Continuity of Operations Plan (COOP)

Last Updated: May 2015

Snohomish County Elections
A Division of the Auditor's Office

Table of Contents

Introduction

Snohomish County Elections' Continuity of Operations Plan (COOP) is designed to assist the Division in assessing the need for and the state of operations in the event of an emergency and for bringing priority services back online in appropriate timelines. The plan provides for continuity of management and decision making in the event that managers or supervisors at essential levels are not available. This plan applies to all staff within the Elections Division.

It is every individual's responsibility to be accountable for their own actions and to take action in concert with emergency staff to provide for their own safety and the safety and preparedness of their families during emergencies. In large-scale disasters, however, it may be necessary to draw on people's basic capacities and use them in areas of greatest need. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of the emergency. Efforts normally required of those functions may be redirected to accomplish the emergency responsibilities to maintain vital services and essential functions.

Record of Changes

Change Number	Section Changed	Date	Author	Description / Notes
-	-	5/4/2015	Torie Waters, Wendy Mauch, Garth Fell	Initial release

Figure 1 – Record of Changes

Delegation of Authority

In the event of a catastrophic event where employees in key leadership positions within the Snohomish County Auditor's Office and the Elections Division are unable to perform their duties, the use of both a Delegation of Authority in coordination with an Order of Succession is vital. The Delegation of Authority confers the actual authority to assume vacant roles. The Order of Succession describes who will serve in vacant roles.

All of the powers, duties and functions of the Auditor, as they relate to elections, shall be delegated as listed on the Order of Succession included elsewhere in this COOP, as set forth below:

If, during a period of time that this COOP is activated, the person employed as the Snohomish County Auditor cannot discharge the powers, duties and functions of such position by reason of inability, then the individual who is highest on the list of Successors identified in the Order of Succession, and who is not under disability to discharge the powers and duties of the position, shall act in such position as it relates to election responsibilities.

In the event the Election Manager listed in the Elections Division order of succession serves as the Auditor or cannot discharge the powers, duties and functions of the position, then the individual who is highest on the list of Successors identified in the Order of Succession, and who is not under disability to discharge the powers and duties of the position, shall act in such position as it relates to election responsibilities.

Further delegations of this authority other than as outlined herein are not permitted.

The period of authority will continue only until the removal of such inability or until the COOP plan is deactivated, whichever comes first.

Nothing in this delegation shall supersede the laws and codes of Washington State or Snohomish County.

Order of Succession

The following table shows the Elections Division order of succession. Refer to the Delegation of Authority section for additional details of the succession process for each position. The Auditor will initiate the process to fill all remaining positions, as required and appropriate.

Position	Successors
Auditor	Chief Deputy Auditor, Elections Manager
Elections Manager	Elections Supervisor

Figure 2 - Orders of Succession

Communication Protocol

Communication is crucial in determining what operations are required to resume and how those operations will function. As a result the following outlines the communication protocol management and Elections Division staff will follow in the event of an emergency.

In general, the management team will begin by contacting each other, either confirming the Auditor and Elections Manager are capable of performing their duties and functions or following the delegation of authority and order of succession to assign a qualified replacement.

If an event occurs which is likely to activate the COOP, it is the duty of the remaining elections staff to check in with the Elections Supervisor. If the Elections Supervisor cannot be reached, the Elections Manager should be contacted.

The management team and the Elections Supervisor should all have complete contact lists both at work and at home. Elections staff should have the Elections Supervisor and Elections Manager's complete contact information at work and at home.

Activation of the COOP and Service Resumption Approach

Activation of the plan will be determined by the Auditor following an event. Once the plan is activated, all Election Division employees will be notified by the best means possible of the activation and the plan for resumption of services as determined by the Auditor.

