

City of Santa Paula

City Council Special

MAYOR CARLOS JUAREZ
VICE MAYOR JENNY CROSSWHITE
COUNCILMEMBER LESLIE CORNEJO
COUNCILMEMBER PEDRO A. CHAVEZ
COUNCILMEMBER GABRIELA ORNELAS



CITY COUNCIL SPECIAL MEETING OF THE SANTA PAULA CITY COUNCIL SPECIAL

WEDNESDAY, MARCH 4, 2026

4:30 PM - City Council Special Meeting

SANTA PAULA CITY HALL
970 VENTURA STREET
SANTA PAULA, CA 93060

JULIE LATSHAW, CITY CLERK
DAN SINGER, CITY MANAGER
MONICA CASTILLO, CITY ATTORNEY

BRINGING ITEMS BEFORE THE CITY COUNCIL

You are invited to participate in all Regular City Council meetings. Agendas are posted in the front of Santa Paula City Hall, 970 Ventura Street, Santa Paula, 72 hours in advance of the scheduled meetings. The City Council's regular meetings start at 6:30 p.m. the first and third Wednesday of each month in the City Hall Council Chambers located at 970 Ventura Street in Santa Paula. Special and Closed Sessions vary by date and time.

HOW TO PARTICIPATE IN PERSON DURING THE MEETING: If you wish to speak at a City Council meeting, please fill out a **Public Comment Form** noting your name and address and submit the form to the City Clerk. Include the Agenda item number you wish to speak on. Members of the public may address the Council on items on this agenda only. **Public Comments are limited to 3 minutes.**

HOW TO PARTICIPATE BEFORE THE MEETING: Members of the public are encouraged to submit email correspondence on any agenda item by sending an email to cityclerk@spcity.org. All public correspondence received by three hours before the meeting date will be provided to the legislative body before the meeting. Public Comments received after, will be provided to the legislative body the next day.

Your Participation in this meeting is in the public domain; meetings are cablecast; minutes of this meeting will reflect your participation in this meeting and are posted on the city's website.

PLEASE NOTE: Be advised that if you bring a legal challenge to an action, you may be limited to raising only those issues you or someone else raised at the meeting described in this Agenda, or in written correspondence delivered to the City Council at or before the meeting. Any action is subject to the ninety-day time period set forth in Code of Civil Procedure § 1094.6.

In compliance with the **Americans with Disabilities Act**, if you need special assistance to participate in this meeting, please contact the City Clerk at (805) 933-4208. Notification 48 hours before the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35, 102-35.104 ADA Title II). Written materials distributed to the City Council within 72 hours of the City Council meeting are available for public inspection immediately upon distribution in the City Clerk's office.

MEETING ENVIRONMENT

To maintain a public meeting environment conducive and welcoming to receive public comments from all members of the public, the audience is discouraged from engaging in displays of support or opposition to staff reports or public comments, including clapping, yelling, booing, hissing, or cheering, that may create a disruptive environment for the public who wish to express their views during the meeting are encouraged to do so in silent, non-disruptive ways -- such as raising a hand, shaking hands, or another quiet gesture of support or opposition that does not obstruct views or interrupt proceedings.

Members of the public holding signs are asked to hold the signs on their person in front of them or move to the back of the room so as not to obstruct the view of other members of the public wishing to participate in the meeting.

SPECIAL MEETING - COUNCIL CHAMBERS

1. CALL TO ORDER

REMINDER: in order to minimize distractions during public meetings, all personal communication devices should be turned off or put in a non-audible mode.

2. ROLL CALL

3. PUBLIC COMMENT

At this time, members of the public may comment on any item appearing on the agenda only. Individual Councilmembers may briefly respond to Public Comments or ask questions for clarification. **Public Comments are limited to three minutes.**

4. ORDER OF BUSINESS

4.A COUNCIL RECOGNITION POLICY UPDATE

RECOMMENDATION:

Review and discuss City Council Recognition Policy for clarity, consistency, and transparency standards.

Presented by: Deputy City Manager Aminah Mears

5. ADJOURNMENT

State of California)-

County of Ventura)- ss

City of Santa Paula)-

I declare under penalty of perjury that I posted this City Council Agenda on the bulletin board near the front door of City Hall, 970 Ventura Street, Santa Paula, California.

On _____, at _____ Signed: _____

Julie Latshaw

City Clerk

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council Special

From: Aminah Mears,

Subject: COUNCIL RECOGNITION POLICY UPDATE

Date: March 4, 2026

Agenda Item: 4.A

RECOMMENDATION:

Review and discuss City Council Recognition Policy for clarity, consistency, and transparency standards.

