



# WASHOE COUNTY

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## STAFF REPORT

BOARD MEETING DATE: *December 19, 2023*

**DATE:** November 7, 2023

**TO:** Board of County Commissioners

**FROM:** Jamie Rodriguez, Registrar of Voters  
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**THROUGH:** Eric P. Brown, County Manager and  
Mark Stewart, Purchasing and Contracts Manager,  
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**SUBJECT:** Recommendation to approve an Interlocal Agreement between the County of Washoe and the City of Sparks for election services provided by Washoe County for the 2024 election cycle for the Primary and General Elections (reimbursement received by the County will vary according to number of registered voters, candidate races and questions placed on the ballot by City of Sparks, but is estimated to be approximately \$20,045. Registrar of Voters. (All Commission Districts.)  
FOR POSSIBLE ACTION

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### SUMMARY

Approve the Interlocal Agreement between the County of Washoe and the City of Sparks for election services provided by Washoe County for the 2024 election cycle for the Primary and General Elections (approximate reimbursement received by the County will vary according to number of registered voters, candidate races and questions placed on the ballot by City of Sparks).

**Washoe County Strategic Objective supported by this item:** Stewardship of Our Community

### PREVIOUS ACTION

An Interlocal Agreement between Washoe County and the City of Sparks for election services has been in effect at least as far back as 1984. It is submitted to the Board of Commissioners each election year for approval, the most recent being 2022. This agreement formalizes the long-standing relationship between Washoe County and the City of Sparks with respect to conducting the elections for the City.

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

## **BACKGROUND**

This arrangement has been successful for both the County and the City and this agreement does not seek to change the way the parties operate together. The purpose of this agreement is to memorialize the current practice and to specify the parties' responsibilities and obligations in the upcoming election cycle. This agreement is to be put into place prior to any candidate filing for the 2024 election cycle, which starts with Judicial Candidate filing from January 2 to January 12, 2024, and non-Judicial Candidate filing from March 4, 2024, to March 15, 2024.

## **FISCAL IMPACT**

Charges for election services to the City of Sparks are rooted in Statute (NRS 293C.545) at 15 cents per voter. The specific amount the County will be reimbursed is, therefore, based on the number of registered voters in the City of Sparks. The City must also reimburse the County for printing costs attributable to City candidates on the ballot and any questions on the General Election Ballot. For the 2024 Primary and General Elections the County should receive a payment for election services provided in the approximate amount of \$20,045.

Revenues from reimbursement costs of providing election services, will be posted in the Registrar of Voters cost center C112100 in GL460175 (Reimbursements- Sparks) in the fiscal year received .

## **RECOMMENDATION**

It is recommended that the Board approve the Interlocal Agreement between the County of Washoe and the City of Sparks for election services provided by Washoe County for the 2024 Election cycle for the Primary and General Elections (reimbursement received by the County will vary according to number of registered voters, candidate races and questions placed on the ballot by City of Sparks, but is estimated to be approximately \$20,045).

## **POSSIBLE MOTION**

Should the Board agree with staff's recommendation, a possible motion would be

*“Move to approve the Interlocal Agreement between the County of Washoe and the City of Sparks for election services provided by Washoe County for the 2024 Election Cycle for the Primary and General Elections (reimbursement received by the County will vary according to number of registered voters, candidate races and questions placed on the ballot by City of Sparks, but is estimated to be approximately \$20,045); and authorize the chairperson to execute the Interlocal Agreement.”*