Minneapolis
Elections and Voter Services

2017 Municipal Election:
Plans & Preparations

Elections & Rules Committee
Wednesday, October 4, 2017

2017 Municipal Election: Plans & Preparations

Executive Summary

This report summarizes final plans and preparations for the 2017 Municipal Election, scheduled November 7, 2017. It describes process improvements to the core *Minneapolis Method* for tabulation; Voter Outreach & Education initiatives focused on ensuring voters are "election ready"; deployment of Electronic Poll Book technology; and timeline for canvassing results and declaring final outcomes in the 2017 Municipal Election.

I.   RCV: Procedural Improvements – 2013 and 2017

In 2006, Minneapolis voters approved the use of Ranked-Choice Voting (RCV) to elect municipal offices. RCV was first used in 2009 and again in 2013. The 2017 Municipal Election marks the City's third experience with this alternative voting methodology. Based on lessons learned from prior years, staff has continued to make improvements to tabulation procedures within policy parameters set forth in Chapter 167 of the Minneapolis Code of Ordinances. These improvements significantly reduced the time required to release final (unofficial) results in all races: in 2009, results were available 15 days after the election with a voter turnout of 45,968; in 2013, results were available 3 days after the election, with an increase in voter turnout to 80,101. Significant improvements made in advance of the 2013 Municipal Election included—

2013 PROCESS IMPROVEMENTS

There were three significant process improvements made in 2013, via amendments to the RCV ordinance, which are highlighted below.

- **Use Election Night totals of first-choice ranking results to declare unofficial winners**

  The original RCV ordinance required a full hand-count of all races, even when the total of first-choice rankings was sufficient to declare unofficial winners on Election Night. The 2013 amendment allowed candidates who met or exceeded the established maximum possible threshold based solely on first-choice ranking totals on Election Night to be declared winners. As a consequence, in 2013, unofficial results were declared on Election Night in 14 out of 22 races, roughly 64 percent of the entire ballot.

- **Count only declared write-in candidates**

  In 2009, across all races and rankings, a total of 3,221 write-in candidates had to be individually documented, hand-counted, processed, and reported. This consumed a significant amount of time yet had no impact on the outcome of any race. The 2013 amendment eliminated this requirement, providing identical treatment allowed under state law for write-in candidates in federal, state, and county elections. Specifically, write-in candidates wishing to have their votes tabulated individually must file a written request no later than 7 days before a general election, what is known as being a "declared write-in candidate." All other write-in candidates are reported in aggregate and eliminated in a single round of tabulation. In 2013, there were no declared write-in candidates for any races on the ballot.
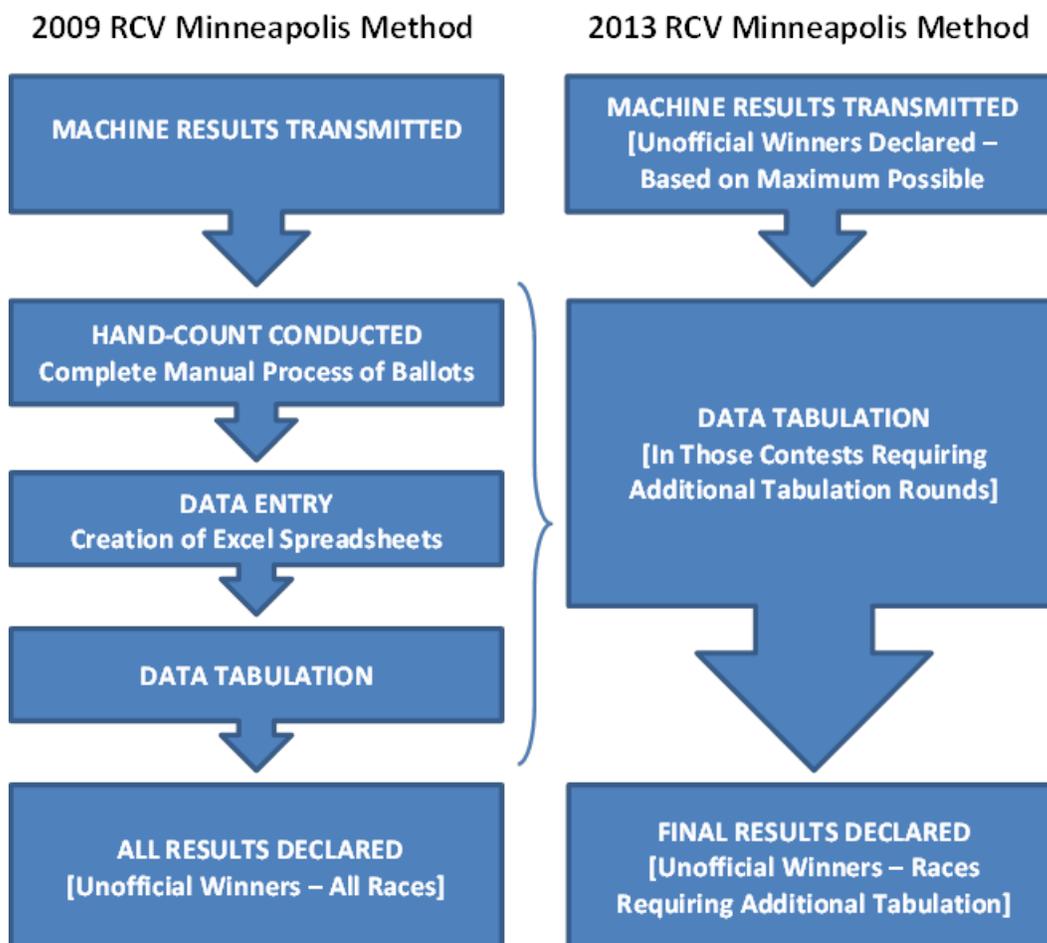
- **Improve policy guidelines for determining voter intent**

