



# WASHOE COUNTY

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## STAFF REPORT

BOARD MEETING DATE: *June 23, 2026*

**DATE:** June 5, 2026  
**TO:** Board of County Commissioners  
**FROM:** Patricia Hurley, Chief Human Resources Officer  
(775) 328-2087 [phurley@washoecounty.gov](mailto:phurley@washoecounty.gov)

**THROUGH:** Jan Galassini, Washoe County Clerk

**SUBJECT:** Conduct a second reading, public hearing, and possible adoption of an ordinance amending Washoe County Code Chapter 5 (Administration and Personnel), to increase the departmental allowance for employee service awards from \$25.00 to \$50.00 per award, and to increase the departmental allowance for employee retirement awards from \$50.00 to \$75.00 per award; and all matters necessarily connected therewith and pertaining thereto. (All Commission Districts.)

If supported, adopt and enact the new ordinance by title. (All Commission Districts.)  
FOR POSSIBLE ACTION.

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### SUMMARY

The Washoe County Commission is asked to conduct a second reading and public hearing of an ordinance amending the Washoe County Code as it relates to employee recognition programs. Specifically, Washoe County Code (“WCC”) section 5.410 allows for County departments to recognize employees’ years of employment or service to the County and employees’ retirements through service awards such as medals, ribbons, badges or plaques. The code was first approved in 1997 with price maximums being set at \$25 for service awards and \$50 for retirement awards. Since that time, the cost for awards has increased. Therefore, the Chief Human Resources Officer seeks approval to update the maximums to \$50 for service awards and \$75 for retirement awards.

**Department Strategic Objective supported by this item:** Fiscal Sustainability

### PREVIOUS ACTION

On December 9, 1997, the Board enacted Ordinance Number 1002, which authorized departments to spend \$25 on employee service awards and \$50 on employee retirement awards, such as certificates and frames, medals, ribbons, pins, badges, etc. referencing Washoe County and recognizing the individual.

AGENDA ITEM # \_\_\_\_\_

On September 12, 2000, the Board enacted Ordinance Number 1105, which expanded the employee merit award program to include citizen participation.

On April 14, 2026, the Board approved the Chief Human Resource Officer's request to initiate an amendment to WCC Chapter 5 to increase the amounts allowed for employee service awards and employee retirement awards; and authorized the District Attorney's Office to prepare a code amendment.

On May 26, 2026, the Board conducted an introduction and first reading of the ordinance.

### **BACKGROUND**

WCC 5.410 allows for County departments to recognize employees' years of employment or service to the County and employee retirements through service awards such as medals, ribbons, badges or plaques. The code was first approved in 1997 with price maximums being set at \$25 per service award and \$50 per retirement awards. Since that time, the cost for awards has increased. Therefore, the Chief Human Resources Officer seeks approval to update the maximums to \$50 for service awards and \$75 for retirement awards.

### **FISCAL IMPACT**

Any fiscal impact associated with the increased limits will be absorbed in the department's current budget.

### **RECOMMENDATION**

It is recommended that the Board of County Commissioners a second reading and public hearing of an ordinance amending Washoe County Code Chapter 5 (Administration and Personnel) to increase the departmental allowance for employee service awards from \$25.00 to \$50.00 per award, and to increase the departmental allowance for employee retirement awards from \$50.00 to \$75.00 per award; and all matters necessarily connected therewith and pertaining thereto and if supported, to adopt and enact the new ordinance by title.

### **POSSIBLE MOTION**

Should the Board of County Commissioners agree with the recommendation, a possible motion would be:

*“Move to adopt Ordinance Number \_\_\_\_\_ [insert Ordinance Number provided by County Clerk], which is an ordinance amending Washoe County Code Chapter 5 (Administration and Personnel) to increase the departmental allowance for employee service awards from \$25.00 to \$50.00 per award, and to increase the departmental allowance for employee retirement awards from \$50.00 to \$75.00 per award; and all matters necessarily connected therewith and pertaining thereto. And if supported, I further move to adopt and enact the new ordinance by title.”*