

CITY OF BURIEN, WASHINGTON

RESOLUTION NO. 351

A RESOLUTION OF THE CITY OF BURIEN, WASHINGTON, AMENDING RESOLUTION 326 RELATING TO THE ACKNOWLEDGEMENT POLICY AWARD NAMING PROCEDURES.

WHEREAS, on December 12, 2011, the City Council approved Resolution 326 establishing an Acknowledgement Policy to acknowledge and officially recognize participation and commitment to the community by public, private and non-profit entities; and

WHEREAS, the Acknowledgement Policy provides that the “Citizen of the Year” award recipient will be named at a City Council meeting; and

WHEREAS, the City Council wishes to change the deadlines for the “Citizen of the Year” selection and award procedures; and

WHEREAS, the Council also desires to adopt a volunteer recognition plan that outlines the various tokens of appreciation to be provided to volunteers.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BURIEN, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. Section 1(A) of Resolution 326, Amended. Section 1(A) of Resolution 326, Citizen of the Year, is hereby amended to read as follows:

A. Citizen of the Year.

1. Acknowledgement. The acknowledgement shall be made for one category, Citizen(s) of the Year for the previous calendar year.

2. Selection. Councilmembers may, in special session at the first meeting in ~~January~~March, indicate their preference for one or more of the candidates.

3. Criteria. The criteria qualifying a party or parties for this honor are intended to be subjective and broadly construed. It may be for a single contribution in a single calendar year or for a body of work over any period of time. Individuals may receive this honor once.

4. Source of Nominations. Nominations may come from any source. Council will accept nominations for Citizen of the Year at any time during the year but no later than ~~December 31~~the second Friday in February. In cases where no nomination is received by ~~December 31, said date~~, there will be no additional solicitation. Council is not obligated to select any candidate.

5. Naming Award Recipient. Staff will make necessary arrangements, including the presence of the individual(s) at the appropriate Council meeting. The individual(s) will be acknowledged at the ~~last Council meeting in February~~ first Council meeting in April. Council will convene in regular session then, as its first order of business, read a proclamation honoring the individual (s) and ask him/her for brief remarks. Council then will adjourn for an informal interaction with the candidate, friends, family and well wishers before reconvening to conduct regular business.

Section 2. New Section 1(C) of Resolution 326, Adopted. A new Section 1(C) to Resolution 326 entitled “Volunteer Recognition Plan” is hereby adopted as reflected in Exhibit A.

Section 3. Effective Date. This resolution shall take effect immediately upon passage by the Burien City Council.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF BURIEN, WASHINGTON, AT A REGULAR MEETING THEREOF THIS 16TH DAY OF DECEMBER, 2013.

CITY OF BURIEN

/s/ Brian Bennett, Mayor

ATTEST/AUTHENTICATED:

/s/ Monica Lusk, City Clerk

Approved as to form:

/s/ Ann Marie Soto, Acting City Attorney

Filed with the City Clerk: December 16, 2013

Passed by the City Council: December 16, 2013

Resolution No. 351

VOLUNTEER RECOGNITION PLAN

07/17/13

Recommended by the Volunteer Appreciation Committee (Gina Kallman, Monica Lusk, Nhan Nguyen)

1. Commissions/Boards

- a. 37 members
- b. Recognize retiring members with a verbal thank-you from Council at the April Council meeting each year accompanied by a certificate and/or pin.
- c. Recognize members who are not able to finish term with a hand written thank-you card from the Mayor.
- d. Staff members who lead committee can recognize committee members with holiday cards and/or small tokens of appreciation.*

2. Ad Hoc Committees

- a. Recognize with a hand written thank you card from staff or council member who lead committee.

3. Long-Term Volunteers (volunteers who give weekly or monthly service)

- a. 50-60 (approximate amount of city-wide volunteers each year)
- b. Recognize with holiday cards and/or small tokens of appreciation.*

4. One-time event volunteers

- a. Recognize with thank-you cards or e-mails after the event.

ACTION ITEMS

- Print artist created thank-you cards and distribute to all departments
- Provide Appreciation Funds (\$1,000) for staff to use for tokens of appreciation*
- Schedule a yearly volunteer appreciation party (hearty appetizers, pizza, activities for kids, etc.) in April, 2014 during National Volunteer Week. All Commissioners and Board members and long term volunteers could be invited to perhaps include families.

***Parameters for Use of Appreciation Fund**

- Staff who manages volunteer will have access to budget line item
- Staff can use up to \$10 per volunteer per year
- Alcohol cannot be gifted