

MEETING DATE: July 10, 2006

AGENDA ITEM : Discussion of Council Policy #3402 (Council Recognition)

ATTACHMENTS

- | | |
|---|----------------------|
| 1. Memorandum to Council dated 11/28/2005 | <u>Pages</u>
1-20 |
|---|----------------------|

Culver CITY

FILE

INTEROFFICE MEMORANDUM

DATE: 11/28/2005
TO: The Honorable Members of the City Council
FROM: Martin R. Cole, Assistant Chief Administrative Officer
SUBJECT: City Proclamations, Commendations, and Certificates
CC: Chief Administrative Officer Fulwood

Some time ago, Vice-Mayor Silbiger requested some historical information on the proclamations, commendations, and certificates issued by the City. In response, I am pleased to provide the attached list. I would also like to take this opportunity to provide a copy of the City Council approved policy on this topic (adopted by the City Council on August 9, 2004).

In order to better manage the list of recurring items, the CAO's Office will begin providing a list of proclamations, commendations, and certificates staff intends to issue in the subsequent month. Staff will process all of these items in accordance with the Policy.

Please feel free to call me at X6007 should you have any questions.

Attachments:

- (1) List of Proclamations, Commendations, and Certificates (2000-2005)
- (2) Council Policy Statement 3402 (Council Recognition)

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Council Recognition - 2005

Proclamations

<u>Date</u>	<u>Recognition</u>
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Jan 10	Employee Recognition of Service
Jan 23	Los Angeles Lights Rhythmic Gymnastics Invitational Weekend
Feb 28	Youth Services Day
Apr 4	AYSO Region Youth Soccer Tournament- Sony Screenland Classic
Apr 11	CCEF Education Foundation Week
Apr 11	May 2005 - Historic Preservation Month in Culver City
Apr 11	Employee Recognition of Service
Apr 25	Fire Service Recognition Day
May 9	Public Works Week
May 9	Relay for Life
May 9	Steve Rose - Mayoral Service to the City
May 9	National Military Appreciation Month
May 23	Older Americans Month
May 23	Veterans Appreciation Month - May
June 14	43rd Annual Fiesta of Gems Show
July 11	Parks and Recreation Month
July 11	52 nd Annual Garden Show Weekend
July 25	Employee Recognition of Service
August 22	Fiesta La Ballona
September 1	Lethbridge Sister City
September 12	Culver City RSVP Anniversary
September 12	Thoracic Aortic Dissection Awareness Month
September 19	Fire Prevention Week