Figure 3 outlines the general steps that will occur to assess resources and determine which services are essential and will be brought back online. The checklists detailed in the next section will be used to perform the steps identified in Figure 3.
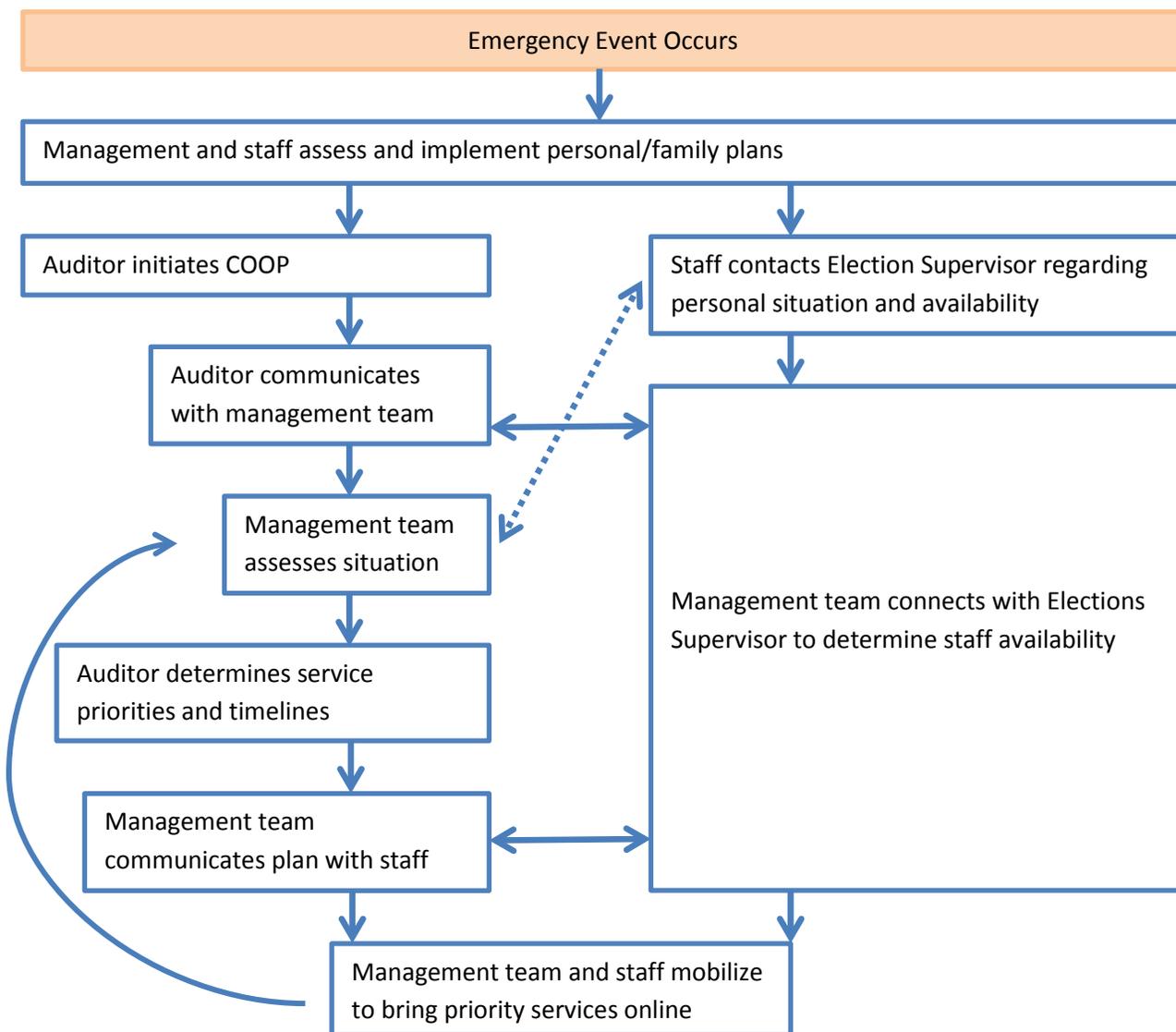
```
                    Emergency Event Occurs
                             |
                             v
    Management and staff assess and implement personal/family plans
         |                                          |
         v                                          v
  Auditor initiates COOP          Staff contacts Election Supervisor regarding
         |                        personal situation and availability
         v                                          |
  Auditor communicates  <----->                     v
  with management team        Management team connects with Elections
         |                    Supervisor to determine staff availability
         v
  Management team
  assesses situation
         |
         v
  Auditor determines service
  priorities and timelines
         |
         v
  Management team       <----->
  communicates plan with staff
         |                                          |
         v                                          v
    Management team and staff mobilize
    to bring priority services online
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Figure 3 - Implementation Schematic

Checklists and Rosters

The following checklist will be used to assess resource availability and determine service priorities. Checklists occur more or less in order of need during an emergency.

1. Initial Event Management Checklist

DONE	Step	Action *(what & how)*	Role *(Who)*	Notes
☐	1	Check on division management - See staff/contact roster for contact numbers and addresses	Auditor	☐ Chief Deputy _____ ☐ Election Mgr _____ ☐ Accounting _____ ☐ Comm Coord_____ ☐ Licensing Mgr _____
☐	2	Check on division staff - Contact Election Supervisor based on communication protocol and resumption of service approach - See staff/contact roster for contact numbers and addresses	Elections Manager	☐ Election Supervisor_____ ☐ VR Lead _____ ☐ Systems Admin _____ ☐ Public Info Tech _____ ☐ Ballot Proc Lead _____ ☐ VR Examiner _____ ☐ VR Examiner _____ ☐ VR Examiner _____

☐	3	Assess facility status
		- Use facility checklists to determine what sites are available or could be made available
		- Key issues – safety, access, security, tool/system availability
			Elections Manager	Admin-West
				  ☐ Main Office
				  ☐ Basement (+loading dock)
				Admin-East
				  ☐ Public Hearing Room (AVS)
				☐ Jackson House
				☐ Lynwood Library (AVS)
				Ballot Drop Boxes
				  ☐ Arlington
				  ☐ Edmonds
				  ☐ Everett (campus)
				  ☐ Everett (McCollum Park)
				  ☐ Lake Stevens
				  ☐ Lynnwood
				  ☐ Marysville
				  ☐ Monroe
				  ☐ Mukilteo
				  ☐ Snohomish
				  ☐ Stanwood
				☐ K&H Printers

DONE	Step	Action (what & how)	Role (Who)	Notes
☐	4	Assess System/Communication Status - Refer to facility checklists for site specific availability of systems and communication tools	Elections Manager	Communication tools ☐ Office phones ☐ Cell phones ☐ Cell phones (Texting) ☐ Fax ☐ Copier ☐ Printer ☐ E-mail (internal & external) ☐ Internet & intranet ☐ Website ☐ PC ☐ USPS Systems ☐ DIMS ☐ VRDB ☐ DOL ☐ WEI ☐ DXI ☐ BPS ☐ InDesign ☐ SBS ☐ Shared Drives ☐ Microsoft Office Suite
☐	5	Check on essential functions - Use Elections Division Essential Function Details checklists to determine status of essential functions operational readiness - Use elections calendar to determine if a function is potentially essential at this particular time	Elections Manager	☐ Voter Registration ☐ Candidate Filing ☐ Petition Checking ☐ Ballot Design ☐ Voter Pamphlet ☐ Ballot Pick up – Post Office ☐ Signature Checking ☐ Accessible Voting ☐ Ballot Drop Boxes ☐ Ballot Processing ☐ Tabulation and Results Reporting ☐ Canvassing and Certification

DONE	Step	Action *(what & how)*	Role *(Who)*	Notes
☐	6	Decide what essential functions are to be activated and when - What is essential - See election calendar - What is or can be made operational and under what timelines	Auditor	☐ Voter Registration ☐ Candidate Filing ☐ Petition Checking ☐ Ballot Design ☐ Voter Pamphlet ☐ Ballot Pick up – Post Office ☐ Signature Checking ☐ Accessible Voting ☐ Ballot Drop Boxes ☐ Ballot Processing ☐ Tabulation and Results Reporting ☐ Canvassing and Certification
☐	7	Communicate what functions are activated and when to personnel, public and stakeholders - See staff/contact rosters	Auditor	☐ Staff ☐ Seasonal Staff ☐ Facilities ☐ Information Services ☐ Executive – Emergency hotline/website ☐ Council ☐ Political Parties ☐ Canvassing Board ☐ Media ☐ Vendors ☐ OSOS ☐ Voters
☐	8	Begin process of getting essential functions up and running - See detailed essential function checklists	Elections Division	
☐	9	Establish a re-assessment cycle and communication plan - Use this Initial Event Management checklist again	Elections Management Team	

2. Staff/Contacts Rosters

Management

Staff	Office	Home	Cell	Other
Carolyn Weikel, Auditor (CB member)				
Connie Barndt, Chief Deputy				
Garth Fell, Manager				
Shauna Weaver, Accountant				
Erin Jergenson				

Elections Staff

Staff	Office	Home	Cell	Other
Cindy Gobel, VR Examiner				
Dianna Harper, VR Examiner				
Wendy Mauch, Supervisor				
Melodie Mellema, VR Examiner				
Joe Smith, Systems Administrator				
Michelle Smith, VR Lead				
Heather Sorgen, Public information Tech				
Torie Waters, Ballot Processing Specialist				

Seasonal Staff – Voter Registration

Staff	Office	Home	Cell	Other

Seasonal Staff – Processing Center

Staff	Office	Home	Cell	Other

Seasonal Staff – Ballot Drop Boxes

Staff	Office	Home	Cell	Other

Seasonal Staff – Accessible Voting Sites

Staff	Office	Home	Cell	Other

Facilities

Staff	Office	Home	Cell	Other

Information Services

Staff	Office	Home	Cell	Other
Gage Andrews, Director				
M.E. Kalsen, Business Analyst				

Executive

Staff	Office	Home	Cell	Other
John Lovick, County Executive				
Rebecca Hover, Director of Communications				

Council

Staff	Office	Home	Cell	Other
Ken Klein, Council District 1				
Brian Sullivan, Council District 2				
Stephanie Wright, Council District 3				
Terry Ryan, Council District 4				
Dave Somers, Council District 5				

Political Parties

Staff	Office	Home	Cell	Other
Richard Wright, Chair, Snohomish County Democrats				
Billie Brooks-Sebastiani, Chair, Snohomish County Republicans				

Canvass Board Members

Staff	Office	Home	Cell	Other
Dave Somers, Chair, County Council				
Jason Cummings, Chief Civil Deputy Prosecuting Attorney				

Media

Staff	Office	Home	Cell	Other
Everett Herald				

Vendors

Staff	Office	Home	Cell	Other
Jackson House				
Rob Haines, K&H Printers				
Evergreen Security				
DIMS				
Lynnwood Library				
USPS				
Sound Publishing				
Crystal Springs				
Penske Truck Rental				

Office of the Secretary of State

Staff	Office	Home	Cell	Other
Kim Wyman, Secretary of State				
Lori Augino, Director of Elections				

3. Facility Checklist

Action	Mark if facility is available

Use Facility Detail Checklists below to analyze each facility for:
 	
      Structure
      Lights
      HVAC
      Restrooms
      Power
      Security
      Communications
	Admin-West
	    ☐ Main Office
	    ☐ Basement
	Admin-East
	    ☐ Public Hearing Room (AVS)
	    ☐ Loading Dock
	☐ Jackson House
	☐ Lynwood Library (AVS)
	Ballot Drop Boxes
	    ☐ Arlington, 135 N Washington Ave
	    ☐ Edmonds, 650 Main St
	    ☐ Everett (campus)
	    ☐ Everett (McCollum Park), 600 128th St SE
	    ☐ Lake Stevens, 1800 Main St
	    ☐ Lynnwood, 19100 44th Ave W
	    ☐ Marysville, 1015 State St
	    ☐ Monroe, 1070 Village Way
	    ☐ Mukilteo, 4675 Harbour Pointe Blvd
	    ☐ Snohomish, 311 Maple Ave
	    ☐ Stanwood, 9701 271st St NW
	☐ K&H Printers

4. Facility Detail Checklists

Facility: **Admin – West, Main Office, 1st Floor**

Assessed	Element	Requirements and Guidelines	Conclusion
☐	Structure	Is structure safe and accessible? ☐ Facilities/emergency personnel have authorized entry	

☐	Basic Needs	☐ Lights
		    If out, how long
		☐ HVAC
		    If out, how long
		☐ Restrooms
		    If out, how long	

☐	Power	What power systems are available?
		☐ Electricity
		    If out, how long
		☐ Generator Power
		    If using building default, will it power essential function needed	

☐	Security	Can we maintain people and ballot security? ☐ Ballot security rooms 1 & 2 can open and lock ☐ Front doors can open and lock ☐ Key card readers working	
☐	Communications	What is available? ☐ Phones ☐ Cell Phone ☐ Fax ☐ Email ☐ Internet ☐ Intranet ☐ Website ☐ USPS	

Facility: **Admin – West, Main Office, Basement Floor**

Assessed	Element	Requirements and Guidelines	Conclusion
☐	Structure	Is structure safe and accessible? ☐ Facilities/emergency personnel have authorized entry	

☐	Basic Needs	☐ Lights
		     If out, how long
		 ☐ HVAC
		     If out, how long
		 ☐ Restrooms
		     If out, how long	

☐	Power	What power systems are available? ☐ Electricity If out, how long Note Generator power not available in the basement	
☐	Security	Can we maintain people and ballot security? ☐ Keypad door lock is accessible and working ☐ Elevator with key card access is working ☐ Loading dock is accessible and available	
