



# WASHOE COUNTY

Integrity Communication Service

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## STAFF REPORT

BOARD MEETING DATE: May 20, 2025

**DATE:** April 23, 2025

**TO:** Board of County Commissioners

**FROM:** Dwayne Smith, Division Director, Engineering & Capital Projects  
Community Services, 775-328-2043, [desmith@washoecounty.gov](mailto:desmith@washoecounty.gov)

**THROUGH:** Eric Crump, Director,  
Community Services, 775-328-3625, [ecrump@washoecounty.gov](mailto:ecrump@washoecounty.gov)

**SUBJECT:** Recommendation to approve Amendment #1 to the Interlocal Traffic Signal Maintenance Agreement between City of Reno and Washoe County to extend the termination date from June 30, 2025, to June 30, 2030, with an option for further extension to June 30, 2035, upon written request by either party. The annual "not to exceed" contract value will increase [\$60,000.00] from \$70,000.00 to \$130,000.00. A new provision will be added allowing the City to invoice the County separately for emergency repair work which will be excluded from the annual contract cap and processed through the Washoe County. Additionally, the Agreement will be amended to remove and replace three exhibits: Exhibit B will be replaced with Exhibit B-1 (Washoe County Traffic Signals), Exhibit C will be replaced with Exhibit C-1 (Fee Schedule for FY 2026), and Exhibit D will be replaced with Exhibit D-1 (Activity Guidelines for Traffic Signal Maintenance Services). These changes and the increase to the contract value reflect current operational needs, increase flexibility for emergency response and financial planning, and recognize that there has been an increase to the number of traffic signals with additional signals currently being designed which will also be added to Washoe County's inventory. (All Commission Districts.)

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### **SUMMARY**

The Community Services Department (CSD) Engineering Division continues to experience increasing maintenance and repair costs associated with Washoe County owned traffic signal facilities. Because the need for ongoing maintenance and repair continues and equipment and labor costs continue to increase, staff requests an increase in the contract limits for major and minor maintenance, increasing the approved budget amount to a not-to-exceed amount of \$130,000 on a contract year basis. Currently, Washoe County contracts with the City of Reno who is tasked with implementing all minor and major maintenance activities with Washoe County review, direction, and oversight. In addition, two new signalized facilities have been dedicated to Washoe County and three additional facilities are in the design process and these will also be dedicated to Washoe County. This

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approval will allow the CSD Engineering Division to continue to oversee the necessary traffic signal facility maintenance projects through the duration of the Agreement with the City of Reno.

The proposed Amendment to the agreement includes extending the termination date from June 30, 2025, to June 30, 2030, with an option for further extension to June 30, 2035, upon written request by either party. A new provision will be added allowing the City to invoice the County separately for emergency repair work—such as cabinet, equipment, pole, and mast arm replacements—which will be excluded from the annual contract cap and processed through the Washoe County.

Additionally, the Agreement will be amended to remove and replace three exhibits: Exhibit B will be replaced with Exhibit B-1 (Washoe County Traffic Signals), as new signalization facilities are built and dedicated, Exhibit B-1 will be updated, reviewed by the County Engineer, and provided to the City of Reno for inclusion in the Interlocal Traffic Signal Maintenance Agreement; the agreement will be updated to remove and replace Exhibit C with Exhibit C-1 (Fee Schedule for FY 2026), and Exhibit D with Exhibit D-1 (Activity Guidelines for Traffic Signal Maintenance Services). These changes reflect current operational needs and enhance flexibility for emergency response and financial planning.

**Washoe County Strategic Objective supported by this item:** Economic Impacts: Meet the needs of our growing community.

### **PREVIOUS ACTION**

On December 9, 2020, the Board of County Commissioners (Board) approved an Agreement for Traffic Signal Maintenance with the City of Reno for an annual fee of \$70,000.

On December 16, 2015, the Board approved an Agreement for Traffic Signal Maintenance with the City of Reno for an annual fee of \$50,000.

On July 27, 2010, the Board approved an Agreement for Traffic Signal Maintenance with the City of Reno for an annual fee of \$86,800.

### **BACKGROUND**

The CSD Engineering Division is responsible for the maintenance and operation of twenty-four traffic signals throughout Washoe County. This is an increase of two signals from the July 1, 2020, Agreement. The increase in traffic signals, in addition to the increasing costs for both scheduled maintenance and unplanned repair costs, necessitates the request for additional funds.

By agreement, operation and maintenance of the traffic signals is performed by the City of Reno. This agreement utilizes the City of Reno's direct costs but is paid quarterly as the work is performed. The City of Reno's direct costs are based on a regular charge-out rate, overtime rate, equipment rate and materials for traffic signal maintenance.

### **FISCAL IMPACT**

Budget authority for this agreement is being recommended in the FY26 budget in CSD Engineering and Capital Admin (105500), Payments to Other Agencies (710400).

### **RECOMMENDATION**

It is recommended the Board of County Commissioners approve Amendment #1 to the Interlocal Traffic Signal Maintenance Agreement between City of Reno and Washoe County to extend the termination date from June 30, 2025, to June 30, 2030, with an option for further extension to June 30, 2035, upon written request by either party. The annual “not to exceed” contract value will increase [\$60,000.00] from \$70,000.00 to \$130,000.00. A new provision will be added allowing the City to invoice the County separately for emergency repair work which will be excluded from the annual contract cap and processed through the Washoe County. Additionally, the Agreement will be amended to remove and replace three exhibits: Exhibit B will be replaced with Exhibit B-1 (Washoe County Traffic Signals), Exhibit C will be replaced with Exhibit C-1 (Fee Schedule for FY 2026), and Exhibit D will be replaced with Exhibit D-1 (Activity Guidelines for Traffic Signal Maintenance Services). These changes and the increase to the contract value reflect current operational needs, increase flexibility for emergency response and financial planning, and recognize that there has been an increase to the number of traffic signals with additional signals currently being designed which will also be added to Washoe County’s inventory.

### **POSSIBLE MOTION**

Should the Board agree with staff’s recommendation, a possible motion would be: “Move to approve Amendment #1 to the Interlocal Traffic Signal Maintenance Agreement between City of Reno and Washoe County to extend the termination date from June 30, 2025, to June 30, 2030, with an option for further extension to June 30, 2035, upon written request by either party. The annual “not to exceed” contract value will increase [\$60,000.00] from \$70,000.00 to \$130,000.00. A new provision will be added allowing the City to invoice the County separately for emergency repair work which will be excluded from the annual contract cap and processed through the Washoe County. Additionally, the Agreement will be amended to remove and replace three exhibits: Exhibit B will be replaced with Exhibit B-1 (Washoe County Traffic Signals), Exhibit C will be replaced with Exhibit C-1 (Fee Schedule for FY 2026), and Exhibit D will be replaced with Exhibit D-1 (Activity Guidelines for Traffic Signal Maintenance Services). These changes and the increase to the contract value reflect current operational needs, increase flexibility for emergency response and financial planning, and recognize that there has been an increase to the number of traffic signals with additional signals currently being designed which will also be added to Washoe County’s inventory.”