September 26 Rideshare Week

October 10 Breast Cancer Awareness

October 10 Quarterly Culver City Employee Service

October 24 Veteran's Day

October 24 Grace Lutheran Church 60th Anniversary

Commendations

Jan 10 EE years of service

Mar 28 Richard Brundo

Mar 28 Don Rogers

Apr 11 National Library Week

May 23 Barbara Silverstein - Senior of the Year

June 1 Daniel Cohen- Outgoing Sister City Committee President

June 13 Culver City Girl Scouts and Troop 701

June 16 Bus Operator of the Year

June 27 Frank Quiambo- Outgoing President West Los Angeles College

August 1 Sister City Visitors

September 19 Fiesta La Ballona Committee Chair

September 26 Bill Heagy

October 24 Bus Rodeo Winner

October 24 Maintenance Rodeo Winner

October 24 Service to the Disabled Community

November 7 Charter Review Committee Members

November 7 Phyllis Owens

November 7 Carmelita Bell

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Certificates

Jan 24 Exchange Students from Guadalajara, Mexico

Feb 14 Presentation of Certificate of Excellence in Financial Reporting

Feb 28 Susan Jordan - FSS Program

Feb 28 Kinston Avenue Neighborhood Clean-up

Mar 7 L.A. Marathon Runners from CC Sister City of Kaizuka, Japan

May 9 Clifford Koike

May 23 Youth Services Day Volunteers

June 21 Rabbi Dovid Nowosiolski

June 21 Scott & Lisa Richards

July 18 Dr. Harriet Williams

August 1 Korean Exchange Students

September 19 Fiesta La Ballona Volunteers

November 7 Grupo Folklorico La Rosa Performers

Council Recognition – 2004

Proclamations

<u>Date</u>	<u>Recognition</u>
Jan 12	Quarterly Employee Service Award
Feb 9	Pan American Film Festival
Mar 8	Culver City Education Foundation Week
Mar 22	Healthy Parks Month
Mar 22	Sony Pictures Classics & AYSO Region Youth Soccer Tournament
Apr 12	Quarterly Employee Service Award
Apr 12	National Public Safety Telecommunications Week
Apr 19	City of Uruapan, Mexico as Sister City
Apr 26	Historic Preservation Month
May 3	Fire Service Day
May 10	National Public Works Week
May 10	50 th Anniversary of Brown v. Board of Education decision
May 24	Older Americans Month
July 12	Quarterly Employee Service Awards Proclamation
July 12	51st Annual Garden Show Weekend of July 24-25, 2004
July 12	National Parks and Recreation Month - July 2004
Aug 23	Fiesta La Ballona
Aug 23	Women's Equality Day
Sep 13	Fire Prevention Week - Oct. 3-9
Sep 27	Disability Awareness Month
Oct 18	Racial Equality Week
Oct 18	National Breast Cancer Awareness Month - Women's Health Day 2004

Commendations

<u>Date</u>	<u>Recognition</u>
Jan 12	Outstanding Service – Chief of Staff, Congresswoman Watson
Feb 16	Assembly Speaker Herb Wesson, Jr.

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Mar 8	Outstanding Community Involvement – Gwendolyn Brown
Apr 7	Outgoing/Former Executive Management – Phillip Garcia, Gary Martin & Kesstan Blandin
Apr 7	Transportation Dept – named to Top 100 Fleets in North America
Apr 26	Years of Dedicated Service to the City – Mark Ambrozich
May 10	Heroic Actions during a residential structure fire – Richard Haynes, Kevin Ingram & Rafael Santos
May 24	Senior Citizen of the Year
May 24	Adopted Military Unit – Week of the Eagles
May 24	Organizers of “Cruisin’ the 50’s Car Show” – Downtown Business Association & Culver City Exchange Club
June 14	Dr. Eisner, Fire Dept. Medical Director, for contribution to EMS Ops.
June 28	Pam Keyes
August 9	Bus Operators of the Year
August 23	Debbie Allen
August 23	L. Shahinian
Sep 27	2004 Bus Roadeo Champion Dence Stallworth
Sep 27	Transportation Maintenance Roadeo Champions
Oct 11	Former Cultural Affairs Commissioner Kim Langbecker
Oct 11	Employee Quarterly Service Awards
Oct 25	Noteworthy Individuals and Businesses
Oct 25	Volunteers of Fiesta La Ballona
Dec 13	Eric Shapiro

Certificates of Recognition

<u>Date</u>	<u>Recipient</u>
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May 24	Members of the Teen Advisory Committee
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6 Aug 2 Visitors from Sister City Kaizuka Japan

July 26 Sponsorship presentation to the City from Sony Pictures Entertainment

Aug 2 Visitors from Sister City Kaizuka Japan

Oct 11 Exchange Students

Nov 8 Donation from Kiwanis Club of Culver City to Teen Center

Nov 22 Presentation of \$300 check by The Exchange Club for Senior Christmas Program

