



# WASHOE COUNTY

Integrity Communication Service

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## STAFF REPORT

BOARD MEETING DATE: April 14, 2026

**DATE:** March 25, 2026

**TO:** Board of County Commissioners

**FROM:** Dwayne Smith, Division Director, Engineering & Capital Projects  
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**THROUGH:** Eric Crump, Director,  
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**SUBJECT:** Recommendation to approve Amendment No. 1 to the Agreement for Professional Consulting Services between Collaborative Design Studio and Washoe County to provide final architectural design, permitting, and construction administration services in support of the Washoe County Registrar of Voters Leased Space Tenant Improvements Phase 2 Project [in the amount of \$193,682.00 for a total contract amount of \$339,882.00]. This request for amendment allows for the required additional design, permitting and engineering support during construction. The Washoe County Registrar of Voters is located at 6550 Longley Lane, Reno, Nevada. (Commission District 2.) FOR POSSIBLE ACTION

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### SUMMARY

Staff requests the Board of County Commissioners approve Amendment No. 1 to the Professional Services Agreement with Collaborative Design Studio for the Washoe County Registrar of Voters Leased Space Tenant Improvements Project at 6550 Longley Lane. The purpose of this amendment is to provide final design services for Phase 2 of the project, including final programming, preparation of construction documents, and coordination necessary to support permitting, bidding, and construction administration.

This amendment is necessary to address evolving operational requirements identified through regular coordination with the Registrar of Voters, as well as recommendations developed through recent facility planning and feasibility efforts. These improvements are intended to ensure that the facility meets current and anticipated needs related to election operations, including enhanced security, operational efficiency, and accessibility consistent with applicable Nevada Revised Statutes, regulatory requirements, and County policies.

Advancing Phase 2 final design supports continuity of project delivery and allows the County to maintain schedule alignment with critical election milestones and operational transition requirements. Completion of design services will enable timely procurement

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

and construction activities, minimize risk of disruption to election functions, and support the County's long-term objective of providing a secure and transparent elections environment that maintains public confidence and meets statutory obligations.

Approval of this Amendment will authorize staff to proceed with final design and associated project coordination activities necessary to implement the planned tenant improvements, ensuring the facility is responsive to both immediate operational demands and future growth in election-related services.

**Washoe County Strategic Objective supported by this item:**

Economic Impacts: Meet the needs of our growing community.

Fiscal Sustainability: Long-term sustainability.

**PREVIOUS ACTION**

On December 16, 2025, the Board of County Commissioners approved a lease agreement with 6550 Longley LLC for 49,500 square feet of warehouse and office space at 6550 Longley Lane, Suite 145, Reno, Nevada, to serve as the new centralized operational hub for the Registrar of Voters. The lease was authorized for a 126-month term, commencing January 1, 2026, and terminating June 30, 2036, with a total base rent of \$5,574,758.16 and estimated common area maintenance costs of \$1,426,775.28. The Board also allocated \$800,000 from existing FY26 Capital Improvements Fund budget authority for planning and development of the new warehouse, including necessary tenant improvements. The Community Services Department was directed to return to the Board with a follow-up item outlining the final amount needed for tenant improvements and relocation costs, as well as a summary of fiscal impacts and any potential operational efficiencies resulting from the consolidation of election operations into a single facility. These actions were taken pursuant to the authority granted under Nevada Revised Statutes 244.275 and 332.400, which govern county lease agreements and related funding provisions.

On May 21, 2024, the Board of County Commissioners (Board) adopted the Washoe County Final budget for Fiscal Year 2025 as well as adopting the Capital Improvement Plan (CIP) for Fiscal Years 2025-2029.

**BACKGROUND**

The Washoe County Registrar of Voters' operations have historically relied on multiple leased facilities to accommodate the storage, processing, and administration needs associated with county, state, and federal elections. Over time, evolving statutory requirements including those established under Nevada Revised Statutes (NRS) Chapters 244 and 293 have increased the complexity and scale of election administration, necessitating periodic reassessment of facility adequacy and operational efficiency. In recent years, operational reviews and master planning efforts have identified that the prior split-facility model, which included warehouse space at 250 S. Rock Boulevard and other locations, resulted in logistical inefficiencies and insufficient capacity to support modern election processes, particularly with the expansion of mail ballot operations and the introduction of new ballot marking devices. These findings were reinforced by recommendations from The Elections Group, which emphasized the need for

consolidation to improve workflow, transparency, and compliance with statutory and security standards [NRS 244.275]12.

In response to these challenges, Washoe County undertook a comprehensive evaluation of facility options, ultimately determining that a single, modern leased facility would best support both current and future operational requirements. The selection of 6550 Longley Lane, Suite 145, as the new centralized hub for the Registrar of Voters was guided by legal authority granted under NRS 244.275, which empowers counties to lease property necessary for government use, and by County procurement policies requiring Board approval for such agreements. The lease structure was negotiated to ensure compliance with all applicable laws, including provisions for ADA accessibility, funding out clauses, and transparent oversight of tenant improvements through the County's Capital Improvement Plan process. This approach enables Washoe County to maintain flexibility in adapting its election infrastructure while supporting long-term fiscal sustainability and public trust in the administration of elections.

### **FISCAL IMPACT**

Sufficient budget authority for this professional services agreement amendment is available in the FY26 budget in the Capital Improvement Fund (402), in the ROV Warehouse Phase 1 (PW920246), Professional Services (710100).

### **RECOMMENDATION**

It is recommended the Board of County Commissioners approve Amendment No. 1 to the Agreement for Professional Consulting Services between Collaborative Design Studio and Washoe County to provide additional architectural design, permitting, and construction administration services in support of Phase 2 of the Washoe County Registrar of Voters Leased Space Tenant Improvements Phase 2 Project [in the amount of \$193,682.00 for a total contract amount of \$339,882.00].

### **POSSIBLE MOTION**

Should the Board agree with staff's recommendation, a possible motion would be: "Move to approve Amendment No. 1 to the Agreement for Professional Consulting Services between Collaborative Design Studio and Washoe County to provide additional architectural design, permitting, and construction administration services in support of Phase 2 of the Washoe County Registrar of Voters Leased Space Tenant Improvements Phase 2 Project [in the amount of \$193,682.00 for a total contract amount of \$339,882.00]. "