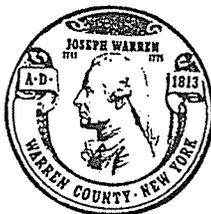


WARREN COUNTY BOARD OF ELECTIONS

1340 STATE ROUTE 9
LAKE GEORGE, NY 12845
FAX: (518) 761-6480

WILLIAM T VANNESS
REPUBLICAN COMMISSIONER
TEL: (518) 761-6458



BETH McLAUGHLIN
DEMOCRATIC COMMISSIONER
TEL: (518) 761-6459

May 2019

SUPPORT SERVICES COMMITTEE AGENDA BOARD OF ELECTIONS

1. Approval of Fort Orange Yearly Bid w/no changes in pricing and continued/optional 4 year renewal.
2. Discussion of Early Voting Law and others that were signed into Law.
3. Update and discussion on Electronic Poll Books.
4. Moving of the remaining \$84,427.93 to the new Capital Project for the Board of Elections
5. Money for Lunches on Election Day for Employees
6. Extra Postage due to moving of Primary Day (movement of money)

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: Board of Elections

DATE: May 6, 2019

- (a) Purpose of Request: **5 Year Contract and Bid Award for Fort Orange Press**
- (b) Details: **To enter into a 5 year Contract for Printing Bid for Board of Elections
Material Bid #32-19**
- (c) Previous Resolution Number: **281 of 2014**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **\$30,000 - A-145. 410 Supplies Code**

Sample: A.8021 470 Planning & Community Development – Contract

*** as listed in budget and LOGOS**

WARREN COUNTY BID TABULATION SHEET

BID NO: WC 32-19 ITEM(S): PRINTING BID FOR BOARD OF ELECTION MATERIALS DATE: APRIL 4, 2019 TIME: 3:00 P.M.	NAME & ADDRESS OF BIDDER FORT ORANGE PRESS, INC ATTN: ROBERT F. WITKO 11 SAND CREEK RD. ALBANY, NY 12205 PH: 518-489-3233 FAX: 518-489-1638
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ITEM NO.	DESCRIPTION OF ITEM	PRICE PER EACH	EXTENDED PRICE
SECTION I: OPTICAL SCAN BALLOTS			
1	Up to 200,000 Ballots per election (14" or 17")	\$0.48	\$21,600.00
2	Test Ballots (No Stub)	\$0.45	\$675.00
3	Blank Ballot Stock	\$0.10 *NO STUB*	\$100.00
4	Pre-Marked Test Deck Ballots (14" or 17")	\$1.25	\$1,875.00
SECTION I SUBTOTAL			\$24,250.00

SECTION II: MISCELLANEOUS ELECTION SUPPLIES			
5	Election Day Poling Site Posters (2 Per Polling Site)	\$10.50	\$882.00
6	Absentee/ Civilian Ballot Application 8 1/2" x 14" prints 2 sides	\$0.15	\$150.00
7	Absentee Election Oath Envelopes- #11 Prints 2 sides	\$0.26	\$1,950.00
8	Affidavit Envelopes-Envelope measures 10"x15" Prints 2 sides	\$0.53	\$530.00
9	Military Ballot Envelopes-#11 Envelope: Print 2/2, Red ink + 1 spot color	\$0.42	\$420.00
10	Military Ballot Envelopes-#12 Envelope: Print 1/1, Red ink + 1 spot color	\$0.58	\$580.00
11	Military Ballot Envelope-#14 Envelope: Print 2/2, Red ink + 1 spot color	\$0.37	\$370.00
12	BOE Return Envelopes-#10 Envelope: Print 1/1, 1 spot color	\$0.26	\$1,300.00

BID AWARDED TO:	
	TERM: AUGUST 6, 2019 THROUGH AUGUST 5, 2020
JULIE A. BUTLER, PURCHASING AGENT	RESOLUTION NO. XXX of 2019

