

City of Culver City, California
City Council Agenda Item Report

Meeting Date: November 5, 2007		Item Number: <u>A-1</u>	
AGENDA ITEM: Discussion of and Possible Alterations to the City Council Policy on City Council Recognition.			
Contact Person/Dept.: Martin R. Cole, Phone Number: (310) 253-6000 Assistant City Manager			
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Public Notification: Master Notification List (10/31/2007).			
Department Approval: Martin R. Cole (10/31/2007)		City Attorney Approval: Carol Schwab (by H. Iker) (10/31/07)	
Fiscal Impact Approval: Marlee Chang (by M. Noller) (10/31/2007)		City Manager Approval: Jerry B. Fulwood (10/31/07)	
<u>RECOMMENDATION:</u> Staff recommends the City Council discuss the City Council Policy on City Council recognition and direct staff as deemed appropriate. <u>BACKGROUND:</u> The City Council discussed this item briefly on July 10, 2006. During that discussion, the City Council generally determined that it wanted to streamline the process for issuing Council Recognition items. Staff is returning this item to the City Council to present additional information and provide the City Council with the opportunity to provide further direction on this topic. <u>DISCUSSION:</u> The City Council has traditionally awarded three kinds of recognition to individuals and organizations: certificates, commendations, and proclamations (collectively City Council Recognition Items). The current common use of each type of recognition is detailed below: <i>Certificates</i> Certificates are presented to both individuals and organizations (but are most frequently presented to individuals) in recognition of accomplishment of a goal or noteworthy milestone/event. Certificates are signed by the Mayor and printed on "certificate paper."			

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Some examples of recently awarded certificates include: welcoming each of the visiting participants in the annual language exchange from a school in Mexico; visitors from the City's Sister City of Iksan, South Korea, and members of the Fiesta La Ballona Committee.

Commendations

Commendations recognize individuals and organizations for significant accomplishments or service to the City of Culver City. The presentation is often done at a City Council meeting where friends, family, and the general public can join the City Council in honoring the person/organization. Recent commendations awarded by the City Council include: Eagle Scouts, meritorious conduct by Police Officer Aubrey Kellum and Firefighter/Paramedic Steve Poelstra, and various community members on their 80th, 90th, and 100th birthdays.

Proclamations

The City Council periodically recognizes an event or celebration through the presentation of a Proclamation. Also, periodic events such as Parks and Recreation Month, Fire Prevention Week, and Historic Preservation Month have been recognized through Proclamations.

Under the current City Council Policy, City Council Recognition Items are most commonly prepared with the approval by the Mayor (or, infrequently, at the direction of the City Council) and presented to honorees at a City Council meeting. Certificates are signed by the Mayor, whereas Commendations and Proclamations are generally signed by all five Councilmembers. Also, "Councilmanic" Recognition Items may also be prepared at the request of an individual Councilmember. Councilmanic Recognition Items are signed by the requesting Councilmember and are generally presented by that Councilmember directly to the honoree. A copy of the existing policy is attached.

Other Cities' Practices

In preparing this report, staff contacted the following Westside cities to request information on their process/policy for preparing and presenting City Council Recognition: Beverly Hills, Santa Monica, and West Hollywood. The following table summarizes the results of the survey:

	Beverly Hills	Santa Monica	West Hollywood
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Kinds of Recognition	Proclamations Certificates Letters of Recognition Grand Openings	Proclamations Letters of Recognition	Commendations Recognitions Letters of Appreciation
Staff Department	City Manager's Office	City Manager's Office	City Manager's Office

Upon comparison of the above processes used by surrounding cities with the current City Council policy, Culver City's process is comparable. Therefore, Staff does not recommend significant changes to the existing policy.

Staff would request City Council guidance on the following topics:

- (1) Does the City Council wish to continue preparation of proclamations for annual events?
- (2) Does the City Council wish to require submission of a request for Council Recognition to be submitted a certain number of days prior to the presentation date and have pertinent information regarding the recipient provided by the requestor? (***Staff recommends submission at least 15 calendar days prior to the date needed.***)

FISCAL ANALYSIS:

Preparation of City Council recognition items involves staff time and costs for supplies (paper, certificate/commendation/proclamation covers, etc.). The amount of staff time involved in the preparation of a specific Council recognition item can vary and depends on the amount of information provided by the individual or organization requesting the proclamation. Using 30 minutes as the average time needed to prepare a Council Recognition Item, the average Council Recognition Item costs \$50 to prepare.

These costs can be accommodated through the use of existing staffing levels. The actual fiscal impact is dependent upon whether the City Council should choose to alter existing policy. An alteration in policy that would increase or decrease the number of Council Recognition Items prepared would have a corresponding impact on costs.

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ATTACHMENTS:

(1) City Council Policy 3402 (Council Recognition)

MOTION:

That the City Council:

Discuss the topic of City Council Recognition and direct staff as deemed appropriate.