

CITY OF LA PALMA
COUNCIL POLICY

NUMBER: 4

DATE (Adopted/Amended): March 3, 2015

SUBJECT: Recognition

POLICY:

City Council Proclamations

The Mayor may issue Proclamations in recognition of various worthy causes, achievements, and for other appropriate reasons at his or her discretion, without consulting with the rest of the City Council. The Mayor shall sign Proclamations on behalf of the City Council, except for those recognizing a particularly special event or achievement, in which case the Proclamation shall be signed by the entire Council.

The Mayor further has discretion to direct proclamations to be framed for particularly special recognitions or events on a case-by-case basis. Proclamations shall also be framed for the following:

- a. Employee retirements and retirements from governmental agencies closely affiliated with La Palma;
- b. City of La Palma Employee of the Year;
- c. Citizens who have performed a heroic deed within the City;
- d. Eagle Scout and Girl Scout Gold Awards; and,
- e. Cypress College Americana Citizen of the Year for La Palma.

Recognition for Gifts

Acceptance of any gift donations made to the City shall first be approved by the City Council at a regularly scheduled City Council meeting. Gifts that are not made in conjunction with any City-sponsored event or as a result of City solicitations for support shall be recognized by the City Council generally within two weeks after approval of the donation or as soon as possible based upon the availability of the donor. This policy does not apply to the Corporate Connection Sponsorship Program.

The Mayor shall make presentation of all awards at a regularly scheduled City Council meeting unless the donor wishes to remain anonymous. The type of recognition given shall be based upon the monetary amount or value of the gift received as follows:

Donation Amount

\$100 to \$499

Type of Award/Recognition

Letter of appreciation signed by the Mayor

Mention in the "City News" section of the "Mosaic" or other appropriate publication/outlet if requested

\$500 to \$999

Certificate of Appreciation
Mention in the "City News" section of the "Mosaic" or other appropriate publication/outlet if requested

\$1,000 and above

City Tile plaque recognizing the contribution
Mention in the "City News" section of the "Mosaic" or other appropriate publication/outlet if requested

For gifts of equipment or donations of a similar nature, the name of the donor shall be adhered to the donated item in the most appropriate manner possible.

Recognition through Memorial Plaques

The City Council desires to: (1) commemorate citizens and employees who have lost their lives while engaged in acts of bravery or while performing official duties as employees of the City; and (2) to honor those who have made outstanding and significant contributions to the City of La Palma. The Community Commemorative Area is to recognize individuals who have made tangible contributions to La Palma which transcend time and benefit the community as a whole.

Criteria for memorial plaque selection shall include:

1. Nominee must be deceased.
2. Nominee shall be an individual who resided in or was employed by the City of La Palma.
3. Nominee shall have been missing in action or killed in the line of duty in defense of our country.
4. Nominee shall have been killed as a victim of declared enemies of the United States.
5. Or, nominee shall have been an employee who died while serving in his/her official capacity.

Criteria for Community Commemorative Area selection shall include:

1. Nominee must be deceased.
2. Nominee shall be an individual who resided in or was employed by the City of La Palma.
3. Nominee shall have devoted time and effort to the betterment of the community and its residents.
4. Nominee's contributions may have been in any of the following categories:
 - a. Cultural arts
 - b. Humanitarian or social concerns
 - c. Economic well being
 - d. Leisure and recreation
 - e. Improving quality of life
 - f. History and development of the City of La Palma
5. Nominee's contributions should be well known throughout the community.

Procedures for memorial plaques and for the Community Commemorative Area differ. For both recognitions, a request for nominations must be made in writing on an approved Nominee Submittal form to the City Clerk. All submittals must include the name and address of the submitter, no anonymous submittals will be accepted. The City Clerk shall notify the City Council of all submittals and a vote by the full Council at a regular meeting shall be conducted. A majority vote shall be required. For memorial plaques, the Council must be advised of any eligible individuals by March and plaque presentations shall be presented by the Mayor and City Council during Memorial Day ceremonies. The names of honorees shall be engraved on a bronze plaque along with a brief description of the qualifying event/service and date of demise. Unveiling of the plaque or addition of names shall be at the Memorial Day ceremonies. Nominees who meet criteria 1, 2, and 3 shall have their names placed on the Eternal Flame monument. Those who meet criteria 1, 2, and either 4 or 5 shall be commemorated on a plaque on the Memorial Wall.

