

CITY COUNCIL AGENDA REQUEST FORM

Today's date: 01 / 07 / 20

Date of meeting 01 / 15 / 20

(City Council meetings are held the 1st and 3rd Wednesday of each month.)

Name of Elected Official, City Employee, Organization, or Citizen making request:

Nicole Goes, HR Director

Address: 1123 Lake Street, Sandpoint, ID 83864

Phone number and email address: (208) 946-2060 ngoes@sandpointidaho.gov

Authorized by: Nicole Goes

name of City official

City official's signature

Subject: Employee Recognition

Summary of what is being requested: Presentation of Certificates of Recognition to employees who have complete job related training, continuing education, certification or other professional development programs within the last fiscal year.

The following information MUST be completed before submitting your request to the City Clerk:

1. Would there be any financial impact to the city? Yes No Budgeted? Yes No

If yes, in what way? _____

2. Name(s) of any individual(s) or group(s) that will be directly affected by this action:

Various

Have they been contacted?
Yes or No

Yes

3. Is there a need for a general public information or public involvement plan? **Yes or No**

If yes, please specify and suggest a method to accomplish the plan: _____

4. Is an enforcement plan needed? Yes No Additional funds needed? Yes No

5. Have all the affected divisions been informed about this agenda item? Yes No

This form must be submitted no later than 5:00pm Tuesday the week prior to the meeting. All pertinent documentation for the Council packet must be included.

ITEMS WILL NOT BE AGENDIZED WITHOUT THIS FORM

**CITY OF SANDPOINT
AGENDA REPORT**

DATE: 01/15/2019

TO: MAYOR AND CITY COUNCIL

FROM: Nicole Goes

SUBJECT: Employee Recognition

DESCRIPTION/BACKGROUND:

Recognition for employees who have completed a job-related professional development certification program consisting of a minimum of two or more CEUs or who have completed a formal licensing or training program related to their position.

STAFF RECOMMENDATION:

City Council recognition of the professional development accomplishments of current employees who have completed a job-related professional development certification program in the last fiscal year.

ACTION: No formal action is required.

WILL THERE BE ANY FINANCIAL IMPACT? Yes HAS THIS ITEM BEEN BUDGETED? Yes

ATTACHMENTS:

None