



September 21, 2020

City of Detroit  
Office of the City Clerk  
2 Woodward Avenue, Suite #200  
Detroit, Michigan 48226

To whom it may concern:

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 Detroit.

The following is a description of the grant:

**AMOUNT OF GRANT:** \$3,724,450.00

**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 Detroit in accordance with the Detroit Safe Voting Plan 2020 and the attached supplemental plan entitled “Poll worker Incentive Pay Program – 2020 Presidential 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 Detroit 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 Detroit 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 Detroit 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; the City of Detroit has also produced a supplement to such plan. 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 Detroit shall produce a report documenting how this grant has been expended in support of the activities described in paragraph 4. This report shall be provided to CTCL by January 31, 2021.
6. The City of Detroit shall not reduce the budget of the City Clerk of Detroit ("the Clerk") 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 Detroit sign below, and return a scanned copy of this letter to us by email at [grants@techandcivicliflife.org](mailto:grants@techandcivicliflife.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



CITY OF DETROIT

A Michigan Municipal Corporation

By: Katrice M. Wiprey

Title: City Clerk

Date: 9/22/20





**CITY OF DETROIT**

**Janice M. Winfrey, Detroit City Clerk**

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**Poll worker Incentive Pay Program – 2020 Presidential General Election (DRAFT)**

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**CITY OF DETROIT – DEPARTMENT OF ELECTIONS**

**2978 W. GRAND BOULEVARD**

**DETROIT, MI 48202**

**Detroit Department of Elections**  
**Grant Funding Request – Pollworker Incentive Program - Presidential Election \$3.7Mn**

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**Executive Summary**

The outbreak of the COVID-19 pandemic has created unprecedented challenges that prohibits large gatherings and require social distancing. The City of Detroit has been identified as a “hot spot” for COVID-19, which raises the concern that voting in person could be unsafe. Therefore, we have determined that a predominately mail election is a safe, convenient and viable solution for our voters. Even if the disease is under control, many voters (and poll workers) may be reluctant to go into a polling place that serves communities identified as high risk for COVID-19. Voting by mail is the most straightforward way to ensure that voters can safely cast a ballot. We are also opening all voting precincts, housed in 182 buildings.

A well administered predominately mail election must be transparent, accessible to all voters. Additionally, it can conceivably cut cost, increase turn-out and decrease human error. Hence, voting by mail and increasing vote centers becomes important voting options for the public.

In an effort to serve voters effectively and to ensure the success of a predominately mail election, it’s imperative that stakeholders consider the following recommendations.

Administrators

Election Administrators should focus on improving the transparency, accuracy and accessibility of the vote by mail process.

Transparency

After mailing a ballot, many voters wait with uncertainty to know if their ballot has been received, or if it will be counted. Although costly, implementing a ballot tracking system in sync with the postal service and sharing notifications with the voter would certainly help to alleviate voter uncertainty. But at the very least, election staff should consider sending a post card to voters upon receipt of their ballot, notifying them that their ballot has been received and is being processed.

Accuracy

Many issues arise from errors made by voters, administrators and the post office. Steps taken to prevent and a quick response rate will help to minimize the impact of errors and could go a long way in improving the integrity of vote by mail. Election Administrators should use emails and texts messages, whenever possible to better communicate deadlines to voters. Also, employing best-design practices on the ballot return envelope will lessen the likelihood of a ballot envelope returned unsigned.



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**Grant Funding Request – Pollworker Incentive Program - Presidential Election \$3.7Mn**

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Accessibility

To be certain that voting by mail is convenient for as many as possible, paying for postage on the return ballot envelope should be eliminated. Voters also should be able to return a mailed ballot to a satellite location on Election Day.

The implementation of vote centers would allow voters to vote at a location that may be more accessible to them given a particular time of day. A registered voter, in that jurisdiction, is issued a particular ballot, based on where they live. If one vote center is too crowded, the voter has the option of casting their ballot at another vote center in their community. Approximately, thirty (30) vote centers are located throughout the City.

