

**Community Contributions Ad Hoc Subcommittee
Medallion and Award Process Report**

October 19th, 2021

Submitted by: Member Anissa Di Vincente, Member Haifaa Moammar, and Member Jared Morgan

1. Medallion

a)



b) Script to the bottom part of the medallion (border):

Community, Charity, and Contribution, or, embodied inclusiveness, altruism, and giving, or, community, Commitment and Contribution

2. Medallion cost & production

a) Quote for the four medallions:

3d file modeling for \$50.00/hr. x 5 hours worked. **\$250.00**

Casting of the medallions \$40.00/per x 4 = **\$160.00**

Finishing \$25.00/per x 4 = **\$100.00**

Total Price for 4 medallions = **\$510.00**

b) Additional cost: engraving and ribbon to be determined.

c) It will take approximately three weeks to make the medallions once the design is finalized.

3. Selection Process:

a) Timeline:

- January 2022: Subcommittee receives the eligible applications.
- January/February/March 2022: Subcommittee reviews all of the applications and chooses the top candidates per award category (no more than 3) to go to the full committee for selection during the April 2022 meeting.
- April 2022: Subcommittee provides a staff report with the list of the top candidates for each award and their nomination letters.
- April 2022: During the April 2022 meeting, the full committee votes for each award recipient.
- April 2022: After the committee votes on the award winners, staff will send the list of the award recipients to the City Clerk.
- April/May 2022: The City Clerk will schedule the award ceremony date with the City Council.
- April/May 2022: Subcommittee will send the award medallions out for engraving with the recipients' names.
- May 2022: City Council will present the awards during a City Council meeting.

b) Criteria:

- The same criteria will be used for reviewing and selecting both individual and organization awardees.
- The number of people impacted by contribution, inclusion, and giving
- Diversity of those impacted (I.e., homeless, LGBTIQQ (youth), marginalized group)
- Time, effort, and organization of contribution (Contribution being defined as an event, action, or giving that was organized by the nominated individual/organization)