



February 26, 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) Subsection 5.410 (Departmental Employee Recognition Programs) pursuant to a request made by Patricia Hurley, Washoe County Chief Human Resources Officer.

Dear Ms. Galassini,

In accordance with Washoe County Code 2.030, I respectfully request that you initiate proceedings to amend Washoe County Code Chapter 5 (Administration and Personnel) Subsection 5.410 (Departmental Employee Recognition Programs) for the purpose of amending the code section to update the amounts departments may spend on recognition awards for years of service and retirement. Departments may currently spend \$25 for service awards and \$50 for retirement awards. The code section has not been updated since it was created in 1997. It is proposed that the amounts be updated to \$50 for service awards and \$75 for retirement awards.

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 to prepare an ordinance adopting the requested code amendments.

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

Respectfully,

Patricia Hurley
Washoe County Chief Human Resources Officer



QUALITY
PUBLIC SERVICE



INTEGRITY



EFFECTIVE
COMMUNICATION