

# CITY OF TEMECULA

## CITY COUNCIL POLICY



<b>Title:</b>	<b>Public Recognitions Policy</b>
<b>Policy No.</b>	<b>9</b>
<b>Approved:</b>	<b>January 10, 2023</b>
<b>Revised:</b>	<b>N/A</b>

### **PURPOSE:**

The purpose of this City Council policy is to ensure an effective and efficient process for the consideration and conduct of various public recognitions by the City Council.

### **POLICY:**

The policy of the City Council with respect to the subject matter listed in the above-referenced title is as follows:

#### **Public Recognitions Ad Hoc Subcommittee**

A subcommittee shall be appointed annually as part of the City Council subcommittee review and selection process in January. To the extent possible, the subcommittee shall include both short and long tenured members of the City Council. The subcommittee will consider all public recognitions that include a nomination component (Community Leader Award of Distinction, Council Member Award of Recognition Upon Retirement, Wall of Honor, and Memorial, Monument and/or Facility Naming). The subcommittee will consider all nominations in a calendar year together and make recommendations to the full City Council. The subcommittee will function similarly to other ad hoc subcommittees that consider items on a calendar year basis.

#### **Standard Certificates of Recognition**

Standard certificates of recognition may be provided at the request of City residents, community leaders, businesses, nonprofit organizations, and/or Council Members. Standard certificates shall include those designated in the chart below. Such certificates shall be presented on behalf of the City of Temecula and shall be signed by a single signatory in the following order: (1) Council Member attending a related event, (2) Mayor, (3) Mayor Pro Tempore, or (4) Council Member designated by the Mayor.

1	Certificate of Achievement	Student of the Month, Student of the Year, Girl Scouts, Eagle Scouts, Student Sports and Competitions, Youth in Government	Common / Monthly
2	Certificate of Appreciation	Former Board and Commission Members, Meeting Entertainment	Common
3	Certificate of Commendation	Acts of Bravery, Heroism (Resident Assistance in Emergency Circumstances), Veterans	Rare

4	Certificate of Congratulations	25 <sup>th</sup> /50 <sup>th</sup> /75 <sup>th</sup> /100 <sup>th</sup> Birthdays, Wedding Anniversaries, Retirements	Rare
5	Certificate for Grand Opening / Ribbon Cutting	New Businesses / New Owners / Chamber of Commerce (Economic Development Requests)	Common
6	Certificates of Recognition	Miscellaneous – Noteworthy Residents, Non-Profits, Foundations, Chamber Gala	Common
7	Certificate of Remembrance	In Memoria, Adjournments	Rare
8	Certificate of Welcome	Sister City Dignitaries	Rare

### **Proclamations**

Proclamations may be provided at the request of residents, businesses, nonprofit organizations and/or Council Members. The City Council shall approve annually a list of proclamations proposed to be issued for the calendar year. Unless three or more Council Members pull a proclamation from the list indicating exclusion, all proclamations on the annual list shall be issued for presentation via mail or in-person as requested. Proclamations shall be presented on behalf of the City of Temecula and shall be signed by a single signatory in the following order: (1) Mayor, (2) Mayor Pro Tempore, or (3) Council Member designated by the Mayor.

1	Proclamation	Day, Week or Month of Observation Consistent with Regional, State and/or National Recognition for Public Awareness / Education Purposes	Common
2	Proclamation – Person	Recognition of Day in Celebration of a Person (Council Member, Founding Member)	Rare

### **Pins and Medals**

Pins and medals may be provided at the request of residents, businesses, nonprofit organizations and/or Council Members. Pins and medals shall include those designated in the chart below. Pins and medals shall be accompanied by a related certificate and shall be presented via mail or in-person as requested. Pins and medals shall be presented on behalf of the City of Temecula and any related certificate shall be signed by a single signatory in the following order: (1) Mayor, (2) Mayor Pro Tempore, or (3) Council Member designated by the Mayor.

1	Boy Scout / Girl Scout	Eagle Scout, Bronze/Silver/Gold Award, or Similar Noteworthy Accomplishment	Common
2	Hero's Medal and Pin	Acts of bravery and courage in the service of others	Rare

### **Community Leader Award of Distinction**

A Community Leader Award of Distinction may be provided to a resident and/or nonprofit or business affiliate upon recommendation of the Public Recognitions Subcommittee. Such award is rare and therefore shall be presented on behalf of the City of Temecula in-person at a City Council meeting. Any

related certificate shall be signed by all Council Members. To be eligible for such an award, a nominee must meet the following criteria:

**Criteria**

1. Nomination Form – The requisite nomination form, with supporting documentation, is submitted to the City Clerk's Office pursuant to instructions by the relevant deadline.
2. Contributions – The contributions and proof of impact of the nominee, as illustrated in the nomination packet, are well known and recognized by a significant segment of the community and their respective industry (education, nonprofit, business).
3. Subcommittee Consideration – The nominee received a recommendation for recognition by the full City Council from the Public Recognitions Ad Hoc Subcommittee.
4. Public Recognition – During an in-person recognition at a City Council meeting, the nominee will receive a framed award signed by all Council Members, a swag bag from the City, and other recognitions from the community/industry as they deem appropriate.