  In any election, regardless of system used, it is possible voters may mark ballots in a manner that does not allow all choices to be automatically tabulated by voting equipment. State law [Min. Stat. § 204C.22] requires every effort be made to accurately count all votes on a ballot and prohibits the rejection of a ballot when it is possible to determine a voter's intent. To that end, state regulations provide detailed guidance on interpreting and determining voter intent for errors common in plurality voting systems. However, there is no statutory guidance for errors unique to RCV. Thus, the City must establish policy guidelines to determine voter intent to address ballot errors possible using RCV; these include:

1. *Overvoting*, which is choosing more than one candidate at a single level of ranking in the same race;
2. *Repeating*, which is selecting the same candidate in multiple rankings in the same race; and
3. *Skipping*, which is when a ranking option is bypassed by the voter but a selection is made at a lower-level ranking in the same race.

The original ordinance was inconsistent in applying voter intent guidelines. For example, in the case of an overvote, repeat candidate, or multiple skipped rankings, the City's original voter intent guidelines did not allow the ballot to count towards any candidate in current or subsequent rounds. In the case of a single skipped ranking, the guidelines allowed the ballot to be counted towards the next highest-ranked continuing candidate, if any. The 2013 amendment eliminated this inconsistent treatment in each instance, requiring that the particular ballot count towards the next highest-ranked, continuing candidate, if any. As a result, all voters received the maximum opportunity of having their ballots count towards a preferred candidate despite any technical error(s), consistent with state law.

These improvements remain in place for the 2017 Municipal Election. These improvements were made possible by the enhanced capability provided by new tabulation equipment purchased in 2013 by Hennepin County from Election Systems & Software, Inc. (ES&S). The new equipment produces an exportable data file, called a Cast Vote Record (CVR), which gives the full range of first, second, and third choice rankings for every candidate in every race on the ballot in a CSV-format file. Having access to that full range of ballot data eliminated the need to conduct a full hand-count and data-entry—the most time-consuming and costly components of the original *Minneapolis Method* for RCV tabulation, illustrated below.

2009 RCV Minneapolis Method

> **MACHINE RESULTS TRANSMITTED**

> **HAND-COUNT CONDUCTED**
> Complete Manual Process of Ballots

> **DATA ENTRY**
> Creation of Excel Spreadsheets

> **DATA TABULATION**

> **ALL RESULTS DECLARED**
> [Unofficial Winners – All Races]

2013 RCV Minneapolis Method

> **MACHINE RESULTS TRANSMITTED**
> [Unofficial Winners Declared –
> Based on Maximum Possible

> **DATA TABULATION**
> [In Those Contests Requiring
> Additional Tabulation Rounds]

> **FINAL RESULTS DECLARED**
> [Unofficial Winners – Races
> Requiring Additional Tabulation]