☐	Communications	What is available? ☐ Phones ☐ Cell Phone (typically get low reception in basement) ☐ Email ☐ Intranet	

Facility: **Accessible Voting Site, Robert J. Drewel Building, Public Hearing room (s), main floor**

Assessed	Element	Requirements and Guidelines	Conclusion
☐	Structure	Is structure safe and accessible? ☐ Facilities/emergency personnel have authorized entry	

☐	Basic Needs	☐ Lights
		   If out, how long
		☐ HVAC
		   If out, how long
		☐ Restrooms
		   If out, how long	

☐	Power	What power systems are available?
		☐ Electricity
		   If out, how long
		☐ Generator Power
		   If using building default, will it power essential
		   function needed
		☐ Battery backup power functioning on voting equipment	

☐	Security	Can we maintain people and ballot security? ☐ Front doors can open and lock	
☐	Communications	What is available? ☐ Phones ☐ Cell Phone ☐ Fax ☐ Email ☐ Internet ☐ Intranet ☐ Website	

Facility: **Jackson House**, 1818 Pacific Ave, Everett, 1st Floor

Assessed	Element	Requirements and Guidelines	Conclusion
☐	Structure	Is structure safe and accessible? ☐ Facilities/emergency personnel have authorized entry	

☐	Basic Needs	☐ Lights
		     If out, how long
		☐ HVAC
		     If out, how long
		☐ Restrooms
		     If out, how long	

☐	Power	What power systems are available?
		☐ Electricity
		     If out, how long
		☐ Generator Power
		     Is it available for our use based on the scope of the emergency and response	

☐	Security	Can we maintain people and ballot security? ☐ Doors are accessible and open and lock ☐ Ballot security vault, cages 1 & 2 open and lock Key cards work ☐ Loading dock is accessible and available	
☐	Communications	What is available? ☐ Phones ☐ Cell Phone ☐ Email ☐ Intranet (SBS) ☐ Intranet ☐ Website	

Facility: **Accessible Voting Site, Sno-Isle Lynnwood Library**, 19200 44th Ave W, Lynnwood

Assessed	Element	Requirements and Guidelines	Conclusion
☐	Structure	Is structure safe and accessible? ☐ Facilities/emergency personnel have authorized entry	

☐	Basic Needs	☐ Lights
		     If out, how long
		☐ HVAC
		     If out, how long
		☐ Restrooms
		     If out, how long	

☐	Power	What power systems are available?
		☐ Electricity
		     If out, how long
		☐ Generator Power
		     If using building default, will it power essential function needed
		☐ Battery backup power functioning on voting equipment	

☐	Security	Can we maintain people and ballot security? ☐ Room doors can open and lock ☐ Library closets can open and lock	
☐	Communications	What is available? ☐ Phones ☐ Cell Phone ☐ Fax ☐ Email ☐ Internet ☐ Intranet ☐ Website	

Facility: **Ballot Drop Box locations** (11 locations)

Location	Box Accessible	Area Lighting	Safety/Security	Communications	Available?
Arlington, 135 N Washington Ave	☐ Area voters ☐ Staff	☐ Yes ☐ No	☐ Yes ☐ No	☐ Cell Phone ☐ other_____	☐ Yes ☐ No
Edmonds, 650 Main St	☐ Area voters ☐ Staff	☐ Yes ☐ No	☐ Yes ☐ No	☐ Cell Phone ☐ other_____	☐ Yes ☐ No
Everett (campus)	☐ Area voters ☐ Staff	☐ Yes ☐ No	☐ Yes ☐ No	☐ Cell Phone ☐ other_____	☐ Yes ☐ No
Everett (McCollum Park), 600 128th St SE	☐ Area voters ☐ Staff	☐ Yes ☐ No	☐ Yes ☐ No	☐ Cell Phone ☐ other_____	☐ Yes ☐ No
Lake Stevens, 1800 Main St	☐ Area voters ☐ Staff	☐ Yes ☐ No	☐ Yes ☐ No	☐ Cell Phone ☐ other_____	☐ Yes ☐ No
Lynnwood, 19100 44th Ave W	☐ Area voters ☐ Staff	☐ Yes ☐ No	☐ Yes ☐ No	☐ Cell Phone ☐ other_____	☐ Yes ☐ No
Marysville, 1015 State St	☐ Area voters ☐ Staff	☐ Yes ☐ No	☐ Yes ☐ No	☐ Cell Phone ☐ other_____	☐ Yes ☐ No
Monroe, 1070 Village Way	☐ Area voters ☐ Staff	☐ Yes ☐ No	☐ Yes ☐ No	☐ Cell Phone ☐ other_____	☐ Yes ☐ No
Mukilteo, 4675 Harbour Pointe Blvd	☐ Area voters ☐ Staff	☐ Yes ☐ No	☐ Yes ☐ No	☐ Cell Phone ☐ other_____	☐ Yes ☐ No
Snohomish, 311 Maple Ave	☐ Area voters ☐ Staff	☐ Yes ☐ No	☐ Yes ☐ No	☐ Cell Phone ☐ other_____	☐ Yes ☐ No
Stanwood, 9701 271st St NW	☐ Area voters ☐ Staff	☐ Yes ☐ No	☐ Yes ☐ No	☐ Cell Phone ☐ other_____	☐ Yes ☐ No

Facility: **K&H Printers**, 7720 Hardeson Rd, Everett (private printing/mailing contractor)

Assessed	Element	Requirements and Guidelines	Conclusion
☐	Structure	Is structure safe and accessible? ☐ Facilities/emergency personnel have authorized entry	

☐	Basic Needs	☐ Lights
		     If out, how long
		 ☐ HVAC
		     If out, how long
		 ☐ Restrooms
		     If out, how long	

☐	Power	What power systems are available?
		 ☐ Electricity
		     If out, how long
		 ☐ Generator Power
		     Is it available for our use based on the scope of the emergency and response	

☐	Security	Can we maintain people and ballot security? ☐ Do they have secure ballot cages that can limit access to just County personnel ☐ Loading dock is accessible and available	
☐	Communications	What is available? ☐ Phones ☐ Cell Phone ☐ Email ☐ Intranet (SBS) ☐ Intranet ☐ Website	

5. Elections Essential Functions Checklist

Mark if Essential	Essential Function	Dependent on/Contact
☐	Voter Registration	Voter Registration Staff; Seasonal Staff
☐	Candidate Filing	Election Supervisor, Public Information tech, Ballot Processing Spec, VR
☐	Petition Checking	Voter Registration Staff
☐	Ballot Design	Public Information Tech, Election Supervisor, Election Manager
☐	Voter Pamphlet	Public Information Tech, Election Supervisor, Election Manager
☐	Ballot Pick up – Post Office	Public Information Tech
☐	Signature Checking	Voter Registration Staff, Seasonal Staff
☐	Accessible Voting	Systems Administrator, Ballot Processing Spec, VR, Seasonal Staff
☐	Ballot Drop Boxes	Ballot Processing Spec, Seasonal Staff
☐	Ballot Processing	Ballot Processing Spec; Seasonal Staff
☐	Tabulation and Results Reporting	Systems Administrator, Elections Manager, Seasonal Staff
☐	Canvassing and Certification	Systems Administrator, Election Manager, Election Supervisor, Ballot Processing Spec, Voter Registration Lead

6. Elections Essential Function Details

6a. Essential Function: **Voter Registration**

Also refer to the Essential Functions Matrix for additional details

Done	Step	Action	Notes
☐	1	Assess staffing - Do we know who's available, when and how long	☐ Election Supervisor_____ ☐ VR Lead _____ ☐ Systems Admin _____ ☐ Public Info Tech _____ ☐ Ballot Proc Lead _____ ☐ VR Examiner _____ ☐ VR Examiner _____ ☐ VR Examiner _____
☐	2	Assess location (see facilities checklists to assess if Admin West is operational) - How much power does VR need?	☐ Admin West available
☐	3	Assess Communication - What communication systems are up and running - Are there any service limitations (i.e. mail services)	☐ Phones ☐ Internet ☐ Fax ☐ USPS
☐	4	Assess Systems - What systems are up and running - Are there any service limitations	☐ DIMS ☐ DXI ☐ VRDB ☐ DOL ☐ Lexis ☐ County systems ☐ Internet
☐	5	Assess Equipment/Supplies - Do we have the tools we need to perform voter registration functions - Can we get supplies and equipment we don't currently have	Equipment ☐ Desk ☐ Chairs ☐ PC ☐ Printer ☐ Copier ☐ Fax ☐ Phone Supplies ☐ Pen/paper ☐ Voter Registraton forms

Done	Step	Action	Notes
☐	6	Assess relocation or delaying services - Is the function essential now - Can we set-up in an alternate location given facility, communication, system and equipment/supply needs - Will we need to set up any memorandum of understanding - What do we need to take with us to set up elsewhere - Is there anything we need that another location can't provide	☐ Relocate ☐ Delay services

6b. Essential Function: **Candidate Filing**

Also refer to the Essential Functions Matrix for additional details

Done	Step	Action	Notes
☐	1	Assess staffing - Do we know who's available, when and how long	☐ Election Supervisor_____ ☐ VR Lead _____ ☐ Systems Admin _____ ☐ Public Info Tech _____ ☐ Ballot Proc Lead _____ ☐ VR Examiner _____ ☐ VR Examiner _____ ☐ VR Examiner _____
☐	2	Assess location (see facilities checklists to assess if Admin West is operational) - How much power does candidate filing need?	☐ Admin West available
☐	3	Assess Communication - What communication systems are up and running - Are there any service limitations (i.e. mail services)	☐ Phones ☐ Internet ☐ Fax ☐ USPS
☐	4	Assess Systems - What systems are up and running - Are there any service limitations	☐ DIMS ☐ DXI ☐ VRDB ☐ WEI (online filing) ☐ County systems ☐ Email ☐ Internet ☐ Cash Register system
☐	5	Assess Equipment/Supplies - Do we have the tools we need to perform candidate filing functions - Can we get supplies and equipment we don't currently have	Equipment ☐ Desk ☐ Chairs ☐ PC ☐ Printer ☐ Copier ☐ Fax ☐ Phone ☐ Cash Register Supplies ☐ Pen/paper ☐ Voter registraton forms

Done	Step	Action	Notes
☐	6	Assess relocation or delaying services - Is the function essential now - Can we set-up in an alternate location given facility, communication, system and equipment/supply needs - Will we need to set up any memorandum of understanding - What do we need to take with us to set up elsewhere - Is there anything we need that another location can't provide	☐ Relocate ☐ Delay services
☐	7	Assess filing manually/pending - Obtain the procedure for manual/pending filing (hand written receipts, paper forms) - Need to verify information on district maps	☐ Paper filing forms ☐ Printed maps are available

6c. Essential Function: **Petition Checking**

Also refer to the Essential Functions Matrix for additional details

Done	Step	Action	Notes
