



# WASHOE COUNTY

Integrity Communication Service

[www.washoecounty.gov](http://www.washoecounty.gov)

## STAFF REPORT

BOARD MEETING DATE: *June 17, 2025*

**DATE:** Friday, May 30, 2025

**TO:** Board of County Commissioners

**FROM:** Andrew McDonald, Registrar of Voters  
(775) 328-3690, [amcdonald@washoecounty.gov](mailto:amcdonald@washoecounty.gov)

**THROUGH:** Eric Brown, County Manager

**SUBJECT:** Recommendation to approve the acceptance of the Secretary of State's Budget appropriation to Washoe County in the amount of [\$189,387.50] for reimbursement for ballot stock and envelopes for the 2024 General Election (NAC 293.200). No match required. The award period is retroactive from July 1, 2024, through June 30, 2025. If approved, direct Finance to make the necessary budget amendments. Voters. (All Commission Districts.) FOR POSSIBLE ACTION

---

### SUMMARY

Recommendation to approve the acceptance of the Secretary of State's Budget appropriation to Washoe County in the amount of [\$189,387.50] for reimbursement for ballot stock and envelopes for the 2024 General Election (NAC 293.200). No match required. The award period is retroactive from July 1, 2024, through June 30, 2025. If approved, direct Finance to make the necessary budget amendments.

**Washoe County Strategic Objective supported by this item:** Fiscal sustainability.

### PREVIOUS ACTION

On August 15, 2023, the Board of County Commissioners approved RFP No. 3216-23 for Mail-In Ballot On-Demand Printing and Mailing Services, not including freight or postage for the 2024 Presidential Preference Primary, Primary and General elections to Runbeck Election Services, in an amount not to exceed [\$815,000.00 total]; [\$515,000.00] for the FY24 Presidential Preference Primary and Primary Elections and [\$300,000.00] for the FY25 General Election. NRS 293.26991 requires Washoe County to prepare and mail a mail-in ballot to each active registered voter in the county, unless the voter submits a request to opt out of receiving a mail-in ballot.

On June 25, 2024, the Board of County Commissioners approved reimbursement of costs associated with the Presidential Primary election in the amount of \$170,861.24. In accordance with NRS 298.710 and NAC 293.200, the State is reimbursing Washoe County

**AGENDA ITEM #** \_\_\_\_\_

for the cost of ballot stock, envelopes, postage and printing expenses incurred during the 2024 Presidential Preference Primary Election.

### **BACKGROUND**

NRS 293.26991 requires Washoe County to prepare and mail a mail-in ballot to each active registered voter in the county, unless the voter submits a request to opt out of receiving a mail-in ballot. This requirement, initially passed by the legislature in 2021, leads to additional costs moving forward in the areas of ballot printing, packaging and mailing, postage, staffing, facility expansion and enhancements and other related costs. NAC 293.200 provides the Secretary of State will reimburse the County for the cost of basic ballot stock.

### **GRANT AWARD SUMMARY**

**Project/Program Name:** RUNBECK Services Reimbursement

**Scope of the Project:** Reimbursement for ballot stock.

**Benefit to Washoe County Residents:** Every eligible active registered voter in Washoe County who did not opt out received a ballot by mail, as mandated by law.

**On-Going Program Support:** These funds will be used to provide the costs of printing, sorting and sending mail in ballots to all active registered voters for all elections.

**Award Amounts:** \$189,387.50

**Grant Period:** July 1, 2024, through June 30, 2025

**Funding Source:** State General Fund

**Pass Through Entity:** Secretary of State

**CFDA Number:** Not applicable

**GRANT ID Number:** Legislative Session appropriation

**Match Amount and Type:** No match required

### **FISCAL IMPACT**

Should the Board accept this funding appropriation, the Fiscal Year 2025 adopted budget for the Registrar of Voters Office will be increased by \$189,387.50 in both revenue and expenditures in the following accounts:

IO #	Cost Object	G/L Account	Amount
<b>Revenues</b>			
12509	RUNBECK Services Reimbursement	432100 – State Grants	\$189,387.50

<b>Expenditures:</b>			
12509	RUNBECK Services Reimbursement	710502 – Printing	\$189,387.50

**RECOMMENDATION**

Recommendation to approve the acceptance of the Secretary of State's Budget appropriation to Washoe County in the amount of [\$189,387.50] for reimbursement for ballot stock and envelopes for the 2024 General Election (NAC 293.200). No match required. The award period is retroactive from July 1, 2024, through June 30, 2025. If approved, direct Finance to make the necessary budget amendments.

**POSSIBLE MOTION**

Should the Board agree with staff's recommendation, a possible motion would be: *"Move to approve the acceptance of the Secretary of State's Budget appropriation to Washoe County in the amount of [\$189,387.50] for reimbursement for ballot stock and envelopes for the 2024 General Election (NAC 293.200). No match required. The award period is retroactive from July 1, 2024, through June 30, 2025. If approved, direct Finance to make the necessary budget amendments."*