November 8, 2022
Statewide General
AVCB Training
Ann Arbor City Clerk’s Office
Jackie Beaudry – City Clerk
Steve Gerhart – Chief Deputy City Clerk
Pre-Processing Assignments

<table>
<thead>
<tr>
<th>Name</th>
<th>Team</th>
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</thead>
<tbody>
<tr>
<td>Gumucio, Deb</td>
<td>Pre-Processing Team 1</td>
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<tr>
<td>Kaelin, Frank</td>
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<td>Silveri, Cynthia</td>
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<td>Rzepka, Marianne</td>
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<td>Foltin, Susan</td>
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<td>Theil, Alisa</td>
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<td>Anderson, Jill</td>
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<td>Ryan-Peters, Colleen Ann</td>
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<td>Fuller, LaTswana</td>
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<td>Poliner, Merrill Lenore</td>
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<td>Liebeck, Joan Maureen</td>
<td>AV Supervisor</td>
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<td>Micale, Jeffrey Charles</td>
<td>AV Supervisor</td>
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Election Day Background

- Inspectors arrive at their assigned Absent Voter Count Board (AVCB) at 8:00 a.m. at the Ann Arbor Justice Center, 301 E. Huron St.
- Please do not arrive earlier than 7:45 a.m.
- Lunch and dinner will be provided, please bring your own water bottle.
- We will have 5 teams for this Election.
- Jeff Micale and Joan Liebeck will be Supervising the AVCB teams.
- Nicole Gerhart, will be on hand to liaison with the Clerk’s Office.
- Three high speed tabulators will be used to process ballots.
AVCB 1 – Co-Chairs Marianne Rzepka and Cynthia Silveria

AVCB 2 – Co-Chairs Marionette Cano and Darcy Saffar

AVCB 3 – Co-Chairs Colleen Ryan-Peters and Barbara McMullen

AVCB 4 – Co-Chairs Andrea Eisele and Merrill Poliner

AVCB 5 – Karen Wanza and James Rodriguez

High Speed Team 1 – Sherry Graham and Susan Pollay

High Speed Team 2 – Emily Foley and Katina Petropoulos

High Speed Team 3 – Valerie Brader and Kent Griffith

High Speed Team 4 – Travan Gentles and Julie Zhou
Anatomy of an AV Ballot

VOTER'S SIGNATURE

VOTER'S ASSISTANT

WARD/PRECINCT

BALLOT #

AV BALLOT RETURN ENVELOPE

CLERK'S RECORD AREA

- **Anatomy of an AV Ballot**

**VOTER'S SIGNATURE**

If an Affidavit is completed & attached to the Envelope, you MUST process this ballot as a "Challenged" ballot.

**WARD/PRECINCT**

**BALLOT #**

08/05/2014 5-42 AVCB 3 0000008

THOMAS JEFFERSON
548 S. STATE ST.
ANN ARBOR, MI 48104

**Veterans’ Information**

- **VOTER'S SIGNATURE**

- **WARD/PRECINCT**

- **BALLOT #**

08/05/2014 5-42 AVCB 3 0000008

THOMAS JEFFERSON
548 S. STATE ST.
ANN ARBOR, MI 48104

**Veterans’ Information**

- **VOTER'S SIGNATURE**

- **WARD/PRECINCT**

- **BALLOT #**

08/05/2014 5-42 AVCB 3 0000008

THOMAS JEFFERSON
548 S. STATE ST.
ANN ARBOR, MI 48104
We will be utilizing 5 teams on Sunday, November 6th to “Pre-Process” Absentee Ballots.

Inspectors will work one precinct at a time. Count to verify total ballots received for precinct matches absent voter list “Returned Ballots” total for all precincts.

Verify that envelope contains a signature and the clerk verification portion on envelope is complete.
  • Ballots returned to City Clerk will need to be tallied. Nicole, will be on site to confirm any missing clerk certifications.

Once the count balances, any ballots that are MOVE (ET), Accessible (A), or Challenged (CH) need to be located and pulled from within your counts.
  • The ballots will be bundled in ballot number order by the dated we received them, one packet per precinct per day.

Once the required ballots that are ineligible to be opened have been removed, the ballots can be opened using the high-speed letter openers.

