:08 AM
To: Witzel-Behl, Maribeth; Larsen, Laura
Cc: Mabrey, Stephanie
Subject: RE: Center for Tech and Civic Life: Election Cost Grant
Hi All,
I just left phone messages for Maribeth and Laura to explain what I know in more detail. My understanding is that this is a small planning grant that Racine received from the Center for Tech & Civic Life to produce, by June 15th, a proposal for safe and secure election administration, according to the needs identified by the five largest municipalities. In other words, this information informs the Center for Tec & Civic Life in their consideration of where and how to support complete, safe, secure elections in Wisconsin.
The Mayor thought it was worth contributing our ideas of what is needed, but has no pre-conceived notions of what comes next. I also think it's worth confirming with her whether she wants to receive $10K for contributing our ideas as we aren't clear what it takes to go through that process and what scrutiny might be involved. Maribeth – I saw you mention that you spent most of the weekend on it. I hope that doesn't mean it took much longer than they anticipated it would take. I also encourage you to focus only on what we would find valuable, and feel free to skip questions if you don't find them of potential value to Madison. I hope I am not too late in saying this….
In the Mayor's Office, the Mayor and Mary can also speak to this but also feel free to text or call me


FINGER ON THE SCALE:
Examining Private Funding of Elections in Wisconsin
WILC
WISCONSIN INSTITUTE FOR LAW & LIBERTY
Will Flanders, PhD, Cori Petersen, & Kyle Koenen

WISCONSIN INSTITUTE
FOR LAW & LIBERTY



Will Flanders, PhD

Research Director

Cori Petersen

Research Associate

Kyle Koenen

Policy Director

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EXECUTIVE SUMMARY

The 2020 election was one of the most politically divided, polarizing events in recent American history. There are many factors that play into that, but one phenomenon that did not help cure the problem of polarization was the massive amounts of money pouring into swing states from organizations claiming to be "non-partisan." The Center for Technology and Civic Life (CTCL) was one of those organizations, and grants they distributed prior to the 2020 Election caused a great deal of controversy, in both Wisconsin and the country at large.

In an effort to understand the impact of these grants in Wisconsin, WILL completed open records requests to more than 200 municipalities in the state that received grants. This report represents a comprehensive analysis of where the money was spent, and whether the distribution of funds from CTCL was equitable. The key takeaways from this report are that:

Wisconsin Municipalities Received Over $10 million from CTCL. WILL received records from 196 communities that received a total $10.3 million in funding from CTCL. These grants ranged from a high of $3.4 million for the City of Milwaukee to $2,212 for the Town of Mountain in Oconto County.

Large Cities got the Lion's Share of Funding. The largest five cities in the state (Milwaukee, Madison, Green Bay, Kenosha, and Racine) received nearly 86% of all CTCL grant funds in Wisconsin.

Large Cities Spent Tens of Thousands on Voter Education. While most small towns used CTCL resources for voting equipment and COVID-related equipment, Milwaukee, Green Bay, and Madison spent close to or above $100,000 on ostensibly "non-partisan" voter education efforts.

Spending Increased Turnout for Joe Biden. Areas of the state that received grants saw statistically significant increases in turnout for Democrats. Increases in turnout were not seen for Donald Trump.

Wisconsin Needs Reform. This report highlights the inequitable distribution of private resources that came into the state during the 2020 election. Reforms that are designed to ensure that any grant money is distributed in a per capita manner across the state will go a long way in increasing faith that our elections are being conducted in an open and honest manner.

WHAT IS CTCL?

The Center for Tech and Civic Life is a foundation that, as of 2020, receives most of its funding from Mark Zuckerberg and his wife, Priscilla Chan. The organization uses data to increase voter turnout and improve election administration. According to their website[1], the nonprofit was founded in 2012 to ***"connect Americans with the information they need to become and remain civically engaged; and, ensure that our elections are more professional, inclusive and secure."***

However, many have questioned[2] whether the organization is, in fact, nonpartisan. Prior to launching CTCL, the organization's three founders[3] were a civic technologist, an election official, and a civic data expert. According to Influence Watch, the three founders were co-workers at the New Organizing Institute (NOI) until 2015, when that organization dissolved. A Washington Post reporter once referred[4] to NOI as the ***"the Democratic Party's Hogwarts for digital wizardry."*** With CTCL's mission so similar to that of NOI, it certainly served as a training ground. There are two arms of CTCL, the civic data arm—which involves collecting and dispersing information on candidates and elections. CTCL has an infrastructure in place to collect data from almost every local voting location throughout the country.

In the summer of 2020, CTCL awarded $15 million in grants. Then in September, CTCL received $250 million from Zuckerberg and Chan; and in October, another $100 million more. According to CTCL, the second round of funding was to ensure that every eligible community that applied for a grant could receive one.[5] Zuckerberg and Chan cited[6] ***"inadequate public funds and a global pandemic"*** as their reasons for ***"doubling down on [their] commitment to ensuring that every qualified jurisdiction has the resources it needs to allow every eligible citizen to vote safely and have their vote counted."*** But whatever the reason, this is an astounding amount of money. In fact, $350 million is quite close to the $425 million that the federal government designated[7] to states in FY2020 budget for election security.

Prior to Chan and Zuckerberg's donation, CTCL had received money from other center-left organizations in much smaller amounts. For instance, in April 2020 the Skoll Foundation gave them a $1.5 million grant. And in the funding years from 2015-2017 CTCL received more than $1.3 million from the John S. and James L. McKnight Foundation, $690,000 from the Democracy Fund, and $10,000 from the Rockefellers Brothers Fund.[8] However, it is unclear as to where the donations came from for the grants they distributed for the grants distributed in the summer of 2020.

The largest municipalities to receive grants nationwide tended to be left-leaning. According to the Amistad Project,[9] which is an initiative of the Thomas More Society, CTCL's 20 largest donations, a total of $76.5 million, all went to cities that Hillary Clinton won in 2016—targeting states such as Minnesota, Pennsylvania, and Wisconsin.

In July 2020, CTCL announced[10] that it had donated $6.3 million to five largest cities in Wisconsin—the specific amount that the five mayors of those cities had requested from CTCL. With subsequent rounds of funding according to open records requests by WILL, this amount eventually ballooned to approximately $8.8 million for Wisconsin's five largest cities. Then in August, CTCL launched their COVID-19 relief grant program for rural municipalities, indicating in the press release[11] that they would give priority to ***"jurisdictions that are required to provide language assistance under section 203 of the Voting Rights Act and have a higher percentage of historically disenfranchised residents,"*** and jurisdictions that changed absentee laws or voting rules in response to the pandemic.

According to the ***"Wisconsin Safe Voting Plan 2020,"***[12] proposed by the five recipient cities of the $8.8 million from CTCL, there are four main recommendations to ensure a safe and secure election. The first is to ***"Encourage and Increase Absentee Voting."*** The second is to ***"Dramatically Expand Strategic Voter Education & Outreach Efforts, Particularly to Historically Disenfranchised Residents."*** The third is to ***"Launch Poll Worker Recruitment, Training & Safety Efforts."*** And the fourth is to ***"Ensure Safe & Efficient Election Day Administration."*** In CTCL's responses[13] to the cities awarding the grants, CTCL stipulates, among other things, that the municipalities must hold to the ***"Wisconsin Safe Voting Plan"*** or ***"CTCL may discontinue, modify, withhold part of, or ask for the return of all or part of the grant funds."*** Amistad Project also found[14] that the donations to Philadelphia had strict requirements attached, including the opening of 800 new polling locations. CTCL also paid election officials to help count the vote.

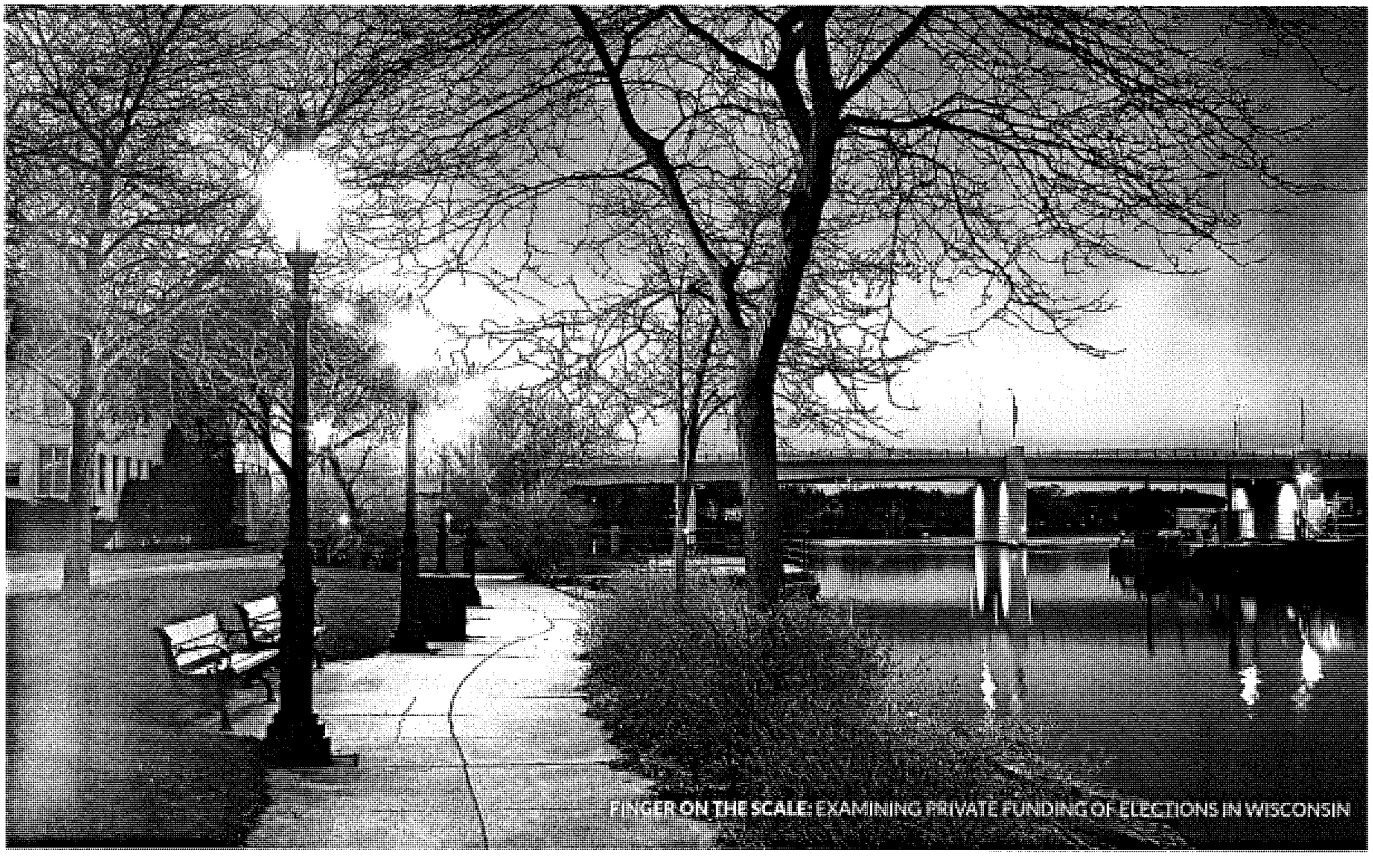
Stories about a concerning amount of control exercised by CTCL have emerged in Wisconsin as well. In Milwaukee, CTCL assisted in the ballot curing process[15]—where clerks attempt to get missing information on a ballot filled in, either on their own or by contacting the voter. In Green Bay, CTCL officials were given keys and access to absentee ballots. The process was so frustrating that assistants to the clerk were threatening to leave.[16]

While much attention has been paid to the largest recipients of CTCL grants in Wisconsin, to date no one has painted the entire picture of the impact of the grants on the state. This study represents a comprehensive look at each of these grants, and answers the question of whether or not they could have affected the outcome of the presidential election.

WHERE DID THE MONEY GO?

For this analysis WILL sent record requests to 257 different communities. To determine where our requests should be directed, we utilized a list of grant recipients by CTCL,[17] who inferred that 216 communities in Wisconsin received a grant. Because this list did not specify the county where each town or municipality was located, we sent duplicate requests to towns of the same name around the state, which accounts for the higher number of requests. Many clerks were not receptive to our requests. Some took months to respond. One clerk even told us that he "usually ignores open records requests." Through a number of follow ups and the threat of lawsuits, we were able to acquire the records from all but six municipalities.[18] A number of listed communities also stated that they inquired about the grant, but ultimately decided not to follow through with it. What follows is a breakdown of what we learned.

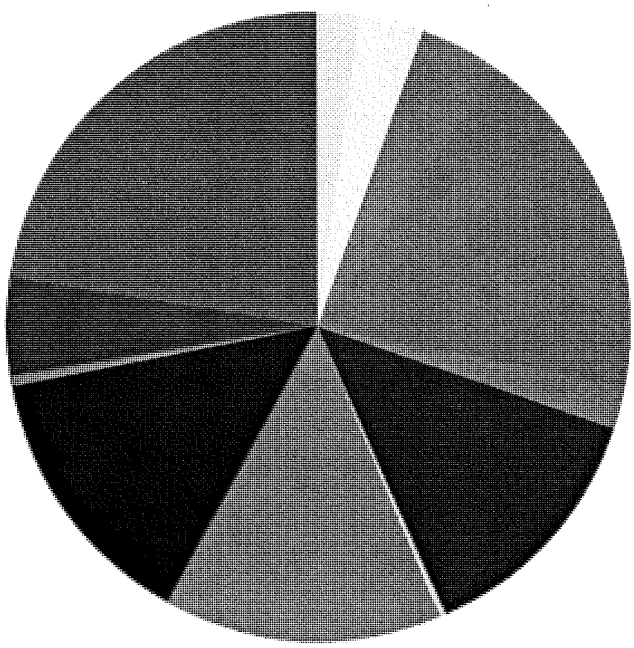
A large number of municipalities in Wisconsin received grants from CTCL. WILL received records from 196 municipalities that received grants totaling more than $10.3 million, the vast majority of which were in the amount of $5,000. These went to smaller municipalities around the state, after the initial round of grants that went to the five large requestors (Milwaukee, Madison, Green Bay, Racine, and Kenosha) that also received the greatest amount of media attention.



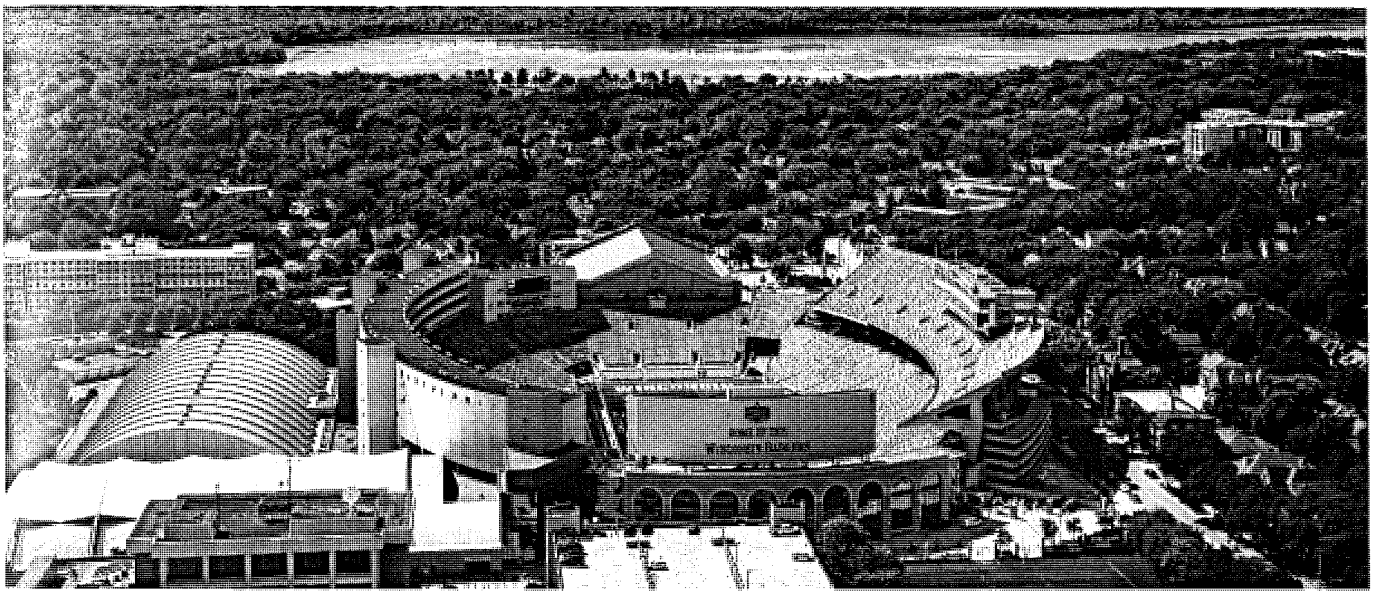
SPENDING BREAKDOWN

As a condition of receiving the grant, CTCL required communities to report how the money was spent. To ensure uniform reporting, the categories below represent the same manner in which communities reported back to CTCL. The figure below shows the percentage breakdown of spending for all municipalities in the state that received grants for which we have data. Note that a few municipalities reported spending that was above the grant amount received, presumably including both CTCL money and funds from other sources. ***The amounts from non-CTCL sources are not large – roughly 3% of the total - and it is unlikely that they would materially alter the picture presented here.*** Because we cannot "back out" non – CTCL money, we analyze total spending reported by the municipality. The largest percentage of funding overall was spent on paying poll workers. The next largest percentage was spent on purchasing additional supplies, postage, and equipment for absentee voting. Perhaps of most interest is the 5.2% of funding that was spent on Nonpartisan Voter Education (NVE).

FIGURE 1. CTCL GRANT SPENDING BY CATEGORY



- 2.4% BALLOT DROP BOXES - $245,917.43
- 3.6% DRIVE-THRU VOTING - $370,917.23
- 4.5% PERSONAL PROTECTIVE EQUIPMENT (PPE) - $465,443.48
- 19% POLL WORKER RECRUITMENT, HAZARD PAY & TRAINING - $1,959,482.82
- 2.4% POLLING PLACE RENTAL & CLEANING EXPENSES - $242,359.30
- 13.7% TEMPORARY STAFFING SUPPORT - $1,408,456.56
- 0.4% ELECTION DEPARTMENT ESTATE COSTS AND/OR SATELLITE OFFICE - $45,931.07
- 15.3% VOTE-BY-MAIL/ABESENTEE VOTING EQUIPMENT OR SUPPLIES - $1,482,713.55
- 14.4% ELECTION ADMINISTRATION EQUIPMENT - $1,484,464.63
- 0.5% VOTING MATERIALS IN LANUAGES OTHER THAN ENGLISH - $52,460.59
- 5.3% NONPARTISAN VOTER EDUCATION - $547,059.88
- 23.6% UNSPENT FUNDS - $2,438,699.13



NVE is the category that includes outreach to local residents; and could include funding events such as the "Democracy in the Park" event in Madison, where more than 17,000 voters turned in their absentee ballot at parks around the city.[19] Only 16 municipalities that received CTCL grants reported spending money on NVE, and the bulk of that money was spent in left-leaning municipalities that voted 71.5% for Joe Biden relative to about 49.4% statewide. The table below lists the municipalities that spent money on NVE.

TABLE 1. SPENDING ON NVE BY CITY

Milwaukee	$260,621.73
Green Bay	$167,849.00
Madison	$88,866.67
Racine	$24,887.00
Marathon County	$2,500.00
Sun Prairie	$1,368.00
Mount Hope	$200.00
Oakland	$200.00
Elkhart Lake	$153.79
Mountain	$111.95
Riverview	$111.95
Hammond	$75.00
Plymouth	$64.79
Rush River	$50.00

A number of municipalities got creative with how they spent their CTCL grant money. The City of Racine spent $222,045 on an RV to serve as a mobile voting booth. Green Bay used CTCL funds to pay artists to create a number of "I Voted" stickers and paint voting rights murals. The Town of Goodman in Marinette County spent $4,223 to purchase a surveillance system in their town hall, and another community verbally indicated they planned to use the money to replace the doors on their town hall. A large portion of communities that received a smaller grant utilized the funding for additional staffing, postage, and the purchase of new equipment to tabulate or process absentee ballots.

Some municipalities reported to us that they had not spent any or all of the money yet, and had requested an extension from CTCL. Under the terms of their grant contract with CTCL, municipalities could request a 6-month extension to expend the remainder of the funds. Some cities had significant funding remaining after the November 2020 election. For example, the City of Racine reported having $757,012 of CTCL funding remaining. Similarly, the City of Green Bay reported having $734,041 of their grant funding remaining.

Despite over 200 communities receiving a grant, geographic diversity of recipients was limited. For example, 55 of the grant recipients were either partially or completely located within Marathon County. A municipal clerk in Marathon County told us that the County Clerk alerted communities of the grant as an opportunity to buy new voting machines. Multiple invoices show the county purchasing and billing communities $3,482 for each machine. Eight counties had just one municipality that received a grant, and 31 counties had communities that did not receive any grant. Figure 2 below shows the geographic breakdown of grant recipients.

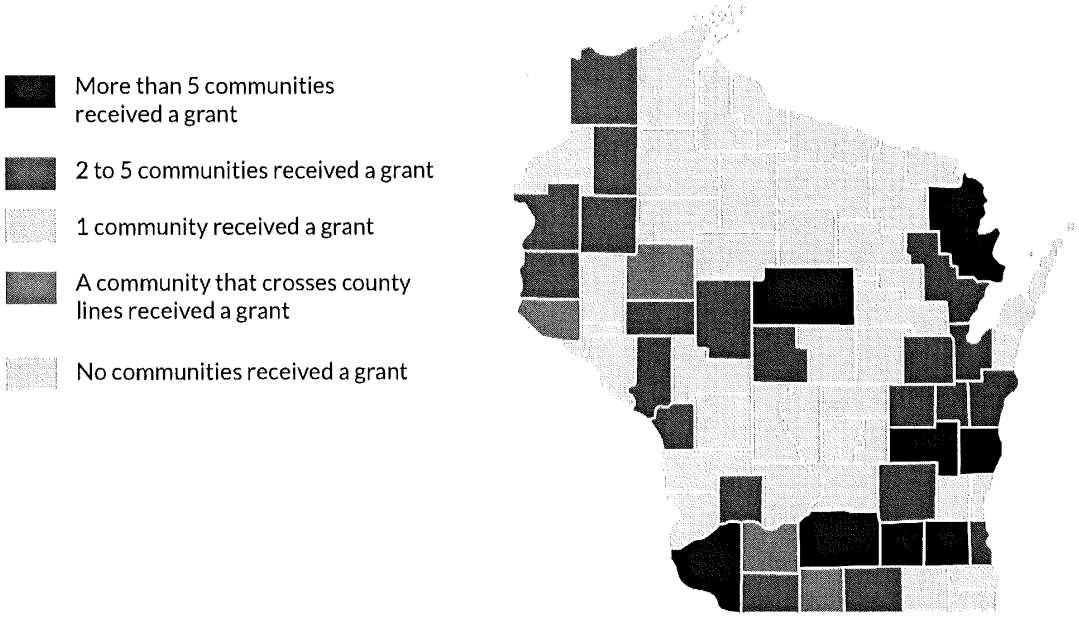
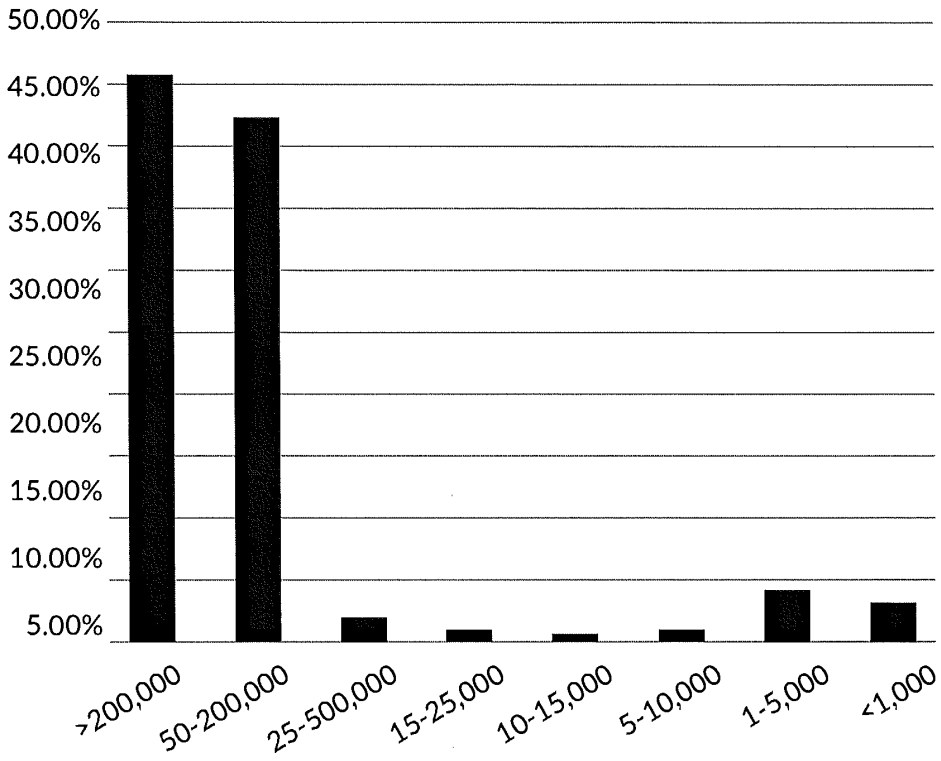


FIGURE 3. DISTRIBUTION OF CTCL SPENDING BY MUNICIPALITY SIZE



BIAS TOWARD LARGER CITIES

While there were small towns that received grants, a sizeable amount per capita in some cases, many more municipalities in Wisconsin received no funding. Figure 3 depicts the amount of money CTCL distributed to municipalities by their population. In the aggregate, Wisconsin's only two cities with populations over 200,000 (Milwaukee and Madison) got the lion's share of the spending at more than 45%. The 13 municipalities between 50,000 and 200,000 got the second most. The funds that went to these two groups account for 89.5% of the total CTCL expenditure in the state. The numbers step down in the expected fashion perhaps until we get to the smallest municipalities—areas between 1,000 and 5,000 residents. These municipalities collected about 5% of the spending compared to only about 1% in the subsequent 5,000-10,000 range. However, note that the most common municipality size in Wisconsin is under 1,000, constituting more than half out observations.

Another approach to looking at the fairness of CTCL's distribution of funds is to use a statistical analysis comparing spending per capita[20] with our categories of municipality size. These results are found in Table 2 below.[21]

TABLE 2. SPENDING PER 2016 VOTER BY MUNICIPALITY SIZE

VARIABLES	SPENDING PER '16 VOTER
>200,000	8.672*** (1.672)
50-199,000	9.015** (4.121)
15-24,999	-1.055 (1.162)
25-49,999	-1.236 (1.634)
10-14,999	-1.394 (1.105)
5-9,999	-1.518** (0.680)
1-4,999	-0.440 (0.302)
African American	0.0376 (0.0495)
Household Income	2.70e-05 (1.84e-05)
Constant	0.0319 (0.877)
Observations R-Squared	1,854 0.023

Standard errors in parentheses
*** p<0.01, ** p<0.05, * p<0.1

The coefficients here represent the number of dollars given per 2016 voter to municipalities of the listed population, relative to the omitted baseline of the smallest municipalities (those under 1,000 residents). For example, cities with more than 200,000 residents received approximately $9 more per voter on average than cities with under 1,000 residents. Overall, our findings suggest that those in the largest two groups (municipalities with more than 50,000 residents) received the most money per person. No other grouping of municipalities was statistically different from the smallest municipalities, with the exception of the group of cities between 5,000 and 9,999 residents that actually fared worse than the smallest towns.

There was also a bias toward the top five largest cities even at the expense of others in the state. Table 3 lists the amount of CTCL grant funding for each of Wisconsin's ten largest cities. The so-called "Big Five" cities received substantially more funding per 2016 voter than did the 6th through 10th largest cities in the state. Indeed, the "Big Five" received about 86% of all funding that CTCL sent to Wisconsin.

TABLE 3. SPENDING PER 2016 VOTER, TEN LARGEST WISCONSIN CITIES

MUNICIPALITY	CTCL FUNDING PER 2016 VOTER	TOTAL CTCL GRANT AMOUNT
Milwaukee	$13.82	$3,409,500
Madison	$8.30	$1,271,788
Green Bay	$36.00	$1,600,000
Kenosha	$20.94	$862,799
Racine	$53.41	$1,699,100
Appleton	$0.51	$18,330
Waukesha	$1.18	$42,100
Eau Claire	$2.01	$71,000
Oshkosh	$0.00	$0
Janesville	$6.11	$183,292

The bottom line from this analysis is that grant funds were not distributed in a manner to ensure that every Wisconsinite had an equal chance to benefit from them.

DID THE MONEY MATTER?

When this issue was first brought up following the election, WILL conducted a preliminary analysis in which it appeared that receiving CTCL grants did have an impact on turnout. In the analysis below, we expand on those initial findings through the addition of relevant, county-level control variables as well as an improved data set where additional municipalities have confirmed whether or not they received the grant. These variables include the percentage of residents who are African American and average income. Recognizing that third party turnout was quite high in 2016 and might affect the turnout for the major parties, we also control for the 2016 third party vote in each city.

The dependent variable in this analysis is the change in turnout between 2016 and 2020 (ΔTurnout) for Democrats and Republicans. We look at turnout changes between Hillary Clinton in 2016 versus Biden in 2020, and for President Trump in both elections. The results of this analysis are found in Table 4 below.

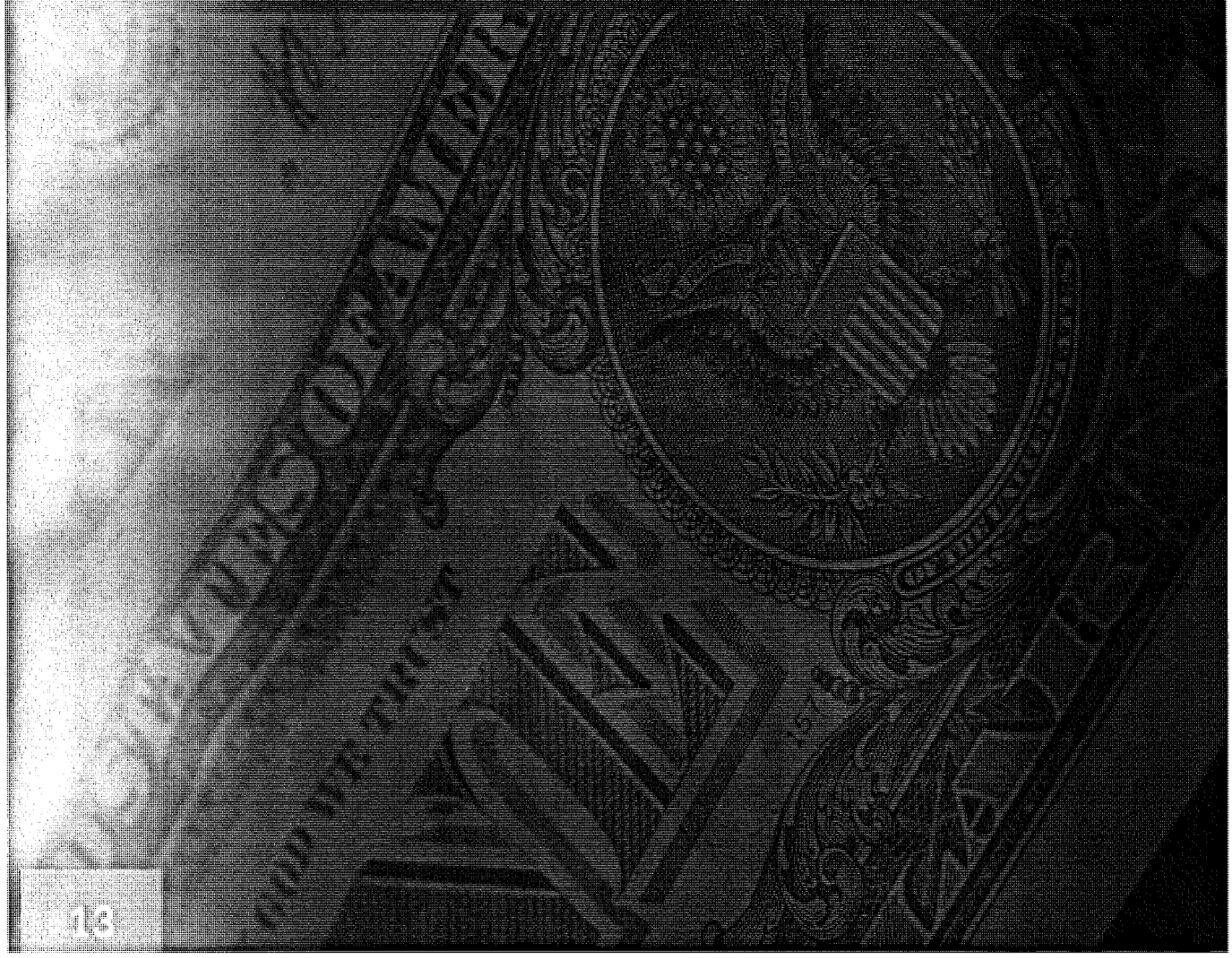
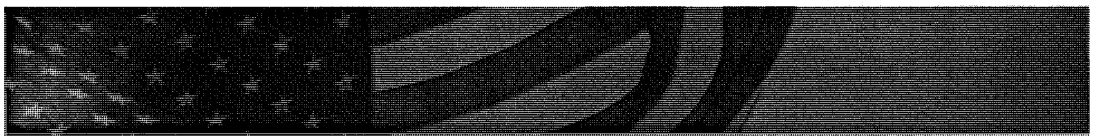


TABLE 4. RELATIONSHIP BETWEEN CTCL GRANTS AND TURNOUT CHANGE, WISCONSIN 2020

VARIABLES	TURNOUT, BIDEN-CLINTON	TURNOUT, TRUMP
CTCL Grant	40.93*** (15.16)	8.359 (9.424)
Turnout 2016	-0.179*** (0.00519)	0.216*** (0.00633)
CTCL Grant Third Party Vote, 2016	2.106*** (0.0603)	-0.828*** (0.0438)
African American	15.05*** (1.770)	-0.158 (1.079)
Income	0.00137** (0.000639)	0.000814** (0.000399)
>200,000	14,014*** (508.7)	3,102*** (309.1)
15-25,000	-48.54 (89.68)	-252.8*** (55.79)
25-49,999	107.6 (84.30	-369.7*** (54.83)
10-14,999	-369.5*** (96.08)	-252.3*** (59.49)
5-9,999	-355.6*** (95.87)	-309.3*** (59.20)
1-4,999	-473.1*** (100.6)	-327.7*** (61.80)
<1,000	-472.0*** (102.0)	-343.9*** (62.59)
Constant	388.4*** (105.1)	315.6*** (64.95)
Observations R-Squared	1,869 0.864	1,869 0.697

Standard errors in parentheses, *** p<0.01, ** p<0.05, * p<0.1

For President Biden there was a statistically significant increase in turnout in cities that received CTCL grants. In those cities, President Biden received approximately 41 more votes on average. While the coefficient was also positive for President Trump, it did not reach traditional levels of statistical significance. This means that we cannot say that turnout for Republicans in CTCL receiving areas was any different than it would have been without the grants. Given the number of municipalities in the state that received grants, this a potential electoral impact of more than 8,000 votes in the direction of Biden.



An Opportunity for Reform

Whether CTCL grants were made in an ostensibly nonpartisan manner or not, the municipalities they went to had an outsized impact on election results in Wisconsin. For better or worse, Wisconsin's elections are run largely by clerks at the local level. For some of these clerks, this is a part-time, unpaid job. They likely lack the time and resources to seek out every grant that may be available from an out-of-state entity. This creates a fundamental unfairness in the voting system, where residents of larger municipalities with full-time elections staff are more likely to enjoy the benefits of election grants than residents of small town or rural parts of the state. Moreover, in the absence of electoral reform, there is little to stop an organization—on either side of the aisle—from assisting in election administration in an even more openly partisan manner.

Reforms to remedy the problem of unequal distribution of grant funds could go one of two ways: a ban on the practice altogether, or taking steps to ensure that any such funds are distributed equitably. In our mind, the latter proposal seems preferable. Individuals and groups may wish to donate money toward elections with good intentions, but the state should work to ensure that all Wisconsinites benefit equally from that funding. Legislation from Senator Duey Stroebel (R-Saukville) and Representative Adam Neylon (R-Pewaukee) proposes to do just that. It is expected to pass the legislature this Spring, and we urge Governor Evers to take action.

While we have no objection to the use of resources to help people vote (with appropriate safeguards), it is important to remember that elections are a contest. When resources are expended that ease voting in some areas and not in others, their expenditure has a distorting effect on the election. CTCL contributions were not the non-partisan civic beneficence that they are claimed to be. They were close to a thinly disguised and undisclosed independent partisan expenditure, mostly partially a ground game in heavily Democratic areas. It is not surprising that they were perceived as unfair. They were unfair.

ENDNOTES

1. "Our Story." Center for Tech and Civic Life. https://www.techandciviclife.org/our-story/

2. "Amistad Project: Time To Fully Unmask Mark Zuckerberg's $350 Million Funnelled For Election Administration And The Motivation Behind It," Amisted Project. PRNewswire, Oct. 8, 2020. https://www.prnewswire.com/news-releases/amistad-project-time-to-fully-unmask-mark-zuckerbergs-350-million-funnelled-for-election-administration-and-the-motivation-behind-it-301161751.html

3. "Our Story." Center for Tech and Civic Life. https://www.techandciviclife.org/our-story/

4. "Inside the Democratic party's Hogwarts for digital wizardry." Brian Fung. Washington Post. July 8, 2014. Post https://www.washingtonpost.com/news/the-switch/wp/2014/07/08/inside-the-democratic-partys-hogwarts-for-digital-wizardry/

5. "Press Release: CTCL Receives Additional $100 Million Contribution to Support Critical Work of Elections Officials" https://www.techandciviclife.org/100m/

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7. "Federal Funds for Election Security in FY2020 Budget Legislation, by State." Rebecca Autrey. Brennan Center for Justice. Dec. 17, 2019. https://www.brennancenter.org/our-work/analysis-opinion/federal-funds-election-security-fy 2020-budget-legislation-state

8. See reference 2.

9. See reference 2.

10. "Wisconsin Safe Voting Plan for 2020 Submitted to the Center for Tech and Civic Life June 15, 2020." City of Green Bay, City of Kenosha, City of Madison, City of Milwaukee, City of Racine. https://www.techandciviclife.org/wp-content/uploads/2020/07/Approved-Wisconsin-Safe-Voting-Plan-2020.pdf

11. "CTCL Announces COVID-19 Response Rural Grant Program." Center for Tech and Civic Life. Aug. 7, 2020. https://www.techandciviclife.org/covid-19-rural-grants/

12. See reference 6.

13. "Center for Tech and Civic Life Revised Grant Agreement Green Bay." Empower Wisconsin. July 2020. https://empowerwisconsin.org/wp-content/uploads/2021/03/CTCL-contract-.pdf

14. See reference 2.

15. Empower Wisconsin Open Records Request email, Green Bay. https://empowerwisconsin.org/wp-content/uploads/2021/03/Green-Bay-email-SR-curing-.pdf

16. Kittle, M.D. 2021. "Special Investigation: Infiltrating the Election." Wisconsin Spotlight

17. "CTCL Program Awards Over 2,500 COVID-19 Response Grants." Center for Tech and Civic Life. Oct. 29, 2020. https://www.techandciviclife.org/grant-awards/

18. For the following analyses, we treat these six communities as missing data. They are all small towns that likely received small grants and are unlikely to affect the overall findings. However, this does represent a limitation on our work worth mentioning.

19. "Was 'Democracy in the Park' Illegal?" Eric Litke. Politifact. March 10, 2021. https://www.politifact.com/article/2021/mar/10/was-democracy-park-illegal/

20. In this case, we divided spending by 2016 voter turnout in the area.

21. Flanders, Will. 2021. "CTCL Grants to Wisconsin Municipalities Boosted Democratic Turnout." Wisconsin Institute for Law & Liberty blog post. https://will-law.org/analyis-ctcl-grants-to-wisconsin-municipalities-boosted-democrat-turnout/

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How Zuckerbucks Infiltrated the Wisconsin Election

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FGA

KEY FINDINGS

1

MORE THAN 200 LOCAL WISCONSIN JURISDICTIONS RECEIVED "ZUCKERBUCKS" FOR THE 2020 ELECTION, TOTALING MORE THAN $9 MILLION.

2

NEARLY $3.5 MILLION WAS FUNNELED INTO THE CITY OF MILWAUKEE VIA TWO GRANTS.

3

GREEN BAY SPENT ONLY 0.8 PERCENT OF FUNDS ON PERSONAL PROTECTIVE EQUIPMENT—INSTEAD PURCHASING TWO NEW 2020 FORD 550S AND PAYING A PUBLIC RELATIONS FIRM NEARLY $150,000 FOR VOTER OUTREACH.

4

A REPRESENTATIVE OF CTCL HAD BEHIND-THE-SCENES ACCESS TO ELECTION ADMINISTRATION IN GREEN BAY AND MILWAUKEE.

5

A FORMER GOVERNOR EVERS STAFFER WORKED FOR THE GRANTOR TO COORDINATE GRANT APPLICATIONS IN EAU CLAIRE.

THE BOTTOM LINE:

WISCONSIN CAN—AND SHOULD—PROHIBIT LOCAL JURISDICTIONS FROM ACCEPTING PRIVATE MONEY FOR ELECTION ADMINISTRATION.

Overview

The Chan Zuckerberg Initiative donated more than $400 million to fund election administration during the recent 2020 presidential election.[1] Most of the funds were funneled through the Center for Tech and Civic Life (CTCL), a left-leaning non-profit.[2] Though CTCL claims to be nonpartisan, the organization has significant ties to progressive groups, including being led by a former Obama Foundation fellow.[3]

Pitched as "COVID-19 Response Grants," CTCL—and Mark Zuckerberg himself—has claimed that grants were given to any and all jurisdictions that requested funding. But evidence is mounting that resources were targeted to Democrat jurisdictions and may have even influenced the election outcome in several swing states.[4]

For example, in Pennsylvania, a large majority of the counties receiving Zuckerbucks went for Biden in 2020.[5] In fact, 92 percent of the money funneled into the Commonwealth went to counties that broke for Biden.[6] And, in Georgia, Biden counties got nearly four times more Zuckerbucks per registered voter than Trump counties.[7]

92 PERCENT OF THE MONEY FUNNELED INTO THE COMMONWEALTH WENT TO COUNTIES THAT BROKE FOR BIDEN.

Zuckerbucks Poured into Wisconsin

In a matter of months, Zuckerbucks were widely distributed across the United States, infiltrating 48 states and the District of Columbia during the 2020 election.[8] And Wisconsin was no exception. 218 local jurisdictions—more than 36 percent of Wisconsin municipalities—received more than $9 million for the 2020 election.[9] The top five most populous cities in Wisconsin, many of which are historically Democrat strongholds—Milwaukee, Madison, Green Bay, Kenosha, and Racine—received more than $7.5 million in total.[10]

Milwaukee received two grant awards from CTCL, totaling nearly $3.5 million, while Madison received more than $1.2 million in Zuckerbucks. Furthermore, more than $1 million was funneled into Green Bay, amounting to nearly $20 per registered voter.[11] For context, Green Bay's total elections budget was $329,820, and the private funding increased their budget by a staggering 331 percent.[12] Racine was also awarded almost $1 million or $24 per registered voter.

WISCONSIN JURISDICTIONS RECEIVING ZUCKERBUCKS

JURISDICTION	REGISTERED VOTERS	GRANT AWARD	AMOUNT PER REGISTERED VOTER
Milwaukee	317,957	$3,409,500	$10.72
Madison	191,140	$1,271,788	$6.65
Green Bay	56,276	$1,093,400	$19.43
Racine	39,155	$942,100	$24.06
Kenosha	53,740	$682,779	$12.71
Janesville	38,563	$183,292	$4.75
Eau Claire	42,242	$71,000	$1.68
West Allis	35,117	$62,068	$1.77
Wausau	22,269	$50,000	$2.25
Sun Prairie	22,679	$30,758	$1.36
Appleton	45,077	$18,330	$0.41
Fitchburg	18,507	$16,519.50	$0.89
Brookfield	30,110	$14,090	$0.47
Menasha	10,449	$7,890	$0.76
Weston (Village)	9,293	$6,819	$0.73
Abbotsford	951	$5,000	$5.26
Altoona	5,124	$5,000	$0.98
Amery	1,660	$5,000	$3.01
Antigo	4,236	$5,000	$1.18
Kewaunee	1,722	$5,000	$2.90
Lisbon (Town)	7,867	$5,000	$0.64
Montfort (Village)	354	$5,000	$14.12
Onalaska (Town)	4,172	$5,000	$1.20
Plymouth	5,590	$5,000	$0.89
Stratford (Village)	984	$5,000	$5.08
Total Confirmed		**$8,090,500.50**	
Total Projected Minimum*		**$9,055,500.50**	

Source: Foundation for Government Accountability

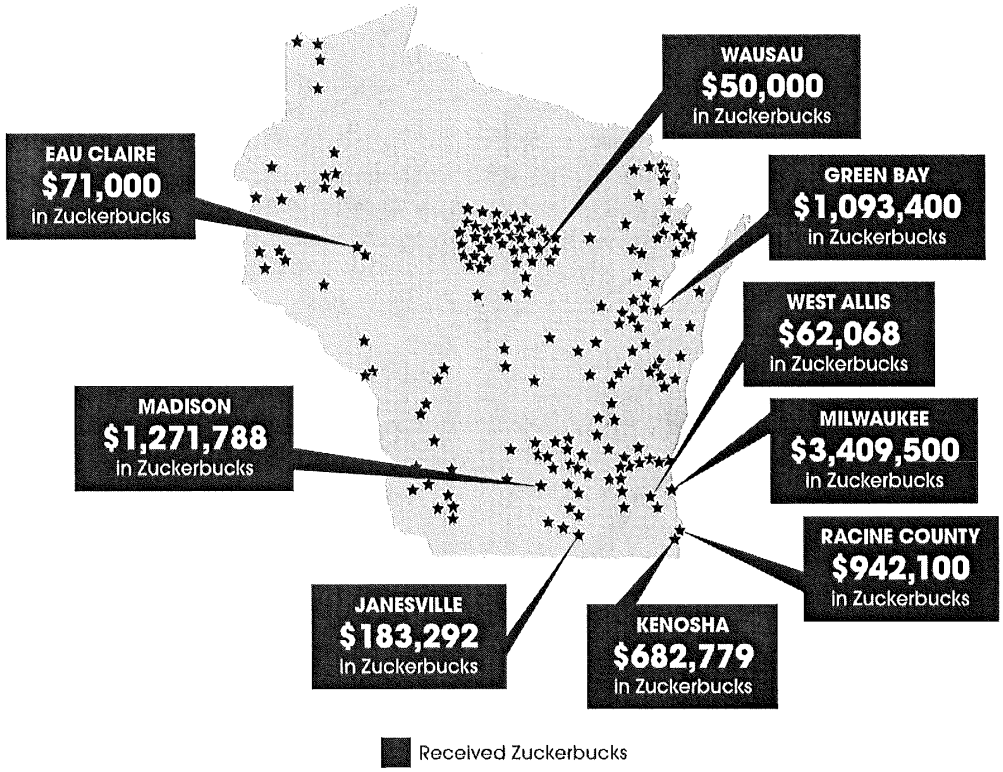
**This table excludes 193 jurisdictions for which dollar amounts are not yet specified. According to CTCL the minimum grant amount was $5,000, resulting in a total projected minimum amount of $9,055,500.50.*

How was the money spent?