☐	1	Assess staffing - Do we know who's available, when and how long	☐ Election Supervisor_____ ☐ VR Lead _____ ☐ Systems Admin _____ ☐ Public Info Tech _____ ☐ Ballot Proc Lead _____ ☐ VR Examiner _____ ☐ VR Examiner _____ ☐ VR Examiner _____
☐	2	Assess location (see facilities checklists to assess if Admin West is operational) - How much power does petition checking need?	☐ Admin West available
☐	3	Assess Communication - What communication systems are up and running - Are there any service limitations (i.e. mail services)	☐ Phones ☐ Internet ☐ Fax
☐	4	Assess Systems - What systems are up and running - Are there any service limitations	☐ DIMS ☐ DXI ☐ VRDB ☐ County systems ☐ Internet
☐	5	Assess Equipment/Supplies - Do we have the tools we need to perform petition checking functions - Can we get supplies and equipment we don't currently have	Equipment ☐ Desk ☐ Chairs ☐ PC ☐ Printer ☐ Copier ☐ Fax ☐ Phone Supplies ☐ Pen/paper

Done	Step	Action	Notes
☐	6	Assess relocation or delaying services - Is the function essential now - Can we set-up in an alternate location given facility, communication, system and equipment/supply needs - Will we need to set up any memorandum of understanding - What do we need to take with us to set up elsewhere - Is there anything we need that another location can't provide	☐ Relocate ☐ Delay services

6d. Essential Function: **Ballot Design**

Also refer to the Essential Functions Matrix for additional details

Done	Step	Action	Notes
☐	1	Assess staffing - Do we know who's available, when and how long	☐ Election Supervisor_____ ☐ VR Lead _____ ☐ Systems Admin _____ ☐ Public Info Tech _____ ☐ Ballot Proc Lead _____ ☐ VR Examiner _____ ☐ VR Examiner _____ ☐ VR Examiner _____
☐	2	Assess location (see facilities checklists to assess if Jackson House / Admin West is operational) - How much power does ballot design need? - Do we need to load software on local pc	☐ Jackson House available ☐ Admin West available
☐	3	Assess Communication - What communication systems are up and running - Are there any service limitations (i.e. mail services)	☐ Phones ☐ Internet ☐ Fax
☐	4	Assess Systems - What systems are up and running - Are there any service limitations	☐ DIMS ☐ BPS ☐ WEI ☐ County systems ☐ Internet
☐	5	Assess Equipment/Supplies - Do we have the tools we need to perform ballot design functions - Can we get supplies and equipment we don't currently have	Equipment ☐ Desk ☐ Chairs ☐ PC ☐ Printer ☐ Copier ☐ Fax ☐ Phone Supplies ☐ Pen/paper ☐ Approved ballot titles and candidate lists ☐ XML from DIMS ☐ BPS DB files

Done	Step	Action	Notes
☐	6	Assess relocation or delaying services - Is the function essential now - Can we set-up in an alternate location given facility, communication, system and equipment/supply needs - Will we need to set up any memorandum of understanding - What do we need to take with us to set up elsewhere - Is there anything we need that another location can't provide	☐ Relocate ☐ Delay services

6e. Essential Function: **Voter Pamphlet**

Also refer to the Essential Functions Matrix for additional details

Done	Step	Action	Notes
☐	1	Assess staffing - Do we know who's available, when and how long	☐ Election Supervisor_____ ☐ VR Lead _____ ☐ Systems Admin _____ ☐ Public Info Tech _____ ☐ Ballot Proc Lead _____ ☐ VR Examiner _____ ☐ VR Examiner _____ ☐ VR Examiner _____
☐	2	Assess location (see facilities checklists to assess if Admin West is operational) - How much power does voter pamphlet design need?	☐ Admin West available
☐	3	Assess Communication - What communication systems are up and running - Are there any service limitations (i.e. mail services)	☐ Phones ☐ Email ☐ Internet ☐ Fax ☐ Cell phone
☐	4	Assess Systems - What systems are up and running - Are there any service limitations	☐ InDesign ☐ WEI ☐ Email ☐ County systems ☐ Internet (for statements/photos)

☐	5	Assess Equipment/Supplies
		- Do we have the tools we need to perform voter pamphlet functions
		- Can we get supplies and equipment we don't currently have
			Equipment
			  ☐ Desk
			  ☐ Chairs
			  ☐ PC
			  ☐ Printer
			  ☐ Phone
			Supplies
			  ☐ Pen/paper
			  ☐ Candidate/jurisdiction statements and photos

Done	Step	Action	Notes
☐	6	Assess relocation or delaying services - Is the function essential now - Can we set-up in an alternate location given facility, communication, system and equipment/supply needs - Will we need to set up any memorandum of understanding - What do we need to take with us to set up elsewhere - Is there anything we need that another location can't provide	☐ Relocate ☐ Delay services

6f. Essential Function: **Ballot Pick-up – Post Office**

Also refer to the Essential Functions Matrix for additional details

Done	Step	Action	Notes
☐	1	Assess staffing - Do we know who's available, when and how long	☐ Election Supervisor_____ ☐ VR Lead _____ ☐ Systems Admin _____ ☐ Public Info Tech _____ ☐ Ballot Proc Lead _____ ☐ VR Examiner _____ ☐ VR Examiner _____ ☐ VR Examiner _____
☐	2	Assess location (see facilities checklists to assess if K&H and Admin West are operational)	☐ K&H Printers available ☐ Admin West – Basement available (loading dock access) ☐ Admin West – Main office available (ballot security rooms)
☐	3	Assess Communication - What communication systems are up and running - Are there any service limitations (i.e. mail services)	☐ Phones ☐ Cell phone ☐ USPS
☐	4	Assess Systems - What systems are up and running - Are there any service limitations	☐ K&H systems
☐	5	Assess Equipment/Supplies - Do we have the tools we need to perform ballot pick-up functions - Can we get supplies and equipment we don't currently have	Equipment ☐ Van (normally through K&H) ☐ Carts
☐	6	Assess relocation or delaying services - Is the function essential now - Can we set-up in an alternate location given facility, communication, system and equipment/supply needs - Will we need to set up any memorandum of understanding - What do we need to take with us to set up elsewhere - Is there anything we need that another location can't provide	☐ Relocate ☐ Delay services

6g. Essential Function: **Signature Checking**

Also refer to the Essential Functions Matrix for additional details

Done	Step	Action	Notes
☐	1	Assess staffing - Do we know who's available, when and how long	☐ Election Supervisor_____ ☐ VR Lead _____ ☐ Systems Admin _____ ☐ Public Info Tech _____ ☐ Ballot Proc Lead _____ ☐ VR Examiner _____ ☐ VR Examiner _____ ☐ VR Examiner _____
☐	2	Assess location (see facilities checklists to assess if Admin West is operational) - How much power does signature checking need?	☐ Admin West available (particularly secure ballot storage)
☐	3	Assess Communication - What communication systems are up and running - Are there any service limitations (i.e. mail services)	☐ Phones ☐ Email ☐ Internet ☐ Fax ☐ USPS
☐	4	Assess Systems - What systems are up and running - Are there any service limitations	☐ DIMS ☐ SBS ☐ DXI ☐ VRDB ☐ County systems ☐ Internet
☐	5	Assess Equipment/Supplies - Do we have the tools we need to perform signature checking functions - Can we get supplies and equipment we don't currently have	Equipment ☐ Desk ☐ Chairs ☐ PC ☐ Printer ☐ Copier ☐ Carts/Shelving ☐ Fax ☐ Phone ☐ Wanda Unit / Cable ☐ Strapping unit Supplies ☐ Pen/paper ☐ Envelopes ☐ Trays/sleeves/strapping ☐ Batch tags

Done	Step	Action	Notes
☐	6	Assess relocation or delaying services - Is the function essential now - Can we set-up in an alternate location given facility, communication, system and equipment/supply needs - Will we need to set up any memorandum of understanding - What do we need to take with us to set up elsewhere - Is there anything we need that another location can't provide	☐ Relocate ☐ Delay services

6h. Essential Function: **Accessible Voting**

Also refer to the Essential Functions Matrix for additional details

Done	Step	Action	Notes
☐	1	Assess staffing - Do we know who's available, when and how long	☐ Election Supervisor_____ ☐ VR Lead _____ ☐ Systems Admin _____ ☐ Public Info Tech _____ ☐ Ballot Proc Lead _____ ☐ VR Examiner _____ ☐ VR Examiner _____ ☐ VR Examiner _____ ☐ Season Workers _____
☐	2	Assess location (see facilities checklists to assess if Admin East / Lynnwood Library are operational)	☐ Robert J. Drewel Building available ☐ Lynnwood Library available
☐	3	Assess Communication - What communication systems are up and running - Are there any service limitations (i.e. mail services)	☐ Phones ☐ Internet ☐ Cell phones ☐ Email ☐ MiFi
☐	4	Assess Systems - What systems are up and running - Are there any service limitations	☐ DIMS ☐ County systems ☐ Internet/Citrix
☐	5	Assess Equipment/Supplies - Do we have the tools we need to perform accessible voting functions - Can we get supplies and equipment we don't currently have	Equipment ☐ Desk ☐ Chairs ☐ Laptop/PC ☐ Voting machines and activators ☐ Phone Supplies ☐ Pen/paper ☐ Voter Sign-in Forms ☐ Seals and logs ☐ Activator cards ☐ For additional potential supplies see, procedures and guidebook

Done	Step	Action	Notes
☐	6	Assess relocation or delaying services - Is the function essential now - Can we set-up in an alternate location given facility, communication, system and equipment/supply needs - Will we need to set up any memorandum of understanding - What do we need to take with us to set up elsewhere - Is there anything we need that another location can't provide	☐ Relocate ☐ Delay services

