



Legislation Text

File #: 20-93, Version: 3

**Memorandum**

**Date:** February 4, 2020

**To:** The Honorable Moke Simon, Chair, Lake County Board of Supervisors

**From:** Diane Fridley, Interim Registrar of Voters  
Carol J. Huchingson, County Administrative Officer

**Subject: (a) Approve Budget Transfer and new Capital Asset in the amount of \$7,500 for the purchase of a Vote-By-Mail Heavy Duty Envelope Opener; and (b) Approve the purchase of a Vote-By-Mail Heavy Duty Envelope Opener and authorize the Department Head to Sign**

**Executive Summary:** (include fiscal and staffing impact narrative):

The purchase of the new voting system for the Elections department has resulted in the ballots being larger than they were in the past. If staff uses the current envelope opener on the new ballots there is a good chance that part of the ballot will be cut off in the process. If a new envelope opener is not received in time for the March 3<sup>rd</sup> election, staff will be required to open all envelopes by hand.

Funds being transferred for this purchase will be replenished during mid-year budget. The State will also be reimbursing the County 75% of the purchase price, and the revenue for this budget unit will also be adjusted during mid-year.

**If not budgeted, fill in the blanks below only:**

Estimated Cost: \$7,500.00 Amount Budgeted: \$0.00 Additional Requested: \$7,500.00 Future Annual Cost: \$0.00

**Consistency with Vision 2028 and/or Fiscal Crisis Management Plan** (check all that apply):

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> Well-being of Residents | <input type="checkbox"/> Public Safety                          | <input type="checkbox"/> Infrastructure   | <input type="checkbox"/> Not applicable             |
| <input type="checkbox"/> Economic Development    | <input type="checkbox"/> Disaster Recovery                      | <input type="checkbox"/> County Workforce | <input type="checkbox"/> <i>Technology Upgrades</i> |
| <input type="checkbox"/> Community Collaboration | <input checked="" type="checkbox"/> Business Process Efficiency | <input type="checkbox"/> Clear Lake       | <input type="checkbox"/> <i>Revenue Generation</i>  |
|  |   |   | <input type="checkbox"/> <i>Cost Savings</i>        |

**If request for exemption from competitive bid in accordance with County Code Chapter 2 Sec. 2-38, fill in blanks below:**

Which exemption is being requested?  
 How long has Agreement been in place?  
 When was purchase last rebid?  
 Reason for request to waive bid?

**Recommended Action:**

- (a)** Approve Budget Transfer and new Capital Asset in the amount of \$7,500 for the purchase of a Vote-By-Mail Heavy Duty Envelope Opener; and
- (b)** Approve the purchase of a Vote-By-Mail Heavy Duty Envelope Opener and authorize the Department Head to Sign