



WASHOE COUNTY

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Finance LC
DA _____
Risk Mgt. CH
HR n/a
Other n/cw

STAFF REPORT

BOARD MEETING DATE: August 23, 2016

DATE: August 11, 2016
TO: Board of County Commissioners
FROM: Joanne Watson, Assistant to the County Manager
328-2002, jwatson@washoecounty.us
THROUGH: John Slaughter, County Manager
SUBJECT: Recommendation to approve expenditures for the August 25, 2016 Employee Family Picnic in an amount not to exceed 10,000.00. (All Commission Districts.)

SUMMARY

This is a request that the Board of County Commissioners approve expenses associated with providing food and other supplies for the Employee Family Picnic being held on August 25, 2016.

Strategic Objective supported by this item: Valued, engaged employee workforce.

PREVIOUS ACTION

On July 28, 2015 the Board of County Commissioners approved expenditures for the Employee Family Picnic held on August 14, 2015.

BACKGROUND

The first annual employee appreciation event was held on February 23, 1999. Several events were held in subsequent years, including an all employee family picnic, the last being held in 2007. The picnic and other employee appreciation initiatives were discontinued in later years due to the economic downturn and significant funding reductions.

The Employee Recognition Program was established in 2014 with the intent of bringing back a number of employee appreciation events and initiatives to honor Washoe County's workforce. This program is managed by a committee comprised of representatives from each Washoe County department.

In 2015, several employee appreciation events and initiatives were held which included:

- Employee Family Night at the May Museum – employees and their families were invited to view the Grossology Exhibit free of charge. (April)

AGENDA ITEM # S.H.

- Employee Family Picnic at the North Valleys Water Splash Park – employees and their families attended this very popular event. (August)
- Employee Appreciate Breakfast honoring employees celebrating employment milestone anniversaries of service in 5-year increments between five (5) to forty (40) years, as well as employees completing employee development certificate series'. (December).
- Employee service pins recognizing prior employment anniversaries (5, 10, 15, etc.) were distributed to all eligible county employees to acknowledge milestones that had been reached and not recognized in previous years.

In 2016, several appreciate initiatives have already been implemented which include:

- Monthly distribution of service year pins (5, 10, 15, etc.) for employees celebrating service anniversary milestones within the month.
- Introduction and monthly distribution of service recognition certificates for employees celebrating service anniversary milestones within the month, distributed in conjunction with the service pins.
- Starfish Program, providing certificates and other small tokens of appreciation for employees who go above and beyond in serving the public or their fellow employees (championed by Commissioner Vaughn Hartung) has been developed and is ready for implementation.

Additional events planned for the remainder of the FY 2016/2017 fiscal year include the Employee Appreciation Breakfast in December and an Employee Family Movie Night expected in the spring.

The 2016 Employee Family Picnic is being planned by a sub-committee of the larger Employee Recognition Committee. Volunteer employees will help staff the event, and food will be provided by (4) selected food truck vendors which will reduce food waste, expense and trash accumulation. Cookies will be purchased from a local bakery and water will be purchased from a local vendor in crocks for more economical pricing. Attendees will each be given a \$10 voucher toward purchase of food at the food trucks and vendors will offer limited meal selections that fall within that price point.

FISCAL IMPACT

There are funds available within the approved FY 2016/2017 budget of the Administration Services Division of the Office of the County Manager in Cost Center 101102, General Ledger account 710500.

RECOMMENDATION

It is recommended that the Board of County Commissioners approve expenditures for the August 25, 2016 Employee Family Picnic in an amount not to exceed \$10,000.00.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be, "*move to approve expenditures for the August 25, 2016 Employee Family Picnic in an amount not to exceed \$10,000.00.*"