WARREN COUNTY BID TABULATION SHEET

BID NO: WC 42-14 ITEM(S): PRINTING BID FOR BOARD OF ELECTION MATERIALS DATE: JUNE 3, 2014 TIME: 3:00 P.M.		NAME & ADDRESS OF BIDDER	
		FORT ORANGE PRESS, INC ATTN: ROBERT F. WITKO 11 SAND CREEK RD. ALBANY, NY 12205 PH: 518-489-3233 FAX: 518-489-1638	
ITEM NO.	DESCRIPTION OF ITEM	PRICE PER EACH	EXTENDED PRICE
13	Absentee Ballot Envelope-#12 Envelope: Print 1/1, 1 spot color	\$0.32	\$1,600.00
14	Absentee Ballot Envelope-#14 Envelope: Print 1/1. 1 spot color	\$0.37	\$1,850.00
15	Special Federal Envelope-#11 Envelope: Print 2 sides, One Color Black	\$0.37	\$370.00
16	Special Federal Envelope-#12 Envelope: Print 2 sides, One Color Black	\$0.42	\$420.00
17	Special Federal Envelope-#14 Envelope: Print 1 side, One Color Black	\$0.58	\$580.00
18	Special Presidential Ballot Envelopes #11 Print 2 sides, One Color Black	\$0.30	\$150.00
19	Special Presidential Ballot Envelopes #12 Print 2 sides	\$0.30	\$150.00
20	Standard NTS-Transfer Notice	\$0.53	\$1,325.00
21	Standard NTS-Acknowledgment Notice	\$0.53	\$1,325.00
22	Standard NTS-Confirmation Notice	\$0.53	\$1,325.00
23	Ballot Proposal and Amendment Pamphlets-For Statewide Proposals and Amendments. Size to Accommodate necessary proposals and amendments. Prints 1 color	\$2.63	\$263.00
SECTION II SUBTOTAL			\$15,540.00
TOTAL SECTION I AND II			\$39,790.00
COMMENTS:		Notwithstanding the "Price Per Each" ("unit price") and extended price quoted herein, items 5-23 shall be provided to Warren County at no cost should the award of items 144 at the quoted prices be made to Fort Orange Press, Inc.	

WARREN COUNTY BOARD OF ELECTIONS

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REPUBLICAN COMMISSIONER
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Amended from email on March 20, 2019 at 2:10pm

Support Services Committee and fellow Supervisors,

Thank you for your time in discussing the upcoming changes to Election Law, at our meeting on March 19, 2019.

Many questions were raised mostly concerning where the funds will come from to implement Early Voting. The fiscal numbers that we presented were the amounts we provided to the state, along with the other 61 counties in New York. Our estimates were high, considering that our Election Association was presenting these amounts to legislators to ask for funding. At this point we know Early Voting is happening, but we are all speculating on the policies, procedures and cost. We wanted to have this discussion with all of you to make you aware that we may be asking for additional funds to our 2019 budget. The Early Voting discussion has been ongoing for many, years dating back to 2013.

The Support Services Committee asked us to put together some additional thoughts and ideas to implement Early Voting. This has been an ongoing discussion in our office since 2017 and serious research started January of this year. We have had several discussions and meetings with the State Board of Elections (SBOE) as well as other counties and States that have already implemented Early Voting. Our office is continuing to research E-poll books and on-demand ballot printers from different vendors. Until we have received policy and procedures and which vendors will be approved by the SBOE, we are speculating on the cost.

If the Board of Supervisors determine that E-poll books are unnecessary, our office anticipates the following impacts to our operation and budget for Early Voting during next year's Presidential General Election. In 2016 we had 1,162 over the counter voters (OTCs). We will use that number as the basics of potential Early Voters in 2020. We are planning on using our poll site in the Human Services Building using the after-hours entrance, which will eliminate the need for Security Guards.

- We will hire 4 bi-partisan Election Inspectors. With 4 Inspectors for 68 hours total cost will be \$3,400.00.
- Commissioners/Deputy Commissioner will have to be in the office during these hours.
- 2 bi-partisan Techs will be on duty for 68 hours \$2,312.00.
- 2 bi-partisan Ballot Definition Techs will be on duty for 68 hours \$2,800.00.
- Training of at least 20 Election Inspectors for Early Voting procedures \$500.00.

Note: 2020 will bring three elections.

If NTS printed our poll books the cost is \$0.05 a voter 42,163 voters totaling

\$2,108.00 X 3

plus shipping per Election for a total of

= \$6,324.00.

