



Office of the County Manager

August 1, 2026

Jan Galassini
Washoe County Clerk
1001 East Ninth Street Reno, NV 89512

RE: Request to initiate proceedings to amend Washoe County Code Chapter 5
(Administration and Personnel)

Dear Ms. Galassini,

In accordance with Washoe County Code (WCC) Section 2.030, please submit this correspondence to the Board of County Commissioners (Board). I request that Washoe County initiate proceedings to amend Washoe County Code Chapter 5 (Administration and Personnel), Section 5.017, to reduce the number of regular meetings of the Board of County Commissioners (BCC) from three meetings per month to two meetings per month.

Currently, the Board is required 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.

Included is a staff report seeking the Board's approval to formally initiate the amendment and provide direction to submit the request to the District Attorney's Office to prepare an ordinance to adopt the code amendment.

Respectfully,

Kate Thomas
County Manager



QUALITY
PUBLIC SERVICE



INTEGRITY



EFFECTIVE
COMMUNICATION