

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 06/12/06		Item Number: <u>A-12</u>	
AGENDA ITEM: Discussion of Council Policy Statement #3402 (Council Recognition)			
Contact Person/Dept.: Martin R. Cole, ACAO		Phone Number: (310) 253-6000	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☐	
Public Hearing: ☐		Action Item: ☒	Attachments: ☒
Public Notification: Master Notification List (06/07/06)			
Department Approval: Martin R. Cole (06/07/06)		CAO Approval: Jerry B. Fulwood (06/07/06)	
City Controller Approval:			

RECOMMENDATION:

That the City Council discuss Council Policy Statement #3402 (Council Recognition) and direct staff as deemed appropriate.

BACKGROUND:

On August 9, 2004, Council Policy Statement #3402 (Council Recognition: Procedures for Approval and Administration) was issued. This Council Policy Statement provides staff guidance on how the process for issuing City Proclamations, Commendations, and Certificates is administered.

On May 1, 2006, Councilmember Rose requested and received Council consensus for Council to discuss the subject of the Council Recognition Policy.

DISCUSSION:

As stated in the "Purpose" section of the Council Policy, the Policy "...is to formalize guidelines governing the presentation of proclamations, commendations, awards and other recognition documents or items by City Council..." In the "Statement of Policy," the Policy exists "...primarily to honor individuals, groups, and staff who have made or have demonstrated significant contributions to the community..."

To assist the City Council in its discussion of this item, a copy of Council Policy 3402 is provided. Additionally, a summary of Council recognition items provided to the Council in November, 2005 is also attached. The following table summarizes the type of Council Recognition items presented for the last three calendar years:

City of Culver City, California
City Council Agenda Item Report

Recognition Type	2003	2004	2005
Certificates	12	8	13
Commendations	25	22	18
Proclamations	28	22	28
TOTAL:	65	52	59

While the amount of effort required to prepare each type of recognition can vary (mostly dependent upon the amount of information provided by the requestor), as a rough estimate, the following table outlines the amount of staff time necessary to prepare an average example of each type of recognition:

Recognition Type	2005	Estimated Time/Type	Total Time
Certificates	13	15 mins.	195 mins.
Commendations	18	30 mins.	540 mins.
Proclamations	28	45 mins.	1260 mins.
TOTAL:	59		33.25 hrs

FISCAL ANALYSIS:

Council discussion of this item does not, by itself, create a fiscal impact.

ATTACHMENTS:

1. November 28, 2005 Memorandum to the Council re: City Proclamations (includes copy of Council Policy 3402 – Council Recognition)

MOTION:

That the City Council receive and file this report and direct staff as deemed appropriate.