

City of Alexandria, Virginia

20
3-25-03

MEMORANDUM

DATE: MARCH 4, 2003
TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL
FROM: PHILIP SUNDERLAND, CITY MANAGER *ps*
SUBJECT: ESTABLISHMENT OF THE LORI GODWIN PUBLIC SERVICE LEARNING AWARD

ISSUE: Establishment of the annual Lori Godwin Public Service Learning Award.

RECOMMENDATION: That City Council establish an annual award to honor Lori Godwin and her contributions to the City.

DISCUSSION: The Lori Godwin Public Service Learning Award is proposed to be established in memory of Lori Godwin whose professional life in the City of Alexandria is a model for all who seek to enhance their careers in government. In 1988, Ms. Godwin first joined city government as a Budget Analyst. She was soon promoted to Deputy Budget Director and later to the Director of the Office of Management and Budget. Her tireless devotion to her work earned her an appointment as Assistant City Manager where she served until her untimely death on March 10, 2002.

This proposed award honors her achievements and acknowledges her value and devotion to the City over her years of dedicated service. The awards are proposed to be used by City employees for an intensive non-degree program in an educational institution in the area of public administration with a focus on management or leadership. Recipients of the award could participate in an intense study program of one or two weeks duration or a less intense program over many months.

Funds of up to \$15,000 will be set aside annually to cover the cost of a study program, lodging, meals, and transportation. The entire amount could be awarded to one employee, or awards could be made to up to three recipients of up to \$5,000 each. The City will also provide paid administrative leave. Recipients will have twelve months following notice of the award to start the program and must commit to working two additional years for the City after completing the program.

FISCAL IMPACT: It is proposed that the City's 2004 proposed budget would include the program's \$15,000 amount, and that the City then budget \$15,000 each year thereafter to cover the costs of the award. Contributions to the award will also be accepted by the City.

STAFF:

Meg O'Regan, Special Projects Coordinator

Beverly Steele, Interim Director, Department of Human Services

Bernard Caton, Legislative Director

Bill Cole, Director, Information Technology Services

Mildrilyn Davis, Director, Office of Housing

Henry Howard, Director, Personnel Services

Daniel Neckel, Director, Department of Finance

Nancy Coats, Assistant to the City Manager

Mark Jinks, Assistant City Manager

REVIEW PANEL

All applications will be reviewed by a panel of representatives from the City Manager's Office, the Department of Personnel Services, a staff department, an operating department and a public service/public administration professional organization or school.

ANNUAL APPLICATION PROCESS

Interested applicants must submit a completed application to the Department of Personnel Services no later than **October 31**. Applications may be obtained from the Department of Personnel Services or at <http://intranet.alexgov.net>.

Personnel Services will screen the applications to verify eligibility and the suitability of the proposed study programs.

Copies of the applications and comments will then go to the Review Panel. The panel will determine which applicants to interview, will conduct interviews, and will make recommendations to the City Manager. Applicants will be informed no later than the end of February.

Each award recipient will have 12 months following notice of the award in which to commence a study program.

THE LORI GODWIN PUBLIC SERVICE LEARNING AWARD

City of Alexandria
301 King Street
Alexandria, Virginia

This award has been created in memory of Lori Godwin, a talented and dedicated public servant. Lori began her career with the City of Alexandria in 1988 as a budget analyst. She rose quickly through the ranks to become Assistant City Manager, a position she held until her untimely death in 2002. The award honors Lori Godwin's achievements and acknowledges that her professional life is a model for all employees who seek to advance in careers of government service. The award enables City employees to participate in career-enhancing programs related to local government.

ELIGIBLE PROGRAMS

An intensive, non-degree study program in public administration or public service, with a focus on leadership or management or in a particular field pertinent to local government.

A program away from the work site, possibly in a university setting, within the continental United States.

A full-time program that runs for up to two weeks, or a less intensive program that runs for a few hours a week for up to a year.

ELIGIBLE APPLICANTS

- Have worked for the City a minimum of two years.
- Agree to work for the City for an additional two years after completion of the study.
- Have been consistently above-average performers.
- Have proposed an eligible study program which will enhance the applicant's ability to perform on the local government level.
- Are strongly recommended by their Department Head who agrees with the proposed study program.
- Have shown a strong interest in local government and in its management.
- Have demonstrated initiative and commitment to remaining employed in local government.
- Have shown leadership qualities and a potential to grow in leadership.
- Have good interpersonal, analytical, verbal and written communication skills.

FUNDING

The City covers the cost of the study program, lodging, meals and transportation, up to \$15,000. During the program the employee will be placed on paid administrative leave.

One or more awards will be made annually. Contributions to the award program will be accepted from the Alexandria community.