2017 PROCESS IMPROVEMENTS

▪ **Batch elimination**

Based on lessons learned regarding use of the exportable CVR data file, the 2014 ordinance further streamlined RCV tabulation processes. With the CVR data file, it is possible to examine the full range of voter preferences—and the cumulative totals of first, second, and third-choice rankings—in every race on every ballot. This is visually illustrated in the chart below, where it is clear from the dataset that five candidates in the race cannot surpass the required vote threshold based on the sum of all choices (rankings) they receive and can, therefore, be eliminated in a single round.
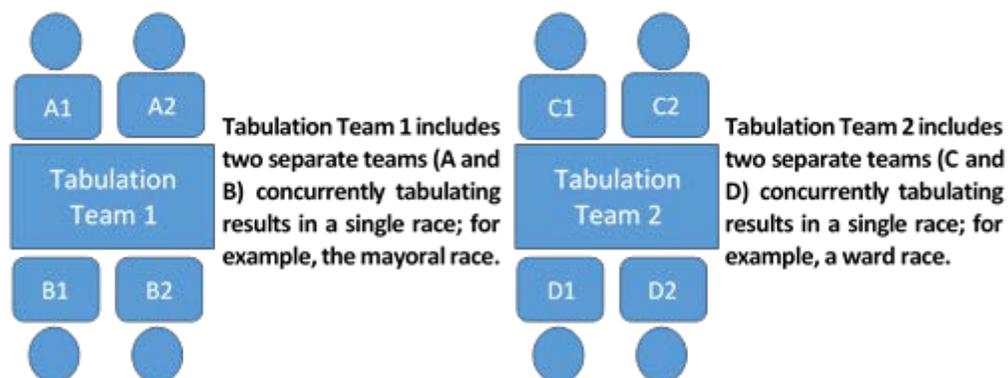
Candidate	1st Choice	2nd Choice	3rd Choice	Sum All Choices	Round Status
Frank	147	81	37	265	Continuing
Ina	93	87	67	247	Continuing
Edna	79	55	49	183	Continuing
Agatha	65	67	35	167	Continuing
Jethro	54	50	58	162	Continuing
Howard	38	17	16	71	Defeated
Becky	37	20	22	79	Defeated
Gladys	34	33	37	104	Defeated
Cynthia	20	26	25	71	Defeated
Delmont	13	13	15	41	Defeated

If this process had been in place for the 2013 Municipal Election, 32 of the 35 mayoral candidates (about 91%) could have been defeated in the first round of tabulation, with the outcome being an unofficial winner declared early in the afternoon the day after Election Day (Wednesday, November 6). Staff has used the full dataset in the 2013 mayoral race—including all 35 candidates—to test the new batch elimination process and has completed the tabulation process in about four hours.

▪ **Simultaneous tabulation across multiple races**

In 2013, two tabulation teams worked simultaneously on a single race. This checks-and-balances was built into the core *Minneapolis Method* for RCV tabulation to ensure accuracy in every step of the process. However, one disadvantage of tabulating only a single race at a time is that it delays the timeliness of reporting unofficial results across the entire ballot. Therefore, in 2017, EVS plans to have at least two full tabulation teams working concurrently to expedite results reporting. This is best illustrated as follows—

A total of two tabulation teams (1 and 2)—each consisting of two separate units (or sub-teams: A, B, C, D)—will simultaneously process data in multiple races, leading to faster release of unofficial results across all races on the ballot.

A1	A2	Tabulation Team 1 includes two separate teams (A and B) concurrently tabulating results in a single race; for example, the mayoral race.	C1	C2	Tabulation Team 2 includes two separate teams (C and D) concurrently tabulating results in a single race; for example, a ward race.
Tabulation Team 1			Tabulation Team 2		
B1	B2		D1	D2	

Accordingly, EVS is training additional tabulators for the 2017 Municipal Election, ensuring that we have at least ten tabulators, not including the tabulation supervisor. A total of eight tabulators is required at any time tabulation is occurring; this provides the necessary checks-and-balances inherent in the *Minneapolis Method* for RCV tabulation. It takes a minimum of four tabulators to process results data in a single race. If we double the tabulation teams—for a total of two teams—we will require a minimum of eight tabulators. By adding two more tabulators, we provide for relief and backup so that the tabulation process can continue with little interruption (while still accommodating breaks for individual team members). Both teams operate under the direction of the tabulation supervisor who ensures that the correct procedures are used at each step in the overall tabulation process. In 2017, the tabulation supervisor will be Assistant City Clerk Christian Rummelhoff. In this capacity, Mr. Rummelhoff will report directly to the Assistant City Clerk/Director of Elections & Voter Services Grace Wachlarowicz, who is responsible for the administration of the election. Ms. Wachlarowicz reports directly to the City Clerk who, as the City's chief elections official, is responsible for the entire election.

With this expanded staffing arrangement, EVS anticipates processing two races at the same time. This will enable EVS to produce and report unofficial results across the entire ballot much faster than in 2013. Combined with the batch elimination procedure, and barring any unforeseen complications with securing the ballot data from the CVR file, EVS is confident final unofficial results can be produced within 24 hours of polls closing on Election Night (Tues., Nov. 7).