Bundle the opened envelopes in packs of 50 ensuring your total count for precinct matches the count you verified prior to opening.

Reminder:
  • No ballots will be removed from envelopes.
  • No ballots that are challenged will be opened.
  • Pre-Processing teams will be the same teams responsible for the ballots on Tuesday.
Pre-Processed Addendum

PRECINCT 5-53
PRE-PROCESSING RECORD – POLLBOOK ADDENDUM
SUNDAY, NOVEMBER 6, 2022

NOVEMBER 6

A. Number of Absent Voter Envelopes delivered for pre-processing:

B. Number of Absent Voter Envelopes missing a signature that were returned to clerk on 11/8/22:

C. Number of Absent Voter envelopes that were marked as CHALLENGED or otherwise not eligible to opened on November 8th:

VERIFY on Nov. 8

D. Total Number of Absent Voter Envelopes opened on 11/8/2022:

VERIFY on Nov. 8

Box A minus Boxes B and C should equal Box D.

We, the undersigned certify that all absent voter ballot return envelopes were sealed on Sunday, Nov. 6 in an approved ballot container(s) with the following seal(s):

____________________
Signature of member who sealed container(s).

____________________
Signature of member who verified the seal(s).

ELECTION DAY, TUESDAY, NOVEMBER 8

We, the undersigned certify that all absent voter ballot return envelopes were delivered on November 8 in an approved ballot container with the above listed seal. We further certify the counts as listed above in Boxes C and D.

____________________
Signature of member who verified the seal(s).

____________________
Signature of member who verified the seal(s).
Any individual (*inspector, challenger, poll watcher*) present at the AVCB once “counting” begins is sequestered until the polls close (8:00 PM); Challengers/poll watchers may not leave the room.

- Only exceptions are election officials – *generally, City Clerk staff and AVCB Supervisors*;
- Challengers and Poll watchers may observe AVCB on Election Day;
  - Affidavit (*and oath*) must be completed by all persons that are present at the AVCB once “processing” begins;
  - Poll watchers must remain in “public viewing area” at all times while Challengers may observe the AV process up close but cannot touch any election materials.
  - Only one challenger per AVCB per Political Party or Interest Group.
- AVCB inspectors must IMMEDIATELY contact the City Clerk’s Office if any person attempts to leave AVCB room once “counting” begins;
- Per a recent Court order cell phone will no longer be collected;
  - Reminder, it is a felony to disclose election results prior to the close of polls.
• Meals will be prepackaged to avoid cross-contamination, we will have additional tables and chairs in the hallway to allow you a more relaxing mealtime;

• Each AVCB will be provided with:
  • Sanitizing solution,
  • Hand sanitizer,
  • Masks,
  • Gloves,

• Please make sure your hands are completely dry after using the hand sanitizer before touching ballots;
Preparation of AVCB Precinct

- The AVCB room will be arranged for each team prior to the arrival of the inspectors – e.g., high-speed scanners, poll books and supplies will be located in designated stations. All teams will share the high-speed ballot tabulators. One Poll Book will be issued to each AVCB. It will be used to record the information for all of the precincts within the AVCB.

- Each AVCB Poll Book will contain:
  - 1 Clerk’s Preparation Certificate (in AVCB 1 Book only, to be completed by High-Speed Teams);
  - 1 Election Inspectors’ Preparation Certificate;
  - 1 Challenged Voters page;
  - 1 Certificate of Election Inspectors form;
  - Multiple tabbed sections (one for each precinct) containing 5 forms:
    - Pre-Processing Record – Pollbook Addendum
    - AVCB Ballot Delivery Tally Sheet
    - Remarks page;
    - Write-Ins Only/Statement of Votes;
    - Ballot Summary.

- The following items will also be delivered to each of your work areas;
  - AV ballot returned envelopes for each precinct;
  - AV List (printed on 3-hole paper) showing the names of all voters in your precincts who applied for AV ballots. Keep in mind that not all applicants return their ballots, so you may not have a ballot for every name on the AV Lists;
  - AV ballot applications for all returned envelopes for each precinct will be available if needed for review.

