



TOWN OF FAIRFAX

STAFF REPORT

January 16, 2019

TO: Mayor and Town Council

FROM: Michele Gardner, Assistant to the Town Manager ↵

SUBJECT: Discuss/consider the establishment of a Citizen of the Year Award

RECOMMENDATION

Discuss/consider the concept and direct staff as appropriate

DISCUSSION

Mayor Coler would like the Town Council to establish a Citizen of the Year Award. Her suggestion is to form an ad-hoc subcommittee of the Mayor and Vice Mayor to select a recipient of the award each year.

If the Council decides to establish the award, staff would recommend keeping the process simple. The Council may wish to form an ad-hoc Council subcommittee or a nomination committee consisting of representatives from other Town committees to decide on the recipient. The Council may also want to establish general guidelines which could include criteria by which to evaluate potential candidates and/or establish a formal nomination process. Another approach would be for the Council to direct the ad-hoc sub-committee to develop its own guidelines.

According to the Fairfax Town Council minutes, the Council presented a Citizen of the Year Award annually from 1992 through 1997. Apparently, there was a subcommittee consisting of the Mayor and Vice Mayor, and nomination guidelines. Staff was unable to find a copy of the nomination guidelines. The award was, and continues to be, displayed in the Women's Club, with the recipients' names engraved upon it.

Based on an informal survey of other Marin cities and towns, there are various approaches to a citizen of the year award program, such as having the local chamber of commerce or the parks and recreation commission serve as the selection subcommittee. A couple of towns have past recipients form the selection committee. For some programs, the community may submit nomination applications during a defined nomination period.

FISCAL IMPACT

None

ATTACHMENT

None