

WORK SESSION

**MILWAUKIE CITY COUNCIL
WORK SESSION**

FEBRUARY 21, 2012

MILWAUKIE CITY HALL

Conference Room
10722 SE Main Street

A light dinner will be served

EXECUTIVE SESSION – 5:00 P.M.

The Milwaukie City Council will meet in executive session pursuant to ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations and (e) to deliberate with persons designated by the governing body to negotiate real property transactions.

WORK SESSION – 5:15 P.M.

	<u>Time</u>	<u>Topic</u>	<u>Presenter</u>	<u>Page #</u>
1.	5:15 p.m.	City Manager's Report	Bill Monahan	
2.	5:30 p.m.	Library Board Report	Katie Newell	
3.	5:45 p.m.	Riverfront Park Update	JoAnn Herrigel	
4.	6:00 p.m.	Susan Lehr, CEO, North Clackamas Chamber of Commerce	Mayor Ferguson	
5.	6:30 p.m.	Citizen Appreciation Program	Teri Bankhead	1
6.	6:45 p.m.	Adjournment		

Information

Executive Session: All discussions are confidential and those present may disclose nothing from the Session. Representatives of the news media are allowed to attend Executive Sessions as provided by ORS 192.660(3) but must not disclose any information discussed. No Executive Session may be held for the purpose of taking any final action or making any final decision. Executive Sessions are closed to the public.

Public Notice

- The Council may vote in work session on non-legislative issues.
- The time listed for each discussion item is approximate. The actual time at which each item is considered may change due to the length of time devoted to the one previous to it.
- The Council requests that all pagers and cell phones be either set on silent mode or turned off during the meeting.
- The City of Milwaukie is committed to providing equal access to information and public meetings per the Americans with Disabilities (ADA). If you need special accommodations, please call 503.786.7502 or email ocr@ci.milwaukie.or.us at least 48 hours prior to the meeting.



Agenda Item: WS 4.
Meeting Date: 2/21/12

COUNCIL AGENDA ITEM SUMMARY

Issue/Agenda Title: Citizen and Employee Appreciation Program

Prepared By: Teri Bankhead, Assistant to the City Manager

Dept. Head Approval: Bill Monahan, City Manager

City Manager Approval: Bill Monahan, City Manager

Reviewed by City Manager:

Issue Before the Council

During the December 6, 2011 City Council meeting, Jeanne Baker asked Council to consider a recognition program that would honor best holiday decorations in the community. Staff has comprised a proposal that would recognize holiday decorations, outstanding community efforts and acknowledgement of volunteers and retiring employees.

Staff Recommendation

Staff requests feedback on the proposed recognition program.

Key Facts & Information Summary

The attached memo proposes a recognition program that would acknowledge volunteer efforts in the community as well as long-term, retiring employees. Awards would be given for best holiday decorations as well as for outstanding gardens, community pride, long-time volunteer and employee recognition. One component of this could be creation of a Volunteer of the Year award, or a Citizen of the Year award, which would showcase exemplary contributions by a citizen to the community. All award recipients would be honored publicly at council meetings. In addition, this proposal includes setting parameters for giving awards to departing board, commission and committee members.

Other Alternatives Considered

1. Implement select parts of the proposal
2. Do not implement the proposal

City Council Goals

N/A

Attachment List

1. Proposal memo to Mayor Ferguson
2. Lewelling NDA Thank You Post Card

Fiscal Notes

This program would rely on minimal staff time as well as community volunteers and some investment of time from the Mayor and/or council. Expenditures would include the purchase of certificates of appreciation, small gift cards to local area businesses and/or plaques.

Attachment 1



MILWAUKIE
Dogwood City of the West

Memorandum

To: Mayor Ferguson
From: Teri Bankhead, Assistant to the City Manager
CC: Bill Monahan, City Manager
Date: January 12, 2012
Re: Citizen Appreciation

At the December 6, 2011 City Council meeting, Jeanne Baker requested of the Council a recognition of citizens for best holiday decorations. Expanding on that idea, Bill and I have discussed citizen and employee recognition for a few areas: holiday decorations, community pride, secret gardens, and longstanding volunteer involvement or employee retirements, as a few to consider initially. I'd like to put forth the following proposal to solicit your feedback. We could call this these the "Mayor's Awards".

Holiday Decorations

The Mayor would select volunteers to tour the city during the two weeks preceding the holiday. We could start with Halloween and Christmas only. They would rate the decorations on a determined scale, take photos and give a report to the Mayor. The Mayor would select the winner and make the announcement at a council meeting prior to the holiday. The winner would receive a certificate of appreciation and be acknowledged at Council meeting. Perhaps offer a \$25 gift card to a local establishment that sells holiday decorations. (\$50/yr.) Photos of the winning decorations could be displayed on the website and featured in the Pilot or on a display in the City Hall lobby.

