

**CITY OF CULVER CITY
COUNCIL POLICY STATEMENT**

Policy Number: 3402

General Subject: City Council and Administration

Date Issued: 03/17/2025

Specific Subject: Council Recognition:
Procedures for Approval
and Administration

Effective Date: 03/17/2025

Resolution No: 2025-R030

I. 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.

II. STATEMENT OF POLICY:

The primary purpose of this Policy is to honor individuals, organizations and groups who have made or have demonstrated significant contributions to the community; honor dignitaries; and recognize significant achievements, milestones or events. Multiple types of recognition may be utilized to ensure the appropriate level of recognition is granted to designated individuals, organizations, groups, staff and events.

III. RECOGNITION PROCESS:

The recognition process is a ceremonial process that shall be, under most circumstances, presided over by the Mayor, consistent with the City Charter, Section 606, which states, "The Mayor...shall be the official head of the City for all ceremonial purposes..." This includes having the Mayor's or the full City Council's approval for all items recognizing individuals, organizations, groups, staff and events on the City's behalf, as set forth in this Policy.

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 other items as deemed appropriate by the Mayor in consultation with the City Manager.

Additionally, a proclamation/commendation may be issued by a single Council Member, with the Mayor's approval, when an achievement or event warrants personal recognition from one Council Member.

Recognition Definitions and Eligibility

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

Culver City Citizen of the Year Award annually recognizes an individual, selected by the Mayor, who has lived and/or worked in Culver City for 20 or more years; and has contributed significant charitable, humanitarian, educational or financial support to other individuals or non-profit organizations, which has improved the quality of life of the community. The “good works” of the recipient cannot be the result of any paid employment or service as an elected or appointed official or as a candidate for public office. This honor shall be awarded to the selected recipient and presented by the Mayor on behalf of the City Council at the Annual State of the City, or other event as determined by the Mayor.

A **Proclamation** recognizes a significant event and officially sets aside a period of time in which the event is to be recognized (e.g., a Service Day, Week or Month). 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 “Recurring and Significant Items”), has a significant impact on the Culver City community, or is a significant achievement, milestone or event. Proclamations are signed by the full City Council and are presented on 11” x 17” proclamation paper.

A **Commendation** honors an outstanding or continued contribution to the community by an individual, organization, or group. Generally, commendations are reserved for those who have contributed to the betterment of the Culver City community for a continued period of time. 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, as described in this Policy, and meets the above eligibility requirements. Commendations are signed by the full City Council and are presented on 11” x 17” commendation paper.

Council Member proclamations and 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 8½” x 14” proclamation paper.

A **Certificate of Achievement, Appreciation 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, which must be approved by at least three City Council Members at a City Council Meeting, or it may be approved solely by 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, as described in this Policy, and meets the above eligibility requirements. Certificates are signed only by the Mayor or as otherwise designated by the Mayor and presented on 8 ½” x 11” certificate paper.

A **Certificate of Recognition for New Businesses** welcomes and recognizes the grand opening of new businesses in Culver City. This Certificate 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 **Letter of Recognition** is provided when a certificate is not appropriate, but Council wishes to recognize an event or welcome a group by providing a letter to be published in an event program or to congratulate an individual or organization on a recent achievement. Letters of recognition require approval of the Mayor, as set forth 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 recurring and significant (see "Recurring and Significant Items") and meets the eligibility requirements of this Policy. Electronic versions of Letters of Recognition are acceptable, and every effort shall be made to provide color documents when providing electronic recognition letters.

A **City Tile Plaque** is provided to Culver City elected officials, dignitaries and Executive Managers leaving City service, when available. 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 generated by the City Manager's Office.

Employee Recognition and Incentive Program for Outstanding Job Performance. Recognition and reward for outstanding job performance of the City's employees is governed by Rule 15 of the Civil Service Rules, as amended, with regard to the criteria and process for employee recognition (e.g., sustained job performance, outstanding performance evaluation, acts of bravery or safety, retirement recognition, etc.). It is the "policy of the City to recognize and reward outstanding job performance of the City's classified and unclassified employees through an established program." (See Civil Service Rule 15)

Naming Recognitions. Commemorative naming of City property and facilities is governed by City Council Policy 3403.

Nomination/Request Procedures¹

The Mayor, as ceremonial head of the City, has the ability to approve requests unilaterally. The Mayor and Members of the City Council may also present nominations for recognition during the course of a City Council meeting. These nominations may be approved by the Mayor or through the support of three City Council Members at a City Council Meeting. Requests from the public for recognition of an individual, organization, group or event shall be submitted to the City Clerk's 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

¹ Nominations for the Civil Service Employee Recognition Program shall be processed in accordance with Rule 15 of the Civil Service Rules. Application for the commemorative naming of City property and facilities shall be processed in accordance with City Council Policy 3403.

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. Nothing in this Policy requires approval of a requested recognition and not all requests may be approved. It is within the discretion of the Mayor or City Council, as applicable, to determine whether to approve a request.

Recurring and Significant Recognition Items

There are a number of significant events, award presentations, recognitions and observances that receive annual recognition from Culver City. The City Clerk's Office shall prepare, annually in June for the Mayor's review, a list of recurring and significant recognitions to be presented throughout the following Fiscal Year.

Notification

The individual recognition items, which will be included on the appropriate City Council Agenda, will serve as notification for presentation of recognition items. Staff will also notify Council Members of all other recognition items, including items that will be presented outside of a regular Council meeting.

IV. INDIVIDUAL COUNCIL MEMBER RECOGNITIONS NOT ASSOCIATED WITH THE CITY

If a City Council Member issues or participates in a non-City recognition, the Council Member shall include a disclaimer with their name and title that reads: **Council Member's title is included for informational purposes only. This recognition is not associated with the City of Culver City or its City Council.*

****This Policy supersedes Policy No. 3402 issued on August 9, 2004 by Resolution No. 2004-R056 and amended on April 18, 2017 by Resolution No. 2017-R033.***