- PLEASE NOTE: ADDITIONAL BALLOTS WILL BE DELIVERED FROM THE CLERK’S OFFICE MULTIPLE TIMES DURING THE DAY.
Oath of Election Inspectors

- The first order of business is for all AVCB inspectors to take and sign the "Oath of Election Inspectors" in the Absent Voter Poll Book.
Each AVCB team will process ballots for their entire ward.

Work on only one precinct’s ballots at a time. IMPORTANT: Make sure you have no ballots, envelopes or applications from any other precinct except the one you are working on at your workstation. NEVER have more than one precinct’s material at your AVCB’s work area.

You will first verify the counts of all the ballots that the pre-processor counted on Sunday. Reminder they are bundled in 50s except for those ballots that were not able to be opened. Confirm and sign addendum in Pollbook. Once you have verified your count you can proceed to open the remainder of your envelopes for that precinct using the high-speed letter opener.
Inspectors at Station #1 – For Ballots Not Processed During Preprocessing

- Check to ensure the ballot is completely filled out:
  - Signed by voter;
  - Initialed and dated received by Clerk’s Office;

- Check return envelopes to determine if voters received assistance in voting the ballot:
  - If envelope indicates that assistance was received, in the remarks page for that precinct notate the name of the voter and the name of the individual who provided assistance.

- Once you have verified the envelopes are in good order, proceed to using the paper jogger for 30 seconds per batch, to reduce risk of cutting ballots. Then run envelopes through the high-speed letter opener.
  - Note each team now has their own jogger and letter opener.

- Once the envelopes are opened remove the ballot in its secrecy sleeve from the outer envelope.
Inspectors at Station #1
For All Ballots

- Once you remove the secrecy sleeve from the outer envelope, verify the ballot number on the stub against the label on the envelope.
  - Do not unfold the ballot unless the voter has folded it so the numbered stub is not visible.
  - Make every effort to maintain the secrecy of the vote.

- Tear off stub and retain it in a secure location, grouped only with other stubs of the same precinct. (You keep stubs as a precautionary check on the number of ballots processed.)

- Immediately place ballot, still in its secrecy envelope, in a plastic storage tub. As the ballots accumulate, they will be ready to be processed by election worker(s) at station #2.

- Place empty returned ballot envelopes in another marked plastic tray. Group the returned empty envelopes with that of the same precinct in groups of 50. Rubber bands and precinct dividers will be provided in your supplies.

- To assist with the balancing of precincts, we will be providing Post It Notes to label your bundles of 50 envelopes and 50 ballots, for each precinct.
Election Workers at Station #2

• Take each anonymous (stubs have already been removed) ballot out of its secrecy envelope, unfold it and lay it flat. FLATTEN BALLOTS (PERFORMING ANY NECESSARY BACK FOLDING) TO ENSURE EASE OF SCANNING, check for ballots that might be unreadable by scanner (e.g. voted with crayon, highlighter, or barcodes damaged).

• Once a stack of 50 ballots has accumulated, place a Post It Note indicating the batch on the top ballot and rubber band the stack and place in black mail bin. Completed stacks will be taken to election workers at station #3 (high speed tabulator).
Overview of Process

Red arrow represents flow of ballot being processed.

Green arrow represents an additional flow of ballot, if needed.
During the day, more ballots will be delivered to you from the City Clerk’s Office. Another AV List will accompany the new ballots. Before processing these ballots, read the envelope label(s) and new AV List. Are they for your precinct? If they are, immediately place new AV List with the original AV List (in the 3-ring binder).

Keep track of how many ballots were sent to you during the day for each precinct using the AVCB Ballot Delivery Tally Sheet.
AVC BALLOT DELIVERY TALLY SHEET
City of Ann Arbor

DATE OF ELECTION: November 8, 2022

AVCB #: 5

PRECINCT: 5-53

DELECTERED DURING THE DAY
(on Daily AV Report delivered with envelopes)
1st DELIVERY (TIME _______):
2nd DELIVERY (TIME _______):
3rd DELIVERY (TIME _______):
TOTAL: ________________

Record the numbers in shaded boxes A, B and C on the Ballot Summary (for this precinct) on the preceding page
(it’s a carbonless triplicate form)
Potential Problems and Solutions During Processing

• **Unsigned ballot envelope:**
  • **REJECT**  Do not open envelope. Return AV ballot IMMEDIATELY to the City Clerk’s Office. Make a note on AV List, “Unsigned ballot envelope”.