Community Pride

There could be a few ways to nominate individuals or groups who exhibit community pride. Biannual awards (2x/yr.) based on nomination deadlines is one way. The entire council would review the nominations and select the winner. A certificate of appreciation and a plaque (\$50/ea. = \$100) would be presented at a council meeting and a description of the winners could be placed on the web pages along with a press release.

1. The NDAs could nominate residents in their neighborhoods and submit those to the Mayor. Staff would create a nomination form to use. These nominations could address anything from a resident remodeling their home or landscaping their yard, to a group creating a community garden or adopting a street.
2. City Council, staff and any citizen could nominate a group or business for displaying community pride in many various fashions. Examples: CMI for Milwaukie Daze; Mike's Drive-in for a Cruise-In; an activity or event by Milwaukie High School; Waldorf for participating in Milwaukie Daze or a sustainability event; a group that adopts-a-street; the

Youth M.O.V.E. for downtown cleanup; or a local group working with SOLV on community clean-up. There are many grass-roots efforts forming in the City that are really putting forth creativity and energy, such as MUST or the organizers of the recent bike ride, that could be recognized.

3. The NDAs could do this independently and staff could offer support with nominations, certificates, and scheduling them for acknowledgement at a council meeting. Lewelling NDA used to pass out thank you postcards (see attached) for residents who really took care of their homes and yards.
4. Another variation of this is to allow anyone to make a nomination at any time of the year without a set timeline. Council could review them as they are received and make a determination. A framed certificate of appreciation could be given instead of plaques due to the cost.

Outstanding Garden

Ardenwald had a “secret garden” tour led by Lisa Gunion-Runker for many years. It was a popular activity but became challenging to coordinate and it is my understanding that it is not active any more.

The Mayor could select a few volunteers and have them tour the city during a selected month in the spring or summer. This could be either a once a year event or once every weekend for a selected month. Judging criteria would be predetermined and volunteers would use a set form for ranking. The Mayor would select the winner and present a certificate of appreciation at a council meeting. The best of the best gardens from the month could also be awarded a \$25 gift card to a local nursery or gardening store at a council meeting. (\$25/yr.) The council presentation could feature photos (approved by the recipients of the awards) that display the best. Again, web, Pilot and photo displays could be done.

Recognition of longstanding volunteers and employees

There is already an annual volunteer event that recognizes individuals who have volunteered time in the community. However, honoring individuals independently could also be done in order to draw attention to a person’s contributions and dedication. A volunteer of the year could be selected and honored. Also, returning volunteers or those leaving the City could be periodically honored at Council meetings.

Protocol for Gifts:

Currently, each board and staff liaison determines what form of appreciation is given to longstanding board members who term out. For instance, JoAnn Herrigel presented a Riverfront Board member with framed photos. Plaques were given to outgoing Budget Committee members. On the other hand, retiring employees, while receiving a small monetary gift from the City, and/or a “memory book”, currently do not receive recognition from the Council nor are they typically given certificates, plaques, or framed photos. The library director, Joe Sandfort, dedicated over 30 years to the City of Milwaukie. While he did not want public recognition, the City could have presented him with something in a public forum to honor his dedication with a plaque and proclamation, memorializing his contributions to the City. Some uniform way of recognizing significant service contribution, while seen as some to be without great meaning, likely is significant to some employees or their family members.

Proposal:

Certificates	BCC members who have fulfilled a full term or more but not the maximum. Mayor's Awards as listed above.
Plaques	BCC members who have fulfilled the maximum term (6 years for all but planning commission, which is 8). Long term employees retiring (i.e. 20 years plus)
Proclamation	Long-term volunteers and employees (i.e. 20 years plus)
Photos	At the discretion of the board and relevant to work of the board. For instance, a framed photo of the new library would be appropriate to give members who worked on the expansion task force after the project is completed.

Attachment 2

A great BIG "Thank You" from the Lewelling Neighborhood!

The Lewelling Neighborhood Association hereby recognizes you for demonstrating pride of ownership. The attractive nature of your home and property illustrates to all your desire to improve and maintain your residence beyond normal standards.

Your efforts have a definite influence on elevating the aesthetic standards in the Lewelling Neighborhood and it pleases us to acknowledge these results!

THANK YOU for being a caring neighbor and a valuable asset to the Neighborhood.

For Neighborhood meeting information check your MILWAUKIE PILOT.



Lewelling kids having a blast at one of the Neighborhood's summer picnics.

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