



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: December 16, 2025

DATE: November 7, 2025

TO: Board of County Commissioners

FROM: Aaron Smith, Division Director Operations,
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and
Andrew McDonald, Registrar of Voters,
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THROUGH: Eric Crump, Director,
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SUBJECT: Recommendation to approve a Lease Agreement between Washoe County, Lessee, and 6550 Longley LLC, Lessor, for the occupancy of 49,500 square feet of warehouse and office space at 6550 Longley Lane, Suite 145, Reno, Nevada 89511 on a 126 month term, commencing January 1, 2026 and terminating on June 30 2036, [\$5,574,758.16 Total Base Rent and \$1,426,775.28 Total Estimated Common Area Maintenance]. The Registrar of Voters will use the space to establish a centralized operational hub and consolidate existing leased space. Base rent was negotiated to be free for the first 6 months and \$39,600.00 per month after, with 3.5% annual increases, and the common area maintenance is currently \$9,405.00 per month. [FY26 expense of \$56,430.00 FY27 total expense of \$588,060.00]. Nevada Revised Statutes (NRS) 244.275 and NRS 332.400 authorize the County to enter into lease agreements for property necessary for county use and require the inclusion of a funding out clause, which allows for termination of the lease without penalty if funds are not appropriated in future fiscal years. (Commission District 2.) FOR POSSIBLE ACTION

SUMMARY

Staff recommend the approval of a Lease Agreement between Washoe County, Lessee, and 6550 Longley LLC, Lessor, for the occupancy of 49,500 square feet of warehouse and office space at 6550 Longley Lane, Suite 145, Reno, Nevada 89511. This action

AGENDA ITEM # _____

consolidates the Registrar of Voters (ROV) warehouse and the 9th Street administrative office into a single, purpose-built facility to improve operational efficiency, streamline logistics, and enhance accessibility for staff and the public. This lease space may also offer the opportunity to re-locate other programs or functions of the County with a potential to reduce lease expenses and/or increase revenue. The relocation of personnel and equipment, integration of upgraded IT and telecommunications infrastructure, and deployment of Ballot Marking Devices (BMDs) will support modernization of election operations, ensure compliance with accessibility, security, and workflow requirements, while enhancing public visibility of election operations.

The lease structure, including the initial rent abatement and scheduled increases, reflects current market conditions and provides fiscal predictability for long-term planning. The approval of this lease will position Washoe County to meet both current and future needs in election administration, and other applicable county warehouse needs, while supporting the County's strategic priorities and compliance with applicable state and federal requirements.

Washoe County Strategic Objective supported by this item: Innovative Services

PREVIOUS ACTION

On **November 18, 2025** the Board of County Commissioners (Board) approve the transition from legacy VVPAT-equipped voting machines to ICX Ballot Marking Devices (BMD) with vote center-based ballot scanning on-site, which cannot be completed within the existing Registrar of Voters (ROV) facilities, the two warehouses on S. Rock Blvd. and the East 9th Street office, due to space and storage limitations. Implementation will therefore include identifying and transitioning to a consolidated facility capable of housing all ROV operations under one roof. Relocating to a single, integrated headquarters will streamline operations, foster a cohesive team environment, enhance transparency for public observation, and provide adequate space for current and future election needs as Washoe County continues to grow.

On **April 11, 2023**, the Board approved a First Amendment to the Lease Agreement with ECOL Partnership for Suite #100 at 250 S. Rock Boulevard, extending the term by thirty-six months through April 30, 2026, for the storage of voting machines and equipment management. The same meeting included approval of a Second Amendment to the Lease Agreement for Suite #126 at the same address, also extending the term by thirty-six months through April 30, 2026, for additional storage space. Annual base rent and Common Area Maintenance costs are \$212,289.72 in the final year. The motions were made by Chair Alexis Hill and passed unanimously by the Board. These actions were based on staff presentations by Petra Bartella, Fiscal Compliance Officer, and Eric Crump, Operations Division Director, Community Services Department. The amendments were necessary to ensure continued secure storage and management of

election equipment and to synchronize lease expiration dates for both suites, providing operational continuity for the Registrar of Voters' office.