Leaders of the top five most populous Wisconsin cities claimed that without the additional funds they would be forced to decide between "health and the right to vote."[13] But only a fraction of the total funds requested or spent was for personal protective equipment (PPE). In fact, Milwaukee spent a mere 5.8 percent of their grant funds on PPE.[14] Other jurisdictions did not spend any of their grant award on PPE at all. Brookfield spent their $14,090 award on election administration equipment.[15] And Menasha spent their entire award on absentee voting equipment and supplies.[16]

Green Bay spent only 0.8 percent of grant funds on PPE—instead purchasing two new 2020 Ford 550s and paying a public relations firm nearly $150,000 for voter outreach.[17] West Allis spent the bulk of their grant funding on drive-thru voting, absentee voting equipment, and election administration equipment.[18]

WISCONSIN CITIES RECEIVING ZUCKERBUCKS



Zuckerbucks Infiltrated the Wisconsin Election

A prime example of the problem with allowing private funding of election administration occurred in the City of Green Bay. In this scenario, a political operative affiliated with CTCL with a history of working for Democrat campaigns was given behind-the-scenes access to local officials and the election administration process.[19]

Correspondence with Green Bay officials revealed that the operative aggressively sought to engage in the administration of the city's election.[20] The operative tried to assist in the ballot curing process, including offering to call voters about rejected ballots.[21] Moreover, he had access to absentee ballots prior to the election.[22] **And the operative reportedly had four of the five keys to the facility where ballots were stored.**[23]

But even the appearance of outside influence can erode public trust in the election process. For example, email correspondence revealed that a current CTCL employee was a former policy advisor to Governor Evers.[24] The CTCL employee offered to help the Eau Claire city clerk put together application materials, seeking to ensure the city would receive the maximum grant.[25]

The Future of Wisconsin Elections is at Stake

Allowing private money to fund the process that elects public officials opens the door to impropriety and outside influence. It enables powerful private individuals and nonprofits to influence the election administration process. But there is a simple solution—**prohibit local governments from accepting funding for election administration from private individuals and third parties.** Wisconsinites should be able to support the candidate of their choice with their vote and their voice. A few billionaires should not have the opportunity to pick winners and losers by influencing local election administration processes with private money and their own political agenda.

Robust efforts to ensure election integrity are developing across the country. States are pushing back by prohibiting the use of private funds in election administration. Arkansas, Arizona, Florida, Georgia, Idaho, Kansas, Tennessee, and Texas have already passed this reform. Wisconsin can and should prohibit local jurisdictions from accepting funds from private organizations to safeguard future elections and restore public confidence in the election system.

Wisconsin Municipalities' Election Data & Needs
For Center for Tech & Civic Life Planning Grant

(Each City is given their own copy of this google doc)

Please Complete the Following Information by noon on Monday, June 8th. Contact Vicky Selkowe at vicky.selkowe@cityofracine.org with any questions.

City:
Names & Email Addresses of those filling out this form:

You'll find below three sets of questions:

1. Baseline data questions about your municipality's voters and election administration.
2. Data questions specific to the April 2020 election.
3. Open-ended questions related to your municipality's plans, needs, and budget estimates for a variety of activities related to the remaining elections in 2020.

We understand that these are a large number of questions and data requests; we estimate that completing this information will take each municipality between 2-4 hours to respond. Your efforts to provide thorough information will enable a more robust plan to be developed for all five of our communities. Our full plan is due back to the Center for Tech & Civic Life on June 15th.

Part 1: Baseline Data Questions about Voting in Your Municipality

# of Registered Voters in the Municipality as of 6/1/2020	
# of Estimated Eligible Voters in the Municipality	
# of voters on permanent absentee ballot list prior to 2/18/2020	
# of registered voters with sufficient photo ID on file as of 6/1/2020	
# of voters on permanent absentee ballot list as of 4/7/2020	
# of voters who have requested absentee ballots for August 2020 election as of 6/1/2020	
# of voters who have requested absentee ballots for November 2020 election as of 6/1/2020	
# of FTEs regularly engaged in election administration	
# of polling locations regularly utilized	

# of poll workers regularly engaged on election day	
Total 2020 budget for all elections	

Part 2: Data Specific to the <u>April 2020 Election</u> in your Municipality

# of voters who requested absentee ballots	
# of voters who returned absentee ballots by deadline	
# of absentee ballots successfully cast	
Estimated % of absentee requests not able to be fulfilled due to lack of/insufficient photo ID	
# of absentee ballots rejected due to incomplete certification	
# of new voter registrants between Feb 1 - April 6, 2020 (not EDR)	
# of voters who successfully completed EDR	
Estimated % of absentee ballots returned by secure drop-box or drop-off	
# of secure drop-boxes used	
# of early voting sites	
# of days of early voting	
# of voters who voted in-person early absentee	
If applicable, # who voted in-person early by site and # of early voting sites	
Did your municipality utilize drive-thru ("curbside") voting on Election Day? (yes or no, and if yes, provide estimated # of voters who utilized this option)	
Did your municipality utilize drive-thru ("curbside") voting for in-person early voting? (yes or no, and if yes, provide estimated # of voters who utilized this option)	
# of additional staff who assisted with election-related efforts	
# of polling locations stood up on Election Day	
$ amount spent on PPE for all April election-related efforts	
# of poll workers utilized	

# or % of poll workers who had never worked an election before	

Part 3: Planning & Needs for August & November 2020 Elections

These questions are more qualitative - please feel free to add additional brief commentary or explanation as Necessary. Please provide your most accurate estimates but don't be constrained by current budget realities. Imagine the most robust effort(s) you municipality wants to engage in this year and provide your best available cost and staffing estimates to make that effort a success. Wherever possible, please detail the expected impacts on your planned activities on voters.

Absentee, Vote by Mail:

1. Does your municipality have a goal for how many/what percent of your voters you would like to have vote absentee by mail in August and November 2020? If yes, what is that #/%?

2. Is your municipality planning to mail all registered or eligible voters absentee ballot request forms (if the WEC does not do so)? If so, please describe your plan - for example, are you planning to mail to all households? Just registered voters? Just voters with photo IDs on file? Are you planning this for both August and November or just November? Please describe your plan and your estimated costs for these mailings.

3. How many secure drop-boxes would you like to have for the August and November 2020 elections for voters to be able to most easily return absentee ballots, and what is the estimated cost for that # of drop-boxes?

4. Describe what additional staffing your municipality would need to process a higher number/percentage of absentee ballots, and provide an estimated cost for those additional staff hours.

5. What outreach would you like to do to inform voters about how to correctly fill out their absentee ballot application & envelope and comply with photo ID & witness signature requirements? (i.e. mailings - in more than one language? Website updates? Advertising? Paid social media posts? Phone calls from staff to assist voters? etc.) Describe the voter education/outreach efforts you'd like to engage in and provide an estimated cost.

6. What would you like to do to assist absentee voters with compliance with the photo ID requirement, and what is needed cost-wise to accomplish this?

7. What other activities or efforts would your municipality like to engage in to expand absentee voting in the remaining 2020 elections, and what resources (including but not limited to staffing, postage, printing, copying, training, advertising, signage, translation, etc. etc.) do you need to accomplish that?

Curbside/Drive-Thru Voting:

1. If your municipality utilized drive-thru voting in April 2020, provide a little more detail about how it was utilized, how much it cost to implement, and how many voters voted in this way. (i.e. did you use it for in-person early voting? On Election Day?) What, generally, was the community's response to curbside voting?

2. Does your municipality plan to use drive-thru ("Curbside") voting in the August and or November 2020 elections? Why or why not? If yes, please provide some detail of your plan to utilize drive-thru voting in either of those upcoming elections and provide estimates of your staffing and budget needs for robust drive-thru voting in your municipality (including PPE, signage, publicity, advertising, tents, supplies for poll workers, poll worker training, and any other costs you would incur.)

Early Voting Sites & Expanded Hours Early-Voting:

1. Does your municipality have a goal for how many/what % of voters you would like to vote early in August and November?

2. How many early voting locations would you like to stand-up for August and November elections and for how many days prior to the election? Where will they be and why those locations? Please describe your ideal early voting plan for the remaining 2020 elections and estimated costs and staffing needs, including staffing costs, publicity, materials for each location, signage, PPE, processing costs for your office, etc.

3. Would you like to be able to offer weekend and evening hours for early voting in 2020? If so, please detail how many hours of weekend and evening voting hours you would like to offer for the remaining 2020 elections and detail the costs and staffing needs associated with offering those evening & weekend early voting opportunities, making sure to include specifics on how staffing costs, publicity, signage, materials for each location, and processing costs for your office of those ballots cast early.

4. What other ways/activities would your municipality like to pursue in the remaining 2020 elections to expand early voting, and what resources do you need to accomplish those plans? (including, but not limited to, staffing, printing, postage, signage, translation, advertising, processing, training, etc.)

Equity & Voter Outreach, Particularly to Communities of Color:

1. What specific outreach would your municipality like to do for the remaining 2020 elections to reach voters of color, including Spanish-speaking voters? Please describe the outreach you'd like to do to reach these voters (i.e. informational mailings, billboards, radio or print advertisements, social media advertisements, phone calls specifically about photo ID, text messages, virtual events, etc. etc.), what impact you think it might have on voter turnout, and provide estimated costs.

2. Do you plan on getting ballots in different languages, and if so, which languages? What is the estimated number of ballots you would print in languages other than English and what is the estimated cost?

3. Did your municipality conduct an equity analysis of the April 2020 election? If so, what did the analysis indicate about how/if the COVID-19 pandemic affected different voting populations. (Share key findings, areas of concern, areas of encouragement, etc.) If your municipality did not conduct such an analysis, does the Clerk and Clerk's staff have general comments or observations about which demographic(s) of voters were impacted by the COVID-19 pandemic and how?

4. What other activities would your municipality like to engage in to ensure that historically disenfranchised communities within your municipality are able to cast ballots in the remaining elections of 2020, and what resources would you need to accomplish those efforts/activities? (including, but not limited to, printing, postage, staffing, translation, advertising, processing, training, etc.)

5. What social media platforms do you intend to use for voter outreach? Do you intend to hire additional staff or communication specialists firms to assist with this outreach? If resources were available, what social media efforts would your municipality engage in for the remaining 2020 elections and what is your estimate of costs needed for that effort?

6. What other voter outreach would your municipality like to engage in for the remaining 2020 elections? (i.e. radio/print advertising, direct mail to all households, direct mail to all registered voters, billboards, direct text messages, virtual town halls, etc.) Please provide detail on the outreach you'd like to conduct, including the kind of messaging and targeting you'd like to include, and the estimated costs.

Poll Worker Recruitment, Training & Safety:

1. To fully staff all of your desired polling locations on Election Day for both August and November 2020, how many poll workers do you need to hire? What is the estimated cost of that full poll worker staffing? Please be as specific as possible - i.e. how many chiefs do you need per location, how many poll workers per location, how many new election officials will be needed overall?

2. Describe your ideal poll worker recruitment effort for the remaining 2020 elections and provide an estimated cost for that recruitment effort.

3. Describe the training you will need to provide to new poll workers for the remaining 2020 elections and provide an estimated cost for that training, including staff time, copying costs, website updates, etc.

4. What additional activities would your municipality like to engage in for the remaining 2020 elections related to poll worker recruitment, training, and safety and what are the estimated costs for those efforts?

Election Days in August & November 2020:

1. Assuming that Wisconsin is still in the midst of the COVID-19 pandemic during the August and November elections, please detail the PPE you will need for election day and the estimated costs.

2. How many election day polling locations would your municipality like to stand up on those 2 election days, if poll workers and PPE were procured? Please distinguish between August and November.

3. Would your municipality need additional resources for EDR on these Election Days, given social distancing, PPE, and potentially drive-thru voting? What resources would you need to have to enable robust EDR of voters at polling locations in August and November? (For example, do you need to design and print new handouts that describe EDR documentation/verification? Do you need to develop new large signage instructing voters on EDR - in multiple languages?)

4. Does your municipality plan to utilize electronic poll books for August and November elections? Do you have enough electronic poll books to use them at all desired election day polling locations? Detail how many new electronic poll books you would like to have for these remaining elections and all associated costs - including staff training, maintenance, security, etc. - for those electronic poll books.

5. What additional activities would your municipality like to do for the August & November election days to ensure safe, secure, and fair elections, and what are the estimated costs for those additional activities?

Other:

1. Please add any other activities that, if resources were available, your municipality would like to conduct in relation to the August & November 2020 elections to ensure that they are safe, inclusive, secure, and fair. Please include cost estimates for each of those activities.

jWisconsin Municipalities' Center for Tech & Civic Life Planning Grant

Please Complete the Following Information by noon on Monday, June 8th. Contact Vicky Selkowe at vicky.selkowe@cityofracine.org with any questions.

City of Green Bay

Names & Email Addresses of those filling out this form:

Mayor Eric Genrich Eric.Genrich@greenbaywi.gov

Kris Teske, City Clerk Kris.Teske@greenbaywi.gov

Celestine Jeffreys, Chief of Staff Celestine.Jeffreys@greenbaywi.gov

You'll find below three sets of questions:

1. Baseline data questions about your municipality's voters and election administration.
2. Data questions specific to the April 2020 election.
3. Open-ended questions related to your municipality's plans, needs, and budget estimates for a variety of activities related to the remaining elections in 2020.

We understand that these are a large number of questions and data requests; we estimate that completing this information will take each municipality between 2-4 hours to respond. Your efforts to provide thorough information will enable a more robust plan to be developed for all five of our communities. Our full plan is due back to the Center for Tech & Civic Life on June 15th.

Part 1: Baseline Data Questions about Voting in Your Municipality

# of Registered Voters in the Municipality as of 6/1/2020	52064
# of Estimated Eligible Voters in the Municipality	

# of voters on permanent absentee ballot list prior to 2/18/2020	1628
# of registered voters with sufficient photo ID on file as of 6/1/2020	6016
# of voters on permanent absentee ballot list as of 4/7/2020	4306
# of voters who have requested absentee ballots for August 2020 election as of 6/1/2020	5162
# of voters who have requested absentee ballots for November 2020 election as of 6/1/2020	4859
# of FTEs regularly engaged in election administration	5
# of polling locations regularly utilized	31
# of poll workers regularly engaged on election day	380*
Total 2020 budget for all elections	$329,820

***This very on the type of election.**

Part 2: Data Specific to the <u>April 2020 Election</u> in your Municipality

# of voters who requested absentee ballots	15,509
# of voters who returned absentee ballots by deadline	12,456
# of absentee ballots successfully cast	11,928

Estimated % of absentee requests not able to be fulfilled due to lack of/insufficient photo ID	We don't keep track of this.
# of absentee ballots rejected due to incomplete certification	312
# of new voter registrants between Feb 1 - April 6, 2020 (not EDR)	2176
# of voters who successfully completed EDR	227
Estimated % of absentee ballots returned by secure drop-box or drop-off	We didn't keep track.
# of secure drop-boxes used	1
# of early voting sites	1
# of days of early voting	12
# of voters who voted in-person early absentee	778
If applicable, # who voted in-person early by site and # of early voting sites	
Did your municipality utilize drive-thru ("curbside") voting on Election Day? (yes or no, and if yes, provide estimated # of voters who utilized this option)	Curbside yes Approx. 10 See Curbside/Drive-Thru Voting on page 5.

Did your municipality utilize drive-thru (“curbside”) voting for in-person early voting? (yes or no, and if yes, provide estimated # of voters who utilized this option)	Curbside yes - 0
# of additional staff who assisted with election-related efforts	City Staff 86
# of polling locations stood up on Election Day	2
$ amount spent on PPE for all April election-related efforts	$2122 + supplies from the WEC
# of poll workers utilized	19 + volunteers To direct voters & sanitize.
# or % of poll workers who had never worked an election before	1

Part 3: Planning & Needs for August & November 2020 Elections

These questions are more qualitative - please feel free to add additional brief commentary or explanation as

Necessary. Please provide your most accurate estimates but don't be constrained by current budget

realities. Imagine the most robust effort(s) you municipality wants to engage in this year and provide your

best available cost and staffing estimates to make that effort a success. Wherever possible, please detail

the expected impacts on your planned activities on voters.

Absentee, Vote by Mail:

1. Does your municipality have a goal for how many/what percent of your voters you would like to vote absentee by mail in August and November 2020? If yes, what is that #/%?

Yes, we would like our 100% of our currently registered voters to vote absentee by mail.

2. Is your municipality planning to mail all registered or eligible voters absentee ballot request forms (if the WEC does not do so)? If so, please describe your plan - for example, are you planning to mail to all households? Just registered voters? Just voters with photo IDs on file? Are you planning this for both August and November or just November? Please describe your plan and your estimated costs for these mailings.

If the WEC does not mail request forms, we could accomplish that task, for all currently-registered voters. I would say that we would absolutely be prepared for this in the November election, but not for August. As for new registrants, we would work with community groups, the school district and the post-secondary institutions to identify those who need to both register by mail and then vote absentee.

3. How many secure drop-boxes would you like to have for the August and November 2020 elections for voters to be able to most easily return absentee ballots, and what is the estimated cost for that # of drop-boxes?

The most secure locations for drop-boxes, other than city hall, would be the transit center and a couple of fire stations. $5,000 for cameras, $2700 for additional boxes at three locations = $23,100. If we were to expand that for improved voter access, we would look for 10 drop-boxes. They could be located at City Hall, the libraries located in the City, near public transportation pickups in the City, GB police community buildings, major grocery stores, gas stations, University of Wisconsin Green Bay, and NWTC. Approximate cost per drop box $900, or $9,000. We would need to find a way to secure the drop boxes.

4. Describe what additional staffing your municipality would need to process a higher number/percentage of absentee ballots, and provide an estimated cost for those additional staff hours.

We have already started recruiting city workers to help process absentee ballots. We need 45 additional staff beforehand for processing absentee requests, which includes approving the request, print a set of labels, putting labels on the envelopes, initialing and folding the ballots, inserting the ballot and instructions in the envelope and logging the ballots in when received back from the voter. It would be useful to supplement these workers' salaries or to hire temporary help to answer phones and the like. Temporary help to supplement support staff work would cost $10,000. Election Day we need 45 staff to open the envelopes, process the ballots, and insert into the tabulator. After the election to enter voter registrations would be 10 additional people. Approximate cost $140,000.

Furthermore, a high-speed tabulator would be of great benefit in counting the absentee ballots on election day. The cost of a high speed tabulator is $62,000, a ballot opener and ballot folder is $5,000 and additional staff (or city staff) to process the ballots would cost $5,000, for a total of $82,000.

Total cost: $232,000

5. What outreach would you like to do to inform voters about how to correctly fill out their absentee ballot application & envelope and comply with photo ID & witness signature requirements? (i.e. mailings - in more than one language? Website updates? Advertising? Paid social media posts? Phone calls from staff to assist voters? etc.) Describe the voter education/outreach efforts you'd like to engage in and provide an estimated cost.

We would like to reach voters/potential voters by "every door direct mail," targeted mail, geo-fencing, posters (billboards), radio, television and streaming-service PSAs, digital advertising, robo calls and robo texts. The languages most needed in Green Bay are Spanish, Hmong and Somali. The estimated cost for all of these services for the August and November elections is $50,000.00

Additionally, it would be beneficial to employ "voter navigators" to help residents complete their ballots or to offer a witness signature. Voter navigators would be limited term employees. They can help voters and then also be trained to be election inspectors. 3 voter navigators working 40 hours a week for 25 weeks at $15/hour ($1-$2 more per hour for bilingual navigators) = $45,000.00

6. What would you like to do to assist absentee voters with compliance with the photo ID requirement, and what is needed cost-wise to accomplish this?

We didn't hear from potential voters who didn't possess a photo ID, although we know there are many voters who are disenfranchised because they lack the documents, access, funds and time to obtain a state photo ID.

The other issue with absentee voters' photo ID requirement is that they don't have the technology to provide a copy, either paper or digital, to accompany their application.

We could also use advertising and paid social media to instruct voters in uploading a photo ID.

7. What other activities or efforts would your municipality like to engage in to expand absentee voting in the remaining 2020 elections, and what resources (including but not limited to staffing, postage, printing, copying, training, advertising, signage, translation, etc. etc.) do you need to accomplish that?

Advertising, mailing to every citizen information on voting, paid social media, posters, and billboards.

Curbside/Drive-Thru Voting:

1.If your municipality utilized drive-thru voting in April 2020, provide a little more detail about how it was utilized, how much it cost to implement, and how many voters voted in this way. (i.e. did you use it for in-person early voting? On Election Day?) What, generally, was the community's response to curbside voting?

We didn't use drive-through voting in April.

We had curbside voting not drive-thru voting. Curbside voting for the City of Green Bay is defined by the Wisconsin State Statutes. Curbside voting is if you cannot enter the polling place or absentee voting location due to disability. A person needs to notify a poll worker in the polling place they need to curbside vote. They can have someone that brought them there enter the building and stand in line for them. When it's their turn 2 poll workers go out to assist the voter in the car. We do use this for in-person voting and on Election Day. We had approximately 10 do curbside voting. There were some that wanted Drive-Thru Voting which we didn't do.

2. Does your municipality plan to use drive-thru ("Curbside") voting in the August and or November 2020 elections? Why or why not? If yes, please provide some detail of your plan to utilize drive-thru voting in either of those upcoming elections and provide estimates of your staffing and budget needs for robust drive-thru voting in your municipality (including PPE, signage, publicity, advertising, tents, supplies for poll workers, poll worker training, and any other costs you would incur.)

We have not conducted drive-through voting, but it would take (per location)

· Commandeering of parking lots, which means relocating some parking patrons (lost revenue)

· Tents w/ fans or heaters ($2,000)

· Pens that work in the cold ($500)

· Chairs for poll workers ($50)

· We can obtain cones and signage from our public works department (no cost)

· Advertising to inform voters of the addition--$4000

Early Voting Sites & Expanded Hours Early-Voting:

1. Does your municipality have a goal for how many/what % of voters you would like to vote early in August and November?

For August and November, we would like to move forward with expanding the number of EIPAV (early in-person absentee voting) locations. We are hampered by two things: qualified additional staff to run additional EIPAV locations and available space. Ideally, we'd like most of our "early" votes to be absentee by mail. Given the pandemic, the percentage of early in-person votes should be around 5%.

2. How many early voting locations would you like to stand-up for August and November elections and for how many days prior to the election? Where will they be and why those locations? Please describe your ideal early voting plan for the remaining 2020 elections and estimated costs and staffing needs, including staffing costs, publicity, materials for each location, signage, PPE, processing costs for your office, etc.

We have not yet implemented a plan to expand the number of EIPAV locations due to lack of equipment and staff. Ideally, we would have at least 3 early voting locations: east, west, and city hall. Ideal locations for early voting could include UWGB on the east side and NWTC or an Oneida Nation facility on the west side. Each site will require the purchase of an Express Vote machine at a cost of ~$7,000 plus staff costs of approximately $5,000 for a total need of almost $20,000.

3. Would you like to be able to offer weekend and evening hours for early voting in 2020? If so, please detail how many hours of weekend and evening voting hours you would like to offer for the remaining 2020 elections and detail the costs and staffing needs associated with offering those evening & weekend early voting opportunities, making sure to include specifics on how staffing costs, publicity, signage, materials for each location, and processing costs for your office of those ballots cast early.

We are already offering weekend and evening hours in the two weeks leading up to the election. Here is the schedule two weeks before the election the hours are:

Monday 8 a.m. to 4:30 p.m.

Tuesday 8 a.m. to 4:30 p.m.

Wednesday 8 a.m. to 6:30 p.m.

Thursday 8 a.m. to 6:30 p.m.

Friday 8 a.m. to 4:30 p.m.

Saturday 10 a.m. to 4 p.m.

Monday 8 a.m. to 4:30 p.m.

Tuesday 8 a.m. to 4:30 p.m.

Wednesday 8 a.m. to 6:30 p.m.

Thursday 8 a.m. to 6:30 p.m.

Friday 8 a.m. to 4:30 p.m.

Saturday 10 a.m. to 4 p.m. (Voting only – no voter registrations taken)

4. What other ways/activities would your municipality like to pursue in the remaining 2020 elections to expand early voting, and what resources do you need to accomplish those plans? (including, but not limited to, staffing, printing, postage, signage, translation, advertising, processing, training, etc.)

Equity & Voter Outreach, Particularly to Communities of Color:

1. What specific outreach would your municipality like to do for the remaining 2020 elections to reach voters of color, including Spanish-speaking voters? Please describe the outreach you'd like to do to reach these voters (i.e. informational mailings, billboards, radio or print advertisements, social media advertisements, phone calls specifically about photo ID, text messages, virtual events, etc. etc.), what impact you think it might have on voter turnout, and provide estimated costs.

As with our plan above, we'd like to reach out to the Hmong, Somali and Spanish-speaking communities with targeted mail, geo-fencing, posters (billboards), radio, television and

streaming service PSAs, digital advertising, robo calls and robo texts, as well as voter-navigators. We could also employ our voter navigators to have town halls, registration drives in trusted locations and conduct virtual events.

We believe this would establish trust and encourage voters from underrepresented groups to participate in greater numbers, especially as we look forward to the spring election in 2021. Our goal would be to increase voter participation in underrepresented groups by 25% for November.

We would like to have our printed advertising done in different languages.

2. Do you plan on getting ballots in different languages, and if so, which languages? What is the estimated number of ballots you would print in languages other than English and what is the estimated cost?

We'd welcome the opportunity to obtain ballots in different languages, specifically Spanish, and to a lesser degree Hmong and Somali. According to the American Communities Survey, about eleven percent of households speak a language other than English in the Green Bay area. We've never printed ballots in other languages, as we are hampered by the county's choice not to do so.

3. Did your municipality conduct an equity analysis of the April 2020 election? If so, what did the analysis indicate about how/if the COVID-19 pandemic affected different voting populations. (Share key findings, areas of concern, areas of encouragement, etc.) If your municipality did not conduct such an analysis, does the Clerk and Clerk's staff have general comments or observations about which demographic(s) of voters were impacted by the COVID-19 pandemic and how?

We did not conduct an analysis of the April 2020 election.

4. What other activities would your municipality like to engage in to ensure that historically disenfranchised communities within your municipality are able to cast ballots in the remaining elections of 2020, and what resources would you need to accomplish those

efforts/activities? (including, but not limited to, printing, postage, staffing, translation, advertising, processing, training, etc.)

We'd like to employ election inspectors who speak other languages. The resources we'd need are: translation services, increased salary for election inspectors who are bi-lingual, establishing EIPAVs in a trusted location for historically disenfranchised communities (such as our community resource centers). I've already discussed advertising above. The resources are focused on salaries for personnel, EIPAVs and for translation services. We'd need extra printing to ensure we have enough ballots at each EIPAV location and on election day.

The total cost for ballot access to historically disenfranchised communities is $35,000.

5. What social media platforms do you intend to use for voter outreach? Do you intend to hire additional staff or communication specialists firms to assist with this outreach? If resources were available, what social media efforts would your municipality engage in for the remaining 2020 elections and what is your estimate of costs needed for that effort?

We would use Facebook, Facebook paid-advertising, twitter and Instagram, also in multiple languages. It would be very helpful to employ communications staff to conduct an outreach campaign, that salary range is $18 - $22 per hour, and would amount to an additional $18,000 to $25,000, leading up to the November election.

6. What other voter outreach would your municipality like to engage in for the remaining 2020 elections? (i.e. radio/print advertising, direct mail to all households, direct mail to all registered voters, billboards, direct text messages, virtual town halls, etc.) Please provide detail on the outreach you'd like to conduct, including the kind of messaging and targeting you'd like to include, and the estimated costs.

Poll Worker Recruitment, Training & Safety:

1. To fully staff all of your desired polling locations on Election Day for both August and November 2020, how many poll workers do you need to hire? What is the estimated cost of that full poll worker staffing? Please be as specific as possible - i.e. how many chiefs do you need per location, how many poll workers per location, how many new election officials will be needed overall?

We need to hire approximately 268 poll workers (only 112 have signed up) as of 6/4/2020. For one election we need 46 Chief Inspectors-47 wards, 6 wards-9 Election Inspectors, 1 ward-8 Election Inspectors, 39 wards-7 Election Inspectors and 45 Election Inspectors for Central Count. That is a total of 380 workers per election which costs $56,330.

It would be beneficial to pay poll workers more than they are currently getting, to signify their importance in this process. We'd like to increase the salary by 50%, so adding an additional $28,165 for each election.

2. Describe your ideal poll worker recruitment effort for the remaining 2020 elections and provide an estimated cost for that recruitment effort.

3. Describe the training you will need to provide to new poll workers for the remaining 2020 elections and provide an estimated cost for that training, including staff time, copying costs, website updates, etc.

Training will be done through the Wisconsin Elections Commissions website and our training manual. The cost will be approximately $6,000

4. What additional activities would your municipality like to engage in for the remaining 2020 elections related to poll worker recruitment, training, and safety and what are the estimated costs for those efforts?

Election Days in August & November 2020:

1. Assuming that Wisconsin is still in the midst of the COVID-19 pandemic during the August and November elections, please detail the PPE you will need for election day and the estimated costs.

We need masks, gloves, gowns, hair nets, face shields, ($15,000) cough/sneeze guards ($43,000), disinfecting supplies $3,000.

Total cost (For two elections): $79,000

2. How many election day polling locations would your municipality like to stand up on those 2 election days, if poll workers and PPE were procured? Please distinguish between August and November.

3. Would your municipality need additional resources for EDR on these Election Days, given social distancing, PPE, and potentially drive-thru voting? What resources would you need to have to enable robust EDR of voters at polling locations in August and November? (For example, do you need to design and print new handouts that describe EDR documentation/verification? Do you need to develop new large signage instructing voters on EDR - in multiple languages?)

4. Does your municipality plan to utilize electronic poll books for August and November elections? Do you have enough electronic poll books to use them at all desired election day polling locations? Detail how many new electronic poll books you would like to have for these remaining elections and all associated costs - including staff training, maintenance, security, etc. - for those electronic poll books.

We do not have electronic poll books but would love to have them. We would need 135 and they are approximately $2100 apiece. Total $283,500.

5. What additional activities would your municipality like to do for the August & November election days to ensure safe, secure, and fair elections, and what are the estimated costs for those additional activities?

I wish we had 4 gym size buildings to have for our elections. Each located in four areas of the City. It is getting harder to find places to use because people don't want people wondering in their building and some people don't want to vote in churches. My ultimate wish would be to have absentee voting through the mail. It would eliminate the need for polling locations, the need to make sure everything is compliant, and the huge number of poll workers needed. Voters are able to vote when they have the time in their own home. They have the ballot in front of them and can do research on the candidates.

Other:

1. Please add any other activities that, if resources were available, your municipality would like to conduct in relation to the August & November 2020 elections to ensure that they are safe, inclusive, secure, and fair. Please include cost estimates for each of those activities.

Wisconsin Municipalities' Center for Tech & Civic Life Planning Grant

Please Complete the Following Information by noon on Monday, June 8th. Contact Vicky Selkowe at vicky.selkowe@cityofracine.org with any questions.

City of Kenosha
Names & Email Addresses of those filling out this form:
Christina Oppenneer coppenneer@kenosha.org
Michelle Nelson mnelson@kenosha.org
Deb Salas dsalas@kenosha.org

You'll find below three sets of questions:

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2. Data questions specific to the April 2020 election.
3. Open-ended questions related to your municipality's plans, needs, and budget estimates for a variety of activities related to the remaining elections in 2020.

We understand that these are a large number of questions and data requests; we estimate that completing this information will take each municipality between 2-4 hours to respond. Your efforts to provide thorough information will enable a more robust plan to be developed for all five of our communities. Our full plan is due back to the Center for Tech & Civic Life on June 15th.

Part 1: Baseline Data Questions about Voting in Your Municipality

# of Registered Voters in the Municipality as of 6/1/2020	47,433
# of Estimated Eligible Voters in the Municipality	73,000
# of voters on permanent absentee ballot list prior to 2/18/2020	1856
# of registered voters with sufficient photo ID on file as of 6/1/2020	6222 - these are voters with ID's on file and abs requests
# of voters on permanent absentee ballot list as of 4/7/2020	3469
# of voters who have requested absentee ballots for August 2020 election as of 6/1/2020	9450
# of voters who have requested absentee ballots for November 2020 election as of 6/1/2020	9123
# of FTEs regularly engaged in election administration	4
# of polling locations regularly utilized	22
# of poll workers regularly engaged on election day	200+

Total 2020 budget for all elections	205,690.00

Part 2: Data Specific to the <u>April 2020 Election</u> in your Municipality

# of voters who requested absentee ballots	16,017
# of voters who returned absentee ballots by deadline	13,144
# of absentee ballots successfully cast	13,144
Estimated % of absentee requests not able to be fulfilled due to lack of/insufficient photo ID	Unknown, Very small
# of absentee ballots rejected due to incomplete certification	196
# of new voter registrants between Feb 1 - April 6, 2020 (not EDR)	Approx 1850
# of voters who successfully completed EDR	508
Estimated % of absentee ballots returned by secure drop-box or drop-off	15-20%
# of secure drop-boxes used	2
# of early voting sites	1
# of days of early voting	10
# of voters who voted in-person early absentee	85
If applicable, # who voted in-person early by site and # of early voting sites	1 early voting site
Did your municipality utilize drive-thru (“curbside”) voting on Election Day? (yes or no, and if yes, provide estimated # of voters who utilized this option)	Curbside is always an option, however I do not believe it was utilized in this election
Did your municipality utilize drive-thru (“curbside”) voting for in-person early voting? (yes or no, and if yes, provide estimated # of voters who utilized this option)	NO
# of additional staff who assisted with election-related efforts	Approx. 60 (including ABOC)
# of polling locations stood up on Election Day	10
$ amount spent on PPE for all April election-related efforts	$13,000
# of poll workers utilized	100 - estimated
# or % of poll workers who had never worked an election before	30 -estimated

Part 3: Planning & Needs for August & November 2020 Elections

These questions are more qualitative - please feel free to add additional brief commentary or explanation as Necessary. Please provide your most accurate estimates but don't be constrained by current budget realities. Imagine the most robust effort(s) you municipality wants to engage in this year and provide your best available cost and staffing estimates to make that effort a success. Wherever possible, please detail the expected impacts on your planned activities on voters.

Absentee, Vote by Mail:

1. Does your municipality have a goal for how many/what percent of your voters you would like to vote absentee by mail in August and November 2020? If yes, what is that #/%? Our goal is 100%. Although the restrictions of the state have started to ease up, absentee voting is surely the safest option for all involved. It may also limit some confusion if we run the next two elections in the same manner. Since we know we are at risk for a second wave this fall, then it might be best to practice absentee ballots for all as early as August.

2. Is your municipality planning to mail all registered or eligible voters absentee ballot request forms (if the WEC does not do so)? If so, please describe your plan - for example, are you planning to mail to all households? Just registered voters? Just voters with photo IDs on file? Are you planning this for both August and November or just November? Please describe your plan and your estimated costs for these mailings. As of now, the WEC plans to send them. If they do not send the postcards or the city is comp, we plan to send postcards with Myvote and other instructions to all registered voters without an absentee request on file. If the City of Kenosha undertakes this effort, the estimated cost is $26,200.00 (includes postages, graphic design, and material cost).

3. How many secure drop-boxes would you like to have for the August and November 2020 elections for voters to be able to most easily return absentee ballots, and what is the estimated cost for that # of drop-boxes? We currently have 2 that we check throughout the day. Estimated cost about $4,000 to install 4 additional boxes at libraries and Kenosha Water Utility so we can cover a dropbox location on each side of town.

4. Describe what additional staffing your municipality would need to process a higher number/percentage of absentee ballots, and provide an estimated cost for those additional staff hours. Additional staff from other departments, additional poll workers for early voting, interns for entering, processing and answering questions. An additional $100,000. If we had an additional 60 people in August, then I am confident we do not need any more then that for the August and November elections, unless we will not provide in-person polling locations. We are much more prepared for these upcoming elections, and we have a strong staff that is trained and organized. The help that we had for April would be appropriate for the upcoming elections.

5. What outreach would you like to do to inform voters about how to correctly fill out their absentee ballot application & envelope and comply with photo ID & witness signature requirements? (i.e. mailings - in more than one language? Website updates? Advertising? Paid social media posts? Phone calls from staff to assist voters? etc.) Describe the voter education/outreach efforts you'd like to engage in and provide an estimated cost. We would like to send out a two page instruction sheet with English on one side and Spanish on the other. These would be sent out with every ballot, with the possibility of needing 50,000. The additional cost to make this letter 2 sided with an additional language would be $3000.00. We can also post a sample on our website for no

additional cost. Our city does not utilize social media; however, I believe this would be beneficial for greater voter outreach. This is the quickest and most efficient way to communicate with voters. Cost of social media advertising: unknown.

6. What would you like to do to assist absentee voters with compliance with the photo ID requirement, and what is needed cost-wise to accomplish this? The WEC has made many improvements on their site to help voters and make it more clear that photo id is required. Despite this, we still have several requests submitted with "selfies". We had also discussed training library workers to assist voters coming into the library, to request their ballot online. This may be a few hours of overtime cost for a City Clerk representative to train the library workers and possibly some staffing costs at the library if this brings in an influx of voters. Estimated Cost: $550.00

7. What other activities or efforts would your municipality like to engage in to expand absentee voting in the remaining 2020 elections, and what resources (including but not limited to staffing, postage, printing, copying, training, advertising, signage, translation, etc. etc.) do you need to accomplish that? Assistance with postage and printing will be a must. We already have 9,000+ absentee requests, and that will come at a cost. I truly believe that a social media platform is the most cost efficient way to encourage absentee voting in 2020. If we move forward with dropboxes at each library and KWU, appropriate signage would also be necessary. Another idea would be an "application request" online somewhere. If someone would like us to mail them an absentee request form, they could just put their name and address in a simple form on our website and we could mail out requests. This would be a good alternative if the WEC does not send out absentee ballot request applications to all voters. We can encourage people to request a ballot online, but have this option available for those who prefer a hard copy method. Estimated postage for August and November for a total of 45,000 ballots is a total of $58,500 for both elections. We need an additional $500 for signage and as indicated previously, $4,000 for the 4 dropboxes.

Curbside/Drive-Thru Voting:

1. If your municipality utilized drive-thru voting in April 2020, provide a little more detail about how it was utilized, how much it cost to implement, and how many voters voted in this way. (i.e. did you use it for in-person early voting? On Election Day?) What, generally, was the community's response to curbside voting? Curbside voting is always an option on election day. We have never implemented "drive - thru" voting. We would need much more PPE and staff to make this work. We would also need to implement additional sanitization practices and limited use of materials to limit the spread.

2. Does your municipality plan to use drive-thru ("Curbside") voting in the August and or November 2020 elections? Why or why not? If yes, please provide some detail of your plan to utilize drive-thru voting in either of those upcoming elections and provide estimates of your staffing and budget needs for robust drive-thru voting in your municipality (including PPE, signage, publicity, advertising, tents, supplies for poll workers, poll worker training, and any other costs you would incur.) As long as our Municipal Building is open, we do not plan to use drive-thru voting. This really all depends on the status of the virus at the time of early voting. At this point we should be open again in August so we could continue to do our normal early voting practices for those that wish to do so. Increased PPE would be a must for our staff either way.

Early Voting Sites & Expanded Hours Early-Voting:

1. Does your municipality have a goal for how many/what % of voters you would like to vote early in August and November? We had about 85 people vote early in April. Absentee voting by mail is ideal; however, for those who wish to vote in person, we would prefer early voting rather than election day voting. We expect to have a high turnout of early voters for November, hence the longer time period that we are holding early in person voting hours.

2. How many early voting locations would you like to stand-up for August and November elections and for how many days prior to the election? Where will they be and why those locations? Please describe your ideal early voting plan for the remaining 2020 elections and estimated costs and staffing needs, including staffing costs, publicity, materials for each location, signage, PPE, processing costs for your office, etc.
   We plan to have one location for early voting at City Hall. This has been typical in all past elections.
   In August, we plan to hold early voting:
   July 27 – August 7 (2 weeks)
   8am – 4:30 pm M-F
   If our building is still closed to the public, we will explore drive thru voting on City Hall property.
   Additional cost above normal expenses:
   PPE - $300.00
   Staffing - $500.00

   For November, we plan to hold early voting:
   October 5 – October 30 (4 weeks)
   8am – 4:30pm M,W,F
   8am – 7pm T,TH
   Saturday, October 24
   8am – Noon
   Additional costs above normal expenses:
   PPE - $750.00
   Staffing - $7000.00
   Signage- $200.00

3. Would you like to be able to offer weekend and evening hours for early voting in 2020? If so, please detail how many hours of weekend and evening voting hours you would like to offer for the remaining 2020 elections and detail the costs and staffing needs associated with offering those evening & weekend early voting opportunities, making sure to include specifics on how staffing costs, publicity, signage, materials for each location, and processing costs for your office of those ballots cast early. Our plan is to offer early voting for the November election with extended hours. See #2.

4. What other ways/activities would your municipality like to pursue in the remaining 2020 elections to expand early voting, and what resources do you need to accomplish those plans? (including, but not limited to, staffing, printing, postage, signage, translation, advertising, processing, training, etc.)
   A tent outside of the municipal building would be an option to use for drive thru voting. This would help to keep a mass of people out of the building and out of buildings on election day.

   There are electrical plugs outside of the building where we could run extension cords for laptops and printers. We could purchase a large tent that cars could drive under in order to vote. The idea

being that we see their ID, print their label, hand them their ballot, and collect the envelope. We would need a secure locked box that we could place the completed ballots in until we could take them inside. We could offer this service for one complete week before the election with no appointment necessary. (Cost: $8,789.00 https://tentcraft.com/article/medical-and-hospital-tents?utm_source=Google&utm_medium=Adwords&utm_campaign=Medical&utm_term=%2Bdrive%20%2Bthru%20%2Bmedical%20%2Btent&gclid=EAIaIQobChMI5emqua3r6QIVTtbACh1jlQ6xEAMYASAAEgJZaPD_BwE plus cost of additional staff. 6-8 additional employees and laptops, printers - Approximately $300,000.00.

Dropbox at each Kenosha Public Library. Installing a dropbox at each public library would provide more accessibility for voters with limited access to further travel. Purchase and install a secure dropbox at each of Kenosha's four public libraries (Northwest, Southwest, Simmons, Uptown and/or KWU).
4 aluminum dropboxes costing approximately $1,000 each for a total of $4,000.

In Kenosha, we think the best idea would be to encourage absentee ballots. We would need increased PPE, and enough money to supply all the postage and printing. Appropriate signage would be needed at each of our dropboxes and on our main doors. Training of volunteers should start as early as early-July and early-October. We also think it would be beneficial if we had "phone stations" set up for the staff during the election time. This way the staff would be equipped with enough phones and space to work to assist the voters with their questions. We know we have already worked on getting additional laptops and WisVote keys which is great and definitely needed for success.

Equity & Voter Outreach, Particularly to Communities of Color:

1. What specific outreach would your municipality like to do for the remaining 2020 elections to reach voters of color, including Spanish-speaking voters? Please describe the outreach you'd like to do to reach these voters (i.e. informational mailings, billboards, radio or print advertisements, social media advertisements, phone calls specifically about photo ID, text messages, virtual events, etc. etc.), what impact you think it might have on voter turnout, and provide estimated costs. Care-a-vans, team up with a local van service would provide much more affordable and practical transportation for the elderly, people of color, and disabled voters who prefer to vote in person. The vans could also be used to transport the voters before election day to the municipal building to early vote, or to a library to request a ballot.
Would need to reach out to a local transportation service and come to an agreement with how we can provide this service.
https://www.kenosha.org/departments/transportation/para-transit-service-care-a-van
$8 - 10 per voter?

   One ideal thing we could implement is having at least one bilingual staff member available to answer the phones at all operating business hours. If libraries open up again, it would be nice to have a computer with available instructions on how to register or make an absentee request. A large sign by the computer that says "Register to Vote Here!" Our phone number can be there for anyone who needs further assistance. We think a majority of our voters have some access to social media, so having information in that form would be a great way to communicate and to keep them informed. Social media advertising could be very beneficial to reaching the underserved.

We could partner with the Spanish Center, Urban Outreach Center, etc. to train their staff on how to guide voters in using myvote.wi.gov to register and request an absentee ballot. These organizations are usually located directly in the community of those voters we are trying to reach. It is the same idea we have for using our public libraries as information resource centers for voting. Minimal cost. Myvote needs to be updated with correct information and better translation. I went through the Spanish version of the website, and there were many areas that confused me. I asked a native Spanish speaker to help me with understanding the website, and they too were unable to understand much of the text. We had a discussion about why it is so hard to understand. We came to two conclusions. The website uses many different phrases to describe the same word or idea. On Myvote, there are more than four different iterations of the phrase "absentee ballot." Next, the language in the Spanish form is completely out of reach of most speakers. This problem exists in the English form as well. But, the website presents information in a very scholarly way. The vocabulary can be very daunting to those who do not know the process well.

2. Do you plan on getting ballots in different languages, and if so, which languages? What is the estimated number of ballots you would print in languages other than English and what is the estimated cost? We could definitely print the ballot instructions that are in each booth in English and Spanish for a nominal cost. We could do a double sided instruction sheet for the absentee ballot. Estimated cost: $3000.00.

3. Did your municipality conduct an equity analysis of the April 2020 election? If so, what did the analysis indicate about how/if the COVID-19 pandemic affected different voting populations. (Share key findings, areas of concern, areas of encouragement, etc.) If your municipality did not conduct such an analysis, does the Clerk and Clerk's staff have general comments or observations about which demographic(s) of voters were impacted by the COVID-19 pandemic and how? Our office did not conduct an equity analysis of the April 2020 election. The older population may have had a harder time requesting and submitting photo ID's online, however we had trained staff walking them through it over the phone daily. Our experience showed that the majority of voters who were calling us with frustrations and concerns were elderly and unable to obtain a witness signature. They were scared to leave their home and were unable to vote without having contact with another person. This was very frustrating for many. Many people without knowledge of the internet or the tools necessary to make a copy of an ID were also frustrated. The pandemic definitely had a large impact on the older demographic. Many people told us it was the first time in their life that they did not vote. Anything we can do to make voting more accessible for this demographic would be beneficial.

4. What other activities would your municipality like to engage in to ensure that historically disenfranchised communities within your municipality are able to cast ballots in the remaining elections of 2020, and what resources would you need to accomplish those efforts/activities? (including, but not limited to, printing, postage, staffing, translation, advertising, processing, training, etc.) A postcard mailing to all citizens of the City of Kenosha with their updated polling place and information on upcoming elections could be useful. Also explaining that after the year of 2020, the location may change. Estimated cost: $34,000. I think advertising in low income communities, along with those library stations would be beneficial. Anything at city hall would also be beneficial as we are located right next to our community transit center. Advertising on our buses (Transit Dept.) could also help with voter information and engagement. There would be a cost for the printing but should be able to post it on our buses for no additional charge. Additionally, posters inside of the bus shelters along main routes could be helpful in advertising

upcoming elections and information on how to register and obtain an absentee ballot. This would reach a large portion of our demographic that is considered underserved. If social media is introduced into the voter outreach process in Kenosha, we will need to be sure to use that platform to describe how to update personal information on Myvote and to show Kenosha's support to get everyone to the polls/voting.