Presented by: Deputy City Manager Aminah Mears

BACKGROUND:

In May 2023, Resolution No. 7453 established guidelines for proclamations, certificates, and City memorabilia. Since the adoption of the policy, additional forms of recognition have emerged, including:

1. Informal “Mayor’s Awards” recognizing outstanding community members;
2. Community Recognition Awards acknowledging individuals, businesses, and organizations celebrating significant milestones (e.g., major service anniversaries); and
3. Posthumous recognition of prominent community members, including adjourning Council meetings in their honor

Currently, the City considers proclamation or certificate requests for individuals or organizations with relevance to the City of Santa Paula. Requests must be submitted at least one month prior to the event or occasion and provided in writing to the City Manager’s Office or a member of the City Council. Requests must include the purpose of the recognition, relevant background information, and sample language. The policy specifies that proclamations and recognitions shall not constitute political or religious endorsements.

ANALYSIS:

In 2025, the City Council conducted a review of the Council Manual of Procedural Guidelines. On January 21, 2026, Council directed staff to research policies from other cities to compare practices and identify potential updates consistent with regional and contemporary standards. Council may wish to clarify or formally incorporate the recognition categories described above into Santa Paula’s policy.

Staff reviewed policies and procedures from nine cities: Camarillo, Culver City, Fillmore, Fremont, Fullerton, Moorpark, Oxnard, Ventura, and Santa Clara. Key findings are summarized below.

City	Proclamations & Certificates	Mayor's Awards	Community Recognition	Posthumous Recognition	Approvals
Santa Paula	Yes	No	Considering clarification	No	CM +Mayor Approve
1. Camarillo	Yes	No	Informal (25/50/75+ yrs)	No (Case by Case)	Staff + Mayor
2. Culver City	Limited	Yes (Commendations)	N/A	Yes (Adjournment in Memory)	Approved by 3 Councilmembers or by the Mayor
3.. Fillmore	Yes	Yes	N/A		Council approval; Informal
4. Fremont	Yes	Yes	Yes	No	N/A
5. Fullerton	Yes	No	Yes		N/A
6. Moorpark	Yes	No (Discretionary)	Informal (Case by Case)	No (Discretionary)	Mayor/Council
7. Oxnard	Yes	No	Limited	No	Mayor's Office
8. Santa Clara	Yes	Yes	Yes	No	Mayor
9. Ventura	Yes	No	Informal (25/50 yr thresholds)	At Mayor/Council discretion	Mayor

Summary of key findings

All cities reviewed issue proclamations and certificates of recognition. Most also provide some form of community or milestone recognition, although these are often consolidated into a broader recognition category rather than formally codified.

None of the cities reviewed maintains a separately defined posthumous recognition program; however, several cities adjourn meetings in memory of individuals and acknowledge commemorative occasions at the discretion of the Mayor or Council. Alternative terminology used includes “Ceremonial Resolution,” “Commendation,” and “Adjournment in Memory.”

Mayor’s Awards are generally not codified and are typically discretionary. Santa Clara issues a Mayor’s Award at the sole discretion of the Mayor. Fremont and Culver City provide Mayor commendations, which are approved either by the Mayor or by a specified number of Councilmembers.

In summation, Santa Paula’s existing practices tend to align with regional norms for proclamations and recognitions. Formalizing standing or additional recognition categories

could promote consistency, transparency, and equity in the granting of recognitions, while reducing ambiguity about approval authority and eligibility.

Conversely, maintaining flexibility with the status quo may preserve the Mayor and Council's discretion to respond to unique circumstances without procedural constraints. Council direction will help determine the appropriate balance between structure and discretion.

The adopted policy has served as a useful tool for recognizing volunteers, employees, businesses, and community organizations. The City Council may:

1. Direct staff to return with proposed amendments that establish clearer guidelines, eligibility criteria, and approval authority for additional recognition categories (e.g., Mayor's Awards, milestone recognitions, posthumous acknowledgments);
2. Direct staff to develop standardized procedures and thresholds for standing recognition practices; or
3. Maintain the existing policy without modification.