Policy Makers

Allow for more mail/absentee ballot processing time. It has been clear for several election cycles that more time is needed to process the already increasing number of absentee ballots. Ignoring this need will very likely delay the public's ability to know the outcome of the election.

High Speed Tabulators are typically used in a central location on Election Day to count absentee ballots. Its high speed, digital imaging process allows election workers to tabulate ballots by the hundreds with increased efficiency. This request includes ten (10) additional high speed machines at cost of \$350,000, for a total of twenty-five (25) high speed machines.

Background

Well trained election staff is critical to the success of any election operation. Increasing the stipend for Precinct and Central Counting Board poll workers will amplify our recruiting efforts and goals sign up a cadre of professionals to work the polls.

The City of Detroit is the largest municipality by geography, population, and the number of registered voters in the State of Michigan. The City Charter and Michigan Elections Law, specifically, M.C.L. 168.781, of Public Act 116, of June 1955, as amended, provides that the City Clerk in concert with the Detroit Election Commission, and staff, execute and monitor all regularly scheduled and special local, county, and state elections effectively and efficiently. The central operational activities includes on-going monitoring and update of voter registrations, maintenance of the voter rolls in accordance with State election law, administration of elections, and the maintenance and repair of voter equipment, as well as the recruitment, testing, and training of qualified part-time workers, to staff the City's 503 precincts located throughout the City in a transparent manner

The annual budget for the Election Department totals \$13 million. Because, of the intermittent nature of elections, the operation, is supported by approximately 57 full-time employees and 120



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to 200 part-time employees and an estimated 4,000 to 8,000 polling site workers, who assist with voter registration, absentee ballot processing, and supervising the polling sites on Election Day. The complexity and variability surrounding the planning and execution of an election event, and the stringent timelines mandated by elections law, requires a cadre of qualified/well trained staff to carry-out election duties. Additionally, the sequence of the three elections this year, starting with the Presidential Primary, on March 2020, and the State Primary and General elections in August and November of 2020, typically requires 200 election clerical assistants, 4,000-8,000 poll workers, and 700 Central Counting Board staff to efficiently and effectively administer the election.

**Legal Environment - Elections**

- **MCL 168.3**, codifies the Presidential Election process in Michigan elections laws.
- **MCL 168.78**, codifies polling sites operations, stating that election inspectors and poll clerks; opening of polls, examination of machine seals and counter, delivery of keys, other duties of the election.
- **Proposal 18-3**, allowing voters to vote absentee without reason

**Legal/ Operational Environment EOs – COVID-19 Restrictions**

Governors Executive Orders (EO) related to the national pandemic:

- **EO 20-22** - (COVID-19) No. 2020-22 Extension of county canvass deadlines for the March 10, 2020 Presidential Primary Election <http://www.legislature.mi.gov/documents/2019-2020/executiveorder/pdf/2020-EO-22.pdf>
- **EO 20-27** - (COVID-19) Conducting elections on May 5, 2020 using absent voter ballots <http://www.legislature.mi.gov/documents/2019-2020/executiveorder/pdf/2020-EO-27.pdf>
- **EO 20-36** - (COVID-19) Protecting workers who stay home, stay safe when they or their close contacts are sick <http://www.legislature.mi.gov/documents/2019-2020/executiveorder/pdf/2020-EO-36.pdf>
- **EO 20-38** - (COVID-19) Temporary extensions of certain FOIA deadlines to facilitate COVID-19 emergency response efforts <http://www.legislature.mi.gov/documents/2019-2020/executiveorder/pdf/2020-EO-38.pdf>
- **EO 20-41** - (COVID-19) Encouraging the use of electronic signatures and remote notarization, witnessing, and visitation during the COVID-19 pandemic <http://www.legislature.mi.gov/documents/2019-2020/executiveorder/pdf/2020-EO-41.pdf>
- **EO 20-42** - (COVID-19) Temporary requirement to suspend activities that are not necessary to sustain or protect life - Rescission of Executive Order 2020-21 <http://www.legislature.mi.gov/documents/2019-2020/executiveorder/pdf/2020-EO-42.pdf>