• **Wrong ballot number:**
  • **ACCEPT** if it seems apparent that there was an inadvertent switch between members of the same household. Set aside the envelope along with the other empty envelopes from the precinct.
  • **ACCEPT** if it is not a member of the same household; however, process as a “challenged” ballot. On AV List, to the right of the voter’s name, enter “**Challenged, wrong number #_____**” (write the number of the ballot returned by the voter in the blank). When writing the concealed ballot number (with tape covering it) on back of the ballot, use the ballot number issued to the voter (see AV List) not the number on the stub of the returned ballot. Set aside the envelope.
Potential Problems and Solutions During Processing Continued

- **Correct ballot stub torn off, but still in envelope with ballot:**
  - **ACCEPT.** Set aside the empty envelope.

- **Ballot stub torn off and NOT in the envelope:**
  - **ACCEPT** On AV List, to the right of the voter’s name, write, “Challenged, stub missing.” Process the ballot as a “challenged” ballot. When writing the concealed ballot number *(with tape covering it)* on the back of the ballot, use the ballot number that was issued to the voter (see AV List). Set aside the envelope.

- **Envelope empty, no ballot returned:**
  - Write “Envelope empty” on AV List to the right of the voter’s name and on the AV Ballot Return Envelope. In the “Remarks” page of the appropriate tabbed section of the Poll Book write down the name of the voter and that NO ballot was included in the returned AV Ballot Envelope. Set aside the envelope.
Inspectors at Station #3

- Scan ballots in multiples of 50 and verify that batch contains only ballots from one precinct before accepting the batch;
- When scanning it is important to ensure that ballots are as flat as possible when you put them through the scanner, to minimize the risk of jams.
- Ballots that have been successfully scanned are bundled with the batch report and placed in the blue mail trays to place in ballot bags. Fourth High-Speed Team can confirm using the batch report that all ballots are for the correct precinct and place in ballot container.
- Batches that need to be returned to AVCB for any reason can be bundled and placed in the green mail tray for pick-up by AVCB.
Duplicating Ballots

- For each precinct:
  - Be sure all original ballots are labeled ORIG at the top. (If flawed because it was the wrong ballot for the voter, write ORIG – WRONG BALLOT at the top and note the correct precinct it is being duplicated on to.)
  - Number the original ballots consecutively next to ORIG at the top of the ballot (e.g., ORIG#1, ORIG#2, ORIG#3, etc.).
  - Count out the same number of new ballots from the correct precinct's supply of ballots as the number of original ballots that will be duplicated. Be careful to use ballots from the correct precinct!
  - Number the new ballots consecutively below the stub: DUP#1, DUP#2, DUP#3, etc. REMOVE AND DISCARD THE STUBS! You now have prepared blank ballots for duplication.
  - Keep in mind with the high-speed scanners, you will have less ballots to duplicate as many issues (stray marks, wrong marking device, etc.) can be adjudicated by the high-speed teams.
Assemble a team of two workers (with different political party preferences), one to read and the other to mark the new ballot. (ONCE THE NEW BALLOT IS MARKED, EXCHANGE THE BALLOTS AND RE-READ TO CHECK FOR ACCURACY.) Using the proper marking tool, make a duplicate of each original ballot by marking the duplicate ballot. Use the following options where appropriate:

- If the voter was issued the wrong ballot for the precinct, the duplicate ballot may have different candidates. Be alert to these differences when you make the duplicate ballot. DO NOT MARK A VOTE FOR ANY CANDIDATE NOT ON THE ORIGINAL BALLOT.
After 8:00 PM