- **2017 tabulation center**

As demonstrated in 2013, tabulation using the exportable CVR data file and Microsoft Excel is extraordinarily detailed and requires precision in sorting data to ensure accurate results are obtained. A secure, quiet workspace free from distractions is essential to allow tabulators to complete their work in an accurate and timely way. In 2013 the RCV tabulation was conducted in the Emergency Communications Center conference room, located in the lower level of City Hall. This year, tabulation will be done at the Early Vote Center, located at 217 S. Third Street.

- **Results reporting**

As in 2013, Election Night results from first-ranked choices (only) will be reported by EVS and also published on-line by the Secretary of State. The websites where Election Night results data will be published are as follows—

- Secretary of State: http://electionresults.sos.state.mn.us
- Minneapolis EVS: vote.minneapolismn.gov

However, as in 2013, because the systems cannot automatically aggregate and tally results from all three rankings, no further results data will be published to the Secretary of State's website. **This means that the single best source for results data will be the City's Elections & Voter Services website** (see above).

Results from round-by-round tabulation will only be reported by the City of Minneapolis through its Elections & Voter Services Division, available publicly via the website. To expedite immediate access to results data, EVS will post the round-by-round tabulation data to its homepage. All results data will be published. Working with the Information Technology Department, EVS hopes to also provide visualization of the results data, which will also be posted to the EVS website. All results data remain unofficial until canvassed and certified.

II.   Precincts, Polling Places & Judges

▪ **Precincts & polling places**

Minnesota election law requires that every voter be assigned to a precinct, based on the voter's residential address. Each precinct has a polling place where balloting is conducted on Election Day. Minneapolis has a total of 132 precincts. Each year, as part of its initial planning for any election, EVS secures the registered voter population of the City to establish a baseline against which turnout is projected. As of March 3, 2017, Minneapolis had a total registered voter population of 247,666. In planning for the 2016 Presidential Election, the City increased the number of its precincts from 125 to 132; however, that number was still well below the total number of precincts that existed in 1994 (172) when the population was 368,000. Today, the City has fewer precincts. In fact, despite an overall increase in population of approximately 10 percent, the City has about 23 percent fewer precincts. That can lead to problems at the polls on Election Day that result in long lines and extended wait times.

An important mitigating factor has been the significant increase in early voting. In 2014, the State Legislature enacted "no-excuse" absentee voting which eliminated the need for a voter to select among a handful of qualifying conditions in order to request an absentee ballot. There was a statewide spike in absentee voting—both through Vote-By-Mail and in-person (early) voting—in the 2014 gubernatorial that repeated in the 2016 presidential. The volume of early turnout has increased to the point where the City of Minneapolis has established an Early Vote Center to provide secure service to voters choosing to take advantage of the "no-excuse" option to cast their ballots before Election Day. In 2016, the State Legislature expanded on the "no-excuse" option by instituting Direct Balloting during the final seven days prior to Election Day. Direct Balloting is essentially what every other state in the Union recognizes as true "early voting"; that is, each voter who appears in-person at the Early Vote Center is empowered to put their voted ballot directly into the tabulator, just like on Election Day, and receives the same level of protection for their ballot as on Election Day. While boosting security, Direct Balloting also eliminates the 3 Ps of absentee balloting: paper, postage, and people, which contribute to a significant increase in the costs for administration. Minneapolis saw a spike in turnout during Direct Balloting in 2016, and we hope to see a repeat of that in the 2017 Municipal Election.

Nevertheless, the City faces a shortage in the number of precincts deemed desirable (and manageable) based on its total population as well as the pre-registered voter population totals. While the City supports growth in its population base, this growth—paired with one of the most engaged and active electorates in the nation—leaves the City in the position where, despite the small increases in the number of precincts over the past few years, several precincts are at or exceed (in some cases significantly exceed) the upper limits of the recommended precinct sizing standards set by the Secretary of State. The maximum size of a precinct should not be more than 2,000 to 2,500 pre-registered voters. As the table below clearly shows, the City of Minneapolis has some challenges in this regard: just under half of all precincts in 2017 exceed the ceiling of registered-voter-count per precinct recommendations promulgated by the Secretary of State.