6i. Essential Function: **Ballot Drop Boxes**

Also refer to the Essential Functions Matrix for additional details

Done	Step	Action	Notes
☐	1	Assess staffing - Do we know who's available, when and how long	☐ Election Supervisor_____ ☐ VR Lead _____ ☐ Systems Admin _____ ☐ Public Info Tech _____ ☐ Ballot Proc Lead _____ ☐ VR Examiner _____ ☐ VR Examiner _____ ☐ VR Examiner _____ ☐ Season Workers _____
☐	2	Assess location (see facilities checklists to assess if drop box locations are operational) - Voter access and staff access required - Lighting is important	☐ Robert J. Drewel building available(loading dock) ☐ Arlington, 135 N Washington Ave ☐ Edmonds, 650 Main St ☐ Everett (campus) ☐ Everett (McCollum Park), 600 128th St SE ☐ Lake Stevens, 1800 Main St ☐ Lynnwood, 19100 44th Ave W ☐ Marysville, 1015 State St ☐ Monroe, 1070 Village Way ☐ Mukilteo, 4675 Harbour Pointe Blvd ☐ Snohomish, 311 Maple Ave ☐ Stanwood, 9701 271st St NW
☐	3	Assess Communication - What communication systems are up and running - Are there any service limitations (i.e. mail services)	☐ Cell phones
☐	4	Assess Systems - No systems absolutely necessary	☐ County systems ☐ Internet

Done	Step	Action	Notes
☐	5	Assess Equipment/Supplies - Do we have the tools we need to perform ballot drop box functions - Can we get supplies and equipment we don't currently have	Equipment ☐ Ballot Drop Boxes ☐ Vans/Personal vehicles ☐ Blue ballot tubs ☐ Cell Phone Supplies ☐ Pen/paper ☐ Drop box keys ☐ Seals and logs ☐ Safety vests and flashlights ☐ Directional signs ☐ For additional potential supplies see, procedures and guidebook
☐	6	Assess relocation or delaying services - Is the function essential now - Can we set-up in an alternate location given facility, communication, system and equipment/supply needs - Will we need to set up any memorandum of understanding - What do we need to take with us to set up elsewhere - Is there anything we need that another location can't provide	☐ Relocate - Temporary sites? ☐ Delay services

6j. Essential Function: **Ballot Processing**

Also refer to the Essential Functions Matrix for additional details

Done	Step	Action	Notes
☐	1	Assess staffing - Do we know who's available, when and how long	☐ Election Supervisor_____ ☐ VR Lead _____ ☐ Systems Admin _____ ☐ Public Info Tech _____ ☐ Ballot Proc Lead _____ ☐ VR Examiner _____ ☐ VR Examiner _____ ☐ VR Examiner _____ ☐ Proc Center Leads_____ ☐ Seasonals_____
☐	2	Assess location (see facilities checklists to assess if Jackson House is operational) - How much power does Processing Center need?	☐ Jackson House available (particularly secure ballot storage and loading dock for ballot transport)
☐	3	Assess Communication - What communication systems are up and running - Are there any service limitations (i.e. mail services)	☐ Phones ☐ Email ☐ Internet ☐ USPS
☐	4	Assess Systems - What systems are up and running - Are there any service limitations	☐ DIMS ☐ SBS ☐ County systems ☐ Internet

Done	Step	Action	Notes
☐	5	Assess Equipment/Supplies - Do we have the tools we need to perform ballot processing functions - Can we get supplies and equipment we don't currently have	Equipment ☐ Desk ☐ Chairs ☐ PC ☐ Laptops ☐ Printer ☐ Copier ☐ Carts/Shelving ☐ Fax ☐ Phone ☐ Van ☐ Hand held scanners ☐ High speed scanner ☐ Letter openers Supplies ☐ Red pens/paper ☐ Batch Audit sheets ☐ Seals ☐ Tabulation ballot boxes ☐ Boxes for security envelopes ☐ Boxes for purple return envelopes ☐ Label paper ☐ Clipboards ☐ Baskets
☐	6	Assess relocation or delaying services - Is the function essential now - Can we set-up in an alternate location given facility, communication, system and equipment/supply needs - Will we need to set up any memorandum of understanding - What do we need to take with us to set up elsewhere - Is there anything we need that another location can't provide	☐ Relocate ☐ Delay services

6k. Essential Function: **Tabulation and Results Reporting**

Also refer to the Essential Functions Matrix for additional details

Done	Step	Action	Notes
☐	1	Assess staffing - Do we know who's available, when and how long	☐ Election Supervisor_____ ☐ VR Lead _____ ☐ Systems Admin _____ ☐ Public Info Tech _____ ☐ Ballot Proc Lead _____ ☐ VR Examiner _____ ☐ VR Examiner _____ ☐ VR Examiner _____ ☐ Proc Center Leads_____ ☐ IS tabulators_____
☐	2	Assess location (see facilities checklists to assess if Jackson House is operational) - How much power does tabulation need?	☐ Jackson House available (particularly secure ballot storage and loading dock for ballot transport)
☐	3	Assess Communication - What communication systems are up and running - Are there any service limitations (i.e. mail services)	☐ Phones ☐ Email ☐ Internet
☐	4	Assess Systems - What systems are up and running - Are there any service limitations	☐ WinETP/WinEDS ☐ WEI ☐ County systems ☐ Internet
☐	5	Assess Equipment/Supplies - Do we have the tools we need to perform ballot processing functions - Can we get supplies and equipment we don't currently have - Dependent on processing center to process outstacks for duping and clean-up	Equipment ☐ Desk ☐ Chairs ☐ PC ☐ 400C Tabulator ☐ Printer ☐ Carts/Shelving ☐ Phone Supplies ☐ Red pens/paper ☐ USB Drive ☐ Seals ☐ Ballots ready to tabulate

Done	Step	Action	Notes
☐	6	Assess relocation, delaying services, or manual count - Is the function essential now - Can we set-up in an alternate location given facility, communication, system and equipment/supply needs - Will we need to set up any memorandum of understanding - What do we need to take with us to set up elsewhere - Is there anything we need that another location can't provide	☐ Relocate ☐ Delay services ☐ Manual (hand) count

6l. Essential Function: **Canvassing and Certification**

Also refer to the Essential Functions Matrix for additional details

Done	Step	Action	Notes
☐	1	Assess staffing - Do we know who's available, when and how long	☐ Election Supervisor_____ ☐ VR Lead _____ ☐ Systems Admin _____ ☐ Public Info Tech _____ ☐ Ballot Proc Lead _____ ☐ VR Examiner _____ ☐ VR Examiner _____ ☐ VR Examiner _____ ☐ Proc Center Leads_____ ☐ IS tabulators_____
☐	2	Assess location (see facilities checklists to assess if Admin West is operational) - How much power does canvassing need?	☐ Admin West available
☐	3	Assess Communication - What communication systems are up and running - Are there any service limitations (i.e. mail services)	☐ Phones ☐ Email ☐ Internet
☐	4	Assess Systems - What systems are up and running - Are there any service limitations	☐ WinETP/WinEDS ☐ WEI ☐ DIMS ☐ County systems ☐ Internet
☐	5	Assess Equipment/Supplies - Do we have the tools we need to perform canvassing functions - Can we get supplies and equipment we don't currently have - Dependent on processing center to process outstacks for duping and clean-up	Equipment ☐ Desk ☐ Chairs ☐ PC ☐ Printer ☐ Phone Supplies ☐ Red pens/paper ☐ ballots for review ☐ Seals and forms ☐ Envelopes for review ☐ Thumb drive with election results

Done	Step	Action	Notes
☐	6	Assess relocation or delaying services - Is the function essential now - Are canvassing board members available - Can we set-up in an alternate location given facility, communication, system and equipment/supply needs - Will we need to set up any memorandum of understanding - What do we need to take with us to set up elsewhere - Is there anything we need that another location can't provide	☐ Relocate ☐ Delay services

7. Vital Records

This is a list of all vital records the Elections Division is responsible for maintaining. Some records may be involved in essential functions; other records may simply need to be protected during an emergency event.

Vital File, Record or Database	Form of Record	Location	Backup Exists?	Requires Protection?	Essential Function #
DIMS	Local voter database	Admin - West			
VRDB	State voter database	Admin - West			
DOL	State DL database	Admin - West			
WEI	State election database	Admin - West			
DXI	Interface from DIMS to/from VRDB	Admin - West			
BPS	Local election database for ballots	Jackson House			
In Design	Local design software	Admin - West			
SBS	Local election database for envelopes and ballots	Admin – West; Jackson House - server			
Ballots	Paper	Admin – West; Jackson House			
WIN/EDS	Local election database for tabulation	Jackson House			

Attachments

1. Election Calendar
2. Essential functions matrix

	Election Type:					
	Election Date:					

Line Number	Task	Area	Owner	Date Completed	Relative Date (E - X)	Deadline	
1	Order return envelopes (purples) for best price	General Administration	Wendy		-120.00		
2	Send email to districts regarding the LVP timelines and requirements	Local Voters Pamphlet	Heather		-110.00		
3	Candidate filing by mail begins	Candidate / Measure Filing	Milestone		-99.00		
4	Update Latest News on website with filing week information and move candidates section up	Candidate / Measure Filing	Heather		-92.00		
5	Send press release regarding candidate filing week	Candidate / Measure Filing	Garth		-92.00		
6	Receive pro/con committee assignments and explanatory statement from districts	Local Voters Pamphlet	Heather		-91.00		
7	Acknowledge receipt of pro/con committee assignments and explanatory states (or lack there of) with districts	Local Voters Pamphlet	Heather		-91.00		
8	Candidate filing review meeting	General Administration	Wendy		-91.00		