Dec 20 Appreciation - 32 Yrs. Of Service - Dave Hopkins

Council Recognition – 2003

Proclamations

<u>Date</u>	<u>Recognition</u>
Jan 13	Quarterly Employee Service Award
Jan 27	Dr. Martin Luther King, Jr. Holiday
Feb 24	Culver City Bus – 75 th Anniversary
Mar 10	Culver City Educational Foundation Week
Mar 24	Sony Pictures Screenland Classic Youth Soccer Tournament
Mar 24	National Library Week
Apr 7	Fire Service Recognition week
Apr 14	Earth Day
Apr 14	Fire Service Recognition Day
Apr 28	Quarterly Employee Service Award
May 12	Public Works Week
May 12	Save a Life Week
May 12	Peace Officers Memorial Day
May 27	Older Americans Recognition Month
May 27	Recognizing Culver City High Girls Soccer & Girls Cross Country
Jul 14	Parks and Recreation Month
Jul 28	Quarterly Employee Service Award
Sep 15	International Police Association – Netherlands Section
Sep 22	Disability Awareness Month
Sep 22	Fire Prevention Week
Oct 7	California Rideshare Week
Oct 13	Quarterly Employee Service Awards
Oct 13	Women's Health Day and Breast Cancer Awareness Month
Oct 27	Young Artist's Day
Oct 27	National Immigrant Day
Nov 10	Honoring Veteran's Day
Nov 10	Temple Akiba's 50 th Anniversary
Nov 24	Culver City Family Week

Commendations

<u>Date</u>	<u>Recipient</u>
Jan 27	Culver City Lions Club
Jan 27	Exceptional Volunteerism – Dr. Mitchell Cousineau
Feb 10	Eagle Scout – Brian Fung
Feb 10	Heroic actions during a property fire – Pedro Candido
Feb 10	Exceptional Volunteerism – Sarah Carpenter
Mar 24	Culver City High Academy of Visual Performing Arts
Mar 24	Academic Excellence – Culver City Middle School
May 12	Culver City PTA – “Outreach Parent Involvement”
May 27	Senior of the Year
Jun 9	Juvenile Diversion Program – Lt. Steve Williams
Jun 9	Fire Prevention Division – Kenneth Quick
Jun 23	Donations to Parks, Recreation, and Community Service Programs – Brotman Medical & Kiwanis Club
Jun 23	Eagle Scout – John Muller
Jun 23	Outstanding Service & Contributions to the City – Michael Thompson
Jul 14	National Merit Scholar – Jonathon Bressler
Jul 14	Culver City PTA – Recipient of Statewide Annual Award
Jul 14	Culver City High Girls Softball Team
Aug 25	Exemplary Service – Lyndon Barber, Paula Odom
Sep 22	Service to Fiesta la Ballona – Scott Malsin, Anita Shapiro
Sep 22	Service to League of CA Cities – Don Rogers
Oct 13	Civil Service Commissioner – Daniel Gallagher
Oct 27	Harshall Schwartz & Exceptional Children’s Foundation
Oct 27	Frank Paul Fetta, III – Conductor of Culver City Symphony
Nov 10	La Ballona Creek Cleanup & Coastal Cleanup Day – Participants
Nov 24	CC Fire Fighters for Heroic Participation – Southern California Wildfires

Certificates of Recognition

<u>Date</u>	<u>Recipient</u>
Jan 13	Exchange Students – El Marino Elementary, Culver City for Participation in the Cultural Exchange Program
Feb 10	Exchange Students – Colegio La Calma, Mexico
Feb 24	Culver City High Girls Water Polo Team
Apr 14	Community Organization donating to Parks and Recreation Program
Aug 11	Retirement from the City – Marlene Blauner, Michael Hodge, Linda Sutton, Barry Major, John Oyler, Stephen Newton, Robert Villa, & Steven Williams
Aug 11	Culver City Council for participation in the Cancer Walk
Aug 11	Donation of services and material to renovate the Lindberg Park Stone House – Wilfred Werner, Rick Hodges, Michael & Tracey Gerez
Aug 25	Contributions to Emergency Response Team – Steve Hirohama
Sep 22	Fiesta La Ballona Volunteers
Oct 27	Participants of Cultural Exchange Program
Nov 10	Winners of 6 th annual Rideshare Fair Children's Poster Contest
Nov 24	Cultural Exchange Program – Colegio la Calma de Guadalajara