5. What social media platforms do you intend to use for voter outreach? Do you intend to hire additional staff or communication specialists firms to assist with this outreach? If resources were available, what social media efforts would your municipality engage in for the remaining 2020 elections and what is your estimate of costs needed for that effort? In our opinion, the most beneficial platforms would be Facebook, Instagram and Twitter. We do not intend to hire any additional staff. At this time, we are not approved to have any municipality media platform. It would be helpful if the state could work on that, and communicate voter information for all people in the state. This would cover the most beneficial information such as dates, registration information and absentee ballot request information. If possible, Kenosha should try to advertise voting in as many ways as possible. The best places for advertisement are Spotify, Pandora, Hulu, Instagram, TikTok, Twitter, Radio, or Kenosha newspaper.

6. What other voter outreach would your municipality like to engage in for the remaining 2020 elections? (i.e. radio/print advertising, direct mail to all households, direct mail to all registered voters, billboards, direct text messages, virtual town halls, etc.) Please provide detail on the outreach you'd like to conduct, including the kind of messaging and targeting you'd like to include, and the estimated costs. What other voter outreach would your municipality like to engage in for the remaining 2020 elections? (i.e. radio/print advertising, direct mail to all households, direct mail to all registered voters, billboards, direct text messages, virtual town halls, etc.) Please provide detail on the outreach you'd like to conduct, including the kind of messaging and targeting you'd like to include, and the estimated costs. Our mayor has gone on local radio stations and could continue to do so with voter information. We can consider mail and print advertisements as needed as well. Billboards are also an interesting idea to consider. Maybe we could determine the location of the billboards by observing which neighborhoods and areas have lower voter turnout. The ideal message would be encouraging all eligible voters to register and the dates of the upcoming elections. Cost: unknown.

Poll Worker Recruitment, Training & Safety:

1. To fully staff all of your desired polling locations on Election Day for both August and November 2020, how many poll workers do you need to hire? What is the estimated cost of that full poll worker staffing? Please be as specific as possible - i.e. how many chiefs do you need per location, how many poll workers per location, how many new election officials will be needed overall? 350 workers. 22 Chiefs. 7-15 poll workers $50,000.00 Approximately 150 new election officials. This total represents only the November election. The estimated total for both elections for 2020 is $100.000.00. To entice the poll workers, the City of Kenosha would like to offer hazard pay. We believe that an appropriate amount with hazard pay would be $160 for poll workers and $220 for chief inspectors. The total additional estimated cost equals $10,840.00.

2. Describe your ideal poll worker recruitment effort for the remaining 2020 elections and provide an estimated cost for that recruitment effort. Recruit County of Kenosha employees, and employees from large businesses in Kenosha. We need a recruiter/liaison position for poll workers $35,000.

We lost a lot of excellent workers due to their age and/or health risk factors, so maybe we could work on encouraging the younger demographic to get politically involved for the upcoming elections.

3. Describe the training you will need to provide to new poll workers for the remaining 2020 elections and provide an estimated cost for that training, including staff time, copying costs, website updates, etc. The best thing that we could do is to implement some type of virtual training. This is probably a very difficult thing to implement so last minute for the upcoming elections. But could be very beneficial for any upcoming years with unpredictable times. Again, we could use social media platforms for this.

4. What additional activities would your municipality like to engage in for the remaining 2020 elections related to poll worker recruitment, training, and safety and what are the estimated costs for those efforts? In order to make everything as safe as possible, we just need to make sure we have all the necessary materials on hand throughout the entire election. We would need to be certain that we have enough masks and gloves, pens, cleaning wipes and sprays, and any necessary barriers to keep the voters and the staff safe.

Election Days in August & November 2020:

1. Assuming that Wisconsin is still in the midst of the COVID-19 pandemic during the August and November elections, please detail the PPE you will need for election day and the estimated costs. Masks and automatic hand sanitizer dispensers for everyone at the entrance of polling places. This would also require us to provide extra training to Chief Election Inspectors in order to ensure that they could put more hand sanitizer in them. (Cost of 10 dispensers: $1,450 https://www.amazon.com/sanitizer-automatic-dispenser-universal-adjustable/dp/B0865FBFYV/ref=sr_1_14?crid=2POUGMTYQE19M&dchild=1&keywords=automatic+hand+sanitizer+dispenser&qid=1591383009&sprefix=automatic+han%2Caps%2C161&sr=8-14) We would need enough PPE for each staff member at each polling location, as well as each staff member in the municipal building. We should also prepare for more than we may actually need as it may be necessary to get a new PPE after a restroom or lunch break.

2. How many election day polling locations would your municipality like to stand up on those 2 election days, if poll workers and PPE were procured? Please distinguish between August and November. Right now the Mayor would like 10 polling places open for August and November. With the concern of the pandemic, we think it is best to do what we did in the spring. This will also help to limit any confusion throughout the year. This would mean we would consolidate down to ten locations. It would be best to follow the same practices for August and November so voters know what to expect in November.

3. Would your municipality need additional resources for EDR on these Election Days, given social distancing, PPE, and potentially drive-thru voting? What resources would you need to have to enable robust EDR of voters at polling locations in August and November? (For example, do you need to design and print new handouts that describe EDR documentation/verification? Do you need to develop new large signage instructing voters on EDR - in multiple languages?) We think having materials to sanitize hands and pens is the first step in making this process safer. Making sure that lines stay in six feet gaps would also be a great practice. If we were able to support a drive-thru method, that would be the most ideal. We could post some signage encouraging the voters to wear masks for in person EDR and Curbside EDR to keep our staff and the public safe!

4. Does your municipality plan to utilize electronic poll books for August and November elections? No. Do you have enough electronic poll books to use them at all desired election day polling locations? No. Detail how many new electronic poll books you would like to have for these remaining elections and all associated costs - including staff training, maintenance, security, etc. - for those electronic poll books. No, we will not use electronic poll books.

5. What additional activities would your municipality like to do for the August & November election days to ensure safe, secure, and fair elections, and what are the estimated costs for those additional activities? See below.

Other:

1. Please add any other activities that, if resources were available, your municipality would like to conduct in relation to the August & November 2020 elections to ensure that they are safe, inclusive, secure, and fair. Please include cost estimates for each of those activities.
   We wanted to complete or implement the following ideas and have included why they are important to the city, how the city will implement it, the supplies and labor required, and the estimated cost: sanitizer dispensers and masks at every polling place, additional dropboxes in multiple locations, informational postcards, tents for early voting, additional transportation efforts, voter information sheet, and additional advertisements. Some of these ideas were previously mentioned, but the subsequent information provides more information about the ideas.
   First, By providing masks and sanitation stations, the city is making an intentional effort to keep the poll workers and voters safe by providing personal protection equipment. The plan to implement this idea is simple; we would just need to purchase or make the sanitizing stations and train either the election inspector or a poll worker how to refill the sanitizer machine. We would also purchase masks. If we purchase 550 boxes of gloves (each box containing 100 masks and costing 25$) and purchase 10 portable sanitizer dispensers (each costing approximately 145$), the estimated cost is $15,200.

   Another idea we had was to place a dropbox (lock-box) at each of our public libraries. One of our major goals for every election, but especially for the 2020 elections, is to provide additional resources to those who have limited access to transportation. Placing a dropbox at each of our public libraries would make voting much more accessible for many in our community. We have four libraries (Northwest, Southwest, Simmons and Uptown) that we would like to install a dropbox and appropriate signage prior to each of the upcoming elections. We could also have printed forms, such as voter registration and absentee ballot requests available for voter use, as well as a semi-permanent photo scanner available in each library to copy proof of residence forms or photo IDs needed for the applications. These aluminum dropboxes cost approximately $937 per box. We would need about $3,748 in order to install four of these

   We would like to take efforts to communicate to the voters about the changes the election team has made since the last election year or year in order to keep everyone safe. One way to enhance communication would be to send out a postcard to the citizens of Kenosha. We would have a graphic designer include information such as the voter's polling location, how to register to vote, how to request an absentee ballot, and where to find more information. We would also include our contact information on the post card for any further questions. This would require one graphic designer, which would cost approximately $200. We would also need funds to cover envelopes, paper and postage. The estimated cost would be approximately $26,200.

We wanted to include more safe options for registering to vote and voting early. Setting up tents for early-voting (and/or voter registration purposes) would provide a safer option for both voters and our staff as it would allow the voters to have more room to social distance and remain outside. We wanted to purchase and set up a tent on the scheduled dates of service, run an extension cord from the building to the tent to allow the staff to have all necessary equipment and supplies, and provide enough PPE to keep the staff safe. This goal would roughly require two or three staff members, depending on the availability of the workers here. We estimated the cost of the tent would be $6,000.

Another goal we have is to provide two-way transportation for the elderly and disabled voters who wish to vote in person. We could do this by teaming up with a local organization such as a Care-A-Van service. This would provide a much more affordable option for these voters. We could either require the voter to pay for this service, or we would need to obtain the funds to provide this service. It is estimated that each ride would cost $4 to each voter. This would be $8 for a two-way ride per voter.

Wisconsin Municipalities' Center for Tech & Civic Life Planning Grant

Please Complete the Following Information by noon on Monday, June 8th. Contact Vicky Selkowe at vicky.selkowe@cityofracine.org with any questions.

City of Madison
Names & Email Addresses of those filling out this form:
Maribeth Witzel-Behl, mwitzel-behl@cityofmadison.com

You'll find below three sets of questions:

1. Baseline data questions about your municipality's voters and election administration.
2. Data questions specific to the April 2020 election.
3. Open-ended questions related to your municipality's plans, needs, and budget estimates for a variety of activities related to the remaining elections in 2020.

We understand that these are a large number of questions and data requests; we estimate that completing this information will take each municipality between 2-4 hours to respond. Your efforts to provide thorough information will enable a more robust plan to be developed for all five of our communities. Our full plan is due back to the Center for Tech & Civic Life on June 15th.

Part 1: Baseline Data Questions about Voting in Your Municipality

# of Registered Voters in the Municipality as of 6/1/2020	178,346
# of Estimated Eligible Voters in the Municipality	213,725
# of voters on permanent absentee ballot list prior to 2/18/2020	2,062
# of registered voters with sufficient photo ID on file as of 6/1/2020	80,333
# of voters on permanent absentee ballot list as of 4/7/2020	8,665
# of voters who have requested absentee ballots for August 2020 election as of 6/1/2020	36,092
# of voters who have requested absentee ballots for November 2020 election as of 6/1/2020	34,164
# of FTEs regularly engaged in election administration	9
# of polling locations regularly utilized	92
# of poll workers regularly engaged on election day	2,784
Total 2020 budget for all elections	2,080,283

Part 2: Data Specific to the <u>April 2020 Election</u> in your Municipality

# of voters who requested absentee ballots	89,730
# of voters who returned absentee ballots by deadline	66,997
# of absentee ballots successfully cast	77,677
Estimated % of absentee requests not able to be fulfilled due to lack of/insufficient photo ID	1,840
# of absentee ballots rejected due to incomplete certification	618
# of new voter registrants between Feb 1 - April 6, 2020 (not EDR)	10,007
# of voters who successfully completed EDR	3,246
Estimated % of absentee ballots returned by secure drop-box or drop-off	30%
# of secure drop-boxes used	3
# of early voting sites	1
# of days of early voting	19
# of voters who voted in-person early absentee	4,930
If applicable, # who voted in-person early by site and # of early voting sites	
Did your municipality utilize drive-thru (“curbside”) voting on Election Day? (yes or no, and if yes, provide estimated # of voters who utilized this option)	Yes (approx. 12,000 voters)
Did your municipality utilize drive-thru (“curbside”) voting for in-person early voting? (yes or no, and if yes, provide estimated # of voters who utilized this option)	Yes (approx. 4,000 voters)
# of additional staff who assisted with election-related efforts	225
# of polling locations stood up on Election Day	66
$ amount spent on PPE for all April election-related efforts	6,305
# of poll workers utilized	1,245
# or % of poll workers who had never worked an election before	639

Part 3: Planning & Needs for August & November 2020 Elections

These questions are more qualitative - please feel free to add additional brief commentary or explanation as

Necessary. Please provide your most accurate estimates but don't be constrained by current budget realities. Imagine the most robust effort(s) you municipality wants to engage in this year and provide your best available cost and staffing estimates to make that effort a success. Wherever possible, please detail the expected impacts on your planned activities on voters.

Absentee, Vote by Mail:

1. Does your municipality have a goal for how many/what percent of your voters you would like to vote absentee by mail in August and November 2020? If yes, what is that #/%?

   We understand that absentee voting does not work for everyone. Feedback gathered through our Pandemic Voting Access Equity Analysis indicates that access to accessible ballot marking devices is a priority for voters with disabilities, and that our Communities of Color have legitimate concerns about the voting-by-mail process.

   Our goal is for each eligible voter to be able to cast a ballot and have that ballot counted. We are committed to making voting accessible via mail, in-person prior to Election Day, and at the polls on Election Day. Rather than push voting-by-mail as the preferred option for the fall elections, we want to make sure voters know they have accessible options.

2. Is your municipality planning to mail all registered or eligible voters absentee ballot request forms (if the WEC does not do so)? If so, please describe your plan - for example, are you planning to mail to all households? Just registered voters? Just voters with photo IDs on file? Are you planning this for both August and November or just November? Please describe your plan and your estimated costs for these mailings.

   We found in April that obtaining an absentee request form was not an obstacle for voters, but finding a way to provide the Clerk's Office with voter ID was the biggest frustration voiced by voters in the midst of this pandemic.

   The Wisconsin Elections Commission has voted to send an absentee request mailing to all pre-registered voters. We will focus our outreach on eligible but not registered voters. Nationwide, 75% of voters register in person. Eligible voters who do not have a Wisconsin ID will not be able to register online. Rather than focusing our voter outreach efforts on pre-registered voters, we will be working with our community partners to establish curbside in-person voter registration and curbside absentee request opportunities with social distancing precautions in place.

3. How many secure drop-boxes would you like to have for the August and November 2020 elections for voters to be able to most easily return absentee ballots, and what is the estimated cost for that # of drop-boxes?

We would like to have one secure drop box for every 15,000 voters (12 drop boxes total). The estimated cost would be approximately $36,000. We also would like to provide a potential absentee witness at each drop box, with social distancing precautions. Hundreds of our voters were unable to secure an absentee witness for the April Election.

4. Describe what additional staffing your municipality would need to process a higher number/percentage of absentee ballots, and provide an estimated cost for those additional staff hours.

   Based on our data from April, we anticipate that we will need to pay our hourly election clerks an additional $109,953 beyond what we had projected for the fall elections, and are likely to incur $99,341 in additional overtime costs this fall.

5. What outreach would you like to do to inform voters about how to correctly fill out their absentee ballot application & envelope and comply with photo ID & witness signature requirements? (i.e. mailings - in more than one language? Website updates? Advertising? Paid social media posts? Phone calls from staff to assist voters? etc.) Describe the voter education/outreach efforts you'd like to engage in and provide an estimated cost.

   We would like to work with our city media team to produce videos to introduce voters to the election process, voting options, and safety precautions at the polls. We do not want uncertainty about the voting process, whether one's vote will count, or what options are available to keep any eligible voters from exercising their right to vote.

   We also plan to work with our community partners to notify eligible voters of accessibility options, voter registration options, where to get help obtaining a voter ID, how to make sure their vote will count, how absentee voting works, and election security measures in place. We are offering online question & answer sessions for groups at risk of being disenfranchised.

6. What would you like to do to assist absentee voters with compliance with the photo ID requirement, and what is needed cost-wise to accomplish this?

   We plan to hold a curbside Get Your ID on File with the Clerk drive this summer with volunteers using PPE and digital cameras to capture voter ID images for voters who are unable to electronically submit their ID to the Clerk's Office. The digital cameras would cost $4,500, the personal protective equipment for our volunteers would cost about $5,000, and feather flags to draw attention to these curbside sites would cost $4,000. It may be hard to recruit volunteers to conduct this voter outreach in the midst of a pandemic, so we may need to pay poll workers to conduct this voter outreach. We estimate poll worker costs for this curbside voter outreach would be about $15,000.

7. What other activities or efforts would your municipality like to engage in to expand absentee voting in the remaining 2020 elections, and what resources (including but not limited to staffing, postage, printing, copying, training, advertising, signage, translation, etc. etc.) do you need to accomplish that?

If we had the funding, we would use mobile wifi hotspots and tablets for our curbside/drive-through voter outreach, giving voters the option to complete their voter registration and absentee requests in one stop without waiting for staff in the Clerk's Office to follow up on their paper forms. We estimate this would be a $100,000 expense.

Curbside/Drive-Thru Voting:

1. If your municipality utilized drive-thru voting in April 2020, provide a little more detail about how it was utilized, how much it cost to implement, and how many voters voted in this way. (i.e. did you use it for in-person early voting? On Election Day?) What, generally, was the community's response to curbside voting?

   We used curbside voting for in-person absentee voting at the City Clerk's Office, and for voting at the polls on Election Day. Curbside voting has always been an option for our in-person absentee voters and for voters at the polls, but in March and April it became the primary means of voting for our voters who drove to the polls on April 7, and for our in-person absentee voters. We had about 4,000 curbside in-person absentee voters, and about 12,000 curbside voters at the polls on Election Day. The polling places serving UW-Madison students had hardly any curbside voters because most voters walked to those sites.

2. Does your municipality plan to use drive-thru ("Curbside") voting in the August and or November 2020 elections? Why or why not? If yes, please provide some detail of your plan to utilize drive-thru voting in either of those upcoming elections and provide estimates of your staffing and budget needs for robust drive-thru voting in your municipality (including PPE, signage, publicity, advertising, tents, supplies for poll workers, poll worker training, and any other costs you would incur.)

   We will work with Public Health to determine the safest options for our in-person voters this fall. Curbside voting will always be an option for our voters, but we anticipate that it will be considered the safest option for voting in person this fall. Working with Public Health, we plan to ask each of our library locations, our community centers, and African-American churches to host curbside in-person absentee voting sites throughout the city.

   The staff costs associated with curbside absentee voting were included in one of the other questions in this document ($109,953 in additional hourly employee pay). Due to the uncertainty of the weather in August and October, we would like to utilize tents and for the curbside voting locations in order to protect the ballots from getting wet. We also would like to set up feather flags to make it easy to find the curbside voting sites. We estimate that the tents and flags would cost $100,000.

Early Voting Sites & Expanded Hours Early-Voting:

1. Does your municipality have a goal for how many/what % of voters you would like to vote early in August and November?

Our goal is that each eligible voter will be able to cast a ballot and have that ballot counted. We would like to provide our voters with the opportunity to vote by mail if they are comfortable with that process, the opportunity to safely cast an absentee ballot in person at a location close to home, and the opportunity to safely vote at a polling place close to home on Election Day if that is their preference.

2. How many early voting locations would you like to stand-up for August and November elections and for how many days prior to the election? Where will they be and why those locations? Please describe your ideal early voting plan for the remaining 2020 elections and estimated costs and staffing needs, including staffing costs, publicity, materials for each location, signage, PPE, processing costs for your office, etc.

   We would like to provide 18 in-person absentee voting locations for the two weeks leading up to the August election, and for the four weeks leading up to the November election. Our original plan was to offer in-person absentee voting at all nine library locations, the City Clerk's Office, a city garage, Edgewood College, two Madison College locations, and four UW-Madison locations. We will work with Public Health to determine the safest options for setting up these sites, and anticipate that most in-person absentee voting will be curbside.

   The staffing and PPE costs for in-person absentee voting were included in the answers to other questions in this document.

3. Would you like to be able to offer weekend and evening hours for early voting in 2020? If so, please detail how many hours of weekend and evening voting hours you would like to offer for the remaining 2020 elections and detail the costs and staffing needs associated with offering those evening & weekend early voting opportunities, making sure to include specifics on how staffing costs, publicity, signage, materials for each location, and processing costs for your office of those ballots cast early.

   Yes, we would like to offer weekend and evening hours for in-person absentee voting. We typically work around the hours each library site is open, but may need to work around daylight hours instead if most in-person absentee voting is curbside. This will likely mean fewer hours after sunset, but more locations on Sundays.

   Clerk's Office overtime costs were included in the answer to another question on this form.

4. What other ways/activities would your municipality like to pursue in the remaining 2020 elections to expand early voting, and what resources do you need to accomplish those plans? (including, but not limited to, staffing, printing, postage, signage, translation, advertising, processing, training, etc.)

   We need additional hourly staff to sort absentee envelopes by ward so they can be processed at the polls. We estimate this would incur about $20,000 in payroll costs.

Equity & Voter Outreach, Particularly to Communities of Color:

1. What specific outreach would your municipality like to do for the remaining 2020 elections to reach voters of color, including Spanish-speaking voters? Please describe the outreach you'd like to do to reach these voters (i.e. informational mailings, billboards, radio or print advertisements, social media advertisements, phone calls specifically about photo ID, text messages, virtual events, etc. etc.), what impact you think it might have on voter turnout, and provide estimated costs.

   We would like to run ads on Spanish language radio and in our municipality's Spanish language newspapers. We would also like to run ads on our local hip hop radio station, in our local African-American print publications, and in our online publications run by and for communities of color. We understand that our communities of color do not necessarily trust the voting process, and that we need to work to earn that trust. We want to be transparent and open about what happens behind the scenes in elections, and what options are available for casting a ballot. We also want to make sure we are listening to groups that have historically been disenfranchised and groups that are facing obstacles with voting during this pandemic, and working with them to effectively respond to their concerns.

   We know that our wards with the highest poverty levels and wards with the highest percentage of people of color had the lowest voter turnout in April. We are conducting an equity analysis on these disparities and are working to do everything within our power to address these disparities for the fall elections and beyond.

2. Do you plan on getting ballots in different languages, and if so, which languages? What is the estimated number of ballots you would print in languages other than English and what is the estimated cost?

   Spanish translation is already available on our ExpressVote accessible ballot marking devices, and on our tabulators. Interpreters for any language are available by phone at all of our polling locations and absentee voting sites. We will have printed translations available for curbside voters as well.

3. Did your municipality conduct an equity analysis of the April 2020 election? If so, what did the analysis indicate about how/if the COVID-19 pandemic affected different voting populations. (Share key findings, areas of concern, areas of encouragement, etc.) If your municipality did not conduct such an analysis, does the Clerk and Clerk's staff have general comments or observations about which demographic(s) of voters were impacted by the COVID-19 pandemic and how?

   We did conduct an equity analysis of the April 2020 election. We found that neighborhoods with the highest poverty levels and neighborhoods with the most People of Color were the most likely to vote at the polls on Election Day. Neighborhoods with the least amount of poverty and neighborhoods with few People of Color primarily voted absentee. This clearly indicates that voting by mail does not work for everyone.

4. What other activities would your municipality like to engage in to ensure that historically disenfranchised communities within your municipality are able to cast ballots in the remaining

elections of 2020, and what resources would you need to accomplish those efforts/activities? (including, but not limited to, printing, postage, staffing, translation, advertising, processing, training, etc.)

Many of our poll workers are from historically disenfranchised communities. We would like to pay those poll workers to conduct voter outreach and poll worker recruitment. We estimate this would cost $75,000.

5. What social media platforms do you intend to use for voter outreach? Do you intend to hire additional staff or communication specialists firms to assist with this outreach? If resources were available, what social media efforts would your municipality engage in for the remaining 2020 elections and what is your estimate of costs needed for that effort?

   We will conduct voter outreach via Twitter, Facebook, and Instagram (city policy prohibits us from running ads on social media). We will work with our City Media Team to produce a podcast series to educate potential voters about registering to vote, requesting an absentee ballot, voting at the polls, and how ballots are counted. We also plan to work with the City Media Team to produce informative videos about the election process.

6. What other voter outreach would your municipality like to engage in for the remaining 2020 elections? (i.e. radio/print advertising, direct mail to all households, direct mail to all registered voters, billboards, direct text messages, virtual town halls, etc.) Please provide detail on the outreach you'd like to conduct, including the kind of messaging and targeting you'd like to include, and the estimated costs.

   If we had the funding, we would spend $100,000 on bus, radio, online and print ads..

Poll Worker Recruitment, Training & Safety:

1. To fully staff all of your desired polling locations on Election Day for both August and November 2020, how many poll workers do you need to hire? What is the estimated cost of that full poll worker staffing? Please be as specific as possible - i.e. how many chiefs do you need per location, how many poll workers per location, how many new election officials will be needed overall?

   We use the election toolkit available through the MIT Voting Technology Project to determine the staffing levels needed to ensure that no voter will need to wait in line for more than 15 minutes, either at the polls or for in-person absentee voting.

   State law allows one Chief Inspector per polling location. We have an additional election official who is certified as a Chief Inspector serve as the Absentee Lead at each polling location.

   If 75% of votes cast are absentee, we will need 1,559 election officials at the polls in August (with a payroll cost of $244,663), and 2,572 election officials at the polls in November (with a payroll cost of $371,650).

The number of new election officials needed will depend on how many poll workers need to stay home due to personal health concerns.

In our equity analysis, we have discussed ethical concerns with pursuing our goal of recruiting more poll workers of color in the midst of a pandemic that is disproportionately affecting people of color. Our community partners in the equity analysis have requested hazard pay for poll workers this fall. We would like to pay our poll workers this fall a pay rate comparable to what the U.S. Census is paying in the area. This hazard pay would cost an additional $369,788.

2. Describe your ideal poll worker recruitment effort for the remaining 2020 elections and provide an estimated cost for that recruitment effort.

   We know from experience that one tweet from the Mayor would fill all vacancies within a day. We have tried to be much more strategic in our poll worker recruitment, though, focusing on recruiting People of Color, high school students, and college students. We want the staff at each polling location to reflect the community they serve, providing the community with more welcoming polling locations.

3. Describe the training you will need to provide to new poll workers for the remaining 2020 elections and provide an estimated cost for that training, including staff time, copying costs, website updates, etc.

   Due to social distancing concerns in April, we conducted all of our poll worker training via webinar. We have webinars planned for the August and November elections. If Public Health safety recommendations continue to prohibit large gatherings, we will not offer our usual in-person training sessions.

4. What additional activities would your municipality like to engage in for the remaining 2020 elections related to poll worker recruitment, training, and safety and what are the estimated costs for those efforts?

   It was difficult to convince facilities to host a polling location in the midst of a pandemic. We typically do not pay facilities anything for serving as a polling place. It would be helpful if we could provide each facility with funds to offset their costs for deep cleaning after the election. If we provided each facility with $750 for the August Election and $750 for the November Election, it would cost $138,000.

Election Days in August & November 2020:

1. Assuming that Wisconsin is still in the midst of the COVID-19 pandemic during the August and November elections, please detail the PPE you will need for election day and the estimated costs.

   We will need hand sanitizer for all poll workers and voters, disinfectant spray to use between voter interactions, enough plexi-glass shields to allow poll workers to split the poll books, face

shields for curbside officials, and face masks for all poll workers and observers. We estimate this would cost an additional $20,000.

2. How many election day polling locations would your municipality like to stand up on those 2 election days, if poll workers and PPE were procured? Please distinguish between August and November.

   We would like to operate 92 polling places for each election, as we would in normal circumstances.

3. Would your municipality need additional resources for EDR on these Election Days, given social distancing, PPE, and potentially drive-thru voting? What resources would you need to have to enable robust EDR of voters at polling locations in August and November? (For example, do you need to design and print new handouts that describe EDR documentation/verification? Do you need to develop new large signage instructing voters on EDR - in multiple languages?)

   If the state does not translate its new voter registration form into Spanish and Hmong before the August Election, we will get the form translated ourselves.

4. Does your municipality plan to utilize electronic poll books for August and November elections? Do you have enough electronic poll books to use them at all desired election day polling locations? Detail how many new electronic poll books you would like to have for these remaining elections and all associated costs - including staff training, maintenance, security, etc. - for those electronic poll books.

   We use paper poll books because electronic poll books have been cost prohibitive for a municipality of our size.

5. What additional activities would your municipality like to do for the August & November election days to ensure safe, secure, and fair elections, and what are the estimated costs for those additional activities?

   We have yet to finish our pandemic voting access equity analysis. We will prioritize the recommendations from that analysis to ensure that we are doing all we can to counter the obstacles voters are facing during this pandemic.

Other:

1. Please add any other activities that, if resources were available, your municipality would like to conduct in relation to the August & November 2020 elections to ensure that they are safe, inclusive, secure, and fair. Please include cost estimates for each of those activities.

   The additional PPE needed at the polls consumes a significant amount of space. We would like to rent additional space so we have adequate room to prepare supplies for each polling location without making mistakes, and so we can practice social distancing at the public test of election equipment. Additional space would cost about $20,000.

Wisconsin Municipalities' Center for Tech & Civic Life Planning Grant

Please Complete the Following Information by noon on Monday, June 8th. Contact Vicky Selkowe at vicky.selkowe@cityofracine.org with any questions.

City of Milwaukee
Names & Email Addresses of those filling out this form:
Neil Albecht, nalbrec@milwaukee.gov
Claire Woodall-Vogg, cwooda@milwaukee.gov

You'll find below three sets of questions:

1. Baseline data questions about your municipality's voters and election administration.
2. Data questions specific to the April 2020 election.
3. Open-ended questions related to your municipality's plans, needs, and budget estimates for a variety of activities related to the remaining elections in 2020.

We understand that these are a large number of questions and data requests; we estimate that completing this information will take each municipality between 2-4 hours to respond. Your efforts to provide thorough information will enable a more robust plan to be developed for all five of our communities. Our full plan is due back to the Center for Tech & Civic Life on June 15th.

Part 1: Baseline Data Questions about Voting in Your Municipality

# of Registered Voters in the Municipality as of 6/1/2020	294,459
# of Estimated Eligible Voters in the Municipality	430,000
# of voters on permanent absentee ballot list prior to 2/18/2020	6,252
# of registered voters with sufficient photo ID on file as of 6/1/2020	73,690
# of voters on permanent absentee ballot list as of 4/7/2020	23,374
# of voters who have requested absentee ballots for August 2020 election as of 6/1/2020	53,438
# of voters who have requested absentee ballots for November 2020 election as of 6/1/2020	50,446
# of FTEs regularly engaged in election administration	8 (regular FT staff)
# of polling locations regularly utilized	180
# of poll workers regularly engaged on election day	1400

Total 2020 budget for all elections	$2,986,810

Part 2: Data Specific to the <u>April 2020 Election</u> in your Municipality

# of voters who requested absentee ballots	96,712
# of voters who returned absentee ballots by deadline	78,866
# of absentee ballots successfully cast	76,362
Estimated % of absentee requests not able to be fulfilled due to lack of/insufficient photo ID	2.5%
# of absentee ballots rejected due to incomplete certification	1,671
# of new voter registrants between Feb 1 - April 6, 2020 (not EDR)	11,951
# of voters who successfully completed EDR	2,614
Estimated % of absentee ballots returned by secure drop-box or drop-off	15%
# of secure drop-boxes used	5
# of early voting sites	Initially 3; went down to 1 drive-thru site
# of days of early voting	14
# of voters who voted in-person early absentee	11,612
If applicable, # who voted in-person early by site and # of early voting sites	3 sites for 5 days (1644 at Muni Building; 2407 at Midtown; 1520 at Zablocki library); all subsequent voters were at drive-thru;
Did your municipality utilize drive-thru (“curbside”) voting on Election Day? (yes or no, and if yes, provide estimated # of voters who utilized this option)	Yes; estimate 10% of voters (1,800)
Did your municipality utilize drive-thru (“curbside”) voting for in-person early voting? (yes or no, and if yes, provide estimated # of voters who utilized this option)	Yes - for 9 days; 6,380 voters

# of additional staff who assisted with election-related efforts	95 temporary office assistants (paid to conduct data entry, absentee assembly, election day preparations, and IPAV)
# of polling locations stood up on Election Day	5
$ amount spent on PPE for all April election-related efforts	Unknown - provided mainly by health department due to acquisition issues
# of poll workers utilized	400
# or % of poll workers who had never worked an election before	10%

Part 3: Planning & Needs for August & November 2020 Elections

These questions are more qualitative - please feel free to add additional brief commentary or explanation as Necessary. Please provide your most accurate estimates but don't be constrained by current budget realities. Imagine the most robust effort(s) you municipality wants to engage in this year and provide your best available cost and staffing estimates to make that effort a success. Wherever possible, please detail the expected impacts on your planned activities on voters.

Absentee, Vote by Mail:

1. Does your municipality have a goal for how many/what percent of your voters you would like to vote absentee by mail in August and November 2020? If yes, what is that #/%?
   Anticipated turnout for August is 75,000, an increase from 60,000 in 2016 and 58,000 in 2012. This number represents an approximate 25% turnout of registered voters (currently 300,000), and 17% of eligible voters (435,000). Anticipated turnout for November is 290,000, up from 241,000 in 2016 and 288,000 in 2012. This number represents 90% of registered voters (anticipated to be 320,000 entering the election) and 66% of eligible voters.
   Based on April 2020 voting trends, and current data related to the Coronavirus, the city anticipates that 80% of residents will vote by-mail absentee for both the primary and the election.

2. Is your municipality planning to mail all registered or eligible voters absentee ballot request forms (if the WEC does not do so)? If so, please describe your plan - for example, are you planning to mail to all households? Just registered voters? Just voters with photo IDs on file? Are you planning this for both August and November or just November? Please describe your plan and your estimated costs for these mailings.
   The City will be mailing all households (not limited to registered voters) information on how to apply for an absentee ballot prior to the August and November elections. This information will highlight three application opportunities: online, at any Milwaukee Public Library, or by calling a hotline. This information will be designed to compliment the WEC's mailing of absentee applications prior to November.

3. How many secure drop-boxes would you like to have for the August and November 2020 elections for voters to be able to most easily return absentee ballots, and what is the estimated cost for that # of drop-boxes?
   For August, the City will be establishing drop boxes at all 13 Milwaukee Public Library branches at an estimated cost of $5,000 for additional custodial and security staff. If given the funding, we would like to establish 13 secure, 24-hour drop-boxes at every library in the City that would be utilized for all elections going forward. The cost of each secure drop-box, including installation, is $4,500/box.

4. Describe what additional staffing your municipality would need to process a higher number/percentage of absentee ballots, and provide an estimated cost for those additional staff hours. Rather than increasing staff and continuing to assemble balloting materials manually, the City of Milwaukee would like to purchase a high-speed, duplex printer, a top-of-the-line folding machine, and then a state of the art folding and inserting machine. The estimated cost to outright purchase is $145,000 for all equipment. This would eliminate the use of absentee labels, printing directly onto the inner and outer envelopes. Inner envelopes would also have a small 2D barcode

that the inserter machine would scan to ensure that the outer envelope is for the same voter. This automation would allow the City to eliminate the assembly delay no matter the volume of daily requests. In April, 25 temporary workers were assigned to absentee assembly daily. These were experienced election temps and could be re-deployed to early voting sites as supervisors and lead workers.

5. What outreach would you like to do to inform voters about how to correctly fill out their absentee ballot application & envelope and comply with photo ID & witness signature requirements? (i.e. mailings - in more than one language? Website updates? Advertising? Paid social media posts? Phone calls from staff to assist voters? etc.) Describe the voter education/outreach efforts you'd like to engage in and provide an estimated cost.
   The City's outreach efforts could be two-fold: encouraging persons to apply for an absentee ballot and them revamping the city's current absentee voting instructions (a version of the state's *uniform absentee voting instructions)* to be more visual and address issues specific to the pandemic, such as securing a witness signature. All mailings will be sent in English and Spanish. To create a graphic version of the instructions, the estimated cost is $15,000, including the services of a graphic designer and production of the color instructions for 150,000 estimated voters. The City Election Commission and Unified Call Center will work collaboratively to provide a hotline for any person with questions or needing additional information or assistance.

   The City Election Commission would also like to produce a short video with visuals showing voters 1) how to apply for an absentee ballot and 2) how to complete and return the ballot so that it will be counted. These videos could be posted to the City's website and social media page, as well as promoted using paid advertisements on social media outlets.

6. What would you like to do to assist absentee voters with compliance with the photo ID requirement, and what is needed cost-wise to accomplish this?
   The biggest obstacle to Milwaukee residents, particularly those in poverty, to applying for an absentee ballot in April was access to the internet and securing an image of their photo ID. Subsequently, the City will be promoting the use of Milwaukee Public Library branch staff to assist any potential absentee applicants with applying, securing and uploading an image of their photo ID. Staffing libraries for 8 hours a day for 3 weeks prior to each election is estimated to cost $45,000 per election (13 libraries, 7 days a week for 8 hours a day, 2 staff at each library who are paid $15/hour).

7. What other activities or efforts would your municipality like to engage in to expand absentee voting in the remaining 2020 elections, and what resources (including but not limited to staffing, postage, printing, copying, training, advertising, signage, translation, etc. etc.) do you need to accomplish that?
   Partnerships with other city divisions, like developing mailings that could accompany water bills, or door hangers to be distributed by the Department of Neighborhood Services or hung on trash receptacles by the sanitation staff. Also, reaching out to community-based organizations and church groups to promote absentee voting and other accurate election information. Potential cost: $10,000

Curbside/Drive-Thru Voting:

1. If your municipality utilized drive-thru voting in April 2020, provide a little more detail about how it was utilized, how much it cost to implement, and how many voters voted in this way. (i.e. did you use it for in-person early voting? On Election Day?) What, generally, was the community's response to curbside voting?
   Milwaukee operated in-person absentee voting for one week leading up to the April election (at three sites) and then transitioned to drive-up voting (one site). 11,612 people cast ballots through these options, 5,571 at in-person and 6,041 at drive-up. These numbers represented a 46% increase over April 2016 "early voting" totals. Curbside voting was very well-received, but is a laborious and slow-moving process for a municipality the size of Milwaukee. At one time, the line of cars spanned several miles. Additionally, law enforcement and traffic control had to make a significant investment of time and resources to assist with managing .
   Estimated cost, including MPD partners: $80,000
   Curbside voting was also offered in April and heavily utilized by voters at the city's five voting centers. Approximatley 20% or one-in-five of all Election Day in-person voters did so by curbside voting.

2. Does your municipality plan to use drive-thru ("Curbside") voting in the August and or November 2020 elections? Why or why not? If yes, please provide some detail of your plan to utilize drive-thru voting in either of those upcoming elections and provide estimates of your staffing and budget needs for robust drive-thru voting in your municipality (including PPE, signage, publicity, advertising, tents, supplies for poll workers, poll worker training, and any other costs you would incur.)
   It is the City's intent to offer both in-person and drive-thru "early" voting for August and November. Planning will occur to streamline processes and identify a more conducive location than downtown Milwaukee for drive-thru voting. One idea is to have a centrally located drive-thru early voting option at Miller Park. This would allow us to operate at a large scale with adequate parking and traffic flow. However, it would require a significant investment in laptops and other IT equipment, an additional ballotar printer from ES&S, numerous tents, signage and traffic control assistance from Milwaukee Police Department.
   Estimated cost: $150,000 for August, $350,000 for November.

Early Voting Sites & Expanded Hours Early-Voting:

1. Does your municipality have a goal for how many/what % of voters you would like to vote early in August and November?
   August 10% or 7,500, November 15% or 43,500.

2. How many early voting locations would you like to stand-up for August and November elections and for how many days prior to the election? Where will they be and why those locations? Please describe your ideal early voting plan for the remaining 2020 elections and estimated costs and staffing needs, including staffing costs, publicity, materials for each location, signage, PPE, processing costs for your office, etc.
   August: 3 in-person locations and 1 drive-thru for two weeks prior to the primary.

Estimated cost: $150,000
November: 12 in-person locations and 1 drive-thru for four weeks prior to the election.
Estimated cost: $450,000

3. Would you like to be able to offer weekend and evening hours for early voting in 2020? If so, please detail how many hours of weekend and evening voting hours you would like to offer for the remaining 2020 elections and detail the costs and staffing needs associated with offering those evening & weekend early voting opportunities, making sure to include specifics on how staffing costs, publicity, signage, materials for each location, and processing costs for your office of those ballots cast early.
   When allowable, Milwaukee has been offering evening and weekend early voting hours.
   Additional costs: $30,000 for August, $75,000 for November.

4. What other ways/activities would your municipality like to pursue in the remaining 2020 elections to expand early voting, and what resources do you need to accomplish those plans? (including, but not limited to, staffing, printing, postage, signage, translation, advertising, processing, training, etc.)
   Outreach, promotion/education and transportation to sites.

Equity & Voter Outreach, Particularly to Communities of Color:

1. What specific outreach would your municipality like to do for the remaining 2020 elections to reach voters of color, including Spanish-speaking voters? Please describe the outreach you'd like to do to reach these voters (i.e. informational mailings, billboards, radio or print advertisements, social media advertisements, phone calls specifically about photo ID, text messages, virtual events, etc. etc.), what impact you think it might have on voter turnout, and provide estimated costs.
   Milwaukee is a Voting Rights Act "Section 203" city, which mandates ballots and all election materials in English and Spanish.

2. Do you plan on getting ballots in different languages, and if so, which languages? What is the estimated number of ballots you would print in languages other than English and what is the estimated cost?
   Spanish. No additional cost as the same ballot includes English and Spanish languages.

3. Did your municipality conduct an equity analysis of the April 2020 election? If so, what did the analysis indicate about how/if the COVID-19 pandemic affected different voting populations. (Share key findings, areas of concern, areas of encouragement, etc.) If your municipality did not conduct such an analysis, does the Clerk and Clerk's staff have general comments or observations about which demographic(s) of voters were impacted by the COVID-19 pandemic and how?
   There are historic and significant voting disparities in Milwaukee between white residents and people of color. The below data, comparing voting turnout percentages by aldermanic districts between April 2016 and April 2020, validates these disparities, but also documents that these disparities were not significantly impacted (improved or exacerbated) by the COVID-19 pandemic.

Aldermanic districts in Milwaukee with high concentrations of people of color as well as people in poverty include 1, 2, 6, 7 and 15.

(unable to insert table)

4. What other activities would your municipality like to engage in to ensure that historically disenfranchised communities within your municipality are able to cast ballots in the remaining elections of 2020, and what resources would you need to accomplish those efforts/activities? (including, but not limited to, printing, postage, staffing, translation, advertising, processing, training, etc.) The City would like to work with a communications consultant to create a communications plan around GOTV efforts. The campaign would focus on appealing to a variety of communities within Milwaukee, including LatinX and African American voters. One specific target would be creating a campaign focusing on the re-enfranchisement of voters who are no longer on probation or parole for a felony. Additionally, we would like to find a marketing consultant who could create an edgy but non-partisan and tasteful campaign to harness the current protests that are highlighting inequity.

5. What social media platforms do you intend to use for voter outreach? Do you intend to hire additional staff or communication specialists firms to assist with this outreach? If resources were available, what social media efforts would your municipality engage in for the remaining 2020 elections and what is your estimate of costs needed for that effort? If given the resources, the Milwaukee Election Commission would hire a communication firm that would take the above campaign and promote it on social media platforms. This would help the Milwaukee Election Commission quickly acquire new followers for future messaging, lasting past November.

6. What other voter outreach would your municipality like to engage in for the remaining 2020 elections? (i.e. radio/print advertising, direct mail to all households, direct mail to all registered voters, billboards, direct text messages, virtual town halls, etc.) Please provide detail on the outreach you'd like to conduct, including the kind of messaging and targeting you'd like to include, and the estimated costs. By hiring a communications firm, the Milwaukee Election Commission anticipates using a variety of advertising outlets, including but not limited to radio advertising, billboard and bus advertisements, and PSA's on voting using local celebrities like Milwaukee Bucks players that could be spread through social media, posted on the Milwaukee Election Commission's website, as well as other City websites and GOTV partner websites. The estimated total cost for a comprehensive communications plan that would include messaging to historically underrepresented communities, would be $250,000.

Poll Worker Recruitment, Training & Safety:

1. To fully staff all of your desired polling locations on Election Day for both August and November 2020, how many poll workers do you need to hire? What is the estimated cost of that full poll worker staffing? Please be as specific as possible - i.e. how many chiefs do you need per location, how many poll workers per location, how many new election officials will be needed overall? The City of Milwaukee currently plans to have 45 voting centers in August and November (3 per aldermanic district), which will require 3 chiefs per site and 20 election workers per site. The cost to staff election workers will be $207,000 per election ($230, as we anticipate an extra

$100 hazard pay added to their stipend) and $43,875 to fully staff chiefs, a total of $250,875. This is just to staff the voting centers for each election. The City of Milwaukee utilizes a Central Count of absentee ballots. We anticipate needing 15 chiefs and 300 election workers for each election at Central Count, costing $75,000 per day. Central Count is expected to take 2-3 days given the high volume, costing an estimated $200,000 to staff.

Overall, 1200 election workers minimum are needed for election day and 150 chief inspectors. Our goal is to recruit 1,000 new election workers. We continue to have issues with election workers not showing up on election day or not being available for a full day. As a result, we'd like to plan to overstaff each site in an ideal world.

2. Describe your ideal poll worker recruitment effort for the remaining 2020 elections and provide an estimated cost for that recruitment effort. The Milwaukee Election Commission will launch a recruitment campaign for a new generation of election workers to sign up and be directly involved in their democracy. There is an unprecedented amount of energy around civil rights that we hope to harness and use to recruit civic-minded workers. Our goal would be to include this in the services that we retain by a marketing firm.

3. Describe the training you will need to provide to new poll workers for the remaining 2020 elections and provide an estimated cost for that training, including staff time, copying costs, website updates, etc. Recruiting a younger generation of election workers means that the Milwaukee Election Commission will also need to become innovators in election training. We would like to produce polling place training videos that could be viewed in a webinar in short segments and then have discussions and Q&As live. Alternatively, the same video segments could be viewed and discussed in-person, so long as the trainings were small and allowed for social distancing. Videos would complement the existing training manual and provide links that could always be rewatched. The estimated cost for development and implementation of new training is $50,000.

4. What additional activities would your municipality like to engage in for the remaining 2020 elections related to poll worker recruitment, training, and safety and what are the estimated costs for those efforts?

Election Days in August & November 2020:

1. Assuming that Wisconsin is still in the midst of the COVID-19 pandemic during the August and November elections, please detail the PPE you will need for election day and the estimated costs. The cost to create 400 plexiglass barriers for election workers at receiving tables and registration tables is $55,000 and already on order. Additionally, the Milwaukee Election Commission will need to acquire 400 face shields for workers not staffed behind plexiglass ($4,000), gloves for all poll workers ($1500 per election), masks on hand for election workers and members of the public ($2500 per election), hand sanitizer ($1,000) and disinfectant ($1,000).

2. How many election day polling locations would your municipality like to stand up on those 2 election days, if poll workers and PPE were procured? Please distinguish between August and November. In August, we plan to have 45 sites. In November, if we had enough election staff, we would like to expand this to 60 or 75 locations (4 or 5 per aldermanic district, respectively).