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**Polling Sites & Central Counting Board Staffing Justification**

Historically, for a number of reasons, the Department of Elections has had difficulty recruiting between 4,000 to 8,000 poll workers. The effects of the COVID-19 pandemic and statewide response by the Governor’s “Stay at Home and Stay Safe,” Executive Orders, as well as public response, even after the Executive Orders are lifted, will be present, a significant challenge for most election officials nationwide. A large population of our most reliable poll workers are between the ages of sixty and seventy years of age, making them susceptible to the COVID-19 virus. One-hundred percent Vote by Mail elections has been implemented in the state of Oregon and Washington, realizing cost savings, and higher voter turnout.

The amount of space, the availability of quality poll workers, and the introduction of new machines and technology to count between a low of 350,000 to a high 450,000 ballots on Election Day, November 2020, presents opportunities for operational efficiencies and cost savings.

This report analyzes the high number of in-bound absentee ballots from a low of 350,000 to a high of 450,000 ballots (Central Counting Board), low staffing levels at polling sites and the Central Counting Board, pressure to timely report results on Election Night, and the efficiency of using high speed machines to count absentee ballots, as part of the Central Counting Board operation.

**Central Counting Board Operation (TCF Center)**

Traditionally, the Central Counting Board operation is housed at the Treating Customer Fairly (TCF) Center, downtown Detroit. The number of counting boards was expanded recently to 134 to more efficiently process votes. On average, between 300 and 700 poll workers are recruited, tested, and trained to man this operation. A review of historical votes counted by the CCB operation ranges from 30,000 to a high of 50,000 during the 2008 Presidential Election. Table 6, depicts vote counts by precinct and Central Counting Board from 2010 to 2020.





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**Table 6. Ballots Counted by CCB 2010-2020**

<b>General 2010</b>		
Total Ballots	Total Precinct Ballots	Total AV Ballots
176,700	149,309	27,391
<b>General 2012</b>		
Total Ballots	Total Precinct Ballots	Total AV Ballots
290,345	235,364	54,981
<b>General 2016</b>		
Total Ballots	Total Precinct Ballots	Total AV Ballots
248,780	199,410	49,370
<b>Presidential Primary 2020</b>		
Total Ballots	Total Precinct Ballots	Total AV Ballots
115,681	80,434	35,247
<b>831,506 Total</b>	<b>664,517</b>	<b>166,989</b>
<b>Percent of Total</b>	<b>80%</b>	<b>20%</b>

Over the four (4) election cycles, a total of 831,506, Precinct ballots totaled 664,000 or 80% of total, and AV ballots totaled 167,000 or 20% of total.

Totals ranged from a low of 176,700 in 2010 to 248,780 in the 2016 Presidential Election.

Total ballots processed at the Precincts totaled

644,557, ranging from a low of 80,000 in 2020 to a high of 235,000 in 2012. AV ballot count totaled 167,000 over the four years, ranging from a low of 27,000 in 2010 to a high of 50,000 in 2016 and 55,000 in the 2012 Presidential election. We are expecting to count at least 350,000 absentee ballots over several days for the November 2020 General Election.

Due to difficulty in finding space at the TCF Center and other facilities and the spread of the Covid-19 pandemic, and its impact of staffing levels, and the increased number of ballots historically processed by (Central Counting Board) CCB during Presidential Election contests, and the anticipated change to election law, allowing 90% Vote From Home; it is estimated that the CCB operation will be counting between 300,000 to 350,000 ballots on Election Day. The procurement of 18 high speed counting machines, and the procurement of ten additional high speed counting machines, will increase the speed at which ballots are counted, however, the election business is highly depending on human resource. Therefore, increasing incentives will drive performance at the TCF.

