



# City of Culver City

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## Staff Report Details (With Text)

**File #:** 24-984      **Version:** 1      **Name:** Discussion: Review commendation process & timeline

**Type:** Minute Order      **Status:** Action Item

**File created:** 4/25/2024      **In control:** DISABILITY ADVISORY COMMITTEE

**On agenda:** 6/12/2024      **Final action:**

**Title:** (1) Review of the Disability Advisory Committee's (DAC) Commendation Nomination and Voting Process for Disability Awareness Month; and (2) Approval of the Proposed Timeline for the DAC's 2024 Nomination and Voting for the Commendation.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. 2024-06-12 - ATT 1 Disability Awareness Month Commendation Nomination Form.pdf

Date	Ver.	Action By	Action	Result
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**(1) Review of the Disability Advisory Committee's (DAC) Commendation Nomination and Voting Process for Disability Awareness Month; and (2) Approval of the Proposed Timeline for the DAC's 2024 Nomination and Voting for the Commendation.**

**Meeting Date:** June 12, 2024

**Contact Person/Dept:** Jesse Roth/PRCS

**Phone Number:** (310) 253-6472

**Fiscal Impact:** Yes  No

**General Fund:** Yes  No

**Public Hearing:**

**Action Item:**

**Attachments:** Yes  No

**Public Notification:** (E-Mail) Meetings and Agendas - Disability Advisory Committee (06/07/2024); (E-Mail) Parks, Recreation & Community Services Department Updates (06/07/2024)

**Department Approval:** Ted Stevens, PRCS Director (06/07/2024)

### RECOMMENDATION

Staff recommends that the DAC (1) review the DAC's commendation nomination and voting process for Disability Awareness Month; and (2) approve the proposed timeline for the DAC's 2024 nomination and voting for the commendation.

## **BACKGROUND**

As part of Disability Awareness Month, DAC selects one individual and one business in Culver City to receive a commendation recognizing their service to persons with disabilities. These two recipients are also recognized by City Council in October at the same meeting where DAC receives their proclamation from Council.

To be eligible for nomination, individuals must be residents of Culver City, or work/volunteer in service of residents of Culver City. Similarly, businesses or organizations must also be in, or serve residents of, Culver City to be considered. Persons with disabilities that have excelled in advocating for and/or serving as a role model to others in the disabled community within the past year may also be considered, provided they comply with the residency requirement.

Nominations open to the public around late June or early July and are accepted via an online form on the PRCS website, email, or paper form submitted or mailed to the Culver City Senior Center. A sample of the 2023 nomination form is provided as Attachment 1. All nomination forms and/or letters must contain the following information:

- Written description of what the nominee is doing or has done to benefit individuals with disabilities in the past year(s)
- Statement of why the nominee should receive the recognition.
- Nominee's name, address, and telephone number.
- Nominator's name, address, and telephone number.

Nominations are promoted via GovDelivery and social media. DAC members are also encouraged to let people know about the commendation and nomination process. The deadline for submissions occurs at the end of July and all submissions are brought to the August DAC meeting for review. After reviewing all nominees, DAC members will vote for one individual and one business to receive a commendation.

## **DISCUSSION**

Staff is proposing the following timeline to ensure all nominations and voting occurs in time for the October Council meeting:

- Nomination form opens: July 8, 2024
- Marketing via GovDelivery goes out: July 8, 2024
- Social media marketing posted: July 8 through July 31, 2024
- Nomination form closes: July 31, 2024
- Voting for commendation: August 14, 2024 DAC meeting

## **FISCAL IMPACT**

There is no fiscal impact associated with this discussion.

## **ATTACHMENTS**

1. 2024-06-12 - ATT 1 Disability Awareness Month Commendation Nomination Form

## **MOTIONS**

That the Disability Awareness Committee:

1. Review the DAC's commendation nomination and voting process for Disability Awareness Month; and
2. Approve the proposed timeline for the DAC's 2024 nomination and voting for the commendation.