Council Recognition – 2002

Proclamations

<u>Date</u>	<u>Recognition</u>
Jan 14	Quarterly Employee Service Award
Feb 11	Colegio La Calma Student Exchange Visitation Day
Feb 11	National Engineers Week
Mar 1	Cesar Chavez Day
Apr 8	Quarterly Employee Service Award
Apr 8	Honor Holocaust Victims
Apr 8	Exceptional Children's Foundation Day
Apr 29	Fire Service Recognition Day
May 6	Culver City Garden Club's 49 th Annual Show and Sale Weekend
May 6	California Bike Commute Week
May 13	National Family Month
May 13	Public Works Week
May 13	Fiesta La Ballona Weekend
May 28	Girl Scout Gold Award
Jun 10	Wellness Committee accomplishments
Jun 24	Rock & Mineral Club 41 st annual Fiesta of Gems
Jul 8	Quarterly Employee Service Awards
Sep 23	Disability Awareness Month
Sep 23	Cultural Diversity Week
Sep 23	Rideshare Week
Sep 23	Fire Prevention Week
Oct 7	East Coast Aussies Soccer Team – Congratulations
Oct 14	Quarterly Employee Service Awards
Oct 14	National Dental Hygiene Month
Oct 14	Breast Health Month
Nov 25	National Family Week

Commendation

<u>Date</u>	<u>Recipient</u>
Jan 14	Outgoing School Board Members
Feb 25	Outstanding Service to Youth Health Center – Enid Hallem

Mar 4	Cities Unite America and Thank NY Firefighters
Mar 25	Outstanding service in Eagle Scouts – Lee Wolkowitz, David Kuechle, Warren Fukuji
Apr 8	In Memory of Rolando Fornos
Apr 23	Outgoing Mayor, Councilmember, and City Clerk
May 6	Senior Citizen of the Year
May 13	Culver City Bus “Operator of the Year” – Herbert Orange, Jr.
May 13	Culver City Municipal Bus Lines
Jun 10	Heroic Citizen Commendations – Ray Rodriquez, Jeanette Jackson, Jerry Wolfe, Tito Cordova
Jul 8	Outstanding Educational Achievement – Yoshie Fujita Hagiya
Jul 22	CC Gunners, American Youth Soccer Assn. Team
Aug 12	Outstanding Service to Parks and Recreation Commission – Chip Netzel
Aug 12	Outstanding Service to Disability Advisory Committee – Abby Vincent, John Troost
Aug 26	In Memory of Beverly Violin
Aug 26	Retirement of Business Tax Inspector – Service to Culver City
Aug 26	President of West LA College Foundation – Robert Lench
Oct 28	Outstanding Contributions to CC Western Hemisphere Marathon – Jay Handal
Oct 28	Outstanding support to Disabled Community – Cindee Zisner, Syd Kronenthal, Radisson Hotel
Nov 11	Outstanding Contributions to Fiesta La Ballona – Reba Yudess
Nov 25	Outstanding Contributions to Culver City – Mark Winigraud
Dec 9	National Kidney Foundation for Holiday Organ Campaign
Dec 23	Exceptional Service to the Community – Emery Gordon

Certificates of Recognition

<u>Date</u>	<u>Recipient</u>
Jul 22	Individual Certificates to Community Emergency Response Team
Sep 23	CC Firefighters in Appreciation for Exemplary Service
Nov 1	City Treasurer’s Office
Nov 25	Winners of 5 th Annual Rideshare Week Children’s Poster Contest

Council Recognition – 2001

Proclamations

<u>Date</u>	<u>Recognition</u>
Jan 22	Australia Day
Jan 22	Hollywood Black Film Festival Weekend
Feb 12	Guadalajara Student Visitation Day
Feb 12	National Engineers Week
Apr 9	Quarterly Employee Service Awards
May 14	Fiesta La Ballona Weekend
May 29	Robert Mann – Service to his country
Jun 25	Rock & Mineral Club Weekend
Jul 23	Garden Club Weekend
Jul 30	Tri-cultural Student Exchange Day
Aug 13	Rotary Isuka Student Exchange
Nov 18	Westfield Works Wonders Day
Nov 26	World AIDS Day
Dec 3	City of Kaizuka, Japan – Sister City
Dec 10	Buckle Up for Life Challenge

