



ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA COMMUNICATION FORM

ITEM DATE: August 6, 2019	ITEM TIME: 10:30 a.m.

FROM:	Kim Bonner
TODAY'S DATE:	
AGENDA TITLE:	CONSIDERATION FOR APPROVAL AND AUAUTHORIZATION FOR THE CHAIR TO SIGN A SALE AND PURCHASE AGREEMENT FOR RUNBECK ELECTION SERVICES, INC.
CHECK ONE THAT APPLIES TO YOUR ITEM:	
<input checked="" type="checkbox"/> ACTION ITEM	
<input type="checkbox"/> DIRECTION	
<input type="checkbox"/> INFORMATION	
I. DESCRIBE THE REQUEST OR ISSUE:	
Request the Board of County Commissioners Chair to approve the purchase of a ballot sorting machine and ballot printer in the amount of \$63,800.	
II. RECOMMENDED ACTION (<i>motion</i>):	
Motion to approve and sign the Sale and Purchase Agreement with Runbeck Election Serivces, Inc. for a ballot sorting machine and ballot printer.	
III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):	
PROPOSED REVENUE (<i>if applicable</i>): \$45,800 over 5 years	
CURRENT BUDGETED AMOUNT: \$0	
PROPOSED EXPENDITURE: \$63,800	
FUNDING SOURCE:	
SUPPLEMENTAL BUDGET NEEDED: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
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IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):	
None	



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V. BACKGROUND INFORMATION:

- The Routt County Clerk's Office will be running four back to back elections beginning this November with about four months between elections.
- A new Secretary of State rule forces counties to scan in the return envelope image and crop the signature into the voter record within 120 days following the election.
- In 2018, it took 672 hours to scan in 13,554 envelopes from the General Election, equating to \$18,144 in staff time.
- The election process for the Presidential Primary starts the day before the 2018 General Election.
- The Election team starts programming the ballot 60 days before each election and overseas and military voters receive their ballots 45 days before the election.
- Two elections will require mailing TABOR notices to voters prior to the election. From the school/special district deadline to the mailing deadline, we have six business days to put the notice together and get it mailed.
- The two Primary elections (Presidential and State) will require mailing packets containing all major party ballots to over 7500 unaffiliated voters.
- We won't know until later this year whether we will be required to open another VSPC at the CMC campus next year, due to the passage of HB19-1278.

VI. LEGAL ISSUES:

None

VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

None

VIII. SUMMARY AND OTHER OPTIONS:

We can continue the more manual process currently in place which would force us to hire additional election judges to get the work done on time.

IX. LIST OF ATTACHMENTS:

Sales and Purchase Agreement