Three (3) scenarios will be analyzed. The first scenario, assumes using 18 high speed ballot counters, which are able to count a minimum of 1,000 ballots per hour or a maximum of 2,000 ballots per hour. Our assumptions, use the minimum speed to accommodate, imperfections in the process, and possible jams and other routine work stoppage and out right machine failure. The second (2<sup>nd</sup>) scenario, includes the 18 high speed counting machines, but add 25 regular ICPs ballot counting machines, which is able to only count 100 ballots per hour. The third (3<sup>rd</sup>) scenario, includes the 18 high speed machines, but add a total of 50 ICP ballot counting machines. Of the 503 Precincts, sixty percent or 311 have a high voter turnout of residents, voting in those precincts, however, 40% of those 212 of the 503 precincts are low volume precincts, and it is more efficient to use the ICPs to count those precincts. Below is a review of the alternatives and the advantages and disadvantages of each option, with recommendations and operational concerns.



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**Grant Funding Request/ Cost Analysis – Presidential General Election**

We are requesting \$3.7 million in grant funding as payment incentive to increase the number of residents willing to work the polls on Election Day. Of the \$3.7 million, \$2.7 million is set-aside to increase pay for 8,000 poll workers working the 500 plus Precincts and \$961,000 is earmarked to increase pay for election staff working at the Receiving/Verification Boards. And, \$350,000 is included in the \$3.7 million to procure an additional ten (10) high speed ballot counting machines for the absentee ballot operation. Please see the Pay Analysis Request below:

Detroit Department of Elections							
PollWorker Incentive Performance Program							
\$3.7 Mn - Request - 2020 Presidential Election							
# Staff (4,000 Min, 8,000 Max)							
Polling Sites Positions	Current Pay	Request	Min Staff	Max Staff/ Equip	Min Request	Max Request	
Chairperson	415	540	550	800	297,000	432,000	
Polling Site Assesor	430	540	190	200	102,600	108,000	
Electronic Pollbook Inspector	440	475	550	850	261,250	403,750	
Ballot Inspector	275	400	1,015	2,275	406,000	910,000	
Ballot Box Inspector	275	400	1,015	2,275	406,000	910,000	
Board Appointee Poll worker	185	0	0	0	0	0	
			<b>Subtotal</b>	<b>3,320</b>	<b>6,400</b>	<b>1,472,850</b>	<b>2,763,750</b>
<b>Central Counting Board (CCB) Positio</b>							
Section Supervisor (Zone Mgr)	375	700	80	160	56,000	112,000	
CCB Inspector	350	600	800	1,200	480,000	720,000	
CCB Assistant (Lead)	460	800	50	100	40,000	80,000	
CCB Runner	300	350	70	140	24,500	49,000	
			<b>Subtotal</b>	<b>1,000</b>	<b>1,600</b>	<b>600,500</b>	<b>961,000</b>
			<b>ICC Machines</b>		<b>10</b>		<b>(350,000)</b>
			<b>Grand Total</b>	<b>4,320</b>	<b>8,000</b>	<b>2,073,350</b>	<b>3,374,750</b>

**Supporting Ballot Count Work Flow Analysis – Central Counting Board Operation**

**Assumption # 1- 18 High Speed Counters (Request 10 Additional High Speed machines)**

This option includes 18 high speed machines, processing 360,000 ballots by 3AM and counting 234,000 ballots by 8PM, assuming a 13 hour work day. The minimum staffing level needed is between 600 to 700 poll workers, 2 staff assigned to run each high speeds machine, and four (4) staff at each a work station for a total of six (6) staff assigned to each high speed machine. Additional scenarios, could reveal that the 18 high speed machines are not necessary to process 350,000 ballots within the expected time frames (count occurring of several days). For example, what if, we used 15 high speed machines versus 18, reducing space foot print needs and staffing level, without impacting optimal count performance. Our assumptions used the minimum of 1,000 ballots processed per hour in all options. The true capacity of each high speed machine is 2,000 ballots counted per hour.



