

City of Detroit
DEPARTMENT OF ELECTIONS

Gina Avery-Walker
Director

JANICE M. WINFREY, *City Clerk*
Chairperson, Election Commission

Melissa King
Deputy Director

TO: Mary Sheffield, President
Detroit City Council

FROM: Gina Avery-Walker, Director
Department of Elections



DATE: March 17, 2023

RE: Elections Department Budget Hearing Questions for FY23-24

Regarding your memorandum, the responses to the questions are as follows:

1) How many vacancies does the department have?

RESPONSE: The Department has 35 vacancies. Many of the vacancies are due to retirement and resignations, which we are working diligently to fill.

2) Given the upcoming US Senator election in 2025, what equipment will the office require for an efficient election?

RESPONSE: The outbound portion of Relia-Vote is needed so we can more efficiently mail out absentee ballots. Currently, we have the inbound portion of Relia-Vote, which helps sort and check in absentee ballots. The outbound portion would help us mail out ballots much more expeditiously while making the process much less labor intensive. The need to efficiently mail out ballots is estimated to increase exponentially due to the passage of Proposal 2.

a. How will the department allocate the \$41,432 for equipment allocation, indicated on page B71-5?

RESPONSE: The \$41,432 per year is not being used to acquire equipment. These funds are being used to pay an annual license and service agreement fee related to our Relia-Vote ballot sorting machine. This fee is contractually locked in for two years.

3) How many polling locations are registered with the department?

RESPONSE: We utilize 170 polling locations.

4) On Election Day polling locations are often accused of not having handicapped-necessities, not opening on time, or having misinformed staff. How will the department mitigate these issues?

RESPONSE: We have mitigated these issues on several fronts. To address polling locations not being opened on time, we call the polling locations operators to remind them to open the building at 5:00 a.m., which is two hours before the polls are open. We also ask our precinct chairperson to arrive at 5:00 a.m. to get an early start on setting up the precincts. Also, we've coordinated with numerous polling locations to gain early access to the buildings and set up the precincts a day in advance.

To address accessibility concerns, we utilize ADA accessible ramps, curbside voting, and we select our polling locations contingent upon them having adequate handicap parking. Additionally, we have ADA complaint voting equipment in each polling location. More recently, we've added nearly 45 troubleshooters who travel from precinct to precinct to assist the poll workers with training and technical issues. The poll workers also have the troubleshooters' phone numbers if they need assistance.

5) How many poll workers does the department need/utilize on election day?

RESPONSE: The number of poll workers needed does vary based on expected voter turnout for the election cycle. The Presidential Primary and Municipal Elections tend to need less staff compared to the Gubernatorial and Presidential Elections. The range of workers required for all elections is generally between 4,800-7,500. We expect to hire approximately 4,800-5,000 in FY 24 for the Presidential Primary Election and 7,300-7,500 for the Presidential Election.

a. Please list all the positions needed.

RESPONSE: See the attached document detailing the breakdown of all poll worker positions.

6) What capital improvements are needed in the Elections building?

RESPONSE: See the attached breakdown of our capital project requests. These items were recently approved at the end of February via a budget amendment submitted by OFCO. The Department was allocated \$1,570,000 to address these needs.

7) What is the status of the city-wide alert text message to least likely voters on primary and general election days?

a. How many persons were the alerts sent to last election?

RESPONSE: This system is not currently operational, and no text alerts were sent in the last election. The Department is exploring using the GovDelivery system, presently being utilized by other City departments. We plan on disseminating election-related bulletins to Detroit voters willing to subscribe to the service.

Classification	Rate	Total Target
A V DROP OFF-AV PU	\$200.00	10
AVAILABLE CHAIRPERSON	\$650.00	0
BALLOT BOX INSPECTOR	\$350.00	525
BALLOT INSPECTOR-BA	\$390.00	525
CALL CENTER MONITORS	\$400.00	12
CCB BALANCER-BALAN	\$1,500.00	15
CCB DUPLICATION INSPECTOR-CCB D	\$800.00	40
CCB INSPECTOR	\$600.00	1300
CCB JUDIFICATION BOARD-CCB J	\$800.00	40
CCB SECTION SUPERVISOR	\$700.00	82
CCB TEAM LEADER-CCBTL	\$800.00	40
CHAIRPERSON	\$650.00	525
CONFIRMATION CLERK-CONN	\$350.00	17
CUSTODIAN-CUST	\$10.00	2
ELECTION INSPECTOR-ELEC	\$15.00	300
EPI	\$615.00	800
HIGH ALERT TELEPHONE MONITOR	\$800.00	5
INTAKE CLERK-ITC	\$275.00	11
MEMORY CARD LD CLERK	\$300.00	20
OFFICE MEDICAL ASST-MEDI	\$15.00	6
PAYROLL CLERK-PAY	\$425.00	36
POLLING SITE ASSESSOR	\$550.00	198
RECEIVING BOARD CLERK	\$300.00	340
RECEIVING BOARD COORDINATOR	\$600.00	16

