

**TOWN OF PRESCOTT VALLEY  
REQUEST FOR COUNCIL ACTION  
Date: October 22, 2009**

**SUBJECT:** Vote-by-Mail Election Services Agreement and Addendum

**SUBMITTING DEPARTMENT:** Town Clerk

**PREPARED BY:** Diane Russell, Town Clerk

**AGENDA LOCATION:** Comments/Communications , Consent , Work/Study ,  
New Business , Public Hearing , Second Reading

**ATTACHMENTS:** a) Vote-by-Mail Election Services Agreement, b) Vote-by-Mail Election Services Agreement Addendum

**SUMMARY/BACKGROUND:** Pursuant to A.R.S. §16-408(d) the governing body of any election district authorized to conduct an election may enter into an agreement with a County Board of Supervisors and County Recorder for election services with the contracted cost of such elections to be charged against the election district. Historically, the Town of Prescott Valley has contracted with the Yavapai County Recorder to provide certain services for the Towns regularly scheduled Vote-by-Mail Primary and General Elections as well as any Special Elections held on the consolidated election dates prescribed by law.

In addition, because the Town of Prescott Valley Town Clerk's Office has provided and will continue to provide assistance to Yavapai County in providing a ballot drop-off site and act as a conditional provisional identification check site in accordance with A.R.S. § 16-584 at no cost to the County, the Town is eligible for a discount rate on the Elections Fee Schedule established by Yavapai County Voter Registration and Elections.

**ACTION OPTION:** Motion to authorize the Mayor (or, in his absence, the Vice Mayor) to sign a Vote-by-Mail Election Services Agreement and a Vote-by-Mail Election Services Agreement Addendum with Yavapai County to provide certain services for the Town of Prescott Valleys regularly scheduled elections held on consolidated election dates **OR** Motion not to approve the Agreement and Agreement Addendum with Yavapai County Voter Registration and Elections. **ROLL CALL VOTE.**

**RECOMMENDATION:** Staff recommends approval of entering the Vote-by-Mail Election Services Agreement and a Vote-by-Mail Election Services Agreement Addendum with Yavapai County Voter Registration/Election

**FISCAL ANALYSIS:** The Town Clerk budgeted approximately \$42,000.00 for the Primary/General and Alternative Expenditure Limitation (Home Rule) election held on March 10, 2009. Given the 19,436 registered voters on the Yavapai County Voter Registration rolls, the costs for Yavapai County services would be \$1.50 per registered voter (the discounted rate) instead of \$1.75 per voter (without the discount) – a potential savings of \$4,859.00.

**REVIEWED BY:**

Management Services Director \_\_\_\_\_

Town Clerk *Rhine Russell*

Town Attorney \_\_\_\_\_

Town Manager *J. K. [Signature]*

**COUNCIL ACTION:**

Approved    Denied    Tabled/Deferred    Assigned to \_\_\_\_\_