STRATEGIC PLAN:

FISCAL IMPACTS:

OPTIONS:

ATTACHMENTS:

[Reso_7453_Proclamations__Certificates_of_Recognition__and_City_Memorabilia_Policy.pdf](#)
[City Council Recognition Policy - 3-4-2026.pptx](#)

RESOLUTION NO. 7453

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA
PAULA, CALIFORNIA, ESTABLISHING THE CITY PROCLAMATIONS,
CERTIFICATES OF RECOGNITION, AND CITY MEMORABILIA POLICY**

WHEREAS, the City of Santa Paula recognizes the contributions of individuals, organizations, and events that positively impact the community, and desires to establish set standards and guidelines for the issuance of proclamations and the distribution of other recognition items; and

WHEREAS, the City of Santa Paula recognizes that proclamations represent an important means of recognizing significant contributions or creating awareness of an event or issue specific to Santa Paula and its residents; and

WHEREAS, it is beneficial for the City to have standards and guidelines which govern the application of such items of recognition;

NOW, THEREFORE, the City Council of the City of Santa Paula does hereby resolve as follows, that the following guidelines for the issuance of proclamations and distribution of recognition items shall be established:

SECTION 1. The City Council hereby adopts the Proclamations, Certificates of Recognition and City Memorabilia Policy ("Policy") attached as "Exhibit A" to supersede any previous standards or guidelines for issuance of proclamations and distribution of recognition items and authorizes the Mayor and designated staff to take positions on recognizing those individuals and organizations who are consistent with the Policy and such other recommendations that may from time to time be presented to the City Council.

SECTION 2. The City Clerk will certify to the passage and adoption of this Resolution and enter it into the book of original resolutions.

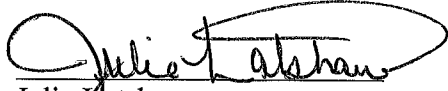
SECTION 3. This Resolution will become effective upon adoption.

PASSED AND ADOPTED THIS 17th day of May, 2023.



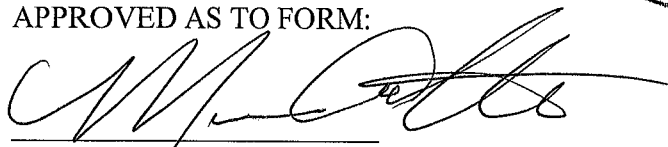
Andy Sobel
Mayor

ATTEST:


Julie Latshaw
City Clerk



APPROVED AS TO FORM:


Monica Castillo
Interim City Attorney

CERTIFICATION

CITY OF SANTA PAULA)
COUNTY OF VENTURA)§
STATE OF CALIFORNIA)

I, Julie Latshaw, City Clerk of the City of Santa Paula, California, do hereby certify that the foregoing Resolution No. 7453 was duly passed and adopted by the City Council of the City of Santa Paula at the regular meeting thereof, held on the 17th day of May 2023, and was signed by the Mayor of said City, and that the same was passed and adopted by the following vote:

AYES: SOBEL, CROSSWHITE, CORNEJO, CHAVEZ

NOES: NONE

ABSENT: JUAREZ

ABSTAIN: NONE




JULIE LATSHAW, City Clerk

Exhibit A
to Resolution No. 7453

City of Santa Paula
Proclamations, Certificates of Recognition, City Memorabilia Policy

1. Purpose

To establish and provide set standards and guidelines for issuance of proclamations and the distribution of other recognition items.

2. Policy

The City of Santa Paula proudly recognizes people, organizations, events, and notable community members that impact the Santa Paula community. Proclamations are important in recognizing significant contributions or creating awareness of an event or significant issue specific to Santa Paula and its residents.

- a) Proclamations are issued for matters of local, regional, or national concern and are generally issued to organizations, residents, or events in or occurring in Santa Paula.
- b) Certificates of Recognition and/or Appreciation, as well as city memorabilia are issued to recognize special events, achievements, or occurrences in people's lives or for the organization's special events.
- c) The city actively seeks to participate in state and federal recognitions programs, such as the Presidential Service Award and Congressional Recognitions'.

3. Procedures

- a) An individual or organization, or member of the City Council may submit a proclamation or certificate request at least one month before the event or the Council meeting where the proclamation is to be presented or read.
- b) Requests should be submitted to the City Manager's Office or a member of the City Council in writing (email or letter) and should contain information that explains the purpose and/or reason for the request, proper description of any names, dates, or titles, and sample language for the proclamation or certificate.
- c) Recognition requests relevant to the City of Santa Paula may be honored except those related to political or religious subject matter. The City Manager will determine if the recognition item meets the requirements of this policy and will consult with the Mayor before agreeing to the request.

- d) A representative from the requesting party (organization or individual) should be available to receive the proclamation or certificate. Proclamations can be prepared for such purposes as: recognizing a 100th birthday, recognizing the president of a civic or charitable organization, retirement or honoring a day/week/month (i.e., breast cancer awareness month).

