



## Agenda Memorandum

Agenda Item – {{section.number}}.B.

City Council Meeting  
August 14, 2023



### Strategic Priority 1: Preparedness and Resilience

Build a system of intentional support for residents, businesses and the environment that mitigates risks and proactively seeks out ways to ensure the community not only endures, but thrives.

**Subject:** Proclamation for Employee Appreciation Week

**Prepared By:** Nicki Leo, Employee Wellness Coordinator  
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### Recommended City Council Action:

Mayor McNally to proclaim September 4 through September 8, 2023, as City of Westminster Employee Appreciation Week in recognition of the contributions of City employees to the overall success of the City organization and the quality of life of Westminster citizens.

### Summary Statement:

- The Mayor and City Council are being requested to proclaim September 4 through September 8, 2023, as City Employee Appreciation Week.
- For many years, the City of Westminster and its residents have benefited from the hard work and commitment of City employees.
- The purpose of the proposed proclamation is to recognize full-time and part-time benefited employees, along with the many seasonal and non-benefited positions who comprise the City of Westminster's workforce.
- On September 7, the annual employee barbeque will be held at Westfield Village Park. This catered barbeque lunch is a popular event and allows City employees to relax in the outdoors and enjoy the company of their coworkers.

- Members of the City's Employee Advisory Committee and the Employee Recognition Action Team, who represent employees from all City departments, have been invited to attend Monday evening's meeting to accept the proclamation on behalf of all City employees.

**Fiscal Impact:**

Not applicable.

**Source of Funds:**

Not applicable.

**Policy Issue(s):**

None identified.

**Alternative(s):**

None identified

**Background Information:**

The ability of the City of Westminster organization to provide quality municipal services is in no small part due to the commitment, dedication, talent, expertise, and knowledge of the City's employee workforce including employees working in the City Attorney's Office, City Manager's Office, Community Development, Economic Development, Finance, Fire, Human Resources, Information Technology, Parks, Recreation and Libraries, Police, and Public Works and Utilities Departments. Due to the efforts of these individuals, Westminster is in the forefront of providing high quality facilities and services to its residents. Very positive community feedback in biennial surveys and the many national and regional awards the City has received attest to the caliber of the City's workforce.

The attached Proclamation summarizes the contributions of City employees and recognizes their efforts by proclaiming September 4 through September 8, 2023, as City of Westminster Employee Appreciation Week.

One of the highlights of the week will be the employee barbeque lunch at Westfield Village Park. Employees enjoy a catered lunch and are able to relax and enjoy the company of coworkers; the food and friendship is a highlight of the week.

The Employee Recognition Action Team (ERAT) has created an electronic "thank you" note that will be available to send to City employees during the week. This special thank you note helps employees remember to thank their coworkers for their teamwork and inspiration throughout the year. ERAT has planned other activities and events throughout Employee Appreciation Week.

Several members of the City's Employee Advisory Committee and the Employee Recognition Action Team will be present Monday evening to accept this proclamation from City Council on behalf of all City employees.

Employee appreciation efforts addresses the City's Strategic Goal for Preparedness and Resilience by building a system of intentional support for residents, businesses, and the

environment that mitigates risks and proactively seeks out ways to ensure the community not only endures, but thrives. Employee appreciation efforts have long been recognized as an important management practice in organizations striving to develop loyalty, ownership, and effectiveness in their most valuable resource - their employees.

Respectfully Submitted,

*Mark A Freitag*

Mark A. Freitag  
City Manager

**Attachments:**

Proclamation Regarding Employee Appreciation Week