



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: November 18, 2025

DATE: October 27, 2025

TO: Board of County Commissioners

THROUGH: Patricia Hurley, Director of Human Resources,
phurley@washoecounty.gov 775-328-2087

SUBJECT: Recommendation to approve an Employment Agreement for Kate Thomas to serve as the Washoe County Manager, starting December 1, 2025 until November 30, 2027, including provisions for an annual salary of \$338,998.40, which reflects a 10% increase compared to Ms. Thomas' current Assistant County Manager base salary and reflects a salary approximately 1% less than the prior Washoe County Manager, and employment agreement benefits in the annual amount of \$14,900 and other provisions common to executive employment contracts including those of previous County Managers. Human Resources. (All Commission Districts.) FOR POSSIBLE ACTION

SUMMARY

On October 27, 2025, the Board of County Commissioners conducted interviews of four candidates and unanimously selected Kate Thomas as the next County Manager. The Board intended that an employment contract with Ms. Thomas be developed and submitted to the Board for consideration and possible approval at this meeting.

PREVIOUS ACTION

On June 17, 2025, the Board of County Commissioners approved a plan to recruit and select a Washoe County Manager and appoint Assistant County Manager Kate Thomas as Interim County Manager for the period of July 1, 2025, until the Interim County Manager vacates the position or a permanent County Manager is appointed.

On October 27, 2025, the Board of County Commissioners conducted interviews of four candidates and unanimously selected Kate Thomas as the next County Manager. The Board's intent was that an employment contract with Ms. Thomas be developed and submitted to the Board for consideration and possible approval at this meeting.

BACKGROUND

On June 10, 2025, Eric Brown announced his retirement with Washoe County effective June 30, 2025.

AGENDA ITEM # _____

Pursuant to Nevada Revised Statute 244.125 to NRS 244.135, inclusive, the County Manager must be filled by appointment by the Board of County Commissioners; the County Manager serves at the pleasure of the Board.

In accordance with the approved plan to recruit and select a Washoe County Manager, HR solicited proposals from executive search firms to conduct the County Manager recruitment. HR, in consultation with the Board Chair and Vice Chair, reviewed proposals and interviewed prospective executive search firms to make a selection.

HR subsequently contracted with CPS HR Consulting to conduct the recruitment for a new Washoe County Manager. CPS HR Consulting conducted a comprehensive, executive level recruitment which included targeted outreach to highly qualified candidates nationwide.

CPS HR Consulting opened the County Manager recruitment on August 22, 2025, with a four-week recruitment period. The recruitment was closed on September 22, 2025, and CPS HR Consulting received one hundred and nine (109) applications.

The top fourteen (14) candidates were reviewed with the Board Chair and Vice Chair as coordinated by Ms. Pamela Derby, Executive Recruitment Manager (CPS HR Consulting) in consultation with HR. The top four (4) candidates were then identified to move forward in the selection process.

The top four candidates were interviewed by the Board during a Special Meeting on October 27, 2025 and the Board selected Kate Thomas as its next County Manager. The Board's intent was that an employment contract with Ms. Thomas be developed and submitted to the Board for consideration and possible approval at this meeting.

Accordingly, staff developed and negotiated on behalf of the Board the attached agreement with Ms. Thomas which is presented for approval.

FISCAL IMPACT

The fiscal year 2026 (FY26) estimated pro-rated (seven months) cost impact is approximately \$281,981. The FY26 estimated total cost impact (12 months) is \$483,396. See table below.

Item	FY26 Pro-Rated Amount (seven months rounded to the nearest dollar)	FY26 Full-Year Amount (12 months rounded to the nearest dollar)
Base Salary	\$197,749	\$338,998
PERS	\$72,673	\$124,582
Medicare	\$2,867	\$4,916
Agreement Benefits (includes car allowance)	\$8,692	\$14,900
TOTAL	\$281,981	\$483,396

This position is fully budgeted for FY26 in the Office of the County Manager budget.

RECOMMENDATION

It is recommended the Board approve an Employment Agreement for Kate Thomas to serve as the Washoe County Manager, starting December 1, 2025 until November 30, 2027, including provisions for an annual salary of \$338,998.40, , which reflects a 10% increase compared to Ms. Thomas' current Assistant County Manager base salary and reflects a salary approximately 1% less than the prior Washoe County Manager, and employment agreement benefits in the annual amount of \$14,900 and other provisions common to executive employment contracts including those of previous County Managers.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be:

“Move to approve an Employment Agreement for Kate Thomas to serve as the Washoe County Manager, starting December 1, 2025, until November 30, 2027, including provisions for an annual salary of \$338,998.40, which reflects a 10% increase compared to Ms. Thomas' current Assistant County Manager base salary and reflects a salary approximately 1% less than the prior Washoe County Manager, and employment agreement benefits in the annual amount of \$14,900 and other provisions common to executive employment contracts including those of previous County Managers.