



## STAFF REPORT

DATE: October 3, 2023

### **CONSENT**

**TO:** Mayor and Council Members

**FROM:** Karissa Goers, Administrative Services Director

**AGENDA ITEM:** Approve 2023 Employee Recognition Event

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**BACKGROUND:** The City adopted an Employee Recognition Policy in December of 2016, which allows the City to organize and hold an annual event recognizing the public service of City staff, council members, members of City Committees, commissions and boards. The event must be preapproved by the City Council. An amount not to exceed \$1000 will be provided for the annual event and must be expended as necessary to achieve the objectives of the City's Employee Recognition policies. These funds are not to be used to purchase alcohol for the event. Immediate family or significant others may attend the event at their own expense.

**ISSUE BEFORE COUNCIL:**

Should the Council approve the 2023 Annual Employee Recognition event to take place in November?

**PROPOSAL DETAILS/ANALYSIS:**

Staff is seeking Council approval to spend up to \$1000 for the annual recognition event. The funds would be used for the purchase of food and beverages. The suggested date is Thursday, November 16<sup>th</sup> at 5:30 PM at the City Center. If approved, staff would work to finalize the details and send out invitations.

**FISCAL IMPACT:**

\$1000 from the general fund.

**OPTIONS:**

- 1) Approve the use of funds and date for the annual employee recognition event in November 2023.
- 2) Approve the use of funds and a different date for the annual employee recognition event
- 3) Do not approve the annual employee recognition event.

**RECOMMENDATION:**

If removed from the consent agenda:

***"Motion to approve the Annual Employee Recognition Event in November 2023 and the expenditure of up to \$1000."***

**ATTACHMENTS:**

None