

**CITY OF CULVER CITY
COUNCIL POLICY STATEMENT**

General Subject: Council Recognition	Policy Number: <u>3402</u>
	Date Issued: <u>08/09/04</u>
Specific Subject: Council Recognition: Procedures for Approval and Administration	Effective Date: <u>08/09/04</u>
	Resolution No. <u>2004-R056</u>

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