If we were to print in our office it will be \$0.25 page (7,027 pages= \$1,756.79). \$1,756.79* X 3

= \$5,270.37

Additionally, we would need to bind in some way. This would require the purchase of a binding machine. Binder Machine to handle 500 pages \$263.00.
\$13.00 x 42 = \$546.00 X 3

Combs \$13.00 x 42 = \$546.00 x 3 = \$1,638.00

This would tie up our printer most of the day. We would need to hire part time staff to complete, because absentee voting and regular days' work would continue.

\$272.00 a day X 3 = \$ 816.00

In 2016 we registered 4,232, voters of which our office of 4 came in on a Saturday before the October deadline to register 1,821 new voters.

With a paper poll book the process would be:

- The inspector would look up voter in the system Voter Referral Application (VRA) a laptop computer loaded with our entire voter registration. Currently \$7,000.00 yearly per contracted with NTS. Note: this will be eliminated with full E-Poll Books.
- The inspector would find the correct poll book out of the 42 plus poll books to have the voter sign. We try to limit each poll book to 1000 voters due to the size of the poll book.
- The voter would sign, and then the Inspector would find the correct ballot to give to the voter. The voter would then be able to vote ballot and process as usual.

Preprinted 2000 Ballots @ \$.48 = \$960.00

- At the end of each Early Voting Day our Deputies would have to scan each voter who has signed the poll book and upload their voting history to our data base.

4 hrs. @ 26.37 = \$105.48

- The last day to Early Vote is the Sunday prior to Election Day. Our staff would have to run reports to be sure all Early Voters are accounted for. Each poll book is then loaded with all the other voting supplies for delivery to our 21 poll sites, on Monday morning.

Our best estimate would be an additional 5 hours for this process, involving 2 Techs, 2 Commissioners/Deputies and 2 part-time staff. This would be an additional estimate of

\$994.00

If E-poll books were made available with or without on demand printing for Early Voting the process would be as follows:

- The inspector would look up voter in one of the two E poll books, the voter would sign E poll book connected to an on demand printer, receive ballot from printer at \$0.09 apiece.

2000 ballots @ \$0.09 = \$180.00

The voter would then be able to vote and process the ballot as usual.

- If we did not have an on- demand printer, the inspector would process voter with the E poll book. The E poll book would tell the inspector which ballot ID# the voter should get, the inspector would go to the ballot inventory to choose the correct ballot. With that process the Commissioners would decide how many pre-printed ballots to order for Early Voting. We would have to order enough ballots to cover the potential turn out of Early Voters with different ballot IDs, up to 42 different ballot styles at \$0.48 apiece.

2000 ballots @ \$0.48 = \$960.00

- At closing of each day our staff would have to upload voter history to our data base and mark poll books that the voter has voted. This process would take additional part time staff.

Poll book NTS cost \$2,108.00

Additional staff at \$272.00 a day for 9 days \$2,448.00

- If we waited to print our poll books until after the close of Early Voting. We would be paying premium prices for a one day turn around on a Sunday from an outside source, or hire staff to work late into the night on Sunday to prepare for delivery Monday morning to our 21 poll sites.

\$1,756.79 *

Combs for strapping machine \$ 546.00

With the potential of 12 hours for a staff of four \$1,584.00

With either option listed above, the certification of an Election will take longer and more part-time staff will be needed to process Affidavit Ballots, due to the transfer of in-state movers, as per Election Law. This would also delay neighboring counties ability to process their Affidavit Ballots due to having to wait for us to process voting history and ensure voters have not voted elsewhere. Not to mention the use of E-poll books also diminishes the potential for human errors – such as inspectors having voters sign wrong poll book, inspectors issuing wrong ballots and part-time staff giving wrong voter history.

Election Law allows 30 minutes to process voters to be able to cast their ballot. Voters in Warren County as well as Inspectors do not like to wait 5 minutes to vote. The above process would take some time. Voters tend to come in pairs/couples/families. 4 Inspectors at a poll site may not be enough to process voters with paper poll books and pre- printed ballots.

Our Voters come first. We want the voters to have a pleasant, stress free voting experience.

As Commissioners overseeing the Elections and having to sign off in a timely fashion to meet the State deadlines to certify our Elections we feel we need to have E poll books and on demand ballot printing for the 9 days of Early Voting and E poll books for Election Day.

