

**Department New Request Form
Fiscal Year 2024**

Program	Central Services	Title of New Request:	Rank: 2
Department	Central Services	Employee Recognition	
Request Category	New		
Request Rating	New Program		
Department Goal	Organizational Excellence		

1. How will request assist in achieving Department Goal and benefit the customer

The city desires to reestablish and revise a formal system for staff recognition and to offer support for informal recognition programs that create a work culture of appreciation. Research shows that employees not recognized are over 2x more likely to quit and that a simple thanks can increase productivity by 50%. Additionally, respectful treatment contributes to job satisfaction and morale and recognition encourages a sense of purpose and drives engagement. A small start up budget is needed to continue research and planning, collect staff input, and jump start a program.

2. What specifically is needed to achieve this goal?

An initial investment of funding to support the development of informal and formal employee recognition programs at the city.

3. Cost Impact of New Program:

Account #	Item	Qty	Unit Cost	Requested One-Time	Requested Ongoing	FY 2024 Unfunded	FY 2024 Funded	Proposed FY 2025 Ongoing
Ongoing expenses								
1000.245.410810.220	Recognition program	1	15000		15,000	15,000	—	
					—	—	—	
					—	—	—	
					—	—	—	
					—	—	—	
					—	—	—	
					—	—	—	
					—	—	—	
Expense Sub-Total					15,000	15,000	—	—
One-Time Expenses								
				—		—	—	
				—		—	—	
				—		—	—	
				—		—	—	
				—		—	—	
				—		—	—	

Revenue Offset:

Account #	Revenue Description	Proposed Onetime Revenue	Proposed Ongoing Revenue
1000	N Cost allocation plan (41%)	-	6,150
1000	T Tax Funded (59%)	-	8,850
Revenue Sub-Total		\$ -	\$ 15000

4. What sort of data will be used to report results and outcomes of request?

The FY23 Employee Engagement Survey reported 64% of employees rate employee appreciation at the city as Fair or Poor.

	Requested/Proposed Funding Source	
	One-time	Ongoing
Tax or Assessment	-	8,850
Non-tax	-	6,150
Fund Balance	-	-
Total	-	15,000