Pre-registered voter count	2010	2012	2016	2017
1 – 999	13	9	13	12
1,000 – 1,499	39	21	35	30
1,500 – 1,999	33	30	38	33
2,000 – 2,499	31	38	33	34
2,500 – 2,999	10	16	12	18
3,000 – 3,499	5	2	1	2
3,500 – 3,999	0	1	0	3
Total # precincts:	*131*	*117*	*132*	*132*
% precincts above 2,000:	*35%*	*49%*	*35%*	*43%*
% precincts above 2,500:	*11%*	*16%*	*10%*	*17%*

For 2017, EVS has made no changes to precincts or precinct boundaries; they remain the same as in the 2016 Presidential Election. Despite not making any changes to precincts, we have made five changes in actual polling place sites this year, described below—

- W3-P5 polling place will be Webster Elementary School, located at 425 5th Street NE, relocated from the Ukrainian Event Center;
- W5-P5 polling place will be Franklin Middle School, located at 1501 Aldrich Avenue N, relocated from Masjid-An Nur;
- W6-P6 polling place will be Mindekirken - Norwegian Lutheran Memorial Church, located at 924 21st Street E, relocated from Peavey Park;
- W7-P9 polling place will be Temple Israel, located at 2324 Emerson Avenue S, relocated from Scottish Rite Temple; and
- W12-P2 polling place will be Howe Elementary School, located at 3733 43 rd Avenue S, relocated from Dowling Urban Environmental School.

EVS appreciates its partnership with Minneapolis Public Schools. With strong support from MPS leadership, EVS added three schools as polling sites in 2017, two of which replace non-school locations.

▪ **Staffing**

A successful election depends on a qualified workforce to serve voters and to administer balloting procedures. Each year, EVS recruits, trains, and oversees a team of temporary workers who supplement the small team of six permanent, professional election administrators that plan and conduct each election. In addition to this temporary team, EVS becomes one of the largest departments in the enterprise on Election Day when we expand to include the teams of election judges at all polls on Election Day. Staffing needs for the polls on Election Day are based on the rubric of one election judge per 150 voters, in addition to the following variables:

1. Type of election--- local, state or federal as well as primary or general.
2. Voter turnout analysis—based on experiences from previous similar elections.
3. Ballot content---offices, candidates, and ballot question(s).

The head and assistant head judge for each precinct are not included in this base count. These leadership positions have been expanded over the past several years to focus on overall management of each precinct, supervision and mentorship of team judges, and direct voter service.

Considering the foregoing basic formula and variables, the 2017 Municipal Election was calculated based on a potential 50 percent turnout of registered voters. The City's 2017 pre-registered voter population was 247,666 as of March 3; thus, a 50 percent turnout projection would equate to 123,834 voters. That total number of potential voters would necessitate 1,035 election judges to staff the City's 132 precincts on Election Day.

STAFFING NEEDS BASED ON PROJECTED VOTER TURNOUT				
50% Registered Voters (3/3/2017)	No. Precincts	Team EJs (FTE=16 hrs.)	Leadership Judges	Total Staffing
<600	22	2-3	2	4-5
601-750	20	4	2	6
750-900	23	5	2	7
901-1,025	14	6	2	8
1,026-1,199	21	7	2	9
1,200-1,349	16	8	2	10
1,350-1,500	11	9	2	11
>1,500	5	10-12	2	12-14
TOTALS	**132**	**771**	**264**	**Avg. = 8.5**

- **Electronic poll books**

  In November, EVS will deploy Electronic Poll Books (EPBs) to all polling places. This technology, which was purchased and is owned by Hennepin County, was used in all cities, except Minneapolis, in the 2016 Presidential Election. These devices replace the printed roster books used for voter verification and check-in at the polls on Election Day.

  Until now, election judges have been dependent on printed roster books containing lists of all eligible voters in each precinct. Expensive and cumbersome, these roster books required significant effort (labor, time, and money) to produce and compile before Election Day, and an equal investment after Election Day to update voter history in the Statewide Voter Registration System (SVRS). It is anticipated that the transition to an electronic roster will expedite voter check-in and verification processes as well as enhance voter service, save money, and facilitate post-election data entry all while strengthening the integrity of the election.

  Each EPB unit includes an iPad, stand, battery pack, and mini-printer. The iPads have limited functionality, tied specifically to the single purpose of checking, verifying, and—when necessary— registering voters. By limiting their functionality, the security of the voter data, access, and potential hacking is minimized. Because multiple devices can be interconnected and working at the same time in a single precinct, the EPBs are able to synchronize voter data in real-time throughout the day, helping ensure the integrity of the election by preventing individuals from voting more than once.

  Under the terms of the agreement with Hennepin County, the EPB hardware, software, operating equipment, license, and vendor support are all provided at no cost to the City. The entire EVS team completed training provided by the vendor, KNOWiNK, and is providing specialized training for the City's election judges. We hope this new technology will help ensure a successful, seamless, and positive implementation to improve service to voters.

III.   Voter Outreach and Education

In 2013, the Elections & Voter Services Division launched its first voter outreach and education program, aiming to assure all voters were "election ready." Those efforts have expanded over the past four years; today, Voter Outreach & Education is a key component of plans and preparations for every election, especially targeting turnout and participation among historically under-represented communities.