On **May 25, 2021**, the Board approved a First Amendment to the Lease Agreement for Suite #126 at 250 S. Rock Boulevard, extending the term by twenty-four months through April 30, 2023. This action was recommended by Eric Crump, Operations Division Director, and was intended to provide additional warehouse space for the Registrar of Voters' growing inventory of voting machines and related equipment. The amendment was approved unanimously following a staff report and discussion of the need for expanded storage due to increased equipment and regulatory requirements.

On **April 28, 2020**, the Board approved two lease agreements with ECOL Partnership: a thirty-six-month lease for Suite #100 and a twelve-month lease for Suite #126 at 250 S. Rock Boulevard. These agreements were presented by Eric Crump and Dave Solaro, Assistant County Manager, and were designed to provide secure storage for voting machines and equipment management. The Board's approval was unanimous, and the agreements included provisions for common area maintenance and annual adjustments.

On **April 25, 2017**, the Board approved a lease agreement for a 36-month term to occupy space at 250 S. Rock Boulevard, Suite #100.

On **April 22, 2014**, the Board approved a lease agreement for a 36-month term to occupy space at 250 S. Rock Boulevard, Suite #100.

On **April 23, 2013**, the Board approved a 1st Amendment to Lease to exercise the option that was included in the previous agreement for a 12-month term.

On **May 26, 2009**, the Board approved a Lease Agreement for a 48-month term to accept a lease concession to occupy space at 250 S. Rock Boulevard, Suite #100, for the term ending April 13, 2013.

On **April 13, 2004**, the Board approved a Lease Agreement to occupy space at 250 S. Rock Boulevard, Suite #100, for a sixty (60) month term ending April 30, 2009.

BACKGROUND

The Registrar of Voters (ROV) currently operates from two locations: 9,020 square feet of office space at 1001 E. 9th Street and 12,913 square feet of leased warehouse space at 250 S. Rock Blvd. This split-facility model has resulted in logistical inefficiencies, increased operational costs, and insufficient space to support current and future election requirements. The existing warehouse cannot accommodate the new ballot-processing equipment required for expanded mail ballot operations, nor can the warehouse accommodate the new in-person approved ballot marking devices and cannot meet the increased statutory and security expectations governing election administration. The new warehouse has the available space to centralize the Registrar of Voters election records from the current County Records Retention facility, located at 3025 Longley Lane, Reno,

NV 89502. Consolidating these records from County Records Retention facility to the new Registrar of Voters warehouse will support industry best practices by centralizing election materials. Even with capital improvements, such as vertical racking and upgraded fire suppression, the combined footprint would remain inadequate. Additionally, the warehouse lease expires April 30, 2026, requiring the County to identify a long-term operational solution.

In 2023, Washoe County contracted with The Elections Group (TEG) to conduct an operational review of the 2022 election cycle. TEG recommended consolidating election operations into a single facility to improve workflow efficiency, enhance transparency and public observation, and better align with evolving statutory and operational demands. TEG further advised that any consolidation occurs after the 2024 elections to support transparency throughout the planning process.

In response to these recommendations, the County evaluated multiple facility options, including renewal of existing leases with capital improvements, construction of a new building, and acquisition of an existing property. This evaluation confirmed that the current split-facility configuration cannot meet projected operational needs even with substantial upgrades. Construction of a new facility presented significant cost and schedule risks, while available buildings that met operational requirements exceeded budget capacity. Properties within budget required improvements that rendered them financially unfeasible.

A consolidated leased facility therefore remains the most practical and cost-effective solution. A single, modern operations center will support increased mail ballot processing capacity, expand signature-verification capacity, reduce election night processing time, enhance public visibility and provide necessary space for Ballot Marking Devices (BMDs) and other modernization initiatives. The recommended facility at 6550 Longley Lane is sized to accommodate these requirements and support long-term operational efficiency, security, and accessibility.

In addition to the operational efficiencies that locating the Registrar of Voters in a single appropriately sized and laid out facility, the Washoe County Facility Master Plan also recommended the move of the office to accomplish a better citizen experience at the 1001 E. Ninth Street. With the relocation of the Registrar, the creation of single points of entry can be planned and executed which will allow services of the county to take place in the entry lobbies of buildings A, B, and D for services within the complex. These single points of entry will allow for more efficient use of spaces that now contain entry lobbies for each department. The master plan identified single points of entry as a more effective way to provide services to the public, ensuring visitors do not need to search for the correct office within our large campus.

