



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: April 23, 2024

DATE: March 25, 2024

TO: Board of County Commissioners

FROM: Colleen Wallace Barnum, Park Operations Superintendent,
Community Services Dept., 775-328-2181, cwallace@washoecounty.gov

THROUGH: Eric Crump, Director,
Community Services Dept., 775-328-3625, ecrump@washoecounty.gov

SUBJECT: Recommendation to approve the Regional Shooting Facility License and Management Services Agreement between Washoe County and Nevada Shooting Sports Academy LLC, doing business as Nevada Firearms Academy, for full management and operation of the Regional Shooting Facility located at 21555 Pyramid Way, Reno, effective April 23, 2024 through June 30, 2029 [estimated annual cost to Washoe County is \$18,000.00]. (Commission District 5.)

SUMMARY

Washoe County owns the Regional Shooting Facility (Facility) located at 21555 Pyramid Way in Palomino Valley and has managed the facility since inception. The Facility's Range Master and Range Safety Officer retired in July of 2023. Based on the retirements of both full-time staff and the difficulty recruiting for positions at the facility, it was decided that it was a good opportunity to determine if there was any interest in operating the facility by the private or non-profit sector. A Request for Proposal (RFP) was solicited on two different occasions, resulting in one proposal being submitted by Nevada Firearms Academy. The proposed agreement for license and management services will allow for full operation and day-to-day maintenance by Nevada Firearms Academy. The average annual net cost to the County for operation of the facility over the last three years has been \$121,354. The estimated annual cost to the County under the proposed agreement will be \$18,000.

Washoe County Strategic Objective supported by this item: Fiscal Sustainability:
Efficient delivery of regional services.

PREVIOUS ACTION

On January 24, 2024 – The Open Space and Regional Park Commission recommended the approval of a full-management agreement for the operation of the Regional Shooting Facility, with a recommendation that Washoe County continue to support the financial operation and capital improvement efforts.

AGENDA ITEM # _____

BACKGROUND

The Regional Shooting Facility has been managed by Washoe County Parks since its inception. The Range Safety Officer positions have been difficult to fill, which has frequently left the facility short staffed and relying on one full-time Range Master and volunteers to manage the oversight of the public range. Due to these ongoing difficulties, a RFP was advertised in 2011 for full management of the Facility, with no success.

In May of 2023, the Range Master and Range Safety Officer announced their respective retirements. At that time, a decision was made to advertise another RFP for the full management of the Regional Shooting Facility. Due to the nature of the positions and required certifications to hire staff, the public range portion of the Facility was closed for about a month. A temporary Range Master and temporary Range Safety Officer was hired to keep the Facility operating while going through the RFP process and negotiating the full management and operating agreement.

The RFP was advertised in June of 2023, with no proposals received. After a public workshop with many of the user groups and shooting community members, valuable feedback was received, and the RFP was updated and re-advertised. One proposal was received from Nevada Shooting Sports Academy LLC and the subject Agreement was negotiated for full management of the Facility.

Washoe County has been successful in obtaining grants through the Nevada Division of Wildlife for capital improvements to the Facility. In 2020/2021, a grant was received in the amount of \$205,537 for the following Regional Shooting Facility improvements: 1.) Classroom updates 2.) Improving roads, parking, and drainage to allow better public access to the facility 3.) Improving range safety with berm work adjacent to the 1000-year range.

In negotiating with Nevada Shooting Sports Academy LLC, it was agreed that Washoe County will continue to provide support of the Facility by providing staff to assist with grant support and supporting the operation and capital improvement needs. Washoe County will apply for grants, manage the grants through reporting and fiscal agency support, and will provide capital project management support. The County will continue to be responsible for the exterior public water system, the buildings (exterior), and the septic system.

FISCAL IMPACT

If approved, this agreement allows Nevada Shooting Sports Academy, LLC dba Nevada Firearms Academy to operate and manage the Regional Shooting Facility. The collected fees will support the operations and maintenance of the Regional Shooting Facility.

Washoe County's FY24 Budget has sufficient budget authority in Rifle Range (140560), Services and Supplies for services and facilities provided by the County as outline in Section 7 of the agreement estimated at \$18,000.

Starting the 13th month of the agreement, Nevada Firearms Academy will deposit up to \$2,500 a quarter from the fees collected in a fiduciary account to establish a Capital Improvement Fund (CIP) for the Regional Shooting Facility in accordance with the

agreement (Exhibit D). The purpose of the CIP Fund will be for building and land improvements as agreed by Washoe County and the Contractor. The Contractor shall provide an annual CIP budget to the County for its approval for major capital improvements, equipment, refurbishment, and enhancements for the managed premises. The County shall not unreasonably withhold or delay its approval.

RECOMMENDATION

It is recommended that the Board of County Commissioners approve the Regional Shooting Facility License and Management Services Agreement between Washoe County and Nevada Shooting Sports Academy LLC, doing business as Nevada Firearms Academy, for full management and operation of the Regional Shooting Facility located at 21555 Pyramid Way, Reno, effective April 23, 2024 through June 30, 2029 [estimated annual cost to Washoe County is \$18,000.00].

POSSIBLE MOTION

Should the Board agree with this recommendation, a possible motion would be: “Move to approve the Regional Shooting Facility License and Management Services Agreement between Washoe County and Nevada Shooting Sports Academy LLC, doing business as Nevada Firearms Academy, for full management and operation of the Regional Shooting Facility located at 21555 Pyramid Way, Reno, effective April 23, 2024 through June 30, 2029 [estimated annual cost to Washoe County is \$18,000.00].”