9	Send press release and add to website the need for pro/con committees	Local Voters Pamphlet	Garth		-90.00		
10	Coordinate notice requirements for sewer districts annexation per RCW 57.24.240	Public Information / Notices	Garth		-90.00		
11	pro/con committee vacancies	Local Voters Pamphlet	Heather		-85.00		
12	Verify that Pro/Con committees ad for any district without established committees was published in paper	Local Voters Pamphlet	Heather		-85.00		
13	Candidate filing in-person / online begins	Candidate / Measure Filing	Milestone		-85.00		
14	Enter candidate filings by mail into the WEI	Candidate / Measure Filing	Heather		-85.00		
15	Send Official ballot title and deadline to pro/con committee	Local Voters Pamphlet	Heather		-84.00		
16	Last day to volunteer for pro/con committee vacancy	Local Voters Pamphlet	Heather		-84.00		
17	Last day to submit candidate statements for the LVP	Local Voters Pamphlet	Heather		-83.00		
18	Send confirmation to candidates that statement was or was not received.	Local Voters Pamphlet	Heather		-82.00		
19	Candidate filing ends	Candidate / Measure Filing	Milestone		-81.00		
20	Conduct lot draw for candidate order	Candidate / Measure Filing	Heather		-81.00		
21	Last day to withdraw	Candidate / Measure Filing	Milestone		-78.00		
22	Begin proofing LVP	Local Voters Pamphlet	Heather		-78.00		
23	Begin proofing candidates, offices and terms in BPS	Ballot Design	Wendy		-77.00		
24	Last day to receive Pro/Con statements for LVP	Local Voters Pamphlet	Heather		-77.00		
25	Send submitted pro/con statement to opposition for rebuttal	Local Voters Pamphlet	Heather		-77.00		
26	Import candidate / race information into BPS from WEI	Ballot Design	Heather		-74.00		
27	Election word.docx updated and proofed (pro/con rebuttals)	Candidate / Measure Filing	Wendy		-69.00		
28	Last day to receive rebuttals for LVP	Local Voters Pamphlet	Heather		-67.00		
29	Send receipt of rebuttal statement to pro/con committee	Local Voters Pamphlet	Heather		-67.00		
30	Prepare template of LVP for Auditor review and feedback	Local Voters Pamphlet	Heather		-67.00		
31	Place resolution deadline on Latest News section of our website	Candidate / Measure Filing	Heather		-60.00		
32	notify K&H ballot files are correct after state cert	Ballot Design	Heather		-60.00		
33	Send LVP files to vendor	Local Voters Pamphlet	Heather		-60.00		
34	Send front to back report to K&H	Ballot Design	Heather		-56.00		
35	Send ballot faces to K&H	Ballot Design	Heather		-56.00		
36	Receive K&H planning binder	General Administration	Wendy		-55.00		
37	Update ballot look up language to current election	Public Information / Notices	Joe		-46.00		
38	Measure filing closes	Candidate / Measure Filing	Milestone		-46.00		
39	Send request to review ballot measures to PAO	Candidate / Measure Filing	Heather		-46.00		
40	Resolution spreadsheet complete	Candidate / Measure Filing	Heather		-46.00		
41	Confirm SBS Election ID# with K&H	Processing Center	Torie		-46.00		
42	Special Absentee Ballot available	Mailing / Insertion	Michelle		-46.00		
43	Initialize election set-up in DIMS	General Administration	Joe		-46.00		
44	Run XML and request proofing check	Ballot Design	Joe		-46.00		
45	Import districts into BPS	Ballot Design	Heather		-46.00		
46	Finish typing up ballot title text in word.docx and proof	Candidate / Measure Filing	Heather		-46.00		
47	Begin proofing precinct / portion data in BPS	Ballot Design	Wendy		-46.00		
48	Request District Sync with SOS to align precincts	GIS	Joe		-46.00		

	Election Type:						
	Election Date:						

Line Number	Task	Area	Owner	Date Completed	Relative Date (E - X)	Deadline	
49	Place ballot measure validation requirements on the web	Public Information / Notices	Joe		-46.00		
50	Schedule for L&A requested by State	Tabulation	Joe		-45.00		
51	Confirm with neighboring counties any ballot measures submitted for joint districts	Candidate / Measure Filing	Heather		-43.00		
52	Review canvassing board rules	General Administration	Wendy		-43.00		
53	Establish any special districts (annexations)	GIS	Joe		-43.00		
54	WEI populated with measures, candidate statements/photos and any other LVP items	Candidate / Measure Filing	Heather		-43.00		
55	Review jurisdictional boundaries and district information to ensure accuracy	GIS	Joe		-43.00		
56	Verify AVU/box sites & maintain liability contracts	AVU, Ballot Drop Sites	Torie		-43.00		
57	Send request for validation requirements to the PAO	Candidate / Measure Filing	Heather		-43.00		
58	Email word doc and PAO review to each district	Ballot Design	Heather		-43.00		
59	Establish key messages for the election	General Administration	Garth		-43.00		
60	Prepare initial total and daily return forecast	General Administration	Garth		-43.00		
61	Layout Optech ballots	Ballot Design	Heather		-43.00		
62	Send insert(s) art to K&H	Ballot Design	Heather		-43.00		
63	Send insert quanities to K&H	General Administration	Wendy		-43.00		
64	Send initial ballot set-up to K&H (fold line check)	Ballot Design	Heather		-43.00		
65	Generate all ballots (>1 min each)	Ballot Design	Heather		-43.00		
66	Receive final ballot title changes from PAO	Candidate / Measure Filing	Heather		-43.00		
67	Review inserts with all election staff at morning meeting	Ballot Design	Wendy		-43.00		
68	Begin proofing proposition text in BPS	Ballot Design	Wendy		-43.00		
69	Begin proofing base ballots from BPS (internal)	Ballot Design	Wendy		-43.00		
70	back feed ballot types into DIMS	Ballot Design	Joe		-42.00		
71	order counter ballot order to K&H	General Administration	Wendy		-42.00		
72	Receive ballot proofs from K&H	Ballot Design	Wendy		-42.00		
73	Begin proofing ballot proof from K&H	Ballot Design	Wendy		-42.00		
74	Finish proofing paper ballots and send approval to K&H	Ballot Design	Wendy		-42.00		
75	Receive and run diagnostic test ballots	Tabulation	Joe		-42.00		
76	Send email to K&H confirming ballot faces are good	Ballot Design	Heather		-42.00		
77	Receive L&A test ballots	Tabulation	Joe		-42.00		
78	Send "one" notice to newspaper (3pm deadline) registration deadline, L&A, PC dates, CB dates	Public Information / Notices	Heather		-39.00		
79	Send request to parties for observers	Public Information / Notices	Heather		-39.00		
80	Send letter to CB members on the schedule of meetings	Public Information / Notices	Heather		-39.00		
81	Send reminder to parties regarding observer training	General Administration	Torie		-39.00		
82	Schedule pre-election planning meeting	General Administration	Wendy		-36.00		
83	Send Audio contract/files to Tony	Ballot Design	Joe		-36.00		
84	Send verification email to e-ballot voters	Mailing / Insertion	Michelle		-36.00		
85	Receive validation requirements from the PAO	Candidate / Measure Filing	Heather		-36.00		
86	Send BPS Test Matrix report to K&H	Ballot Design	Joe		-36.00		
87	Discuss staffing & equipment needs	General Administration	Garth		-36.00		
88	Identify and hire Processing Center staff	Processing Center	Torie		-36.00		
89	Identify and Hire AVU site workers	AVU, Ballot Drop Sites	Torie		-36.00		
90	Identify and hire drop site workers (daily pick up & closer crews)	AVU, Ballot Drop Sites	Torie		-36.00		
91	Identify and confirm Processing Center leads	Processing Center	Torie		-36.00		
92	Verify postage account balances	General Administration	Wendy		-36.00		
93	Send L&A ballot order to K&H	Tabulation	Joe		-36.00		
94	Notify Webmaster to link elections page to Spotlight	Public Information / Notices	Heather		-36.00		
95	Send press release regarding VR deadlines	Public Information / Notices	Garth		-35.00		
96	Verify misprecincted voter file is empty	Tabulation	Joe		-35.00		
97	Verify notice of registration deadlines appeared in the paper	Public Information / Notices	Heather		-35.00		
98	Receive counter ballots from K&H	Mailing / Insertion	Michelle		-34.00		
99	Receive ballots from K&H for in-house insertions	Mailing / Insertion	Michelle		-34.00		
100	turn off nightly server services for main extract	General Administration	Joe		-34.00		
101	Deadline to proof WEI ballots	Ballot Design	Wendy		-33.00		

Election Type:						
Election Date:						

Line Number	Task	Area	Owner	Date Completed	Relative Date (E - X)	Deadline	
102	Send Military/Overseas voter extract to K&H	Mailing / Insertion	Michelle		-32.00		
103	Set a meeting date (E-45) with K&H and USPS to discuss schedule	General Administration	Wendy		-32.00		
104	Place sample ballot on the web	Public Information / Notices	Heather		-32.00		
105	Ensure military ballots mailed	Mailing / Insertion	Wendy		-32.00		
106	Send email ballots	Mailing / Insertion	Michelle		-32.00		
107	Open office ballot box	AVS, CCC, Ballot Drop Sites	Michelle		-32.00		
108	Open drop site boxes\training	Processing Center	Torie		-32.00		
109	Set in WEI admin the ballot status and myballot (on/off)	General Administration	Wendy		-32.00		
110	Ensure VR look-up (and online LVP) are up and running	Public Information / Notices	Joe		-32.00		
111	Deadline for mailing military and overseas ballots	Mailing / Insertion	Milestone		-30.00		
112	Subsequent military extracts to K&H	Mailing / Insertion	Michelle		-29.00		
113	Daily subsequent UOCAVA/EMAIL extracts begin	Mailing / Insertion	Michelle		-29.00		
114	Layout AVU (begin)	Ballot Design	Joe		-29.00		
115	Send files for recording audio for AVU	Ballot Design	Joe		-29.00		