The legal authority for Washoe County to enter into lease agreements for government purposes is established under Nevada Revised Statutes (NRS) 244.275, which authorizes counties to lease real or personal property necessary for county use. NRS 244.275(1)(b) specifically provides that the board of county commissioners may “lease any real or personal property necessary for the use of the county.” This statutory authority is further supported by the County’s procurement and contracting policies, which require that all lease agreements be approved by the Board of County Commissioners and executed in accordance with applicable state and local laws. The lease agreement for 6550 Longley Lane, Suite 145, is structured to comply with these requirements, including provisions for funding out, indemnification, and compliance with the Americans with Disabilities Act (ADA) and other relevant regulations. The agreement also incorporates standard terms regarding maintenance, insurance, and the use of premises for official government business, as required by law and County policy.

Washoe County successfully negotiated the terms below, which include a reduction in the landlord’s initial asking rate of \$47,025.00 per month to \$39,600.00 per month and secured six months of free rent within a 126-month lease term. These discounts total \$1,128,600.00. A tenant improvement allowance was not included in the agreement, which allows the scope, design, and delivery of tenant improvements to be transparently controlled through the Washoe County Capital Improvement Plan Committee and Board approval process. The negotiated rent reduction and free-rent period provide meaningful savings and represent the most cost-effective outcome achievable through these negotiations.

Lease Terms Summary:

Square Feet: 49,500

Term: 126 months (Jan 1, 2026 – Jun 30, 2036)

Options to Renew: Two 5-year renewal options; rent negotiated at renewal

Free Rent: 6 Months

Base rent: \$0.80 per square foot per month (3.5% annual increases)

Common Area Maintenance: \$0.19 per square foot per month

Lessee Brokerage fees: \$0.00

Lessor Responsibilities

- Full maintenance of structure, roof, exterior, common areas
- Full responsibility for all ADA compliance and modifications
- Maintain and repair HVAC and central mechanical equipment
- Carry building insurance and waive subrogation
- Pay all real property taxes

Lessee Responsibilities

- Interior utilities, janitorial, trash, telecom
- Maintain premises condition; remove personal property at exit
- Obtain necessary approvals for tenant improvements

- Standard indemnification within NRS limits
- Prohibition on hazardous substances except minimal operational quantities

Occupancy of 6550 Longley Lane, Suite 145, reflects a comprehensive response to the evolving operational, legal, and community needs of the Registrar of Voters. The lease for 250 S. Rock Blvd will be allowed to expire. During the overlap the Registrar of Voters will transition to the new location. Future Capital Improvements may be requested to further improve the operations, and provide space for co-location of other County programs or functions

FISCAL IMPACT

The current warehouse Lease Agreements at 205 S Rock Blvd Suite 100 and 126 expire on April 30, 2026. The current base rent and Common Area Maintenance (CAM) for these leases is \$17,690.81 per month.

Lease Agreement at 6550 Longley Lane Suite 145

The new warehouse and office space Lease Agreement at 6550 Longley Lane Suite 145 will have the following occupancy costs:

Rent & Common Area Maintenance

Begin	End	Monthly Base Rent	Monthly CAM*	Monthly Total	Fiscal Year Total
1/1/2026	- 6/30/2026	\$ 0.00	\$ 9,405.00	\$ 9,405.00	\$ 56,430.00
7/1/2026	- 6/30/2027	\$ 39,600.00	\$ 9,734.00	\$ 49,334.18	\$ 592,010.10
7/1/2027	- 6/30/2028	\$ 40,986.00	\$ 10,074.00	\$ 51,060.87	\$ 612,730.45
7/1/2028	- 6/30/2029	\$ 42,420.51	\$ 10,427.00	\$ 52,848.00	\$ 634,176.02
7/1/2029	- 6/30/2030	\$ 43,905.23	\$ 10,792.00	\$ 54,697.68	\$ 656,372.18
7/1/2030	- 6/30/2031	\$ 45,441.91	\$ 11,170.00	\$ 56,612.10	\$ 679,345.21
7/1/2031	- 6/30/2032	\$ 47,032.38	\$ 11,561.00	\$ 58,593.52	\$ 703,122.29
7/1/2032	- 6/30/2033	\$ 48,678.51	\$ 11,965.00	\$ 60,644.30	\$ 727,731.57
7/1/2033	- 6/30/2034	\$ 50,382.26	\$ 12,384.00	\$ 62,766.85	\$ 753,202.17
7/1/2034	- 6/30/2035	\$ 52,145.64	\$ 12,818.00	\$ 64,963.69	\$ 779,564.25