Commendation

<u>Date</u>	<u>Recipient</u>
Jan 22	Exemplary Dedication to Community Service and Volunteerism – Kay Lyou
Feb 12	Employee retirement after 36 years – Bill Kramer
Feb 12	Heroic Actions and exemplary service to Police Department – Officer Brann
Apr 9	Reverend Burnham – Outstanding Contributions to Culver City
May 14	Senior Citizen of the Year
May 30	Exemplary Service to Culver City – Ruth Dable
Aug 27	Service to Landlord Tenant Mediation Board – Ann Post & Tania Monsour-Dumas
Aug 27	Service to Planning Commission – Lyn Baril
Aug 27	Service to Human Services and Parks Commission – Jeanette James
Oct 15	Assemblyman Herb Wesson
Oct 22	Retired Civil Service Commissioner – Nancy Damron
Oct 22	Carol Delay, City Planner
Dec 10	Outstanding Contribution to physically/mentally challenged – Susan Gordon

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Dec 10 Continued dedication and outstanding service – Culver City Arts Committee

Certificates of Recognition

<u>Date</u>	<u>Recipient</u>
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Nov 12	Winners of 4 th Annual Rideshare Week Children's Poster Contest
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Other

<u>Date</u>	<u>Recipient</u>
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Apr 9	Distinguished Service Award – Traffic Engineering Manager
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Council Recognition – 2000

Proclamations

<u>Date</u>	<u>Recognition</u>
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Jan 24	Hollywood Black Film Festival Weekend
Jan 24	Quarterly Employee Service Awards
Feb 14	Guadalajara Student Exchange Visitation Day
May 8	Fiesta La Ballona Day
May 8	Quarterly Employee Service Awards
May 22	National Public Works Week
Jun 26	Rock & Mineral Club Weekend
Jul 10	Quarterly Employee Service Awards
Jul 24	Garden Club Weekend
Sep 11	Breast Health Day & Breast Cancer Awareness Month
Sep 25	Disability Awareness Month
Sep 25	Fire Prevention Week
Sep 25	Rideshare Week
Oct 10	Quarterly Employee Service Awards
Nov 13	Guadalajara Student Exchange Visitation Day

Commendation

<u>Date</u>	<u>Recipient</u>
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Jan 10	Extraordinary commitment to the betterment of Culver City – Cathy Zermeno
Jan 10	Vietnam Vets of American West LA Chapter 526, 10 th Anniv.
Jan 24	Civil Service Commissioner for Salary Study Process – Dan Gallagher
Feb 18	Outgoing President of CC Historical Society – Lu Herrera
Feb 18	CC Historical Society 20 th Anniversary
Mar 13	Extraordinary Contributions to those living with AIDS – Inez & Bill Bush

Apr 10	Exemplary dedication to the city and fellow employees – Pam Graves
Apr 25	Outgoing Mayor, council members, and City Treasurer
May 8	Senior Citizen of the Year
May 22	Exemplary performance and service – Marlee Chang
Jul 10	Radisson Hotel for receiving presidents award
Jul 24	Brotman Medical named Tenant Healthcare 2000 Circle of Exc.
Aug 28	Retirement from Culver City News – Marcia Torrey-Jay
Sep 11	Retirement of President of Culver Parks & Services Foundation – Tom McCabe
Oct 10	Extraordinary Contributions to betterment of Culver City – Jackie McCain & Ken Quick
Oct 23	Contribution on behalf of people with disabilities – Morris Dodd
Dec 11	Culver City Bus Lines “Operator of the Year” – Edward Linder, Jr.
Dec 11	Culver City Bus Lines “Bus Rodeo Champion” – Emory Gordon

Certificates of Recognition

<u>Date</u>	<u>Recipient</u>
Feb 28	Exemplary Act of Kindness – Lloyd Simmons
Jul 10	To Law Enforcement Professional of the Year – Ted Cooke
Sep 11	Winners of City Employee “Budget Busters” Contest
Oct 23	Heroic acts during accident at DMV field office
Dec 11	Culver City Little League Champions