3. Would your municipality need additional resources for EDR on these Election Days, given social distancing, PPE, and potentially drive-thru voting? What resources would you need to have to enable robust EDR of voters at polling locations in August and November? (For example, do you need to design and print new handouts that describe EDR documentation/verification? Do you need to develop new large signage instructing voters on EDR - in multiple languages?) We do not anticipate additional resources for EDR that are outside of our current budget. We will continue to offer curbside voting at all polling places and would like to update that signage at each location to be larger and more visible. Estimated cost: 5,000

4. Does your municipality plan to utilize electronic poll books for August and November elections? Do you have enough electronic poll books to use them at all desired election day polling locations? Detail how many new electronic poll books you would like to have for these remaining elections and all associated costs - including staff training, maintenance, security, etc. - for those electronic poll books. The City of Milwaukee is unable to utilize e-poll books at this time due to the number of voting sites and that moves to the sites must be completed prior to the close of registration.

5. What additional activities would your municipality like to do for the August & November election days to ensure safe, secure, and fair elections, and what are the estimated costs for those additional activities?

Other:

1. Please add any other activities that, if resources were available, your municipality would like to conduct in relation to the August & November 2020 elections to ensure that they are safe, inclusive, secure, and fair. Please include cost estimates for each of those activities.

Wisconsin Municipalities' Center for Tech & Civic Life Planning Grant

Please Complete the Following Information by noon on Monday, June 8th.

City of Racine
Names & Email Addresses of those filling out this form:
Tara Coolidge, tara.coolidge@cityofracine.org

You'll find below three sets of questions:

1. Baseline data questions about your municipality's voters and election administration.
2. Data questions specific to the April 2020 election.
3. Open-ended questions related to your municipality's plans, needs, and budget estimates for a variety of activities related to the remaining elections in 2020.

We understand that these are a large number of questions and data requests; we estimate that completing this information will take each municipality between 2-4 hours to respond. Your efforts to provide thorough information will enable a more robust plan to be developed for all five of our communities. Our full plan is due back to the Center for Tech & Civic Life on June 15th.

Part 1: Baseline Data Questions about Voting in Your Municipality

# of Registered Voters in the Municipality as of 6/1/2020	34,734
# of Estimated Eligible Voters in the Municipality	56,000
# of voters on permanent absentee ballot list prior to 2/18/2020	613
# of registered voters with sufficient photo ID on file as of 6/1/2020	8,645
# of voters on permanent absentee ballot list as of 4/7/2020	2684
# of voters who have requested absentee ballots for August 2020 election as of 6/1/2020	705 (not including Perms)
# of voters who have requested absentee ballots for November 2020 election as of 6/1/2020	520 (not including Perms)
# of FTEs regularly engaged in election administration	5
# of polling locations regularly utilized	14
# of poll workers regularly engaged on election day	160-270
Total 2020 budget for all elections	$409,529

Part 2: Data Specific to the <u>April 2020 Election</u> in your Municipality

# of voters who requested absentee ballots	11,615
# of voters who returned absentee ballots by deadline	9,938
# of absentee ballots successfully cast	9,570
Estimated % of absentee requests not able to be fulfilled due to lack of/insufficient photo ID	Hundreds
# of absentee ballots rejected due to incomplete certification	368
# of new voter registrants between Feb 1 - April 6, 2020 (not EDR)	1,627
# of voters who successfully completed EDR	448
Estimated % of absentee ballots returned by secure drop-box or drop-off	Estimated 800
# of secure drop-boxes used	1
# of early voting sites	1
# of days of early voting	13
# of voters who voted in-person early absentee	1,543
If applicable, # who voted in-person early by site and # of early voting sites	N/A
Did your municipality utilize drive-thru (“curbside”) voting on Election Day? (yes or no, and if yes, provide estimated # of voters who utilized this option)	Yes, almost all
Did your municipality utilize drive-thru (“curbside”) voting for in-person early voting? (yes or no, and if yes, provide estimated # of voters who utilized this option)	Yes, cannot differentiate
# of additional staff who assisted with election-related efforts	Roughly 20
# of polling locations stood up on Election Day	14
$ amount spent on PPE for all April election-related efforts	Unavailable
# of poll workers utilized	195
# or % of poll workers who had never worked an election before	140

Part 3: Planning & Needs for August & November 2020 Elections

These questions are more qualitative - please feel free to add additional brief commentary or explanation as Necessary. Please provide your most accurate estimates but don't be constrained by current budget realities. Imagine the most robust effort(s) you municipality wants to engage in this year and provide your best available cost and staffing estimates to make that effort a success. Wherever possible, please detail the expected impacts on your planned activities on voters.

Absentee, Vote by Mail:

1. Does your municipality have a goal for how many/what percent of your voters you would like to vote absentee by mail in August and November 2020? If yes, what is that #/%?
   In August I would like to see a 35% voter turnout, and it would be great if 20% of the total would vote by mail.
   In November I would like to see a 95% turnout, and it would be great if 65% of the total would vote by mail.

2. Is your municipality planning to mail all registered or eligible voters absentee ballot request forms (if the WEC does not do so)? If so, please describe your plan - for example, are you planning to mail to all households? Just registered voters? Just voters with photo IDs on file? Are you planning this for both August and November or just November? Please describe your plan and your estimated costs for these mailings.
   The City of Racine does intend to mail absentee ballot requests. There are three different breakdowns depending on funding options.
   A. **Mail everyone with a photo ID on file an easy in house created absentee ballot request. (Cost roughly $9,000)**
   B. **Mail all registered voters absentee ballot requests with seperate flyers on how to submit a photo ID (by mail, email,or text message). (Cost roughly $40,000)**
   C. **Mail every tax address directions on how to request an absentee ballot and submit photo ID. (Cost roughly $20,000)**

3. How many secure drop-boxes would you like to have for the August and November 2020 elections for voters to be able to most easily return absentee ballots, and what is the estimated cost for that # of drop-boxes?
   I would like to have 4 drop boxes for absentee ballots, we currently have one. I would estimate the cost for 3 additional drop boxes would cost roughly $8,000.

4. Describe what additional staffing your municipality would need to process a higher number/percentage of absentee ballots, and provide an estimated cost for those additional staff hours.
   In order to process absentee ballots in April the City of Racine needed an additional five (5) full time employees per day. I anticipate the increase in requests from the mailer, and with November already being a high turnout Election I anticipate we need an additional seven (7) full time employees per day. Seven employees per day for four weeks prior to the August Election and seven weeks prior to the November Election, eight hours each day, at roughly $15.00 and hour will cost roughly $16,800 in August, and $29,400 in November.

5. What outreach would you like to do to inform voters about how to correctly fill out their absentee ballot application & envelope and comply with photo ID & witness signature requirements? (i.e. mailings - in more than one language? Website updates? Advertising? Paid social media posts? Phone calls from staff to assist voters? etc.) Describe the voter education/outreach efforts you'd like to engage in and provide an estimated cost.
   I would like to engage in a social media outreach campaign. This should include facebook, instagram, and snapchat advertisements. The campaign would involve hiring a communication firm to help reach specific areas within the City. Advertisements should be included in english and spanish. (Cost estimate roughly $80,000)

6. What would you like to do to assist absentee voters with compliance with the photo ID requirement, and what is needed cost-wise to accomplish this?
   I would like to have a group of trained Voter Ambassadors who would travel around the City on different days of the week and set up at community centers to reach more of the community. I think by connecting with the neighborhoods it allows for transparency and access to the type of assistance needed which can vary from area to area within the City. Training would be the hardest part of putting together the Voter Ambassadors and would require staff time and in depth training (Cost estimate roughly $3,000 in staff time, $4,000 in supplies)

7. What other activities or efforts would your municipality like to engage in to expand absentee voting in the remaining 2020 elections, and what resources (including but not limited to staffing, postage, printing, copying, training, advertising, signage, translation, etc. etc.) do you need to accomplish that?
   I would like to rent a billboard on the South side of the City of Racine. I think reaching out to the community that speaks a second language could help increase our voter outreach and result in more registered and educated voters. As well as the Voter Ambassadors, and communication firm mentioned above.

<u>Curbside/Drive-Thru Voting:</u>

1. If your municipality utilized drive-thru voting in April 2020, provide a little more detail about how it was utilized, how much it cost to implement, and how many voters voted in this way. (i.e. did you use it for in-person early voting? On Election Day?) What, generally, was the community's response to curbside voting?
   The City of Racine did curbside voting as an option for early voting as well as a hybrid Election day option for voters who felt anxiety amidst COVID-19. The city received lots of positive feedback surrounding the method and I would like to continue while COVID-19 remains a health concern throughout the City. (Cost estimate roughly $30,000-$40,000). Main costs will include PPE, Tents, supplies, staff, and training.

2. Does your municipality plan to use drive-thru ("Curbside") voting in the August and or November 2020 elections? Why or why not? If yes, please provide some detail of your plan to utilize drive-thru voting in either of those upcoming elections and provide estimates of your staffing and budget needs for robust drive-thru voting in your municipality (including PPE, signage, publicity,

advertising, tents, supplies for poll workers, poll worker training, and any other costs you would incur.)
Funds pending we would like to continue to use the same drive through curbside voting we used in April. However, more training and poll worker recruitment will be necessary.

Early Voting Sites & Expanded Hours Early-Voting:

1. Does your municipality have a goal for how many/what % of voters you would like to vote early in August and November?
   August 700 in office early absentee votes
   November 2,000 early absentee votes

2. How many early voting locations would you like to stand-up for August and November elections and for how many days prior to the election? Where will they be and why those locations? Please describe your ideal early voting plan for the remaining 2020 elections and estimated costs and staffing needs, including staffing costs, publicity, materials for each location, signage, PPE, processing costs for your office, etc.
   August 3 satellite locations for 1 week prior to the Election/ Clerks Office 2 weeks
   November 4 satellite locations 1 week prior to the Election/ Clerks Office 6 weeks

3. Would you like to be able to offer weekend and evening hours for early voting in 2020? If so, please detail how many hours of weekend and evening voting hours you would like to offer for the remaining 2020 elections and detail the costs and staffing needs associated with offering those evening & weekend early voting opportunities, making sure to include specifics on how staffing costs, publicity, signage, materials for each location, and processing costs for your office of those ballots cast early.
   The 2 Saturdays prior to the Election I would like to have all of the satellite locations available for a half day.
   The library and mall locations would be open until 8PM the week prior to the Election.
   Cost:
   One time setup fee per location would cost roughly $1,500 for office supplies, $10,000 for laptops and dymo printers, $1,100 training, and $2,000 signage.

   Each Saturday would additionally cost roughly $1,300 per location. 5 locations for one Saturday would cost roughly $6,500. 5 locations for two Saturdays would cost roughly $13,000.

   Each location would additionally cost roughly $2,200 per week. 2 locations would cost roughly $4,400.

   Total equals roughly $32,000

4. What other ways/activities would your municipality like to pursue in the remaining 2020 elections to expand early voting, and what resources do you need to accomplish those plans? (including, but not limited to, staffing, printing, postage, signage, translation, advertising, processing, training, etc.)

Training. Most of the concern around early voting in the City is lack of qualified Election Officials who would like to take on the task of training and performing early voting. It would greatly help us expand early voting days, hours, and locations if we could put funds into training and feel confident that each location has trained and trusted Chief Election Officials ready to answer any questions. Recruiting and training Election Officials will allow us to open more locations. I anticipate a communication firm being able to help in the recruitment process. Recruitment and training will cost roughly $30,000 in campaigns and includes hourly wage for those being trained, which entails roughly 10 hours of training. Additional costs for expansion of weekly, weekend, and evening early absentee hours are listed above.

In addition to the funding question 3 the following resources would be helpful to our effort.
Stickers "I Voted Early"- roughly $1,300
"I Voted Early" Selfie Booth- roughly $500 each (total $2,500)

Equity & Voter Outreach, Particularly to Communities of Color:

1. What specific outreach would your municipality like to do for the remaining 2020 elections to reach voters of color, including Spanish-speaking voters? Please describe the outreach you'd like to do to reach these voters (i.e. informational mailings, billboards, radio or print advertisements, social media advertisements, phone calls specifically about photo ID, text messages, virtual events, etc. etc.), what impact you think it might have on voter turnout, and provide estimated costs.
   Billboards, voter ambassadors, and social media outreach. I believe this will greatly increase our number of early voters, especially new registered voters. Estimated cost is already listed above with billboards, voter ambassadors, and a communication firm for social media outreach.

2. Do you plan on getting ballots in different languages, and if so, which languages? What is the estimated number of ballots you would print in languages other than English and what is the estimated cost?
   While there are no current plans to get ballots in different languages I know our ICE machines are capable of reading multiple languages the restriction is mainly around the ability to fund the printing and administering the ballots. Working in conjunction with the County Clerk to print the programmed ballots would also be required. I would like to have 20 ballots in spanish for each of our 36 wards. Estimated cost of roughly $6,000.

3. Did your municipality conduct an equity analysis of the April 2020 election? If so, what did the analysis indicate about how/if the COVID-19 pandemic affected different voting populations. (Share key findings, areas of concern, areas of encouragement, etc.) If your municipality did not conduct such an analysis, does the Clerk and Clerk's staff have general comments or observations about which demographic(s) of voters were impacted by the COVID-19 pandemic and how?
   I believe the pandemic directly affected the elderly and those over 65 years of age. I believe their ability and lack of education surrounding technology as well as limited access to the polls drastically affected their ability to receive a ballot.

4. What other activities would your municipality like to engage in to ensure that historically disenfranchised communities within your municipality are able to cast ballots in the remaining elections of 2020, and what resources would you need to accomplish those efforts/activities? (including, but not limited to, printing, postage, staffing, translation, advertising, processing, training, etc.)
   Many people believe that if you have ever received a felony charge you cannot vote. This is simply not true. I would like to do outreach to inform those with criminal records how to see if they are now eligible to vote. I would like a youtube video filmed, edited, and posted to the City's website. I think the Voter Ambassadors mentioned will also help disenfranchised communities to come, ask questions, and get real live answers from experts. I would also back what I said before, reaching out on social media will help us to reach more people throughout the community. Most supplies are already located in house, and if a communication firm is already brought on to help get the video out to social media I would anticipate a cost of about $2,000.

5. What social media platforms do you intend to use for voter outreach? Do you intend to hire additional staff or communication specialists firms to assist with this outreach? If resources were available, what social media efforts would your municipality engage in for the remaining 2020 elections and what is your estimate of costs needed for that effort?
   I intend on using facebook, instagram, and snapchat for outreach and utilize a communication firm to assist in reaching specific communities within the City limits.

6. What other voter outreach would your municipality like to engage in for the remaining 2020 elections? (i.e. radio/print advertising, direct mail to all households, direct mail to all registered voters, billboards, direct text messages, virtual town halls, etc.) Please provide detail on the outreach you'd like to conduct, including the kind of messaging and targeting you'd like to include, and the estimated costs.
   Radio ads (10 ads at $100 each= $1,000), social media platforms (roughly $10,000), billboards (roughly $5,000), and possibly filmed videos for high school students in history/government classes (roughly $500).

Poll Worker Recruitment, Training & Safety:

1. To fully staff all of your desired polling locations on Election Day for both August and November 2020, how many poll workers do you need to hire? What is the estimated cost of that full poll worker staffing? Please be as specific as possible - i.e. how many chiefs do you need per location, how many poll workers per location, how many new election officials will be needed overall?
   August - roughly 160 ($37,600 built in $100 hazard pay to help recuit Election Officials during COVID)
   November - roughly 300 ($70,500)
   1 Chief per ward = 36 Chiefs ($9,900)
   Poll workers vary per location depending on the number of registered voters.

2. Describe your ideal poll worker recruitment effort for the remaining 2020 elections and provide an estimated cost for that recruitment effort.

Radio ads (10 ads at $100 each= $1,000), social media platforms (roughly $10,000), billboards (roughly $5,000), and possibly filmed videos for high school students in history/government classes (roughly $500).

3. Describe the training you will need to provide to new poll workers for the remaining 2020 elections and provide an estimated cost for that training, including staff time, copying costs, website updates, etc.
   WisVote training (roughly 8 hours) for anyone working early absentee voting.
   Video, online quiz, and packets for Election Officials, will need to use the communication firm to assist in creation. (Estimated Cost $20,000)

4. What additional activities would your municipality like to engage in for the remaining 2020 elections related to poll worker recruitment, training, and safety and what are the estimated costs for those efforts?
   PPE Video filmed by a health professional around COVID-19, estimated cost $2,000.

Election Days in August & November 2020:

1. Assuming that Wisconsin is still in the midst of the COVID-19 pandemic during the August and November elections, please detail the PPE you will need for election day and the estimated costs.
   Each ward (36 in the City of Racine) should have the following PPE:
   20 surgical masks
   2 bottles of lysol
   2 rolls of paper towels
   3 bottles of cleaning supplies
   Separate pen for each voter
   Painters tape
   Signs about protocol
   100 latex gloves
   Hand Sanatizer
   Googles
   Safety Vests
   (Estimated Cost $8,000 per Election for all supplied to be purchased for all 36 wards)

2. How many election day polling locations would your municipality like to stand up on those 2 election days, if poll workers and PPE were procured? Please distinguish between August and November.
   14 locations for each Election, we did not reduce the locations in April and I intend on leaving it that way for August and November.

3. Would your municipality need additional resources for EDR on these Election Days, given social distancing, PPE, and potentially drive-thru voting? What resources would you need to have to enable robust EDR of voters at polling locations in August and November? (For example, do you need to design and print new handouts that describe EDR documentation/verification? Do you need to develop new large signage instructing voters on EDR - in multiple languages?)
   We will need large signs printed (English and Spanish) (Cost Estimate $3,000), team of trained EDR Specialist for each location (roughly $200 training expense, $15 hourly, and $1,000 office supplies), ipads with cellular signal to verify someone voter registration status (Roughly $1,000 per ipad and $50 per month for cellular signal), directions for EDR specialists(roughly $200 office supplies)).

4. Does your municipality plan to utilize electronic poll books for August and November elections? Do you have enough electronic poll books to use them at all desired election day polling locations? Detail how many new electronic poll books you would like to have for these remaining elections and all associated costs - including staff training, maintenance, security, etc. - for those electronic poll books.
   We will need roughly $85,000 for 40 more Badger Books. This will bring the entire City of Racine onto electronic poll books.

5. What additional activities would your municipality like to do for the August & November election days to ensure safe, secure, and fair elections, and what are the estimated costs for those additional activities?
   The City really needs to invest in poll worker recruitment and training. I estimate the cost would be included in many costs listed above. Our setback in having more early voting locations and hours is directly affected by our ability to hire and train election officials.

Other:

1. Please add any other activities that, if resources were available, your municipality would like to conduct in relation to the August & November 2020 elections to ensure that they are safe, inclusive, secure, and fair. Please include cost estimates for each of those activities.
   Host a drive through Voter Registration Day in the City of Racine. We would setup City Hall with a curbside day to come get registered and ask questions with the clerk staff. I would estimate a tent would be needed to host the event if it rained and some street closures. (Estimated cost $5,000)

CENTER FOR
TECH AND
CIVIC LIFE

July 24, 2020

City of Milwaukee

Dear Director Mahan,

I am pleased to inform you that the Center for Tech and Civic Life ("CTCL") has decided to award a grant to the City of Milwaukee Community Development Grant Administration to support the work of the City of Milwaukee.

The following is a description of the grant:

AMOUNT OF GRANT: Two million, one hundred fifty-four thousand, five hundred US dollars (USD $2,154,500).

PURPOSE: The grant funds must be used exclusively for the public purpose of planning and operationalizing safe and secure election administration in the City of Milwaukee in accordance with the Wisconsin Safe Voting Plan 2020 ("Appendix").

Before we transmit these funds, we ask that you sign this agreement promising to use the grant funds in compliance with United States tax laws. Specifically, by signing this letter you agree to the following:

1. The City of Milwaukee is a U.S., state, or local government unit or political subdivision in the meaning of 26 USC 170(c)(1).

2. This grant shall be used only for the public purpose described above, and for no other purposes.

3. The City of Milwaukee shall not use any part of this grant to give a grant to another organization unless CTCL agrees to the specific sub-recipient in advance, in writing.

4. The City of Milwaukee has produced a plan for safe and secure election administration in 2020, including an assessment of election administration needs, budget estimates for such assessment, and an assessment of the impact of the plan on voters. This plan is attached to this agreement as an Appendix. The City shall expend the amount of this grant for purposes contained in this plan by December 31, 2020.

5. This grant is intended to support and shall be used solely to fund the activities and purposes described in the plan produced pursuant to paragraph 4.

6. The City of Milwaukee shall produce a report documenting how this grant has been expended in support of the Appendix. This report shall be provided to CTCL by January 31, 2021.

7. The City of Milwaukee shall not reduce the budget of the City of Milwaukee Election Commission ("the Commission") or fail to appropriate or provide previously budgeted funds to the Commission for the term of this grant. Any amount reduced or not provided in contravention of this paragraph shall be repaid to CTCL up to the total amount of this grant.

8. CTCL may discontinue, modify, withhold part of, or ask for the return of all or part of the grant funds if it determines, in its sole judgment, that (a) any of the above conditions have not been met or (b) it must do so to comply with applicable laws or regulations.

9. The grant project period of June 15, 2020 through December 31, 2020 represents the dates between which covered costs may be applied to the grant.

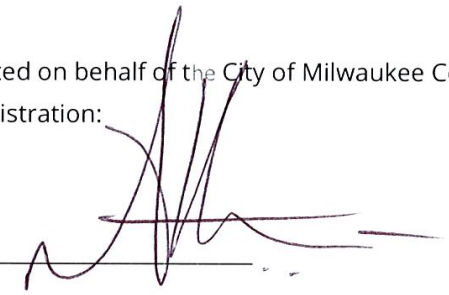
Your acceptance of these agreements should be indicated below. Please have an authorized representative of The City of Milwaukee Community Development Grant Administration sign below, and return a scanned copy of this letter to us by email at grants@techandciviclife.org

On behalf of CTCL, I extend my best wishes in your work.

Sincerely,

Tiana Epps Johnson
Executive Director
Center for Tech and Civic Life

Accepted on behalf of the City of Milwaukee Community Development Grant Administration:

By: 

Title: Director

Date: 07/29/2020

APPENDIX: Wisconsin Safe Voting Plan 2020 Submitted to the Center for Tech & Civic Life June 15, 2020

CENTER FOR
TECH AND
CIVIC LIFE

July 24, 2020

City of Madison

Dear Mayor Rhodes-Conway,

I am pleased to inform you that the Center for Tech and Civic Life ("CTCL") has decided to award a grant to support the work of the City of Madison.

The following is a description of the grant:

AMOUNT OF GRANT: One million, two hundred seventy-one thousand, seven hundred eighty-eight US dollars (USD $1,271,788.00).

PURPOSE: The grant funds must be used exclusively for the public purpose of planning and operationalizing safe and secure election administration in the City of Madison in accordance with the Wisconsin Safe Voting Plan 2020 ("Appendix").

Before we transmit these funds, we ask that you sign this agreement promising to use the grant funds in compliance with United States tax laws. Specifically, by signing this letter you agree to the following:

1. The City of Madison is a U.S., state, or local government unit or political subdivision in the meaning of 26 USC 170(c)(1).

2. This grant shall be used only for the public purpose described above, and for no other purpose.

3. The City of Madison shall not use any part of this grant to give a grant to another organization unless CTCL agrees to the specific sub-recipient in advance, in writing.

4. The City of Madison has produced a plan for safe and secure election administration in 2020, including an assessment of election administration needs, budget estimates for such assessment, and an assessment of the impact of the plan on voters. This plan is attached to this agreement as an Appendix. The City shall expend the amount of this grant for purposes contained in this plan by December 31, 2020.

5. This grant is intended to support and shall be used solely to fund the activities and purposes described in the plan produced pursuant to paragraph 4.

6. The City of Madison shall produce a report documenting how this grant has been expended in support of the Appendix. This report shall be provided to CTCL by January 31, 2021.

7. The City of Madison shall not reduce or otherwise modify planned municipal spending on 2020 elections, including the budget of the City Clerk of Madison ("the Clerk") or fail to appropriate or provide previously budgeted funds to the Commission for the term of this grant. Any amount reduced or not provided in contravention of this paragraph shall be repaid to CTCL up to the total amount of this grant.

8. CTCL may discontinue, modify, withhold part of, or ask for the return of all or part of the grant funds if it determines, in its sole judgment, that (a) any of the above conditions have not been met or (b) it must do so to comply with applicable laws or regulations.

9. The grant project period of June 15, 2020 through December 31, 2020 represents the dates between which covered costs may be applied to the grant.

10. In the performance of work under this contract, CTCL agrees not to discriminate against any employee or applicant for employment because of race, religion, marital status, age, color, sex, handicap, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, physical appearance, sexual orientation, gender identity, political beliefs or student status. CTCL further agrees not to discriminate against any subcontractor or person who offers to subcontract on this contract because of race, religion, color, age, disability, sex, sexual orientation, gender identity or national origin.

Your acceptance of these agreements should be indicated below. Please have an authorized representative of The City of Madison sign below, and return a scanned copy of this letter to us by email at grants@techandciviclife.org

On behalf of CTCL, I extend my best wishes in your work.

Sincerely,

Tiana Epps Johnson
Executive Director
Center for Tech and Civic Life

Accepted on behalf of the City of Madison:

By: _____

Title: SATYA RHODES-CONWAY, MAYOR

Date: 7-27-2020

APPENDIX: Wisconsin Safe Voting Plan 2020 Submitted to the Center for Tech & Civic Life
June 15, 2020

CENTER FOR
TECH AND
CIVIC LIFE

July 24, 2020

City of Kenosha

Dear Mayor Antaramian,

I am pleased to inform you that the Center for Tech and Civic Life ("CTCL") has decided to award a grant to support the work of the City of Kenosha.

The following is a description of the grant:

AMOUNT OF GRANT: Eight hundred sixty-two thousand, seven hundred seventy nine US dollars (USD $862,779.00).

PURPOSE: The grant funds must be used exclusively for the public purpose of planning and operationalizing safe and secure election administration in the City of Kenosha in accordance with the Wisconsin Safe Voting Plan 2020 ("Appendix").

Before we transmit these funds, we ask that you sign this agreement promising to use the grant funds in compliance with United States tax laws. Specifically, by signing this letter you agree to the following:

1. The City of Kenosha is a U.S., state, or local government unit or political subdivision in the meaning of 26 USC 170(c)(1).

2. This grant shall be used *only* for the public purpose described above, and for no other purposes.

3. The City of Kenosha shall not use any part of this grant to give a grant to another organization unless CTCL agrees to the specific sub-recipient in advance, in writing.

4. The City of Kenosha has produced a plan for safe and secure election administration in 2020, including an assessment of election administration needs, budget estimates for such assessment, and an assessment of the impact of the plan on voters. This plan is attached to this agreement as an Appendix. The City shall expend the amount of this grant for purposes contained in this plan by December 31, 2020.

5. This grant is intended to support and shall be used solely to fund the activities and purposes described in the plan produced pursuant to paragraph 4.

6. The City of Kenosha shall produce a report documenting how this grant has been expended in support of the Appendix. This report shall be provided to CTCL by January 31, 2021.

7. The City of Kenosha shall not reduce or otherwise modify planned municipal spending on 2020 elections, including the budget of the City Clerk of Kenosha ("the Clerk") or fail to appropriate or provide previously budgeted funds to the Clerk for the term of this grant. Any amount reduced or not provided in contravention of this paragraph shall be repaid to CTCL up to the total amount of this grant.

8. CTCL may discontinue, modify, withhold part of, or ask for the return of all or part of the grant funds if it determines, in its sole judgment, that (a) any of the above conditions have not been met or (b) it must do so to comply with applicable laws or regulations.

9. The grant project period of June 15, 2020 through December 31, 2020 represents the dates between which covered costs may be applied to the grant.

Your acceptance of these agreements should be indicated below. Please have an authorized representative of The City of Kenosha sign below, and return a scanned copy of this letter to us by email at grants@techandciviclife.org

On behalf of CTCL, I extend my best wishes in your work.

Sincerely,

Tiana Epps Johnson
Executive Director
Center for Tech and Civic Life

Accepted on behalf of the City of Kenosha:

By: _____

Title: _____

Date:_____

APPENDIX: Wisconsin Safe Voting Plan 2020 Submitted to the Center for Tech & Civic Life June 15, 2020

July 24, 2020

City of Green Bay

Dear Mayor Genrich,

I am pleased to inform you that the Center for Tech and Civic Life ("CTCL") has decided to award a grant to support the work of the City of Green Bay.

The following is a description of the grant:

AMOUNT OF GRANT: One million, ninety-three thousand, four hundred US dollars (USD $ 1,093,400.00).

PURPOSE: The grant funds must be used exclusively for the public purpose of planning and operationalizing safe and secure election administration in the City of Green Bay in accordance with the Wisconsin Safe Voting Plan 2020 ("Appendix").

Before we transmit these funds, we ask that you sign this agreement promising to use the grant funds in compliance with United States tax laws. Specifically, by signing this letter you agree to the following:

1. The City of Green Bay is a U.S., state, or local government unit or political subdivision in the meaning of 26 USC 170(c)(1).

2. This grant shall be used only for the public purpose described above, and for no other purposes.

3. The City of Green Bay shall not use any part of this grant to give a grant to another organization unless CTCL agrees to the specific sub-recipient in advance, in writing.

4. The City of Green Bay has produced a plan for safe and secure election administration in 2020, including an assessment of election administration needs, budget estimates for such assessment, and an assessment of the impact of the plan on voters. This plan is attached to this agreement as an Appendix. The City shall expend the amount of this grant for purposes contained in this plan by December 31, 2020.

5. This grant is intended to support and shall be used solely to fund the activities and purposes described in the plan produced pursuant to paragraph 4.

6. The City of Green Bay shall produce a report documenting how this grant has been expended in support of the Appendix. This report shall be provided to CTCL by January 31, 2021.

7. The City of Green Bay shall not reduce or otherwise modify planned municipal spending on 2020 elections, including the budget of the City Clerk of Green Bay ("the Clerk") or fail to appropriate or provide previously budgeted funds to the Clerk for the term of this grant. Any amount reduced or not provided in contravention of this paragraph shall be repaid to CTCL up to the total amount of this grant.

8. CTCL may discontinue, modify, withhold part of, or ask for the return of all or part of the grant funds if it determines, in its sole judgment, that (a) any of the above conditions have not been met or (b) it must do so to comply with applicable laws or regulations.

9. The grant project period of June 15, 2020 through December 31, 2020 represents the dates between which covered costs may be applied to the grant.

Your acceptance of these agreements should be indicated below. Please have an authorized representative of The City of Green Bay sign below, and return a scanned copy of this letter to us by email at grants@techandciviclife.org

On behalf of CTCL, I extend my best wishes in your work.

Sincerely,

Tiana Epps Johnson
Executive Director
Center for Tech and Civic Life

Accepted on behalf of the City of Green Bay:

By: _____

Title: _____

Date:_____

APPENDIX: Wisconsin Safe Voting Plan 2020 Submitted to the Center for Tech & Civic Life June 15, 2020

CITY OF RACINE

By: _____

Title: _____

Date: _____

$10K for contributing our ideas as we aren't clear what it takes to go through that process and what scrutiny might be involved. Maribeth – I saw you mention that you spent most of the weekend on it. I hope that doesn't mean it took much longer than they anticipated it would take. I also encourage you to focus only on what we would find valuable, and feel free to skip questions if you don't find them of potential value to Madison. I hope I am not too late in saying this….
In the Mayor's Office, the Mayor and Mary can also speak to this but also feel free to text or call me this week [redacted] because I know they are busy and I told them I would continue to stay connected to this issue during my week away from the office.
Thank you,
Christie

From: Witzel-Behl, Maribeth
Sent: Monday, June 8, 2020 9:41 AM
To: Larsen, Laura ; Baumel, Christie
Cc: Mabrey, Stephanie
Subject: Re: Center for Tech and Civic Life: Election Cost Grant

The City of Racine has been working with our Mayor's Office. I will reach out to them, but they will not know who I am.
- Maribeth

From: Larsen, Laura
Sent: Monday, June 8, 2020 9:38 AM
To: Witzel-Behl, Maribeth; Baumel, Christie
Cc: Mabrey, Stephanie
Subject: RE: Center for Tech and Civic Life: Election Cost Grant

It is in the interest of the City to have more details about the terms of the grant, the potential amount we could receive, and how this interacts with CARES Act funding prior to making a decision about how to proceed. Can you follow up with your contact in Racine to get more information to help us analyze these items?

From: Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com>
Sent: Monday, June 08, 2020 9:37 AM
To: Larsen, Laura <LLarsen@cityofmadison.com>; Baumel, Christie <CBaumel@cityofmadison.com>
Cc: Mabrey, Stephanie <SMabrey@cityofmadison.com>
Subject: Re: Center for Tech and Civic Life: Election Cost Grant

I have no information about the grant itself. I just have a list of questions to answer for the City of Racine.

# of Registered Voters in the Municipality as of 6/1/2020
# of Estimated Eligible Voters in the Municipality
# of voters on permanent absentee ballot list prior to 2/18/2020
# of registered voters with sufficient photo ID on file as of 6/1/2020
# of voters on permanent absentee ballot list as of 4/7/2020
# of voters who have requested absentee ballots for August 2020 election as of 6/1/2020

From:	Baumel, Christie
To:	Witzel-Behl, Maribeth
Subject:	Re: Center for Tech and Civic Life: Election Cost Grant
Date:	Wednesday, June 10, 2020 5:15:16 AM

Thanks, Maribeth. Since it's an online questionnaire, I assume, Vicky has access to it. Does she know it's complete? I want to send an fyi to the Mayor and Mary as well.

Thank you!

From: Witzel-Behl, Maribeth
Sent: Tuesday, June 9, 2020 8:39 PM
To: Baumel, Christie
Subject: Re: Center for Tech and Civic Life: Election Cost Grant
Hi, Christie.

I talked to Vicky today and finished filling out the questionnaire. She explained that we are not committing to anything, and that I should just answer the questions to indicate what my dreams would be if we had another $1 million for voter outreach and the fall elections. I was able to use a lot of requests from the equity analysis, and she understands that the questionnaire does not reflect the full equity analysis.

- Maribeth

From: Baumel, Christie
Sent: Tuesday, June 9, 2020 10:08 AM
To: Witzel-Behl, Maribeth; Larsen, Laura
Cc: Mabrey, Stephanie
Subject: RE: Center for Tech and Civic Life: Election Cost Grant
Hi All,
I just left phone messages for Maribeth and Laura to explain what I know in more detail. My understanding is that this is a small planning grant that Racine received from the Center for Tech & Civic Life to produce, by June 15th, a proposal for safe and secure election administration, according to the needs identified by the five largest municipalities. In other words, this information informs the Center for Tec & Civic Life in their consideration of where and how to support complete, safe, secure elections in Wisconsin.
The Mayor thought it was worth contributing our ideas of what is needed, but has no pre-conceived notions of what comes next. I also think it's worth confirming with her whether she wants to receive $10K for contributing our ideas as we aren't clear what it takes to go through that process and what scrutiny might be involved. Maribeth – I saw you mention that you spent most of the weekend on it. I hope that doesn't mean it took much longer than they anticipated it would take. I also encourage you to focus only on what we would find valuable, and feel free to skip questions if you don't find them of potential value to Madison. I hope I am not too late in saying this….
In the Mayor's Office, the Mayor and Mary can also speak to this but also feel free to text or call me

Woodall-Vogg, Claire

From: Selkowe, Vicky <Vicky.Selkowe@cityofracine.org>
Sent: Wednesday, June 10, 2020 10:25 PM
To: Albrecht, Neil; Woodall-Vogg, Claire; Coolidge, Tara; Celestine Jeffreys; Witzel-Behl, Maribeth; Michelle Nelson
Subject: one additional question for elections project

All - Thank you all for your prompt response to the numerous questions we've posed about your municipality's upcoming election needs and plans. Your responses have given me so much to work with as I prepare our comprehensive plan. Our national funding partner, the Center for Tech & Civic Life, has one additional question area they'd like answered:

What steps can you take to update registered voters' addresses before November? What steps can you take to register new voters? How much would each cost?

Could you each please email me your response to these questions? (Don't worry about putting your response into your city's google doc, I'll handle that.)

Thank you!
Vicky

******

Vicky Selkowe
Manager, Strategic Initiatives & Community Partnerships
Office of Mayor Cory Mason
City of Racine
Direct: 262-636-9286
Cell: 262-598-6580
vicky.selkowe@cityofracine.org

From: Franklin, Craig
To: Witzel-Behl, Maribeth
Cc: Mabrey, Stephanie
Subject: FW: $10,000
Date: Tuesday, July 28, 2020 11:36:46 AM

Maribeth, This has been sorted. You can drop off the check with a note to use charge code 13023. Thanks and sorry for the delay.

From: Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com>
Sent: Friday, July 17, 2020 3:38 PM
To: Franklin, Craig <CFranklin@cityofmadison.com>
Subject: RE: $10,000

This $10,000 is a private grant from the Center for Tech & Civic Life.

From: Franklin, Craig <CFranklin@cityofmadison.com>
Sent: Friday, July 17, 2020 2:44 PM
To: Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com>
Subject: RE: $10,000

Steph, Is this Federal or State funds that subject to Federal and State Assistance Audit?

From: Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com>
Sent: Friday, July 17, 2020 12:48 PM
To: Mabrey, Stephanie <SMabrey@cityofmadison.com>; Lund, Thomas <TLund@cityofmadison.com>
Cc: Franklin, Craig <CFranklin@cityofmadison.com>
Subject: Re: $10,000

Good morning.

The check arrived last week. It is sitting in our vault until the Mayor signs the proceedings.

Should we have the Treasurer's Office code it a certain way?

Thank you!

- Maribeth

From: Mabrey, Stephanie
Sent: Friday, July 17, 2020 8:46 AM
To: Witzel-Behl, Maribeth; Lund, Thomas
Cc: Franklin, Craig
Subject: RE: $10,000

Hi everyone,

The minutes haven't been posted yet, but I believe they adopted this under suspension of rules on 7/14. I'm not sure what next steps for receiving a check look like, but those can be followed!

Thanks,

Steph

From: Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com>
Sent: Monday, July 13, 2020 3:54 PM
To: Lund, Thomas <TLund@cityofmadison.com>
Cc: Mabrey, Stephanie <SMabrey@cityofmadison.com>; Franklin, Craig <CFranklin@cityofmadison.com>

Subject: RE: $10,000

Let's check with Steph Mabrey and Craig Franklin. Common Council has yet to formally accept the $10,000.

From: Lund, Thomas <TLund@cityofmadison.com>
Sent: Monday, July 13, 2020 3:48 PM
To: Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com>
Subject: $10,000

Hello,
We just received a check, made out to us, for $10,000 from Racine as part of our grant. What shall I do with it?
Thanks,
-Thomas

Thomas Lund
City Clerk's Office, Room 103
210 Martin Luther King Jr Blvd
Madison, WI 53703
We Exist to Assist

From:	Witzel-Behl, Maribeth
To:	McClain, Maggie
Subject:	RE: Equity Analysis Payments
Date:	Saturday, August 1, 2020 3:28:25 PM
Attachments:	RE Election Planning Grant Writ[redacted]mation from Other Cities .msg RE Election Planning Grant Writ[redacted]mation from Other Cities .msg

Hi, Maggie.

Here are the relevant e-mail messages. Thank you!

From: McClain, Maggie <MMcClain@cityofmadison.com>
Sent: Saturday, August 1, 2020 3:13 PM
To: Witzel-Behl, Maribeth <MWitzel-Behl@cityofmadison.com>; Haar, Jennifer <JHaar@cityofmadison.com>
Subject: RE: Equity Analysis Payments

Maribeth, is there an approval email/letter giving the go-ahead for this? Or an okay from CTCL saying the grant funds could be used for this? I need something to attach to the requisition.

Jen, I noticed that the address listed for NAACP of Dane County and Voces de la Frontera are Baltimore and Milwaukee addresses, respectively. Would you be able to reach out to Ernestine and Bianca to see if this indeed is where the checks should be sent? If not, they'll have to fill out a W9.

Thanks!

<< OLE Object: Picture (Device Independent Bitmap) >>

Maggie McClain

Pronouns: she/her/hers

City of Madison Clerk's Office

City-County Building, Room 103

210 Martin Luther King, Jr. Blvd.

Madison, WI 53703

(608) 266-4601

www.cityofmadison.com/clerk

"We exist to assist."

From: Kratowicz, Karalyn
To: "tiana@techandciviclife.org"; "dennis@techandciviclife.org"
Cc: Witzel-Behl, Maribeth
Subject: City of Madison Safe Voting Grant Question re: Budget
Date: Tuesday, September 22, 2020 10:44:37 AM

Hello and Good Morning,

I'm reaching out with a question about the CTCL grant the City of Madison received in partnership with the other four cities in Wisconsin. I'm not sure if either of you are the best contact. Please refer me if need be.
Current expenses under are grant are over in poll worker wages and drop box expenses. However, we are under in tents, ipads/hotspots, and clerk's office overtime. Are we able to move money across our identified categories? If so, is there a specific way you want this reported back to you? Please let me know if you have questions for us.

Thank you,
Kara

>>> The 2020 Census is here! As we practice social distancing, take the opportunity to complete the census now from the comfort of your own home. You can fill it out online at my2020census.gov, by phone, or by mail. <<<

Karalyn (Kara) Kratowicz
Interim Deputy Mayor
City of Madison

210 Martin Luther King Jr. Blvd
Madison, WI 53703
T: 608.266.4030
E: kkratowicz@cityofmadison.com

From: grants@techandciviclife.org
To: Witzel-Behl, Maribeth
Subject: CTCL COVID-19 Response Grant Report Form
Date: Thursday, January 7, 2021 1:58:41 PM

Caution: This email was sent from an external source. Avoid unknown links and attachments.

Hello from the CTCL team,

Congratulations on wrapping up a challenging election cycle and thank you for all your hard work!

For the CTCL COVID-19 Response Grant your office received for the amount totaling $1271788, please fill out your grant report form by January 31st, 2021.

Use your best judgment to decide which categories are the closest fit for your expenses. We made the categories broad so we can get a high-level understanding of how grant funds were spent, but we recognize that the categories aren't exhaustive. If an expense doesn't fit in any category, there is space to describe how you spent those grant funds.

If you have not spent down the entirety of your grant amount, you may request a 6-month grant extension when you fill out the grant report form. You will hear back from us within two weeks. Our goal is to approve all extension requests.

If you have questions, please email help@techandciviclife.org.

Best,

The CTCL team

Woodall-Vogg, Claire

From: Woodall-Vogg, Claire
Sent: Wednesday, November 4, 2020 4:17 AM
To: Ryan Chew
Subject: Re: drama

Lol. I just wanted to wait to say I had been awake for a full 24 hours!

From: Ryan Chew <ryan@electionsgroup.com>
Sent: Wednesday, November 4, 2020 4:07 AM
To: Woodall-Vogg, Claire <cwooda@milwaukee.gov>
Subject: drama

Damn, Claire, you have a flair for drama, delivering just the margin needed at 3:00 am. I bet you had those votes counted at midnight, and just wanted to keep the world waiting!

Ryan Chew
The Elections Group
m: 312 823-3384
ryan@electionsgroup.com

"A republic if you can keep it." - B. Franklin

"Winners always believe they won fairly. The aim of an election official is that losers recognize they lost fairly."

Deanna Debruler

From: Celestine Jeffreys
Sent: Saturday, July 25, 2020 7:55 AM
To: 'Dennis Granados'
Subject: RE: Center for Tech and Civic Life - Revised Grant Agreement, Green Bay

Follow Up Flag: Follow up
Flag Status: Completed

Looks great, thanks Dennis!!

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

From: Dennis Granados [mailto:dennis@techandciviclife.org]
Sent: Friday, July 24, 2020 7:29 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: Center for Tech and Civic Life - Revised Grant Agreement, Green Bay

Hi Celestine,

Please find attached the revised grant agreement for review and signature. Please note that we made a few edits to clean up language, but this did not change the substance of the agreement, unless an update was requested. If you have any concerns please let me know.

In addition, we also updated Section 7 for clarity to the following (changes highlighted in bold):

"The City of Green Bay shall not reduce **or otherwise modify planned municipal spending on 2020 elections, including** the budget of the City Clerk of Green Bay ("the Clerk") or fail to appropriate or provide previously budgeted funds to the Clerk for the term of this grant. Any amount reduced or not provided in contravention of this paragraph shall be repaid to CTCL up to the total amount of this grant."

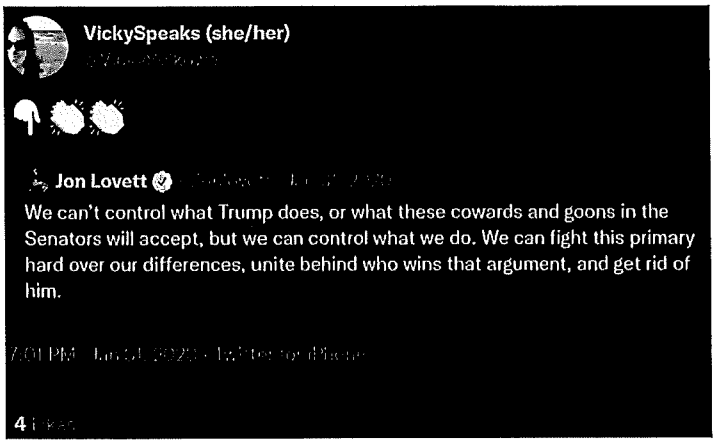
I look forward to receiving the signed agreement. Please let me know if you have any questions/concerns. Have a great weekend!

