



ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA COMMUNICATION FORM

ITEM DATE: July 16, 2019	ITEM TIME: 3:05 p.m.

FROM:	Kim Bonner, County Clerk & Recorder
TODAY'S DATE:	7/5/2019
AGENDA TITLE:	APPROVAL FOR SUPPLEMENTAL BUDGET REQUEST-ELECTIONS EQUIPMENT

CHECK ONE THAT APPLIES TO YOUR ITEM:	
<input checked="" type="checkbox"/> X ACTION ITEM	
<input type="checkbox"/> DIRECTION	
<input type="checkbox"/> INFORMATION	

I. DESCRIBE THE REQUEST OR ISSUE:

The ballot scanner images the ballot envelope signature and integrates with the voter registration record. The ballot scanner reduces the number of times the ballot envelope is handled, thereby reducing the number of hours and the cost of processing. The cost of the ballot scanner is \$57,000. The ballot printer replacement cost is \$7,300. The total cost of the ballot scanner and the ballot printer is \$64,300.

II. RECOMMENDED ACTION (motion):

Consideration to approve the supplemental budget request for the Elections Division of the County Clerk & Records office in the amount of \$64,300 to purchase a ballot scanning machine and ballot printer.

III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):

PROPOSED REVENUE (if applicable): \$ \$43,720

CURRENT BUDGETED AMOUNT: \$0.00

PROPOSED EXPENDITURE: \$64,300

FUNDING SOURCE: General Fund Election Revenue

SUPPLEMENTAL BUDGET NEEDED: YES X NO

IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):

None



ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA COMMUNICATION FORM

V. BACKGROUND INFORMATION:

Over the next five years it is estimated fees charged to the participating entities in the election will generate \$43,720

The ballot scanner is estimated to reduce the number of employee hours per election by 670 hours or approximately \$18,000. Over the next five years eight election will happen and will result in an estimated \$144,000 in staff costs. This reduction in hours will allow staff to support other areas of the office.

VI. LEGAL ISSUES:

None

VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

None

VIII. SUMMARY AND OTHER OPTIONS:

This machine just became available, and with four elections back to back within a year, we need to purchase it now before it becomes a backordered item so we can utilize it this year for the first of four elections.

IX. LIST OF ATTACHMENTS: Supplemental Budget Request