**Council Member Award of Recognition Upon Retirement**

A Council Member Award of Recognition Upon Retirement shall be provided to retiring Council Members as indicated below. Such recognition is rare and therefore shall be presented on behalf of the City of Temecula in-person at a City Council meeting. Any related certificate shall be signed by all Council Members. To be eligible for such an award, a nominee must meet the following criteria:

**Criteria**

1. Internal Form – The requisite recognition form, with supporting documentation, is submitted by relevant staff to the City Clerk's Office pursuant to instructions by the relevant deadline.
2. Service – The subject Council Member has completed a minimum of one full-term if elected or the whole of an unexpired term if appointed.
3. Subcommittee Consideration – The subject Council Member received a recommendation for recognition by the full City Council from the Public Recognitions Ad Hoc Subcommittee.
4. Public Recognition – The subject Council Member receives recognition based on tenure with optional community recognitions at the meeting. While Board and Commission service is noted as part of the presentation, it is not counted towards years of service for purposes of recognition categories below:
  - A. One Term (4 Years) – The subject Council Member receives an engraved plaque with years of service, a commemorative street sign, and a swag bag from the City.
  - B. Two – Three Terms (8-12 Years) – The subject Council Member receives an engraved plaque with years of service, a framed proclamation recognizing member's retirement date as Member's Day, a commemorative street sign, and a swag bag from the City.
  - C. Four Terms and Beyond (16+ Years) – The subject Council Member receives a shadow box with a key to the City, a proclamation recognizing member's retirement date as Member's Day, a commemorative street sign, and a swag bag from the City.

**Wall of Honor**

A Wall of Honor recognition may be provided to any deserving individual (i.e., resident, service club member, former Council Member, Commissioner or staff, nonprofit or business affiliate, etc.) upon recommendation of the Public Recognitions Subcommittee. Such recognition is rare and therefore shall be presented on behalf of the City of Temecula in-person at a City Council meeting. Any related certificate

shall be signed by all Council Members. To be eligible for such a recognition, a nominee must meet the following criteria:

#### Criteria

1. Nomination Form – The requisite nomination form, with supporting documentation, is submitted to the City Clerk's Office pursuant to instructions by the relevant deadline.
2. Contributions – The contributions and proof of impact of the nominee, as illustrated in the nomination packet, have extended beyond a 10 year period of time, are well known, and recognized by a significant segment of the community and/or their respective industry (education, nonprofit, business).
3. Subcommittee Consideration – The nominee received a recommendation for recognition by the full City Council from the Public Recognitions Ad Hoc Subcommittee.
4. Public Recognition – During an in-person recognition at a City Council meeting, the nominee will receive a framed award signed by all Council Members and the nominee's name will be incorporated into the perpetual Wall of Honor plaque located at City Hall.

#### **Memorial, Monument and/or Facility Naming**

A memorial, monument and/or facility naming recognition may be provided to any deserving individual (i.e., resident, service club member, former Council Member, Commissioner or staff, nonprofit or business affiliate, etc.) upon recommendation of the Public Recognitions Subcommittee. Such recognition is rare and therefore shall be presented on behalf of the City of Temecula in-person at the site of the thing and/or place to be named. Any related certificate shall be signed by all Council Members. To be eligible for such a recognition, a nominee must meet the following criteria:

#### Criteria

1. Nomination Form – The requisite nomination form, with supporting documentation, is submitted to the City Clerk's Office pursuant to instructions by the relevant deadline.
2. Contributions – The contributions and proof of impact of the nominee, as illustrated in the nomination packet, have extended beyond a 20 year period of time, are well known, and recognized by a significant segment of the community and/or their respective industry (education, nonprofit, business). Such contributions exceed all other contributions in community value such that there is no other public recognition that can be applied. The 20 year period of time is subject to review and adjustment by the full City Council.
3. Subcommittee Consideration – The nominee received a recommendation for recognition by the full City Council from the Public Recognitions Ad Hoc Subcommittee.
4. Public Recognition – During an in-person recognition, the nominee will receive a framed award signed by all Council Members and the nominee's name will be incorporated into the subject memorial, monument and/or facility.

#### **Miscellaneous**

The following non-standard recognitions shall not have a political, religious, lifestyle, and/or commercial association: Community Leader Award of Distinction, Wall of Honor, Memorial, Monument, and/or Facility Naming. In addition, Resolutions of Principle, defined as statements in which an organization describes its collective beliefs, values, and intentions towards a particular topic(s), will not be issued by the Council and are not included as a part of this policy.