



"...meeting community needs...enhancing quality of life."

LEGAL SERVICES DEPARTMENT

Office of the City Clerk

100 North Appleton Street

Appleton, WI 54911

Phone: 920/832-6443

Fax: 920/832-5823

MEMORANDUM

October 18, 2018

To: Christopher Croatt, Chair of Municipal Services Committee, Municipal Services Committee Members

From: Kami Lynch, City Clerk

Re: Request for \$3 Half-Day Parking Passes for Election Inspectors during In-Person Absentee Voting October 22nd – October 26th & October 29th – November 2nd

To best serve and accommodate large numbers of voters during 'early' in-person absentee voting election inspectors assist with absentee voting and related procedures. Adequate staffing for each day of in-person absentee voting consists of the help of 8 election inspectors per 4-hour shift totaling 16 election inspectors per day.

We are very grateful for the willingness of election inspectors to assist with in-person absentee voting and feel it is important to provide parking options for these individuals. Therefore, each person receives a parking pass for the attached blue ramp for each day they work. As day passes for the blue ramp cost \$5 per day, we would end up spending approximately \$600 in parking passes for those working in-person absentee voting.

I am requesting that the clerk's office may provide half-day parking passes at a reduced rate of \$3 per hang tag to these election workers. The attached table provides detail of the number of passes needed for each day based upon the 4-hour shift.

If there are any questions regarding this request, please do not hesitate to contact me for further information.

Thank you for your consideration.
Respectfully,

Kami Lynch
City Clerk

Early In-Person Absentee Voting Parking Passes

DATE	AM 7:45 a.m. – 12:00 p.m. # of Passes	PM 12:00 p.m. – 5:00 p.m. # of Passes	Total Passes Per Day
Monday 10/22/18	6	5	11
Tuesday 10/23/18	8	4	12
Wednesday 10/24/18	7	5	12
Thursday 10/25/18	7	4	11
Friday 10/26/18	6	4	10
Monday 10/29/18	6	7	13
Tuesday 10/30/18	8	7	15
Wednesday 10/31/18	4	5	9
		Nov 1 & 2 12 p.m. – 5:30 p.m.	
Thursday 11/1/18	3	5	8
Friday 11/2/18	6	5	11