

**Routt County Clerk & Recorder-Election
Supplemental Budget**

Project Title

Provide a Title for the Project

Addition of a ballot scanner and replacement of ballot printer.

Brief Description of the Request

Provide a short description of the project, event etc.

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.

Source of Unanticipated Revenue and Funding

Describe how the department will generate additional revenue or cut costs to fund the expenditure request.

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.

Core, Necessary or Discretionary Request

(Using the criteria defining Core, Necessary or Discretionary categorize in writing the reasons why the request is Core, Necessary, or Discretionary.)

This request is necessary to help facilitate a more streamlined election process and to meet the deadlines established by the Colorado Secretary of State. The current ballot printer is overheating after printing a few ballots so may not continue to work.

Grant Funding

Describe the grant, provide supporting documentation and if federally funded provide the Codification of Federal Domestic Assistance number

N/A

Justification

Provide information as to what, where and why the additional expenditure request is needed. Provide statistical information. Case load, turn around time, etc.

See explanation above.

Cost Benefit Analysis

Prepare a cost/benefit analysis justifying the request.

See above.

Who Will Benefit?

Identify who will benefit and how many.

Routt County and all its registered voters.

Alternatives

Provide alternatives and discuss the pros and cons to each alternative.

Continue the process manually.

Emergency Need

Provide information as to why the request is an emergency and cannot be part of the normal annual budget process.

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.

Consequences of Postponement or Denial

If the expenditure is postponed or denied what are the consequences (financial, projects not completed, turnaround time)?

We may not be able to meet the 120 day deadline for scanning return ballot envelopes and cropping the elector's signature for retention in their voter registration record.

	Original Budget	Supplemental Budget					Total
	2019	2019	2020	2021	2022	2023	
General Fund							
<u>Funding Source</u>							
General Fund							
Election Revenue	-	12,860	2,570	12,860	2,570	12,860	43,720
Total	-	12,860	2,570	12,860	2,570	12,860	43,720
<u>Expenses</u>							
Election personnel cost	-						
Transfer to IT Pool	-	64,300	-	-	-	-	64,300
Total	-	64,300	-	-	-	-	64,300
Revenues over (under) expenditures	-	(51,440)	2,570	12,860	2,570	12,860	(20,580)
Reserve beginning	2,115,120	2,115,120	2,063,680	2,066,250	2,079,110	2,081,680	2,094,540
Reserve ending	\$ 2,115,120	\$ 2,063,680	\$ 2,066,250	\$ 2,079,110	\$ 2,081,680	\$ 2,094,540	\$ 2,073,960
IT Pool							
<u>Funding Source</u>							
Transfer from General Fund	\$ -	\$ 64,300	\$ -	\$ -	\$ -	\$ -	\$ 64,300
Total	-	64,300	-	-	-	-	64,300
<u>Expense</u>							
Ballot sorting machine	-	57,000	-	-	-	-	57,000
Ballot printer	-	7,300	-	-	-	-	7,300
	-	64,300	-	-	-	-	64,300
Revenues over (under) expenditures	-	-	-	-	-	-	-

Before submitting the supplemental budget to the BCC, the internal service department managers and the County Manager are required to review and sign off in writing on the supplemental budget request.

Internal Service Department Managers Review Comments

Reviews and Authorizations

Kim Bonner
Department Manager Signature/Date

Rob Fehreze 7/10/19
Capital/Controllable Asset
Managers Signature/Date

NA
Human Resources Signature/Date

David L. Straub 2/5/19
Budget Manager Signature/Date

Julie Kennedy
Purchasing Manager Signature/Date
Agent

NA
Executive Management Team/Date

NA
County Attorney Signature/Date

County Manager Signature/Date

County Commissioner/Date

County Commissioner/Date