

REQUEST FOR COUNCIL ACTION



CITY COUNCIL MEETING DATE:

JUNE 19, 2018

TITLE:

REVIEW AND APPROVE THE CITY
COUNCIL RECOGNITION POLICY
{STRATEGIC PLAN NO. 1-7}

A handwritten signature in black ink, appearing to read "D. Chavez", is written over a horizontal line.

CITY MANAGER

CLERK OF COUNCIL USE ONLY:

APPROVED

- ☐ As Recommended
- ☐ As Amended
- ☐ Ordinance on 1st Reading
- ☐ Ordinance on 2nd Reading
- ☐ Implementing Resolution
- ☐ Set Public Hearing For _____

CONTINUED TO _____

FILE NUMBER _____

RECOMMENDED ACTION

1. Review and approve the City Council Recognition Policy; or
2. Provide staff direction.

DISCUSSION

At the June 5, 2018 City Council meeting, staff was provided direction to update the City Council Recognition Policy to accommodate one recognition per Councilmember at each City Council meeting, which has been reflected in the revised policy (Exhibit 1).

The City Council also requested that staff prepare an ordinance or resolution expanding on rules of decorum during City Council meetings with the following elements: 1) Closed Session meetings to begin earlier or recessed at a reasonable time in order to consider the general public that attends the Regular Council Meetings, and 2) establish speaking time limits for Councilmembers with the time monitored by the Clerk of the Council. The draft rules of decorum and meeting start time ordinance and resolutions will be presented at the next Legislative Affairs, Ethics, Transparency and Communications Council Committee. Following the committee meeting, the resolution and ordinance will be agendized for Council consideration.

The Council Recognition Policy establishes consistent practices as it relates to recognitions at Council meetings or non-City Council meetings/events. Implementing a process will allow the City Council to be consistent in determining the appropriate number of recognitions at each City Council meeting or non-City Council meeting/events, and the level and category of each recognition award. This process will not only ensure consistency among each recognition, it will also make costs of providing recognition more efficient. Currently, Council Members are permitted to recognize any individual, group, or official on behalf of the Mayor and the entire City Council without a formalized limit. To better serve the City Council, staff recommends establishing a policy that will outline recognition procedures.

STRATEGIC PLAN ALIGNMENT

Approval of this item supports the City's efforts to meet Goals #1-7 – Community Safety; Youth, Education, Recreational; Economic Development; City Financial Stability; Community Health, Livability, Engagement & Sustainability; Community Facilities & Infrastructure; and Team Santa Ana.

FISCAL IMPACT

There is no Fiscal Impact associated with this item.

Exhibit: 1. City Council Recognition Policy



**City of Santa Ana
Administrative
Policies and Procedures**

City Council Adoption

City Council Recognition Policy

**Date Revised:
June 19, 2018**

PURPOSE:

Establish guidelines for recognition of individuals, groups, and events by issuance of proclamations and certificates of recognition.

PROPOSAL:

Implement a process that will allow the City Council to be consistent in determining the appropriate number of presentations at each City Council meeting, and the level and category of each presentation award. This process will not only ensure consistency among each presentation but will also decrease the costs of providing recognition.

PROCEDURES:

It shall be the policy of the City Council that will evaluate a request for recognition. Staff will use the guidelines of this policy as a basis for deciding appropriate recognition. Based upon these guidelines, City Council members may issue recognition as is appropriate to the type of request. This item may then be considered for placement on the agenda for presentation at a City Council meeting, be presented at an outside meeting or event, or be mailed to the recipient.

Further, it is the policy of the City Council that the City Manager's Office will process all requests for recognition that meet this policy as a matter of routine. The City Manager may, at any time, add to, delete, or modify any section or portion of a section of this policy.

BACKGROUND:

The City of Santa Ana has not declared a formal policy or consistent procedure that will set guidelines to the appearance of and amount of recognition that may be presented by councilmembers. Currently, councilmembers are permitted to recognize any individual,

group, or official on behalf of the Mayor and the entire City Council without a limit. To better serve the City Council, staff recommends establishing the following policy.

POLICY

This policy outlines the process for the issuance of formal recognition at City Council meetings or non-City Council meeting events, in support of a particular event, program or cause, group, or recognition of a particular individual by the City Council.

