2015 Year End Report
Overview

The DuPage County Election Commission and elections in Illinois witnessed the beginning of a huge transition in 2015. While staff began to lay the foundation for new technology adopted the previous year in electronic poll books, or ePollBooks, they also faced the challenge of devising procedures to address monumental changes from Illinois Legislation.

In January of 2015, Senate Bill 172 was ratified making many of the pilot changes introduced in 2014 legislation permanent. Among these changes, were:

- Grace Period Registration is extended through Election Day at designated locations including polling places (Same Day Registration).
- No person who has voted shall be denied an “I Voted” sticker.
- Provisional votes cast in an incorrect precinct for statewide office, President, and US Senate shall be counted. Votes for only US Representative, delegate to a national nominating convention, State Senator, State Representative or countywide, citywide, village wide, or township office shall be counted based on the eligibility of the voter’s registered address.
- Eliminates the term "absentee voting." Absentee In-person voting prior to Election Day will be referred to as early voting. Mailed ballots will be called, “Vote by Mail.”
- Early Voting shall begin 40 days before the Election and run through the end of the day before the Election.
- Permanent early voting sites must be open beginning the 15th day before an Election and run through the end of the day before the Election.

Staff from all three Divisions worked diligently to install measures to address the unprecedented amount of change to Illinois elections come 2016.

Additionally, staff continued to implement enhancements and efficiency measures from all three divisions (Administrative, Election and Registration). These efficiencies will enable the Election Commission to absorb some of the costs of unfunded mandates at the State level as well as provide increased services to the voters of DuPage County.

At an administrative level, these efficiencies range from policy enhancement and uniformity to cost containment protocols and technological integration.

The Election Commission was able to lock down expenditures based on initial pricing by renewing contracts that were previously put out to Open Bid, Request for Proposal or Request for Qualification. In addition, several major items were publicly advertised for quote. The value of these items resulted in a total savings of over $98,850.34 in the 2015 election cycle.
The Election Commission staff continues to implement controls on legal expenses by using created templates for executing standard legal documents, performing ministerial legal paperwork, and pooling intellectual resources to address minor legal issues that arise. This allows staff to filter only those items to counsel that require legal advice. In light of cost controls in regards to legal and additional professional services, the Election Commission recorded a savings of an additional $8,783.17 (b).

Under the staffing philosophy of utilizing seasonal employees, many retired professionals possessing important office and people skills, for all non-technical election related tasks, the Election Commission continued to see additional changes. Under the staffing model put in place in 2013, the Election Commission projects a reduction of overtime and temporary worker hours in a dollar amount totaling $27,186.21 for 2015 as compared to 2013, and $87,377.30 as compared to 2011 (c).

On the Election side, staff successfully conducted a Consolidated General Election, on April 7, 2015. In this Election, for the first time in DuPage County, voters were processed on ePollBooks in the polling place. As part of the migration to an ePollBook centric polling place, three pilot locations were fully equipped with these devices.

Following the Consolidated General Election, in accordance with the Election Commission Precinct Modification policy, staff applied precinct modifications throughout the County. Per policy, modifications made to precincts were to address precinct size, as measured by registered voter counts required by Illinois Statute, district lines, and precinct continuity. Additionally, according to the submission procedures dictated by policy, input has been sought and received from the public and political party organizations. These initial submissions were followed by subsequent meetings, phone conversations and email correspondences.

The proposed changes included an increase of 113 precincts to a total of 859 precincts up from the previous 756. As a result, the number of precincts with over 1,000 registered voters have been eliminated while those over 900 voters have been reduced by half.

While the proposed modifications have added, split or completely eliminated less than half of those in the County, over 80% of voters will continue to vote at the same polling places and the addition of new polling places is not required.

Additionally, as part of the Election Commission’s goal to provide the best, most efficient voting locations model, vote center consolidation reduced the number of polling places from 262 to 256. Along with additional procedural revisions, the Election Commission now provides voters with an improved experience at the polls due to better facilities, parking and management at a reduced cost projected at $20,287.38 for 2015 as compared to 2013 (d).

