Davis COUNTY

Human Resources

Administration Building • 61 South Main Street, Room 305 • P.O. Box 618 Farmington, Utah 84025
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MEMORANDUM

DATE: June 2, 2022

TO: Commissioners

FROM: Chris Bone; Human Resources Director

RE: Information – Annual Employee Appreciation Event, LEC Farewell

Summary: The HR department was tasked with planning and preparations for a county-wide, employee appreciation event. A committee with representation from various departments has been assembled and has met over the past few weeks, to start making preliminary plans and recommendations.

Based on past events participation history, we anticipate approximately 300 employees and 600 family members to attend (900-1000 total estimated).

With this number of participants, we are somewhat limited on which venues will have capacity for our group. And also pricing for certain locations seemed out of our range. (Lagoon is $100/person, so potentially cost $100,000.)

While considering locations, we recognized that our Legacy Events Center will be available through this summer, but then shutting down for construction in the fall. The committee recommends that we could utilize this county resource this year, and have a commemorative employee "farewell" to the current facility.

However, consider the heat at this time of year. We are told that only some of the swamp coolers are working inside the building so it could be warm. Some activities could be held outside if that is better.

Proposal:
Location – Legacy Events Center
Date Options – Thursday 4th, or Aug 1st, 8th, 9th, 15th, 16th, 17th, 18th, 19th
Time – From 5:00 to 8:00
Food – Arrange for 5 food truck options
Entertainment – Options listed below

Cost: Total cost recommended approximately $26,000; as described below. (we are not aware of any current specified fund source)

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This is based on the approval for the number of food vouchers provided per employee. In past years, the county has offered a meal voucher for each employee, plus up to two family members.

Activities & Options: Some of the options and recommendations for activities could include:

- Meal vouchers for food trucks will cost $16 each; with entrée, side & drink included. If we provide employee plus two family members, and total 1000 people = $16,000. People can also pay for additional family member meals on their own.
- Desert tables, with ice cream bars and school district brownies, peanut butter bars, and lemon bars = $600.
- Games and entertainment could include:
    - Bounce house & slide = $200
    - Obstacle course = $400
    - Rock/climbing wall = $750
    - Dunk tank = $250
    - Axe throwing = $1800
    - Face painting = $600
    - Balloon artist = $600
- Raffle drawings; purchase $25 Amazon gift cards; must attend to win but not required to be present; drawing held and winners announced next day. 80 gift cards = $2000
- T-Shirts? Could have a commemorative t-shirt made for each employee. $7 each; 300 = $2100

Recommendation:

Thank you for your consideration of this proposal. This event should be a fun activity to show recognition and appreciation to county employees and their families. Please let us know if these activities are acceptable for us to proceed with planning. We are available to answer any further questions you may have.