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## **2010 Professional Practices Program**

# **Equipment-Officials-Resources How Much? How Many? Made Easy!**

**Davis County, Utah**

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## 2010 Professional Practices Program

### Equipment-Officials-Resources' How Much? How Many? Made Easy!

#### Davis County Utah

A critical part of every election plan is to determine what supplies and personnel will be needed in order to provide an adequate, efficient and positive voting experience for each voter during the election. Prior to the implementation of electronic voting machines, this was a rather simple process for Davis County. However, with new technology came new challenges. Over the past several years, it became apparent we needed to find a more efficient and accurate way to determine the needed resources for each polling location. We realized that these resources are inter-related, and thus many factors must be considered when determining what is needed. Our solution is titled Equipment Officials and Resources (EOR).

**What is EOR?** EOR is a group of Excel spreadsheets that draw information from one another. It uses a combination of formulas to generate nine different reports:

- Equipment and Officials Allotment Spreadsheet
- Blue Bag Supply Spreadsheet
- Binder Supply Spreadsheet
- Green Bin Supply Spreadsheet
- Red Bag Supply Spreadsheet
- Poll Optical Scan Ballot Allotment
- Equipment and Officials Early Vote Allotment Spreadsheet
- Early Optical Scan Ballot Allotment
- Optical Scan Ballot Order Spreadsheet

Prior to EOR each of these spreadsheets was its own file, which needed to be created and updated individually and would require the same basic information to be entered on each sheet (i.e. name of polling location, precincts assigned, voter to machine ratio, etc). If any changes were made between the time the spreadsheets were originally created and Election Day, all spreadsheets had to be updated. Although we determined the number of machines that were needed, we were not necessarily taking into account how many poll workers or other supplies might also be needed. The reports generated from EOR allow us to determine everything from the number of voting machines and poll workers, right down to how many pens and pencils are needed at each polling location. Having the spreadsheets draw information from one another reduces the repetitive work, reduces the risk of errors, and allows the relationship factors to be considered when determining our needed supplies.

**How does it work?** The basic information needed in EOR is: the expected voter turnout; the percentage of turnout expected to vote by-mail, early, and provisionally; the polling locations with their assigned voting precincts; the numbers of registered voters in each precinct; the voter-to-machine ratio (this is dependent on the length of the ballot); and the voting percentage above or below the county average of each polling location. The formulas programmed into EOR draw the information needed from this data

to automatically calculate the 85 needed items. EOR begins by determining how many voters are expected to vote at each location on Election Day, and then uses that information to determine how many voting machines will be needed to accommodate them. It calculates and identifies how many poll workers will be needed in each position (i.e. Poll Manager, Machine Technician, Receiving Clerks, Provisional Clerks, etc). EOR then uses this information in relation to all other considered factors to determine the number of forms, ballots, bags, binders and all other supplies that will be needed on Election Day.

**How is EOR more efficient and accurate?** One of the great benefits of EOR is that it allows our county to save time by having all spreadsheets, which indicate the needed supplies at each location, to be in one file. The formula functions in Excel allow most of the information to be automatically generated with very little manual input. Having all of these spreadsheets together and connected by formulas means that if any changes are made it will update all of the spreadsheets.

Another benefit that we found during the creation of EOR, was that previously we would determine an expected turnout for the election and send supplies to all locations based on that expectation. We found that some areas of our county would vote regularly above the county average, while other areas would vote regularly below the county average. This meant we were not sending enough resources to some locations while we were sending too many to others. One feature of EOR is that we are able to increase or decrease the expected turnout for each individual location, thus making our allotment of resources more accurate to the needs of each location. This allows us to adequately supply locations with a higher voter turnout without wasting supplies at locations with a lower turnout.

EOR is a great example of how to use a simple program that most offices already have, to make our job easier, more accurate, and more efficient. Davis County uses EOR to help in the preparation of each election, it keeps track of all our needs, and it does the thinking and calculating for us. We use the reports it generates to pack our supplies, to update our inventory, and to make sure we have sufficient supplies for each election. It keeps a record of what we have done in previous elections and helps us plan for elections to come.



