



WASHOE COUNTY

OFFICE OF THE COUNTY MANAGER

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August 25, 2026

Jan Galassini
Washoe County Clerk
1001 E. 9th Street
Reno, NV 89512

RE: Request to initiate amendments to Washoe County Code Chapter 5 (Administration and Personnel) pursuant to a request made by Kate Thomas, County Manager.

Dear Ms. Galassini,

In accordance with Washoe County Code 2.030, I respectfully request that you initiate proceedings to amend the Washoe County Code Chapter 5 (Administration and Personnel) for the purpose of amending Section 5.0244, which governs the County Manager's authority to approve incidental food and entertainment expenditures for certain County activities.

Included is a proposed staff report requesting that the Board of County Commissioners approve the request and instruct you to direct the District Attorney's Office for preparation of a proposed revision in accordance with Washoe County Code 2.040.

Please let me know should you have any questions regarding this request.

Respectfully,

Kate Thomas
County Manager

Enclosure