4. City Memorabilia

- a) A City tile or other awards containing the City's official seal or branding logo should be reserved for outstanding achievement or recognition of city service. Presentation of such memorabilia should be reserved as the highest award or gift the City can present to someone.
- b) The determination on whether or not to issue such memorabilia rests jointly with the Mayor and City Manager. Should a disagreement exist as to the application of the memorabilia, the Mayor may consult with the Vice Mayor. If the matter is still in dispute, the full City Council may be asked to make such a determination.
- c) Employees having served a minimum of five (5) years of full-time equivalent service to the City or an elected Councilmember or appointed official having served an equivalent of four (4) years of service, or a commissioner or committee member having served eight (8) or more years of aggregate service, or part-time employees under 20 hours per week or volunteers having at least 10 years of equivalent service, should be presented with a City tile, including a plaque recognizing their name, title, and years of service to the City.

Years of Service	
City Employee	5 years of full-time equivalent service to the City
City Council	4 years of service
Commissioner or Committee Member	8 or more years of aggregate service
Extra Help or Part Time	10 years of equivalent service
Volunteers	10 years of equivalent service

- d) Printed items or plaques containing the City logo or seal may be used more universally as annual holiday gifts, recognition to volunteers and employees, or as tokens of recognition to new businesses or for personal awards or milestones.

5. Service Award

- a) Service awards are presented to employees celebrating years of service with the City of Santa Paula, beginning in the fifth year and every five years thereafter.
- b) Human Resources maintains service records and orders and prepares award materials.
- c) Recipients receive a certificate or other similar item.
- d) Awards are distributed during an annual employee appreciation meeting.

6. Retirement Recognition

Retirement recognition commemorates the time when an employee retires.

- a) Human Resources orders and prepares award materials.
- b) Recipients receive an achievement award, such as a plaque or similar item with the retiree's name and years of service.
- c) Employees can appear at a City Council meeting to receive their retirement award.
- d) Department Director may hold an optional celebratory department gathering.

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Miguel Perez,

Subject: PROCLAMATIONS, CERTIFICATES OF RECOGNITION, AND CITY MEMORABILIA POLICY

Date: May 17, 2023

Agenda Item: 10.E

RECOMMENDATION:

Staff recommends that City Council:

1. Adopt Resolution No. 7453, establishing a policy regarding proclamations, certificates of recognition, and city memorabilia.

BACKGROUND:

Prior to placement on the agenda, the Mayor and City Manager currently approves proclamations, certificates of recognition, and memorabilia for organizations or members of the public on a case-by-case basis. This creates an opportunity for discrepancies when issuing proclamations and certificates of recognition.

On February 18, 2023, the City Council held a special meeting to review the initial draft of a policy for proclamations, certificates of recognition, and memorabilia ("Policy"), and provided feedback to staff on the Policy and any national recognition programs to be included. A second review of the Policy and further discussion were carried out during the March 1, 2023, special meeting. Additionally, on April 5, 2023, the City Council held a regular meeting to further review the initial draft and provided feedback to staff on the Policy.

ANALYSIS:

Below, staff is providing a synopsis of all requested changes from the April 5, 2023 meeting in an effort to provide Council with a finalized and completed Policy. As a result, the following revisions have been made and are reflected in the resolution before Council this evening:

Under Resolution No. 7453: Policy Section C, revisions were made to clarify the language regarding the City's participation in state and federal recognition programs, as requested by Council. In addition, under Section 3.D, Council requested the removal of the mention of "an eagle scout recipient." While the recognition of such recipients is still possible and warranted, it is no longer explicitly stated in the guidelines since the occurrence of such achievements has been low.

In the City Memorabilia Section 4, Council requested changes to section 4.A related to recognition for outstanding achievement or recognition of city service. Previously, it read "A City tile or other awards containing the City's official seal or branding logo should be reserved for outstanding achievement or recognition." It now reads, "A City tile or other awards containing the City's official seal or branding logo should be reserved for outstanding achievement or recognition of city service." Council also requested changes to Section 4.C related to recognition for years of full-time service to the city or for elected or appointed officials. Council provided feedback to change the wording from "full-time service" to "full-time equivalent to the city or an elected Council Member or appointed official." Additionally, changes were made to Section C to broaden the eligibility criteria for recognition. Previously, it stated that recognition could be awarded to "a volunteer having served 15 years of aggregate service." It now reads that recognition may be awarded to "a commissioner or committee member having served eight (8) or more years of aggregate service, or part-time employees or volunteers having at least 10 years of equivalent service."

With these changes, the new Policy is now ready for Council adoption, as detailed in Resolution 7453, attached.