When we meet in April we are hopeful to have some confirmation on funds that may be available to us and some specific quotes on the hardware and software that we will need to implement Early Voting according to Election Law.

As discussed at our meeting 3-19-19, we will be meeting with our region 2 Board of Election Members which includes 13 neighboring counties next week. And we have invited Mike Colvin, IT Director, to submit questions concerning cyber security.

If you have any questions or comments before we meet in April, please feel free to contact us.

Respectfully Submitted,

Elizabeth J. McLaughlin, Commissioner

William T. VanNess, Commissioner

\$14 Million Capital Projects Grant Program*

Voters Registered as of February 1, 2019

*(Subject to the approval of the Director of Budget)

Revision Date 5/30/2019

County	Total Enrollment	Planned Sites	\$15k per Planned Site	Remainder by Enrollment	Total Allotment
Albany	203,621	6	\$ 90,000	\$ 166,079	\$ 256,079
Allegany	26,090	1	\$ 15,000	\$ 21,280	\$ 36,280
Broome	129,448	3	\$ 45,000	\$ 105,581	\$ 150,581
Cattaraugus	48,582	2	\$ 30,000	\$ 39,625	\$ 69,625
Cayuga	49,324	3	\$ 45,000	\$ 40,230	\$ 85,230
Chautauqua	80,314	3	\$ 45,000	\$ 65,506	\$ 110,506
Chemung	52,963	1	\$ 15,000	\$ 43,198	\$ 58,198
Chenango	29,614	1	\$ 15,000	\$ 24,154	\$ 39,154
Clinton	48,799	1	\$ 15,000	\$ 39,802	\$ 54,802
Columbia	46,393	1	\$ 15,000	\$ 37,839	\$ 52,839
Cortland	30,924	1	\$ 15,000	\$ 25,222	\$ 40,222
Delaware	29,431	1	\$ 15,000	\$ 24,005	\$ 39,005
Dutchess	199,344	5	\$ 75,000	\$ 162,590	\$ 237,590
Erie	638,300	37	\$ 555,000	\$ 520,614	\$ 1,075,614
Essex	27,389	1	\$ 15,000	\$ 22,339	\$ 37,339
Franklin	27,509	1	\$ 15,000	\$ 22,437	\$ 37,437
Fulton	33,406	1	\$ 15,000	\$ 27,247	\$ 42,247
Genesee	38,572	1	\$ 15,000	\$ 31,460	\$ 46,460
Greene	33,028	1	\$ 15,000	\$ 26,939	\$ 41,939
Hamilton	4,616	1	\$ 15,000	\$ 3,765	\$ 18,765
Herkimer	40,638	1	\$ 15,000	\$ 33,145	\$ 48,145
Jefferson	63,775	1	\$ 15,000	\$ 52,017	\$ 67,017
Lewis	18,218	1	\$ 15,000	\$ 14,859	\$ 29,859
Livingston	41,001	1	\$ 15,000	\$ 33,441	\$ 48,441
Madison	43,049	1	\$ 15,000	\$ 35,112	\$ 50,112
Monroe	486,942	7	\$ 105,000	\$ 397,163	\$ 502,163
Montgomery	28,729	1	\$ 15,000	\$ 23,432	\$ 38,432
Nassau	1,028,334	15	\$ 225,000	\$ 838,736	\$ 1,063,736
Niagara	141,801	2	\$ 30,000	\$ 115,657	\$ 145,657
Oneida	134,772	3	\$ 45,000	\$ 109,924	\$ 154,924
Onondaga	318,011	6	\$ 90,000	\$ 259,378	\$ 349,378
Ontario	74,670	3	\$ 45,000	\$ 60,903	\$ 105,903
Orange	232,263	7	\$ 105,000	\$ 189,440	\$ 294,440
Orleans	24,590	1	\$ 15,000	\$ 20,056	\$ 35,056
Oswego	78,688	1	\$ 15,000	\$ 64,180	\$ 79,180
Otsego	35,654	1	\$ 15,000	\$ 29,080	\$ 44,080
Putnam	66,876	1	\$ 15,000	\$ 54,546	\$ 69,546
Rensselaer	107,464	2	\$ 30,000	\$ 87,650	\$ 117,650
Rockland	202,591	4	\$ 60,000	\$ 165,239	\$ 225,239