7/1/2035 - 6/30/2036	\$ 53,970.74	\$ 13,266.00	\$ 67,237.42	\$ 806,849.00
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* Future CAM estimated at 3.5% annual increases (Exact CAMs not available)

Annual Operational Costs (Estimates)

Security	\$61,775.00
Janitorial	\$20,500.00
Utilities	\$42,075.00
CSD Facility Support	\$3,465.00
Total	\$ 127,815.28

Current Funding

Sufficient FY26 funding for the first month’s base rent and CAM for the new lease, in the amount of \$96,030.00, is available in Registrar of Voters (112100), LT Lease-Office Space (710600).

FY27 lease amounts will be requested in the amount of \$588,060.00. Budget authority will be requested in future years for the term of this lease

Future Funding

If the Board approves this lease agreement, \$800,000.00 from existing budget authority in FY26 in the Capital Improvements Fund (402) will be utilized for the planning and development of the new warehouse, including but not limited to necessary tenant improvements. The Registrar of Voters will continue coordinating space planning needs, and the Community Services Department (CSD) will present a follow-up Board item on January 13, 2026, outlining the final amount needed for tenant improvements and one-time relocation costs, for possible action. This item will include a tenant improvement summary, associated fiscal impacts, and any potential reduction in other lease expenses or increase in revenue from relocating and/or co-locating other County leases spaces or programs.

Should the proposed lease not be approved, staff will continue to identify alternative relocation options to support election operations.

RECOMMENDATION

It is recommended the Board of County Commissioners approve a Lease Agreement between Washoe County, Lessee, and 6550 Longley LLC, Lessor, for the occupancy of 49,500 square feet of warehouse and office space at 6550 Longley Lane, Suite 145, Reno, Nevada 89511 on a 126 month term, commencing January 1, 2026 and terminating on June 30 2036, [\$5,574,758.16 Total Base Rent and \$1,426,775.28 Total Estimated Common Area Maintenance]. The Registrar of Voters will use the space to establish a centralized operational hub and consolidate existing leased space. Base rent was negotiated to be free for the first 6 months and \$39,600.00 per month after, with 3.5%

annual increases, and the common area maintenance is currently \$9,405.00 per month. [FY26 expense of \$56,430.00 FY27 total expense of \$588,060.00]. Nevada Revised Statutes (NRS) 244.275 and NRS 332.400 authorize the County to enter into lease agreements for property necessary for county use and require the inclusion of a funding out clause, which allows for termination of the lease without penalty if funds are not appropriated in future fiscal years.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be: *“Move to approve a Lease Agreement between Washoe County, Lessee, and 6550 Longley LLC, Lessor, for the occupancy of 49,500 square feet of warehouse and office space at 6550 Longley Lane, Suite 145, Reno, Nevada 89511 on a 126 month term, commencing January 1, 2026 and terminating on June 30 2036, [\$5,574,758.16 Total Base Rent and \$1,426,775.28 Total Estimated Common Area Maintenance]. The Registrar of Voters will use the space to establish a centralized operational hub and consolidate existing leased space. Base rent was negotiated to be free for the first 6 months and \$39,600.00 per month after, with 3.5% annual increases, and the common area maintenance is currently \$9,405.00 per month. [FY26 expense of \$56,430.00 FY27 total expense of \$588,060.00]. Nevada Revised Statutes (NRS) 244.275 and NRS 332.400 authorize the County to enter into lease agreements for property necessary for county use and require the inclusion of a funding out clause, which allows for termination of the lease without penalty if funds are not appropriated in future fiscal years.”*