



## CITY OF CARSON

## POLICY/PROCEDURE

<b>ORIGINAL ISSUE:</b> 1.65	<b>EFFECTIVE:</b> 11/05/09	<b>SUBJECT:</b> PROTOCOLS FOR REQUESTS FOR AND PRESENTATIONS OF CERTIFICATES, PROCLAMATIONS, AND KEYS TO THE CITY AND RELATED RECOGNITIONS
<b>CURRENT ISSUE:</b> 05/02/12	<b>EFFECTIVE:</b> 05/02/12	
<b>SUPERCEDES:</b> Prior version of SMP 1.65 (03/06/12)		<b>CATEGORY:</b> CITY COUNCIL POLICY

### I. PURPOSE AND SCOPE

To codify a pre-existing City Council approved policy regarding making requests for and presentation of certificates, proclamations, plaques, keys to the city and related recognitions at City Council meetings, ceremonial presentations or at city-sponsored events.

### II. GENERAL

- A. The following items are produced at the request of the Mayor or any of the councilmembers as tokens of recognition, unless otherwise defined:
- Key to City mounted on a wooden plaque
  - City Tile mounted on a wooden plaque
  - Proclamation
  - Certificate of Recognition (2 types: regular and enhanced)
  - Certificate of Achievement
  - Certificate of Commendation
  - Certificate of Appreciation
  - Welcome to the City certificate
  - Honorary Citizenship certificate
  - Memorial Certificate for members of the community and other individuals who passed away.
- B. An additional memorial certificate may be issued at another councilmember's request, provided it is not to be presented to the same family member at the same event.
- C. For each fiscal year, the Mayor and each councilmember have a maximum allowance of \$800 for framing, or \$4,000 for the entire City Council.
- D. Requests for any of the items listed above must meet the criteria set forth in the attached Request for Certificate guidelines (exhibit #1), as may be modified by the City Manager.
- E. Whenever possible, a minimum of 3 business days processing time is required for the certificates listed above. Whenever possible, a minimum of 4 business days is required for any plaques with a quantity of 5 and below, and 8 business days for plaques with a quantity of more than 5.
- F. With the exception of memorial certificates, if there is already an existing request and a subsequent request is received, the councilmember making the subsequent request

will be notified that a request has been made thereby giving him/her the opportunity to withdraw the request.

### III. PROCEDURES

- A. The Mayor is the official spokesperson and presenter of all certificates or other related recognitions and awards at all City-sponsored events and ceremonies. These events and ceremonies include City Council meetings, monthly ceremonial presentations, and all community events that are sponsored or supported with hard or soft costs (i.e. waived fees, use of staff time and city resources, etc.). For community events that are supported with hard or soft costs, the councilmember spearheading the effort shall be the spokesperson for the event.
- B. Should the Mayor be unavailable, the Mayor's designee will be the Mayor Pro Tem, if present, and if not present, the Mayor will appoint the following elected officials in the following order: (a) the three other Councilmembers by order of seniority, (b) the City Clerk, (c) the City Treasurer. If none of these officials are present, the Mayor could appoint a commissioner, committee or board member, and if no appointed officials are present, the Mayor could appoint a staff member who could represent the City.
- C. The Public Information Office (PIO) will maintain possession of all plaques and/or certificates and other tokens of recognition to be presented during Ceremonial Presentations, and turn them over to the Mayor or the appropriate presenter prior to the ceremonies.
- D. Certificates and other related tokens of recognitions to be presented at a non-City or community event that is not sponsored by the City in any way, may be presented by the Councilmember who requested them.
- E. All certificates and other related tokens of recognitions for all City sponsored events and non-City-sponsored events in which all members of the City Council are invited, excluding items for ceremonial presentations, will be delivered to the office of the Councilmember making the request.
- F. Certificates for non-City-sponsored event in which only an individual Councilmember was invited will be delivered to the office of the councilmember requesting them.
- G. In the circumstance that more than one councilmember, but not all are present, refer to "D" for protocol.

### IV. EXCEPTIONS

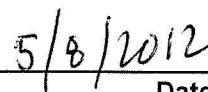
There shall be no exceptions to this policy except through direct instructions of the Council at a public meeting in compliance with all notice and agenda requirements of the Brown Act.

### V. AUTHORITY

City Council Item No.13.



David C. Biggs  
City Manager



Date

## Guidelines for Requests for Recognitions

Certificates, Proclamations and Plaques will be collectively referred to as "Recognitions".

- A. Certificates are issued by the Mayor and City Council to recognize individuals and/or organizations for their outstanding achievement and/or contributions in the Carson community.
- B. A member of the Council can request a certificate for whatever purpose that Councilmember deems appropriate.
- C. For sports teams, performing groups, clubs, and other similar organizations, one certificate with the gold seal will be issued for the entire team, all team members shall receive standard certificates.
- D. The individuals requesting the certificates are required to provide the necessary information to draft the certificate.
- E. Whenever possible, all certificate requests must be submitted to the City Council's Office at least 3 business days prior to the date needed.
- F. Certificates will not be issued for matters of political controversy, or for any events or organizations with no direct relationship with the City of Carson.
- G. All requests must be made to the City Council's Offices in writing using the attached form.
- H. The City Council's office reserves the right to decline any certificate request.



PUBLIC INFORMATION OFFICE

**REQUEST FOR RECOGNITION**

REQUESTED BY

CONTACT PERSON

PHONE

MAILING ADDRESS

AWARD DESIRED (Minimum of 10 days lead time requested)

Proclamation

    \_\_ Standard

    \_\_ Large (please specify additional services)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Certificate of Appreciation

Certificate of Recognition

Certificate of Achievement

Plaque

    \_\_ City Seal Tile

    \_\_ Key to the City

Honorary Citizen Certificate

Welcome to the City Certificate

Other \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SUBJECT OF PROCLAMATION OR RECOGNITION

Background information attached?

Yes

No

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PERSON WHO WILL RECEIVE FINAL PRODUCT

\_\_\_\_\_

PRESENTATION

AT A CITY COUNCIL MEETING:

Meeting date preferred: \_\_\_\_\_

TO BE PRESENTED ELSEWHERE:

Place: \_\_\_\_\_

Event: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

By Whom: \_\_\_\_\_

MAIL TO:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

DELIVER TO THE OFFICE OF:

Councilmember: \_\_\_\_\_

By: \_\_\_\_\_

                    Date

WILL BE PICKED UP BY:

Name: \_\_\_\_\_

On: \_\_\_\_\_

                    Date

Phone No. \_\_\_\_\_

Call required? YES      NO     

PUBLIC INFORMATION MANAGER APPROVAL

Signature

Date