STRATEGIC PLAN:

This item is not a goal or objective in City Council's two-year Strategic Plan; however, it will serve as a platform to enhance operational excellence for recognizing people, organizations, events, and notable members that impact the Santa Paula Community.

FISCAL IMPACTS:

For the recognition "policy", the fiscal impact of certifying our organization for the Presidential Recognition program includes Certificate Only - \$5.00, Certificate + Pin - \$6.50, Certificate + Coin - \$10.50, Certificate + Medallion - \$10.50. Expenses related to other recognition and memorabilia items would be as budgeted for in future years and generally cost between \$50 - \$100 per plaque or item.

OPTIONS:

As an alternative to staff's recommended action, the City Council may:

1. Request that staff revise or conduct further review of the guidelines for issuing proclamations, recognitions, and city memorabilia.
2. Decline to move forward with this item.

ATTACHMENTS:

Resolution No. 7453 - ADOPTING PROCLAMATIONS, CERTS OF RECOGNITION, AND CITY MEMBORABILIA POLICY

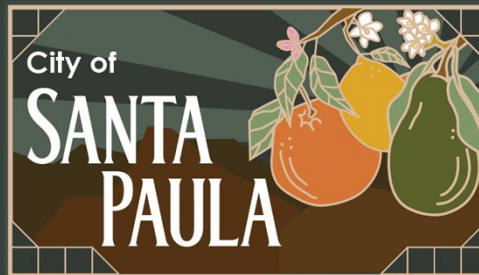
Proclamations_Certificates_of_Recognition_City_Memorabilia.pdf

Attachment A-
Resolution No. 7453

Council Recognition Policy

Study Session Agenda Item 4.A

Aminah Mears, DPA
City Manager's Office
Administration Department



March 4, 2026

The Ask...

That the City Council Review and Discuss the City Council
Recognition Resolution No. 7463 and the related policy



