



WASHOE COUNTY

Integrity Communication Service

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STAFF REPORT

BOARD MEETING DATE: *December 19, 2023*

DATE: November 11, 2023

TO: Board of County Commissioners

FROM: Jamie Rodriguez, Registrar of Voters
(775) 328-2010, JARodriguez@washoecounty.gov

THROUGH: Eric Brown, County Manager

SUBJECT: Recommendation to approve the purchase of 80 large mail ballot drop boxes from Securr Sales and vinyl wrapping from a separate vendor, and accept 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); authorize the Registrar of Voters to execute the purchase. (All Commission Districts)

SUMMARY

The Washoe County Registrar of Voters Office submitted a request to the Nevada Secretary of State for reimbursement for the purchase of additional mail ballot drop boxes, which 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 mail ballot drop boxes will replace the small boxes previously used on Election Day which frequently filled during Election Day. The large mail ballot drop boxes, which will also be used during early voting, fit approximately 3 times as many ballots. There is also a purchase and installation of the vinyl wraps for branding and legal notices that will be completed by a separate local vendor in coordination with the Washoe County Communications Team. Total grant funding for both projects is \$124,316.00.

- 80 drop boxes at \$1,158 each for a total of \$92,640 plus \$3,256 for shipping and handling. As well as \$17,120 for the vinyl wraps for signage on the drop boxes themselves. The Secretary of State has approved inclusion of a 10% buffer should any of the costs increase between the request and the purchase for an additional amount of \$11,300.

This grant requires no county match funds. The grant 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: Fiscal Sustainability

AGENDA ITEM # _____

PREVIOUS ACTION

None.

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 had purchased 2 types of drop boxes, large ones for Early Voting and smaller ones for Election Day. However, given the increased use of mail ballots and the over ten thousand ballots received on Election Day from vote centers during the 2022 Primary and General Elections, the smaller grey boxes have proven to be too small. Therefore, the County has submitted and been approved by the Nevada Secretary of State's office to purchase 80 additional large drop boxes in order to accommodate the large number of mail ballots being dropped off at vote centers. The small grey drop boxes previously use on Election Day will be repurposed to hold the surrendered ballots from voters who are voting in person, which will increase the security of those ballots until picked up by supply runners or brought back by the vote center managers.

GRANT AWARD SUMMARY

Project/Program Name: *Registrar of Voters Ballot Drop Box*

Scope of the Project: *Purchase of 80 additional large drop boxes, to be of the same size as the large boxes currently owned by the Registrar of Voters as well as vinyl wrapping of the new drop boxes.*

Benefit to Washoe County Residents: *Provide better security of mail ballots on Election Day by ensuring enough room to hold ballots received. The purchase of the additional large boxes will also add security for surrendered ballots because the small boxes that are being replaced will be repurposed to hold surrendered ballots.*

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

Award Amount: \$124,316

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: \$0

Sub-Awards and Contracts: *Drop Boxes to be purchase from Securr Sales and vinyl wraps to be award through communications bids.*

FISCAL IMPACT

Should the board accept this grant award there will be no additional impact to the Registrar of Voters FY24 adopted budget as sufficient budget authority exists within the Other Restricted Fund (F270) in Internal Order 19155, in GL 711504 Equipment NonCapital.

RECOMMENDATION

It is recommendation to approve the purchase of 80 additional large mail ballot drop boxes from Securr Sales and vinyl wrapping from a separate vendor, and accept 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); authorize the Registrar of Voters to execute the purchase (All Commission Districts)

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be: *“move to approve the purchase of 80 additional large mail ballot drop boxes from Securr Sales and vinyl wrapping from a separate vendor, and accept reimbursement from the Nevada Secretary of State in the amount of [\$124,316; no County match] from funds allocated to the Nevada Secretary of State from AB321 (2021 Legislative Session); authorize the Registrar of Voters to execute the purchase.”*