

City of Piedmont
COUNCIL AGENDA REPORT

DATE: January 20, 2026

TO: Mayor and Council

FROM: Rosanna Bayon Moore, City Administrator

SUBJECT: Consideration of a City of Piedmont Volunteer and Young Volunteer of the Year Award Policy

RECOMMENDATION

By a single motion, adopt the City of Piedmont Volunteer and Young Volunteer of the Year Award Policy, and select two members of Council to serve on the Volunteer of the Year Selection Subcommittee.

BACKGROUND

For many years, Piedmont has been known as "the City of Volunteers," with residents offering their time and services for the betterment of the community. To recognize extraordinary service that improves the quality of life through cultural, political, environmental, or social contributions, the Civic Volunteer of the Year award was established in 2014 and presented annually through 2019.

DISCUSSION

The City of Piedmont recognizes community members through various honors, including the issuance of resolutions and proclamations, the annual volunteer reception for committee and commission members, and recognition of Recreation Department staff and volunteers with the Betty C. Howard Award. Reestablishing the Civic Volunteer of the Year Award is not intended to replace these honors, but rather to expand recognition to Piedmonters who have made significant contributions to the lives of fellow residents and the community through a broader range of volunteer activities. The proposed policy formalizes this program, proposes updates to service categories and the addition of a new award category for young volunteers under the age of 25.

The proposed policy formally establishes the following programmatic components:

- **Nomination Period** - Defines the specific annual window for submissions.
- **Nomination Criteria** - Outlines eligibility and service requirements.
- **Nomination Form** - Standardizes the information required for each entry.

- **Volunteer Service Categories** - Identifies specific areas of community impact (e.g., social, cultural).
- **Selection Committee** - Designates the body responsible for reviewing nominees.
- **Blind Scoring Protocol** - Ensures an impartial evaluation process.
- **Formal Recognition** - Details the method and venue for honoring awardees.

If adopted, the policy will be implemented in time for awardees to be recognized at this year's Volunteer Reception in April. The nomination period will coincide with the application period for committee and commission members, running February 13 – March 13, 2026. A coordinated outreach campaign has been designed to inform the community and solicit nominations.

FISCAL IMPACT

The Volunteer Reception was budgeted for \$4,000 in the FY 2025-26 Budget. There are no additional expenses associated with the adoption of the proposed policy.

CITY ATTORNEY REVIEW

The attached policy was reviewed and approved by the City Attorney's Office.

Prepared By: Anna M. Brown, City Clerk

ATTACHMENTS

- A. 2026 Volunteer and Young Volunteer of the Year Policy
- B. 2014 Civic Volunteer of the Year

CITY OF PIEDMONT Policy & Procedure

Policy No.
Section: City Council

SUBJECT: Piedmont Volunteer and Young Volunteer of the Year Award

INTRODUCTION

Piedmont has for many years been known as "the City of Volunteers", with residents offering their time and services for the betterment of the community. Originally established in 2014, the Civic Volunteer of the Year recognized a resident for extraordinary service that improved the quality of life in Piedmont through cultural, political, environmental, or social contributions. This policy seeks to formalize the program, with the addition of an award for young volunteers (under the age of 25).

PURPOSE

To recognize volunteers and young volunteers who have each made significant contributions toward enhancing the quality of life for residents of Piedmont during the previous calendar year.

Procedure

1. Nomination Period:

A nomination form shall open and run concurrently with the application period for City Commissioner seats, typically opening mid-February and closing mid-March.

2. Nomination Criteria:

- a. Candidates must be Piedmont residents who have made a significant contribution to improving the lives of Piedmonters and/or the Piedmont community as a whole.
- b. Candidates must not have monetary or personal gain as objectives in their service.
- c. Service recognized will be the preceding calendar year (i.e. 2026 nominations are for service completed January 1, 2025 – December 31, 2025).
- d. Previous awardees are not eligible for the nomination.

