



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: *April 14, 2026*

DATE: February 26, 2026
TO: Board of County Commissioners
FROM: Patricia Hurley, Chief Human Resources Officer
(775) 328-2087 phurley@washoecounty.gov

THROUGH: Jan Galassini, Washoe County Clerk

SUBJECT: Request by the Washoe County Chief Human Resources Officer, through the Washoe County Clerk, and pursuant to Washoe County Code (“WCC”) 2.030, to initiate an amendment to WCC Chapter 5 (Administration and Personnel), to update the dollar amounts that county departments may spend for service rewards and retirement awards for county employees. County departments may currently spend up to \$25 for a service award and \$50 for a retirement award. The proposed amendment would increase the allowance to \$50 for a service award and \$75 for a retirement award. If approved, it is recommended that the Board direct the County Clerk to submit the request to the District Attorney’s Office for preparation of a proposed ordinance in accordance with WCC 2.040. (All Commission Districts.)

SUMMARY

Washoe County Code 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, by and through the County Clerk, seeks approval to initiate proceedings to amend WCC Chapter 5 (Administration and Personnel) to update the maximums to \$50 for service awards and \$75 for retirement awards.

Washoe County 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.

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

AGENDA ITEM # _____

BACKGROUND

WCC 2.030 provides that amendments to the Washoe County Code must be initiated by a request from a Washoe County department head to the County Clerk. Upon receiving the request, the County Clerk, pursuant to WCC 2.040, places the request on an agenda for consideration by the Board of County Commissioners. Upon a majority vote of the members present at the meeting, the Board may approve the request with any changes the Board desires. In considering the request, the Board may hear testimony from the proposer or any other person regarding the proposed changes. If approved, the Board then directs the County Clerk to submit the request to the District Attorney for preparation of a proposed ordinance. Pursuant to WCC 2.050, when the District Attorney has completed the proposed ordinance, the County Clerk will place the proposed ordinance on the Board's agenda at a regularly scheduled meeting for an introduction and first reading in accordance with the adoption procedures set out in NRS 244.100.

As indicated in the attached letter, the Washoe County Chief Human Resources Officer has requested an amendment to Washoe County Code Chapter 5 (Administration and Personnel), to update the amount a department can spend for employee recognition.

Specifically, WCC 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 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

There is no fiscal impact to request initiation of proceedings to repeal, amend, or enact provisions in Washoe County Code. 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, pursuant to WCC Sections 2.030 and 2.040, approve a request to initiate proceedings to amend WCC Chapter 5 (Administration and Personnel), to allow departments to spend \$50 for a service award and \$75 for a retirement award; and direct the County Clerk to submit the request to the District Attorney's Office for preparation of a proposed ordinance reflecting the amendment.

POSSIBLE MOTION

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

“Move to approve a request by the Chief Human Services Officer, through the County Clerk, and pursuant to WCC Sections 2.030 and 2.040, to initiate amendments to WCC Chapter 5 (Administration and Personnel), to allow departments to spend \$50 for a service award and \$75 for a retirement award; and direct the County Clerk to submit the request to the District Attorney’s Office for preparation of a proposed ordinance reflecting the amendment.”