



WASHOE COUNTY

Integrity Communication Service

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STAFF REPORT

BOARD MEETING DATE: *May 28, 2024.*

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TO: Board of County Commissioners

FROM: Cari-Ann Burgess, Interim Registrar of Voters
(775) 328-3670, cburgess@washoecounty.gov

THROUGH: Eric Brown, County Manager

SUBJECT: Recommendation to approve the reimbursement of costs to Washoe County by the Nevada Secretary of State's Office for expenses related to the purchase of a BlueCrest, Inc. Vantage Letter and Flats Mail Sorter Solution related to the implementation of Assembly Bill 321 (2021) in an amount not to exceed [\$586,077] with Registrar Of Voters FY24 budget contribution of [\$4,563] as approved by the Interim Finance Committee of the Nevada State Legislature. If approved, direct the Comptroller's Department to make the necessary budget amendments, and authorize the Registrar of Voters to execute the purchase. (All Commission Districts.) FOR POSSIBLE ACTION

SUMMARY

The Washoe County Registrar of Voters Office submitted a request to the Nevada Secretary of State for reimbursement for the purchase of a BlueCrest, Inc. Vantage Letter and Flats Mail Sorter to replace the ballot sorter in the Registrar of Voters office. This purchase is an allowable use of the funds allocated in AB321 (2021 Legislative Session). The Secretary of State approved the request for reimbursement once purchased by Washoe County. The new sorter will allow Washoe County to process and sort mail in ballots more efficiently in the upcoming 2024 election cycle.

This grant requires Registrar of Voters FY24 budget contribution of [\$4,563] as the total cost of the BlueCrest equipment estimate is \$590,640 and requires the materials to be purchased and proof of purchase and completion of the project by the end of December 2024.

Washoe County Strategic Objective supported by this item: Innovative Services and Fiscal Sustainability.

AGENDA ITEM # _____

PREVIOUS ACTION

On December 19, 2023, the Board approved the purchase of 80 large mail ballot drop boxes from Secur Sales and vinyl wrapping from a separate vendor, and accepted reimbursement from the Nevada Secretary of State in the amount of [\$124,316; no County match] from funds allocated to the Secretary of State through AB321 (2021 Legislative Session); and authorized the Registrar of Voters to execute the purchase.

BACKGROUND

During the 2021 Legislative Session, AB321 was passed making Nevada an all-mail ballot state. To support these mandates funds were allocated to the Secretary of State to be used to assist counties in implementing this change. Washoe County has an existing sorter that frequently breaks, slowing down the efficient processing of mail in ballots.

GRANT AWARD SUMMARY

Project/Program Name: *Registrar of Voters Ballot Mail Sorter*

Scope of the Project: *Purchase a BlueCrest, Inc. Vantage Letter and Mail Sorter*

Benefit to Washoe County Residents:

Provide more efficient processing of mail ballots by utilizing the technology of a new machine.

On-Going Program Support: *These are one-time funds and one-time expenses.*

Award Amount: \$586,077

Grant Period: *July 1, 2021 – December 31, 2024*

Funding Source: *AB321 funding allocation from 2021 Legislative Session*

Pass Through Entity: *Nevada Secretary of State*

Assistance Listing #/CFDA: *N/A*

Grant ID Number: *N/A*

Match Amount and Type: *N/A*

Sub-Awards and Contracts: *Sorter to be purchased from BlueCrest, Inc.*

FISCAL IMPACT

Should the board accept this grant award there will be a onetime fiscal impact of \$4,563 to the Registrar of Voters FY24 adopted budget. Sufficient budget authority exists within the Capital projects (F270) in Internal Order 12364, in GL 781004 Equipment Capital. An ongoing annual expense of \$33,330 for automatic signature verification software will be absorbed in FY25 Registrar of Voters budget.

The current mail sorter has a remaining book value of \$76,875. The vendor will credit the Registrar of Voters \$25,000 towards the cost of the existing asset. The value difference of \$51,875 will be recorded as a “Loss on Fixed Asset” and removed from the fixed asset system.

RECOMMENDATION

It is recommended to approve the reimbursement of costs to Washoe County by the Nevada Secretary of State's Office for expenses related to the purchase of a BlueCrest Vantage Letter and Mail Sorter related to the implementation of Assembly Bill 321 (2021) in an amount not to exceed [\$586,077] with Registrar Of Voters FY24 budget contribution of [\$4,563] as approved by the Interim Finance Committee of the Nevada State Legislature. If approved, direct the Comptroller's Department to make the necessary budget amendments, and authorize the Registrar of Voters to execute the purchase.

POSSIBLE MOTION

Should the Board agree with staff’s recommendation, a possible motion would be: *“move to approve the reimbursement of costs to Washoe County by the Nevada Secretary of State's Office for expenses related to the purchase of a BlueCrest Vantage Letter and Mail Sorter related to the implementation of Assembly Bill 321 (2021) in an amount not to exceed [\$586,077] with Registrar Of Voters FY24 budget contribution of [\$4,563] as approved by the Interim Finance Committee of the Nevada State Legislature. If approved, direct the Comptroller's Department to make the necessary budget amendments, and authorize the Registrar of Voters to execute the purchase.”*