In total, the Election Commission decreased expenditures in 2015 comparative to 2013, by 15%, or $155,107.10, and $684,965.55, or 42.4%, over 2011, prior to the implementation of the above efficiencies (e).
## 2015 Year End Report

### Data

#### (a) Contractual Comparison

<table>
<thead>
<tr>
<th>Item</th>
<th>Type</th>
<th>2011</th>
<th>**2013</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications to Vote</td>
<td>Bid</td>
<td>$49,289.71</td>
<td>$30,013.27</td>
<td>$21,537.80</td>
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<td>Election Kits &amp; Supplies</td>
<td>Bid</td>
<td>$102,943.16</td>
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<td>GEMS Licensing &amp; Support</td>
<td>Bid</td>
<td>$58,709.34</td>
<td>$68,105.34</td>
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<tr>
<td>Election Ballot Management</td>
<td>RFP</td>
<td>$198,755.00</td>
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<tr>
<td>Polling Place Liability Insurance</td>
<td>Cooperative</td>
<td>$16,080.00</td>
<td>$14,265.00</td>
<td>$11,752.00</td>
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<tr>
<td>Voter ID card</td>
<td>Quote</td>
<td>$4,546.21</td>
<td>$5,345.00</td>
<td>$6,835.00</td>
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<tr>
<td>Polling Place Card</td>
<td>Quote</td>
<td><strong>58,841.46</strong></td>
<td>$9,560.88</td>
<td>$6,480.00</td>
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<tr>
<td><strong>Total Obligations</strong></td>
<td></td>
<td><strong>$489,164.88</strong></td>
<td><strong>$314,266.70</strong></td>
<td><strong>$215,416.36</strong></td>
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</tbody>
</table>

*Redistricting required separate Individual mailing in Oct 2011

** 2013 included a Consolidated Primary Election

#### (b) Professional Services Comparison

<table>
<thead>
<tr>
<th>Item</th>
<th>2011</th>
<th>**2013</th>
<th>2015</th>
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</thead>
<tbody>
<tr>
<td>Legal Services</td>
<td>$141,511.12</td>
<td>$103,212.63</td>
<td>$94,429.46</td>
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<tr>
<td>Legislative Consultant</td>
<td>$36,000.00</td>
<td>$36,000.00</td>
<td>$36,000.00</td>
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<tr>
<td>Public Relations</td>
<td>$36,000.00</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>$213,511.12</strong></td>
<td><strong>$139,212.63</strong></td>
<td><strong>$130,429.46</strong></td>
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</table>

#### (c) Overtime Comparison

<table>
<thead>
<tr>
<th>Item</th>
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<th>**2013</th>
<th>2015</th>
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<tr>
<td>Overtime</td>
<td>$85,321.19</td>
<td>$34,534.10</td>
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<tr>
<td>Temporary/Seasonal</td>
<td>$150,005.50</td>
<td>$140,601.50</td>
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<td><strong>Total Expenditures</strong></td>
<td><strong>$235,326.69</strong></td>
<td><strong>$175,135.60</strong></td>
<td><strong>$147,949.39</strong></td>
</tr>
</tbody>
</table>
2015 Year End Report

Data

(d) Voting Location Comparison

<table>
<thead>
<tr>
<th>Item</th>
<th>2011</th>
<th><strong>2013</strong></th>
<th>2015</th>
<th>Savings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Judges of Election/Workers</td>
<td>$519,871.35</td>
<td>$336,093.38</td>
<td>$292,712.00</td>
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<tr>
<td>Early Voting Judges</td>
<td>$69,579.00</td>
<td>$42,821.28</td>
<td>$81,160.28</td>
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<tr>
<td>Facilities Fee</td>
<td>$19,000.00</td>
<td>$16,650.00</td>
<td>$13,000.00</td>
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<td>Election Day Movers</td>
<td>$69,270.00</td>
<td>$61,685.00</td>
<td>$50,090.00</td>
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</tr>
<tr>
<td>Total</td>
<td>$677,720.35</td>
<td>$457,249.66</td>
<td>$436,962.28</td>
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</tbody>
</table>