	<i>Enrollment</i>		<i>15K per site</i>	<i>Remainder by Enrollment</i>	<i>Total</i>
Saratoga	162,883	3 \$	45,000 \$	132,852 \$	177,852
Schenectady	101,574	4 \$	60,000 \$	82,846 \$	142,846
Schoharie	20,551	1 \$	15,000 \$	16,762 \$	31,762
Schuyler	12,418	1 \$	15,000 \$	10,128 \$	25,128
Seneca	20,906	1 \$	15,000 \$	17,051 \$	32,051
St. Lawrence	65,404	1 \$	15,000 \$	53,345 \$	68,345
Steuben	60,272	1 \$	15,000 \$	49,159 \$	64,159
Suffolk	1,046,712	10 \$	150,000 \$	853,726 \$	1,003,726
Sullivan	52,327	1 \$	15,000 \$	42,679 \$	57,679
Tioga	33,333	1 \$	15,000 \$	27,187 \$	42,187
Tompkins	59,941	2 \$	30,000 \$	48,889 \$	78,889
Ulster	127,869	8 \$	120,000 \$	104,293 \$	224,293
Warren	44,328	1 \$	15,000 \$	36,155 \$	51,155
Washington	36,470	1 \$	15,000 \$	29,746 \$	44,746
Wayne	56,801	1 \$	15,000 \$	46,328 \$	61,328
Westchester	629,000	16 \$	240,000 \$	513,029 \$	753,029
Wyoming	25,045	1 \$	15,000 \$	20,427 \$	35,427
Yates	14,041	1 \$	15,000 \$	11,452 \$	26,452
Bronx	819,141	11 \$	165,000 \$	668,113 \$	833,113
Kings	1,607,640	18 \$	270,000 \$	1,311,234 \$	1,581,234
New York	1,181,425	7 \$	105,000 \$	963,601 \$	1,068,601
Queens	1,258,019	14 \$	210,000 \$	1,026,074 \$	1,236,074
Richmond	313,930	7 \$	105,000 \$	256,050 \$	361,050
NYC	5,180,155	57 \$	855,000 \$	4,225,071 \$	5,080,071
Outside NYC	7,515,608	186 \$	2,790,000 \$	6,129,929 \$	8,919,929
Grand Total	12,695,763	243 \$	3,645,000 \$	10,355,000 \$	14,000,000

\$10 Million Localities Grant Program*

Voters Registered as of February 1, 2019

*(Subject to the approval of the Director of Budget)

