



CITY OF WAUKESHA

Administration

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Committee: Finance Committee	Date: 6/30/2020
Common Council Item Number: #20-0790	Date: 7/7/2020
Submitted By: Gina Kozlik, Clerk Treasurer	City Administrator Approval: Kevin Lahner, City Administrator KL
Finance Department Review: Diane Gard, Interim Finance Director DG	City Attorney's Office Review: Brian Running, City Attorney
Subject: Request to purchase four (4) additional DS-200 ballot tabulators to process increased absentee ballots for a cost not to exceed \$27,000.	

Details:
With over 9,000 ballots already being mailed for the August 11th Partisan Primary, the City Clerk's office would need to rent additional machines for both the August and November upcoming elections. Availability of rentals has become scarce with many municipalities seeking additional equipment and rental costs have also increased. With the popularity of absentee balloting increasing directly relating to the COVID-19 pandemic, additional equipment for timely processing of absentee is required. Continued use of the absentee voting method is going to continue to be desirable by voters for future elections.

Options & Alternatives:
Continue to try to secure a rental source or use less equipment to process ballots. Election results could be held up if ballots are not processed timely.

Financial Remarks:
Requesting to use fund balance from 1422.49990 which includes unused funds from e-poll books that were not purchased. Since the need for the election equipment is directly related to COVID-19, we will additionally seek reimbursement of the funds from available COVID-19 related grants, including CARES grant funds available through the Wisconsin Election Commission. If grant covered, fund balance would not be needed. The expense account would be 1422-68290.

Executive Recommendation:
Approve purchase of four (4) DS-200 ballot tabulators at a cost not to exceed \$27,000.