116	Create election in SBS	Processing Center	Torie		-29.00		
117	Notify Vendor of live scanner test	Processing Center	Torie		-29.00		
118	Submit after hours request (stanchions, building access)	General Administration	Wendy		-29.00		
119	Deadline 29 Day Mail-in	Voter Registration	Milestone		-29.00		
120	Finish proofing the AVU ballot layout and audio	Ballot Design	Wendy		-28.00		
121	Payroll due (seasonal and FTE)	General Administration	Wendy		-28.00		
122	Send letter to PO including pick up identification	Mailing / Insertion	Wendy		-27.00		
123	VBM Extract to K&H	Mailing / Insertion	Michelle		-26.00		
124	Send acp / need ID extract to K&H (ballot order)	Mailing / Insertion	Michelle		-25.00		
125	Yank list to K&H (24 hrs before insertion)	Mailing / Insertion	Michelle		-25.00		
126	Begin LVP press checks	Local Voters Pamphlet	Heather		-25.00		
127	Send tentative 2nd extract to K&H (by 4:30pm)	Mailing / Insertion	Michelle		-25.00		
128	Tentative out of state ballots mailed (first class)	General Administration	Wendy		-22.00		
129	Begin Insertion at K&H	Mailing / Insertion	Garth		-22.00		
130	Conduct observer training	General Administration	Torie		-22.00		
131	Meet with K&H and Post office at Hardeson Hoyt	General Administration	Wendy		-21.00		
132	Inventory and order Processing Center supplies	Processing Center	Torie		-21.00		
133	Last Dtran to AFTS	Voter Registration	Michelle		-21.00		
134	Perform the pre-logic and accuracy test on the AVU devices (10am)	Tabulation	Joe		-21.00		
135	Prepare ACP voter packets	Mailing / Insertion	Michelle		-21.00		
136	Clear tables/counter of AVU setup/supplies	Tabulation	Joe		-20.00		
137	Set up the AVU machines in the office (up by 9am)	Tabulation	Joe		-20.00		
138	Place election poster in lobby	Public Information / Notices	Torie		-20.00		
139	Mail ACP ballots to state	Mailing / Insertion	Michelle		-20.00		
140	WEI updated with write ins and winners from Primary	Candidate / Measure Filing	Heather		-20.00		
141	Ensure LVP was dropped in the mail	Local Voters Pamphlet	Wendy		-20.00		
142	Deadline for ballots being available for the election	Mailing / Insertion	Milestone		-20.00		
143	Update recording of phone queue	General Administration	Wendy		-19.00		
144	Send 2nd extract to K&H (3pm)	Mailing / Insertion	Michelle		-19.00		
145	Update "latest news" on webpage (mirror queue message)	Public Information / Notices	Heather		-19.00		
146	Drop ballots in the mail (Seattle - 8am)	Mailing / Insertion	Wendy		-19.00		
147	Send L&A (Optech) matrix to the state	Tabulation	Joe		-19.00		
148	Send L&A (AVU) matrix to the state	Tabulation	Joe		-19.00		
149	(2) Seasonal employee begins in VR	Voter Registration	Michelle		-19.00		
150	Deadline for mailing ballots	Mailing / Insertion	Milestone		-18.00		
151	VBM insertion in-house meet 18-day mailing deadline (3-5pm)	Mailing / Insertion	Michelle		-18.00		
152	Meet with Auditor to discuss tabulation expectations and timelines	General Administration	Garth		-18.00		
153	Last day for write-in candidate to file	Candidate / Measure Filing	Milestone		-18.00		
154	Send certificate of mailing to SOS via email	Mailing / Insertion	Wendy		-15.00		
155	Train AVU site workers	AVS, CCC, Ballot Drop Sites	Torie		-15.00		

	Election Type:						
	Election Date:						

Line Number	Task	Area	Owner	Date Completed	Relative Date (E - X)	Deadline	
156	Begin drop site p/u M W F	AVU, Ballot Drop Sites	Torie		-15.00		
157	Activate the return ballot look-up	Public Information / Notices	Joe		-15.00		
158	Daily subsequent VBM extract	Mailing / Insertion	Michelle		-15.00		
159	Begin daily pick-up of ballots from post office with K&H	Voter Registration	Heather		-15.00		
160	Begin daily in office ballot box collection	AVS, CCC, Ballot Drop Sites	Michelle		-15.00		
161	Begin daily verification of signatures	Voter Registration	Michelle		-15.00		
162	Finalize training materials	Processing Center	Torie		-15.00		
163	Coordinate the identification the six batches for the manual audit & post lat - email parties	Tabulation	Torie		-15.00		
164	Place zero report w/validation numbers on web	Public Information / Notices	Joe		-15.00		
165	Begin daily preparation of letters for signature issues	Voter Registration	Michelle		-14.00		
166	Payroll due (seasonal and FTE)	General Administration	Wendy		-13.00		
167	Begin the pick-up and transportation of ballots	Processing Center	Torie		-12.00		
168	begin daily p/u at ballot boxes	AVU, Ballot Drop Sites	Torie		-8.00		
169	Deadline 8 Day In-Person Registration	Voter Registration	Milestone		-8.00		
170	Test the high-speed scanner at Bethany	Processing Center	Torie		-7.00		
171	PC Pick-up staff Training	Processing Center	Torie		-7.00		
172	(1) Seasonal employees begin in VR	Voter Registration	Michelle		-7.00		
173	Coordinate the first pick-up of mail trays/sleeves by K&H	Processing Center	Torie		-6.00		
174	Receive the first dup-on-demand delivery	Processing Center	Torie		-5.00		
175	Train tabulation help & tabulation assistants	Tabulation	Joe		-5.00		
176	Begin Processing	Processing Center	Torie		-4.00		
177	Train Processing Center staff	Processing Center	Torie		-4.00		
178	Set keycards to 24hour access all staff	General Administration	Wendy		-4.00		
179	Send county wide email to not use inner office for ballots	General Administration	Wendy		-4.00		
180	Stage AVU supplies for Monday closing teams	General Administration	Wendy		-4.00		
181	Conduct the logic and accuracy test (10:00 am)	Tabulation	Joe		-4.00		
182	Prepare the final daily voter extract for K&H (Noon)	Mailing / Insertion	Michelle		-4.00		
183	Update voter registration numbers in tabulation system	Tabulation	Joe		-4.00		
184	Place first Dupe on Demand Order	Processing Center	Torie		-1.00		
185	Identify the six batches manual audit and 3 races for AVU audit (party observers) 10am	Tabulation	Torie		-1.00		
186	Delivery of AVU's to Lynnwood Library	AVS, CCC, Ballot Drop Sites	Joe		-1.00		
187	Open AVU site in main conference room	AVS, CCC, Ballot Drop Sites	Torie		-1.00		
188	Close up AVU's and ballot box in the office	Voter Registration	Michelle		0.00		
189	Election Day	General Administration	Milestone		0.00		
190	Begin tabulation (1pm)	Tabulation	Joe		0.00		
191	Conduct the manual audit (10am)	Tabulation	Torie		1.00		
192	Begin first post-election day tabulation (1pm)	Tabulation	Joe		1.00		
193	Payroll due (seasonal and FTE)	General Administration	Wendy		2.00		
194	Upload AVU cartridges	Tabulation	Joe		3.00		
195	Receive last delivery of ballots	Voter Registration	Michelle		3.00		
196	Post initial history	Voter Registration	Michelle		3.00		
197	Receive ACS report from K&H	Voter Registration	Michelle		3.00		
198	Exchange household ballot credit	Voter Registration	Michelle		7.00		
199	Activate provisional ballot look-up	Voter Registration	Joe		7.00		
200	Perform the post election audit of AVU machines	Tabulation	Joe		7.00		
201	Provisional Ballot lookup active	Voter Registration	Michelle		7.00		
202	Box diving	Voter Registration	Michelle		8.00		
203	3rd review of challenged signatures	Voter Registration	Wendy		8.00		
204	Begin phone calls to voters with remaining signature issues	Voter Registration	Michelle		8.00		
205	Facilitate the canvassing board meeting (11am - 1pm) - tentative if quantities dictate	General Administration	Wendy		10.00		
206	Ensure notice for all CB meetings is posted on our front door and website	General Administration	Garth		10.00		
207	Facilitate the canvassing board meeting (11am - 1pm) voter intent & challenge sig review	General Administration	Wendy		13.00		

	Election Type:						
	Election Date:						

Line Number	Task	Area	Owner	Date Completed	Relative Date (E - X)	Deadline	
208	Conduct final tabulation run (3 - 5pm)	Tabulation	Joe		13.00		
209	Certify the election (1pm)	General Administration	Wendy		14.00		
210	Payroll due (seasonal and FTE)	General Administration	Wendy		17.00		
211	Post winners in WEI	Public Information / Notices	Heather		21.00		
212	Forward certification documents to state	Public Information / Notices	Heather		21.00		

Snohomish County Elections
A Division of the Auditor's Office

Essential Functions Matrix

Essential Role/Function	Essential Personnel	Essential Resources	Normal Reliances and/or Dependencies	Alternate Locations	Communication Needs	Plan for 1 Week Interruption	Plan for 1 Month Interruption	Plan for Pandemic
Voter Registration	1. Elections and Voter Registration Lead 2. Elections and Voter Registration Examiner II 3. Seasonal Help	• Desk & Chair • Office Supplies • Phone • PC & attachments • Scanner • DIMS Software • VRDB • DOL • Lexis • Voter Registration Forms	• DIMS • DXI • VRDB • PC with connection to County systems • Data entry procedures • Email access • Printer • Copier • Fax	• Jackson House • Basement • Other county facility • Another County	• Office Phone for contact with voters and vendor • Cell phones • Internet • Text Messaging	• Any unprocessed registrations should be secured for future processing • Issue provisional ballots, if disaster happens on or near Election Day and unable to process registrations	• Send out press release • Partner with another DIMS county for processing • Send staff to do the work	• Seek guidance from Prosecuting Attorney, Superior Court and OSOS
