

**CITY OF CULVER CITY
COUNCIL POLICY STATEMENT**

Policy Number: 3402

General Subject: City Council and Administration

Date Issued: 04/18/2017

Specific Subject: Council Recognition:
Procedures for Approval
and Administration

Effective Date: 04/18/2017

Resolution No: 2017-R033

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, groups, and staff 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. PROCEDURES:

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 approval for all items recognizing individuals, organizations, groups, staff and events on the City's behalf.

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

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.

Recognition Definitions, Eligibility, and Procedures

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 Mayor’s Luncheon, 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 (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.

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, 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.

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, which must be approved by at least three City Council Members, or it may 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 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, 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 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. 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.

Nomination/Request Process

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. 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 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 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 annual "Recurring and Significant Recognition Items" list, which will be posted on the City Council page of the City's website; and 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.

****This Policy supersedes Policy No. 3402 issued on August 9, 2004 by Resolution No. 2004-R056.***