* Direct savings only. Does not include additional savings due to a decrease in equipment maintenance, storage, additional field representatives/runners, Election Day staff support, or other savings indirectly related to consolidation

(e) Total Estimated 2015 Savings

<table>
<thead>
<tr>
<th>Item</th>
<th>2011</th>
<th><strong>2013</strong></th>
<th>2015</th>
<th>Savings</th>
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<tbody>
<tr>
<td>Contractual</td>
<td>$489,164.88</td>
<td>$314,266.70</td>
<td>$215,416.36</td>
<td>$98,850.34</td>
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<tr>
<td>Professional Services</td>
<td>$213,511.12</td>
<td>$139,212.63</td>
<td>$130,429.46</td>
<td>$8,783.17</td>
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<tr>
<td>Personnel</td>
<td>$235,326.69</td>
<td>$175,135.60</td>
<td>$147,949.39</td>
<td>$27,186.21</td>
</tr>
<tr>
<td>Polling Place Consolidation</td>
<td>$677,720.35</td>
<td>$457,249.66</td>
<td>$436,962.28</td>
<td>$20,287.38</td>
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<tr>
<td>Total</td>
<td>$1,615,723.04</td>
<td>$1,085,864.59</td>
<td>$930,757.49</td>
<td>$155,107.10</td>
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</table>
2015 Year End Report
Project Highlights

Administrative Division

General

- Successfully administered the 2015 Consolidated Election.
- Successfully executed Phase I of the ePollBook implementation in receiving the ePollBook system and software.
- Successfully executed Phase II of the ePollBook implementation, local network test in three polling places in the April Consolidated election.
- Successfully executed Phase III, a live connection test between several facilities and a main server, was conducted a successful mock election using the ePollBooks from October 13th-15th.
- Election Commission continued its outreach programs working with the Republican and Democratic Parties along with different schools around DuPage, and organizations such as the League of Women Voters and the Farmer’s Bureau.
- Staff continued their partnership with organizations such as WeGo Together for Kids by participating in regular meetings.
- Staff stressed uniformity in Legislation implementation by participating in Illinois election official organizations such as the Association of Election Commission Officials of Illinois (AECOI), Illinois Association of County Officials (IACO), and Zone IV meetings throughout the year.
- Staff has met with a few different organizations regarding precinct splits.
- Per Policy, the Election Commission adopted modifications to Precinct lines to include:
  - an increase of 113 Precincts to a total of 869, up from the previous 756.
  - precincts with over 1,000 registered voters have been eliminated while those over 900 voters have been reduced by half.
  - over 80% of voters will continue to vote at the same polling places and the addition of new polling places is not required.
  - new township maps provided in PDF format by the GIS Department, made available on the Election Commission website, and distributed to Township and Party chairs.
- Staff attended a FOIA refresher class conducted by the DuPage County State’s Attorney
- Revisions to the Personnel Policy regarding compensation and procedure are on the agenda for Board consideration.
- Staff created all Election Commission documents and forms in Microsoft Publisher to enable in-house document revision.

Finance/Procurement

- Acquired 416 ePollBook systems, including setup, software and maintenance within existing budget made possible through implemented cost savings and efficiencies.
Took advantage of locked pricing from previously bid contracts through renewal or the GEMS License, Support and Firmware, Election Ballot Management, Election Kits and Supplies, Early Voting and Election Day Movers, and Voter ID cards.

- Put Application to Vote Contract out for Open Bid.

- Staff secured Liability Insurance for private Early Voting and Polling facilities for the April 2015 Consolidated General Election by way of a Request for Quotes through the County’s Risk Management Coordinator.