For the Community Commemorative Area, applications will be considered at any time of the year. Upon Council approval, a paver will be engraved noting the individual's name, qualifying information and dates of birth and death. The paver shall be installed under the flag pole. Once the paver is installed, a letter from the Mayor will be sent to the family.

Eagle Scout and Girl Scout Gold Award

The City wishes to recognize those achieving the rank of Eagle Scout or the Girl Scout Gold Award. The Mayor or his/her designee is authorized to present these recognition documents at any ceremony honoring the recipient. Guidelines for this recognition include:

1. Recipients residing in La Palma or who are members of a troop based in La Palma, shall be given a framed Proclamation. The scout's name will be placed on the City's Honor Plaque.
2. Recipients not residing in La Palma but who contact the City regarding their recent achievement, and who are located in a surrounding jurisdiction, shall be given an unframed Letter of Commendation and Certificate of Appreciation.
3. Eagle Scouts not residing in La Palma, but who nonetheless completed their Eagle Scout Project to the benefit of the City of La Palma shall receive a framed Proclamation.

Employees of the Year

The City shall award a cash bonus of \$250 to an employee selected as the Employee of the Year in recognition of exemplary service to the City. The employee's name shall also be added to a perpetual plaque which hangs in City Hall. The Employee of the Year Program may be changed from time to time by the City Manager. Current awards are for Employee of the Year and Professional Employee of the Year.

Members on City Boards and Committees

The City desires to recognize citizens who serve on committee and boards by appointment of the City Council. These include the Community Activities and Beautification Committee, Development

Committee and Traffic Safety Committee. Recognition shall be made at the conclusion of the member's service on the board or committee. All awards shall be made by the Mayor at a City Council meeting as close to the end of the member's term of service as possible. Type of award is determined by the length of time on the board or committee as follows:

Three years or less

Certificate of Appreciation

Completion of more than 3 years

City Tile

All awards shall include the individual's name, City of La Palma, Committee, and Years of Service.

High School and Community College Scholarship Award Recipients

While the program was suspended in 2013 due to lack of funding, the City Council has a policy to recognize four graduating high school seniors and one community college student (enrolled in the following school year) who are La Palma residents each year. A student must have demonstrated outstanding conduct in activities that serve the La Palma community and/or the City of La Palma and must be a La Palma resident. The \$500 scholarship granted must be used towards college or technical school expenses.

A subcommittee of the City Council will review all completed applications and select the recipients. The subcommittee shall place a higher priority on the level of community service than on academic achievement. Winners are selected regardless of gender or school they attend.

The Mayor or his/her designee will attend each school's annual awards assembly to announce the winner and make the appropriate presentations. The award will be given at a City Council meeting if the school does not have such an award ceremony or if conflicting schedules do not allow the Mayor or designee to attend the school ceremony.

BACKGROUND:

This policy consolidates and revises prior City Council policies entitled Recognition of Eagle Scouts and Girl Scout Gold Award Recipients by City Council, Proclamations of the City Council, Annual High School and Community College Scholarship Awards, City Contribution to Employee of the Year, Recognition of Members on City Boards and Committees, Guidelines for the Award of Memorial Plaques, and Recognition of Gifts Received from the Community. The policy provides the forms and criteria for City Council recognition. The prior policies were originally adopted on February 17, 1976, April 6, 1981, October 3, 1989, October 3, 1989, October 6, 1992, February 19, 1991, and July 5, 1994 respectively.

REVIEW:

This policy is to be regularly reviewed every three years or more frequently as required.