



Department Source: Human Resources

To: City Council

From: City Manager & Staff

Council Meeting Date: November 20, 2017

Re: Amending Chapter 19-88, Additional Payments

Executive Summary

An ordinance amending Chapter 19-88(a)(1), the department level incentive program, to revise the award criteria and revise the method for allocating funds for the program.

Discussion

Current ordinance 19-88(a)(1) authorizes a department level incentive program where employees may be nominated for and receive a small cash bonus gift card. Funding is subject to availability from the city's procurement card rebate program, and limited to \$100 per year per employee per department. Allocated funding currently averages \$24,000 per fiscal year.

This program was reviewed for possible improvement by the city's Quality Squad. The Quality Squad recommends two ordinance revisions to the Small Cash Bonus Gift Card Program as a result of that review:

- (1) Eliminate the allotment of funds to city departments based on the number of employees per department, and instead create one pool of money all city departments may access. The recommendation was made because award funds allocated by department have not all been used in large departments in any fiscal year since the program began in FY 2012. On average, \$5,900 was available but not awarded at the end of the year. Creating a city-wide pool rather than a department allocation based on the number of department employees should allow small departments more opportunities to recognize employees, and encourage cross-department recognition.
- (2) Revise the criteria the awards are based upon so that the criteria reflect current language and processes in the city's strategic plan.

The Quality Squad recommends these changes because the revisions directly relate to the goals of the strategic plan to increase employee satisfaction by 3%. In a survey of city staff, nearly 50% of respondents agreed that the gift card program enhances their employee engagement. The Quality Squad's goals are to (1) increase the use of the gift card program as a recognition tool, (2) increase gift card submissions from non-supervisory staff (peer to peer) from 32 to 50 submissions, and, (3) increase submissions across departments from 19 to 40 submissions.



Fiscal Impact

Short-Term Impact: None.

Long-Term Impact: None.

Strategic & Comprehensive Plan Impacts

[Strategic Plan Impacts:](#)

Primary Impact: Operational Excellence, Secondary Impact: Secondary, Tertiary Impact: Tertiary

[Comprehensive Plan Impacts:](#)

Primary Impact: Not Applicable, Secondary Impact: Secondary, Tertiary Impact: Tertiary

Legislative History

Date	Action
None.	None.

Suggested Council Action

Approval of the ordinance.