

CITY OF MENIFEE City Council Policy	Policy Number: CC-24 Approving Authority: City Council
Subject City Council Recognition Policy	Effective Date: April 21, 2021 <u>Amended:</u> <u>December 4, 2024</u>
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1. **PURPOSE**

The purpose of this policy is to establish guidelines for the issuance of various recognition including proclamations and certificates. The intent of this policy is for recognition only, not for promotional or advertising purposes.

2. **SCOPE / BACKGROUND**

Recognizing members of the public and organizations for significant acts, achievements or lifetime milestones is consistent with the City of Menifee quality of life goals. The City Council is committed to the success of the City and extending appropriate City Council recognition to residents and organizations who achieve success in any endeavor is an important element of this commitment to the Council's core values. The City believes that appropriate recognition, not only enriches our collective experiences, but also seeks to enhance the culture, lifestyle, and freedoms that we enjoy in the City of Menifee.

This policy discourages the City from supporting, promoting or otherwise naming endorsements for any political purposes.

3. **POLICY**

A. **Types of Council Recognition:**

The following certificates may include specific categories of recognition such as *Arts and Culture*, *Citizenship*, or *Professional Achievement*.

- I. **Certificate of Appreciation.** A certificate of appreciation may be presented to any individual, group of individuals or organization to recognize them for any act or effort that goes above and beyond the norm and is deserving of appropriate recognition. At the request of the Mayor or any individual Councilmember, the City Clerk's office shall prepare the certificate of appreciation. The inherent duties of the Mayor and each Councilmember, as representatives of the community at-large, provide the authority to issue a certificate of appreciation. Therefore, no formal Council action is required. Consistent with good protocol and decorum, a Councilmember may not issue a certificate of appreciation for a resident or organization in another Councilmember's district without collaboration and consent of their colleague. The Mayor shall also adhere to this protocol.

- II. Certificate of Achievement. A certificate of achievement may be presented to any individual, group of individuals or organization to recognize them for significant acts of individual or organizational achievement in any endeavor that is deserving of appropriate recognition. At the request of the Mayor or any individual Councilmember, the City Clerk's office shall prepare the certificate of achievement. The inherent duties of the Mayor and each Councilmember, as representatives of the community at-large, provide the authority to issue a certificate of achievement. Therefore, no formal Council action is required. Consistent with good protocol and decorum, a Councilmember may not issue a certificate of appreciation for a resident or organization located in another Councilmember's district without collaboration and consent of their colleague. The Mayor shall also adhere to this protocol.
- III. Outstanding Citizen Award Program. The Outstanding Citizen Certificate is presented to an individual or organization who has made an important, noticeable contribution to the community. These individuals are often called upon for advice and mentoring.
- a. **Schedule.** Recipients are selected by the Councilmembers on a rotating basis and recognized at a City Council meeting as follows: January – Outstanding Citizen of the Year Award; February – Mayor; March – District 1; April – District 2; May – District 3; June – District 4; July – Mayor; August – District 1; September – District 2; October – District 3; November – District 4; December – Mayor. The placement of the presentation on the agenda will be coordinated by staff.
- b. **Eligibility.** Recipients must live or work in the City of Menifee. The Nomination Application must be completed and requires: the name, address, and phone number of the recipient; the occupation of the recipient; the district in which the recipient resides. Community members are encouraged to make recommendations and may submit nomination applications to their District Councilmember or Mayor for consideration.
- Outstanding Citizen eligibility criteria includes the following contributions to the community: Volunteering time; Positive impact on others; Dedicated to Menifee and concern for others; Works continually towards the betterment of the community; Qualities of honesty and integrity; Well known for their community service and contributions on behalf of the welfare of others and to the City at large; Leads the way in making Menifee a great place to live, work, play and learn.
- c. **Outstanding Citizen of the Year.** All recipients of the Outstanding Citizen Award shall subsequently be nominated for Menifee's Outstanding Citizen of the Year. All recipient applications received in the calendar year will be submitted to the Menifee Citizen Advisory Committee (MCAC) for the purpose of determining Menifee's

Outstanding Citizen of the Year. MCAC will use the scoring form (Attachment A) to help in the selection process.

The Outstanding Citizen of the Year will be presented with an award during a Council meeting each January and then forwarded to all annual regional recognition awards requesting a Menifee nominee (example: County Supervisor's Citizen of the Year Award).

- IV. Certificate of Adjournment in Memory Of. Any City Councilmember may request the City Council meeting be adjourned in honor and memory of someone who has made a significant impact to the City of Menifee. A certificate will be prepared and mailed to the surviving family when possible.
- V. City Proclamations. A proclamation may honor an individual, an organization reserved for those who have made a special contribution to the community. It may also include an event that has directly benefited Menifee or that raises awareness of an activity that considerably impacts the City.

