



# Board Agenda Item 26

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DATE: May 26, 2020  
TO: Board of Supervisors  
SUBMITTED BY: Brandi L. Orth, County Clerk/Registrar of Voters  
SUBJECT: Budget Transfer for Purchase of Fixed Asset

RECOMMENDED ACTION(S):

**Approve and authorize the Clerk of the Board to execute Budget Transfer No. 18 transferring appropriations within the County Clerk - Elections Org 2850 (\$181,888), from Account 7295 (Professional and Specialized Services) to Account 8300 (Equipment) for the purchase of a mail ballot verification unit and an envelope extraction machine.**

Approval of the recommended action will transfer existing appropriations from Services and Supplies account 7295 (Professional and Specialized Services) to Account 8300 (Equipment) to provide sufficient funding for the purchase price of a mail ballot verification unit and an envelope extraction machine. This item is countywide.

ALTERNATIVE ACTION(S):

If the recommended action is not approved by your Board, the Department will be unable to purchase the equipment, which will hamper the Department's ability to efficiently process Vote by Mail ballots.

FISCAL IMPACT:

There is no Net County Cost associated with the recommended action, which will allow the Department to transfer funds within the FY 2019-20 Adopted Budget Org 2850. Budget Transfer No. 18 is requested to transfer appropriations in the amount of \$181,888 from Account 7295 (Professional and Specialized Services) to Account 8300 (Equipment) for the purchase of a mail ballot verification unit and an envelope extraction machine. Sufficient appropriations and estimated revenues are included in the County Clerk Org 2850 FY 2019-20 Adopted Budget and will be included in future budget requests. Purchase and maintenance costs are fully reimbursable with State and Federal grant funds.

DISCUSSION:

The Department will use existing appropriations within the 7295 Professional and Specialized Services account to provide the \$181,888 needed to fund the purchase of an envelope extraction machine and mail ballot verification unit.

The Department currently owns three mail extractors to facilitate the opening of Vote by Mail envelopes. During the March 2020 Presidential Primary election, the Department's extractors handled 170,000 envelopes, an increase of over 60% from the last presidential primary. The November 2020 Presidential General Election was expected to generate more than 250,000 Vote by Mail envelopes prior to the COVID-19

pandemic. Concerns regarding the safety of in-person voting associated with the COVID-19 pandemic will likely further increase the number for Vote by Mail envelopes received, to a point beyond the capacity of the currently owned devices. The additional extractor (OPEX Model 72) will cost \$37,292 including freight and tax. The maintenance and support for the extractor is \$2,830 for the first year. The equipment purchase and maintenance are fully reimbursable with State and Federal grant funding.

The Department currently owns two pieces of mail ballot verification equipment. These units automate the processing, signature verification, and sorting of returned Vote by Mail envelopes. The Department anticipates a significant increase in the use of Vote by Mail in November 2020 Presidential Election necessitating the purchase of an additional MBV 1000 mail ballot verifier. The MBV 1000 will cost \$144,596 including freight and tax. License, maintenance, and support for the MBV 1000 is \$11,315 for the first year. The equipment purchase and maintenance are fully reimbursable with State and Federal grant funding.

ATTACHMENTS INCLUDED AND/OR ON FILE:

On file with Clerk - Budget Transfer No. 18

CAO ANALYST:

Raul Guerra