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August's Election Assumption #1						
Total # Expected Ballots on Election Day		Time it take to process the total number of expected ballots on Election Day (350,000)	8pm Count (13 hours)	3am Count (20 hours)		Staff
350,000		Assumption 1	18 HSP	234,000	360,000	18 HSP   210
		Total Ballots Processed	234,000	360,000		Total   210

Table Format

	Minimum Ballots processed per hour	Hours of Oper	HSP Staff (2)	# of Workstations	Staff *	# Ballot Proc /Day	8 pm Count (min. 1000 ballots processed per hour)	3am Count (min. 1000 ballots processed per hour)
#1 HSP	1,000	13	2	2	6	19,444.44	13000	20,000
#2 HSP	1,000	13	2	2	6	19,444.44	13000	20,000
#3 HSP	1,000	13	2	2	6	19,444.44	13000	20,000
#4 HSP	1,000	13	2	2	6	19,444.44	13000	20,000
#5 HSP	1,000	13	2	3	9	19,444.44	13000	20,000
#6 HSP	1,000	13	2	3	9	19,444.44	13000	20,000
#7 HSP	1,000	13	2	3	9	19,444.44	13000	20,000
#8 HSP	1,000	13	2	3	9	19,444.44	13000	20,000
#9 HSP	1,000	13	2	3	9	19,444.44	13000	20,000
#10 HSP	1,000	13	2	3	9	19,444.44	13000	20,000
#11 HSP	1,000	13	2	3	9	19,444.44	13000	20,000
#12 HSP	1,000	13	2	3	9	19,444.44	13000	20,000
#13 HSP	1,000	13	2	3	9	19,444.44	13000	20,000
#14 HSP	1,000	13	2	3	9	19,444.44	13000	20,000
#15 HSP	1,000	13	2	3	9	19,444.44	13000	20,000
#16 HSP	1,000	13	2	3	9	19,444.44	13000	20,000
#17 HSP	1,000	13	2	3	9	19,444.44	13000	20,000
#18 HSP	1,000	13	2	3	9	19,444.44	13000	20,000
<b>Total</b>	<b>18,000</b>		<b>36</b>	<b>50</b>	<b>150</b>	<b>350,000.0</b>	<b>234,000.0</b>	<b>360,000.0</b>

\* List of classification  
Inspector 1      Note 1: HSP Machine process 2,000 ballot ballots per hour (max, 2.8 hours)  
Inspector 2      Note 2: HSP process 1,000 ballot per hour (min, 5.6 hours)  
Inspector 3      Note 3: 2 Zone Managers per 25 HSP Workstations  
Note 4: 2 Section Supervisor per 5 HSP Workstations

**Assumption #1: This scenario will only use 18 high-speed counters**

**Advantages**

- Provides optimal space to be used at TCF
- Because everything will be going through the high-speed counters; more efficient organization and management
- It uses the least amount of staff possible. Should meet the social distancing guidelines.
- Longest hours of all 3 scenarios, with completion time at 3AM (count extended over several days). Although a high-speed printer can process faster than an ICP, there only 18 high-speed counters. Scenario reflect the minimum (1,000) number, not the maximum (2,000 per hour) machine count.

**Disadvantages**

- Estimated completion time to count 350,000 ballots (count extended over several days)
- Space limitations at TCF

**Assumption # 2 – 18 High Speed (Request 10 Additional High Speed ICCs)**

Assumption 2 assumes the use of 10 high speed machines and twenty-five (25) regular ballot counting machines to process an estimated 266,000 ballots by 8PM and an estimated count of 369,000 by 1AM on Election Day. The 25 ICPs are only to process 100 per hour and 1300 over 13 work hours for a total of 32,500. These additional machines do not add significant value to the count process, while they consume precious space, and additional cost to support the 87 people needed to operate the 25 ICP stations.



