



## STAFF REPORT

DATE: February 19, 2019

**CONSENT**

**AGENDA ITEM:** Approve Annual Public Service Recognition Event, May 2019

**SUBMITTED BY:** Jake Foster, Assistant City Administrator

**REVIEWED BY:** Kristina Handt, City Administrator

---

### **BACKGROUND:**

Per the Employee Recognition Policy adopted in December 2016, an annual event may be held to recognize the public service of City staff, Council members, and members of City committees, commissions and boards. The event must be preapproved by the City Council. An amount not to exceed \$500 will be provided for the annual event and must be expended as necessary to achieve the objectives of the City's Employee Recognition Policies. Immediate family or significant others of City staff, Council members, or members of City committees, commissions or boards may attend the annual recognition event at their own cost. Expenditure of public funds to purchase alcohol for the annual recognition event shall not be permitted.

### **ISSUE BEFORE COUNCIL:**

Should the Council approve the Annual Public Service Recognition Event to take place in May 2019?

### **PROPOSAL:**

Staff is seeking Council approval to spend up to \$500 for the annual recognition event. The funds would be used for the purchase of food and beverage. The tentative date and location are Thursday, May 9<sup>th</sup> at 5:00PM at the Sally Manzara Interpretive Nature Center. If approved, staff would work to finalize the details and send out invites.

### **FISCAL IMPACT:**

\$500 from the general fund

### **OPTIONS:**

- 1) Approve \$500 for the annual public service recognition event in January 2018
- 2) Approve a lesser amount for the annual public service recognition event in January 2018
- 3) Approve a different date for the annual public service recognition event
- 4) Do not approve the annual recognition event.

### **RECOMMENDATION:**

If removed from the consent agenda:

***“Move to approve the Annual Public Service Recognition Event in May 2019 and the expenditure of up to \$500.”***