

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 12/01/08		Item Number: <u>A-4</u>	
AGENDA ITEM: Discussion of the City's Policy Related to Proclamations and Commendations and the use of City Letterhead and Stationery.			
Contact Person/Dept.: Shelly Wolfberg		Phone Number: (310) 253-6008	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Public Notification: Master Notification List (11/26/08).			
Department Approval: Martin R. Cole (11/24/08)		City Attorney Approval: Carol Schwab (by H. Baker) (11/26/08)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (11/25/08)		City Manager Approval: Jerry B. Fulwood (11/26/08)	
<u>RECOMMENDATION:</u> Staff recommends the City Council discuss Council Policy 3402 – Council Recognition, as well as the use of City Council letterhead and stationery, and direct staff as deemed appropriate. <u>BACKGROUND/DISCUSSION:</u> At the November 3, 2008 City Council Meeting, the City Council determined to agendaize a discussion of the City's policy regarding proclamations, commendations and Council letters. The City Council last discussed issues related to City Recognition on November 5, 2007. The staff report, attachments, and minutes from that discussion are attached for the City Council's reference. The City Council directed that the Agenda Subcommittee consider the current process for Council recognition items and return with a recommendation in the near future. Subsequently, the Subcommittee discussed the issue and declined to make a recommendation to change the current policy and practice. <i>City Council Policy Regarding Proclamations, Commendations, and Certificates</i> On August 9, 2004, the City Council adopted Resolution Number 2004-R056 to approve City Council Policy Statement 3402, entitled "Council Recognition". As stated in Policy No. 3402, "the City's recognition policy exists primarily to honor individuals, groups, and staff who have made or have demonstrated significant contributions to the community. Special events are also appropriate to be honored.			

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Multiple forms of recognition exist to ensure that the proper level of recognition will be granted to designated people, organizations or events.” Further, as is provided by the City Charter, Section 606 (Attachment 2), which states, “The Mayor shall have a voice and a vote in all City Council proceedings, shall be the official head of the City for all ceremonial purposes, and shall perform such other duties as may be prescribed by this Charter or as may be imposed by the City Council consistent with the office of Mayor.” This includes having the Mayor’s approval for all items recognizing persons or organizations on the City’s behalf. Councilmanic proclamations may be awarded by one Council Member with the approval of the Mayor.

The following table summarizes the number of City Council or Councilmanic proclamations, commendations and certificates that have prepared by City staff since 2003:

Year	Certificates Commendations Councilmanic Commendations Proclamations Councilmanic Proclamations
2003	128
2004	152
2005	182
2006	223
2007	147
2008 to date	142

Use of City Council Letterhead and Stationery

As referenced earlier, in accordance with the Mayor’s role as official head of the City for all ceremonial purposes, the Mayor signs letters on behalf of the City Council, and on the City’s letterhead. An example of letters signed by the Mayor includes position letters pertaining to the City’s legislative position on a particular bill, a letter addressing State Budget impacts, or correspondence pertaining to the City’s official response to an Environmental Impact Report.

In the past the Executive Assistant to the City Manager has ordered note paper with the City’s logo and individual City Councilmember’s names on it to distribute to each City Councilmember. City Councilmembers request the Executive Assistant order the note paper. In the City of West Hollywood, typically the Mayor signs letters on

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the City Council's letterhead. Beverly Hills has a policy, which states that only the Mayor can send letters outlining the city's position on legislation or policy matters, and only after the City Council has either voted on the issue, or it fits under the guidelines of its adopted legislative platform. Beverly Hills Councilmembers sometimes send 'congratulatory' letters on official letterhead to elected officials they have a collegiate with, but those letters do not convey policy positions.

Use of Official City Seal

There are specific policies governing the use of the City Seal in §1.03.006 of the Culver City Municipal Code (Attachment 3). The Code reads: "The City Clerk, City Manager and/or designee shall be authorized to use the City Seal on any resolution, proclamation, certificate or other instrument approved by the City Council or executed by the Mayor."

At tonight's meeting the City Council may discuss the items related to Council Recognition and use of Council letterhead and stationery and direct staff as deemed appropriate.

FISCAL ANALYSIS:

There is no fiscal impact associated with this item.

ATTACHMENTS:

1. Staff Report (with attachments) and Minutes from November 5, 2007.
2. Excerpt from the City Charter (Section 606)
3. Culver City Municipal Code, Chapter 1.03: City Standards

MOTION:

That the City Council:

1. Discuss the item and direct staff as deemed appropriate.