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August's Election Assumption #2							
Total # Expected Ballots on Election Day	Time it take to process the total number of expected ballots on Election Day (350,000)		8pm Count (13 hours)	1am Count (18 hours)	Staff		
350,000	Assumption 2	18 HSP 25 ICP	234,000 32,500	324,000 45,000	18 HSP 25 ICP	210 87	
	Total Ballots Processed		266,500	369,000	Total	297	

Table Format

	Minimum Ballots processed per hour	Hours of Oper	HSP Staff (2)	# of Workstations	Staff *	# Ballot Proc /Day	8 pm Count (min. 1000 ballots processed per hour)	1am Count (min. 1000 ballots processed per hour)
#1 HSP	1,000	13	2	2	6	19,444.44	13000	18,000
#18 HSP	1,000	13	2	3	9	19,444.44	13000	18,000
<b>Total</b>	<b>18,000</b>		<b>36</b>	<b>50</b>	<b>150</b>	<b>350,000</b>	<b>234,000</b>	<b>324,000</b>

\* List of classification

Inspector 1

Inspector 2

Inspector 3

Note 1: HSP Machine process 2,000 ballot ballots per hour (max, 2.8 hours)

Note 2: HSP process 1,000 ballot per hour (min, 5.6 hours)

Note 3: 2 Zone Managers per 28 HSP Workstations

Note 4: 2 Section Supervisor per 7 HSP Workstations

	Minimum Ballots processed per hour	Hours of Oper	# of Workstations	Staff *	8 pm Count (min. 100 ballots processed per hour)	1 am Count (min. 100 ballots processed per hour)
#1 ICP	100	13	1	3	1300	1800
#25 ICP	100	13	1	3	1300	1800
<b>Total</b>	<b>2,500</b>		<b>25</b>	<b>75</b>	<b>32,500</b>	<b>45,000</b>

\* List of classification

Inspector 1

Inspector 2

Inspector 3

Note 1: 2 Zone Managers per 25 ICP's

Note 2: 2 Section Supervisor per 5 ICP's

**Advantage**

- Provides additional help to the high-speed printers. The expected final count would be at 1AM instead of 3AM (count extended over several days).
- The ICPs' will be used to process the lower precincts ballots

**Disadvantage**

- It uses more staff than Assumption #1.
- Adds an additional 87 staff, at 3 per workstation; given space limitations and distancing requirements. The addition of 25 ICPs do not add significant production value, but could add to volume and management efficiency.

**Assumption #3: 18 High Speeds (Request to Add 10 Additional ICCs)**

Assumption 3, includes 18 high speed and 50 ICPs, with a total of 384 staff for both high speed and ICPS operations. Adding the additional machines further complicates the count operations and it consumes significant amount of space to house staff and machines. Although our Model indicates that 50 ICPs will count 65,000 ballots by 8PM and 80,000 by 11PM (count extended over several days), the history of the CCB operation, supports that this is a challenge, given the complexity of the operations, and the quality of staff hired in the past. Due to low quality staffing, CCB has not be able to count 30,000 ballots in a timely manner, reporting results earlier than 11AM, with 134 ICP counting machines and between 300 and 700 people at TCF. There is a flaw in the model.



