



## Staff Reports

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**File #:** 155-2021, **Version:** 1

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**To:** Honorable Mayor and Members of City Council

**From:** Steve Potter, City Manager

**Prepared By:** Liz Habkirk, Deputy City Manager

**TITLE:**

City Employee Recognition Program

**RECOMMENDED ACTION:**

Adopt a resolution authorizing the City Manager to establish and implement administrative regulations to recognize City employees for their years of service and for their extraordinary contributions to the City.

**DISCUSSION:**

For many years, City management has worked with an employee-led committee to organize and hold various events that help to celebrate the achievements and contributions of City employees. These efforts have included recognition of newly hired or promoted employees, awards for outstanding performance and achievements, and recognition of milestone years of service. In addition to these city-wide events, individual departments have regularly held celebrations of various employee efforts and achievements.

Although the Covid-19 Pandemic suspended many of these in-person events, the City recognizes the importance of a program that seeks to highlight the achievements of employees who are critical to the delivery of services to the community. Over the last several months, virtual celebrations and videos have served in place of some of the traditional events.

In March, the City Council included a Stable and Efficient Organization as one of their top priorities for Fiscal Year 2021-22. It is widely accepted that employee recognition programs help to motivate and engage employees, create an environment that appreciates innovation, and serve as both an employee attraction and retainment tool.

Today's resolution will authorize the City Manager to establish and implement the appropriate administrative regulations to create a formal Employee Recognition Program recognizing City employees for their years of service and for their extraordinary contributions to the City. The administrative regulations will also establish the parameters by which City funds are used in such a program and ensure that the City maintains compliance with Internal Revenue Service ("IRS") regulations relating to compensation.

**FINANCIAL IMPACTS:**

None

**CEQA:**

The City Manager has determined that the recommended action described in this agenda report is not subject to CEQA, pursuant to CEQA Guidelines Section 15060 (c).

**DOCUMENTS ATTACHED:**

ATCH 1 - Resolution

**NOTIFICATION:**

None