

September 20, 2025

CPS HR Consulting C/O
Pamela Derby and Fatima Nukic
Submitted via email

Dear Ms. Derby and Ms. Nukic,

I am honored to provide to you my qualifications, resume, and professional references demonstrating direct alignment with the desired candidate qualities and required leadership skills for the Washoe County Manager position.

As Assistant County Manager and most recently, Interim County Manager, I have been successfully serving Washoe County, the Board of County Commissioners, elected officials, and department heads for over 8 years in two of the organization's highest leadership positions. I have a deep knowledge and understanding of the complexities of our 24-department organization and I am poised to continue to move Washoe County forward during uncertain fiscal times alongside an excellent and committed leadership team and staff.

I am a proven and resilient leader with the ability to make difficult and strategic decisions, and I adhere to the policy direction and strategic vision of the Board of County Commissioners. I enjoy a strong working relationship with the board as well as with community partners and stakeholders and I am deeply committed to the community we serve.

My professional skills include successful regional collaboration, systems-based and impactful vision development and execution, and the ability to effectively communicate across a wide variety of staff, stakeholders, and constituents. I am honored to represent the important work of Washoe County through various presentations, legislative coordination, and fundraising efforts; integrity, accountability, transparency, and financial stewardship are values I hold at the highest personal level.

Thank you for assisting Washoe County with this important placement. I am available for additional questions at the contact information provided.

Sincerely,
Kate Thomas

Kate Thomas

Government professional with experience in County, City, and State executive level leadership. Excellent communicator in public and private settings including work with elected officials. Highly ethical and transparent leader dedicated to a successful team approach in accomplishing strategic vision.

HIGHLIGHTS

- Experienced and innovative local government leader
- Collaborative team-builder
- Balanced and fair leader
- Creative problem solver
- Respected community partner
- Strong fiscal acumen
- Visionary strategic planner
- Experienced facilitator

EDUCATION

Michigan State University
East Lansing, MI | 1994
Bachelor of Science
Resource Development

University of Phoenix
Ventura County, CA | 2001
Master in Business
Administration (MBA)

PROFESSIONAL EXPERIENCE

WASHOE COUNTY, NEVADA

Interim County Manager

July 2025 - present

Accountable for implementing the policies and directives of the board of County Commissioners. Directing the recommendations and strategies of the Raffetis organizational review including improved communication practices with staff, elected officials, and community/business stakeholders. Orchestrating enhanced transparency with public records, improved access to services, and alignment with the County's Strategic plan. Oversight and execution of the \$1.065 billion dollar budget and 3,200 county staff.

WASHOE COUNTY, NEVADA

Assistant County Manager

July 2017 - present

Executing operational and vulnerable population-focused functions of Washoe County including the Human Services Agency, Public Defense, Community Reinvestment, Behavioral Health, Public Guardian, Governmental Relations; serving as liaison to all courts.

- Established the Community Reinvestment division to oversee distribution of more than \$100 million in federal pandemic relief funds and State of Nevada opioid settlement funds; more than 150 projects under management to enhance service to the residents of Washoe County.
- Worked with the Registrar of Voters office, County Departments, and State of Nevada Secretary of State to conduct the 2024 Presidential Preference Primary, Primary and General Elections.
- Established the regions first Behavioral Health Administrator position as a strategic priority along with introducing the Sequential Intercept Model to divert individuals from the criminal justice system into treatment. Facilitated input from 100+ community partners and providers to develop programming for the Washoe Behavioral Health Center; initiated investment process to secure \$12 million in private funding.
- Completed the Nevada Cares Campus and Our Place women and family shelter including critical diversion programming and resource center; secured more than \$6m in private funds with strategic fundraising committee. Implemented affordable housing trust fund ordinance.

CITY OF RENO, NEVADA

Assistant City Manager

January 2015 - July 2017

Oversaw various areas of City Management including Parks, Recreation, and Community Services, Office of Communications and Community Engagement, Legislative Relations, City Council agenda management, office of policy and strategic planning, sustainability program, Arts and Events program, and City Manager support. Worked on City's \$800 million budget and alongside 1,100 staff.

Kate Thomas

PROFESSIONAL EXPERIENCE

CITY OF RENO, NEVADA

Director, Office of Management and Budget

October 2011 - January 2015

Responsibilities included planning and organizing all activities relating to the City's growing \$550 million budget including budget development and monitoring, fiscal analytical services, financial planning, franchise fee audits, revenue forecasting and performance measurement. Retooled departmental budget presentation and notification process; developed strategic budget guiding principles document.

STATE OF NEVADA

Deputy Secretary of State

January 2007 – October 2011

Provided Operations Division executive leadership over all internal-facing office operations - accounting, finance, information technology and human resources functions. Responsible for \$20 million budget and more than \$100 million in annual revenue, allocation of resources, accountability, compliance with State budgeting/accounting principles and practices; administered all expenditures and ensured efficient allocation of funds. Represented the office at the Legislature preparing all fiscal notes and testified on behalf of issues. Developed and maintained the Registry of Domestic Partnerships and Advanced Directives Registry. Developed SilverFlume Nevada Business Portal and served as election liaison to Washoe County. Served on the Tahoe Regional Planning Agency Governing Board on behalf of Secretary of State Miller.

CITY OF RENO, NEVADA

Assistant to the City Manager

April 2004 - January 2007

Performed various analytical, project management and policy tasks in City Manager's Office including restructuring of the City-wide special events program and coordination of railroad quiet zone. Served as interim Human Services Manager in Redevelopment Agency resulting in \$1 million budget savings. Worked on legislative issues including public safety community centers and sales tax initiative. Member of executive staff and liaison to the City Manager's Business Impact Roundtable.

CITY OF THOUSAND OAKS, CALIFORNIA

Management Analyst

August 1997 - January 2004

Responsibilities included project management, forecasting and analyzing program budgets and data, City Council presentations, detailed financial analysis of solid waste fee reporting process for AB 939, and serving as City representative to various state and local agencies. Special project liaison cross-departmentally for various initiatives. Developed and implemented Arbor Earth Day event (still occurring), promoted and facilitated residential waste-reduction and used oil recycling programs.

PROFESSIONAL SERVICE & RECOGNITION

- ♦ Current Board Chair, State of Nevada Board of Indigent Defense, Governor appointee
- ♦ Current Board Chair, High Sierra Industries Reno
- ♦ Assistance League of Reno/Sparks, inaugural advisory committee member (2019 - 2025)
- ♦ Woman of Achievement and Triumphant Women nominee (2016)
- ♦ Keep Truckee Meadow's Beautiful two-time Board President (2004 – 2018)
- ♦ Leadership Reno-Sparks Program Graduate (2006); Current Distinguished Alumni
- ♦ Toastmaster's International Club President and Vice President of Education (2005)