- Make sure the AVCB Supervisor has given you permission to close.
- Ensure there are no ballots left to process.
- High-Speed Teams Verify: BALLOT COUNTER FOR THE THREE HIGH-SPEED TABULATORS = BALLOTS RECEIVED BY AVCB (all precincts)
  - If YES, proceed to close the AVCB;
  - If NO:
    - IMMEDIATELY contact the AVCB Supervisor, who will probably ask you to:
      - Verify if a returned AV Ballot Envelope did NOT contain a ballot;
      - Make a physical count of tabulated ballots. *(It is possible that an election inspector left a ballot inside a secrecy envelope)*;
      - Compare the number of returned AV Ballot Envelopes to your final AV List. It is possible that your precinct failed to verify that the number of envelopes delivered to your AVCB was the same as the reported number on the AV List;
Complete the Ballot Summary Report for Each Precinct

- Using the Ballots Cast Report generated by the High-Speed Team:
  - Complete Line A with the number of absentee envelopes delivered at the opening of the AVCB:
  - Complete Line B with the total number of additional ballots delivered during the course of the day from tally sheet.
  - Add Lines A and B to get Line C.
Complete the Ballot Summary Report for Each Precinct Continued

- Complete **Line D** with the number of ballots tabulated for each precinct, use the Ballot Cast Report provided by the high-speed scanner to get this number;

- **Line E** is the number of ballots delivered without a ballot;

- **Line F** is the number of ballots without a signature or otherwise invalid;

- Add **Lines D, E and F** to get **Line G**.

- If Line C does not match Line G, put an explanation in Remarks Section of Poll Book explaining why.
Disposition of Ballots

- Place any unused blank ballots (for duplication) back in the blue supply cart.
- Gather together all tabulated ballots from one precinct and rubber band together. Place all of your tabulated ballots neatly in a canvas ballot bag.
- Seal each precinct’s original ballots that you duplicated. They should be in the “ORIGINAL BALLOTS (THAT HAVE BEEN DUPLICATED)” envelope for that respective precinct.
- Place the “ORIGINAL BALLOTS (THAT HAVE BEEN DUPLICATED)” envelopes in a canvas ballot container with voted ballots and zip it closed.
Sealing Ballot Containers

- Each bag will be sealed with a blue plastic flexible/pull-tight seal and a *Ballot Container Certificate* in a plastic sleeve. Use one blue pull tight seal for each bag.
- Remove the *Ballot Container Certificate* from its plastic sleeve.
- Completely fill out the certificate using the appropriate seal number.
- Record precinct numbers that are contained within each bag. Avoid splitting precincts amongst multiple bags if possible.
- Certificate must be signed by sealer and verifier (must be a Democrat and a Republican).
Complete the Certificate of Election Inspectors
# Certificate of Election Inspectors

**Ballot Storage Container(s)**

**GENERAL ELECTION**

**NOVEMBER 8, 2022**

**JURISDICTION**

**City of Ann Arbor**

**AVCB #5**

**PCT #’s:** 5-42 to 5-53

### CERTIFICATE OF ELECTION INSPECTORS

**BALLOT STORAGE CONTAINER(S)**

We, the undersigned members of the Board of Election Inspectors, certify that all used and unused ballots, spoiled and original ballot envelopes, were properly sealed into an approved **BALLOT STORAGE CONTAINER** by affixing seal.

<table>
<thead>
<tr>
<th>Storage Container</th>
<th>PCT #1</th>
<th>PCT #2</th>
<th>PCT #3</th>
<th>PCT #4</th>
<th>PCT #5</th>
<th>PCT #6</th>
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### DEMOCRATIC INSPECTOR

Signature of member who sealed/verified the **BALLOT STORAGE CONTAINER and TABULATOR PROGRAM TRANSFER CONTAINER** (bag).

### REPUBLICAN INSPECTOR

Signature of member who sealed/verified the **BALLOT STORAGE CONTAINER and TABULATOR PROGRAM TRANSFER CONTAINER** (bag).
• Place proper forms in Receiving Board Envelope;
  • AV List – make sure to insert it inside the precinct Poll Book. (Grand total of all AV ballots tabulated should be indicated on the last page of the AV List.)
  • Absent Voter Counting Board Affidavit;
  • Notes to Jackie & Steve;
  • Complete Timesheet;
    • Pay date for this Election is December 9th.
Heading to Receiving Board

- One Republican and One Democrat will take the ballot bag and the Receiving Board Envelope to the Receiving Board located in the basement of City Hall.