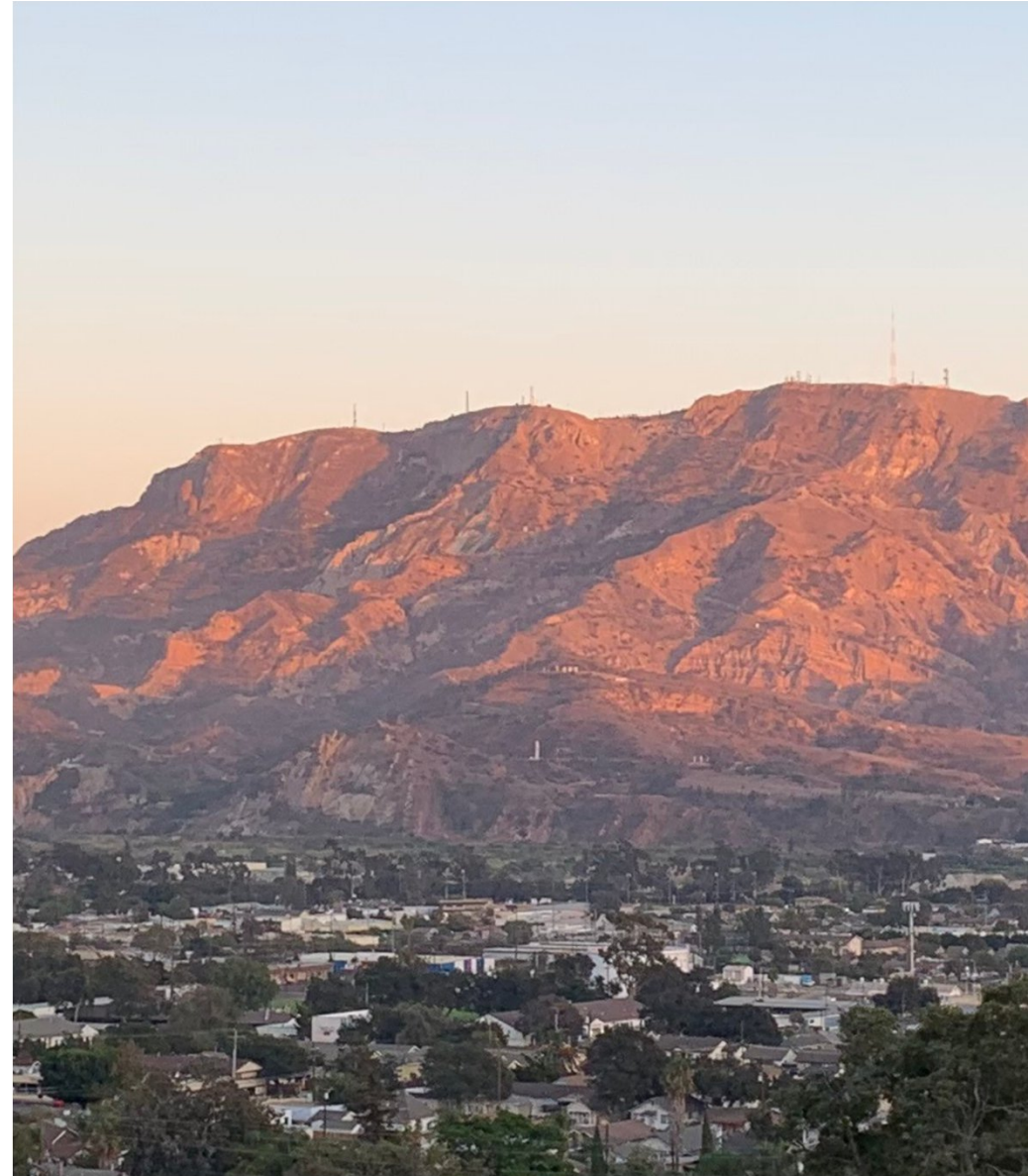
Background

Council Recognition Policy

In May 2023, Resolution No. 7453 established guidelines for proclamations, certificates, and City memorabilia.

Additional forms of recognition have emerged, including:

- Informal “Mayor’s Awards” recognizing outstanding community members;
- Community Recognition Awards acknowledging individuals, businesses, and organizations celebrating significant milestones (e.g., major service anniversaries); and
- Posthumous recognition of prominent community members, including adjourning Council meetings in their honor.



Analysis

Nine (9) Cities Reviewed: Camarillo, Culver City, Fillmore, Fremont, Fullerton, Moorpark, Oxnard, Ventura, and Santa Clara

City	Proclamations & Certificates	Mayor's Awards	Community Recognition	Posthumous Recognition	Approvals
Santa Paula	Yes	No (used recently)	Considering clarification	No (meeting adjourned in honor)	CM +Mayor Approve
1. Camarillo	Yes	No	Informal (25/50/75+ yrs)	No By Case	Staff + Mayor
2. Culver City	Yes	Yes (Commendations)		Yes (Adjournment in Memory)	Approved by 3 Councilmembers or by the Mayor
3. Fillmore	Limited				Council approval; Informal
4. Fremont	Yes	Yes	Yes	No	N/A
5. Fullerton	Yes	No	Yes	N/A	N/A
6. Moorpark	Yes	No (Discretionary)	Informal By Case	No (Discretionary)	Mayor/Council
7. Oxnard	Yes	No	Limited	No	Mayor's Office
8. Ventura	Yes	No	Informal (25/50 yr thresholds)	At Mayor/Council discretion	Mayor
9. Santa Clara	Yes	Yes	Yes	No	Mayor

analysis

Key Findings

- All Cities Issue Proclamations and Certificates of Recognition
- Most cities provide community or milestone recognition
- None of the cities reviewed maintains a posthumous recognition program
- Mayor's Awards are not codified or are discretionary
 - Santa Clara issues a Mayor's Award at the sole discretion of the Mayor; Fremont and Culver City provide Mayor commendations
- Santa Paula's Existing Policies in Alignment

5



DISCUSSION

1. Establish Guidelines
2. Define Approval Process
3. Sample Request Intake

Sample City Council Recognition Webpage

Norwalk



How Do I | Government | Department Services | Residents | Business



Related Page

- Mayor Perez
- Vice Mayor Rios
- Councilmember Ayala
- Councilmember Ramirez
- Councilmember Valencia
- City Council Recognition
- Fair Political Practices Reporting

City Council Recognition Request

[Home](#) | [Government](#) | [Mayor And City Council](#) | City Council Recognition

The City of Norwalk is proud to recognize outstanding individuals, organizations, and events that contribute to our community. Commendations, proclamations, and certificates are issued by the City Council to acknowledge exceptional achievements, milestones, and please review the following guidelines before submitting a request. This guideline may change at any time without advanced notice.

Types of Recognitions

- Commendations** – Awarded to individuals, organizations, or businesses for exceptional service, achievements, or contributions to the community.
- Proclamations** – Issued to recognize a specific day, week, or month in honor of an event, cause, or significant contribution.
- Certificates of Recognition** – Given for personal or professional milestones, such as volunteer work or outstanding achievements.

Who May Submit a Request?