Other

<u>Date</u>	<u>Recipient</u>
Jan 10	Distinguished Service Award – Transportation Director
Feb 14	Excellence in Information Technology Practices Award to CC IT
Jun 26	Winners of 3 rd annual Rideshare Fair Children’s Poster Contest

**CITY OF CULVER CITY
COUNCIL POLICY STATEMENT**

General Subject: **Council Recognition**

Policy Number: 3402

Date Issued: 08/09/04

Specific Subject: **Council Recognition:
Procedures for Approval
and Administration**

Effective Date: 08/09/04

Resolution No. 2004-R056

PURPOSE:

The purpose of this policy is to formalize guidelines governing the presentation of proclamations, commendations, awards and other recognition documents or items by City Council.

STATEMENT OF POLICY:

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. Multiple forms of recognition exist to ensure that the proper level of recognition will be granted to designated people, organizations or events.

PROCEDURES:

The recognition process is a ceremonial process that shall be, in most circumstances, presided over by the Mayor as is provided by the City Charter, Section 505, which states, "The Mayor shall be the official head of the City for all ceremonial purposes." This includes having the Mayor's approval for all items recognizing persons or organizations on the City's behalf.

Official City recognition items include proclamations, commendations, certificates of achievement or recognition, distinguished service awards, and other recognition items, such as letters of recognition, City tile plaques, and keys to the City.

Additionally, a Councilmanic proclamation/commendation may be awarded when an achievement or event warrants personal recognition from one Council Member.

Recognition Definitions and Procedures

City recognition items and their associated procedures are defined as follows:

A **Proclamation** recognizes a significant event and officially sets aside a period of time in which the event is to be recognized (e.g. Public Works Week, Earth Day, Cultural Diversity Week, etc.). A proclamation requires approval of at least three City Council Members or approval of the Mayor, as defined in the Nomination/Request section of this policy. A proclamation may be automatically generated by staff if it is deemed a recurring and significant event (see Exhibit 1) and meets the guidelines defined in the Eligibility section of this policy. Proclamations are signed by the full City Council, and are presented on 11 x 17 proclamation paper.

Councilmanic proclamations may be awarded by one Council Member with the approval of the Mayor. It is signed by the Mayor or the requesting Council Member and is presented on 8 ½ x 14 proclamation paper.

A **Commendation** honors an outstanding or continued contribution to the community by an individual or group. Generally, commendations are reserved for those who have contributed to the betterment of the larger society for a continued period of time (e.g., Senior of the Year, awards to community leaders, etc.). A commendation requires approval of at least three City Council Members or approval of the Mayor, as defined in the Nomination/Request section of this policy. A commendation may be automatically generated by staff if it is deemed a recurring and significant event (see Exhibit 1) and meets the guidelines defined in the Eligibility section of this policy. Commendations are signed by the full City Council, and are presented on 11 x 17 commendation paper.

Councilmanic commendations may be awarded by one Council Member with the approval of the Mayor. It is signed by the Mayor or the requesting Council Member and is presented on 8 ½ x 14 proclamation paper.

A **Certificate of Achievement or Recognition** recognizes special accomplishments or milestones (e.g. 100th birthday of a resident, Little League champions, etc.). Usually it is a one-time occurrence that deserves recognition, but not at the level of a commendation. Individual Council Members may request the certificates, with the approval of at least three City Council Members or approval of the Mayor, as defined in the Nomination/Request section of this policy. A certificate may be automatically generated by staff if it is deemed a recurring and significant event (see Exhibit 1) and meets the guidelines defined in the Eligibility section of this policy. Certificates are signed only by the Mayor or as otherwise designated by him/her, and presented on 8 ½ x 11 certificate paper.

A **Distinguished Service Award** 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 or commendation, or in other such form as directed by the Council.

