

CLARK COUNTY STAFF REPORT

DEPARTMENT: County Auditor / Election Department

DATE: July 7, 2020

REQUESTED ACTION: Approval to purchase ballot drop boxes for Elections Office.

Consent ___ Hearing ___ County Manager

BACKGROUND

As part the Auditor's Office / Elections Department compliance with the state law regarding the number and location of ballot drop boxes, historical practice has been to provide twenty one "Election Day only" ballot drop boxes on Election Day. These "Election Day only" ballot drop boxes are staffed with two Election Department workers. 17 of these "Election Day only" ballot drop boxes have been located inside schools.

The Auditor has learned that as a result of the school districts' interpretation of Governor Inslee's order, the "Election Day only" ballot drop boxes will not be allowed to inside schools.

In order to comply with the law and to maintain the appropriate physical distancing for Election Department workers and voters, the Auditor intends to eliminate all "Election Day only" ballot drop boxes and to install ten ballot drop boxes.

The Election Department currently has the number of ballot drop boxes required. If there was not a coronavirus pandemic, there would be no need to purchase any additional ballot drop boxes for the 2020 primary or general election. The purchase of the additional drop boxes is directly related to compliance with the Governor's COVID-19 orders.

Due to this need, the Auditor's Office / Election Department intends to purchase ten additional ballot drop boxes at a cost of \$55,000 (including installation costs and decals). The source of revenue for this purchase will be CARES Act funding.

COUNCIL POLICY IMPLICATIONS

N/A

ADMINISTRATIVE POLICY IMPLICATIONS

N/A

COMMUNITY OUTREACH

N/A

BUDGET IMPACT ATTACHMENT

Part I: Narrative Explanation

I. A - Explanation of what the request does that has fiscal impact and the assumptions for developing revenue and costing information

Part II: Estimated Revenues

Fund # /Title	2020 Annual Budget		2021 Annual Budget		2022 Annual Budget	
	GF	Total	GF	Total	GF	Total
CARES Act Funding		\$ 55,000				
Total		\$ 55,000				

II. A - Describe the type of revenue (grant, fees, etc.)

CARES Act funding will be used to pay for the purchase of these ballot boxes.

Part III: Estimated Expenditures

III. A - Expenditures summed up

Fund#/Title	FTE's	2020 Annual Budget		2021 Annual Budget		2022 Annual Budget	
		GF	Total	GF	Total	GF	Total
5006 / Elections			\$ 55,000				
Total			\$ 55,000				

III. B - Expenditure by object category

Fund #/Title	2020 Annual Budget		2021 Annual Budget		2022 Annual Budget	
	GF	Total	GF	Total	GF	Total
Salary /Benefits						
Contractual						
Supplies		\$ 55,000				
Travel						
Other controllables						
Capital Outlays						
Inter-fund Transfers						
Debt Service						
Total		\$ 55,000				

BUDGET IMPLICATIONS

YES	NO	
	X	Action falls within existing budget capacity.
	X	Action falls within existing budget capacity but requires a change of purpose within existing appropriation
X		Additional budget capacity is necessary and will be requested at the next supplemental. If YES, please complete the budget impact statement. If YES, this action will be referred to the county council with a recommendation from the county manager.

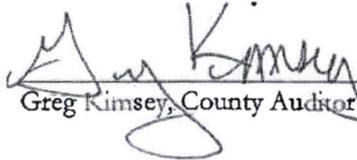
BUDGET DETAILS

Local Fund Dollar Amount	
Grant Fund Dollar Amount	\$55,000 (CARES Act revenue)
Account	Fund 5006 / Elections
Company Name	

DISTRIBUTION:

Council staff will post all staff reports to The Web. <https://www.clark.wa.gov/council-meetings>

Cathie Garber, Program Manager II



Greg Kimsey, County Auditor

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Tatyana Brainich x 4877

APPROVED: 
CLARK COUNTY, WASHINGTON
CLARK COUNTY COUNCIL

DATE: 07-07-2020

SR# 085-20



APPROVED: _____
Kathleen Otto, County Manager

DATE: _____

Cost Center search string		Select Cost Center for list of related Programs			Revenue Category search string											
Package Number	Fund	Cost Center Name <small>List will be limited based on search string</small>	Cost Center ID	Program Name <small>List will be limited based on selected Cost Center above</small>	Program ID	Ledger Account Name	Ledger Acct Number	Revenue Category Name <small>List will be limited based on search string</small>	Revenue Category ID	2010 EXP Inc / REV dec (DOL)	2010 EXP dec / REV Inc (CS)	2011 EXP Inc / REV dec (DOL)	2011 EXP dec / REV Inc (CS)	Type	Operating as capital Position	Notes
	5000	Elections	CC115	Voter Registration and Elections Administration	PG0405	Electoral Office	5000000									Election Department intends to purchase an additional ballot drop boxes

BUDGET OFFICE APPROVAL

[Handwritten Signature]
 Signature: _____
 Budget Director

6-17-20
 Date