Regards,

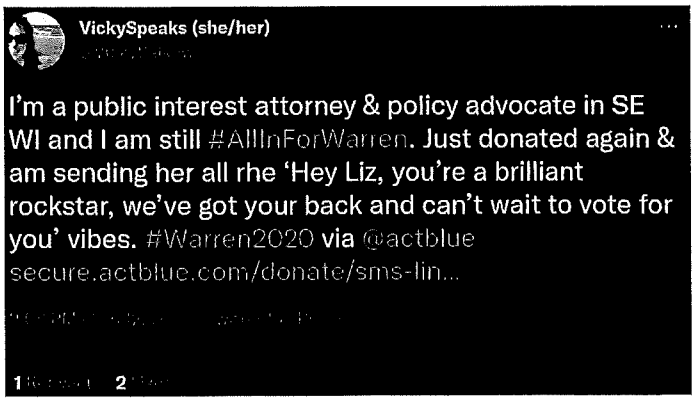
Dennis

--
Dennis Granados
Executive & Development Assistant
techandciviclife.org

VickySpeaks (she/her) on Twitter: "👇🏽👇🏽😱" / Twitter

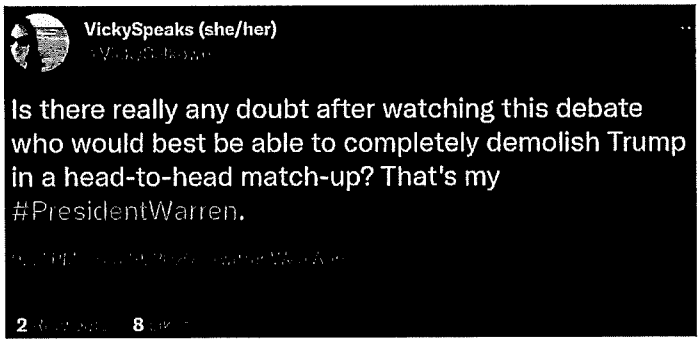


VickySpeaks (she/her) on Twitter: "👇🏽👏🏽👏🏽" / Twitter

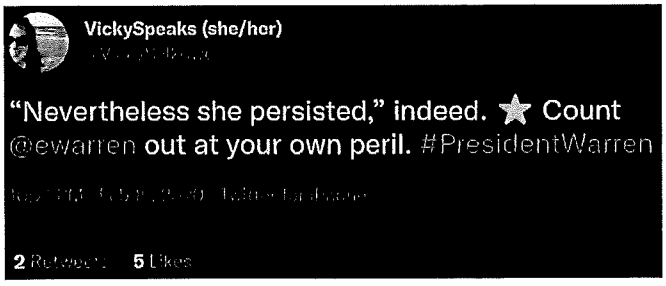


VickySpeaks (she/her) on Twitter: "I'm a public interest attorney & policy advocate in SE WI and I am still #AllInForWarren. Just donated again & am sending her all rhe 'Hey Liz, you're a brilliant rockstar, we've got your back and can't wait to vote for you' vibes. #Warren2020 via @actblue https://t.co/ZdbJCQibln" / Twitter

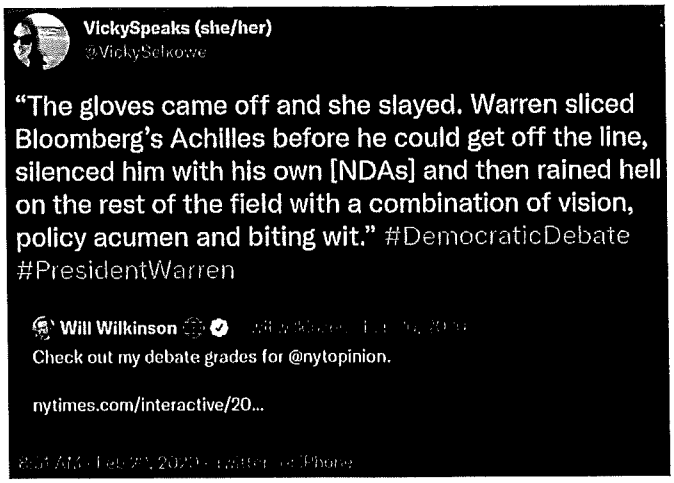
Danielle Campoamor on Twitter: "Elizabeth Warren of the House of Massachusetts, first of her name, the unburnt, Queen of debates and the eater of men, Khaleesi of the great Democratic party, Breaker of Billionaires, and mother of plans. #DemDebate" / Twitter



VickySpeaks (she/her) on Twitter: "Is there really any doubt after watching this debate who would best be able to completely demolish Trump in a head-to-head match-up? That's my #PresidentWarren." / Twitter

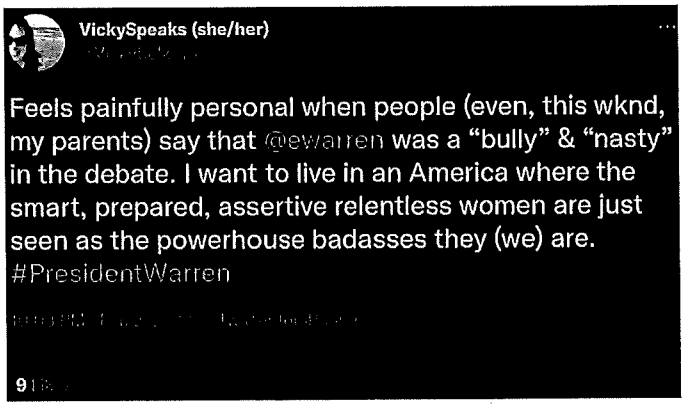


VickySpeaks (she/her) on Twitter: ""Nevertheless she persisted," indeed. ☆ Count @ewarren out at your own peril. #PresidentWarren" / Twitter



VickySpeaks (she/her) on Twitter: ""The gloves came off and she slayed. Warren sliced Bloomberg's Achilles before he could get off the line, silenced him with his own [NDAs] and then rained hell on the rest of the field with a combination of vision, policy acumen and biting wit." #DemocraticDebate #PresidentWarren" / Twitter

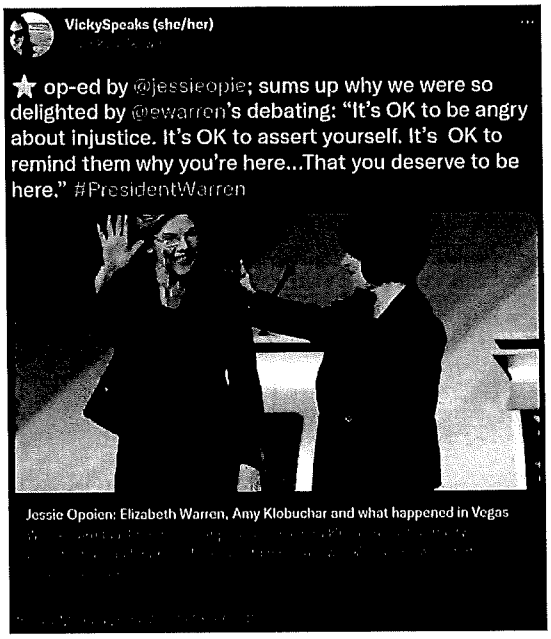
This one is just funny Nicole Najafi on Twitter: "I went on a date with every presidential candidate so you don't have to. (thread 1/9) https://t.co/v9Ou5eGcwn" / Twitter



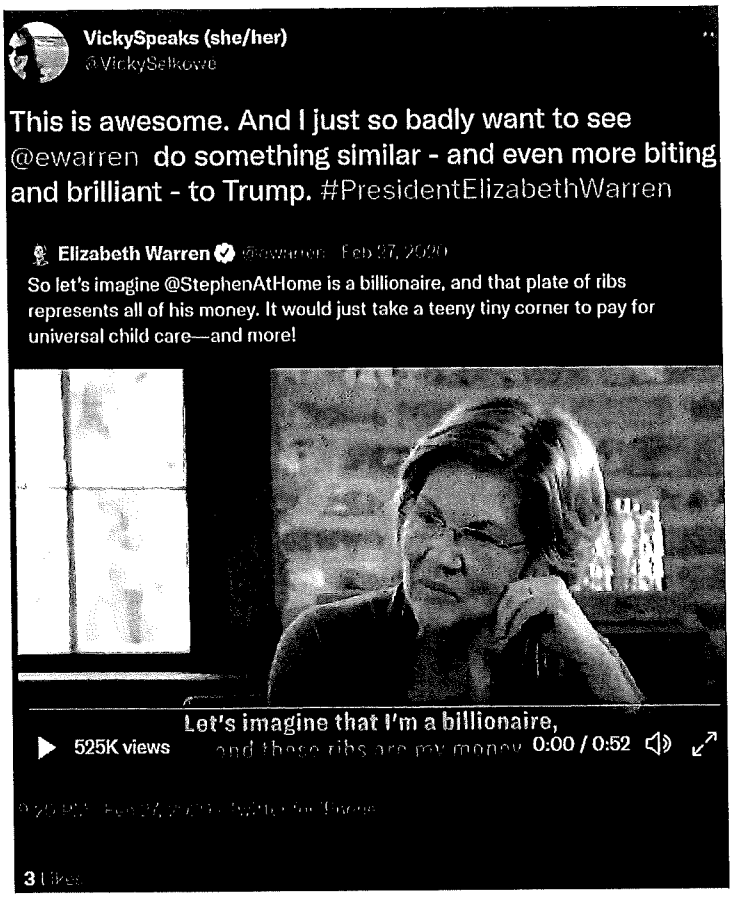
VickySpeaks (she/her) on Twitter: "Feels painfully personal when people (even, this wknd, my parents) say that @ewarren was a "bully" & "nasty" in the debate. I want to live in an America where the smart, prepared, assertive relentless women are just seen as the powerhouse badasses they (we) are. #PresidentWarren" / Twitter

How is this lady a lawyer

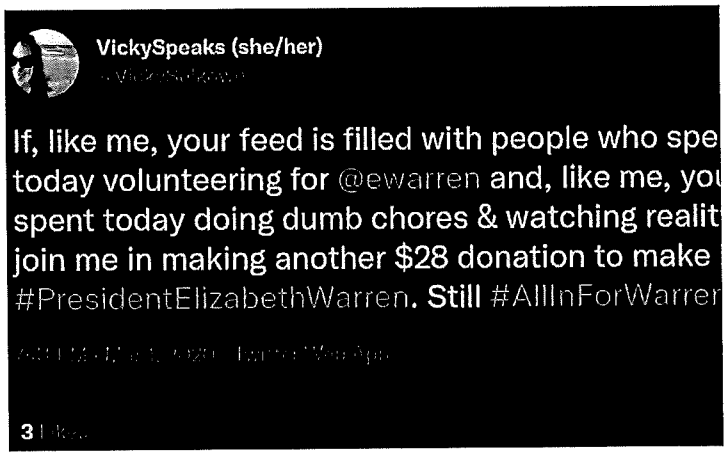
VickySpeaks (she/her) on Twitter: "Just tuning into the #DemDebate2020 now, what have I missed? Has my grrrl @ewarren destroyer anyone yet?" / Twitter



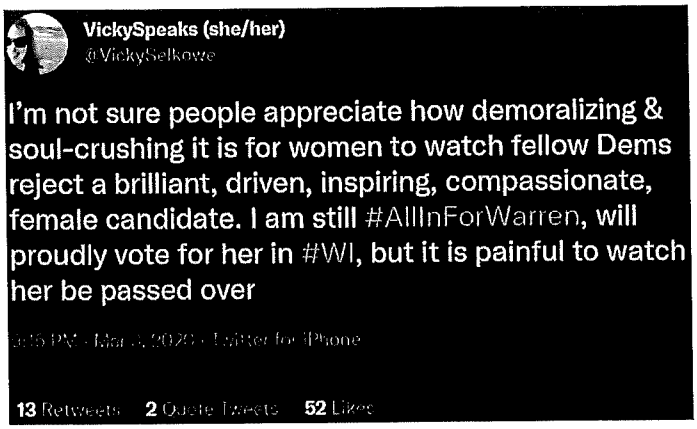
VickySpeaks (she/her) on Twitter: "☆ op-ed by [LRI]@jessieopie[PDI]; sums up why we were so delighted by [LRI]@ewarren[PDI]'s debating: "It's OK to be angry about injustice. It's OK to assert yourself. It's OK to remind them why you're here...That you deserve to be here." #PresidentWarren https://t.co/skrV1k5hQi" / Twitter



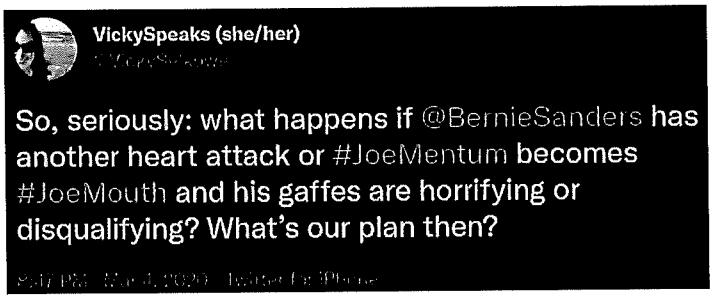
VickySpeaks (she/her) on Twitter: "This is awesome. And I just so badly want to see @ewarren do something similar - and even more biting and brilliant - to Trump. #PresidentElizabethWarren" / Twitter



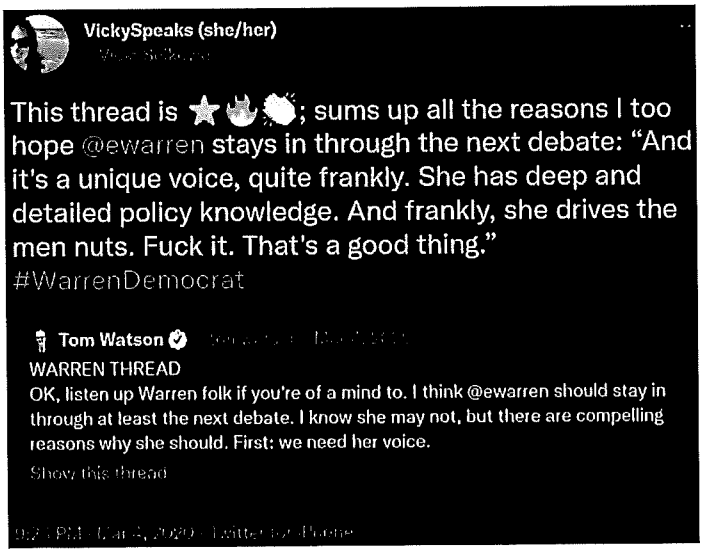
VickySpeaks (she/her) on Twitter: "If, like me, your feed is filled with people who spent today volunteering for @ewarren and, like me, you spent today doing dumb chores & watching reality tv, join me in making another $28 donation to make her #PresidentElizabethWarren. Still #AllInForWarren" / Twitter



VickySpeaks (she/her) on Twitter: "I'm not sure people appreciate how demoralizing & soul-crushing it is for women to watch fellow Dems reject a brilliant, driven, inspiring, compassionate, female candidate. I am still #AllInForWarren, will proudly vote for her in #WI, but it is painful to watch her be passed over" / Twitter

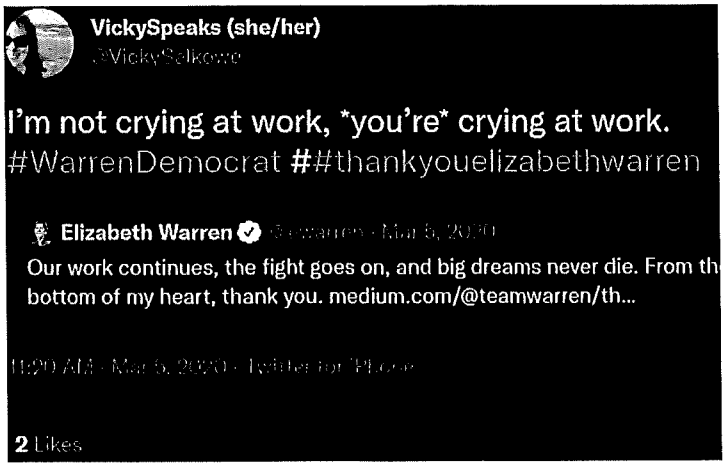


VickySpeaks (she/her) on Twitter: "So, seriously: what happens if @BernieSanders has another heart attack or #JoeMentum becomes #JoeMouth and his gaffes are horrifying or disqualifying? What's our plan then?" / Twitter

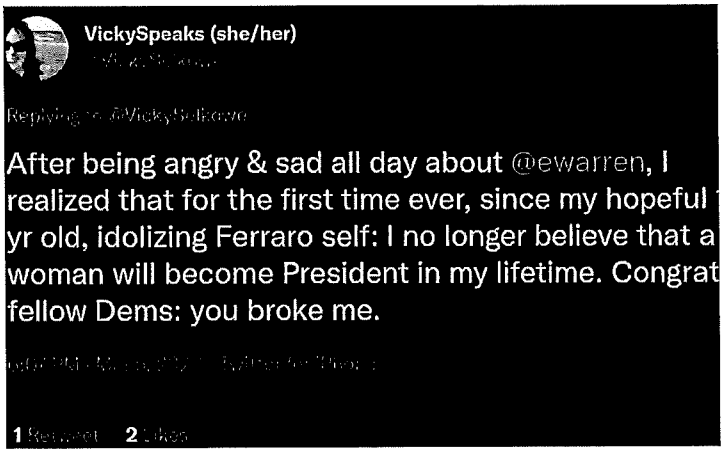


VickySpeaks (she/her) on Twitter: "This thread is ☆🔥👏; sums up all the reasons I too hope

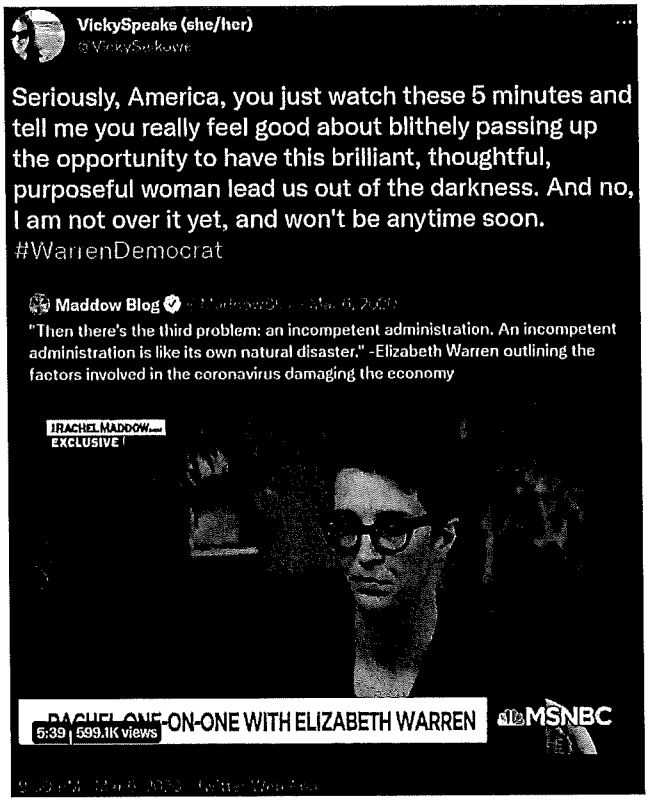
@ewarren stays in through the next debate: "And it's a unique voice, quite frankly. She has deep and detailed policy knowledge. And frankly, she drives the men nuts. Fuck it. That's a good thing." #WarrenDemocrat" / Twitter



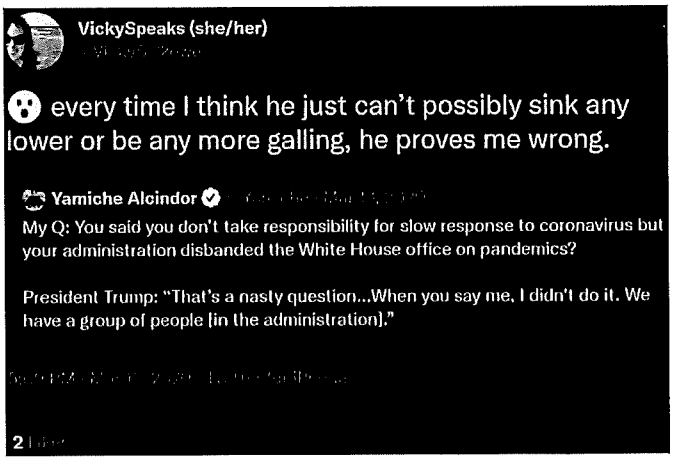
VickySpeaks (she/her) on Twitter: "I'm not crying at work, *you're* crying at work. #WarrenDemocrat ##thankyouelizabethwarren" / Twitter



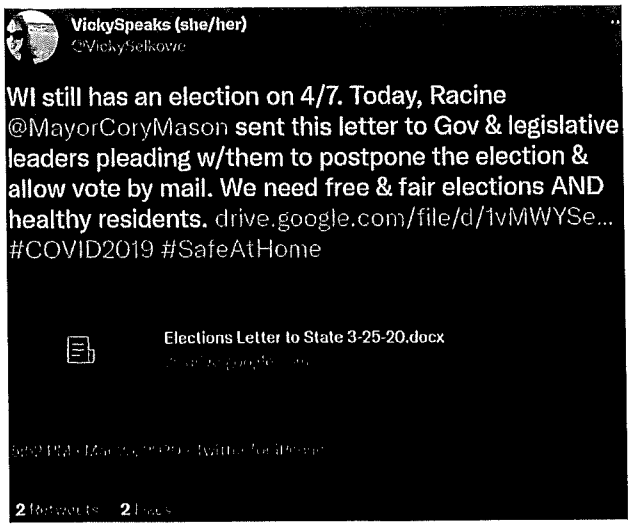
VickySpeaks (she/her) on Twitter: "After being angry & sad all day about @ewarren, I realized that for the first time ever, since my hopeful 10 yr old, idolizing Ferraro self: I no longer believe that a woman will become President in my lifetime. Congrats, fellow Dems: you broke me." / Twitter



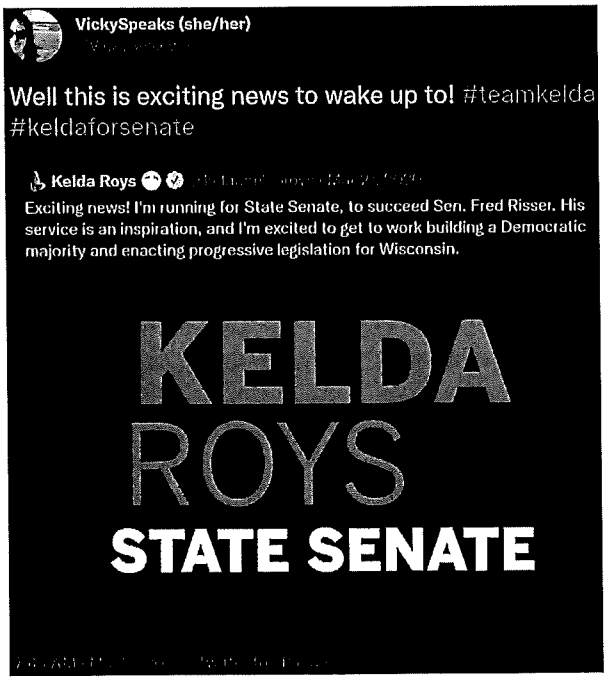
VickySpeaks (she/her) on Twitter: "Seriously, America, you just watch these 5 minutes and tell me you really feel good about blithely passing up the opportunity to have this brilliant, thoughtful, purposeful woman lead us out of the darkness. And no, I am not over it yet, and won't be anytime soon. #WarrenDemocrat" / Twitter



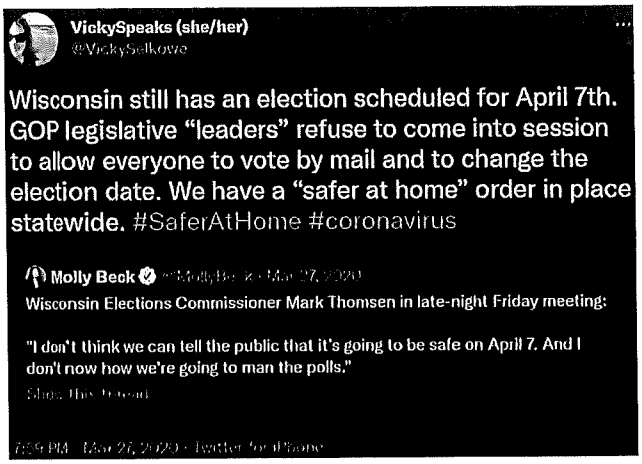
VickySpeaks (she/her) on Twitter: "😮 every time I think he just can't possibly sink any lower or be any more galling, he proves me wrong." / Twitter



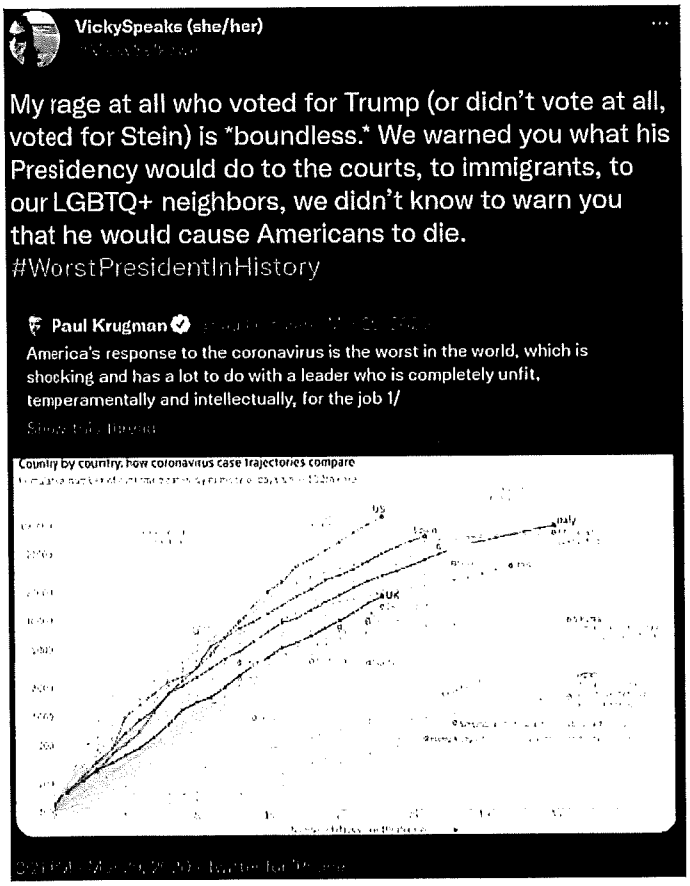
VickySpeaks (she/her) on Twitter: "WI still has an election on 4/7. Today, Racine @MayorCoryMason sent this letter to Gov & legislative leaders pleading w/them to postpone the election & allow vote by mail. We need free & fair elections AND healthy residents. https://t.co/vM1x49AJjX #COVID2019 #SafeAtHome" / Twitter



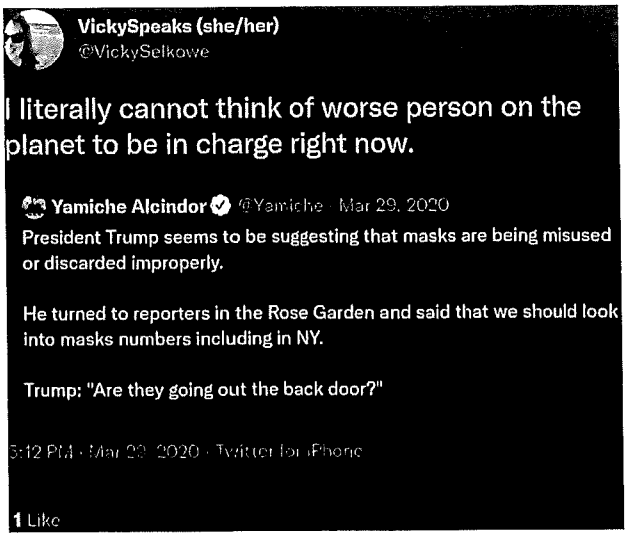
VickySpeaks (she/her) on Twitter: "Well this is exciting news to wake up to! #teamkelda #keldaforsenate" / Twitter



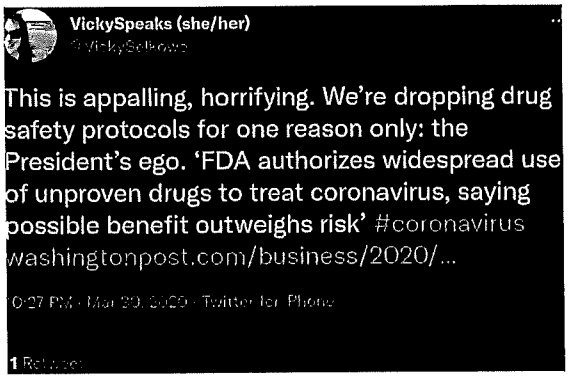
VickySpeaks (she/her) on Twitter: "Wisconsin still has an election scheduled for April 7th. GOP legislative "leaders" refuse to come into session to allow everyone to vote by mail and to change the election date. We have a "safer at home" order in place statewide. #SaferAtHome #coronavirus" / Twitter



VickySpeaks (she/her) on Twitter: "My rage at all who voted for Trump (or didn't vote at all, voted for Stein) is *boundless.* We warned you what his Presidency would do to the courts, to immigrants, to our LGBTQ+ neighbors, we didn't know to warn you that he would cause Americans to die. #WorstPresidentInHistory" / Twitter

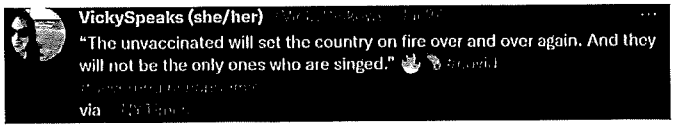


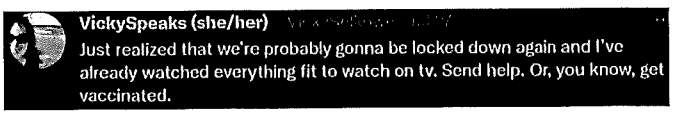
VickySpeaks (she/her) on Twitter: "I literally cannot think of worse person on the planet to be in charge right now." / Twitter

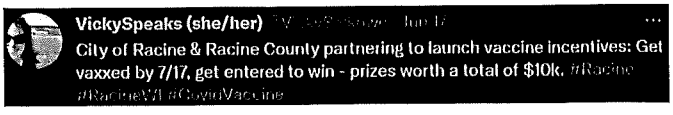


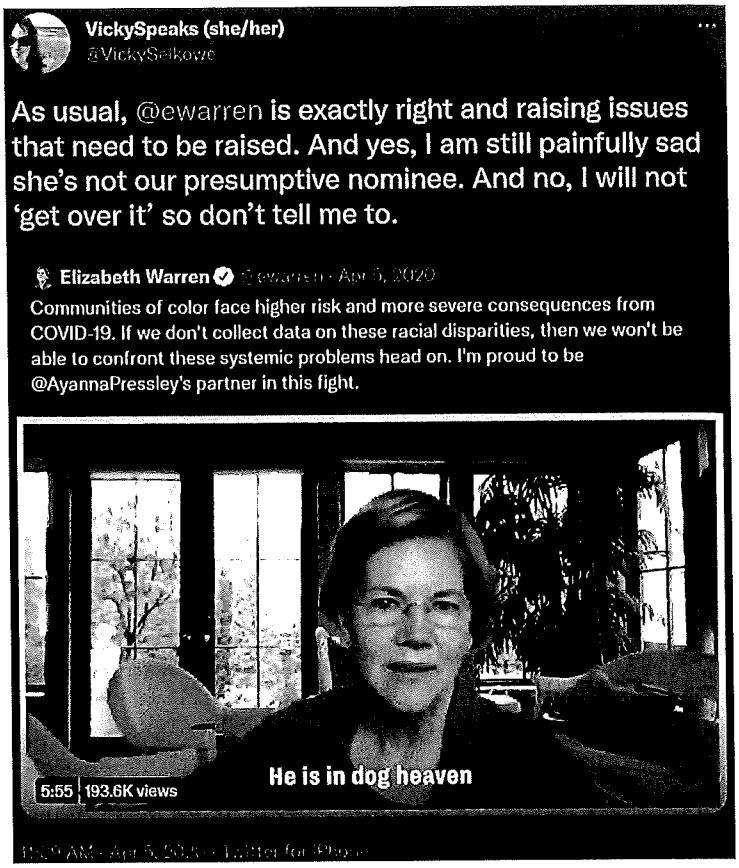
This stupid kowe attacked Trump for lowering FDA regulations but has crowed nonstop for people to get the Covid "vaccine" in numerous tweets since then. We are dealing with a real intellectual here.

VickySpeaks (she/her) on Twitter: "This is appalling, horrifying. We're dropping drug safety protocols for one reason only: the President's ego. 'FDA authorizes widespread use of unproven drugs to treat coronavirus, saying possible benefit outweighs risk' #coronavirus https://t.co/LAopznomj4" / Twitter

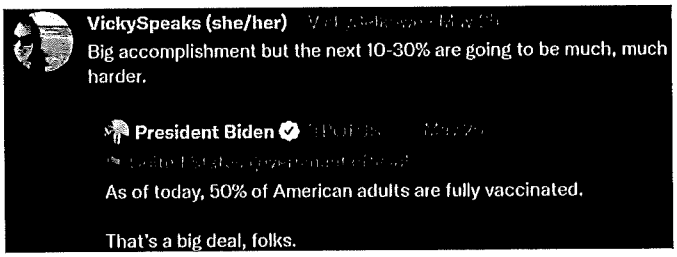


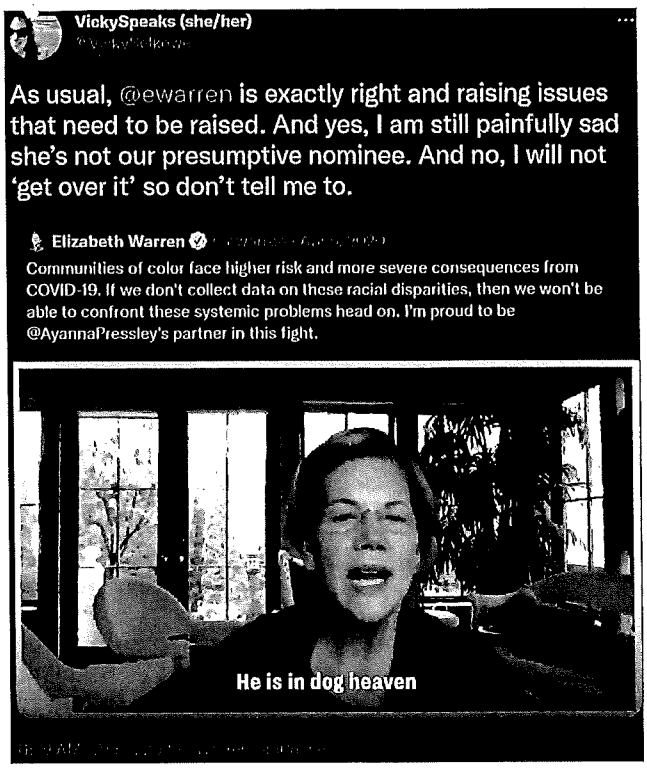




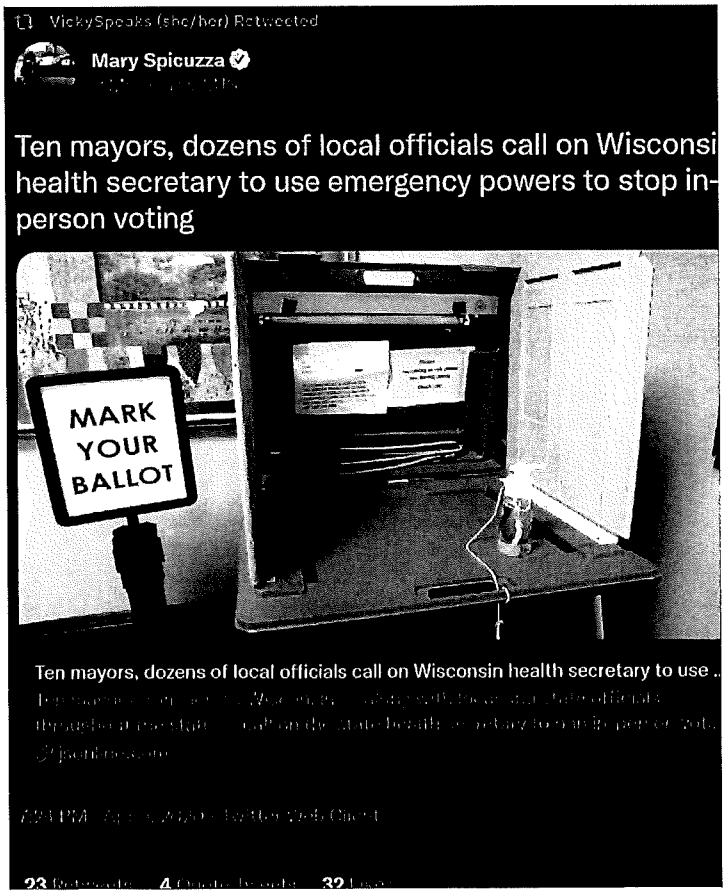


VickySpeaks (she/her) on Twitter: "As usual, @ewarren is exactly right and raising issues that need to be raised. And yes, I am still painfully sad she's not our presumptive nominee. And no, I will not 'get over it' so don't tell me to." / Twitter

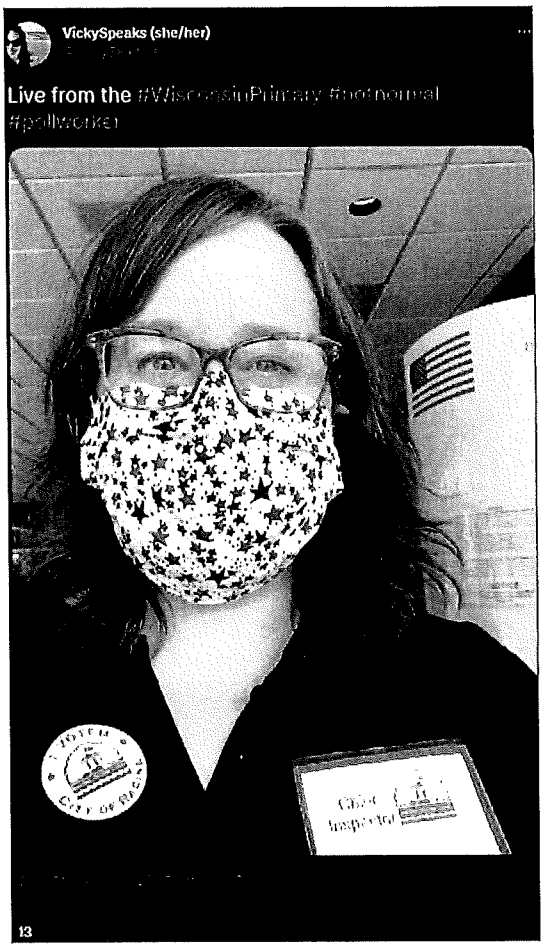




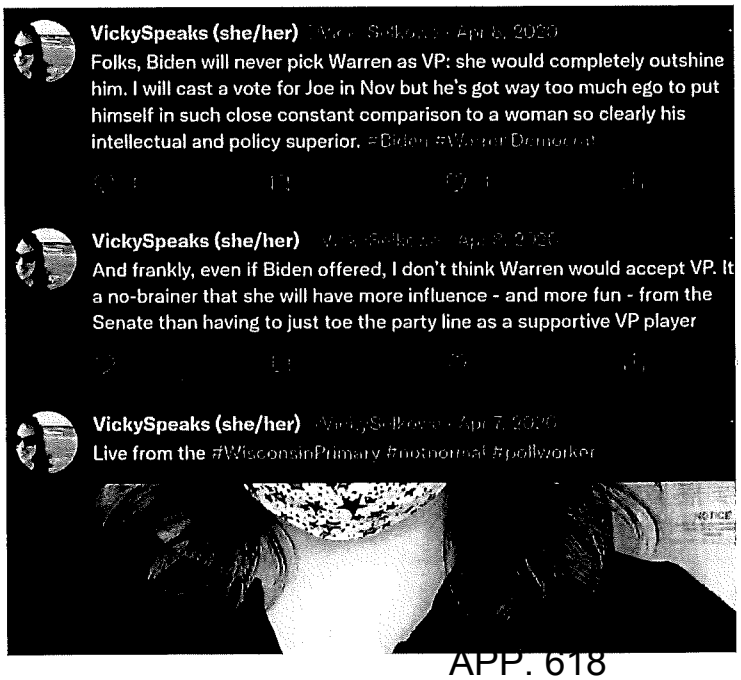
(4) VickySpeaks (she/her) on Twitter: "As usual, @ewarren is exactly right and raising issues that need to be raised. And yes, I am still painfully sad she's not our presumptive nominee. And no, I will not 'get over it' so don't tell me to." / Twitter

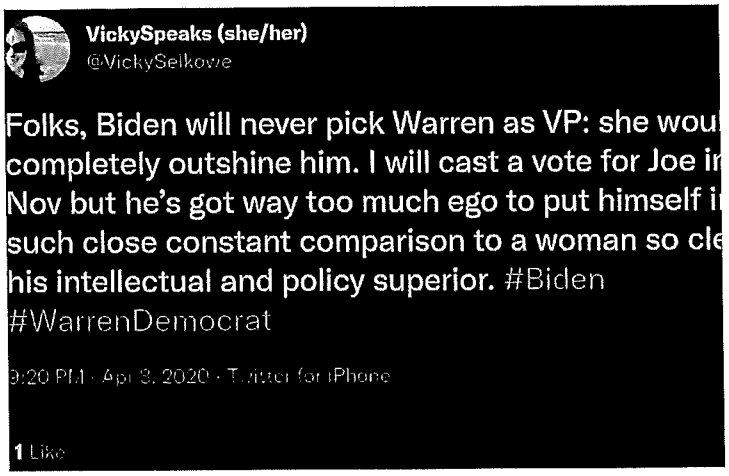


(4) Mary Spicuzza on Twitter: "Ten mayors, dozens of local officials call on Wisconsin health secretary to use emergency powers to stop in-person voting https://t.co/MhUhlEmYAR" / Twitter

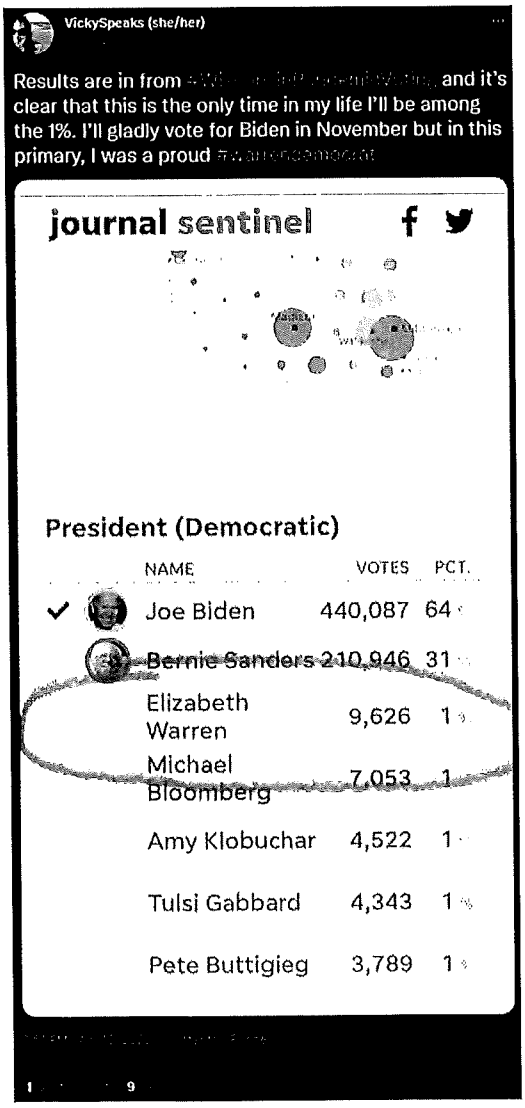


(4) VickySpeaks (she/her) on Twitter: "Live from the #WisconsinPrimary #notnormal #pollworker https://t.co/u4RSSciRIB" / Twitter

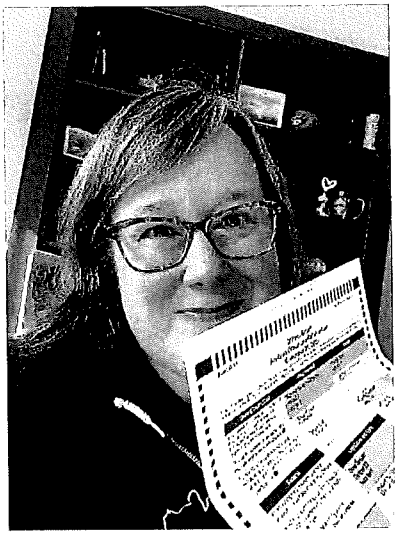




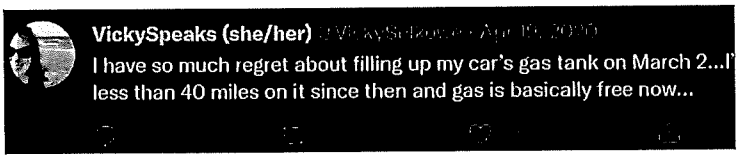
(4) VickySpeaks (she/her) on Twitter: "Folks, Biden will never pick Warren as VP: she would completely outshine him. I will cast a vote for Joe in Nov but he's got way too much ego to put himself in such close constant comparison to a woman so clearly his intellectual and policy superior. #Biden #WarrenDemocrat" / Twitter



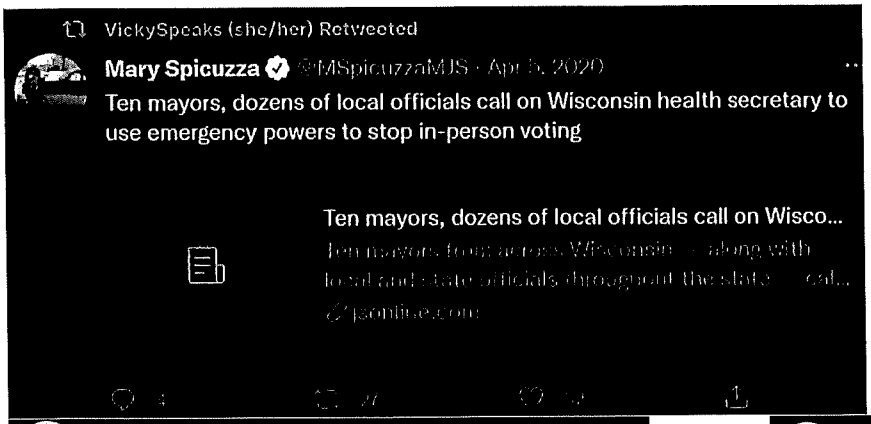
(4) VickySpeaks (she/her) on Twitter: "Results are in from #WisconsinPandemicVoting and it's clear that this is the only time in my life I'll be among the 1%. I'll gladly vote for Biden in November but in this primary, I was a proud #warrendemocrat https://t.co/8RxtPScpRn" / Twitter

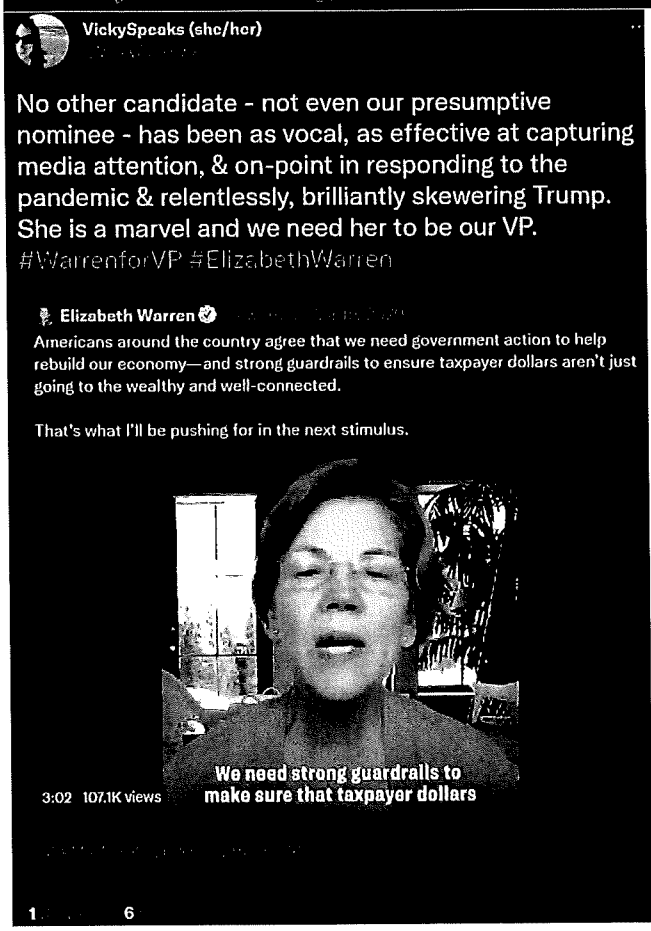


She's subconsciously praising Trump's economy which manifested itself as cheap gas prices.



