



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: *January 20, 2026*

DATE: Monday, December 15, 2025

TO: Board of County Commissioners

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

THROUGH: Kate Thomas, County Manager

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 2026 Primary and General Elections. Reimbursement to the County will be \$0.15 for each active registered voter residing in the City of Sparks and is estimated to be approximately \$20,475. (All Commission Districts.) FOR POSSIBLE ACTION

SUMMARY

Approve an Interlocal Agreement between the County of Washoe and the City of Sparks for election services to be provided by the Washoe County Registrar of Voters for the 2026 Primary and General Elections. Reimbursement to the County will be \$0.15 for each active registered voter residing in the City of Sparks and, additionally, any actual costs that may be incurred for the sole benefit of the City of Sparks, for example a special election of a City of Sparks office.

This agreement was intended to be executed prior to the start of candidate filing for the 2026 election cycle. Judicial candidate filing begins January 5–16, 2026, followed by non-judicial candidate filing from March 2–13, 2026. Due to administrative timing considerations, execution of the agreement is occurring fifteen days after the start of judicial candidate filing. Both parties acknowledge and agree to this timing, and the delayed execution does not impact election administration or services.

Washoe County Strategic Objective supported by this item: Fiscal Sustainability

PREVIOUS ACTION

An Interlocal Agreement between Washoe County and the City of Sparks for election services has been in place since at least 1984. The agreement is brought before the Board of County Commissioners for approval prior to each election cycle, with the most recent

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approval occurring in 2023 for the 2024 elections. This agreement formalizes the long-standing partnership between Washoe County and the City of Sparks for the administration of municipal elections.

BACKGROUND

In accordance with NRS Chapters 293, 293B, and 293C, and NRS 277.180, which authorize interlocal cooperation for governmental services, the Washoe County Registrar of Voters will continue to provide comprehensive election services to the City of Sparks. These services include, but are not limited to, ballot preparation, publication of legal notices, polling place coordination, ballot tabulation, and post-election reporting.

The agreement establishes clear cost-sharing formulas and defines the respective responsibilities of each party to ensure fiscal accountability, operational transparency, and compliance with statutory requirements. The purpose of the agreement is to formally outline the duties and obligations of each party for the upcoming election cycle.

FISCAL IMPACT

Charges for election services provided to the City of Sparks are established pursuant to NRS 293C.545 at \$0.15 per registered voter. The total reimbursement amount is dependent on the number of registered voters.

FY26: For the 2026 Primary Election, the County anticipates receiving approximately \$10,000 to \$13,000 in reimbursement for election services provided.

FY27: For the 2026 General Election, the County anticipates receiving approximately \$10,000 to \$13,000 in reimbursement for election services provided.

Reimbursements received from the City of Sparks will be deposited into Registrar of Voters (112100), Reimbursements - Sparks (460175) in the fiscal year received.

RECOMMENDATION

It is recommended the Board approve an Interlocal Agreement between the County of Washoe and the City of Sparks for election services provided by Washoe County for the 2026 Primary and General Elections. Reimbursement to the County will be \$0.15 for each active registered voter residing in the City of Sparks and is estimated to be approximately \$20,475.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be: *"Move to approve an Interlocal Agreement between the County of Washoe and the City of Sparks for election services provided by Washoe County for the 2026 Primary and General Elections. Reimbursement to the County will be \$0.15 for each active registered voter residing in the City of Sparks and is estimated to be approximately \$20,475."*