



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: August 25, 2026

DATE: August 3, 2026

TO: Board of County Commissioners

FROM: Kate Thomas, County Manager

kathomas@washoecounty.gov

THROUGH: Janis Galissini, County Clerk

SUBJECT: Request by the County Manager, through the Washoe County Clerk, and pursuant to Washoe County Code 2.030, to initiate an amendment to Washoe County Code Chapter 5 (Administration and Personnel) to reduce the number of regular monthly meetings of the Board of County Commissioners from three meetings to two meetings; and direct the County Clerk to submit the request to the District Attorney's Office for preparation of a proposed ordinance in accordance with Washoe County Code 2.040. (All Commission Districts.) FOR POSSIBLE ACTION

SUMMARY

The Washoe County Manager, by and through the County Clerk, requests that the Board of County Commissioners ("Board" or "BCC") initiate proceedings pursuant to Washoe County Code ("WCC") 2.030 to amend WCC Chapter 5 to reduce the number of required regular monthly BCC meetings from three to two. Currently, WCC 5.017 requires the Board to hold regular meetings on the second, third, and fourth Tuesdays of each calendar month. The 2025 Washoe County Office of the County Manager (OCM) Organizational Assessment found that this three-meeting cadence is "an outlier compared to other large local government organizations in Nevada," specifically noting that Clark County, the City of Reno, and the City of Las Vegas each hold regular meetings only twice per month. Reducing the meeting frequency to two regular meetings per month would allow more time for Commissioners and staff to prepare, create capacity for quarterly work sessions, and better align Washoe County with peer jurisdictions — while remaining fully compliant with the minimum statutory floor of one meeting per calendar month established by NRS 244.085(1).

Washoe County Strategic Objectives supported by this item: Fiscal Sustainability, Economic Impacts and Innovative Services.

AGENDA ITEM # _____

PREVIOUS ACTION

None.

BACKGROUND

WCC 2.030 provides that amendments to the Washoe County Code must be initiated by a request from the head of a County department to the County Clerk. Upon receiving the request, the County Clerk, pursuant to WCC 2.040, shall place the request on an agenda for consideration by the Board. The Board may approve the request with any desired changes, or the Board may deny the request. In considering the request, the Board may hear testimony from the proposer or any other person regarding the proposed changes. If approved, the Board then directs the County Clerk to submit the request to the District Attorney's Office for preparation of a proposed ordinance. Pursuant to WCC 2.050, when the District Attorney's Office has completed the proposed ordinance, the County Clerk places the proposed ordinance on the Board's agenda at a regularly scheduled meeting for an introduction and first reading in accordance with the adoption procedures set out in NRS 244.100.

As indicated in the attached letter, the County Manager has requested an amendment to WCC Chapter 5 (Administration and Personnel) to reduce the number of regular meetings of the Board of County Commissioners from three (3) regular meetings per month to two (2) meetings per month.

Washoe County's current meeting schedule — three regular meetings per month on the second, third, and fourth Tuesdays — has been codified for many years. Notably, the Board has previously experimented with a two-meeting-per-month schedule. Meeting records from March 26, 2013 reflect a Board discussion in which the County Manager confirmed that the Board had previously directed staff to cancel the middle meeting of the month. The Board indicated that this direction could be changed at any time. At that same meeting, Commissioner Jung requested a review of the best time to return to three meetings per month, while Commissioner Weber expressed the view that two meetings per month was appropriate given staff time and preparation demands. This historical record demonstrates that the Board has previously operated under a two-meeting model.

The 2025 OCM Organizational Assessment completed by Raftelis formally renewed the recommendation to reduce regular BCC meetings to twice per month, citing both peer jurisdiction benchmarking and the operational need to create capacity for quarterly work or study sessions. It should be noted that this proposed amendment solely relates to regular meetings of the Board, and does not affect the Board's ability to call a special meeting, as needed.

FISCAL IMPACT

There is no fiscal impact to request initiation of proceedings to amend provisions in Washoe County Code. However, if the amendment is ultimately approved, indirect savings may result from reduced staff time devoted to agenda preparation, meeting logistics, and administrative support for the third monthly meeting. These savings are not quantified at this stage but are consistent with the operational efficiency rationale identified in the 2025 OCM Organizational Assessment completed by Raftelis.

RECOMMENDATION

It is recommended that the Board of County Commissioners approve a request by the County Manager, through the County Clerk, and pursuant to WCC 2.030, to initiate amendments to WCC Chapter 5 (Administration and Personnel) to reduce the number of regular monthly meetings of the Board of County Commissioners from three meetings to two meetings; and direct the County Clerk to submit the request to the District Attorney's Office for preparation of a proposed ordinance in accordance with WCC 2.040.

POSSIBLE MOTION

"Move to approve a request by the County Manager, through the County Clerk, and pursuant to WCC 2.030, to initiate amendments to WCC Chapter 5 (Administration and Personnel) to reduce the number of regular monthly meetings of the Board of County Commissioners from three meetings to two meetings; and direct the County Clerk to submit the request to the District Attorney's Office for preparation of a proposed ordinance in accordance with WCC 2.040."