# Equipment Officials

## Resources

E.O.R Spreadsheet  
Blue Bag Supply Spreadsheet  
Binder Supply Spreadsheet  
Green Bin Supply Spreadsheet  
Red Bag Supply Spreadsheet  
Poll OS Ballot Allotment Spreadsheet  
E.O.R. Early Spreadsheet  
Early OS Ballot Allotment Spreadsheet  
OS Ballot Order Spreadsheet



Equipment Officials and Resources (EOR) is a group of Excel spreadsheets that draw information from one another. It uses a combination of formulas to generate reports which assist in identifying polling locations, assigned precincts, number of voting machines, supplies, and poll workers. All text that appears blue is information that needs to be inputted manually. Text that appears in black is generated automatically.

### Instructions

1. On the E.O.R. spreadsheet fill in the Election Name and Date.  
Complete the areas labeled as:  
"Total" - Total percentage of active voters expected to vote  
"By Mail" - Percentage of expected voters to vote by mail  
"Early" - Percentage of expected voters to vote early  
"Voters per machine" - Ratio of expected voters to each machine  
"Expected to vote provisional" - Percentage of expected voters to vote provisionally  
(All of these figures are estimates, based on knowledge of previous and similar elections. The Election Administrator should determine these numbers.)
2. Identify the polling locations and the areas within these locations where voting will take place, then assign precincts and enter the total # of Active Voters. (Use the example as a guide.)
3. Identify in which city each polling location is located. Use the City Average Worksheet to determine the voting percentage above or below the county average for each polling location. (The city Average Worksheet is a separate statistical worksheet that keeps a record of the average turnout for each city.)
4. Complete each spreadsheet by filling out all cells on every worksheet that have blue text in the "Example" area.

## TOTALS AT THE POLLS



Blue Bag Supply Spreadsheet

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Polling Location	General										Poll Clerk Poll Manager				Provisional Supply Envelope					Provisional Clerk					Precinct Supply Box													
	Directional	Handicap Accessibility	Voter Rights HAVA	ID Posters	How to Vote Card	County Wide Precinct Map to be posted	Polling Location Map	Name Tags	State your Name Signs	Green Poll Books	Posting/Emergency Procedures Book	Polling Locations by Precinct	Polling Locations by Precinct	Spilled Ballot Envelope	Magnifying Sheet	Signature Guide	County Wide Map	Provisional Forms	Optical Scan Balots	Provisional Ballot Envelopes	Optical Scan Envelopes	Sample Ballots	Provisional Bag	Provisional Poll Book	Tape	Pens	Pillow Pens	Staple Marker	Highlighters	Pencils	Sharpeners	Scissors	Note Pads	Stapler	Staples	Black Clip		
Example	8	8	2	3	4	1	1	12	3	3	1	1	1	1	1	1	1	100	75	75	75	5	1	1	1	1	11	2	2	2	2	11	2	1	2	1	1	1
Antelope Elementary	8	8	2	3	4	1	1	11	3	3	1	1	1	1	1	1	1	75	50	50	50	5	1	1	1	1	11	2	2	2	2	11	2	1	2	1	1	1
Bountiful Library	8	8	2	3	4	1	1	8	2	2	1	1	1	1	1	1	1	50	25	25	25	5	1	1	1	1	11	2	2	2	2	11	2	1	2	1	1	1
Centerville City Hall	8	8	2	3	4	1	1	11	3	3	1	1	1	1	1	1	1	75	25	25	25	5	1	1	1	1	11	2	2	2	2	11	2	1	2	1	1	1
Davis Applied Technology College	8	8	2	3	4	1	1	11	3	3	1	1	1	1	1	1	1	75	25	25	25	5	1	1	1	1	11	2	2	2	2	11	2	1	2	1	1	1
Eaglewood Golf Course	8	8	2	3	4	1	1	8	2	2	1	1	1	1	1	1	1	75	25	25	25	5	1	1	1	1	11	2	2	2	2	11	2	1	2	1	1	1
Fruit Heights City Hall	8	8	2	3	4	1	1	8	2	2	1	1	1	1	1	1	1	50	25	25	25	5	1	1	1	1	11	2	2	2	2	11	2	1	2	1	1	1
Heritage Elementary	8	8	2	3	4	1	1	8	2	2	1	1	1	1	1	1	1	50	25	25	25	5	1	1	1	1	11	2	2	2	2	11	2	1	2	1	1	1
Kaysville Bible Church	8	8	2	3	4	1	1	11	3	3	1	1	1	1	1	1	1	75	25	25	25	5	1	1	1	1	11	2	2	2	2	11	2	1	2	1	1	1
LDS Layton North Stake Center	8	8	2	3	4	1	1	11	3	3	1	1	1	1	1	1	1	75	25	25	25	5	1	1	1	1	11	2	2	2	2	11	2	1	2	1	1	1
Muller Park Jr. High	8	8	2	3	4	1	1	6	1	1	1	1	1	1	1	1	1	50	25	25	25	5	1	1	1	1	11	2	2	2	2	11	2	1	2	1	1	1
Northridge High	8	8	2	3	4	1	1	6	1	1	1	1	1	1	1	1	1	25	25	25	25	5	1	1	1	1	11	2	2	2	2	11	2	1	2	1	1	1
Sandsprings Elementary	8	8	2	3	4	1	1	14	4	4	1	1	1	1	1	1	1	100	50	50	50	5	1	1	1	1	11	2	2	2	2	11	2	1	2	1	1	1
Woods Cross City Hall	8	8	2	3	4	1	1	17	5	5	1	1	1	1	1	1	1	150	25	25	25	5	1	1	1	1	11	2	2	2	2	11	2	1	2	1	1	1
total	104	104	26	39	52	13	13	130	34	34	13	13	13	13	13	13	13	925	375	375	375	65	13	13	13	13	143	26	26	26	26	143	26	13	26	13	13	13