1. It is the policy of the City of Santa Ana to proclaim certain periods of time and recognize individuals and/or organizations for their outstanding performance in accordance with the criteria set forth below.
2. Each Councilmember will have the opportunity to request a maximum of 1 presentation per City Council meeting.
3. City Councilmembers may request certificates or proclamations for events outside of the City Council meetings, but may not exceed 20 certificates and/or 2 proclamations per event.
4. To ensure recognition requests are received and processed by the City Manager's Office on a timely basis, Councilmembers will provide the recipients information as identified below:

Name of Recipient(s)
Contact Information
Date of Presentation (City Council Meeting or Event)
Type of Award (Proclamation/Certificate of Recognition)
Brief Background Information Regarding Recipient/Event

5. Email requests for recognition will be copied to all city councilmembers so that there is a record of each request submitted to the City Manager's Office and will further serve as an opportunity for councilmembers to review all requests prior to the recognition.
6. Requests for council meeting recognition from councilmembers must be submitted to the City Manager's Office at least 7 calendar days in advance of the time period for which they seek recognition. Advanced notice is necessary to ensure that requests are processed accurately and to allow the City Manager's Office time to prepare speaking points and to confirm that recipients will be able to attend the City Council meeting.
7. The Clerk of the Council shall add the presentation items to the City Council Agenda as approved by the City Manager. Presentations will be listed on the Agenda as

individual recipients of the recognition (i.e. name of the business, organization, and/or individual(s) identified) to inform the council and public as to who is recipient of said recognition. In an effort to streamline the presentations, it is recommended that groups larger than 10 be given out as a set and not mentioned individually.

GENERAL CRITERIA

Candidates for recognition must meet the following minimum requirements:

1. Candidates must have made contributions or achievements directly affecting the lives of Santa Ana citizens, or achievements within the City, but candidates need not be residents of the City and organizations do not need to be located in the City.
2. Service recognized will benefit the community and will be of an outstanding nature.
3. Service will be non-compensable and will show dedication to the City of Santa Ana.
4. Generally, City employees are not eligible for recognition except where their service or achievement/contribution is deemed above and beyond the scope of their normal duties.

AREAS OF RECOGNITION:

Recognition may be for, but will not be limited to, service in one or more of the following areas:

1. *Business* – contribution toward the improvement of the industrial/business community in such a way as to benefit the City (e.g., through Rotary, Chamber of Commerce, Grand Opening, etc.)
2. *Community* – contribution to the positive growth, progress, improved image and/or economic improvement of the City.
3. *Education* – contribution to the students of Santa Ana or to the educational system, which will directly or indirectly influence the educational awareness and achievement of students.
4. *Non-Profit* – in recognition of the significant achievement or contribution of a non-profit organization, that organization shall receive a certificate at a City Council meeting.
5. *Academic* – a certificate may be issued to individuals for exemplary academic achievements.

6. *Athletic* – a certificate may be issued to an individual, or sports team for exceptional performance.
 7. *Memorial* – the Mayor may dedicate a meeting to the memory of an individual at the time of adjournment. At the Mayor's discretion, an In Memoriam certificate may also be prepared and mailed to the descendant's next of kin (In Memoriam certificates are processed by the Clerk of the Council's Office).
 8. *National Day/Week/Month or Dates of Observance* – a proclamation may be issued by/to an organization or individual who has a direct correlation with the recognition.
 9. *Anniversary* – A certificate or proclamation of anniversary shall be prepared to commemorate an anniversary for a community service organization located in the City, a company doing business within the City or another public agency. The organization being honored shall be invited to send a representative to a City Council meeting to receive the award.
- Limitation of requests include:
- a) A proclamation request will be honored only for major anniversaries (e.g., 25th, 50th, 100th, etc.)
 - b) For all other anniversaries a certificate of recognition will be provided.
10. *Acts of Heroism* – A certificate may be issued to an individual who performs heroic acts within the City or representing the City. (military, saving a life, etc.)
 11. *Retirement* – A certificate or proclamation may be issued for the retirement of an influential individual within the City.
 12. The Mayor, at his or her discretion, may present an award to an individual or group in addition to the items noted above.

RECOGNITION TYPES

Acknowledgments are issued based on the following general guidelines

Certificates of Recognition – A certificate of recognition is prepared in response to the type of recognition requested. Types of certificates issued include certificates of commendation, recognition, appreciation, accomplishment, and In Memoriam. Certificates are prepared by the City Manager's Office and signed by the City Council. Certificates may be presented at a City Council meeting or at an event or meeting outside of the City Council meeting, or they may be mailed to the recipient.

- a) Certificates of recognition for less than 5 people at City Council Meetings will be placed in blue padded folders with the City Seal. Certificates of recognition for more than 5 persons will be placed in blue paper folders.
- b) Certificates of recognition for any amount of people for non-City Council meetings will be placed in blue paper folders with the City Seal.

Proclamation – Proclamations are issued to designate a day, week, month, or year during/on which an event, individual, organization or cause shall be recognized or observed; and shall have applicability to the Santa Ana community and/or local government entity. Proclamations may also be issued to individuals or organizations in recognition of efforts, actions or accomplishments of an individual or group when those efforts, actions or accomplishments have had a positive effect on this community or relationship to this community. Proclamations are prepared by the City Manager's Office and signed by the City Council. They may be presented at a City Council meeting or at an outside meeting or event.

- a) Proclamation recognitions for less than 5 people at City Council meetings will be placed in blue padded folders with the City Seal. Proclamation recognitions for more than 5 persons will be placed in blue paper folders.
- b) Proclamation recognitions for any amount of people for non-City Council meetings will be placed in blue paper folders with the City Seal.

