



STAFF REPORT

DATE: February 6, 2024

CONSENT

TO: Mayor and Council Members

FROM: Karissa Goers, Administrative Services Director

AGENDA ITEM: Approve 2023 Employee Recognition Event

BACKGROUND: In years past the City has recognized employees, council members, members of City committees, commissions and boards at one evening event in November. The majority of attendees have been council members and commissioners with minimal attendance of employees. Two objectives of the recognition policy are: to increase morale and employee motivation; and encourage loyalty and long-term retention of employees. Staff don't believe these objectives are being met when we require employees to come to events outside of normal working hours. An employee appreciation event should acknowledge all employees and not require them to choose between work and personal time.

Council, board, committee members and commissioners provide their time and service to the City outside of normal working hours, so holding an evening event to recognize their hard work is acceptable.

ISSUE BEFORE COUNCIL:

Should the Council approve two recognition events annually?

PROPOSAL DETAILS/ANALYSIS:

Staff is seeking Council approval to separate the annual recognition event into two events. The budget for both events would not exceed \$1000.

Staff propose two annual recognition events. One for City employees in March (which is when Employee Appreciation Day is recognized annually) and one for council, board, committee members and commissioners to take place in November. Staff propose March 1, 2024 for this year's employee event.

FISCAL IMPACT:

The funds for this event have been accounted for in the 2024 budget.

OPTIONS:

- 1) Approve the use of funds and date for the annual employee recognition event.
- 2) Do not approve the annual employee recognition event.

RECOMMENDATION:

If removed from the consent agenda:

“Motion to approve the Annual Employee Recognition Event in March 2024.”

ATTACHMENTS:

None