To maintain the integrity and purpose of these recognitions, requests may only be submitted by:

- The head of an organization or their designated representative.
- The lead governing body of an organization, agency, or business.
- Elected officials or their representatives seeking recognition.

Special requests by Baseball/Softball League Board

- Individual and team requests must be sent to Baseball/Softball League Board ("Board").
- The Board may submit one request per year for Council approval by December 1 of each year.
- Recognition will be presented on Opening Day and will remain in the Snack Shack for one year.
- Following the one-year period, the recognition will be given to the recipient, recipient's family, or to the Board.

Requests submitted by individuals who are not authorized representatives of an organization or governing body may not be considered.

Submission Process

- Eligibility:** Requests must be relevant to the Norwalk community and align with the City's values and mission.
- Deadline:** Requests must be submitted at least **four (4) weeks** in advance to allow time for review and preparation.
- Required Information:**
 - Name and title of the individual submitting the request.
 - Name of the organization or nonprofit governing body they represent.
 - Name of the individual(s) or organization to be recognized.
 - Detailed reason for the recognition, including relevant achievements or contributions.
 - Date of presentation (if applicable).
 - Any supporting documents or background information, such as WHEREAS statements if this is for a commendation or a proclamation.

Approval and Presentation

- All requests are subject to approval by the City Council.
- The City reserves the right to modify or deny requests that do not align with City policies.
- Recognitions are typically presented at a City Council meeting, delivered to the recipient or may be provided for an external event upon request.
- The City may issue a limited number of recognitions each month to ensure fairness and efficiency.

How to Submit a Request

Requests can be submitted via:

Email: ghathaway@norwalkca.gov

Sample Recognition Requests On line Form City of Culver City

The screenshot displays the City of Culver City website. At the top, the header includes the city logo, navigation links for SERVICES, CITY HALL, EXPLORE, and CONTACT US, and language options for English (United States) and Spanish. A search bar is positioned below the navigation. The main content area is titled 'City Council Recognition' and features a sidebar with a list of links: In This Section, Careers & Employment, City Departments & Divisions, City Council, Meetings & Agendas, Request for Proposals & Bids, Commissions, Boards & Committees, Election Information, Local Agencies & Officials, Have Your Say, Get Involved, Public Notices, and Reports, policies & local laws. The main content area is titled 'City Council Recognition' and includes a section for 'Certificates, Commendations, Proclamations, and Adjournments in Memory'. It explains that the Mayor and City Council can recognize and honor individuals or organizations for any of the following reasons: Special achievements by residents, businesses, or organizations; Marking an organizational milestone or event; Significant contributions to the local community; and Remembering the life of someone who made a significant contribution to the community. It also lists several types of City Council recognition formats: Certificate, Commendation, Proclamation, and Adjournment in Memory. A section titled 'How to Request a Certificate, Commendation, Proclamation, or Adjournment in Memory' provides instructions on how to request a recognition, including a deadline of six weeks in advance and a requirement to submit the request to the City Clerk's office. It also includes contact information for the City Clerk's office and a link to the City Council Policy 3402.

English (United States) Spanish

Culver CITY

SERVICES CITY HALL EXPLORE CONTACT US

How can we help you?

Home / City Hall / City Departments & Divisions / City Council Recognition

In This Section

- Careers & Employment
- City Departments & Divisions
- City Council
- Meetings & Agendas
- Request for Proposals & Bids
- Commissions, Boards & Committees
- Election Information
- Local Agencies & Officials
- Have Your Say
- Get Involved
- Public Notices
- Reports, policies & local laws

City Council Recognition

Certificates, Commendations, Proclamations, and Adjournments in Memory

The Mayor and City Council can recognize and honor individuals or organizations for any of the following reasons:

- Special achievements by residents, businesses, or organizations.
- Marking an organizational milestone or event.
- Significant contributions to the local community.
- Remembering the life of someone who made a significant contribution to the community.

There are several types of City Council recognition formats:

- Certificate
- Commendation
- Proclamation
- Adjournment in Memory

How to Request a Certificate, Commendation, Proclamation, or Adjournment in Memory

To request a certificate, commendation, proclamation, or adjournment in memory, please complete the online Request for Council Recognition Form, below.

- Please complete the form a minimum of six weeks in advance of the date the recognition will be presented, so that staff, the Mayor, and City Council Members (if applicable) have time to review your request, produce the recognition, and schedule the presentation.
- A request for an Adjournment in Memory may be submitted two weeks in advance of the City Council meeting where you would like it to be read.

