



MEDAL OF MERIT PROGRAM

POLICY NO:

Admin Policy No. 1.45

ORIGINATING DEPT:

City Manager Department

Reference:

City Council Policy

SUPERSEDES:

NA

NEW EFFECTIVE DATE:

April 13, 2021

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CC approved resolution No 2021-13

I. Policy Objective:

To establish a policy for the issuance of the Medal of Merit recognition. This recognition is established as an extraordinary presentation by the Mayor and City Council to individuals for their exceptional service to the community.

This recognition is strictly honorary and does not carry any legislative or legal value.

II. Authority:

City Council Policies

III. Assigned Responsibility:

Request should be submitted to the City, through the City Manager's Office, for routing to the Mayor and Mayor Pro Tem for consideration and "unanimous" approval of Mayor and Mayor Pro Tem. Requests received will be administered by the City Manager's Office to ensure historical records on this recognition, including recipient and reasoning.

IV. Policy/Procedure:

A. Recognition:

The City of Glendora will consider a request for this recognition from any group or individual, as long as the request has some type of local relevance and/or promotes activities taking place in the City of Glendora.

All requests should be submitted via the City Manager's Office and are subject to approval by the Mayor and Mayor Pro Tem.

B. General Criteria:

The general criteria for the issuance of mayoral recognitions are as follows:

- Recognition of a local, civic organization, group or individual achieving outstanding or significant accomplishments.
- Recognition will not be issued for any of the following:

- Events or organizations with no direct relationship to the City of Glendora;
 - Campaigns or events contrary to city policies; and
 - Matters of political controversy, ideological or religious beliefs, or individual conviction; however, groups that are bound by shared political, ideological, or religious beliefs may be recognized for specific actions that fit the general criteria listed above.
- Must comply with the City Council’s budget.

1. Medal of Merit

The *Medal of Merit* is a double sided 2.5’ metal award on a neck ribbon utilizing City colors that will be awarded for significant recognition upon “unanimous” approval of Mayor and Mayor Pro Tem. The medal will include the name of recipient and year of award on the back of the medal. The Medal of Merit may be issued for the following (not an exhaustive list):

- Valedictorian.
- Girl Scout Gold.
- Boy Scout Eagle.
- Individuals who have made exceptional service or contribution to the community.
- Heroism.
- Individuals who have achieved exceptional personal achievements.

Information required for requests: Requests should be submitted to the City, through the City Manager’s Office for consideration and routing to Mayor and Mayor Pro Tem for approval.

Information recommended when submitting requests:

Requests must include a written summary of a qualifying achievement or an overview of the years of service or specific contribution to the community.

OPTIONAL: Upon request, the backside of the metal may also include the words “Pride of the Foothills,” if engraver deems that there is sufficient room after recipient’s name and year is placed.

Design

The Medal of Merit is a double sided 2.5’ metal award on a neck ribbon utilizing City colors. Front side displaying the approved design and the backside engraved with the recipient’s name and year of presentation.

In addition, an identical lapel pin made and presented.

History

Established in 2021, the design of the medal was aided by the review and recommendation of the Community Services Commission.



C. Submitting Requests:

Requests should be submitted to the City Manager's Office for initial review of conformance with this policy. Subsequent to confirmation by the City Manager's Office, the request will be sent to the Mayor and Mayor Pro Tem for final approval; a list of all recipients will be kept by City Manager's Office. Submission of a request does not guarantee the issuance of a recognition.

If applicable, all requests must be received at least thirty (45) business days prior to any applicable event or ceremony.

VI. History:

The Medal of Merit builds up a robust community recognition program the City already has in place. A summary of other recommendations are noted below:

TYPE	DESCRIPTION	PROCESS	POLICY
Proclamation	Public declaration of the City Council's endorsement of something such as a special event or circumstance. Not intended for a birthday, anniversary, or similar items of personal nature/	City, through the City Manager's Office, receives a request of an organization sponsoring an event, day, or special circumstance.	n/a
Certification of Recognition	Certificate endorsed by the City Council documents the City's official recognition to an individual who has provided a service to the community or achieved a level of personal success.	Recommendations are received by City Council and City staff. Generally, recognitions are presented during the City Council's quarterly award ceremony, but are utilized at other special events, such as a Veteran's Day Celebration	n/a
Eagle Scout Recognition	Certificate that includes the watermark of the Boy Scout emblem celebrating the achievement (no certification of recognition exists for Girl Scout Gold designation – recipients receive a Certificate of Recognition)	City, through the City Manager's Office, receives a request for a City Council representative to attend their Eagle Court of Honor and present certificate.	n/a
Walnut Plaque	Typically presented to the outgoing Mayor once their term has ended.	City Manager's Office ensures outgoing Mayors are provided with the walnut plaque.	n/a

TYPE	DESCRIPTION	PROCESS	POLICY
City Tile Plate	Often referred to as the “Hot Plate”, this award is presented to the “Citizen of the Year,” City employees upon retirement, and other special events (e.g. Sister City 20-year celebration).	Department Directors work with the City Manager’s Office on Retirements. Chamber of Commerce works with the City Manager’s Office on the Citizen of the Year. Other requests are reviewed by the City Manager’s Office.	n/a
Mayor’s Tile	Historically, the Mayor’s tile is a 4x4 pewter tile that each Mayor designs to highlight community areas important to them.	Mayors are free to give the pewter tiles to any individuals they choose to celebrate their Mayorship.	n/a
Street Banner	Promotion of community-wide interest on Southern California Edison streetlight poles on Route 66, Grand Avenue, Sierra Madre Ave. and other areas, as approved.	Pursuant to an agreement with Southern California Edison, City Manager’s Office approves requests.	Admin Policy # 1.34
Naming City Property / Plaque	Acknowledges that naming a facility or placing a plaque on City property recognizing an individual and/or group, represents the highest form of recognition that a community can bestow or permit.	City Council is responsible for approving any request, subject to several qualifications and review of other approval bodies (e.g. Community Services Commission).	Admin Policy # 1.36
Street Naming	Acknowledges that the naming of a street should recognize a person, place, event or thing related to the City and citizens at the time a new street is created within the City. This is one of the higher forms of recognition bestowed by a community.	The City is considered “built out” and this process is generally no longer utilized.	Admin Policy # 1.37
Memorial Plaques	The naming of a facility or placement of memorial plaque on City property, recognizing an individual or group. This is the highest form of recognition that a community can bestow or permit.	City Council is responsible for approving any request, subject to several qualifications and review of other approval bodies (e.g. Community Services Commission).	Community Services Policy # 4.07
Memorial Trees	The City offers a memorial tree planting program. Trees are available for purchase based on the City’s contract price for 24” box size. The tree is planted at a site where a tree is needed. A 5”x7” plaque is given to the applicant to document the occasion; no plaque or marker is installed at tree site.	City, through the Community Services Department, receives request and approves a location of tree, type of tree and then orders plaque for requestor. City’s tree contractor or City staff plants memorial tree.	n/a