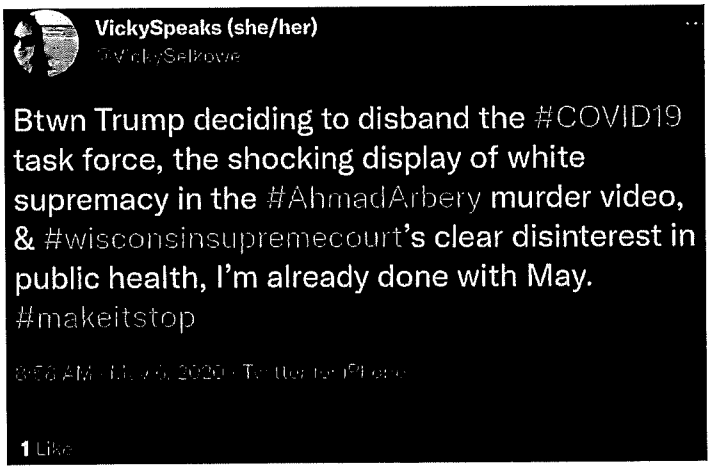
VickySpeaks (she/her) (@VickySelkowe) / Twitter





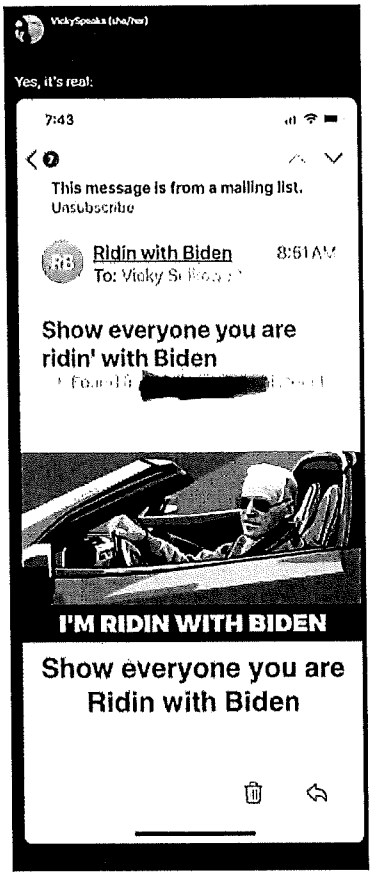
(4) VickySpeaks (she/her) on Twitter: "No other candidate - not even our presumptive nominee - has been as vocal, as effective at capturing media attention, & on-point in responding to the pandemic & relentlessly, brilliantly skewering Trump. She is a marvel and we need her to be our VP. #WarrenforVP #ElizabethWarren" / Twitter

(4) VickySpeaks (she/her) on Twitter: "In case it helps anyone else as much as it helps me, this song, originally written about GW Bush (ah, how sane he seems now in comparison) is the perfect dance-around & loudly sing out your Trump anger song. #TrumpIsAnIdiot https://t.co/3V1nOZBrYE" / Twitter

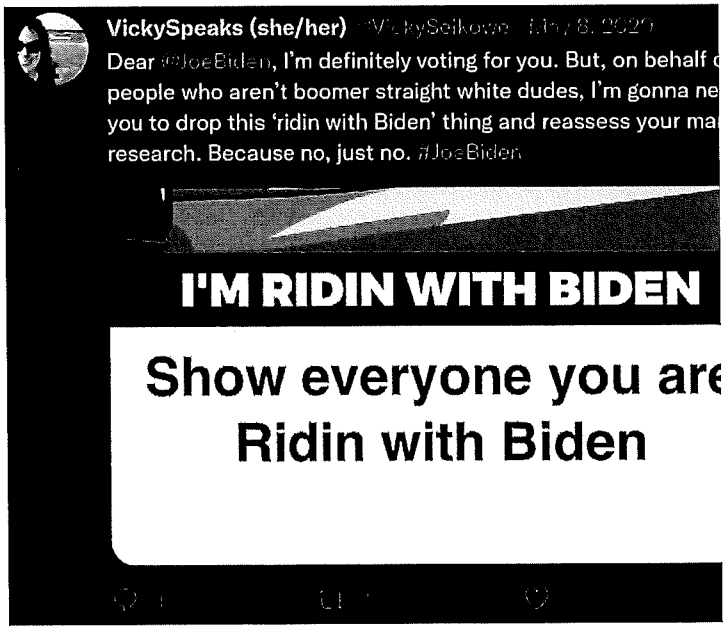


(3) VickySpeaks (she/her) on Twitter: "Btwn Trump deciding to disband the #COVID19 task force, the shocking display of white supremacy in the #AhmadArbery murder video, & #wisconsinsupremecourt's clear disinterest in public

health, I'm already done with May. #makeitstop" / Twitter



(3) VickySpeaks (she/her) on Twitter: "Yes, it's real: https://t.co/CYc2kyDVvE" / Twitter



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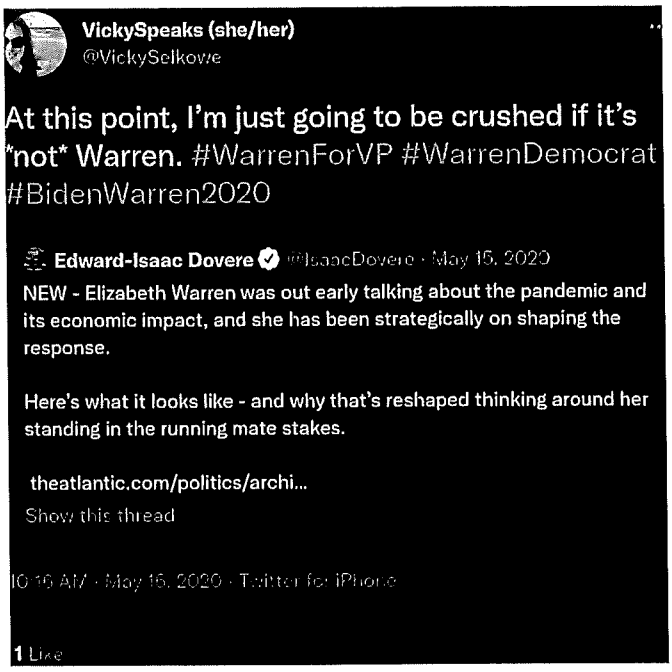
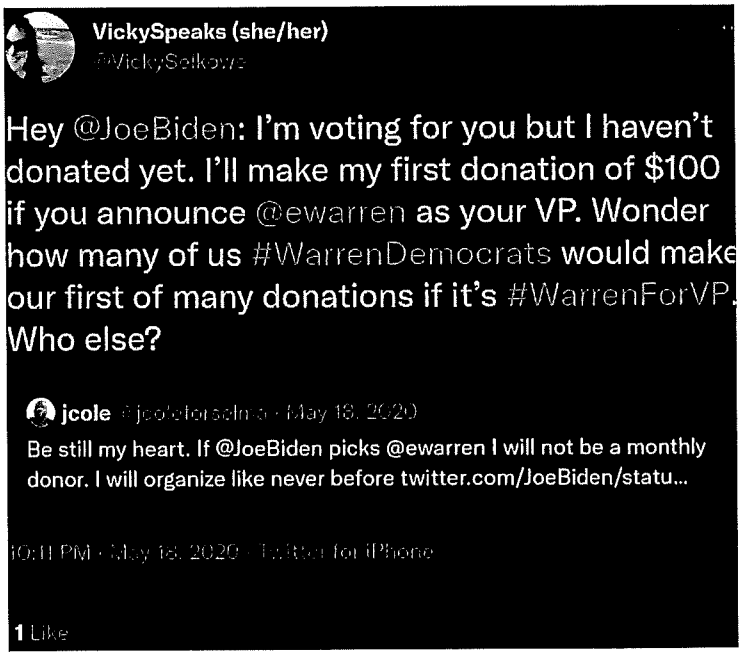
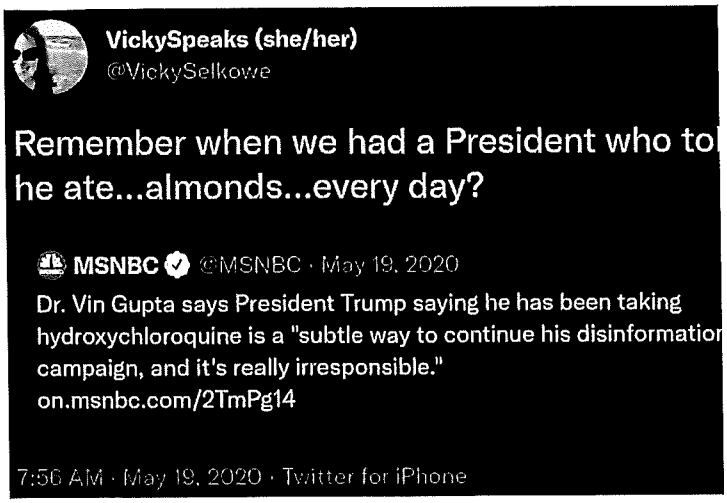


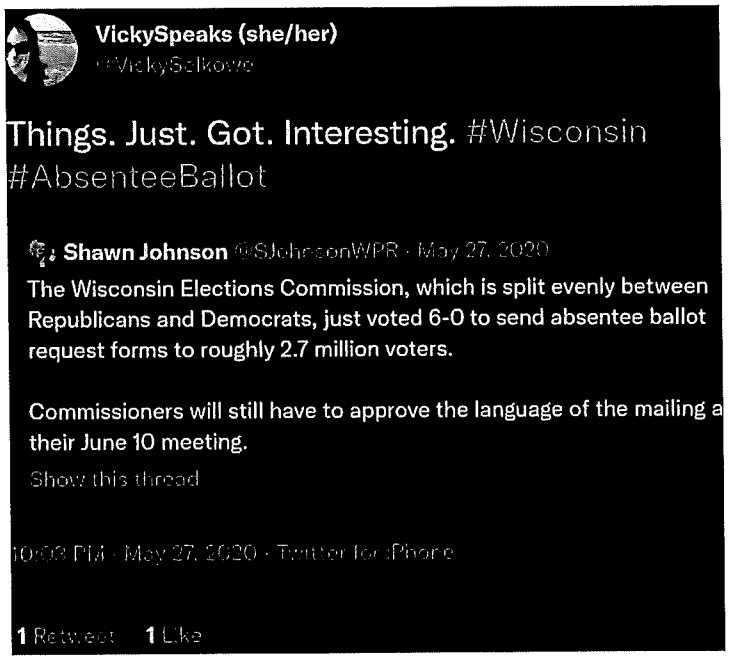
(3) VickySpeaks (she/her) on Twitter: "At this point, I'm just going to be crushed if it's *not* Warren. #WarrenForVP #WarrenDemocrat #BidenWarren2020" / Twitter



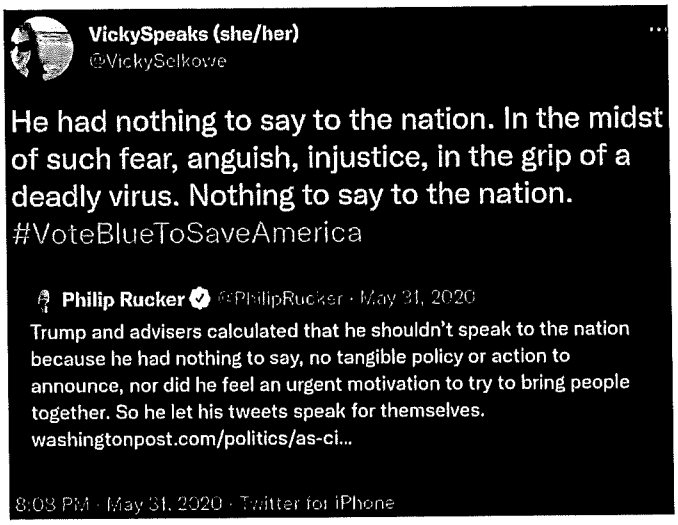
(3) VickySpeaks (she/her) on Twitter: "Hey @JoeBiden: I'm voting for you but I haven't donated yet. I'll make my first donation of $100 if you announce @ewarren as your VP. Wonder how many of us #WarrenDemocrats would make our first of many donations if it's #WarrenForVP. Who else?" / Twitter



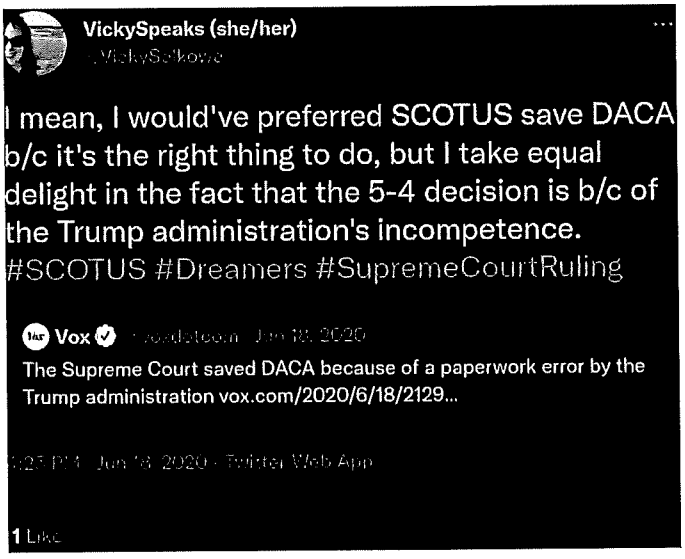
(3) VickySpeaks (she/her) on Twitter: "Remember when we had a President who told us he ate...almonds...every day?" / Twitter



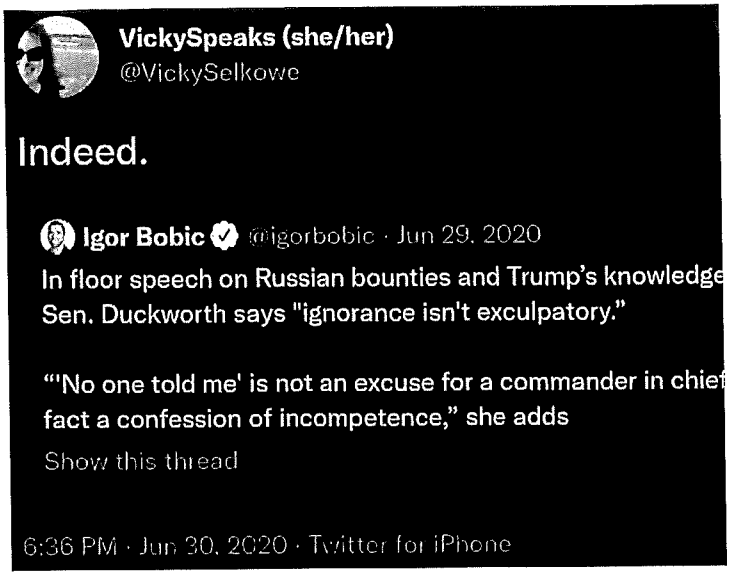
(3) VickySpeaks (she/her) on Twitter: "Things. Just. Got. Interesting. #Wisconsin #AbsenteeBallot" / Twitter



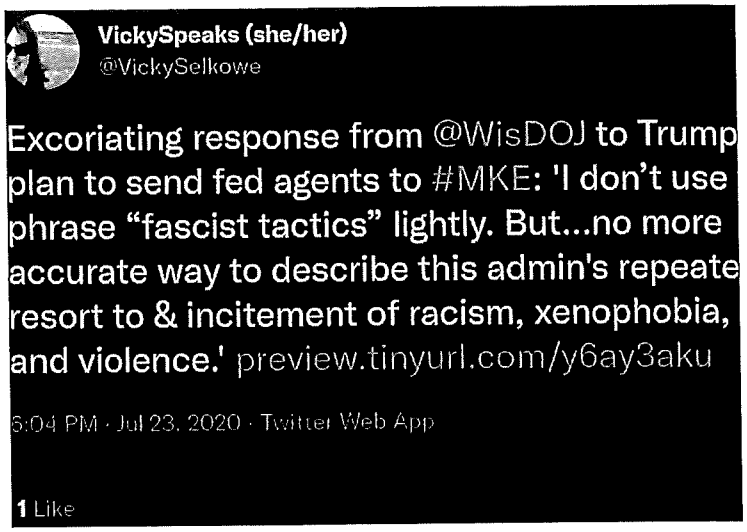
(3) VickySpeaks (she/her) on Twitter: "He had nothing to say to the nation. In the midst of such fear, anguish, injustice, in the grip of a deadly virus. Nothing to say to the nation. #VoteBlueToSaveAmerica" / Twitter



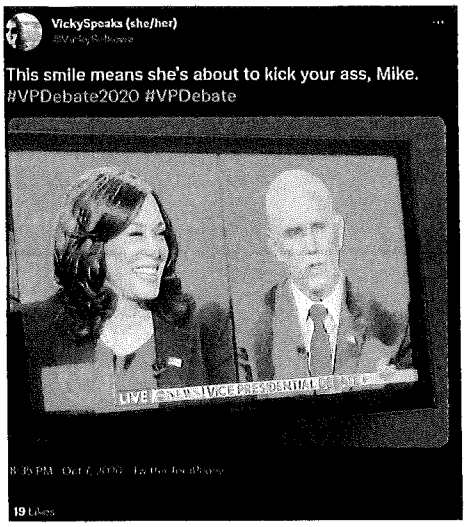
(3) VickySpeaks (she/her) on Twitter: "I mean, I would've preferred SCOTUS save DACA b/c it's the right thing to do, but I take equal delight in the fact that the 5-4 decision is b/c of the Trump administration's incompetence. #SCOTUS #Dreamers #SupremeCourtRuling" / Twitter



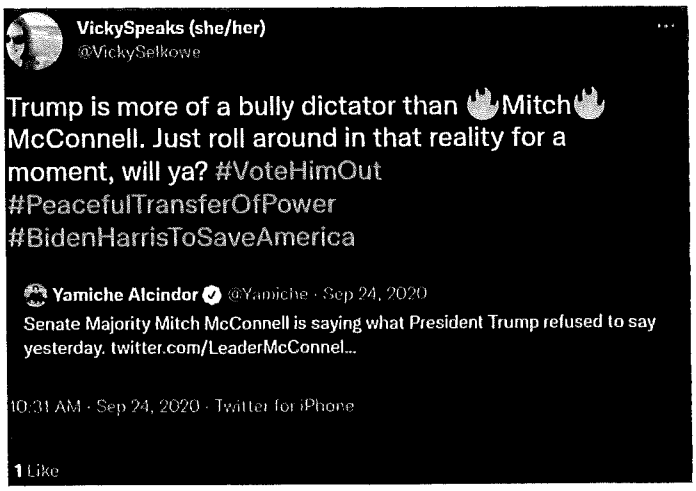
(3) VickySpeaks (she/her) on Twitter: "Indeed." / Twitter



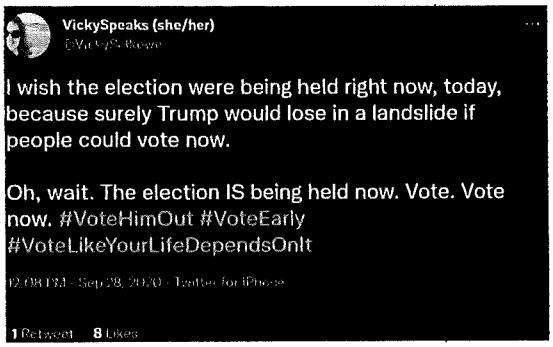
(3) VickySpeaks (she/her) on Twitter: "Excoriating response from @WisDOJ to Trump's plan to send fed agents to #MKE: 'I don't use the phrase "fascist tactics" lightly. But...no more accurate way to describe this admin's repeated resort to & incitement of racism, xenophobia, and violence.' https://t.co/0cA2bEOjRG" / Twitter



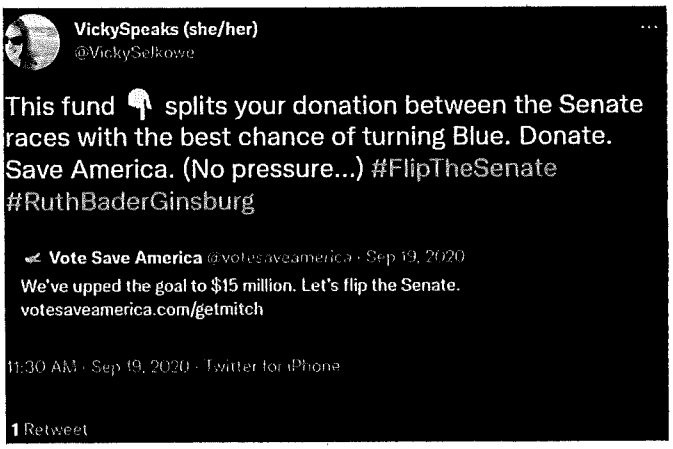
VickySpeaks (she/her) on Twitter: "This smile means she's about to kick your ass, Mike. #VPDebate2020 #VPDebate https://t.co/SD8qx7jblA" / Twitter



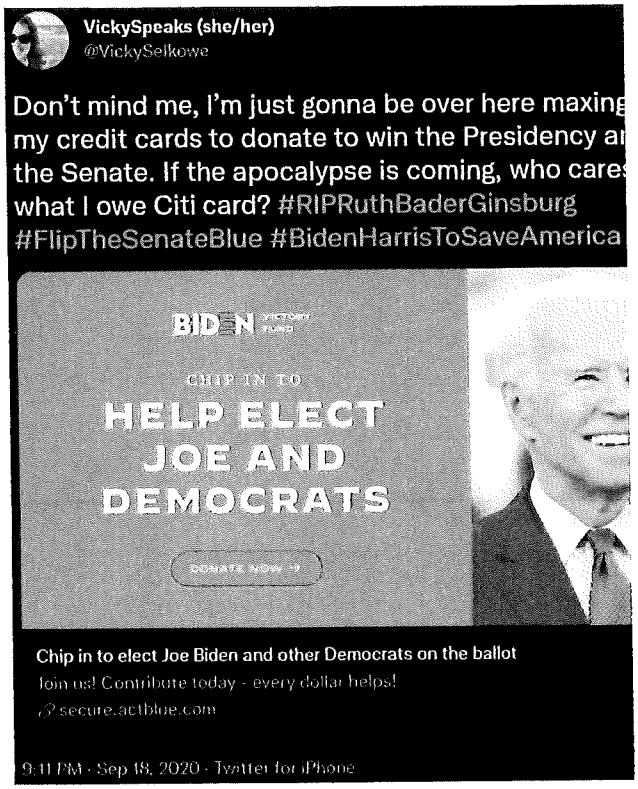
VickySpeaks (she/her) on Twitter: "Trump is more of a bully dictator than Mitch McConnell. Just roll around in that reality for a moment, will ya? #VoteHimOut #PeacefulTransferOfPower #BidenHarrisToSaveAmerica" / Twitter



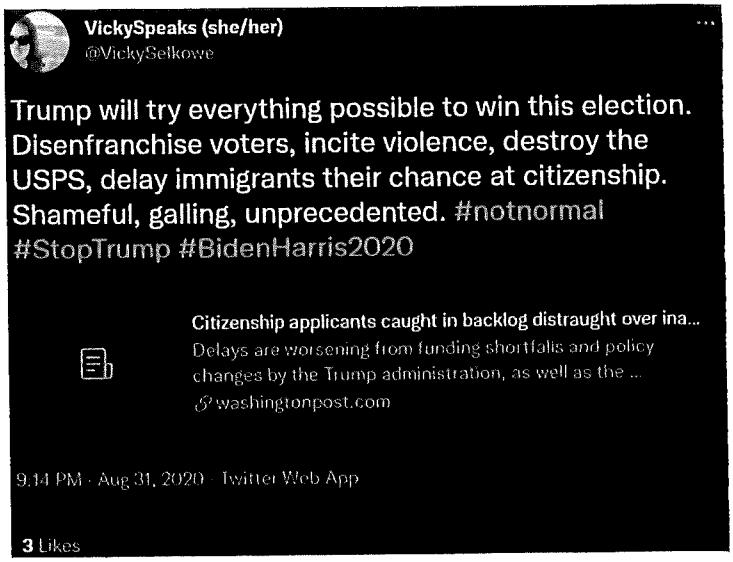
VickySpeaks (she/her) on Twitter: "I wish the election were being held right now, today, because surely Trump would lose in a landslide if people could vote now. Oh, wait. The election IS being held now. Vote. Vote now. #VoteHimOut #VoteEarly #VoteLikeYourLifeDependsOnIt" / Twitter



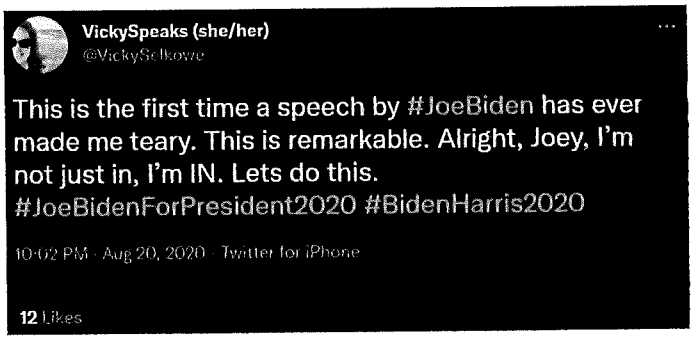
VickySpeaks (she/her) on Twitter: "This fund splits your donation between the Senate races with the best chance of turning Blue. Donate. Save America. (No pressure...) #FlipTheSenate #RuthBaderGinsburg" / Twitter



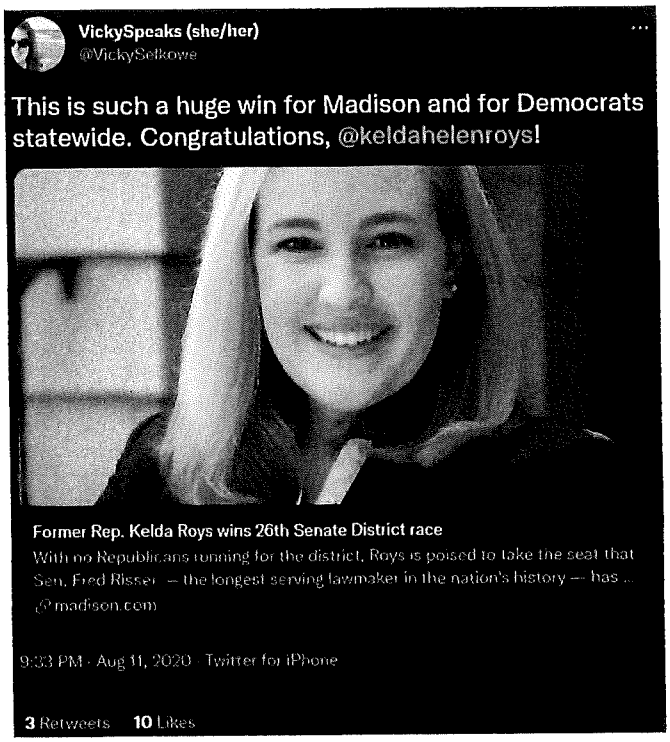
VickySpeaks (she/her) on Twitter: "Don't mind me, I'm just gonna be over here maxing out my credit cards to donate to win the Presidency and the Senate. If the apocalypse is coming, who cares what I owe Citi card? #RIPRuthBaderGinsburg #FlipTheSenateBlue #BidenHarrisToSaveAmerica https://t.co/MuOLlvmW5p" / Twitter



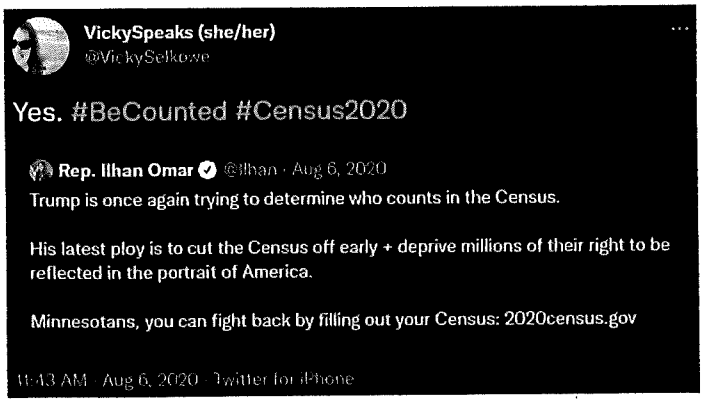
VickySpeaks (she/her) on Twitter: "Trump will try everything possible to win this election. Disenfranchise voters, incite violence, destroy the USPS, delay immigrants their chance at citizenship. Shameful, galling, unprecedented. #notnormal #StopTrump #BidenHarris2020 https://t.co/Uj6WU8HVSd" / Twitter



VickySpeaks (she/her) on Twitter: "This is the first time a speech by #JoeBiden has ever made me teary. This is remarkable. Alright, Joey, I'm not just in, I'm IN. Lets do this. #JoeBidenForPresident2020 #BidenHarris2020" / Twitter

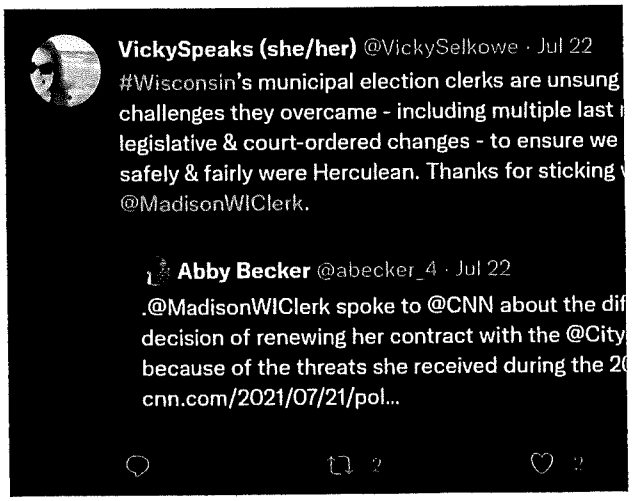


VickySpeaks (she/her) on Twitter: "This is such a huge win for Madison and for Democrats statewide. Congratulations, [LRI]@keldahelenroys[PDI]! https://t.co/aQdBAoNvKX" / Twitter



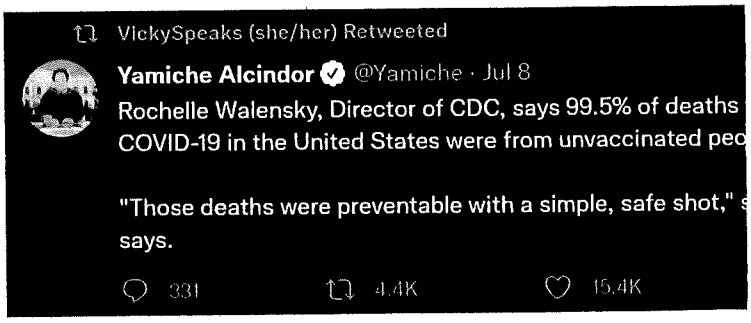
VickySpeaks (she/her) on Twitter: "Yes. #BeCounted #Census2020" / Twitter

VickySpeaks (she/her) on Twitter: ""The unvaccinated will set the country on fire over and over again. And they will not be the only ones who are singed." #covid #neverendingpandemic via @NYTimes https://t.co/9R4YmxkwHc" / Twitter

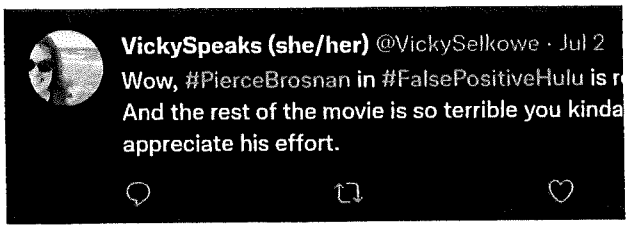


VickySpeaks (she/her) on Twitter: "#Wisconsin's municipal election clerks are unsung heroes. The challenges they overcame - including multiple last minute legislative & court-ordered changes - to ensure we could all vote safely & fairly were Herculean. Thanks for sticking with it, @MadisonWIClerk." / Twitter

VickySpeaks (she/her) on Twitter: "Having worked in the #Wisconsin Capitol in 2011 when our Dem senators also fled the state to try to stop the #wisgop's bill attacking public sector unions, I so appreciate the #TexasDemocrats bold & tough decision; I hope they get better results than we did. #TexasDemocratsRock" / Twitter



Yamiche Alcindor on Twitter: "Rochelle Walensky, Director of CDC, says 99.5% of deaths from COVID-19 in the United States were from unvaccinated people. "Those deaths were preventable with a simple, safe shot," she says." / Twitter

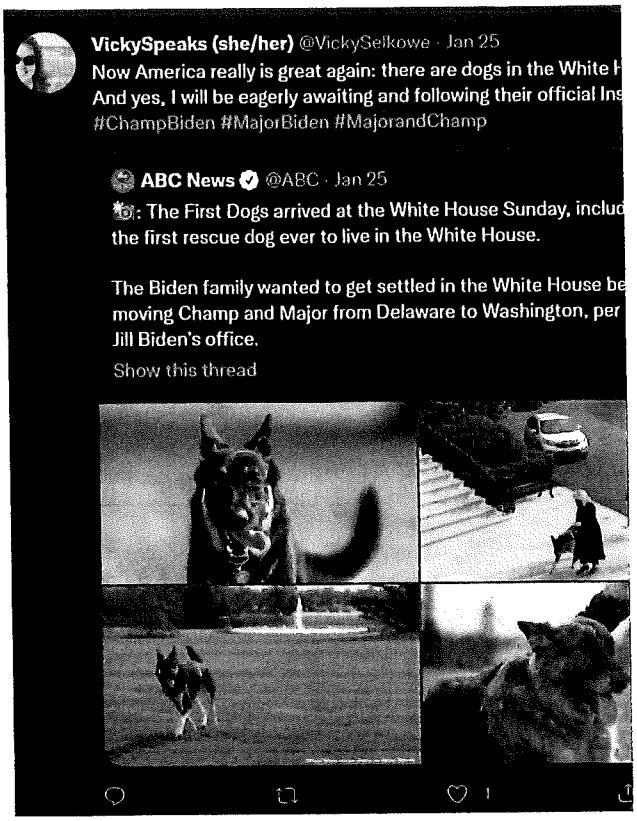


VickySpeaks (she/her) on Twitter: "Wow, #PierceBrosnan in #FalsePositiveHulu is really, really bad. And the rest of the movie is so terrible you kinda at least appreciate his effort." / Twitter

VickySpeaks (she/her) on Twitter: "A) Not surprising at all that Trump turned to the one Black person in his orbit to ask about #juneteenthday; B)Remarkable display of courage for this Black SecServ agent to speak such truth to power; C) A white person shoulda told Trump how offensive his Tulsa plans were." / Twitter

VickySpeaks (she/her) on Twitter: "This seems like a pretty reasonable request to me..." / Twitter

VickySpeaks (she/her) on Twitter: "👇" / Twitter

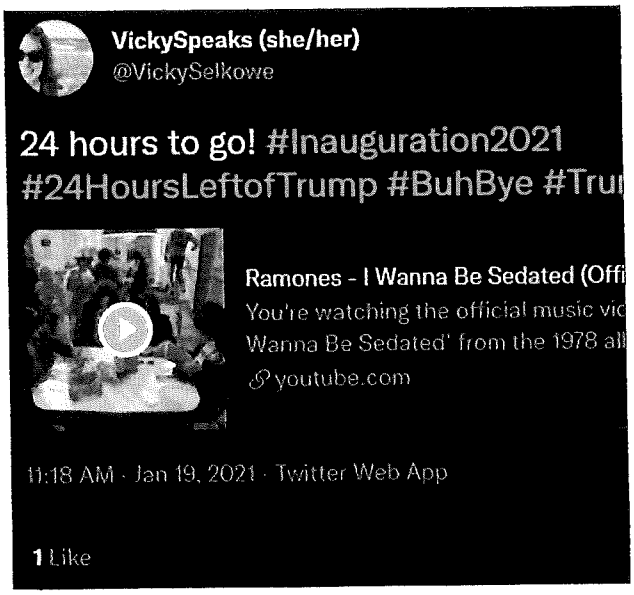


VickySpeaks (she/her) on Twitter: "Now America really is great again: there are dogs in the White House again. And yes, I will be eagerly awaiting and following their official Insta accounts. #ChampBiden #MajorBiden #MajorandChamp" / Twitter

VickySpeaks (she/her) on Twitter: "Relief. Just pure relief. We can breathe again now. #PresidentBiden" / Twitter

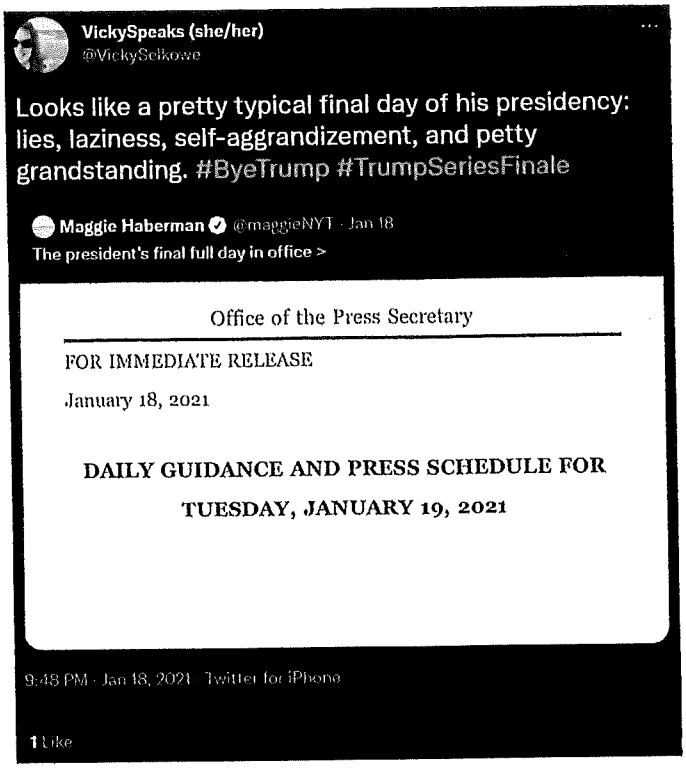
VickySpeaks (she/her) on Twitter: "(Half) the nation's blood pressure just went down by at least 45 points. #BuhByeTrump #TrumpsLastDay" / Twitter

VickySpeaks (she/her) on Twitter: "<checks self> Yup, still happy and hopeful. #BidenHarrisInauguration #hope" / Twitter

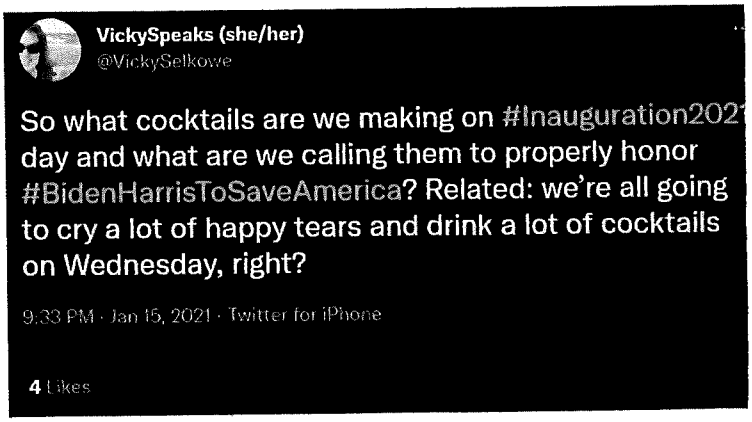


VickySpeaks (she/her) on Twitter: "24 hours to go! #Inauguration2021 #24HoursLeftofTrump #BuhBye #TrumpsLastDay https://t.co/JX1rMBGqp5" / Twitter

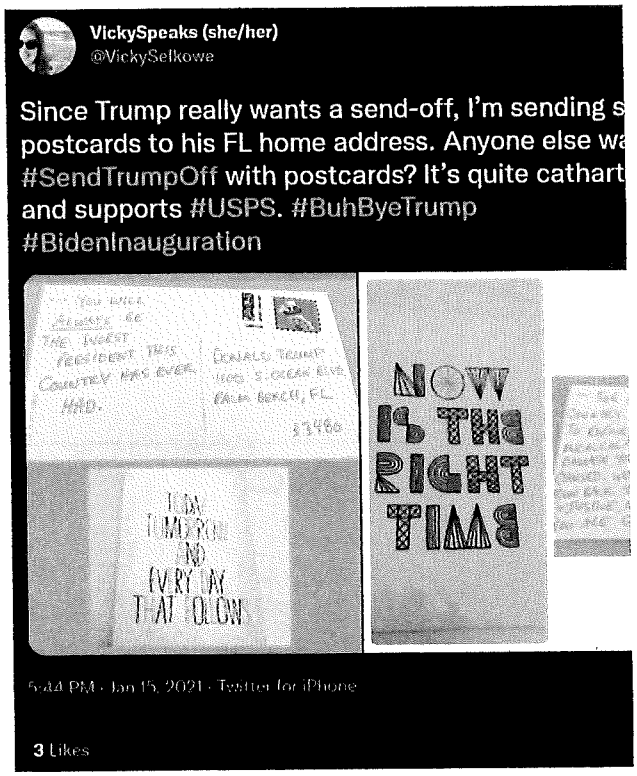
VickySpeaks (she/her) on Twitter: "Today is Trump's last full day in office AND my parents both get their first doses of #COVID19 vaccine. So much relief, all around." / Twitter



VickySpeaks (she/her) on Twitter: "Looks like a pretty typical final day of his presidency: lies, laziness, self-aggrandizement, and petty grandstanding. #ByeTrump #TrumpSeriesFinale" / Twitter



VickySpeaks (she/her) on Twitter: "So what cocktails are we making on #Inauguration2021 day and what are we calling them to properly honor #BidenHarrisToSaveAmerica? Related: we're all going to cry a lot of happy tears and drink a lot of cocktails on Wednesday, right?" / Twitter



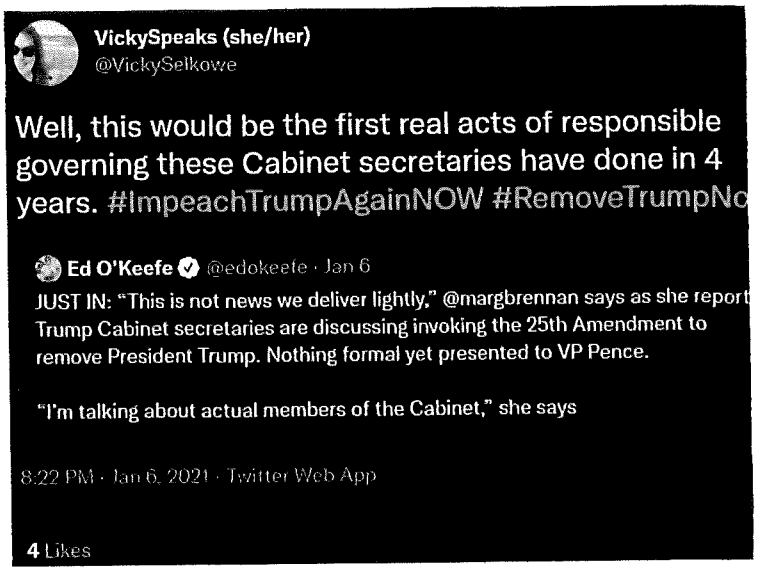
VickySpeaks (she/her) on Twitter: "Since Trump really wants a send-off, I'm sending some postcards to his FL home address. Anyone else want to #SendTrumpOff with postcards? It's quite cathartic and supports #USPS. #BuhByeTrump #BidenInauguration https://t.co/6NVt6Wz0eZ" / Twitter

VickySpeaks (she/her) on Twitter: "🤣⭐" / Twitter

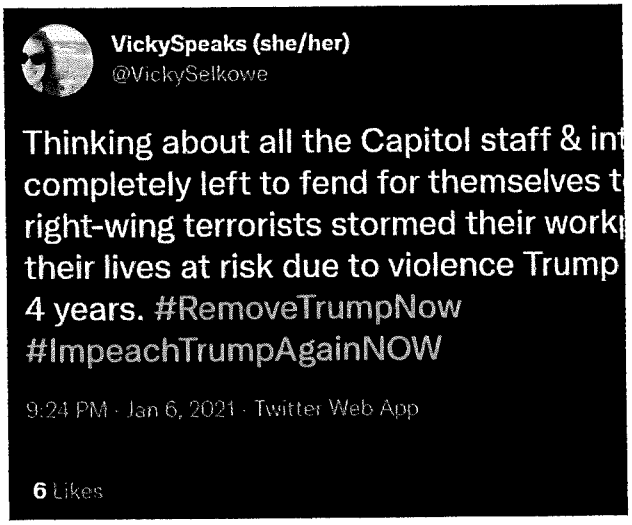
VickySpeaks (she/her) on Twitter: "In the midst of this nightmare, I am near-tears grateful that we are about to have a President who speaks

truth like this. #Biden #BidenHarrisToEndThisNightmare" / Twitter

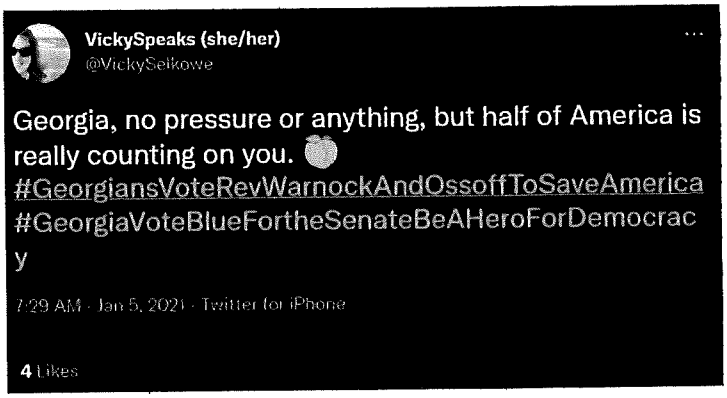
VickySpeaks (she/her) on Twitter: "Their lost lives are directly Trump's responsibility. He must be removed now. #25AmendmentNow #GOPBetrayedAmerica #RemoveTrumpNow" / Twitter



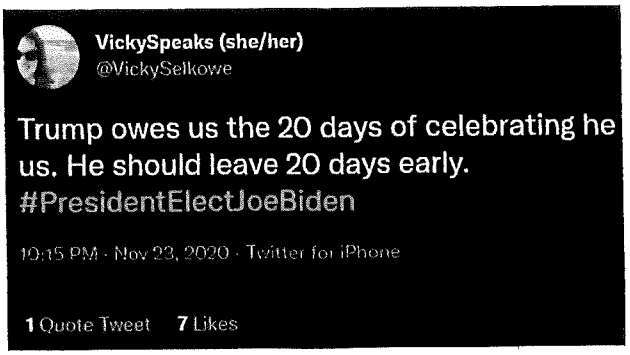
VickySpeaks (she/her) on Twitter: "Well, this would be the first real acts of responsible governing these Cabinet secretaries have done in 4 years. #ImpeachTrumpAgainNOW #RemoveTrumpNow" / Twitter