3. Recognition may include, but will not be limited to, service in one or more of the following areas:
 - a. ***Community enrichment*** - contribution toward improvements to our local neighborhoods that make a positive impact on the community in general. Category examples include volunteers who assist in beautification projects, rebuilding parks, public safety initiatives, neighborhood watch programs, or clean-up programs.
 - b. ***Culture & Heritage*** - contribution toward supporting, raising awareness and celebrating the diverse population in Piedmont, enhancing our community and preserving our City's heritage. Category examples include volunteers who work to preserve local landmarks and historical sites, document and share the City's history, organize or support cultural festivals or events that celebrate the rich culture and traditions in our community.
 - c. ***Arts*** - contribution toward the enrichment of our community through the arts and arts education, providing heightened visibility to the value of art in Piedmont. Category examples include volunteers who assist in the visual and performing arts, art events and exhibitions, music, theater and dance or individuals who mentor or teach arts-related skills to others in the community.
 - d. ***Social*** - contributions that have impacted the community at a social and community service level. Volunteers who promote Piedmont through their caring actions and outstanding acts of humanitarianism. Category examples include volunteers who assist in working with seniors, children, individuals with disabilities, social care, family services, health care, public safety and animal welfare.
 - e. ***Allyship*** - contribution toward fostering relationships and showing solidarity with marginalized individuals or groups, challenging biases and taking steps towards making Piedmont an inviting, equitable, just, and safe community for everyone.

4. Selection of Awardees

Nominations will be blindly scored by City Department Heads using the following scoring metrics (100pts):

- a. **Measurable Impact (50 pts)**
A focus on the concrete outcomes of the volunteers' efforts i.e. number of individuals served, total hours volunteered, or funds raised, the addressing of a critical or unmet gap in the community, and sustainability.

b. **Service Dedication (20 pts)**

This evaluates the depth and consistency of the volunteers' involvement i.e. longevity, breadth of service and dependability.

c. **Innovation and Leadership (15 pts)**

Unique qualities that distinguish the nominee from other volunteers i.e. finding creative solutions, the ability to mobilize others, and taking initiative.

d. **Character and Values (15 pts)**

Demonstrations of enthusiasm, patience, flexibility, collaboration, and integrity.

Nominees that score in the top three (3) will be forwarded to the Volunteer of the Year Selection Subcommittee, consisting of two (2) Councilmembers, for final selection.

5. Formal Recognition

April is recognized as Volunteer Appreciation Month, a time to celebrate and honor the contributions of volunteers who make a significant impact in their communities. Given this designation, the City will host a Volunteer Appreciation Reception during the month of April. Awardees (Volunteer of the Year; Young Volunteer of the Year) will be invited to the event to receive public recognition and be presented with a City Council Resolution.

Initiated by: City Administrator

Approved by: City Council

Date: January 20, 2026

**CRITERIA/ELIGIBILITY REQUIREMENTS
FOR
THE PIEDMONT CIVIC VOLUNTEER OF THE YEAR AWARD**

General Criteria:

Candidates must meet the following minimum requirements:

1. Candidates must be Piedmont residents who have made a significant contribution to improving the lives of Piedmonters and/or the Piedmont community as a whole.
2. Candidates must not have monetary or personal gain as objectives in their service.
3. Service recognized will be for a 12-month period preceding the awards nomination period (i.e., January 1, 2013 - December 31, 2013).
4. Service will be non-compensable and will show dedication to the residents of Piedmont and/or the Piedmont community.
5. Winners in the previous two years are not eligible for nomination.

Representative Areas of Volunteerism:

Recognition may be for, but will not be limited to, service in one or more of the following areas:

1. ***Community enrichment*** - contribution to the positive growth, progress, education, improved image and/or economic improvement of the City.
2. ***Cultural*** - contribution to the betterment of the arts, historic preservation, attainment of knowledge or awareness of ethnic heritage.
3. ***Political*** - contribution toward the improvement of civic activities and public/political relationships.
4. ***Health/SafetyEnvironmental/Recreational*** - contribution toward the improvement of health, safety, environment, or recreational activities or opportunities within the City.
5. ***Social*** - contribution toward the improvement of the well-being of residents through social programs, networks, or activities.