



TOWN OF PORTOLA VALLEY

Colleagues Memo

TO: Mayor and Members of the Town Council

FROM: Councilmember Sarah Wernikoff

DATE: January 25, 2023

RE: Founders' Award for Lifetime Contributions to the Town of Portola Valley

RECOMMENDATION

I recommend that the Town establish a lifetime contributions award that would recognize the cumulative civic engagement and leadership of longstanding volunteers in the Town of Portola Valley to be awarded based on a nominating process and clear criteria for recipients.

Proposed Criteria:

- Twenty years or more of distinguished service to the Town including on a committee, a commission and/or on the Town Council, as well as within other Town working groups, or within other Portola Valley local organizations (i.e. Portola Valley School District, Midpeninsula Regional Open Space, Friends of the Library, The Sequoias, etc.).
- Represent the character of the quintessential Portola Valley volunteer in terms of dedication and commitment to town values, vision, and civility.
- Continued and significant contributions across a broad range that have benefitted the Town of Portola Valley and its community in both formal and informal ways.
- Has not served on the Town Council for at least 5 years.
- May be awarded posthumously.

Proposed Nominating and Award Selection Process:

- Nomination can occur at any time on an ad hoc basis (vs. annually)
- Nomination must include a nomination letter, the resume of the nominee (or list of contributions), and a minimum of 3 supporting letters of recommendation.
- Nominees to be evaluated and recommended by a standing subgroup of the Council.
- Nomination process will be confidential; however, nominees will be notified once nominated.
- Recipients will be acknowledged at a Council meeting with a plaque, as well as having their name listed on a plaque at Town Center (location TBD).

Budget:

- Cost of plaque(s).