



## **CITY OF MENIFEE**

---

SUBJECT: Key to the City Program

MEETING DATE: March 6, 2024

TO: Mayor and City Council

PREPARED BY: Gina Gonzalez, Economic Development Director

REVIEWED BY: Rebekah Kramer, Assistant to the City Manager

APPROVED BY: Armando G. Villa, City Manager

---

### **RECOMMENDED ACTION**

1. Discuss and provide feedback on a Key to the City program for the City of Menifee.

### **DISCUSSION**

On July 19, 2023, Councilmember Lesa Sobek requested a future agenda item be brought back and discussed on the development of a Key to the City Program. Information is detailed below on a variety of similar programs in other cities to assist the City Council with discussion.

#### **Key to the City Background**

The Key to the City is a symbolic gesture of civic appreciation and welcoming recognition by a city through the presentation of a physical ceremonial key (see photo). Other options to award appreciation or honorary citizenship are through resolution or certificates. Receiving a key is one of the city's highest honors and is typically only presented in a manner that is consistent with the city's, mission, vision, and goals, and reserved for individuals whose service to the public rises to the highest level of achievement.



Many cities with a Key to the City Program have established an application or nominations process that includes concurrence from at least three Councilmembers for receiving a Key to the City recognition. Typically, the Mayor, or his/her designee, present the approved recipient with the Key to the City at an event or during a City Council meeting. Those recognized as part of a Key to the City Program often include:

- Residents with a significant accomplishment(s) in military service
- Residents reaching the age of 100 years
- A person who performed an act of heroism while in the "city limits"
- A dignitary or celebrity visiting the city
- A Sister City or delegation from another country visiting the city

- Requests of unique circumstances other than those listed, and deemed appropriate by staff, would be considered on a case-by-case basis at a City Council meeting

### **Cost Estimates**

Provided below are the cost estimates associated with the production of the referenced forms of recognition, excluding program management costs.

- Certificate, paper folder: \$ 0.26
- Certificate, hard folder/plexi glass \$0.91
- Resolution, paper folder \$0.26
- Key to the City \$35-\$60
- Key to the City with Presentation Box \$55-\$70

If the City Council provides direction to move forward with the establishment of a Key to the City Program, staff would develop the Program parameters and prepare a cost analysis for review and consideration at a future meeting.

### **STRATEGIC PLAN OBJECTIVE**

Community Engagement and Social Infrastructure

### **FISCAL IMPACT**

There is no fiscal impact associated with the recommended action. The cost impact associated with the establishment of a Key to the City Program would be based upon the established Program parameters.

### **ATTACHMENTS**

None.