VOE initiatives in 2017 have focused on three key messages—
1. *FOCUS*: Basics of the 2017 Municipal Election.
   CORE MESSAGE(S): Election Day is Tuesday, November 7. Polls will be open from 7 a.m. to 8 p.m. Confirm your registration status. Verify your assigned polling place. Review your sample ballot; use it to practice marking your choices and bring it to the polls as a reference on Election Day.
2. *FOCUS*: How to vote in an RCV election.
   CORE MESSAGE(S): Review step-by-step instructions about how to mark an RCV ballot reflecting first, second, and third ranked preferences. Use your sample ballot to practice.
3. *FOCUS*: Voting in the municipal election matters.
   CORE MESSAGE: Every vote counts—both on Election Day as well as for the next four years, and will affect the governance and direction of the City of Minneapolis.

These key messages have been incorporated into a variety of VOE initiatives, which have also been produced in all major languages (English, Hmong, Somali, Spanish) and in various media, including print, television and radio broadcast, web and social media, and person-to-person contacts.

As in 2013, EVS will produce a Voter Guide that will be mailed to every Minneapolis household in the week prior to Election Day; that's almost 200,000 households. Consistent with the goal of ensuring all voters are "election ready," each guide will include the following information—

- Details about voting at the polls on Election Day, including operating hours for all 132 polling places, how to take advantage of same-day registration (if necessary), and how to access voter resources;
- A brief description of all offices on the municipal ballot; and
- Instructions on how to correctly mark a Ranked-Choice Ballot, including how to access a sample ballot prior to Election Day to practice with and bring to the polls.

EVS has received positive feedback for its production of voter guides in 2013 and 2016; in fact, the 2013 post-election survey commissioned by the City of Minneapolis found nearly two-thirds of all residents—consistent among those residents who did and did not vote—indicated that year's voter guide was the primary source of information for how they learned about RCV.

IV.   2017 Early Vote – Status Report

Early Voting for the 2017 Municipal Election began Friday, September 22, and runs through Monday, November 6, when it closes at 5 p.m. That equates to a total of 47 "Election Days" to be administered by Elections & Voter Services Division—and every single one must be flawless. There are essentially two ways for voters to participate in early voting during that 46-day period—

- **Vote-By-Mail**

   Vote-By-Mail (VBM) allows voters to cast their ballots from any location with the same security protections, but without the hassles and pressures associated with the narrow window of time on Election Day. VBM enables active military service members and their families, voters who are overseas and/or away from home on Election Day, and anyone who otherwise cannot cast a ballot at the polls on Election Day to participate.

- **In-Person**

   In-Person absentee/early voting gives voters the option of casting their ballot prior to Election Day at the municipal clerk's office. In Minneapolis, an Early Vote Center has been opened to serve in-person early voters; this facility is located at 217 S. Third Street, one block northwest of City Hall. There, voters can receive their ballots as well as assistance in accessing and marking their ballot from election judges.

- **Direct Balloting**

   Starting in 2016, voters have the option of using direct balloting to cast their ballots prior to Election Day. Direct balloting allows a voter to cast his or her ballot at the Early Vote Center in the exact same manner as at the polls on Election Day, with the same securities and protections, just earlier. In direct balloting, the voter completes the ballot and puts it directly into the tabulator and have it processed and counted right then—the exact same experience for voters at the polls on Election Day. Direct balloting is authorized during the final seven days immediately prior to Election Day.

