

**City of Culver City, California
Agenda Item Report**

Meeting Date: <u>10/01/13</u>		Item Number: <u>A-2</u>	
PRCS COMMISSION AGENDA ITEM:(Continued from August 6, 2013) Informational Item Regarding City of Culver City and Parks, Recreation and Community Services Department Staff Recognition Programs.			
Contact Person/Dept.: Dan Hernandez, PRCS Director		Phone Number: (310) 253-6655	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☐	
Public Hearing: ☐		Action Item: ☒	Attachments: ☒
Public Notification: (Email) Meetings and Agendas – Parks, Recreation and Community Services Commission (09/27/13).			
Department Approval: Dan Hernandez (09/24/13).		City Attorney Approval: N/A	
Chief Financial Officer Approval: N/A		City Manager Approval: N/A	
<u>RECOMMENDATION:</u> Staff recommends that the Parks, Recreation and Community Services (PRCS) Commission receive information regarding City of Culver City and Parks, Recreation and Community Services Department staff recognition programs. <u>BACKGROUND:</u> At the June 13, 2013 Parks, Recreation and Community Services Commission, the Commission reached consensus regarding agenizing a report from staff regarding City of Culver City and Parks, Recreation and Community Services Department staff recognition programs. After brief discussions at the July 2 and August 6, 2013 Commission meetings, this Item was continued to this evening's meeting. Currently, there are several different ways that the City of Culver City may recognize employees and one PRCS Department staff recognition event which is held in conjunction with the Annual PRCS Department Holiday Party. In addition, staff members are singled out for generous praise in front of their peers at the Quarterly PRCS Department meeting. <u>DISCUSSION:</u> <u>City of Culver City Staff Recognition Programs and Procedures</u> Civil Service Rule 15: Employee Recognition and Incentive Program for Outstanding Job Performance– The City of Culver Civil Service Rules, as adopted on September 25, 2006, set forth a policy, program and procedures for recognizing City staff for outstanding job performance in Rule 15 (Attachment A). The last time			

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that a PRCS Department staff member appeared before the Civil Service Commission to be recognized in this manner was on August 5, 2009 when Scott Jacobs, Parks Maintenance Supervisor, received a merit award of two days of with pay.

City of Culver City Staff Recognition Program– The Staff Recognition Committee was established in February 2004 to develop an employee recognition program. The goal of the program is to provide a medium in which employees can be recognized for excellent customer/public service, going beyond the call of duty, creativity, team work, and having a pleasant attitude towards members of the public and fellow employees. As detailed in Attachment B, the Program is comprised of the following award categories:

1. Employee Peers Recognition
2. Annual Employee Award, including:
 - the Harry Culver Award
 - the Helms Award
3. Safety Recognition Award
4. Length of Service Awards (also mentioned in Civil Service Rule 15)

City Council Policy #3402 Council Recognition: Procedures for Approval and Administration – This Council Policy, issued on August 9, 2004, provides for a **Distinguished Service Award** which is bestowed upon City staff members who have made a lasting contribution to the City, have gone above and beyond the call of duty, and serve as exemplary public servants. Department Heads may nominate individuals for distinguished service awards, which are subject to approval of at least three City Council Members. This award is signed by the full City Council and presented in a fashion similar to a proclamation

Parks, Recreation and Community Services Department Reindeer Awards

At the 2012 Annual PRCS Department Holiday Party, the Department reinstated the practice of presenting “Reindeer Awards” to recognize and honor deserving staff members. Certificates were presented to awardees at the Party, in the following categories:

***The Dasher Award** goes to the employee who is always busy doing his/her best to accomplish everything that needs to be done and then takes the next steps to go above and beyond the call of duty. Dasher puts a priority on doing what best for the Department, the City and the community without concern for personal gain or recognition. Dasher is consistent, hard-working, efficient, enthusiastic and always ready for the next project.*

***The Comet Award** goes to the employee who is highly visible in the community as a representative of our Department and the City of Culver City. Comet makes a lasting impression by bringing light and hope to others in*

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enduring ways that really make a difference in our community. Comet is innovative, quick, personable, optimistic and always does the unexpected with great results.

*Everyone knows that **Rudolph** is Santa's lead Reindeer. **The Rudolph Award** goes to the employee who always takes the lead, not only in solving problems, but also in developing creative ways to improve the Department's programs and services. Rudolph lights the way with a hands-on leadership style that both embraces and encourages others. Rudolph is honest, open-minded, fair, imaginative and has great integrity.*

Staff is considering adding additional Reindeer Award categories for this year's event.

FISCAL ANALYSIS:

There is no fiscal impact associated with the discussion of this Agenda Item.

ATTACHMENTS:

- A. Civil Service Rule 15: Employee Recognition and Incentive Program for Outstanding Job Performance
- B. City of Culver City Staff Recognition Program

MOTION:

That the Parks, Recreation and Community Services Commission:

Receive and file information regarding City of Culver City and Parks, Recreation and Community Services Department staff recognition programs.