



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: *May 26, 2026*

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TO: Board of County Commissioners

FROM: Patricia Hurley, Chief Human Resources Officer
(775) 328-2087 phurley@washoecounty.gov

THROUGH: Kate Thomas, Washoe County Manager

SUBJECT: Introduction and first reading 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. If supported, set the public hearing for the second reading and possible adoption of the ordinance for June 23, 2026. (All Commission Districts.)
FOR POSSIBLE ACTION.

SUMMARY

The Washoe County Commission is asked to introduce and conduct the first reading 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.

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 award. 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 introduce and conduct a first reading 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, set a public hearing and possible adoption of the Ordinance for June 23, 2026.

POSSIBLE MOTION

A motion is not required for an introduction and first reading.

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

“Move to introduce and conduct and first reading of Bill number [insert Bill Number provided by County Clerk]; and set a public hearing for the second reading and possible adoption of the ordinance on June 23, 2026.”