If you have an urgent request, please call the City Clerk's office at (310) 253-5851 after submitting the form. We will try to accommodate your deadline, though this may not be possible. Submission of this request will be reviewed and processed by the City of Culver City. Submitting a request does not guarantee that it will be fulfilled. After you submit the request, staff will be in touch via email within two weeks. If you do not hear from staff within this timeframe, please call the City Clerk's office at (310) 253-5851 to check the status of your request.

Complete rules regarding City Council Recognitions can be found in [City Council Policy 3402](#) (2019, 2004).

If you have any additional questions, please email the City Clerk's office at cityclerk@culvercity.org or call (310) 253-5851.

Sample Recognition Requests On line Form

City of Torrance

The screenshot displays the City of Torrance Government website. The header includes the city logo, navigation links (Visit, Agenda, Pay Online, Careers, Contact Us, Watch CHICABLE Live), and a language selector. A secondary navigation bar lists SERVICES, OUR CITY, BUSINESS, GOVERNMENT (highlighted), and I WANT TO... with a search icon. The left sidebar contains a menu with categories like Charter Update, About Torrance, City Council and Elected Officials, Agendas & Minutes, City Council Meeting Videos, City Council Districts, About Your City Government, City Council Committees, City Council Meeting Photos, Compensation Provisions Summary, Mayor and Council Special Recognition (highlighted), City Attorney, City Clerk, City Manager, City Treasurer, City Departments, Boards and Commissions, Community Organizations, Elections, and Fire. The main content area is titled 'Mayor and Council Special Recognition' and includes a breadcrumb trail: Government > City Council and Elected Officials > Mayor and Council Special Recognition. Below the title are links for Print, Feedback, Share & Bookmark, and Font Size. The section 'Certificates' explains the city's pride in recognizing citizens and outlines the process for issuing certificates. It states that requests should be submitted at least one month in advance. A bold instruction reads: 'Submit Certificate request information at least three weeks' notice in advance to TorranceCertificates@TorranceCA.Gov'. It then lists the required information for all requests: Email subject line, Name of the individual or organization, Organization information, Date printed on the certificate, Date by which the certificate is needed, and Name, Email, and Phone number of requester. The 'Approval Process' states that requests will be reviewed by the Mayor and forwarded to staff. The 'Distribution' section notes that certificates will be presented at a City Council meeting or mailed upon request. The 'Contact Information' section provides the email Torrancecertificates@TorranceCA.Gov for further information or to submit a request.

City of
TORRANCE
Government

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Mayor and Council Special Recognition

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Certificates

The City of Torrance takes pride in recognizing citizens for their hard work and dedication to the community. The information below outlines the process for issuing certificates of recognition to organizations and community members through the Mayor and Council office. The Mayor and Council are committed to celebrating the contributions of our community members. Requests should be submitted at least one month in advance to ensure timely processing and mailing. To streamline and enhance this process please adhere to the guidelines below.

Submit Certificate request information at least three weeks' notice in advance to
TorranceCertificates@TorranceCA.Gov

All requests for certificate must include the detailed information below:

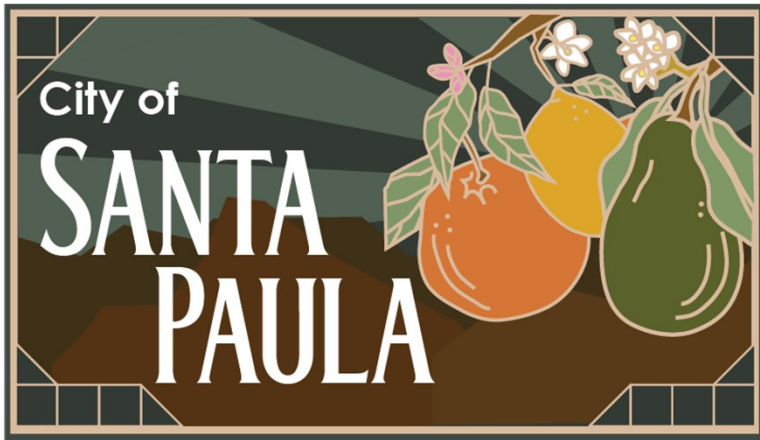
- Email subject line – Certificate Request
- Name of the individual or organization being recognized
- Organization information or information on event
- Date printed on the certificate
- Date by which the certificate is needed or will be picked up
- Name, Email, and Phone number of requester

Approval Process: Upon submission, the request will be reviewed by Mayor and forward the approved request to staff for processing.

Distribution: Certificates will be presented at a City Council meeting, mailed to the recipient upon request or coordinate a pickup.

Contact Information

For further information or to submit a request, please contact Torrancecertificates@TorranceCA.Gov



Thank you

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