



# WASHOE COUNTY

Integrity Communication Service

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## STAFF REPORT

BOARD MEETING DATE: April 16, 2024

**DATE:** March 14, 2024  
**TO:** Board of County Commissioners  
**FROM:** David Solaro, Assistant County Manager, [dsolaro@washoecounty.gov](mailto:dsolaro@washoecounty.gov)  
**THROUGH:** Eric Brown, County Manager  
**SUBJECT:** Recommendation to acknowledge receipt of the Washoe County Administration Complex Masterplan Update prepared by Collaborative Design Studio: (1) as professional recommendations for the long-term needs of Washoe County administrative facilities; and (2) provide direction to staff to explore financing and implementation strategies for the future needs identified within the Master Plan. (All Commission Districts.)

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### SUMMARY

The Community Services Department (CSD) Engineering and Capital Projects Division has completed a master plan update for the administrative functions of the County. The Washoe County Administrative Complex Master Plan Update focused on the function and projected needs for the various services provided for the public and internal support services of the County. The update includes space standards for work environments as a result of best practices related to post pandemic work trends. The Executive Summary of the master plan update is attached to this staff report. Complete copies can be obtained from the Community Services Department, 1001 E. 9<sup>th</sup> Street, Reno, Nevada, and are also located on the CSD Engineering and Capital Projects website:

[https://www.washoecounty.us/csd/engineering\\_capitalprojects/index.php](https://www.washoecounty.us/csd/engineering_capitalprojects/index.php)

With a focus on current and future needs, safety and work-place efficiency, the master plan outlines options for phased capital investment needs to meet the demands placed on Washoe County for services provided at the Administration Complex. The master plan report analyzed existing information, future population growth, workspace needs and opportunities and subsequently developed comprehensive recommendations over a 10-year period with a focus on the next five-year capital improvement plan (CIP).

**Washoe County Strategic Objective supported by this item:** Innovative Services:  
Promote Experimentation & Innovation

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

## **PREVIOUS ACTION**

On May 16, 2023, the Board of County Commissioners (Board) adopted the Washoe County Final budget for Fiscal Year 2024 as well as adopting the Capital Improvement Plan (CIP) for Fiscal Years 2024-2028.

On June 19, 2018, the Board approved an Agreement for Professional Consulting Services between Washoe County and Collaborative Design Studio for the Washoe County 9<sup>th</sup> Street Administration Complex Master Plan Update in the amount of \$270,590.

On July 25, 2000, the Board approved an agreement for Professional Consulting Services to Ganther Melby, LLC for the County Wide Facilities Master Plan Update.

## **BACKGROUND**

The Washoe County Administration Complex consists of one building complex with four buildings connected by access hallways and a separate Senior Center building, totaling 275,000 square feet of space from which customer services are provided. The existing buildings were constructed in the 1970s and 1980s. The Washoe County Administration Complex Master Plan Update is an important tool to establish a 10-year strategic plan for capital investments and operations in response to changing service levels, increased population growth, and post pandemic future of work initiatives and environments.

While this document is important to support the future needs of the administration functions of the county, historically the space standards accepted in this document are utilized for other functions that have separate master plans. The Downtown Facilities master plan update and the 911 Parr Facility projects, for example, will be updated in response to the request of the Board to prioritize new facilities and will utilize the new space standards from the Administration Complex Masterplan Update prepared by Collaborative Design Studio.

In addition to meeting the Strategic Objective of Innovative Services, this master plan identifies concepts that allow working differently than the traditional pre-pandemic workplace which dovetails nicely into the Strategic Objective of Economic Impacts and the goal for sustainably meeting net zero carbon by 2050.

An important difference between the pre-pandemic master plan update from 2019 and the subject document is the realization that changed service delivery methods and how we work differently will allow Washoe County to provide, in many cases, better service at a lower cost. In 2019 the master plan identified a need for construction of a 36,000 square foot (s.f.) addition to the 9<sup>th</sup> Street Complex to meet the needs of expanded staffing levels; however, with the future of work initiative and lessons learned in how to provide better services to the majority of our residents, the new master plan showcases a space surplus of roughly 10,000 s.f.

At current average construction costs for new space at \$600 per s.f., this master plan conservatively saves taxpayers \$21.6 million in capital costs. With a surplus of approximately 10,000 s.f. the county can also reduce leased space or consolidate departments to the 9<sup>th</sup> Street complex and sell owned space, saving additional ongoing operation and maintenance costs.

**FISCAL IMPACT**

There is no fiscal impact to acknowledge receipt of the Washoe County Administration Complex Masterplan Update. The master planning work defines anticipated capital investment needs. Any fiscal impact derived from the planning process will be identified through a vetted and prioritized capital improvements program that is reviewed and directed by the Board.

**RECOMMENDATION**

It is recommended the Board of County Commissioners acknowledge receipt of the Washoe County Administration Complex Masterplan Update prepared by Collaborative Design Studio: (1) as professional recommendations for the long-term needs of Washoe County administrative facilities; and (2) provide direction to staff to explore financing and implementation strategies for the future needs identified within the Master Plan.

**POSSIBLE MOTION**

Should the Board agree with staff's recommendation, a possible motion would be: "Move to acknowledge receipt of the Washoe County Administration Complex Masterplan Update prepared by Collaborative Design Studio: (1) as professional recommendations for the long-term needs of Washoe County administrative facilities; and (2) provide direction to staff to explore financing and implementation strategies for the future needs identified within the Master Plan."