

**Mayor**  
Tom Buford  
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John Murray  
**Councilmembers**  
John Grego  
Ed Martin  
John Plourde



**Office of the  
City Manager**

119 Fox Street  
Lemoore • CA 93245  
Phone ♦ (559) 924-6700  
FAX ♦ (559) 924-9003

**To:** Lemoore City Council Study Session  
**From:** John Tyler, Administrative Analyst Item #2  
**Date:** August 4, 2006  
**Subject:** Employee Retirement Gifts/Functions

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**Discussion:**

Staff was recently asked by Council to bring before them a study session item dealing with the issue of gifts and functions for employees at the time of their retirement. The summary of responses from a survey taken from other cities is attached. Staff issued a question to all California cities, through the League of California Cities list serve, for potentially new ideas on how to appropriately recognize the retirement of long-term employees. It is the current practice of the City to provide retiring employees with the following:

1. A Plaque from the City and Proclamation in recognition of their retirement
2. A framed lithograph of City Hall with an engraved nameplate showing years of service
3. Peer-funded party or dinner (may sell tickets or take donations from other employees or Councilmembers)

The value of these items is approximately \$100.

In the past, it was a practice of the City to provide retirees with gifts and receptions at City expense, but that practice was discontinued about seven years ago. The last function/gift that the City paid for had a value that we believe approached \$500. Also, aside from retirement, the City provides Service Awards at 5, 10, 15, 20, 25, 30, and 35 years of service. The receiving employee is able to select from a list of items or a Citywide Gift Certificate, the value of which goes up accordingly with the number of years served. The actual table looks like this:

<u>Years</u>	<u>Approximate Gift Value</u>
5 years	\$185
10 years	\$210
15 years	\$235
20 years	\$260
25 years	\$400
30 years	\$585
35 years	\$600

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**Budget Impact:**

None at this time.

**Recommendation:**

None; this item is for Council discussion and direction.