A **Letter of Recognition** is provided when a certificate is not appropriate, but Council wishes to recognize an achievement or event by providing a letter to be published in an

event program or to congratulate an individual on a recent achievement. Letters of recognition require approval of the Mayor, as defined in the Nomination/Request section of this policy. Letters of Recognition are signed by the Mayor or as otherwise designated by him/her and presented on gold seal City letterhead. Staff may generate a Letter of Recognition for the Mayor's signature if it is deemed a recurring and significant event (see Exhibit 1) and meets the guidelines defined in the Eligibility section of this policy.

A **City Tile Plaque** is provided to Culver City elected officials (Council, Clerk and Treasurer) and Executive Managers leaving City service. The City Tile is presented as a wood plaque with an inlay tile of the Culver City seal and an engraved brass plate. There is no signature on this item. It is automatically generated by the Office of the CAO.

A **Key to the City** is provided to foreign dignitaries (e.g. a senior level city official from a visiting "Sister City"), visiting elected officials attending a ceremony in the City, or some other significant individual as deemed appropriate by the Mayor and the City Council. The awarding of a Key to the City requires the approval of at least three City Council Members or approval of the Mayor, as defined in the Nomination/Request section of this policy. There is no signature on this item.

Eligibility

To be eligible to receive City recognition as described above, the proposed event or persons to be recognized should meet one of the following criteria:

- Has a significant impact on the Culver City community, is a significant achievement, milestone or event AND has the approval of at least three members of the City Council OR unilateral approval by the Mayor, as defined in the Nomination/Request Process section of this policy;

OR

- Is a recurring and significant event or observance agendized by staff on a recurring basis (see Exhibit 1).

Nomination/Request Process

The Mayor and Members of the City Council may present nominations for recognition during the course of a City Council meeting. Nominations may be approved through the support of three City Council Members, or the Mayor, as ceremonial head of the City, has the ability to approve requests unilaterally.

Requests from the public for recognition of a person, organization or event shall be submitted to the Chief Administrative Office. The requesting entity is responsible for providing specifics regarding the eligibility and nature of the request, as well as information that may be used in developing the recognition document. Requests will be evaluated for consistency with eligibility requirements and provided to the Mayor to approve unilaterally or to bring to the full City Council for approval of at least three Council Members. Requests that provide insufficient information will not be considered

for recognition until such time as sufficient information is available to provide the Council with a basis to make a decision.

Recurring and Significant Items

There are a number of items which occur with some frequency which can be easily generated by staff without approaching the Mayor or Council for approval. A list of these items is attached to this Policy as Exhibit 1.

Communication

The "Recurring and Significant Recognition Items" list (Exhibit 1) and City Council Agenda will serve as notification for presentation of recognition items. Staff will notify Council Members of all other recognition items, including items that will be presented outside of a regular Council meeting, via email, memo, or telephone.

EXHIBIT 1

Recurring and Significant Recognition Items

The Chief Administrative Office will generate the recognition items listed below that are recurrent and significant in nature, such as Rideshare Week, Fire Service Day and others, which recur on a quarterly, semi-annual, annual, or other regular basis. This is intended to streamline administrative processes by ensuring that recurrent recognition items, which have been approved and agendized in the past, are automatically agendized without returning for advance Council approval.

The recognition items on this exhibit may be modified at any time, upon approval of at least three members of the City Council or approval of the Mayor.

The following is a list of proclamations and commendations that have recurred annually or quarterly in the four years prior to the formulation of this policy (2000-2004):

Proclamations:

- Breast Cancer Awareness Month
- California Bicycle Commute Month
- Cultural Diversity Week
- Culver City Rock and Mineral Club Weekend
- Culver City Garden Club Weekend
- Disability Awareness Month
- Earth Day
- Fiesta La Ballona Week
- Fire Prevention Week
- National Family Month
- National Public Works Week
- Older Americans Month
- Peace Officers Memorial Day
- Quarterly Employee Service Award
- Rideshare Week

Commendations:

- Annual commendation for service to the Culver City disabled community
- Culver City Municipal Bus Lines "Operator of the Year"
- "Senior Citizen of the Year"
- Sister City visitors

Certificates

- Annual certificates to exchange students