- Quotes:
  - Renewal of Quotes for voter ID card blank stock approximately 26,000 cards with data and 66,000 blank cards.
  - Request for Quotes for Polling place cards for the April 2015 Consolidated General Election.
  - Request for Quotes for AccuVote OS Maintenance & Repairs for 100 units.

- Incurred additional efficiencies by consolidating Early Voting DSL lines into the County IT program.

Personnel

- Filled position vacancies for the following positions
  - Executive Assistant on February 20th
  - Production Coordinator on February 23rd
  - Supervisor of Vote by Mail on May 4th
  - Registration Analyst on August 3rd
  - Registration Assistant on August 5th

Technology

- In preparation of same day registration staff conducted several data integrity checks.
  - Staff incorporated addresses in the Clerk's database not present in the Election Commission address database.
  - Run address data through postal data to correct discrepancies.

- Staff worked with County IT to implement the following Website enhancements:
  - Dynamic data driven Election Results.
  - Allow individuals to receive updates from website via subscription service.
  - Voter count data to District/Precinct search.
  - Display indicator for voting locations designated as a Campaign Free Zone.

- Added sample ballot link to polling place postcard providing instant access to sample ballot.
- Created Early Voting Kit items through Digital Storefront.
- Created Vote by Mail items through Digital Storefront.
- Staff met with the County IT web team to explore the creation Voter Information Kiosks to be distributed throughout DuPage.
2015 Year End Report
Project Highlights (cont.)

Election Division
Election Statistics

2016 Consolidated General Election Statistics

<table>
<thead>
<tr>
<th></th>
<th>Reg. Voters</th>
<th>Ballots Cast</th>
<th>% Turnout</th>
</tr>
</thead>
<tbody>
<tr>
<td>Polling</td>
<td>562,725</td>
<td>82,086</td>
<td>14.59%</td>
</tr>
<tr>
<td>Absentee</td>
<td>562,725</td>
<td>2,565</td>
<td>0.46%</td>
</tr>
<tr>
<td>Early Voting</td>
<td>562,725</td>
<td>12,049</td>
<td>0.03%</td>
</tr>
<tr>
<td>Provisional</td>
<td>562,725</td>
<td>163</td>
<td>2.14%</td>
</tr>
<tr>
<td>Total</td>
<td>562,725</td>
<td>96,863</td>
<td>17.21%</td>
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</table>

Election Personnel/Training

Election Staffing

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<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Election Day</td>
<td>1,494</td>
</tr>
<tr>
<td>Technical Judge</td>
<td>272</td>
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<tr>
<td>Judge of Election</td>
<td>1,090</td>
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<tr>
<td>College Judge</td>
<td>2</td>
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<tr>
<td>Student Judge</td>
<td>130</td>
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<tr>
<td>Early Voting Judges</td>
<td>159</td>
</tr>
<tr>
<td>Technical Judge</td>
<td>10</td>
</tr>
<tr>
<td>Early Voting Judge</td>
<td>149</td>
</tr>
<tr>
<td>Temporary Election Workers</td>
<td>239</td>
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<tr>
<td>Production</td>
<td>12</td>
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<tr>
<td>Election Day</td>
<td>227</td>
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<tr>
<td>Total Staffing</td>
<td>1,892</td>
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Training

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Technical Judge</td>
<td>251</td>
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<tr>
<td>Early Voting</td>
<td>258</td>
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<tr>
<td>ePollBook</td>
<td>19</td>
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<tr>
<td>Total Trained Judges</td>
<td>528</td>
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</tbody>
</table>

Judges Tested

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Judges Tested</td>
<td>1,229</td>
</tr>
</tbody>
</table>

General

- Legislative Compliance

Polling Place

- Grace Period Registration and Voting is now conducted in the Polling Locations and the Election Commission office.
- Voters who registered by mail without identification MUST vote for the first time at a voting place.
- I Voted stickers are mandated to all voters.
- Revised Election Kit signage and forms.
2015 Year End Report
Project Highlights (cont.)