VickySpeaks (she/her) on Twitter: "Thinking about all the Capitol staff & interns who were completely left to fend for themselves today while right-wing terrorists stormed their workplace and put their lives at risk due to violence Trump has incited for 4 years. #RemoveTrumpNow #ImpeachTrumpAgainNOW" / Twitter

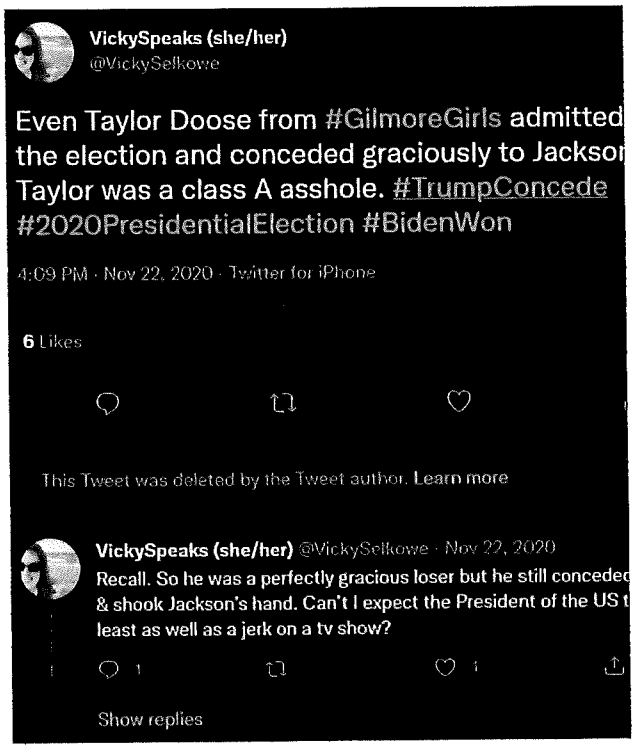


VickySpeaks (she/her) on Twitter: "Georgia, no pressure or anything, but half of America is really counting on you. #GeorgiansVoteRevWarnockAndOssoffToSaveAmerica #GeorgiaVoteBlueFortheSenateBeAHeroForDemocracy" / Twitter

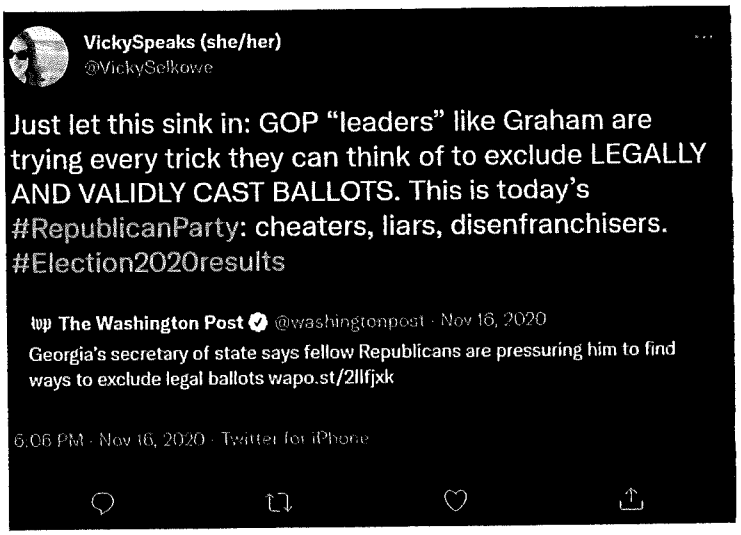


VickySpeaks (she/her) on Twitter: "Trump owes us the 20 days of celebrating he took from us. He should leave 20 days early. #PresidentElectJoeBiden" / Twitter

VickySpeaks (she/her) on Twitter: "It has been 13 days since #BidenHarris2020 officially won. It is long past time for the GOP to stop enabling Trump's sore loser temper tantrum. #TransitionNow #TrumpConcede" / Twitter

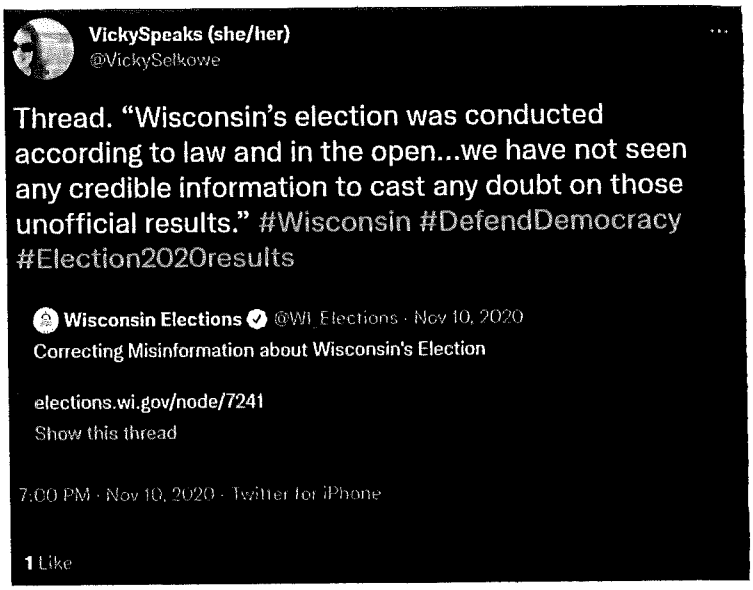


VickySpeaks (she/her) on Twitter: "Even Taylor Doose from #GilmoreGirls admitted he lost the election and conceded graciously to Jackson. And Taylor was a class A asshole. #TrumpConcede #2020PresidentialElection #BidenWon" / Twitter

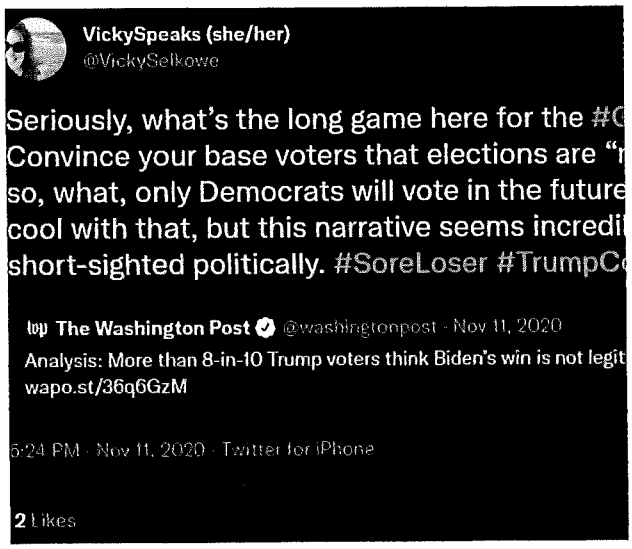


VickySpeaks (she/her) on Twitter: "Just let this sink in: GOP "leaders" like Graham are trying every trick they can think of to exclude LEGALLY AND VALIDLY CAST BALLOTS. This is today's #RepublicanParty: cheaters, liars, disenfranchisers. #Election2020results" / Twitter

VickySpeaks (she/her) on Twitter: "FINALLY! #Arizona2020 #BidenHarris2020 #Election2020 " / Twitter



VickySpeaks (she/her) on Twitter: "Thread. "Wisconsin's election was conducted according to law and in the open...we have not seen any credible information to cast any doubt on those unofficial results." #Wisconsin #DefendDemocracy #Election2020results" / Twitter



VickySpeaks (she/her) on Twitter: "Seriously, what's the long game here for the #GOP? Convince your base voters that elections are "rigged" so, what, only Democrats will vote in the future? I'm cool with that, but this narrative seems incredibly short-sighted politically. #SoreLoser #TrumpConcede" / Twitter

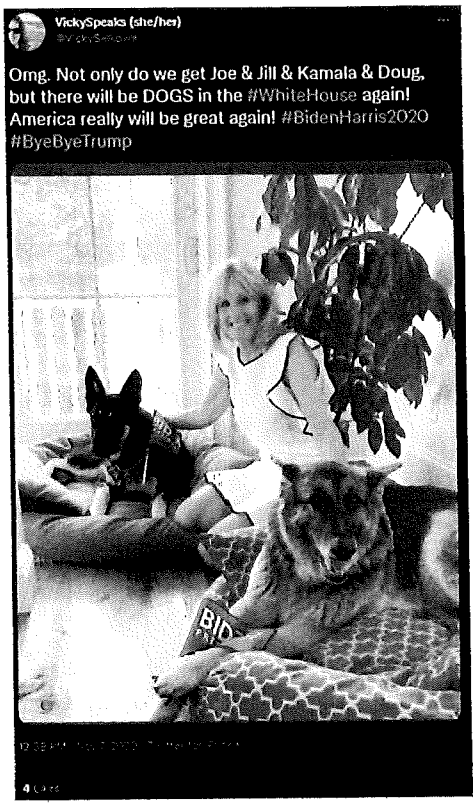
VickySpeaks (she/her) on Twitter: ""What

Trump is trying to form is something akin to an autocracy-in-exile, an alternative America in which he is the rightful leader, and he — and the public he claims to represent — has been robbed of power by corrupt elites." #DefendDemocracy #CoupAttempt #BidenTransition" / Twitter

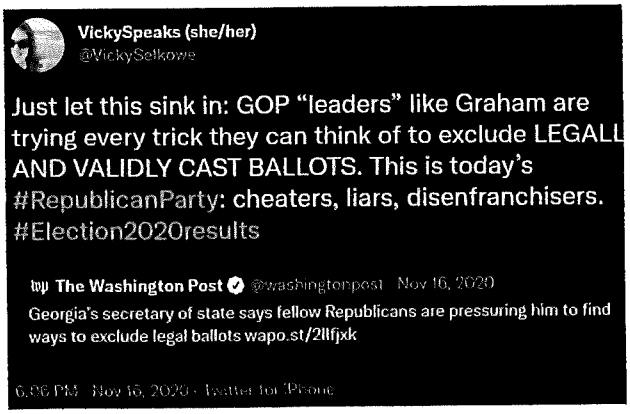
VickySpeaks (she/her) on Twitter: "The 👏 #GOP 👏 is 👏 attempting 👏 a 👏 coup. #BidenWon #GOPSoreLosers" / Twitter

VickySpeaks (she/her) on Twitter: "New leaders. And their priorities are fighting #covid, rebuilding the economy, climate change, and *systemic racism.* Their predecessors didn't believe in any of those things. I'm just so deliriously happy. #BuildBackBetter #BidenHarris2020" / Twitter

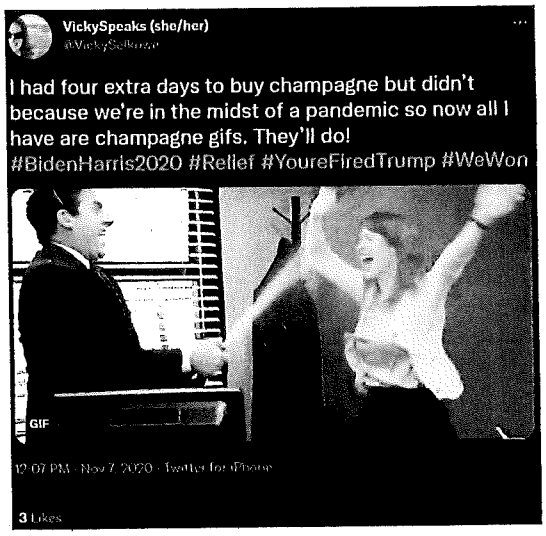
VickySpeaks (she/her) on Twitter: "His 👏 hat 👏! #WeJustDid #BidenHarris2020" / Twitter



VickySpeaks (she/her) on Twitter: "Omg. Not only do we get Joe & Jill & Kamala & Doug, but there will be DOGS in the #WhiteHouse again! America really will be great again! #BidenHarris2020 #ByeByeTrump https://t.co/7TRMe6p2y1" / Twitter

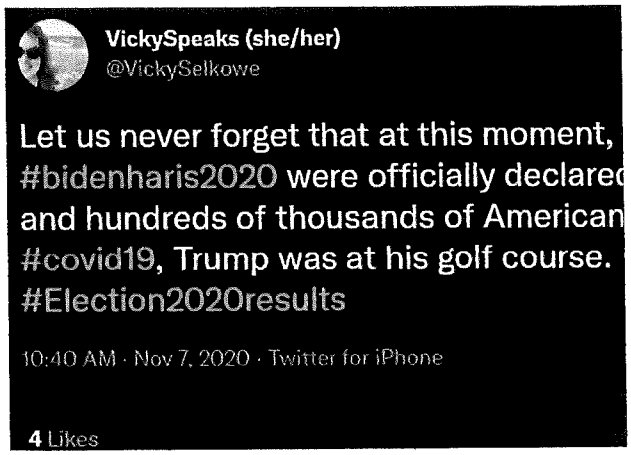


VickySpeaks (she/her) on Twitter: "Just let this sink in: GOP "leaders" like Graham are trying every trick they can think of to exclude LEGALLY AND VALIDLY CAST BALLOTS. This is today's #RepublicanParty: cheaters, liars, disenfranchisers. #Election2020results" / Twitter



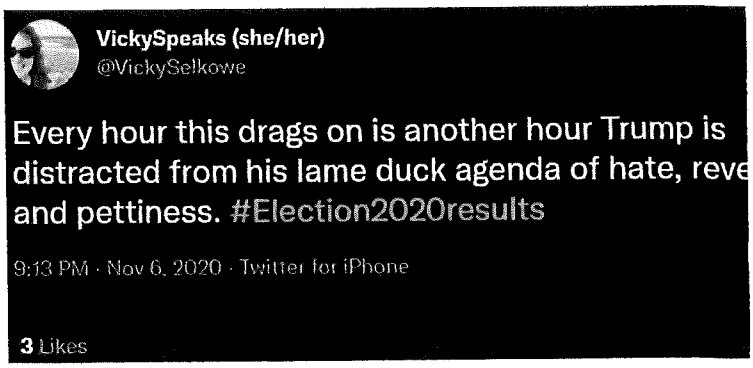
VickySpeaks (she/her) on Twitter: "I had four extra days to buy champagne but didn't because we're in the midst of a pandemic so now all I have are champagne gifs. They'll do! #BidenHarris2020 #Relief #YoureFiredTrump #WeWon https://t.co/fo7mXbBYlk" / Twitter

VickySpeaks (she/her) on Twitter: "Now, where can we all donate $46 in honor of #46thPresident #Biden to ensure that organizers have the $$ they need to win those 2 #GEORGIA Senate seats?" / Twitter

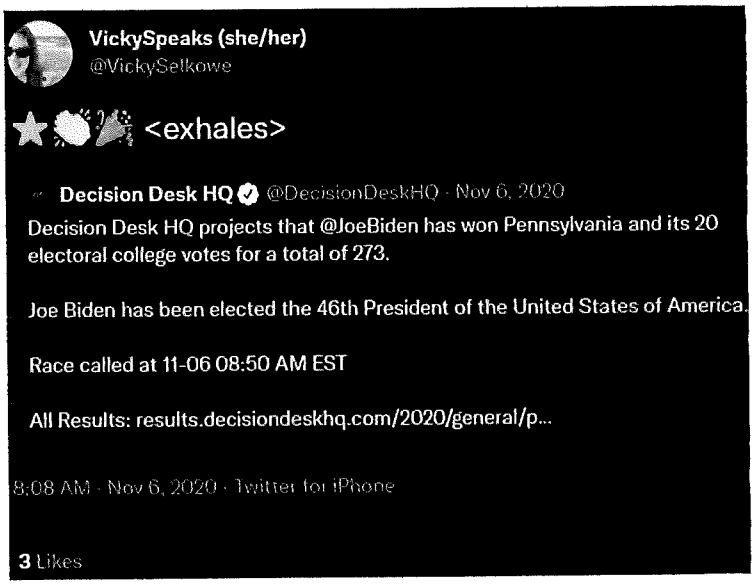


VickySpeaks (she/her) on Twitter: "Let us never forget that at this moment, when #bidenharis2020 were officially declared the winners and hundreds of thousands of Americans are sick with #covid19, Trump was at his golf course. #Election2020results" / Twitter

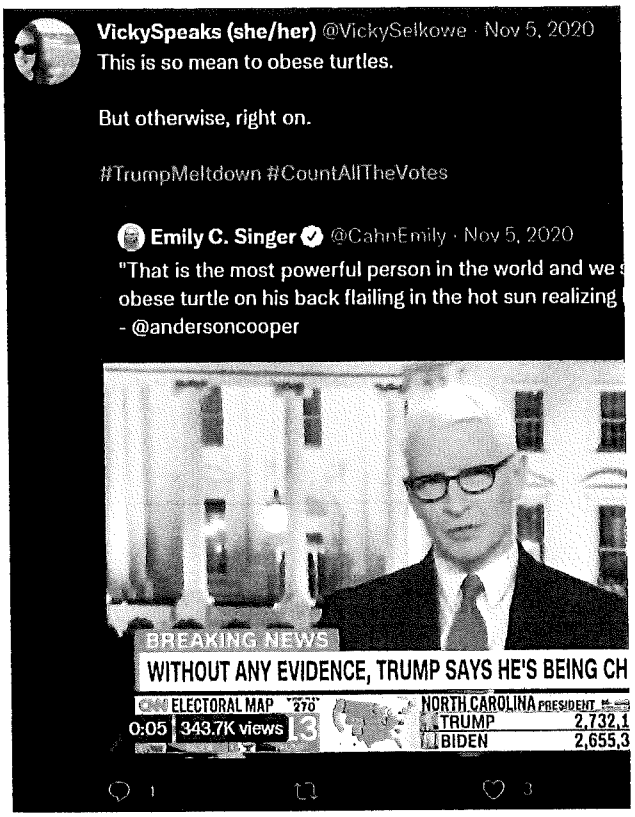
VickySpeaks (she/her) on Twitter: "It's HAPPENING!" / Twitter



VickySpeaks (she/her) on Twitter: "Every hour this drags on is another hour Trump is distracted from his lame duck agenda of hate, revenge, and pettiness. #Election2020results" / Twitter

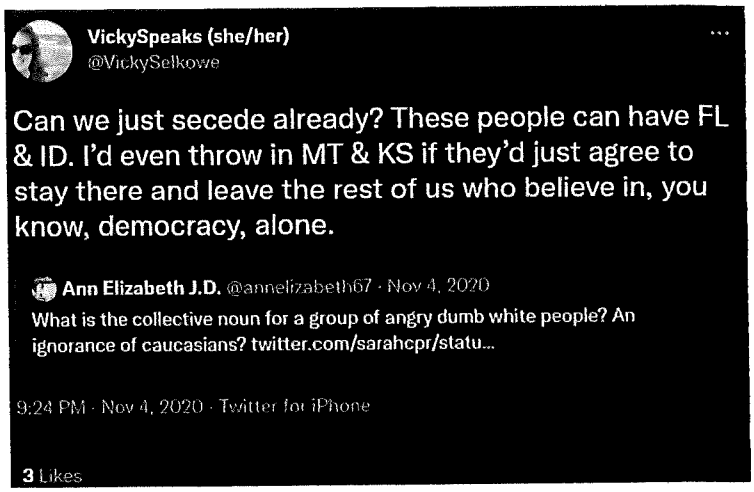


VickySpeaks (she/her) on Twitter: "<exhales>" / Twitter

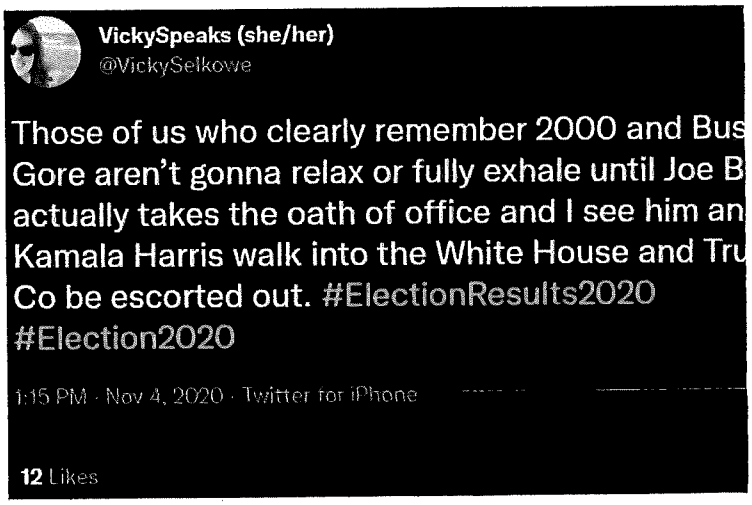


VickySpeaks (she/her) on Twitter: "This is so mean to obese turtles. But otherwise, right on. #TrumpMeltdown #CountAllTheVotes" / Twitter

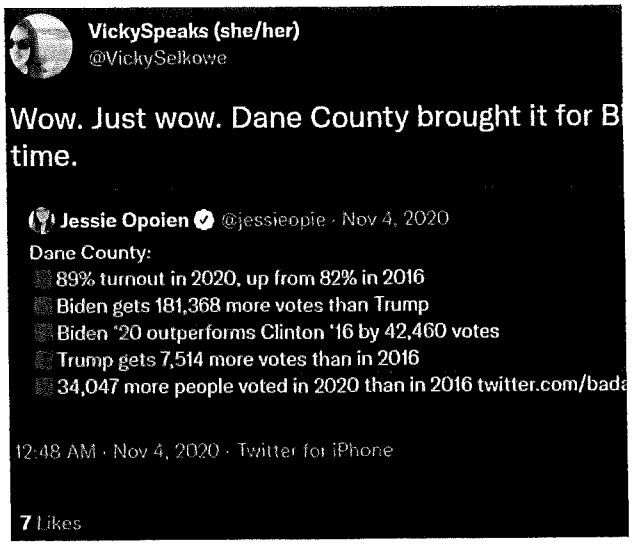
VickySpeaks (she/her) on Twitter: "Fixed your headline for you, @nytimes. #TrumpMeltdown #ElectionResults2020 https://t.co/iHoeupBykV" / Twitter



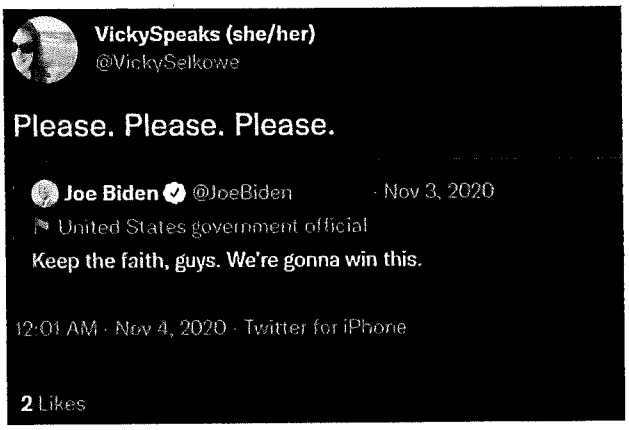
VickySpeaks (she/her) on Twitter: "Can we just secede already? These people can have FL & ID. I'd even throw in MT & KS if they'd just agree to stay there and leave the rest of us who believe in, you know, democracy, alone." / Twitter



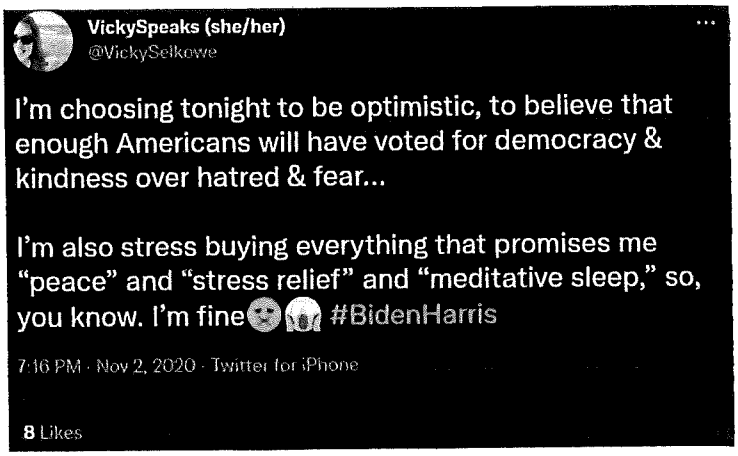
VickySpeaks (she/her) on Twitter: "Those of us who clearly remember 2000 and Bush v. Gore aren't gonna relax or fully exhale until Joe Biden actually takes the oath of office and I see him and Kamala Harris walk into the White House and Trump & Co be escorted out. #ElectionResults2020 #Election2020" / Twitter



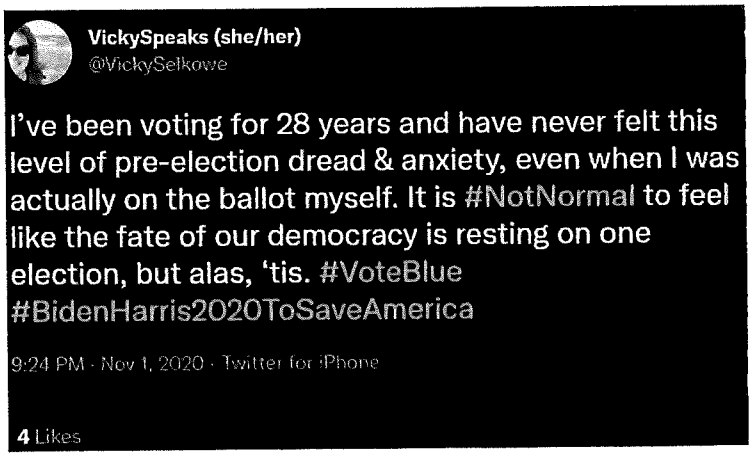
VickySpeaks (she/her) on Twitter: "Wow. Just wow. Dane County brought it for Biden big time." / Twitter



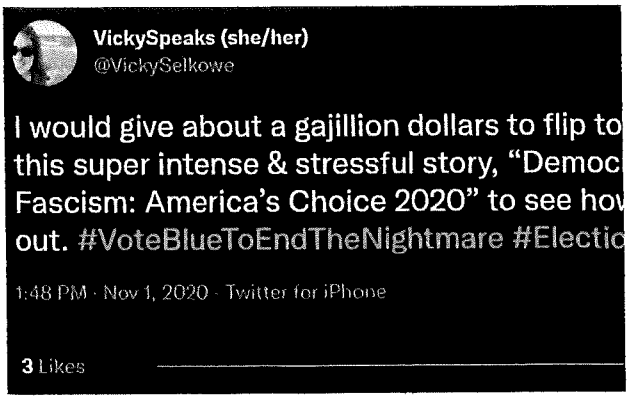
VickySpeaks (she/her) on Twitter: "Please. Please. Please." / Twitter



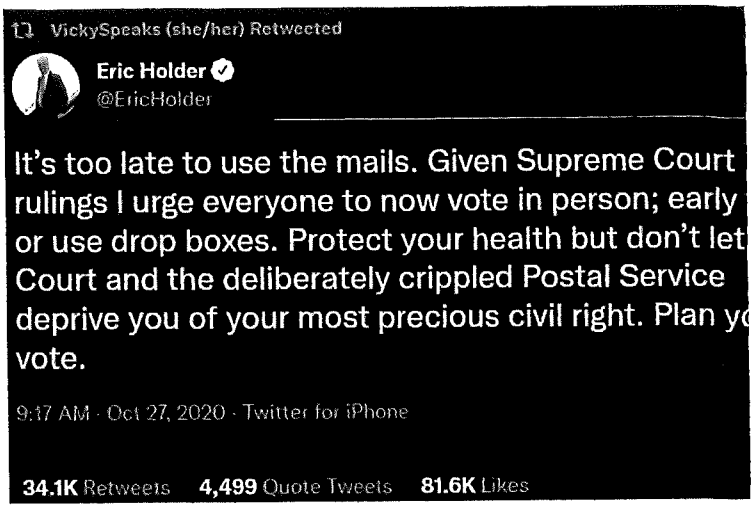
VickySpeaks (she/her) on Twitter: "I'm choosing tonight to be optimistic, to believe that enough Americans will have voted for democracy & kindness over hatred & fear... I'm also stress buying everything that promises me "peace" and "stress relief" and "meditative sleep," so, you know. I'm fine #BidenHarris" / Twitter



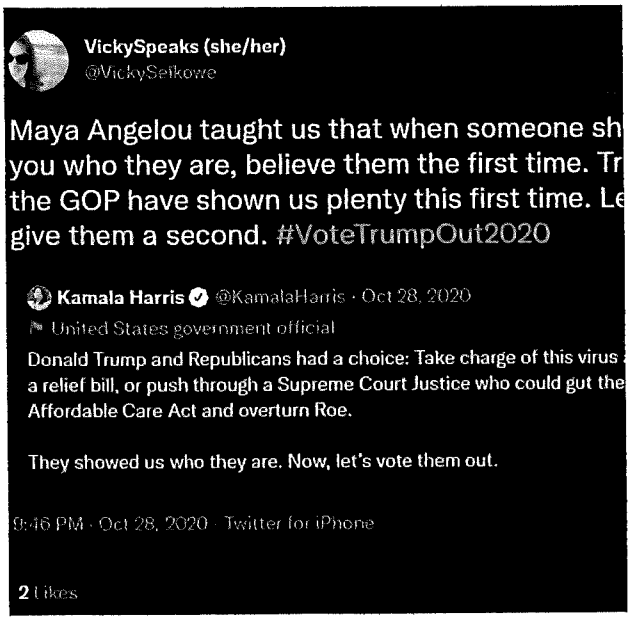
VickySpeaks (she/her) on Twitter: "I've been voting for 28 years and have never felt this level of pre-election dread & anxiety, even when I was actually on the ballot myself. It is #NotNormal to feel like the fate of our democracy is resting on one election, but alas, 'tis. #VoteBlue #BidenHarris2020ToSaveAmerica" / Twitter



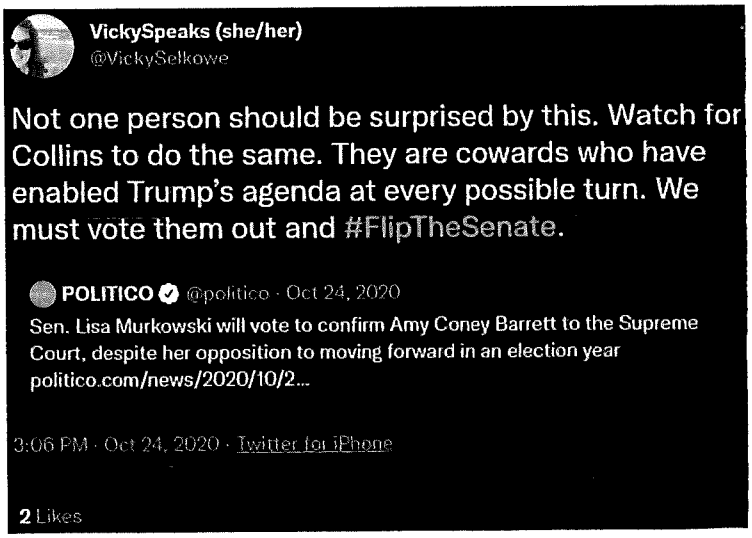
VickySpeaks (she/her) on Twitter: "I would give about a gajillion dollars to flip to the end of this super intense & stressful story, "Democracy or Fascism: America's Choice 2020" to see how this turns out. #VoteBlueToEndTheNightmare #Elections2020" / Twitter



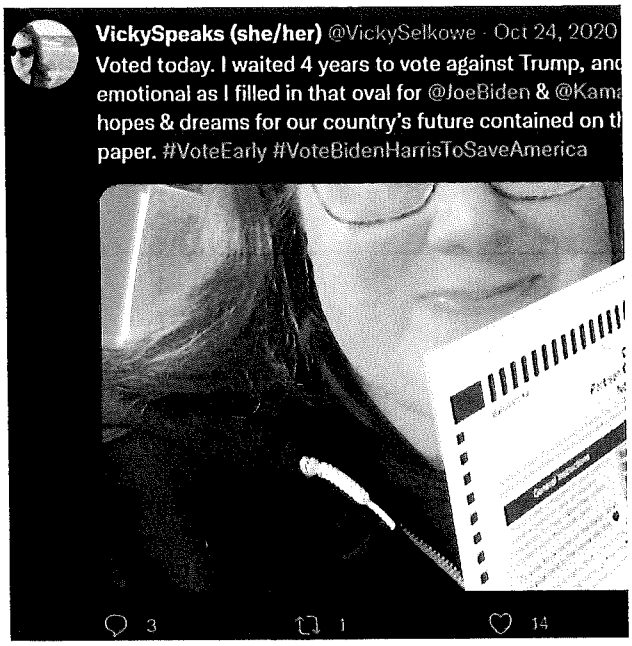
Eric Holder on Twitter: "It's too late to use the mails. Given Supreme Court rulings I urge everyone to now vote in person; early vote or use drop boxes. Protect your health but don't let the Court and the deliberately crippled Postal Service deprive you of your most precious civil right. Plan your vote." / Twitter



VickySpeaks (she/her) on Twitter: "Maya Angelou taught us that when someone shows you who they are, believe them the first time. Trump & the GOP have shown us plenty this first time. Let's not give them a second. #VoteTrumpOut2020" / Twitter

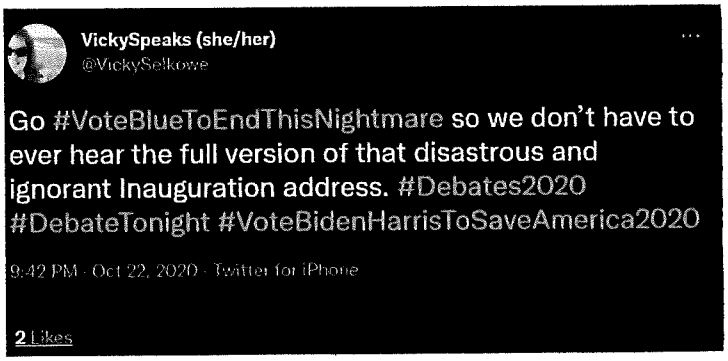


VickySpeaks (she/her) on Twitter: "Not one person should be surprised by this. Watch for Collins to do the same. They are cowards who have enabled Trump's agenda at every possible turn. We must vote them out and #FlipTheSenate." / Twitter

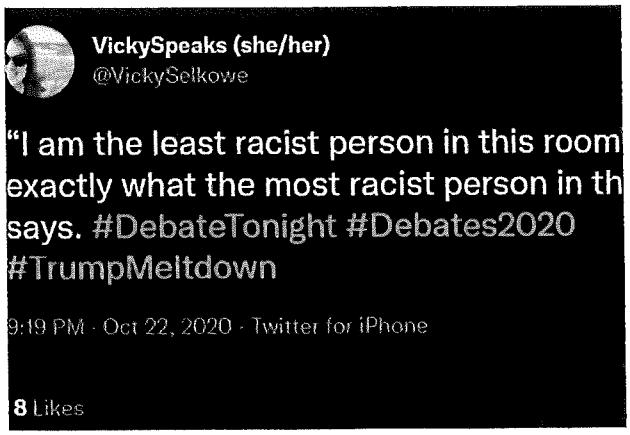


VickySpeaks (she/her) on Twitter: "Voted today. I waited 4 years to vote against Trump, and I got a little emotional as I filled in that oval for @JoeBiden & @KamalaHarris. All my hopes & dreams for our country's future contained on this one piece of paper. #VoteEarly #VoteBidenHarrisToSaveAmerica https://t.co/kHHqGvub0w" / Twitter

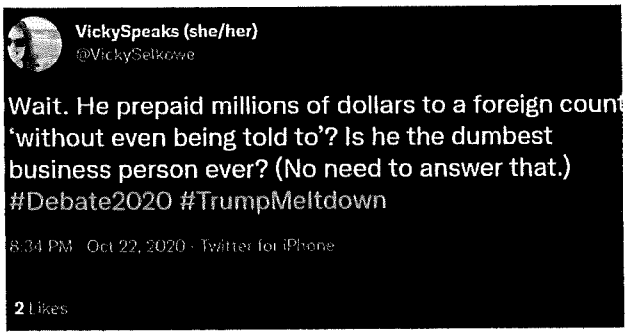
VickySpeaks (she/her) on Twitter: "YES." / Twitter



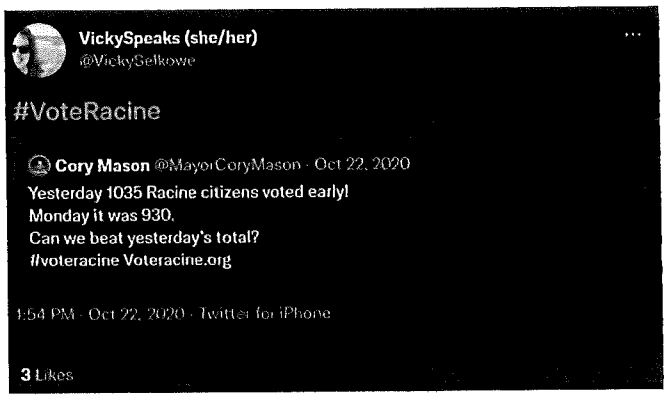
VickySpeaks (she/her) on Twitter: "Go #VoteBlueToEndThisNightmare so we don't have to ever hear the full version of that disastrous and ignorant Inauguration address. #Debates2020 #DebateTonight #VoteBidenHarrisToSaveAmerica2020" / Twitter



VickySpeaks (she/her) on Twitter: ""I am the least racist person in this room" is literally exactly what the most racist person in the room always says. #DebateTonight #Debates2020 #TrumpMeltdown" / Twitter

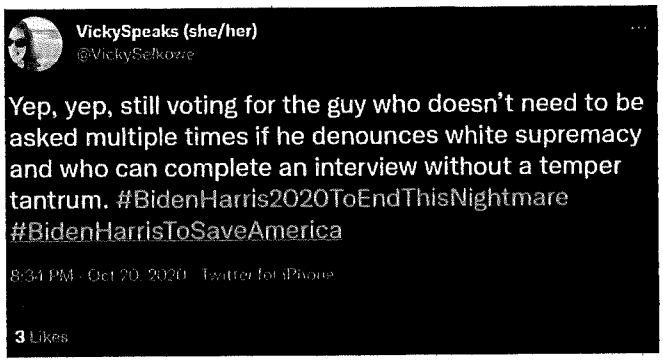


VickySpeaks (she/her) on Twitter: "Wait. He prepaid millions of dollars to a foreign country 'without even being told to'? Is he the dumbest business person ever? (No need to answer that.) #Debate2020 #TrumpMeltdown" / Twitter

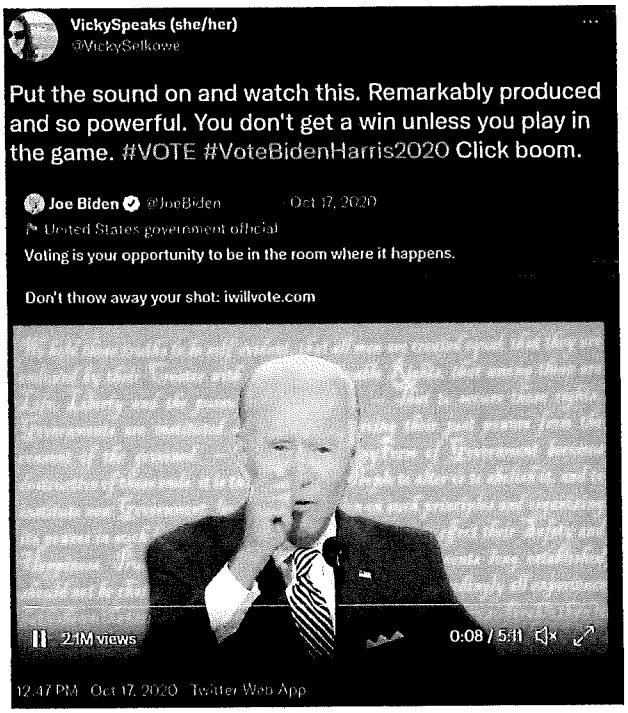


VickySpeaks (she/her) on Twitter: "#VoteRacine" / Twitter

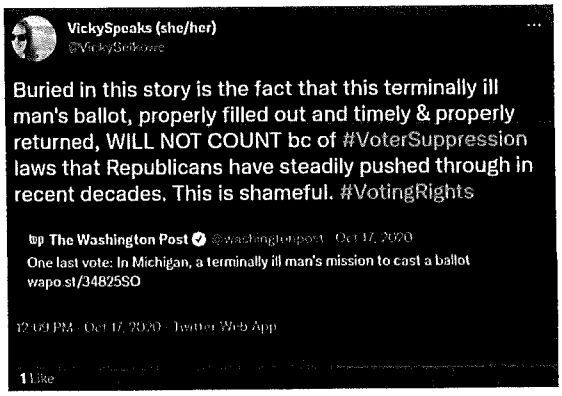
VickySpeaks (she/her) on Twitter: "Trauma. The unspeakable trauma this administration has inflicted on these children and their families is unbearable. Cruel and criminal. Support for Trump is support for this cruelty. #TrumpCrimesCommission #ChildrenInCages" / Twitter



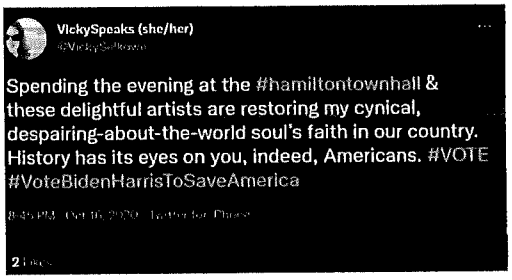
VickySpeaks (she/her) on Twitter: "Yep, yep, still voting for the guy who doesn't need to be asked multiple times if he denounces white supremacy and who can complete an interview without a temper tantrum. #BidenHarris2020ToEndThisNightmare #BidenHarrisToSaveAmerica" / Twitter



VickySpeaks (she/her) on Twitter: "Put the sound on and watch this. Remarkably produced and so powerful. You don't get a win unless you play in the game. #VOTE #VoteBidenHarris2020 Click boom." / Twitter

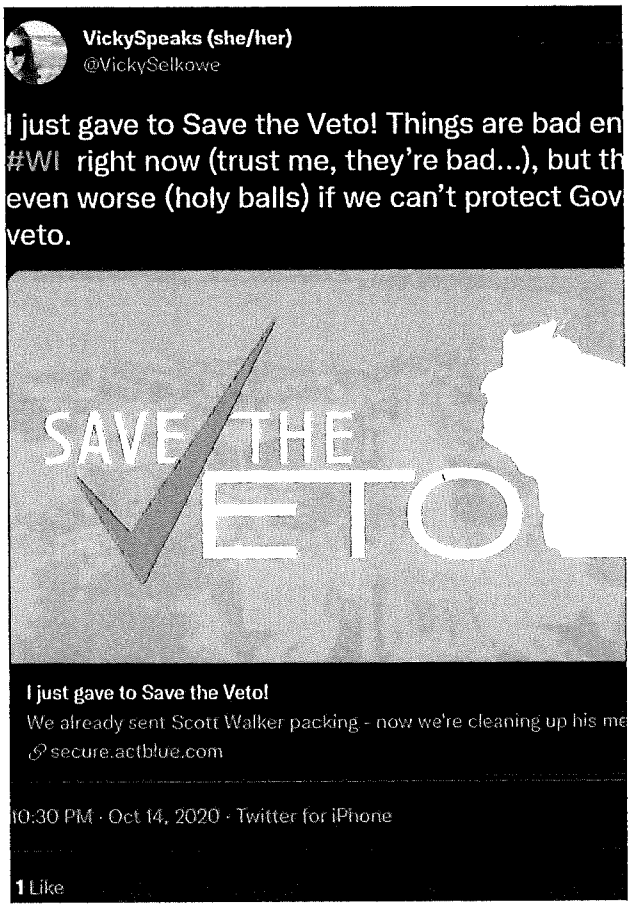


VickySpeaks (she/her) on Twitter: "Buried in this story is the fact that this terminally ill man's ballot, properly filled out and timely & properly returned, WILL NOT COUNT bc of #VoterSuppression laws that Republicans have steadily pushed through in recent decades. This is shameful. #VotingRights" / Twitter

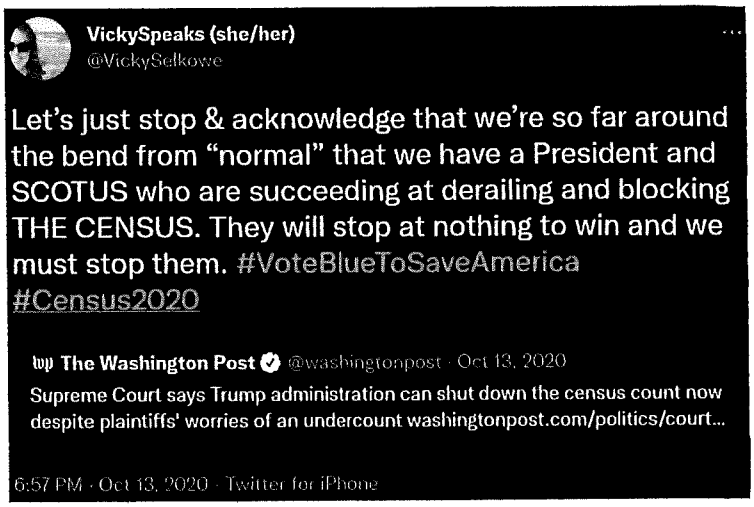


VickySpeaks (she/her) on Twitter: "Spending the evening at the #hamiltontownhall & these delightful artists are restoring my cynical, despairing-about-the-world soul's faith in our country. History has its eyes on you, indeed, Americans. #VOTE #VoteBidenHarrisToSaveAmerica" / Twitter

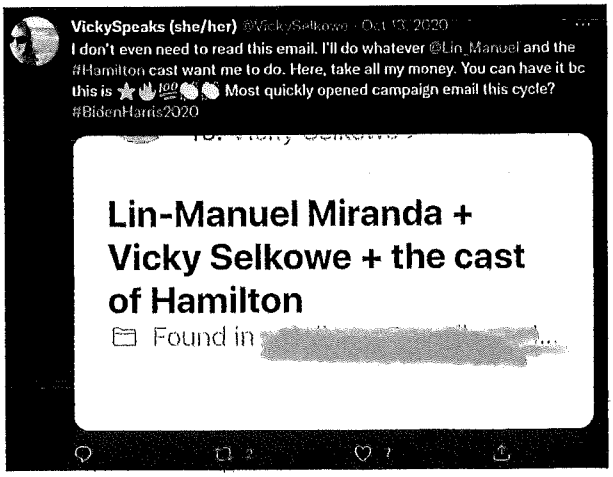
VickySpeaks (she/her) on Twitter: "End. Our. National. Crisis. Even the NYT Editorial Board understands what's at stake. #VoteBidenHarris #VoteBlueToSaveAmerica" / Twitter



VickySpeaks (she/her) on Twitter: "I just gave to Save the Veto! Things are bad enough in #WI right now (trust me, they're bad...), but they'll get even worse (holy balls) if we can't protect Gov. Evers' veto. https://t.co/wMwGHxWb6w" / Twitter

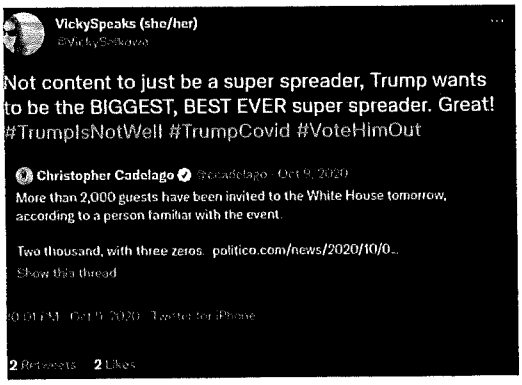


VickySpeaks (she/her) on Twitter: "Let's just stop & acknowledge that we're so far around the bend from "normal" that we have a President and SCOTUS who are succeeding at derailing and blocking THE CENSUS. They will stop at nothing to win and we must stop them. #VoteBlueToSaveAmerica #Census2020" / Twitter

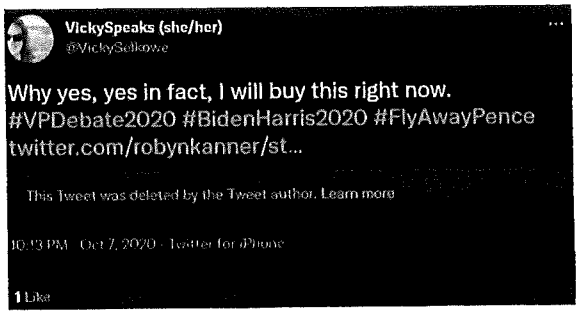


VickySpeaks (she/her) on Twitter: "I don't even need to read this email. I'll do whatever @Lin_Manuel and the #Hamilton cast want me to do. Here, take all my money. You can have it bc this is ☆👌💯👏👏 Most quickly opened campaign email this cycle? #BidenHarris2020 https://t.co/JfHTwRWWZU" / Twitter

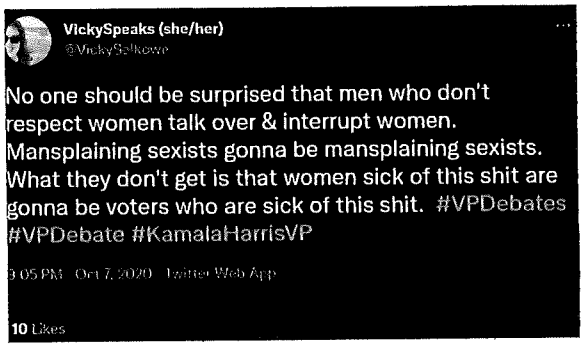
VickySpeaks (she/her) on Twitter: "I just want to stop having mini-panic attacks every time a news alert pops up on my phone, wondering frantically, 'oh shit, what has he done NOW?' #BidenHarris2020 #VoteHimOut2020 #VoteBlueToSaveOurDemocracy" / Twitter



VickySpeaks (she/her) on Twitter: "Not content to just be a super spreader, Trump wants to be the BIGGEST, BEST EVER super spreader. Great! #TrumpIsNotWell #TrumpCovid #VoteHimOut" / Twitter



VickySpeaks (she/her) on Twitter: "Why yes, yes in fact, I will buy this right now. #VPDebate2020 #BidenHarris2020 #FlyAwayPence" / Twitter



VickySpeaks (she/her) on Twitter: "No one should be surprised that men who don't respect women talk over & interrupt women. Mansplaining sexists gonna be mansplaining sexists. What they don't get is that women sick of this shit are gonna be voters who are sick of this shit. #VPDebates #VPDebate #KamalaHarrisVP" / Twitter

When election officials tell us what they need, we listen. We launched the COVID-19 Response Grants Program to address the overwhelming need for funding in 2020. In normal years, we aren't a grantmaking organization, but we're proud to have taken on this important work, inspired by election officials doing the same in their communities across the country.

