



## **CITY OF MENIFEE**

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SUBJECT: City Council Recognition Policy Amendment

MEETING DATE: December 4, 2024

TO: Mayor and City Council

PREPARED BY: Stephanie Roseen, Acting City Clerk

REVIEWED BY: Stephanie Roseen, Acting City Clerk

APPROVED BY: Armando G. Villa, City Manager

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### **RECOMMENDED ACTION**

1. Review and provide additional direction on parameters for a Key to the City Program; or
2. Approve the amended City Council Recognition Policy (Policy No. CC-24), incorporating guidelines for the Key to the City recognition.

### **DISCUSSION**

On July 19, 2023, the City Council requested a future agenda item to discuss a Key to the City Program. In March 2024, the City Council discussed options for a Key to the City recognition and provided direction to staff to proceed with drafting a program to recognize individuals. Staff is recommending incorporating this recognition into the City Council's existing Recognition Policy to formalize the process.

The Key to the City is a proposed recognition designed to honor individuals and dignitaries who have made significant contributions or demonstrated qualities that align with Menifee's values and enhance the community. This recognition is symbolic and strictly honorary, presented as a ceremonial key by the City Council to convey the City's trust and gratitude. This recognition is intended to be the most exclusive and symbolic form of honor the City Council could bestow, reserved for truly extraordinary circumstances.

Based on Council's feedback in March, under the proposed policy amendment, eligibility for the Key to the City would include Menifee residents or individuals who have achieved notable accomplishments, such as exceptional military service, reaching the milestone age of 100 years, or performing acts of heroism within city limits. The program also provides for the recognition of dignitaries and celebrities visiting Menifee, as well as delegations from Sister Cities or other international partnerships. Lastly, nominations for unique circumstances outside these criteria

may be considered on a case-by-case basis, providing flexibility to recognize extraordinary contributions.

The Mayor and/or City Councilmembers may submit nominations for the Key to the City. Nominations would be submitted to the City Clerk and include the nominee's name, accomplishments, and a brief justification for their recognition. Upon receipt, staff would prepare a consent calendar item summarizing the nomination for City Council's consideration. If the Council approves the recognition by a majority vote, staff would schedule the presentation of the ceremonial key at a subsequent City Council meeting or an appropriate ceremonial event such as the State of the City.

### **STRATEGIC PLAN OBJECTIVE**

The proposed Key to the City recognition would align with the City's Strategic Plan focus on Community Engagement and Social Infrastructure by creating meaningful opportunities to bring people together and celebrate individuals who contribute to the quality of life in Menifee. This program would enhance communication and awareness by amplifying positive stories of achievement, fostering pride, and building a stronger, more connected community.

### **FISCAL IMPACT**

The cost of each Key to the City recognition is estimated to be approximately \$65. These costs could be accommodated within the current Fiscal Year 2024/2025 Budget, with future recognition requests to be planned and budgeted for as part of subsequent fiscal year budgets.

### **ATTACHMENTS**

1. Recognition Policy Amendment