Provisional Voting
- Adjusted Provisional Affidavit to reflect revised Voting circumstances.
- Voter has 7 days to provide documentation.
- Counting procedures for provisional ballots cast in an incorrect precinct within a different election authority's jurisdiction.
- Follow-up procedures for provisional ballots.

Processing of Centrally Located Ballots
- Created Notice of Centrally Located Ballot Processing.
- Information concerning the number of uncounted ballots is now posted on the website.

- The 2016 General Primary Petition Packets were made available August 24th in office and online.
- The first day for potential candidates to file nominating papers was Monday, November 23rd. We observed a long line forming outside the front door prior to 8:00 am as 878 potential candidates from over 1,775 races arrived to file their papers.
- Staff conducted the Lottery for Simultaneous Filings for the March 15, 2015, General Primary Election on December 8th at 9:00 am.

Warehouse and Production Facility
- Production facility operations were modified for the integration and configuration of ePollBook systems into the election process.
- Tabulation equipment inspection and preventative maintenance performed on TSX Touch Screen.
- Optical Scan voting machine maintenance completed (100 machines).

Early Voting/Vote by Mail

Early Voting
- Early Voting begins forty (40) days before the Election and runs through the end of the day before the Election.
- Grace Period Registration and Voting conducted at all Early Voting Locations and extended through the day prior to Election Day.

Vote by Mail
- Completed revisions to Vote by Mail manual.
- Redesigned Vote by Mail envelopes enhanced to take advantage of cost savings offered from the United States Post Office through intelligent barcode technology and automation.
- Received official approval from the USPS Mail Piece Design Analyst for all Vote by Mail envelope revisions.
DuPage County Election Commission

- Removed Absentee Voting nomenclature from Supplies/Forms, informational brochures, and website.
- Document revisions including the amount of postage per election.
- Procedure adjustment for Ballots postmark requirement changed to no later than Election Day.
- Formatted Affidavit of Delivery on the Vote by Mail envelope flap.

Judges of Election

- Judge of Election Instruction Committee was formed with the purpose of determining language and procedure for:
  - The Judge of Election Manual re-write
  - The Judge of Election Online/In-Person re-write
  - The Early Voting/Election Day Help Desk system content re-write
- Committee completed a re-write of all assigned manuals, software content, and training.
- Judge of Election Newsletter were mailed to Judges of Election, Precinct and Township representatives and registrar organizations on August 17th. Received positive results from the application placed in the newsletter, resulting in the processing of 50 Election Worker requests and 115 Judge of Election requests.
- Streamlined the Judge of Election payroll process.

Voting Locations

- Election Day polling places locked down to 260 sites for the 2015 Consolidated General Election.
- Canvassed Election Day voting locations to test cellular signal connectivity in order to accommodate in-Precinct ePollBook processing.
- Coordinated with Verizon Wireless to conduct advanced signal strength testing and implement enhanced wireless access to twelve low connection locations.
- Facility assessments completed (lighting, handicapped parking signs).
- Completed facility layout updates utilizing Technical Judges suggestions and Election Commission staff recommendations.
- Aerial photos of voting facilities completed showing no electioneering zones.

Registration Division

- Registration Statistics
  - 37,198 New Registrations
  - 43,553 Updates/Change of Address
  - 10,276 registrations via online
  - 75,873 Voter ID cards mailed
- Processed 17,500 National Change of Address (NCOA) transactions from phase 1 in June and an additional 6,500 transactions as part of phase 2 in October
• Conducted the mandated voter canvass/purge.
• Streamlined online voter registration processing taking advantage of technology already in place.
• Hosted an Illinois Voter Registration System (IVRS) training conducted by the State Board of Elections regarding new procedures in the statewide database interface. Lake, Kane County and the City of Aurora were invited and took part in the training.
• Staff completed a new Registration Operators manual.