

Memorandum

City Clerk



DATE: October 29, 2007

TO: Mayor and City Council

FROM: Jan Hort, City Clerk (350-8007)

SUBJECT: **Additional Early Voting Site for Downtown Tempe Area**

At the Council Issue Review Session on October 4, 2007, Council directed staff to explore obtaining an additional Early Voting Site located in the downtown area. Staff met with ASU to explore possibilities. Four (4) sites were recommended for possible evaluation by the Maricopa County Election Department. Evaluations are conducted based on criteria set such as:

- ADA Compliant
- Adequate Room Size
- Parking
- Electioneering Capability (75' limit in public areas and parking lots used by voters)
- Accessibility
- Availability

Staff then met with the Maricopa County Elections Office who agreed to evaluate any or all of the sites as requested by the City by December 2007 with the intent of issuing a Maricopa County Elections Use Agreement Form. They felt that a site based on the list of suggested locations could be opened as an Early Voting site as well as a location to provide an emergency alternative site. Upon completion of the evaluation and obtaining a use agreement, the City would be able to submit the request to the Department of Justice within the 60 day time limit as required.

The four (4) sites are as follows:

- Wells Fargo Arena – 600 E Veteran's Way
- City Hall, 1st Floor – 31 E 5th Street
- West Side Multi-Generation Center – 715 W 5th Street
- Student Development Memorial Union – Apache and Normal

An additional estimated cost for the Early Voting site is \$5000. This cost includes equipment, supplies and experienced election board workers to assist. It is the intent of the staff and ASU to supplement additional staff costs through the use of ASU volunteers to meet some of the staffing needs. There is an additional cost of \$2.45 per early voter that the City incurs for any early voter so is not considered as additional costs.

Staff is requesting direction to proceed with:

- A request to the Maricopa County Elections Office for evaluation of the above facilities for the purpose of obtaining a Use Agreement
- Submission of the resulting Use Agreement to the Department of Justice for approval
- Continuation of an ASU/City of Tempe Task Force to bring an additional Early Voting Site to the downtown area.