Revision Date

5/30/2019

County	Total Enrollment	Planned Sites	\$15k per Planned Site	Remaining by Enrollment	Total Allotment
Albany	203,621	6	\$ 90,000	\$ 101,925	\$ 191,925
Allegany	26,090	1	\$ 15,000	\$ 13,060	\$ 28,060
Broome	129,448	3	\$ 45,000	\$ 64,797	\$ 109,797
Cattaraugus	48,582	2	\$ 30,000	\$ 24,318	\$ 54,318
Cayuga	49,324	3	\$ 45,000	\$ 24,690	\$ 69,690
Chautauqua	80,314	3	\$ 45,000	\$ 40,202	\$ 85,202
Chemung	52,963	1	\$ 15,000	\$ 26,511	\$ 41,511
Chenango	29,614	1	\$ 15,000	\$ 14,824	\$ 29,824
Clinton	48,799	1	\$ 15,000	\$ 24,427	\$ 39,427
Columbia	46,393	1	\$ 15,000	\$ 23,223	\$ 38,223
Cortland	30,924	1	\$ 15,000	\$ 15,479	\$ 30,479
Delaware	29,431	1	\$ 15,000	\$ 14,732	\$ 29,732
Dutchess	199,344	5	\$ 75,000	\$ 99,784	\$ 174,784
Erie	638,300	37	\$ 555,000	\$ 319,508	\$ 874,508
Essex	27,389	1	\$ 15,000	\$ 13,710	\$ 28,710
Franklin	27,509	1	\$ 15,000	\$ 13,770	\$ 28,770
Fulton	33,406	1	\$ 15,000	\$ 16,722	\$ 31,722
Genesee	38,572	1	\$ 15,000	\$ 19,308	\$ 34,308
Greene	33,028	1	\$ 15,000	\$ 16,533	\$ 31,533
Hamilton	4,616	1	\$ 15,000	\$ 2,311	\$ 17,311
Herkimer	40,638	1	\$ 15,000	\$ 20,342	\$ 35,342
Jefferson	63,775	1	\$ 15,000	\$ 31,923	\$ 46,923
Lewis	18,218	1	\$ 15,000	\$ 9,119	\$ 24,119
Livingston	41,001	1	\$ 15,000	\$ 20,523	\$ 35,523
Madison	43,049	1	\$ 15,000	\$ 21,549	\$ 36,549
Monroe	486,942	7	\$ 105,000	\$ 243,744	\$ 348,744
Montgomery	28,729	1	\$ 15,000	\$ 14,381	\$ 29,381
Nassau	1,028,334	15	\$ 225,000	\$ 514,744	\$ 739,744
Niagara	141,801	2	\$ 30,000	\$ 70,980	\$ 100,980
Oneida	134,772	3	\$ 45,000	\$ 67,462	\$ 112,462
Onondaga	318,011	6	\$ 90,000	\$ 159,184	\$ 249,184
Ontario	74,670	3	\$ 45,000	\$ 37,377	\$ 82,377
Orange	232,263	7	\$ 105,000	\$ 116,262	\$ 221,262
Orleans	24,590	1	\$ 15,000	\$ 12,309	\$ 27,309
Oswego	78,688	1	\$ 15,000	\$ 39,388	\$ 54,388
Otsego	35,654	1	\$ 15,000	\$ 17,847	\$ 32,847
Putnam	66,876	1	\$ 15,000	\$ 33,475	\$ 48,475
Rensselaer	107,464	2	\$ 30,000	\$ 53,792	\$ 83,792
Rockland	202,591	4	\$ 60,000	\$ 101,409	\$ 161,409

Enrollment

*ISIC
per Site*

*Remaining
by Enrollment*

Saratoga	162,883	3 \$	45,000 \$	81,533 \$	126,533
Schenectady	101,574	4 \$	60,000 \$	50,844 \$	110,844
Schoharie	20,551	1 \$	15,000 \$	10,287 \$	25,287
Schuyler	12,418	1 \$	15,000 \$	6,216 \$	21,216
Seneca	20,906	1 \$	15,000 \$	10,465 \$	25,465
St. Lawrence	65,404	1 \$	15,000 \$	32,739 \$	47,739
Steuben	60,272	1 \$	15,000 \$	30,170 \$	45,170
Suffolk	1,046,712	10 \$	150,000 \$	523,943 \$	673,943
Sullivan	52,327	1 \$	15,000 \$	26,193 \$	41,193
Tioga	33,333	1 \$	15,000 \$	16,685 \$	31,685
Tompkins	59,941	2 \$	30,000 \$	30,004 \$	60,004
Ulster	127,869	8 \$	120,000 \$	64,006 \$	184,006
Warren	44,328	1 \$	15,000 \$	22,189 \$	37,189
Washington	36,470	1 \$	15,000 \$	18,255 \$	33,255
Wayne	56,801	1 \$	15,000 \$	28,432 \$	43,432
Westchester	629,000	16 \$	240,000 \$	314,853 \$	554,853
Wyoming	25,045	1 \$	15,000 \$	12,537 \$	27,537
Yates	14,041	1 \$	15,000 \$	7,028 \$	22,028
Bronx	819,141	11 \$	165,000 \$	410,030 \$	575,030
Kings	1,607,640	18 \$	270,000 \$	804,721 \$	1,074,721
New York	1,181,425	7 \$	105,000 \$	591,375 \$	696,375
Queens	1,258,019	14 \$	210,000 \$	629,715 \$	839,715
Richmond	313,930	7 \$	105,000 \$	157,141 \$	262,141
NYC	5,180,155	57 \$	855,000 \$	2,592,982 \$	3,447,982
Outside NYC	7,515,608	186 \$	2,790,000 \$	3,762,018 \$	6,552,018
Grand Total	12,695,763	243 \$	3,645,000 \$	6,355,000 \$	10,000,000