- a. **Mayor Signature Only Proclamations.** If a certificate of appreciation or achievement is not appropriate and a more formal recognition is desired for an individual, organization, or event through a proclamation, a Mayor Signature Only Proclamation may be used. Similar to certificates of appreciation or recognition outlined above, at the request of an individual Councilmember, the Mayor shall sign a proclamation and no formal Council action is required. The same protocol for certification of appreciation or recognition shall be equally adhered to for signature only proclamation. In the absence of the Mayor, the Mayor Pro Tem shall sign the signature only proclamation.
- b. **Council Approved Proclamation.** If a certificate of appreciation or recognition is not appropriate and a more formal recognition is desired for a group of individuals or an organization through a proclamation, then city staff shall agendaize the proclamation placing the item on the Consent Calendar for Council approval. Unlike the certificates of appreciation or recognition or Mayor signature only proclamations outline above, a Council Approved Proclamation must have the concurrence of one other Councilmember before being placed on the agenda by city staff. The Council Approved Proclamation shall be signed by all members of the City Council.

- VI. Key to the City Recognition. The Key to the City is a symbolic gesture of civic appreciation and recognition by Menifee's City Council. Through the presentation of a ceremonial key, the City honors individuals who have made significant contributions or who embody values that enhance the Menifee community, symbolizing the City's trust and gratitude. A Key to the City is strictly honorary. Requests for recognition should be submitted only for rare and outstanding circumstances, ensuring the distinction retains its prestige and significance.

a. **Eligibility.** Eligibility for receiving the Key to the City includes Menifee residents who have achieved significant accomplishments in military service, residents reaching the milestone age of 100 years, and individuals who have performed acts of heroism within city limits. Additionally, dignitaries or celebrities visiting the City, as well as delegations from Sister Cities or other countries, may be recognized. Requests for unique circumstances other than those listed may be considered on a case-by-case basis, providing flexibility to recognize extraordinary contributions.

b. **Nomination Procedure.**

1. Nominations for the Key to the City may be made by any member of the City Council.
2. Nominations are to be provided to the City Clerk, including the nominee's name, accomplishments, and a brief explanation of why they merit the recognition.
3. A consent calendar item, summarizing the nomination, will be prepared for the City Council's consideration at a future City Council meeting.
4. Nominations must receive a majority vote from the City Council for approval.
5. If a majority vote is received, the City Clerk Department will agendize the presentation at a future City Council meeting or an appropriate ceremonial event such as the State of the City.

4. **PROCEDURE**

Requests for certificates or proclamations must be received by the City Clerk at least two weeks prior to the date needed. Upon receipt of the recognition request, the City Clerk will review to ensure applicability and consistency with said policy. If consistent, staff will communicate with the City Manager and the appropriate Councilmember for consideration of the request. All Outstanding Citizen Awards will follow the procedure as stated under "Types of Recognition." All Key to the City recognitions will follow the procedure as stated under "Types of Recognition."

- A. The Councilmember requesting recognition may decide whether the recognition will be placed on the agenda under "Presentations," if it will be presented at an event or other type of program, or if it will be mailed to the recipient.
- B. Recognition requests for certificates and proclamations must be transmitted to the City Clerk Department at least two weeks prior to the deadline. The request should include sufficient information to assist the City Clerk staff and to minimize staff time in preparing the recognition. For proclamations, requests shall include either a sample proclamation to be used as a guide, or shall provide history/background, goals, motto, and date/time of event.
- C. Recognition requests made from the public must first be vetted through the

applicable Councilmember, or Mayor if appropriate, to determine the proper recognition, if any.

- D. The City Clerk will finalize the proper recognition document, including the Mayor's and/or Councilmembers' signatures as appropriate and prepare the appropriate presentation, or mail it as requested.
- E. Proclamations and Outstanding Citizen of the Year Certificates to be presented at City Council meetings shall be placed in a frame. All other recognitions will be presented in a certificate folder with the City seal.
- F. When recognition is presented during a City Council meeting or other formal event, City Clerk staff shall provide the Mayor, or presenter of the recognition, with a summary of the recognition.
- G. The City Clerk shall maintain copies of all recognition in accordance with the City's records retention policy.

5. RESTRICTIONS

This policy prohibits supporting, promoting, or otherwise making endorsements for the following:

- A. For-profit business as an advertisement or commercial promotion, as opposed to recognition towards community contributions.
- B. Matters of political or religious nature, as opposed to recognition towards community contributions.
- C. Event or organization with no direct relationship to the City of Menifee.
- D. Campaigns or events contrary to City policies and mission.

6. ROLES AND RESPONSIBILITIES

- A. The City Clerk in coordination with the City Manager are responsible for administering this policy and procedure.

Revision History

Revision No.	Date Approved	Approved By:	Comments
0	4/21/2021	City Council	Original Policy
1	12/4/224	City Council	Addition of the Key to the City Recognition

Bill Zimmerman, Mayor

Date