Candidate Filing	1. Elections and Voter Registration Supervisor 2. Elections Public Information Technician	• Desk & Chair • Office Supplies • Candidate Declaration Forms • Election Guide • Cash Box • Receipt Book • Filing Reports • District Maps • Lot Drawing Supplies • Phone • Fax • PC • DIMS/VRDB • Access to online filing • Printer	• Phone • Fax • USPS • Internet • PC with connection to County systems • Email • Access to online filing • Copier • Scanner	• Jackson House • Basement • other county facility • Anywhere, where order can be maintained and funds can be securely kept	• Email, to communicate to candidates, OSOS, PDC, alternate counties • Phone • Filing Location (s) need to be publicized • Internet, to publish list of candidates who filed and to find candidates who filed with OSOS • Cell Phones • Text Messaging	• If no system access accept paper filing (s) and verify candidate eligibility upon system restore	• Seek guidance from Superior Court and/or OSOS	• Seek guidance from Prosecuting Attorney, Superior Court and OSOS

Essential Role/Function	Essential Personnel	Essential Resources	Normal Reliances and/or Dependencies	Alternate Locations	Communication Needs	Plan for 1 Week Interruption	Plan for 1 Month Interruption	Plan for Pandemic
Petition Checking	1. Elections and Voter Registration Lead 2. Elections and Voter Registration Examiner II 3. Seasonal Help	• Desk & Chair • Office Supplies • Petition • DIMS	• PC with connection to County systems • DIMS • Network Connectivity • Phone • Petition Checking Procedures	• Jackson House • Basement • Other county facility • Another County	• Phone, if available, to communicate petition statistics to jurisdictions • Email, if available, to communicate petition statistics to jurisdictions • Internet • Cell Phones • Text Messaging	• Evaluate if petition can be postponed • If system access exists, petition can be done remotely	• If system access exists, petition can be done remotely	• Seek guidance from Prosecuting Attorney, Superior Court and OSOS
Ballot Design	1. Elections Public Information Technician 2. Elections and Voter Registration Supervisor 3. Elections Manager	• Desk & Chair • Office Supplies • Approved Ballot Titles & Candidate List • PC with BPS • Phone • DIMS XML file • Printer • BPS DB files	• PC • DIMS • BPS • Internet	• Jackson House • Basement • other county facility • Anywhere with standalone PC/Laptop	• Phone to communicate with printer and software vendor • Internet, to send pdf images to printer • Thumb drive • Email to communicate with printer and vendor • Cell phones • Text Messaging	• Evaluate if ballot design can be postponed • Contact another county for coordination of ballot design • Acquire standalone PC/Laptop to design ballots	• Continue with one week interruption plan • Seek guidance from jurisdiction or Superior Court	• Seek guidance from Prosecuting Attorney, Superior Court and OSOS
Voter Pamphlet	1. Elections Public Information Technician 2. Elections and Voter Registration Supervisor 3. Elections Manager	• Desk & Chair • Office Supplies • Candidate/ Jurisdiction Statements and photos • Access to online submittals • Phone • email	• InDesign • PC	• Jackson House • Basement • If system access exists, Voter Pamphlet could be completed at alternate location	• Email to communicate to candidates, OSOS • Internet, to publish Voter Pamphlet • Fax to committees, if appropriate • Cell phones • Text Messaging	• Postpone printing • Post online	• Seek Council approval to waive voter pamphlet requirements	• Seek Council approval to waive voter pamphlet requirement

Essential Role/Function	Essential Personnel	Essential Resources	Normal Reliances and/or Dependencies	Alternate Locations	Communication Needs	Plan for 1 Week Interruption	Plan for 1 Month Interruption	Plan for Pandemic
		• PC • Printer						
Ballot Pick up – Postal Office	1. Elections Public Information Technician	• Vehicle	• USPS • Post Office, Hartford • KH Printers • Vehicle	• Alternate Post Office • Pick up w/o KH Printers; make our own batches	• Phone • Cell phones • Text Messaging	• Postpone, if time allows • Seek guidance from Superior Court and OSOS	• Seek guidance from Prosecuting Attorney, Superior Court and OSOS	• Seek guidance from Prosecuting Attorney, Superior Court and OSOS
Signature Checking	1. Elections and Voter Registration Lead 2. Elections and Voter Registration Examiner II 3. Seasonal Help	• Desk & Chair • Office Supplies • Phone • Envelopes • Trays & Sleeves • Tray Labels • Shelving • Secured location limited access	• KH Printers • USPS • DIMS • SBS • PCs with connection to County systems • Wanda Units & cable • Printer/Copier • Signature checking procedures	• Jackson House • Basement • other county facility • Another County	• Phone • Email • Internet • Cell phones • Text Messaging	• Postpone, if time allows • Seek guidance from Superior Court and OSOS	• Seek guidance from Prosecuting Attorney, Superior Court and OSOS	• Seek guidance from Prosecuting Attorney, Superior Court and OSOS
Accessible Voting Sites	1. Elections Systems Administrator 2. Seasonal Help	• PC with connection to DIMS • Phone • Tables • Chairs • AVU Supplies • Voting Machines and activators • MiFi	• Electricity • PC with connection to DIMS • Remote access - internet or cell	• Libraries • Jackson House • other county facility • Anywhere, if remote access available	• Phone • Text Messaging	• If no system access, setup anywhere and use provisional ballot process	• N/A	• N/A
Ballot Drop Boxes	1.Seasonal Employees	• Guidebook • Keys	• Drop Box • Vans	• If boxes inaccessible, set up	• Phone • Cell phone	• Signage for alternate location	• N/A	• N/A

Essential Role/Function	Essential Personnel	Essential Resources	Normal Reliances and/or Dependencies	Alternate Locations	Communication Needs	Plan for 1 Week Interruption	Plan for 1 Month Interruption	Plan for Pandemic
		• Cell phone • Staff badges • Driving directions • Seals • pens • Ballot box seal accountability • Drop box seal log • Safety vests • Blue ballot tub • flashlight • Late ballot container • Scissors • Ballot replacement envelopes • Small cart • Vehicles • Magnetic sign for vehicle	• Staff personal vehicle	staffed collection sites	• Text Messaging	• Public Notification		
Results Reporting	1. Elections System Administrator 2. Elections and Recording Manager	• Desk & Chair • Office Supplies • Phone • PC • Results files/cartridges • WinEDS DB • Thumb drive	• WinETP • WinEDS (txt file) • Internet • PC with connection to County systems • Email • Copier	• Main Office • Basement • Other county facility • Other county using same system	• Email, if available to communicate to candidates, OSOS • Internet, to publish results • Phone	• Send results files to Sequoia to generate unofficial results	• Seek guidance from Prosecuting Attorney, Superior Court and OSOS	• Seek guidance from Prosecuting Attorney, Superior Court and OSOS
Canvassing & Certification	1. Elections Manager 2. Election systems Administrator(for reports) 3. Elections and Voter	• Desk & Chair • Office Supplies • Phone • PC • Printer	• DIMS • PC with connection to County systems • WinEDS • Copier	• Jackson House • Other county facility • Other public facility	• Email to communicate to OSOS, public, canvassing board members, media • Phone to	• Postpone, if certification is greater than one week • If not, seek	• Seek guidance from Prosecuting Attorney, Superior Court and OSOS	• Seek guidance from Prosecuting Attorney, Superior Court and OSOS

Essential Role/Function	Essential Personnel	Essential Resources	Normal Reliances and/or Dependencies	Alternate Locations	Communication Needs	Plan for 1 Week Interruption	Plan for 1 Month Interruption	Plan for Pandemic
	Registration Supervisor 4. Election Public information Technician	• Canvass Report • Certification Report • Reconciliation Report • Results Report • Canvassing Board Members Phone Numbers	• Results files		communicate with OSOS, public, canvassing board members, media • Canvassing & Certification legal ad • Media Press Release • Cell phones • Text Messaging	guidance from Superior and/or OSOS		
Ballot Processing	2. Ballot Processing Specialist 3. Seasonal Employees	• Desk & Chair • Office Supplies • Phone • Laptops • Scanners • Printer • Seals • Paper for audit sheets • Paper for batch tags • Batch tag holders • Boxes • Mail trays • Sticky fingers • Fingers • Water • Drinking cups • Labels • Clipboards • baskets • Red pens	• SBS • High speed scanner • Letter Opener • DIMS • PC with connection to County systems • Carts • Security cage • Security system • Internet • USB drive • pallets	• Main office • Basement • Other county facility	• Phone • Email • internet	• Signage for alternate location • Public Notification	• N/A	• N/A
Tabulaton	1. Elections System	• Desk & Chair	• Internet	• Main Office	• Internet	• Signage for	• N/A	• N/A

Essential Role/Function	Essential Personnel	Essential Resources	Normal Reliances and/or Dependencies	Alternate Locations	Communication Needs	Plan for 1 Week Interruption	Plan for 1 Month Interruption	Plan for Pandemic
	Administrator 2. Elections and Recording Manager 3. Tabulation operators 4. Seasonal Employees	• Office Supplies • Ballot Tabulation Machines (400-C) • WinEtp/WinEDS • Printer • USB Drive • Ballots • Security System	• Ballot Storage Device • Security Seals • Transport Vehicle	• Basement • Other county facility • Other county	• Phone • Text Messaging	alternate location • Public Notification		