

## COUNCIL POLICY

<b><u>SUBJECT:</u></b> Lawndale Wall of Distinction	<b><u>POLICY NO.:</u></b> 101-16	<b><u>DATE ADOPTED:</u></b>
	<b><u>AUTHORITY:</u></b> a) Resolution No. CC-1603-014 b) Resolution No. CC-1710-049	a) 03/21/16 b) 10/02/17

### **PURPOSE:**

To posthumously honor up to four individuals who meet the criteria set forth in this policy each year and who had distinguished themselves by providing exemplary service to the City of Lawndale and its residents.

### **POLICY:**

#### **Wall of Distinction:**

The Lawndale Wall of Distinction ("Wall") will be located at the Harold E. Hofmann Community Center, third floor corridor on the northernmost section of the eastern wall. Awardees will be identified on the Wall with a 2" x 3" name plate to be included on a perpetual plaque which includes the awardees' name, years of life, and area(s) of accomplishment in Lawndale. The City Council has established this program and policy to recognize the City's "unsung heroes" – individuals who have not or would not be acknowledged or recognized in any other manner for their service and contributions to the City.

#### **Nominee Eligibility:**

To be considered for the Wall, nominees must: (1) have been deceased for a minimum of five years prior to the submission of the nomination for this program; (2) have been a Lawndale resident during the time in which service was provided to the city and its residents; (3) have not held any elected office (i.e., federal, state, local or school district) by a vote of the residents or by appointment; and (4) have not been recognized or acknowledged for their service by the dedication of a public building, facility or park to them or by having their name included on a dedication plaque or sign of any kind on any governmental facility.

#### **Nomination Process:**

Nomination packages must be submitted to the city manager or designee each year no later than the last Thursday in May of each year.

A nomination package must include the following information:

- Proof that the person submitting the nomination is a Lawndale resident at the time he/she is submitting the nomination; and
- A summary of the nominee's accomplishments and service to the city and/or its residents with details including: length of service and category of service (public, business, educational, etc.).

A completed City of Lawndale Wall of Distinction Nomination Application form submitted by a resident(s) of Lawndale which requires the following information: 1) name and last known address of nominee; 2) known relatives, if any; 3) reasons for nomination described in 250 or fewer words; 4) name, address and signature of Lawndale resident submitting the nomination; and 5) any other related supplemental information that supports the nomination.

In June of each year, the Wall of Distinction Review Committee (“Committee”) will meet as needed to review submitted applications per the provisions of this policy and to make a recommendation of potential inductees to be presented to the City Council.

Nominations will be accepted from any person who is a Lawndale resident at the time of their submission of a completed nomination package. All nominations will be evaluated by the Committee. Should the Committee recommend approval of a nominee in the Wall of Distinction program, the Committee’s recommendation will be forwarded to the City Council. Then, at a regularly scheduled public meeting, the council will decide whether or not the nominee shall be included on the Wall.

**Wall of Distinction Review Committee:**

The Committee, which will be subject to the Brown Act, will be comprised of a total of five volunteer members from the Historical Society and the Senior Citizen Advisory Committee, who are selected by the members of their respective body. The number of representatives shall be as follows:

<b><u>Body:</u></b>	<b><u>Number of Members:</u></b>
Historical Society:	Three members
Senior Advisory Committee:	Two members

Should either body be unable to provide the number of members identified above to participate on the Committee, the balance of members necessary to form the Committee can be selected from the other body. At any meeting to consider nominations, the Committee must have a minimum of three members in attendance.

The city’s community services director will be the staff liaison to the Committee.

**Recognition/Induction Ceremony:**

Recognition/induction of those nominees confirmed by the City Council will occur during a ceremony in which nominees for inclusion on the Wall of Distinction have been approved by the City Council. The recognition will be memorialized with a plaque to be displayed on the Wall of Distinction which will include the name of each inductee and that person’s years of life and area(s) of service to the City and its residents.