

**CITY COUNCIL
COMMUNICATION:**

ITEM _____

**OFFICE OF THE CITY MANAGER
CITY OF DES MOINES, IOWA**

99-237

SYNOPSIS -

AGENDA:

On March 22, 1999, the City Council requested staff to make a recommendation for an appropriate form of appreciation that would offer long-term recognition for City Board and Commission members leaving office.

MAY 24, 1999

SUBJECT:

I propose creating a *City of Des Moines Book of Public Service* to recognize and honor the outstanding citizens in our community who volunteer their time to serve on City Boards and Commissions. This book would be displayed for public viewing in the Great Hall on the second floor of City Hall

RECOGNITION FOR
CITY BOARDS AND
COMMISSIONS

TYPE:

The book will contain the names of board and commission members and a brief summary of their service. Members who have retired from public service and will not be returning to work for a board or commission again, will be entered into the book on a quarterly basis. The book will serve as a final record and recognition of their public service to the City.

RESOLUTION
ORDINANCE
RECEIVE/FILE

SUBMITTED BY:

The brief summary of each volunteer's service to the City would include the board or commission on which the individual served along with the time of service. Digital photographs could also be added to each summary.

AMELIA HAMILTON-
MORRIS
CHIEF
COMMUNICATIONS
OFFICER

FISCAL IMPACT -

A recognition project of this nature is cost efficient, easily updated and has a long life. The price estimates are as follows:

Archival binders	12 binders @\$13.50 each	\$ 162.00
Gold Embossing	12-25 binders	\$ 1,934.04

Acid-free page protectors	12 sets@\$13 per 25 sheets	\$ 156.00
Gold Embossed City Stationery	per 500 sheets	\$ 140.00
Solid Oak/Cherry Book Stand	(Woodsmith Donation)	\$ 0
Total	Estimated Startup Cost	\$ 2,392.04

These materials will supply the project for an estimated 6 to 12 years depending on the rate of retirement and the format chosen for the brief summaries of service given on each person entered into the book.

RECOMMENDATION -

Approve the *City of Des Moines Book of Public Service* to show appreciation for City Board and Commission members.

BACKGROUND -

There are three components to this project. First, the book itself is a high quality archival binder that is embossed in gold with the City seal and the title, *City of Des Moines Book of Public Service*. The archival binder assures longevity of the book and the documents it will contain. Second, inside the binder we will use the special stationery created for City Proclamations-buff paper with the gold City Seal-to list the names and summaries of individuals. And third, the book would be placed on an heirloom bookstand for display and public viewing. The bookstand would be made of oak or cherry wood.

The *City of Des Moines Book of Public Service* will become a historical record to which generations of family members can refer with pride. The volumes can be archived without any further cost or preparation. And since the information on board and commission members is generated internally, we can also create a matching web page for additional visibility.

I recommend that the *City of Des Moines Book of Public Service* begin with the new millennium in the year 2000. City staff will need time to order materials and catalog all the names and data. However, the Council must make the ultimate decision on when the project is launched and which names will be placed in the book

The Public Information Office also researched plaques for each board and commission member. They range in price from \$5-15 each. These are wooden plaques that would contain a letter of appreciation from the Mayor, which is attached to the plaque with an acrylic overlay to protect and preserve it. Again we would use the gold embossed stationery that is used for proclamations. To be cost efficient, the plaques could be given when an individual retires from service to City boards and commissions.