Polls Optical Scan Ballot Allotment

Optical Scan Ballot Allotment				Expected to vote Provisional 5.00%		3.00% Expected to vote Absentee		
Polling Location	Precinct	Ballot Style	Expected Voters per Precinct	Ballots/Style Summary	Expected Voters per Ballot Style	Total OS Ballots at the Polls	Total Absentee	Total OS Ballots
Sample Polling Location	DA01	A	70	A	246	25	10	35
	DA05	F	141	F	154	25	10	35
	DA13	A	211					
	DA20	A	281			25	10	35
	DA21	C	351					
	DA22	F	422					
Antelope Elementary	CF02	1	409	1	1,403	25	42	67
	CF03	1	194	2	88	25	10	35
	CF08	1	438					
	CF09	1	362					
	JC01	2	88					
			0					
Bountiful Library	BO07	4	416	4	987	25	30	55
	BO08	4	571					
			0					
			0					
			0					
			0					
Centerville City Hall	CE03	4	619	4	1,143	25	34	59
	CE06	4	523					
			0					
			0					
			0					
			0					
Davis Applied Technology College	KA02	3	617	3	1,152	25	35	60
	KA03	3	535					
			0					
			0					
			0					
			0					
Eaglewood Golf Course	NS05	5	498	5	1,042	25	31	56
	NS06	5	544					
			0					
			0					
			0					
			0					
Fruit Heights City Hall	FH02	3	473	3	953	25	29	54
	FH03	3	480					
			0					
			0					
			0					
			0					
Heritage Elementary	LA36	2	471	2	873	25	26	51
	LA41	2	401					
			0					
			0					
			0					
			0					
Kaysville Bible Church	KA11	3	694	3	1,410	25	42	67
	KA16	3	716					
			0					
			0					
			0					
			0					
LDS Layton North Stake Center	LA05	2	515	2	1,244	25	37	62
	LA07	2	546					
	LA08	2	183					
			0					
			0					
			0					
Muller Park Jr. High	BO19	5	548	5	548	25	16	41
			0					
			0					
			0					
			0					
			0					
Northridge High	LA11	2	401	2	401	25	12	37
			0					
			0					
			0					
			0					
			0					
Sandsprings Elementary	LA23	2	338	2	727	25	22	47
	LA34	2	389	3	978	25	29	54
	LA35	3	489					
	LA42	3	489					
			0					
			0					
Woods Cross City Hall	WX01	5	401	5	2,258	25	68	93
	WX02	5	276					
	WX03	5	542					
	WX04	5	207					
	WX05	5	335					
	WX06	5	497					