EVS has planned an extension of service hours during the final two weeks before Election Day. In total, this extension offers almost 300 more hours of in-person service beyond the City's regular business hours, including service hours during the two weekends before Election Day.
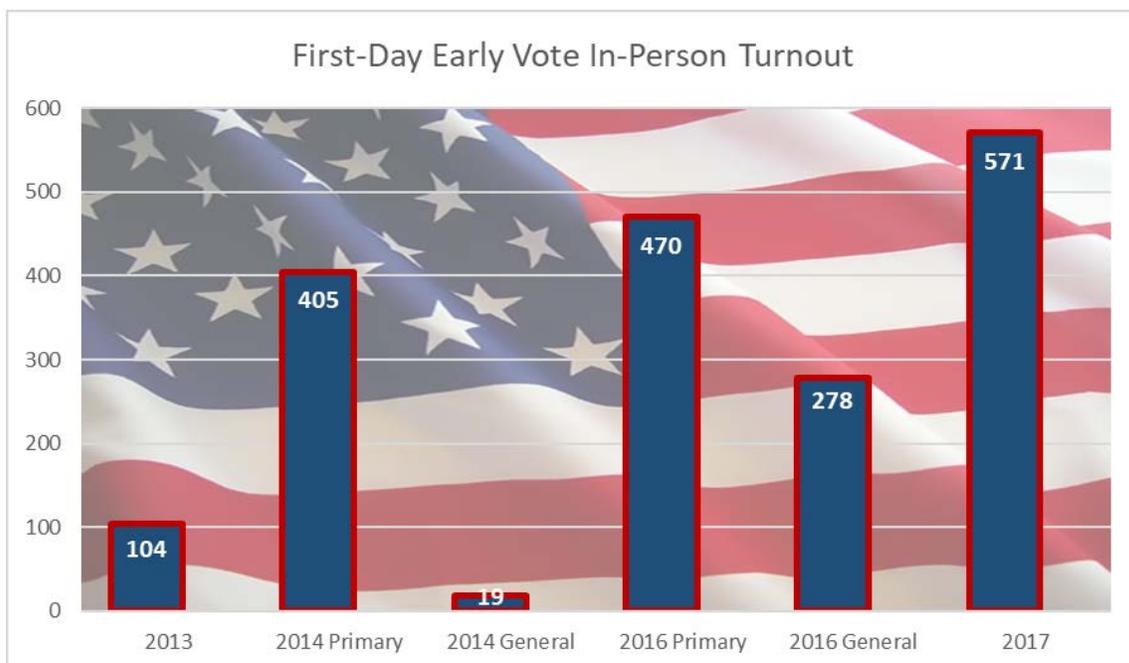
IN-PERSON SERVICE HOURS FOR THE EARLY VOTE CENTER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	OCTOBER 23 EVC open 7 am – 6 pm	24 EVC open 7 am – 6 pm	25 EVC open 7 am – 6 pm	26 EVC open 7 am – 6 pm	27 EVC open 7 am – 6 pm	28 EVC open 9 am – 4 pm
29 EVC open 12 – 5 pm	30 EVC open 7 am – 6 pm	31 *DIRECT BALLOTING* EVC open 7 am – 6 pm	*NOVEMBER* 1 *DIRECT BALLOTING* EVC open 7 am – 6 pm	2 *DIRECT BALLOTING* EVC open 7 am – 6 pm	3 *DIRECT BALLOTING* EVC open 7 am – 6 pm	4 *DIRECT BALLOTING* EVC open 9 am – 4 pm
5 *DIRECT BALLOTING* EVC open 12 – 5 pm	6 *DIRECT BALLOTING* EVC open 8 am – 5 pm	7 **ELECTION DAY** **Polls open** **7 am - 8 pm**				

- **Historic Start – Trend for In-Person Early Voting**

    The first day of early voting—September 22—set a new record for turnout in the first day of absentee balloting in Minneapolis. In total, **EVS served more than 1,467 voters that day**, both through Vote-By-Mail and In-Person absentee voting. Of that total—

    - **571** (about 39%) were in-person voters who cast ballots at the Early Vote Center
    - **896** (about 61%) were mail ballots sent out in response to voter requests

    The 571 in-person voters set a new record, but reflects a growing trend in Minneapolis for increased in-person early voting. This chart provides a comparative breakdown of first-day turnout over the past four-year period—

First-Day Early Vote In-Person Turnout

	2013	2014 Primary	2014 General	2016 Primary	2016 General	2017
	104	405	19	470	278	571

Of note, there is an 82% growth in the level of first-day turnout for in-person early voting between the 2013 and the 2017 municipal elections—a difference of 621 voters. In overwhelming numbers, that turnout reflects a highly-organized get-out-the-vote effort in Ward 6, which accounted for 84% of the total volume of early in-person turnout during the first week of absentee balloting (Sep. 22 – 29).

TOTAL DAILY IN-PERSON EARLY TURNOUT FOR WARD 6 (Sep. 22-29) 1,659		
Precinct 1 = 30	Precinct 2 = 286	Precinct 3 = 620
Precinct 4 = 154	Precinct 5 = 234	Precinct 6 = 115
Precinct 7 = 98	Precinct 8 = 36	Precinct 9 = 86

- **Reconciled Numbers**

The EVS Absentee Ballot team has completed a thorough hand-count of all ballots received to-date during the early voting period (Sep. 22 – Oct. 3). In total, EVS has accepted a total of 2,305 ballots during the first eight days of operation, as reflected in this table.