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August's Election Assumption #3						
Total # Expected Ballots on Election Day	Time it take to process the total number of expected ballots on Election Day (350,000)		8pm Count (13 hours)	11pm Count (16 hours)	Staff	
350,000	Assumption 3	18 HSP	234,000	288,000	18 HSP	210
		50 ICP	65,000	80,000	50 ICP	174
	Total Ballots Processed		299,000	368,000	Total	384

Table Format

	Minimum Ballots processed per hour	Hours of Oper	HSP Staff (2)	# of Workstations	Staff *	# Ballot Proc /Day	8 pm Count (min. 1000 ballots processed per hour)	11 pm Count (min. 1000 ballots processed per hour)
#1 HSP	1,000	13	2	2	6	19,444.44	13000	16,000
#18 HSP	1,000	13	2	3	9	19,444.44	13000	16,000
<b>Total</b>	<b>18,000</b>	<b>36</b>	<b>50</b>	<b>50</b>	<b>150</b>	<b>350,000</b>	<b>234,000</b>	<b>288,000</b>

\* List of classification  
 Inspector 1 Note 1: HSP Machine process 2,000 ballot ballots per hour (max, 2.8 hours)  
 Inspector 2 Note 2: HSP process 1,000 ballot per hour (min, 5.6 hours)  
 Inspector 3 Note 3: 2 Zone Managers per 28 HSP Workstations  
 Note 4: 2 Section Supervisor per 7 HSP Workstations

	Minimum Ballots processed per hour	Hours of Oper	# of Workstations	Staff *	8 pm Count (min. 100 ballots processed per hour)	11 pm Count (min. 100 ballots processed per hour)
#1 ICP	100	13	1	3	1300	1600
#50 ICP	100	13	1	3	1300	1600
<b>Total</b>	<b>5,000</b>	<b>50</b>	<b>50</b>	<b>150</b>	<b>65,000</b>	<b>80,000</b>

\* List of classification  
 Inspector 1 Note 1: 2 Zone Managers per 25 ICP's  
 Inspector 2 Note 2: 2 Section Supervisor per 5 ICP's  
 Inspector 3

**Advantages**

- 50 high-speed workstations, 50 ICP equipment
- It uses the most staff of all the three assumption scenarios. Will need a venue that meets the social distancing guidelines if they are in place during the elections
- Provides optimal help to the high-speed printers.

**Disadvantages**

- Adding 50 ICPs, requiring 174 staff will complicate the count process
- Sufficient space is not available to support 174 staff and 50 ICPs on the 4<sup>th</sup> Floor
- Training two different complement of employees on different processes, will be confusing and staff will be fix to respective operations
- The value and flexibility of assign or re-assigning staff based on Election Day operation will be an option, because they will not be trained. The idea of cross training staff will be explored for production efficiency.

**Recommendations: Central Counting Board**

Given all operational and lingering COVID-19 concerns and the estimated volume of ballots to be processed, Assumption #3 is the optimal option. Adding ICPs to the count process, could add unnecessary complication to the Central Counting Board process. When changes are made to election standard operating procedures, the processes should be simplified as much as possible, to ensure concerns from interested parties and stakeholders are easily explained, if questioned. It uses the least amount of staff needed to process an expected total ballot count of 350,000. This makes it easier to find high quality people to work the day of election. Although the final count is not expected until several days, these scenarios are all based off the minimum and not the maximum performance output of the eighteen (18) or twenty-eight (28) high speed machines being requested. We can surpass these expectations with recruiting high quality people and providing them with essential training for the November Presidential Elections. Agile, creative,



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**Grant Funding Request – Pollworker Incentive Program - Presidential Election \$3.7Mn**

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nimble leadership over these processes will be critical to project success on Election Day, especially with the current medical difficulties infused into the administration of elections. We are requesting 10 additional high speed counters, to decrease the amount votes being processed by each machine. We will need additional staff to manage the expanded operations.

**Conclusion**

Each election cycle, nationwide administrators struggle with hiring well-trained poll workers. Over the past decades, election operations shifted from a manual, people intensive operation to a technology driven operation, requiring more professional staff. As such, the amount of pay offered to work long intensive election cycles, increases the possibility of recruiting and retaining well trained staff. We are requesting \$3.7 million to pay poll workers as performance incentive and \$350,000 to procure additional high speed ballot counting machines.

