



1000 Englewood Pkwy – Community Room  
Englewood, CO 80110

## AGENDA

City Council Study Session  
Monday, April 4, 2016 ♦ 6:00 p.m.

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**City Council Dinner Available at 5:30 p.m.**

- I. **Sam Mamet to discuss CML services 6:00-6:45 p.m.**
- II. **Citizen of the Year Discussion 6:45-7:20 p.m.**



**TO:** Mayor Jefferson and City Council

**FROM:** Alison Carney

**THROUGH:** Eric Keck

**DATE:** April 4, 2016

**SUBJECT:** Citizen of the Year Selection Process

Please see the attached draft for the nomination and selection processes for Citizen of the Year.

If Council plans to allow one month for the public to submit nominations, the Citizen of the Year Celebration would have to be moved from May to June, at the earliest. This also gives time for staff to invite the honoree's family and friends and arrange for speakers.

The proposed process allows for the nominations to come from the public and for City Council to act as the selection committee. Staff's only role would be collecting the nominations from the public, providing them to Council in a Study Session packet and arranging the celebratory event at the Malley Center.

Staff is looking for direction on whether Council agrees to the proposed process and if Council plans to have a Citizen of the Year in 2016.



## **Nomination & Selection Process for Citizen of the Year**

### **Nomination Process**

Any Englewood citizen is eligible for nomination, with the exception of current City Councilmembers.

Nominees shall:

- Have exemplified outstanding volunteer or philanthropic dedication to the Englewood community.
- Have signed a consent form agreeing to stand for nomination and grant the City his/her permission to release the nominee's name for publicity purposes, if selected as Citizen of the Year.

Members of the public can nominate by filling out a Nomination Form in the City Manager's Office or on the City's website. \*(Need to have at least one month window for public to submit).

Nomination Forms must include:

- Letter of nomination
- Documentation of volunteer/philanthropic service: amount of time serving the community, value of service, variety of contribution, impact of service given.
- Documentation of visibility in the community: how widely known in the community is the nominee for his/her volunteerism or philanthropy?
- Support for nomination: type of support give, groups/individuals supporting nomination.
- Signed waiver from nominee: publicity agreement

### **Selection Process**

The Selection Committee consists of the Englewood City Council.

Criteria:

- Significance of the nominee's contribution to the Englewood community.
- Impact of the nominee's service or contribution to the community.
- Duration of service or contributions.
- Nominee's service/contribution as part of his/her job or as a volunteer effort.

The committee will decide how they would like to rate the criterion and whether each of the criteria will be weighted equally.

Process: After the deadline for nominations, City Manager's Office staff will provide Council with the nomination forms, letters of nomination and documentation in a Study Session packet.

Council will discuss the nominees at a Study Session and rank each candidate on how well he/she ranks among the criteria.



A nominee will be selected based on a majority of committee members in agreement. The decision does not have to be unanimous.

The Citizen of the Year will be honored on a special night at the Malley Center. \*(Staff needs approximately one month to invite the honoree's friends, family and guest speakers and prepare after the selection has been made.)

DRAFT