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LEGAL SERVICES DEPARTMENT

Office of the City Clerk

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MEMORANDUM

December 7, 2017

To: Alderperson Plank, Chair of Finance Committee
Finance Committee Members, Common Council

From: Kami Lynch, City Clerk

Re: Budget Adjustment for New Election Equipment

Included in the 2018 CIP Budget was \$110,000 for the purchase of new election equipment including 17 DS200 tabulators, 19 ExpressVote ballot marking devices, and 6 ExpressVote kiosks. The City entered into an Intergovernmental Agreement with Outagamie County for the purchase and procurement of the equipment. To ensure an adequate amount of time for equipment set-up and training the decision was made to have equipment delivered this year (2017) so training can occur in early January (2018) leaving enough time to prepare for the Spring Primary Election in February.

As we have received the equipment early, we are requesting a budget adjustment to move the CIP amount in the 2018 budget to 2017. The total cost for the equipment is \$82,398.00

Please do not hesitate to contact me at kami.lynch@appleton.org or 832-6443 if there are any questions on the budget adjustment or equipment purchase.

Thank you,

Kami Lynch, City Clerk