

# **ELECTION SPACE NEEDS SUMMARY**

	<b>With Public Access</b> <i>(envisioned downstairs @ current location)</i>	<b>Limited Access</b> <i>(envisioned upstairs @ current location)</i>
<b>Total</b>	<b><u>6,500 sq ft</u></b>	<b><u>6,500 sq ft</u></b>
<b>Temporary</b>	5,500 sq ft - Early in-person voting - Disaster planning – back-up Election day voting space - Includes space for Election Day staff, phones, couriers, media, etc.  <b><i>(5,500 sq ft total)</i></b>	2,000 sq ft - Vote by mail team  1,000 sq ft – Election Day materials prep, load out to polls, return from polls  <b><i>(3,000 sq ft total)</i></b>

	<b>With Public Access</b> <i>(envisioned downstairs @ current location)</i>	<b>Limited Access</b> <i>(envisioned upstairs @ current location)</i>
<b>Permanent</b>	300 sq ft – VR & Election Supervisor 250 sq ft – Public Access  <b><i>(550 sq ft total)</i></b>	2,300 sq ft – Training & meeting room & Equipment set-up  1,200 sq ft – Equipment room – temperature controlled & locked  <b><i>(3,500 sq ft total)</i></b>

	<b>Limited Access</b> <i>(envisioned downstairs @ current location)</i>
<b>Permanent</b>	200 sq ft – Election electronics & secure ballot spaces 250 sq ft – Secure work room for bi-partisan team tasks  <b><i>(450 sq ft total)</i></b>

[Limited detail is on attached pages for each item above]

# ELECTION SPACE NEEDS

## TEMPORARY

Accessible, with restrooms + expanded parking for temp employees

### Public access

5,500 sq ft	4 months (2 mo./ election)	<u>Early in-person voting</u> <ul style="list-style-type: none"><li>✓ Space for early voting with privacy &amp; safety</li><li>✓ Space for bi-partisan team to address voter questions</li><li>✓ Disaster planning – back-up for election day voting space if needed</li><li>✓ Includes the approx. 500 sq ft for election day staff for phones, courier, media, etc.</li></ul>
-------------	----------------------------------	---

*We must enlarge voting space to reduce the 2-4 hour waiting time in line.*

### Limited access

2,000 sq ft	6 months (3 mo./ election)	<u>Vote by Mail team</u> <ul style="list-style-type: none"><li>✓ Enter applications into database to approve a ballot by mail</li><li>✓ Manage paperwork to ensure one ballot per requestor</li><li>✓ Confirm mailer contains all required contents &amp; mail out ballots</li><li>✓ Receive returned ballots &amp; re-marry with application to ensure one vote per voter</li><li>✓ End of election day – count mail ballots for voters who did not vote in person on Election Day</li><li>✓ Open and process mail ballots</li></ul>
1,000 sq ft	4 months (2 mo./ election)	Election Day materials prep space, load out election day materials to Inspectors and Technology Teams, load in equipment used and process contents

Off-site space for Satellite voting – not envisioned if space above is provided

# ELECTION SPACE NEEDS

## PERMANENT

**Accessible, with restrooms and adequate parking**

Public Access

300 sq ft      12 months/yr      Voter Registration and Election Supervisor

250 sq ft      12 mo/yr      Public access

- ✓ Election inquiries
- ✓ Ballot viewing by candidates
- ✓ LAT equipment testing
- ✓ Election Board review of election materials (provisional ballots, signature verification, etc.)

Limited Access

200 sq ft      12 months      ✓ Election electronics

- ✓ Ballot room – climate controlled, cameras, alarmed, and locked.
- ✓ Secure drop box for mail ballots

250 sq ft      12 months      Secure work room (with no public access)

- ✓ Receive election day ballots (these arrive on pallets)
- ✓ Organize election day ballots for each poll
- ✓ Vote tabulation on Election Day

Limited Access

2,300 sq ft      5 mo/yr  
(2.5 mo./election)      Training & Meeting Room

- ✓ Equipment Testing Space
- ✓ Training early voting workers (2 wk/election)
- ✓ Training election day workers (5 wks/election)

This space will also be used for election-related tasks when equipment is not in the room:

- Voter registration trainings
- Workspace for re-districting and other bi-partisan team activities
- Preparing mailings to voters
- Workspace to organize post-election paperwork for temporary storage
- Workspace for election equipment load out and load in

1,200 sq ft      12 months      Election Equipment room - climate controlled, alarmed & locked

- Program equipment for each election & training
- Maintain batteries & equipment
- Regular programming updates
- Easy load out for election day & load in for removal of voting info on equipment