



**CITY OF KOTZEBUE
RESOLUTION NO. 24-01**

**“A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KOTZEBUE
ADOPTING A RETIREMENT GIFT POLICY”**

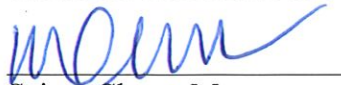
WHEREAS, the City of Kotzebue does not have a written retirement gift policy and needs such to properly acknowledge the service of our retiring City employees; and,

WHEREAS, the attached Retirement Gift Policy has been prepared by the City Manager and review by the City Council.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Kotzebue adopts the Retirement Gift Policy as set forth in Exhibit “A” attached hereto.

PASSED AND APPROVED by a duly constituted quorum of the City Council of the City of Kotzebue, Alaska, this 1st day of February, 2024.

CITY OF KOTZEBUE



Saima Chase, Mayor



ATTEST:



Rosie Hensley, City Clerk

Attachment: Exhibit "A" – City of Kotzebue Retirement Gift Policy [1 page]

SECTION 2 – KEY EMPLOYMENT POLICIES

2.45 Retirement Gift Policy

Employees who retire from the City of Kotzebue are eligible for a retirement gift of up to \$500.00. The primary goal of the City of Kotzebue retirement gift policy is to recognize and honor the dedicated service of our employees while maintaining ethical standards and responsible use of local tax funds.

Retirement gifts should be thoughtful, within a reasonable budget, and aligned with the individual's preferences when possible. The City of Kotzebue can establish relationships with reputable vendors to ensure quality gifts at reasonable prices. In addition to tangible gifts, we consider non-monetary forms of recognition such as a retirement ceremony, a personalized letter of appreciation, or a feature in internal communications. All retirement gifts must be approved by the city manager to ensure compliance with budgetary constraints and ethical considerations.

In addition, this policy was written to avoid extravagant gifts that may be perceived as misuse of public funds. The City must ensure that retirement gifts do not create conflicts of interest or compromise the municipality's ethical standards. We maintain transparency by communicating the retirement gift policy to employees here, and by clearly outlining the criteria, process, and budgetary constraints each year.

The City of Kotzebue will maintain accurate records of retirement gifts, including details of the gift, cost, and recipient, to facilitate transparency and accountability. The retirement gift policy should be regularly reviewed and updated to account for inflation and changing economic conditions' effect on the budget. Any changes to the monetary amount will be reviewed by the city council and city manager and employees will be notified.

Procedure:

Contact Finance office with inquiry.