

**City of Waukesha**

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Committee: Information Technology Board	Date:
Common Council Item Number: 24-9974 Modus Election Management System	Date: 2024-06-05
Submitted By: Chris Pofahl	City Administrator Approval: Anthony W. Brown
Finance Department Review: Joseph P. Ciarro	City Attorney's Office Review: Brian Running
Subject: Review and Approve Modus Election Software	

Details:

Having one unified database of information with set workflows would meaningfully reduce the risk of State law violations, staff headaches, and disenfranchised voters.

The election management program will provide the following benefits:

- Unified Database. Replaces hours of repetitive data entry by managing all paperwork and details for Polling Places, Workers and Equipment in one place.
- Training Automated. Election workers can register and train themselves online. They can review material and take quizzes on their smart phones, iPad or computer. No worries about lost passwords or usernames because the system works securely without them.
- Communications Simplified. Emails, letters and texts are sent with a few mouse clicks. Write and send a message to hundreds of workers and polling places in less than 10 minutes. Ability to send SMS messages.
- Payroll Automated. Automatically calculates the hours and wages owed with almost no data entry.
- Staffing Streamlined. Changes to poll worker hours are simple and require no juggling. Includes meeting party balance requirements at polling locations and documentation for open records requests.
- Election Equipment Tracked. All supplies and equipment are accounted for. Delivery and set up are fast and accurate. With recent staff turnover documentation and coordination was an issue.
- Legal Defensibility. All forms and paperwork are tracked in the system, for a clear audit trail.
- Succession Plan. Greatly simplifies employee transitions with staff turnover.

Options & Alternatives:

The only alternative is to continue using multiple spreadsheets and documents, which increases the potential for human error.

Financial Remarks:

The first-year costs, which include training and implementation, total \$18,390 and will be allocated from account 1917.68160. The ongoing annual costs for the next five years will be \$11,890 each year, and these will be budgeted in the IT software maintenance budget.

Executive Recommendation:

Approve Modus Election Software