



ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA COMMUNICATION FORM

ITEM DATE: 11/8/2022	ITEM TIME:
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FROM:	Jenny Thomas, Routt County Clerk and Recorder
TODAY'S DATE:	October 20, 2022
AGENDA TITLE:	
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:	
Consideration for approval and authorization for the Chair to sign a Resolution to close the Clerk & Recorder's Recording Department and Motor Vehicle Department to the Public on Election Day, November 8, 2022.	
II. RECOMMENDED ACTION (<i>motion</i>):	
Approval and authorization for the Chair to sign a Resolution No. 2022-_____ to close the Clerk & Recorder's Recording Department and Motor Vehicle Department to the Public on Election Day,	
III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):	
PROPOSED REVENUE (<i>if applicable</i>): N/A	
CURRENT BUDGETED AMOUNT:	
PROPOSED EXPENDITURE:	
FUNDING SOURCE:	
SUPPLEMENTAL BUDGET NEEDED:	
IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):	
An e-mail is sent to all those entities that normally record in the Clerk's office. Since this office closes for every November election, the customers are accustomed to this closure. Motor Vehicle will have messaging sent through our PIO to inform the community of the closure.	
V. BACKGROUND INFORMATION:	
In General election years, the staff of the Clerk and Recorder's Office and Motor Vehicle will be utilized by serving as election judges to supervise the Voter Service and Polling Center (VSPC) and oversee the election process	
VI. LEGAL ISSUES:	
VII. CONFLICTS OR ENVIRONMENTAL ISSUES:	
VIII. SUMMARY AND OTHER OPTIONS:	



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IX. LIST OF ATTACHMENTS (*signatures needed* wet or digital)

Resolution to Close the Clerk & Recorder's Office on Election Day