EMPLOYMENT AGREEMENT

Applicants who do not meet the two year work commitment will be required to reimburse the City for program expenses as follows:

- reimbursement of the program cost but not lodging, meals or transportation if an employee leaves the City in the first year following program completion;
- or
- reimbursement of a prorated share of the cost of the program for each month beyond the first year up to the end of the second year.

APPLICATION FOR LORI GODWIN PUBLIC SERVICE LEARNING AWARD

20
3-25-03

Last Name _____ First Name _____ MI _____
Date of Birth _____ Social Security No. _____
Address _____
Street City State Zip
Telephone No.(H) _____ Telephone No.(W) _____
E-mail Address _____

1. PERSONAL STATEMENT

Each applicant will attach a **Personal Statement** listing their years of employment with the City, number and range of professional positions, current level of responsibility and accountability and give examples of excellent performance. These examples should demonstrate an outstanding record of leadership, achievement, or innovation, as well as the candidate's excellent interpersonal skills and verbal, written, and analytical skills. In addition, the applicant will provide a clear description of professional goals and interest in leadership and management in the City or in local government generally. Each applicant should also include a listing of all volunteer activities and their impact on the community and any awards or recognition on or off the job.

2. DESCRIPTION OF THE COURSE OF STUDY

The application should include information on the proposed study program that the applicant wishes to pursue, the dates of that program, a statement of its costs, a description of the reasons the applicant believes the selected study program would benefit his or her growth in the city government and/or in a public service career generally.

3. EDUCATIONAL BACKGROUND

The applicant should list the dates of colleges, universities, and professional and graduate schools attended, and any school in which you are currently enrolled.

4. PERFORMANCE

Please attach copies of the last two performance evaluations and the recommendation from your Department Head.

5. CERTIFICATIONS AND LICENSES

Please list all current certifications or licenses held.

6. AWARDS

Please list all awards, honors and special recognitions.

7. MISSION AND VALUES

From the City's Mission and Values Statement, please discuss which is the most important and why.

EMPLOYMENT AGREEMENT

Applicants are asked to commit to being employed by the City for an additional two years after completion of the program. Applicants who are unable to keep this work commitment will be asked to agree to reimburse the city for program expenses as follows:

- 1) reimbursement of the program cost but not lodging, meals or transportation if an employee were to leave the city in the first year following program completion; or
- 2) reimbursement of a prorated share of the cost for each month beyond the first year up to the end of the second month .

I agree to remain employed by the City of Alexandria at least two years upon completion of this program. If I am unable to keep this commitment, I agree to repay the City for its costs for this award as described above.

Signature

Date

DATE: 4-7-03
TO: THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL
FROM: PHILIP SUNDERLAND, CITY MANAGER
SUBJECT: PFI

#20, 3/25/03

Joan C. Marczak

21420 W. Juniper Lane
Plainfield, IL 60544
815-372-3290

jcmarczak@msn.com

March 30, 2003

*Mr. Philip Sunderland
City Manager
301 King Street, Suite 3500
Alexandria, Virginia 22314-3211*

Dear Phil,

Thank you so much for inviting Paul and me to the City Council meeting of March 25, 2003. Kindly extend our thanks also to Mayor Donley, Meg and the members of the City Council. We enjoyed the meeting.

The Lori Godwin Public Service Learning Award is a beautiful tribute to our Lori. I am sure she is pleased. While it was a very emotional evening for us, and we miss her so very much, we love your city and always enjoy the time we spend there.

Would you try to let us know the name of the person who will receive the award at the end of this year?

*Paul and I had smooth flights back home. We were not even searched!
Best wishes to all of you.*

Sincerely,

Joan Marczak
Joan Marczak

Sent to CC, CM #20 3/25/03

Paul J. Marczak
1327 Black Willow Trail
Altamonte Springs, FL 32714-1149

April 1, 2003

Mayor Kerry J. Donley
Alexandria City Hall
301 King Street, Suite 2300
Alexandria, Virginia 22314-3211

Dear Mayor Donley:

On behalf of Lori's family, I'd like to thank you and the City Council for establishing the Lori Godwin Public Service Learning Award in her honor. We especially appreciated your kind remarks about Lori during the March 25th City Council meeting. I am glad that I was able to attend that meeting.

After speaking with so many of the people Lori knew and inspired during her years with the City, I am confident that she would approve of this award.

Through this award, others will benefit from Lori's dedication to public service, even those who may not have known her. While we will never completely know the cause of Lori's illness, it is comforting to know that her dedication, professionalism and accomplishments will continue to inspire and benefit others through this award.

My mother and I always enjoyed visiting Lori and participating in the many activities available in and around Alexandria. The City and all of the people who knew Lori will always have a special place in our hearts and memories.

Thank you.