RECENT NEWS

Election Infrastructure Initiative Vows to Keep Fighting

CTCL Applauds Congressional Move to Fund Election Departments

CTCL Executive Director Joins Battleground Podcast to Discuss the Need for Election Infrastructure Funding

Hamilton County, Ohio Organizes a Vax and Vote Program

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hello@techandciviclife.org

Media Inquiries:
Email - press@techandciviclife.org
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FILED
06-28-2021
Clerk of Circuit Court
Waukesha County
2021CV000958

STATE OF WISCONSIN CIRCUIT COURT WAUKESHA COUNTY

BRANCH ____

Richard Teigen
3520 Nagawicka Road
Hartland, WI 53209

Case Code: 30701
Case Type: Declaratory Judgment

Richard Thom
W152 N7894 Countryside Dr.
Menomonee Falls, WI 53051

Case No:

Plaintiffs

v.

Wisconsin Election Commission
212 E Washington Ave 3rd Floor
Madison, WI 53703

Defendant

SUMMONS

THE STATE OF WISCONSIN, to each person named above as a Defendant:

You are hereby notified that the Plaintiffs named above have filed a lawsuit or other legal action against you. The Complaint, which is attached, states the nature and basis of the legal action.

Within 45 days of receiving this Summons, you must respond with a written answer, as that term is used in Chapter 802 of the Wisconsin Statutes, to the Complaint. The court may reject or disregard an answer that does not follow the requirements of the statutes. The answer must be

sent or delivered to the court, whose address is: Clerk of Circuit Court, Waukesha County Courthouse, 515 W Moreland Blvd, Waukesha, WI 53188 and to Plaintiffs' attorney, whose address is: 330 East Kilbourn Avenue, Suite 725, Milwaukee, WI 53202.

You may have an attorney help or represent you.

If you do not provide a proper answer within 45 days, the court may grant judgment against you for the award of money or other legal action requested in the Complaint, and you may lose your right to object to anything that is or may be incorrect in the Complaint. A judgment may be enforced as provided by law. A judgment awarding money may become a lien against any real estate you own now or in the future, and may also be enforced by garnishment or seizure of property.

Dated: June 28, 2021.

Respectfully submitted,

Rick Esenberg (SBN 1005622)
(414) 727-6367
rick@will-law.org

Brian McGrath (SBN 1016840)
414-727-7412
brian@will-law.org

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(414) 727-7361
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(414) 727-9455
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Wisconsin Institute for Law & Liberty
330 E. Kilbourn Ave., Suite 725
Milwaukee, WI 53202
Telephone: (414) 727-9455
Attorneys for Plaintiffs

FILED
06-28-2021
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Waukesha County
2021CV000958

STATE OF WISCONSIN CIRCUIT COURT BRANCH ____ WAUKESHA COUNTY

Richard Teigen
3520 Nagawicka Road
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Madison, WI 53703

Defendant

Case Code: 30701
Case Type: Declaratory Judgment

Case No:

COMPLAINT

The Plaintiffs, by their undersigned counsel, hereby allege as follows:

1. This is an action against the Wisconsin Election Commission ("WEC") seeking a declaratory judgment regarding the proper construction of the state statutes that set forth the legal methods for Wisconsin voters to cast absentee ballots, including Wis. Stat. §§ 6.84, 6.855, 6.87(4)(b)1 and 12.13.

2. Wis. Stat. § 6.84(1) provides that while voting is a constitutional right, the vigorous exercise of which should be strongly encouraged, "voting by absentee ballot is a privilege exercised wholly outside the traditional safeguards of the polling place." As a result, in § 6.84(1), the Legislature concluded "that the privilege of voting by absentee ballot must be carefully regulated to prevent the potential for fraud or abuse."

3. As part of those regulations to prevent fraud or abuse, Wis. Stat. § 6.87(4)(b)1 provides that voters casting their votes through an absentee ballot must place their ballot in an envelope and that "[t]he envelope shall be mailed by the elector, or delivered in person, to the municipal clerk issuing the ballot or ballots."

4. Under § 6.87(4)(b)1, there are only two methods allowed for casting an absentee ballot: (1) the U.S. Mail, and (2) handing the envelope containing the ballot in person to the municipal clerk.

5. This requirement with respect to how to cast an absentee ballot must be read in conjunction with Wis. Stat. § 12.13(3)(n) which provides that no person may "receive a ballot from or give a ballot to a person other than the election official in charge."

6. Together these statutes require that the *voter* shall mail the envelope containing the ballot, or the *voter* shall deliver it "in person" to the municipal clerk. There is no statutory basis to permit a third person to take possession of the ballot to mail it or to deliver it in person.

7. This is further confirmed by Wis. Stat. § 6.855, which discusses alternate absentee ballot sites and provides that "[t]he governing body of a municipality may elect to designate a site . . . as the location . . . to which voted absentee ballots shall be returned *by electors* for any election." (Emphasis added.) Again, it is the voter, himself or herself, who must return the ballot and not a third party.

8. Despite the clarity of the law, WEC sent a memo to municipal clerks regarding the return of absentee ballots dated March 31, 2020 (the "March 2020 WEC Memo"). In paragraph 2 of the March 2020 WEC Memo it states that third persons other than the voter may return a voter's absentee ballot. Specifically, the memo says that "A family member or another person

may also return the ballot on behalf of the voter." (A true and correct copy of the March 2020 WEC Memo is attached hereto as Exhibit A.)

9. In addition, the statutes require that if the ballot is not returned by U.S. Mail then it must be returned by the voter "in person, *to the municipal clerk*." Wis. Stat. § 6.87(4)(b)1.

10. Despite this requirement in the statutes, WEC Commissioners sent a memo to municipal clerks dated August 19, 2020, (the "August 2020 WEC Memo") stating that absentee ballots do not need to be mailed by the voter or delivered by the voter, in person, to the municipal clerk but instead could be dropped into a drop box and that the ballot drop boxes could be unstaffed, temporary, or permanent. (A true and correct copy of the August 2020 WEC Memo is attached hereto as Exhibit B.)

11. But a drop box is not the "municipal clerk." It is an unsupervised, inanimate object. Allowing ballots to be cast by placing them into an unsupervised, inanimate object invites the fraud and abuse that the Legislature was attempting to prevent by requiring strict compliance with the requirement that absentee ballots could only be cast by the two methods allowed under § 6.87(4)(b)1: (1) the U.S. Mail, and (2) handing the envelope containing the ballot in person to the municipal clerk.

12. Both the March 2020 Memo and the August 2020 WEC Memo are incorrect statements of the law by WEC and have led to local election officials in Wisconsin administering elections incorrectly under Wisconsin law.

13. For example, in the 2020 general election, municipal clerks, relying upon the August 2020 WEC Memo authorized and used over 500 drop boxes for voters to cast absentee ballots.

14. By telling municipal clerks that absentee ballots can be cast in this fashion and by allowing votes to be cast in this fashion, WEC put votes cast by voters in jeopardy of not being counted because they are not being cast in strict compliance with the statutes.

15. The Plaintiffs disagree with the interpretation of the relevant statutes by WEC and seek a declaration as to the correct interpretation of the statutes.

16. The question here is *Quis custodiet ipsos custodes*?[1] If WEC will not administer elections as required by the statutes, then who will require them to do so such that the future votes cast by Wisconsin voters are not placed in jeopardy?

THE PARTIES

17. Plaintiff, Richard Teigen, is a registered Wisconsin voter and a taxpayer residing at 3520 Nagawicka Road, Hartland, in Waukesha County, Wisconsin.

18. Plaintiff, Richard Thom, is a registered Wisconsin voter and a taxpayer residing at W152 N7894 Countryside Road, Menomonee Falls in Waukesha County, Wisconsin.

19. The Defendant, Wisconsin Election Commission, is a governmental agency created under Wis. Stat. § 5.05 and charged with the responsibility for the administration of Chapters 5 through 10 and 12 of the Wisconsin Statutes. The Wisconsin Election Commission has its offices and principal place of business at 212 E. Wisconsin, 3rd Floor, Madison, WI 53703.

JURISDICTION AND VENUE

20. This court has jurisdiction pursuant to either or both Wis. Stat. §§ 806.04 and 227.40.

21. Wis. Stat. § 806.04 provides that any person "whose rights, status or other legal relations are affected by a statute … may have determined any question of construction or validity

[1] Who watches the watchmen?

arising under the … statute … and obtain a declaration of rights, status or other legal relations thereunder."

22. The Plaintiffs' voting rights are affected by the statutes at issue here and the Plaintiffs seek to have the correct construction of those statutes declared by this Court.

23. Wis. Stat. § 227.40 specifically provides that a plaintiff may challenge the validity of any rule or guidance document by declaratory judgment. If Wis. Stat. § 227.40 is applicable to either or both the March 2020 and August 2020 WEC Memo, then Plaintiffs' action herein against WEC with respect to those documents is intended to be brought under that statute as well as or as an alternative to Wis. Stat. § 806.04.

24. Venue is proper in this Court pursuant to Wis. Stat. §§ 801.50 and/or 227.40(1).

CAUSE OF ACTION FOR A DECLARATORY JUDGMENT

25. Wis. Stat. § 6.84(1) provides that the while voting is a constitutional right, the vigorous exercise of which should be strongly encouraged, "voting by absentee ballot is a privilege exercised wholly outside the traditional safeguards of the polling place." As a result, in § 6.84(1), the Legislature concluded "that the privilege of voting by absentee ballot must be carefully regulated to prevent the potential for fraud or abuse."

26. To further implement this finding, Wis. Stat. § 6.84(2) specifically directs that the provisions of § 6.87(3) to (7) (which would obviously include § 6.87(4)(b)1) "shall be construed as mandatory."

27. The Wisconsin Supreme Court has held that where an election statute is mandatory, its exercise requires strict compliance (citing *State ex rel. Ahlgrimm v. State Elections Bd.*, 82 Wis. 2d 585, 597, 263 N.W.2d 152 (1978)) and that consequently, "[b]allots counted in contravention

of the procedures ... may not be included in the certified result of any election." *Jefferson v. Dane Cty.,* 2020 WI 90, ¶ 16, 394 Wis. 2d 602, 951 N.W.2d 556.

28. Wis. Stat. § 6.87(4)(b)1 requires that when voting an absentee ballot "[t]he envelope [containing the ballot] shall be mailed by the elector, or delivered in person, to the municipal clerk issuing the ballot or ballots," and under § 6.84(2), the requirements in this provision are mandatory.

29. Notwithstanding these clear and mandatory provisions of Wisconsin law, WEC issued the March 2020 and August 2020 Memos both of which are inconsistent with and contradict the express and mandatory requirements of the statutes.

30. Further, WEC did not promulgate its interpretations of these election statutes as required under Chapter 227 of the Wisconsin Statutes, even though Wis. Stat. 227.10(1) specifically requires that each interpretation of a statute which an agency adopts to govern its administration of a statute shall be promulgated as a rule.

31. The March 2020 and August 2020 Memos are invalid because they exceed the statutory authority of WEC and because they were promulgated without compliance with statutory procedures.

32. WEC's interpretations of these statutes are entitled to no deference by this Court. Wis. Stat. § 227.57(11); see also *Lamar Cent. Outdoor, LLC v. Div. of Hearings & Appeals,* 2019 WI 109, ¶ 9, 389 Wis. 2d 486, 936 N.W.2d 573. Instead, courts follow the plain meaning rule when interpreting statutes. *State ex rel. Kalal v. Circuit Court for Dane Cnty.*, 2004 WI 58, ¶ 45, 271 Wis. 2d 633, 681 N.W.2d 110.

33. WEC sent the March 2020 WEC Memo and the August 2020 WEC Memo to each of the 1,850 municipal clerks in the State of Wisconsin. Given that WEC has the statutory authority

to enforce and administer the election laws set forth in Chapters 5 through 10 and Chapter 12 of the statutes, municipal clerks typically follow the interpretation of those statutes as set forth by WEC.

34. For example, consistent with the August 2020 Memo, municipal clerks set up over 500 drop boxes around the state and allowed voters to cast absentee ballots by depositing them into such drop boxes rather than placing them in the U.S. Mail or handing them in person to the municipal clerk. *See* Nora Eckert, *Search for a ballot drop box in your community using this tool*, Wisconsin Watch (Oct 27th, 2020), https://wisconsinwatch.org/2020/10/Wisconsin-absentee-ballot-drop-box-search/.

35. The phrase "municipal clerk" is defined in the election statutes as "the city clerk, town clerk, village clerk and the executive director of the city election commission and their authorized representatives." *See* Wis. Stat. § 5.02(10).

36. Certainly an inanimate object like a drop box is not the "municipal clerk" and cannot be classified as an "authorized representative" of the municipal clerk.

37. Even if a drop box could be classified as an "authorized representative," Wis. Stat. § 6.87(4)(b)1 further qualifies the term "municipal clerk," requiring in this instance that the elector return the ballot "to the municipal clerk *issuing the ballot or ballots*." (Emphasis added.) Obviously, a drop box will never have been the entity that "issu[ed] the ballot."

38. Thus, putting an absentee ballot into a drop box does not satisfy the mandatory requirements for casting an absentee ballot set forth in § 6.87(4)(b)1.

39. In addition, in order to ensure that elections are being properly administered in Wisconsin, the question of what persons qualify as an "authorized representative" of the clerk must be answered.

40. At a minimum, because Wis. Stat. § 12.13 provides that no person may "Receive a ballot from or give a ballot to a person other than the election official in charge," the only person who can be authorized to receive absentee ballots must be an "election official."

41. Pursuant to Wis. Stat. § 5.02(4e) election official "means an individual who is charged with any duties relating to the conduct of an election."

42. Pursuant to Wis. Stat. § 7.30(2)(a), "[o]nly election officials appointed under this section or s. 6.875 may conduct an election."

43. Thus, because ballots can only be given to an "election official" and all election officials who conduct an election must be appointed under § 7.30(2)(a) (section 6.875 is an exception that applies only to special voting deputies in residential care facilities and nursing home and is not pertinent here), the "authorized representatives" of the municipal clerk under § 5.02(10) must be election officials appointed under § 7.30.

44. Further, in order to ensure that elections are being properly administered in Wisconsin, the question of where absentee ballots may be returned by voters must be answered.

45. Wis. Stat. § 6.855 answers this question. Pursuant to § 6.855, the office of the municipal clerk is the default location "to which voted absentee ballots shall be returned by electors for any election."

46. Any other location must be designated in the manner set forth in § 6.855 and "The designated site shall be located as near as practicable to the office of the municipal clerk or board of election commissioners and no site may be designated that affords an advantage to any political party."

47. Further, if the governing body of a municipality makes an election to designate an alternate site to the clerk's office under this section, then "no function related to voting and return

of absentee ballots that is to be conducted at the alternate site may be conducted in the office of the municipal clerk or board of election commissioners."

48. The result of this provision of the statutes is that all absentee ballots must be returned by the voter to the office of the municipal clerk, unless a different site is designated under § 6.855. In which case, absentee ballots must be returned to the designated location and not to the municipal clerk's office.

49. The municipal clerk may not accept absentee ballots at any other location. Not at a drop box; not in some other part of City Hall; not at the library and not in a park.

50. The requirements of §§ 6.84, 6.855 and 6.87(4)(b)1, are the established policy of the State of Wisconsin as mandated by the Legislature.

51. WEC does not have the power to set aside the policy decisions of the Wisconsin Legislature in this regard.

52. WEC's incorrect interpretation of the election statutes harms the Plaintiffs in several ways. The Plaintiffs are harmed as voters because they are uncertain as to the lawful method to cast absentee ballots in future elections. If they cast their absentee ballot as approved by WEC, such as placing it in an untended drop box, as opposed to placing it in the U.S. Mail or handing it in person to the municipal clerk, then their vote may be illegal and not counted. The Plaintiffs are entitled to certainty as to the lawful methods in which to cast an absentee ballot in Wisconsin.

53. Further, the Plaintiffs are harmed as voters because allowing other voters to vote other than in strict compliance with the law diminishes the value of the Plaintiffs' votes. Only legally cast votes should count and counting illegally cast votes diminishes the value of those cast legally.

54. The Plaintiffs, as voters, are entitled to have the elections in which they participate administered properly under the law. Allowing WEC to administer the 2022 elections in a manner other than that required by law causes doubts about the fairness of the elections and erodes voter confidence in the electoral process.

55. The Plaintiffs are also harmed as taxpayers. Here, WEC spent substantial staff time and resources to prepare, promulgate and distribute the March 2020 WEC Memo and the August 2020 WEC Memo and WEC will spend substantial taxpayer funds in administering the 2022 primary and general elections and, unless the statutes are properly interpreted, will do so in a manner consistent with the March 2020 WEC Memo and the August 2020 WEC Memo, but illegal under the Wisconsin statutes.

56. As a result, the Plaintiffs are entitled to a declaratory judgment that: (a) absentee ballots can be cast only by the two methods allowed under § 6.87(4)(b)1: (1) by the voter placing the envelope containing the ballot in the U.S. Mail, or (2) the voter handing the envelope containing the ballot in person to the municipal clerk at the office of the municipal clerk or at an alternate site designated under Wis. Stat. § 6.855 ; and (b) that handing the envelope containing the ballot to the municipal clerk means handing it to the actual municipal clerk or to an election official appointed pursuant to Wis. Stat. § 7.30 to act as the authorized representative of the municipal clerk.

57. The time to decide the questions presented herein is now – during 2021 – a non-election year. In *Trump v. Biden*, 2020 WI 91, 951 N.W.2d 568, decided just four months ago, the Wisconsin Supreme Court said that the time to challenge election policies is not after ballots have been cast but rather such challenges should occur outside the context of a close and challenged election. *Id.*, ¶ 22, 951 N.W.2d 575–76.

58. In *Trump v. Biden*, among other claims, the Supreme Court refused to decide a dispute regarding allegedly illegal election administration by the City of Madison in September and October 2020, even though the Trump campaign filed its action in November 2020 (barely a month after the alleged illegal conduct). The Supreme Court refused to hear the dispute based on laches because even though very little time had passed since the alleged illegal conduct, the plaintiffs in that case waited until after the votes had been cast to bring the challenge.

59. A related principle of not deciding election law cases close to an election known as the Purcell Principle was announced by the U.S. Supreme Court in 2006 in *Purcell v. Gonzalez*, 549 U.S. 1 (2006) (*per curiam*).

60. The rationale for the Purcell Principle is that courts should not change election law rules shortly before an election because of the confusion that such a change could cause both among voters and those administering the election.

61. To avoid those situations here, the Plaintiffs bring this case now, so that a determination can be made well before the next election and Wisconsin voters can be informed as to the lawful ways in which to cast an absentee ballot long before the election season begins.

PRAYER FOR RELIEF

WHEREFORE, the Plaintiffs request the following relief:

A. A declaration as follows:

1. Absentee ballots can be cast only by the two methods allowed under § 6.87(4)(b)1: (a) by the voter placing the envelope containing the ballot in the U.S. Mail addressed to the municipal clerk, or (b) the voter handing the envelope containing the ballot in person to the municipal clerk at the office of the municipal clerk or at an alternate site designated under Wis. Stat. § 6.855; and

2. That handing the envelope containing the ballot in person to the municipal clerk means handing it to the actual municipal clerk or to an election official appointed pursuant to Wis. Stat. § 7.30 to act as the authorized representative of the municipal clerk.

B. A permanent injunction requiring that WEC cease and desist from failing to enforce Wis. Stat. §§ 6.84, 6.855 and 6.87(4)(b)1.

C. Such equitable or other relief as is just and appropriate.

Dated: June 28, 2021.

Respectfully submitted,

Rick Esenberg (SBN 1005622)
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rick@will-law.org

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Electronically signed by Luke N. Berg
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Wisconsin Institute for Law & Liberty
330 E. Kilbourn Ave., Suite 725
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Telephone: (414) 727-9455
Attorneys for Plaintiffs

Exhibit A

Wisconsin Elections Commission

212 East Washington Avenue | Third Floor | P.O. Box 7984 | Madison, WI 53707-7984
(608) 266-8005 | elections@wi.gov | elections.wi.gov

DATE: March 31, 2020

TO: Wisconsin Municipal Clerks
City of Milwaukee Election Commission
Wisconsin County Clerks
Milwaukee County Election Commission

FROM: Meagan Wolfe
Administrator

SUBJECT: FAQs: Absentee Ballot Return Options: USPS Coordination and Drop Boxes

Due to the increase in by-mail absentee ballots, clerks have inquired about options for ensuring that the maximum number of ballots are returned to be counted for the April 7, 2020 election. There are several options clerks can use to make ballot return more accessible and efficient. If a municipality chooses to do alternate drop off boxes or locations for ballots it should be publicized to voters where they can go to deliver their ballots. It's recommended that clerks also do the best that they are able to publicize drop off locations and options for voters. It is further recommended that it be publicized to voters that under state law, ballots need to be received by 8pm on election day to be counted.

1. **Can I establish drop boxes, or other similar options, for voters to return ballots without having to mail them back?**

Yes, drop boxes can be used for voters to return ballots but clerks should ensure they are secure, can be monitored for security purposes, and should be regularly emptied. Clerks can also use mail slots at municipal facilities when residents submit tax or utility payments for the return of ballots. These slots should be regularly monitored, and ballots should be collected on a daily basis. Clerks can also use book return slots at municipal libraries for this purpose as well as long as clerk staff have regular access to these facilities to collect ballots on, at least, a daily basis. If there is a final time that ballots will be collected from a drop box location, it should be posted clearly on the drop box when the last pick up will occur to deliver the ballots to the polling place to be counted.

2. **Can voters return an absentee ballot they received by mail in-person at the clerk's office, in-person absentee site or their polling place on election day?**

Yes, a voter can hand deliver an absentee ballot they received by mail to the clerk. Ballots can be returned to the clerk's office, an in-person absentee (or early voting) site or the voter's polling on election day. A family member or another person may also return the ballot on behalf of the voter. Voters who received their ballot by mail and do not have access to a witness could potentially appear at the clerk's office or in-person absentee

Wisconsin Elections Commissioners
Dean Knudson, chair | Marge Bostelmann | Julie M. Glancey | Ann S. Jacobs | Robert Spindell | Mark L. Thomsen

site to vote their ballot and have the clerk or clerk staff serve as a witness for the voter. The deadline for voters to return their ballot is 8:00pm on Election Day. If you are receiving ballots at the clerk's office or other places, you should ensure that there be a collection at 8:00pm to be delivered to the polling place to be counted. If you are not accepting delivery at a central location, like the clerk's office or other city hall ,it is advised that a notice be posted letting voters know where to deliver their ballots by 8pm to be counted.

3. **Can mail be held by the local U.S. Postal Service station for pick up by the clerk?**

Clerks can coordinate with their local postmaster to have their election mail held on and around election day rather than having it delivered to them by the mail carrier. This process would limit the time ballots are out for delivery, can ensure the clerk has access to all ballots returned by election day and could lead to more efficient delivery of those ballots to the polling place or central count facility for counting. Interested clerks can contact their local postmaster directly to discuss available options for holding election mail on and around election day for pickup.

4. **Can the U.S. Postal Service keep election mail local and not send it to central facilities for processing?**

It may be possible to have election mail kept local and not sent to central processing facilities (Milwaukee, Twin Cities), but that requires coordination with the postal service. If this practice is possible it would potentially cut down on the transit time for ballots returned by mail to the clerk's office. Clerks interested in this option should contact their local postmaster directly to discuss these options.

5. **Can municipal clerks include a notice of the ballot receipt deadline and drop off locations with ballots that are sent?**

Yes. As an attachment to this email, please find a template that you can use to send with absentee ballots to alert voters to alternate drop off sites and of the deadline of 8pm on Election Day for ballots to be received. Please customize any items or remove/add bullet points as they apply to your jurisdiction.

Please contact us with any questions you may have about these options at elections@wi.gov or (608) 261-2028.

Exhibit A

Template Clerks Can Customize to Send With Absentee Ballots

[Your municipality] Voter,

To ensure that your absentee ballot is received by the deadline to be counted of 8:00pm April 7, we ask you to please consider the following:

- **Hand deliver your completed absentee ballot** in the completed certificate envelope to your [municipal clerk's office, city hall, etc.] or to your polling place at [enter polling place] by 8:00 pm on April 7.

- **You may drop off your voted ballot** and your completed certificate at the **drop box** located at [drop box locations]. The last pick up from this box for delivery to the polls will be [date and time].

- **If you are considering mailing your ballot back**, please do so as soon as possible. The U.S. Postal Service advising that in some locations mail delivery can take between 2-7 days.

Thank you again for your participation in the April 7 election. If you have any questions, please contact [clerk contact information.

Exhibit B

Wisconsin Elections Commission

212 East Washington Avenue | Third Floor | P.O. Box 7984 | Madison, WI 53707-7984
(608) 266-8005 | elections@wi.gov | elections.wi.gov

DATE: August 19, 2020

TO: All Wisconsin Election Officials

FROM: Meagan Wolfe, Administrator; Richard Rydecki, Assistant Administrator

SUBJECT: **Absentee Ballot Drop Box Information**

This document is intended to provide information and guidance on drop box options for secure absentee ballot return for voters. The information has been adapted from a resource developed as part of the Cybersecurity and Infrastructure Security Agency (CISA) Elections Infrastructure Government Coordinating Council and Sector Coordinating Council's Joint COVID Working Group. The original document can be found here: https://static1.squarespace.com/static/5a665c98017db2b60bc22084/t/5e8f42d717ee5e7ee2db8c8b/1586447064805/Ballot_Drop-Box_final.pdf.

What is an Absentee Ballot Drop Box?

A ballot drop box provides a secure and convenient means for voters to return their by mail absentee ballot. A drop box is a secure, locked structure operated by local election officials. Voters may deposit their ballot in a drop box at any time after they receive it in the mail up to the time of the last ballot collection Election Day. Ballot drop boxes can be staffed or unstaffed, temporary or permanent.

Some voters prefer to deliver their by mail absentee ballots to a drop box rather than sending them back through the mail. These voters may be motivated by lack of trust in the postal process, fear that their ballot could be tampered with, or concern that their information will be exposed. Voters may also be concerned about ensuring that their ballot is returned in time to be counted.

Ballot drop boxes and drop-off locations allow voters to deliver their ballots in person. More importantly, the availability of ballot drop boxes and drop-off locations ensures that even voters who wait until the last minute to return their ballot or who receive their requested ballot in the mail too late to return it via USPS will have timely options to return their ballots.

Repurposing Options

In a COVID-19 environment, creative solutions may be required. Your municipality may already have infrastructure set up for secure collection of payment and materials. Consider repurposing the following options as secure ballot drops:

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Administrator
Meagan Wolfe

- Designate drop boxes or mail slots set up for taxes, mail and public utilities as secure ballot drop locations.
- Partnering with public libraries to use book and media drop slots for ballot collection.
- Partnering with businesses or locations that have already implemented social distancing practices, such as grocery stores and banks.

Many of these locations are already secure and located in places familiar to city residents. If you choose to do something similar, be sure to inquire about the security of these drops and identify how you can access ballots returned through these options. These locations should be marked with signage that clearly identifies the location as a ballot drop box and lists the final time ballots will be collected on election day. After the final election day pickup, clear signage should be placed at each drop site marking the location as "closed for ballot drop" and information regarding additional ballot return options and deadlines should be listed on these signs.

Types of Drop Boxes

Outdoor Options

1. Staffed, Temporary Drive-Through Drop Off

A drive-through drop-off location is an easy way to keep traffic flowing when demand for a ballot drop box is at its peak, especially on Election Day. This drive-through is typically set up in a parking lot or a street depending on the location.

The team staffing the site accepts ballots from voters as they pull through, depositing them directly into a ballot box. For voters who prefer placing the ballot directly into the box themselves, the portable ballot box is brought to the car window. In addition to the supplies listed below, you will need a team of at least two to three to support the drop-off site.

- Pop-up tent
- Table
- Chairs
- Ballot box
- Road signs
- Orange cones
- Flashlights
- High-visibility vests for workers
- Weather appropriate support— propane heater, rain gear, lanterns
- Personal protective equipment such as gloves, masks, and hand sanitizer as appropriate and in accordance with current CDC guidance

2. Unstaffed, 24-Hour Ballot Drop Box

In high-demand areas, installing a permanent ballot drop box—one that can be accessed by voters 24/7—is a good solution. These boxes should be constructed of durable material such as steel and be permanently cemented into the ground. This type of ballot drop box may cost as much as $6,000 each. Other options such as courier boxes are available from industrial supply companies and may be more affordable. In addition to purchasing the 24-hour box you will need:

- Video surveillance camera (or place the drop box in an area already covered by a security camera)
- Media storage device (for recorded video)
- Municipal decal or Election signage
- Extra keys for opening slot and access door
- Security seals

Indoor Option

Staffed or Unstaffed – Indoor Temporary Ballot Drop Box

When demand for a ballot drop box is low, a temporary ballot box located in a place such as the municipal clerk's office is a good solution. These boxes should be constructed of durable material and include a key or combination lock as well as a way to securely fasten the box to prevent it from being moved or tampered with. This type of box looks similar to the example pictured here. Staffed drop boxes can also be used at polling places on election day to collect absentee ballots from voters without having those voters wait in line in the voting area.

In addition to purchasing or renting the ballot box, you will need:

- Padlock and keys (if not included)
- Bike chain or some other way to fasten the box to prevent it from being removed (if not staffed)
- Security seals

Security

Ballot drop boxes must be secured and locked at all times. Only an election official or a designated ballot drop box collection team should have access to the keys and/or combination of the lock. In addition to locks, all drop boxes should be sealed with one or more tamper evident seals.
Ideally, unstaffed 24-hour drop boxes should be located in areas with good lighting and be monitored by video surveillance cameras. When this is not feasible, positioning the box close to a nearby camera is a good option. Also consider placing it in a high traffic area and inviting local law enforcement to make regular observations.

Try to place indoor drop boxes in locations where they can be monitored by a person in real time. When ballot boxes are unstaffed and not being monitored, the box should be securely fastened to a stationary surface or immovable object, such as a counter or wall, in a way that prevents moving or tampering.

Chain of Custody

- Chain of custody logs must be completed every time ballots are collected.
- All ballot collection boxes/bags should be numbered to ensure all boxes are returned at the end of the shift, day, and on election night.
- Team members should sign the log and record the date and time, security seal number at opening, and security seal number when the box is locked and sealed again.

Location

Ballot drop boxes should be placed in convenient, accessible locations, including places close to public transportation routes, near or on college campuses, and public buildings, such as libraries and community centers familiar to voters and easy to find. If there is time, getting input from citizens and community groups is recommended.

All drop box locations should be evaluated for:

- Security
- Lighting (well-lit 24 hours a day)
- High visibility
- Security cameras
- Accessibility
- Voter convenience
- Parking or drive-through options

How Many Drop Boxes Do You Need?

At a minimum, you should have a drop box at your primary municipal building, such as the village hall. Voters generally know the locations of these buildings and are already accustomed to voting or doing business there. Some other best practices include:

- Have one drop box for every 15,000–20,000 registered voters.
- Consider adding more drop boxes to areas where there may be communities with historically low absentee ballot return rates.
- Use demographic data and analysis to determine whether there should be a different formula for rural and urban locations (i.e., 1 for every 15,000 residents may be every mile in an urban are, but every 50 miles in a rural area).

FILED
01-20-2022
Clerk of Circuit Court
Waukesha County
2021CV000958

DATE SIGNED: January 19, 2022

Electronically signed by Michael O. Bohren
Circuit Court Judge

STATE OF WISCONSIN CIRCUIT COURT WAUKESHA COUNTY
BRANCH 1

RICHARD TEIGEN, et al.,

Plaintiffs,

v. Case No. 21-CV-958

WISCONSIN ELECTIONS COMMISSION,

Defendant,

and

DEMOCRATIC SENATORIAL CAMPAIGN COMMITTEE, et al.,

Defendant-Intervenors.

ORDER GRANTING SUMMARY JUDGMENT FOR PLAINTIFFS

Plaintiffs filed this action seeking declaratory and injunctive relief on June 28, 2021. They challenge the legal interpretations of several Wisconsin statutes by Defendant Wisconsin Elections Commission ("WEC") contained in two written memos, one dated March 31, 2020, attached to Plaintiffs' complaint as Exhibit A, ("March Memo"), and one dated August 19, 2020, attached to Plaintiffs' complaint as Exhibit B, ("August Memo") (collectively, "Memos").

Plaintiffs filed a motion for summary judgment and a motion for preliminary injunction on October 15. Defendant Wisconsin Elections Commission, and Defendant-Intervenors Democratic Senate Campaign Committee ("DSCC"), Disability Rights Wisconsin, Wisconsin Faith Voices for Justice, and League of Women Voters of Wisconsin filed briefs in opposition on November 15, requesting summary judgment in their favor. Plaintiffs filed a reply on November 24. This Court heard arguments on the motions on January 13, 2022.

Having considered the parties briefs, affidavits, and arguments, and for the reasons stated on the record during the January 13 hearing, the Court HEREBY ORDERS that the Plaintiffs' Motion for Summary Judgment is **GRANTED** on all claims, Plaintiffs' Motion for a Preliminary Injunction is **DENIED** as moot, and Defendant's and Defendants-Intervenors' request for summary judgment in their favor is **DENIED**.

The Court HEREBY ISSUES a declaratory judgment and permanent injunction as follows:

DECLARATORY JUDGMENT

For the reasons set forth by the Court on the record at the January 13, 2022 hearing, the Court hereby declares that WEC's interpretation of state statutes in the Memos is inconsistent with state law, to the extent they conflict with the following: (1) an elector must personally mail or deliver his or her own absentee ballot, except where the law explicitly authorizes an agent to act on an elector's behalf, (2) the only lawful methods for casting an absentee ballot pursuant to Wis. Stat. § 6.87(4)(b)1. are for the elector to place the envelope containing the ballot in the mail or for the elector to deliver the ballot in person to the municipal clerk, (3) the use of drop boxes, as described in the Memos, is not permitted under Wisconsin law unless the drop box is staffed by the clerk and located at the office of the clerk or a properly designated alternate site under Wis. Stat. § 6.855.

The Court further declares that WEC's Memos are administrative rules under Chapter 227 of the Wisconsin statutes and are invalid not only for the reasons described above, and but also because they should have been, but were not, promulgated as rules.

PERMANENT INJUNCTION

Defendant Wisconsin Elections Commission is HEREBY permanently enjoined as follows:

1. The Wisconsin Elections Commission shall not issue any further interpretations, to municipal clerks or anyone else, that conflicts with Wis. Stat. §§ 6.87 and 6.855, as described above.

2. No later than January 27, 2022, the Wisconsin Elections Commission shall withdraw the Memos and issue a statement to clerks notifying them that WEC's interpretation of Wis. Stat. §§ 6.87 and 6.855 in the Memos has been declared invalid by this Court, as described above.

THIS IS A FINAL JUDGMENT FOR PURPOSES OF APPEAL

Kris A. Teske
Former City Clerk of Green Bay

Wisconsin Election Commission
% Mr. Jon P. Axelrod and Ms. Deborah C. Meiners

June 15, 2021

Sent via e-mail

Re: Response to Complaint Filed with Wisconsin Elections Commission
EL21--24: Richard Carlstedt et al. V. Meagan Wolfe et al.

This response is pursuant to your request regarding the above mentioned complaint. Please be advised that I am responding without the benefit of legal counsel as my many requests for separate (independent) counsel due to a conflict of interest were denied by the City of Green Bay. Further, the City Attorney **today** informed me that she is withdrawing as my legal counsel due to a conflict of interest after months of insisting that no conflict of interest existed. Unfortunately, I do not have adequate resources to personally pay for counsel. Please be advised that I am in no way waiving the City's obligation to defend me against this complaint or any other complaint or action arising from my role as City Clerk or as an employee of the City of Green Bay. The decision to withdraw as counsel and not provide resources for independent counsel was solely the decision of the City of Green Bay. So, if there is something missing in this response or it was not properly filed, please let me know so I can fix any issues.

Let me start with acknowledging the serious nature of the allegations made in the complaint. I have earned the designation of a Wisconsin Certified Municipal Clerk

(WCMC) and have been a municipal clerk since 2012. Prior to 2012 I spent several years in the Green Bay Clerk's office participating and assisting in the supervision of countless elections. Achieving WCMC designation requires significant training and experience in performing the duties of a municipal clerk with significant emphasis on the administration of elections and election laws. As you know, election laws can be very technical having been developed over many years to ensure the integrity of the election process. Maintaining integrity of an election is something I take very seriously and do so by carefully following election laws. The fact that this complaint has been filed, calling into question the integrity of the November 2020 election, is of great concern to me.

Regarding the complaint itself, during the planning process for the November 2020 election I wrote several emails outlining my concerns with meetings that excluded the Clerk's office and decisions that were made without consulting the Clerk's office. I stand by what is included in those emails. However, please allow me to summarize the overall situation to provide context.

The complaint accurately states that municipal clerks are responsible for the supervision of registration and elections. This is important as clerks are trained in election laws that can be very technical and all decisions must be evaluated with election laws in mind. As my emails indicate, there were a number of parties involved in the planning of the November 2020 election including the Mayor, his staff, the City Council and an Ad Hoc Committee on election suggestions. I believe the Mayor's office referred to this as "all

hands on deck". I was very much in favor of additional assistance as long as it was under the supervision of the Clerk's office. I was very much looking forward to receiving and applying input and suggestions from others, especially related to the learnings from the April 2020 election. However, the application of such input must comply with the law and, understandably, there were times when suggestions did not have the full benefit of understanding the law. Nonetheless, all suggestions were welcomed.

As my emails indicate, as planning proceeded, others in the Mayor's office began to hold meetings and make decisions relating to the election outside of the Clerk's office. Many of these decisions were made by persons who were not authorized to do so and some were made by people not qualified to make them as, again, election laws need to be followed to ensure the integrity of the election. This caused planning for the election to become VERY dysfunctional and caused great confusion in the Clerk's office as many of the meetings and decisions were driven by the Mayor's chief of staff and other senior officials without the knowledge or consent of the Clerk's office. A further complicating factor arose when outside (private) organizations were engaged to participate in the planning and administration of the election. Unfortunately, the dysfunction created by persons outside of the Clerk's office only increased as the election drew closer creating morale issues and, at times, a chaotic/toxic work environment driven by personnel outside of the Clerk's office. Again, this is all documented in various emails during my time as City Clerk and are readily available through the open records laws.

I cannot respond to the complaint regarding matters that occurred after I took the leave of absence as I was not involved from the date of the leave forward.

One last item I would like to address in the complaint relates to a comment regarding the leave of absence. The complaint states in paragraph 81, " Teske....saw the only way out as taking FMLA [Family Medical Leave Act] leave". It is important to note that I took FMLA leave to tend to an important family medical matter.

In summary, I believe the Clerk's office was in a solid position to oversee the November 2020 as we debriefed from the April 2020 election and began planning the November 2020 elections. However, as the planning process progressed the office's ability to fulfill the obligations for the election were greatly hindered and diminished by outside interference. Unfortunately, we are now left with the need to respond to serious complaints given the decisions and actions of others outside the Clerk's office.

Again, please let me know if you need anything else to ensure I am properly responding to your request.

Respectfully submitted,

Kris A. Teske

Kris A. Teske

Former City Clerk of Green Bay

I, Kris A. Teske, being duly sworn, on oath, state that the responses attached are true based on my personal knowledge and, as to those stated on information and belief, I believe them to be true.

Kris A. Teske
Former City Of Green Bay Clerk

STATE OF WISCONSIN

County of Brown,

Sworn to before me this 15th day of

June, 2021.

Beth M. Stein Beth M-Stein
(Signature of person authorized to administer oaths)

My commission expires 05-08-2024, or is permanent.

Notary Public or _____
(official title it not notary)

PUBLIC DISCLOSURE COPY - STATE REGISTRATION NO. 01071921

Form **990**

Department of the Treasury
Internal Revenue Service

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

▶ Do not enter social security numbers on this form as it may be made public.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2020

Open to Public Inspection

A For the 2020 calendar year, or tax year beginning FEB 1, 2020 and ending JAN 31, 2021

B Check if applicable:
- [X] Address change
- [X] Name change
- [ ] Initial return
- [ ] Final return/ termin-ated
- [ ] Amended return
- [ ] Applica-tion pending

C Name of organization
CENTER FOR TECHNOLOGY AND CIVIC LIFE

Doing business as

Number and street (or P.O. box if mail is not delivered to street address): 303 E. WACKER DRIVE

Room/suite: 2106

City or town, state or province, country, and ZIP or foreign postal code: CHICAGO, IL 60601

F Name and address of principal officer: TIANA EPPS-JOHNSON
SAME AS C ABOVE

D Employer identification number: 47-2158694

E Telephone number: (872) 588-6843

G Gross receipts $: 356251345.

H(a) Is this a group return for subordinates? [ ] Yes [X] No

H(b) Are all subordinates included? [ ] Yes [ ] No
If "No," attach a list. See instructions

H(c) Group exemption number ▶

I Tax-exempt status: [X] 501(c)(3) [ ] 501(c) ( ) ◀ (insert no.) [ ] 4947(a)(1) or [ ] 527

J Website: ▶ HTTP://WWW.TECHANDCIVICLIFE.ORG/

K Form of organization: [X] Corporation [ ] Trust [ ] Association [ ] Other ▶

L Year of formation: 2014

M State of legal domicile: IL

Part I Summary

Activities & Governance	1 Briefly describe the organization's mission or most significant activities: INCREASE CIVIC PARTICIPATION BY MODERNIZING ENGAGEMENT BETWEEN LOCAL GOV. AND THE PEOPLE THEY SERVE.		
	2 Check this box ▶ [ ] if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	3 Number of voting members of the governing body (Part VI, line 1a)	3	5
	4 Number of independent voting members of the governing body (Part VI, line 1b)	4	4
	5 Total number of individuals employed in calendar year 2020 (Part V, line 2a)	5	28
	6 Total number of volunteers (estimate if necessary)	6	4
	7a Total unrelated business revenue from Part VIII, column (C), line 12	7a	0.
	b Net unrelated business taxable income from Form 990-T, Part I, line 11	7b	0.

		Prior Year	Current Year
Revenue	8 Contributions and grants (Part VIII, line 1h)	2842705.	354577107.
	9 Program service revenue (Part VIII, line 2g)	560042.	1666871.
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	19.	3522.
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	1643.	3845.
	12 Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	3404409.	356251345.
Expenses	13 Grants and similar amounts paid (Part IX, column (A), lines 1-3)	0.	332090025.
	14 Benefits paid to or for members (Part IX, column (A), line 4)	0.	0.
	15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	1069628.	1651330.
	16a Professional fundraising fees (Part IX, column (A), line 11e)	0.	0.
	b Total fundraising expenses (Part IX, column (D), line 25) ▶ 29918.		
	17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	307318.	1688523.
	18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	1376946.	335429878.
	19 Revenue less expenses. Subtract line 18 from line 12	2027463.	20821467.

		Beginning of Current Year	End of Year
Net Assets or Fund Balances	20 Total assets (Part X, line 16)	3172982.	32868797.
	21 Total liabilities (Part X, line 26)	116649.	8990997.
	22 Net assets or fund balances. Subtract line 21 from line 20	3056333.	23877800.

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

▶ Signature of officer — Date

▶ TIANA EPPS-JOHNSON, PRESIDENT/EXECUTIVE DIR.
Type or print name and title

Paid Preparer Use Only

Print/Type preparer's name	Preparer's signature	Date	Check if self-employed	PTIN
ROBERT REHAYEM	ROBERT REHAYEM	12/15/21	[ ]	P00075874

Firm's name ▶ WSDD CPAS, LTD. — Firm's EIN ▶ 36-2996439

Firm's address ▶ 303 W. MADISON ST., SUITE 2075
CHICAGO, IL 60606-3395 — Phone no. (312) 332-6622

May the IRS discuss this return with the preparer shown above? See instructions [X] Yes [ ] No