RECEIVING BOARD DRIVER	\$225.00	28
RECEIVING BOARD RUNNER	\$225.00	90
RECEIVING BOARD SUPERVISOR	\$400.00	70
RUNNER LD	\$300.00	35
RUNNER LD SUPERVISOR	\$500.00	4
SATELLITE INSPECTOR-SATEL	\$15.00	0
STREET TROUBLESHOOTER-S. TR	\$525.00	24
TAB SUPPORT COORDINATOR-ICC	\$900.00	46
TELEPHONE MONITOR	\$400.00	12
TRAINER-TRN	\$20.00	30
TRANSLATOR	\$100.00	10
TROUBLESHOOTER	\$325.00	40
		5254

Description of Assets

Relia-Vote

The Department of Elections currently owns the Relia-Vote incoming ballot processing module, which is used to receive and check in large quantities of ballots returned by mail. This greatly increases the efficiency of processing absentee ballots.

The Five-Year Capital Plan for Elections anticipates the purchase of the Relia-Vote module that will enable the rapid printing of ballot envelopes and insertion of ballots for mailing to absentee voters. This module will also enable ballot tracking, which will increase the transparency of the voting process from start to finish by allowing Detroiters to track their absentee ballots in the postal system. Relia-Vote's structural and operational condition is still in good standing. Its useful life is projected to last 8-10 years.

Proposed Five-Year Capital Plan

Project Name	Project Description	Estimated Cost	Project Type	Project Period	Funding Source
Project Upgrade Filing System (Kardex Remstar Filing System)	Upgrading current filing system to improve accessibility to voter records.	\$200,000	New Investment	FY 2024	PAYGO
Relia-Vote Front End MSE Ballot Envelope Print and Insert Solution with Presort and Ballot Tracking Software	Equipment to automate the processing and mailing of absentee ballots as well as provide Detroiters with a way to track their absentee ballots in the postal system.	\$970,000	New Investment	FY 2024	PAYGO

Department of Elections

Project Name	Project Type	Funding Source	Capital Allocated through FY 2022-23	Five-Year Capital Plan					Total
				FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	
Project Upgrade Filing System (Kardex Remstar Filing System)	New Investment	PAYGO	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Relia-Vote Front End MSE Ballot Envelope Print and Insert Solution with Presort and Ballot Tracking Software	New Investment	PAYGO	\$ -	\$ 970,000	\$ -	\$ -	\$ -	\$ -	\$ 970,000
Total			\$ -	\$ 1,170,000	\$ -	\$ -	\$ -	\$ -	\$ 1,170,000

Department of Elections

Agency Mission and Strategic Priorities

The Department of Elections efficiently conducts all required elections (local, county, state and federal) as mandated by City Charter, City Ordinances and Michigan Election Law; and provides and maintains voter registration for all eligible residents of the city of Detroit. City elections services include, but are not limited to, voter registration; management and maintenance of voter registration records; administration of elections; maintenance of voting equipment; voter education and community outreaches; poll worker recruitment; training of both permanent and temporary staff; and implementation of new programs that may be necessary as a result of changes in election law.

The Elections Commission, comprised of the City Clerk, the Corporation Counsel, and the President of the City Council, oversees the affairs of the Department of Elections. Through the Director and Deputy Director of Elections, and under City Clerk oversight, the Commission monitors the activities of the Department, to ensure that all voter-related services are carried out competently, efficiently, and effectively.

Strategic Priorities

1. Increase voter participation in the election process by ensuring full disclosure of all scheduled and special election activities and implementing aggressive Voter Outreach programs.
2. Conduct all scheduled and special elections in the most efficient and effective manner provided by law.
3. Continue to develop new methods to enhance the overall efficiency of the Department.
4. Assure and place emphasis on transparency in the election process among candidates and voters.

Capital Agenda Strategy

1. Continue to automate the absentee process to make it more cost effective and efficient prior to the 2024 presidential election cycle.
2. Continue to make the entire voting process less opaque and more transparent to the public.
3. Augment as well as harden our security and technological infrastructure for future elections.
4. Continue to make repairs within the building to create a safer work environment for the staff and public.
5. Procure the equipment to make the Department less reliant on having to rent equipment from external sources.