SUMMARY REPORT – ABSENTEE BALLOTS Sep. 22 – Oct. 3						
	BALLOTS RETURNED [IN]			TOTALS:		
DATE:	VBM	IP	Other		REJECTED:	ACCEPTED:
Sep. 22	0	571	0	571	11	555
Sep. 25	0	443	0	443	2	441
Sep. 26	0	272	0	272	0	271
Sep. 27	18	222	0	239	1	238
Sep. 28	38	152	0	191	1	190
Sep. 29	10	261	1	272	1	270
Oct. 2	63	167	1	235	4	227
Oct. 3	3	110	0	113	0	113
TOTALS:	132	2,198	2	2,336	20	2,305

This number reflects the processing of absentee ballots by the Absentee Ballot team. Thus far, a total of 20 absentee ballots have been rejected due to voter error. That accounts for less than 1% of all ballots submitted so far. In every case, the team attempts to contact the voter to offer an opportunity to spoil the defective ballot and to cast a new, replacement ballot in its place so that the voter can still participate in the election.

V.   Tabulation Order

On Election Night, the candidate who surpasses the maximum possible threshold based only on the total of first-choice rankings will be declared the (unofficial) winner in each race. For all races where this is not possible, tabulation will be conducted, in rounds, according to the provisions set forth in Chapter 167 of the Code of Ordinances. The process of reconciling absentee ballot data with ballots cast in polls on Election Day and replicating all rankings of each ballot across every race for every candidate, and downloading the write-in candidate images results in the Cast Vote Record (CVR) exportable data file; this process takes several hours, and is completed by the Hennepin County Elections Office. As in 2013, the CVR data file should be available to the City's EVS team by mid-morning on Wednesday, Nov. 8. After sorting and preparing the data for tabulation, the process of elimination can begin. EVS anticipates this could be as early as 11 a.m. on November 8.

As provided in state law, tabulation will be conducted according to the order races appear on the ballot; specifically: mayor; City Council (by ward); Board of Estimate & Taxation; Park Board (at-large); and Park Board (by district). However, the order for tabulating ward and district races is randomized, drawn by lot. While this process is normally conducted by the Elections Director, staff is prepared to complete the drawing of lots before the Elections Committee to give greater transparency and publicity to this process.

TABULATION ORDER – COUNCIL WARDS & PARK DISTRICTS			
Council Ward	Tabulation Order	Park District	Tabulation Order
1	10	1	5
2	7	2	4
3	1	3	2
4	6	4	6
5	3	5	3
6	11	6	1
7	8		
8	9		
9	2		
10	4		
11	5		
12	13		
13	12		

VI.   Canvassing Results – Procedural Details & Scheduling

Pursuant to Minn. Stat. § 205.185, subd. 3, the City Council is *ex officio* the Municipal Canvassing Board, and in that capacity is charged with canvassing, certifying, and declaring the final, official results of the municipal election. This must be completed between the third and tenth day after the election. Once returns have been certified, a seven-day contest period begins during which time any voter (or candidate) may contest the certified results, as provided in state election law. After the close of the contest period, and assuming no contest is made, the City Clerk issues certificates of election to those candidates who were successfully declared the winners in the various municipal races, according to the canvass certified by the Municipal Canvassing Board.

In reviewing the current Council Calendar, staff recommends that the meeting of the Municipal Canvassing Board be set for 9 a.m. on Wednesday, November 15, 2017, immediately prior to the regular meeting of the Committee of the Whole. At that time, the City Clerk will have a draft order ready for the Canvassing Board that will:

- Certify the official results of the 2017 Municipal Election;
- Declare the official winners in each race on the ballot, indicating the names of each person receiving votes and the number of votes received by each office voted upon; and
- Direct the City Clerk to submit a certified copy of the official results of the 2017 Municipal Election to the Hennepin County Auditor and to file and preserve the original returns and all election records for the 2017 Municipal Election in accordance with Minnesota Election Law.

Assuming the canvassing is completed and the returns certified as described above, the seven-day contest period would begin on Thursday, November 16. If a contest is filed in any particular race, the City Clerk will not issue a certificate of election until the contest has been decided. According to the proposed schedule, the contest period would end at 4:30 p.m. on Wednesday, November 22, 2017.

This proposed schedule is reflected in the calendar below.

NOVEMBER 2017						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Direct Balloting EVC open 7 am – 6 pm	2 Direct Balloting EVC open 7 am – 6 pm	3 Direct Balloting EVC open 7 am – 6 pm	4 Direct Balloting EVC open 9 am – 4 pm
5 Direct Balloting EVC open 12 – 5 pm	6 Direct Balloting EVC open 7 am – 5 pm	7 **Election Day** **Polls Open** **7 am — 8 pm**	8 RCV Tabulation	9 RCV Tabulation (if needed)	10 Veterans Day (observed) [City closed]	11 Veterans Day
12	13	14	15 9 a.m.— Canvassing Board Mtg.	16	17	18
19	20	21	22 4:30 p.m.— Contest Period Ends	23 Thanksgiving (observed) [City closed]	24 [City closed]	25
26	27 City Clerk issues Election Certificates	28	29	30		