




CITY OF SAN DIMAS

Administrative Policy and Procedure Manual

Subject:	City Ceremonial Recognitions	Number:	CC 1.1
Department(s) Affected	City Council City Clerk	Effective Date:	1/10/2023
			Replaces Policy: None
Assigned to:	City Clerk	File Reference:	
Authority:	SDMC 2.06.015(d); Council Action on 1/10/2023		
	City Manager	Approved:	

1.0 BACKGROUND

San Dimas Municipal Code 2.06.015(d) bestows the duty of issuing proclamations on behalf of the City Council to the Mayor. This does not provide a mechanism for others to suggest or request a recognition be given, or at least considered. The City receives requests from other agencies, groups, individuals and businesses to recognize, celebrate or honor their members, employees or organization. Some of these requests are made annually in the form of regular mail, email, or in some cases verbally. Staff has provided certificates, proclamations, resolutions and on occasion plaques or City tiles as recognition. In some cases, the requests do not have a direct or significant local connection or benefit. Currently, there is no formal policy established to help staff manage these requests and a policy would provide more consistency in issuing recognitions.

2.0 SCOPE OF POLICY

This policy shall apply to all requests for recognition.

3.0 DEFINITIONS

Proclamations: can be an expression of City policy or position, which requires the authorization of the City Council in a Council meeting. They can also extend formal publicity and awareness for a particular event, cause or organization, and may be prepared outside of Council review if the event is a routine request previously approved by the City Council such as Red Ribbon week, etc.

Recognitions and certificates: do not necessarily require full City Council approval and can be for athletic achievements, scout or youth awards, significant birthdays, personal accomplishments, ribbon cuttings, grand openings, military service, community service, etc. In this policy, recognition may refer generally to any of the options the City has to make a proclamation, certificate, plaque/City tile, or other form or recognition.

Plaques and City Tiles: are considered for a more substantial recognition of extended or significant service and/or accomplishment to the City of San Dimas and community whose issuance will be limited to maintain the gravity of the recognition.

4.0 POLICY OBJECTIVE:

To provide a consistent structure for requesting and presenting proclamations, recognitions, certificates, and plaques/City tiles on behalf of the Mayor and City Council. This more formal structure would achieve the following:

1. Provide approval, usually through consensus for the presentation of specific plaques, proclamations, certificates, and other acknowledgements, such as flower arrangements for special events.
2. Authorize the issuance of proclamations, recognitions, and certificates to individuals, businesses, and organizations located in the City of San Dimas and the issuance of recognitions to organizations located outside city limits (hospitals, public agencies, colleges, etc.)

5.0 ASSIGNED RESPONSIBILITY:

The City Clerk will be responsible for coordinating, preparing, and administering all proclamations, recognitions, and certificates to individuals, businesses, and organizations.

6.0 POLICY

It is the policy of the City Council to strive to accommodate requests for recognitions which may honor an individual, an organization, a business, cover a special event, or a special day, month or year that has significance to the City of San Dimas and acknowledges the acts of service, accomplishment, or impact such individual, organization, business, or event has on City residents or the community. The type of recognition (plaque, proclamation, certificate, etc.) can be determined by City Council, City Manager or City Clerk or as otherwise provided in Section 6.8.

1. When any member of the City Council would like to request a recognition be presented on behalf of the entire City Council, they will make such a request at a City Council meeting and would require the support of one other Councilmember.
2. When an organization, business, or individuals desires or requests a recognition, the request must be received in the City Clerk's office and contain the information listed in Section 7.

The request will be emailed to the City Council and approval of such recognition will follow the same process as a City Council requested recognition. Nothing will require or presume approval of such recognition, and any requestor is encouraged to submit such request with sufficient time for the City Council members to consider.

3. There are regular and reoccurring recognitions that the City Council has previously approved. Recognitions that have been approved by the City Council as reoccurring recognitions for regional or statewide events such as Red Ribbon Week, National Night Out,

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Fire Safety Week, Earthquake Preparedness Month, etc. will be authorized to be agendized and/or presented with no further action by the City Council.

The City Council can designate such recognitions as ongoing or the City Manager or City Clerk may classify such recognition as ongoing on the basis of how the City has previously acted on such events.

4. When a club, organization or agency gives recognition to local individuals and organizations or recognize local, regular and special events and such recognition is of significant note or of pride for the City and community, the recognition may be acknowledged by the City Council under "RECOGNITIONS" at a City Council meeting and at the discretion of the Mayor or upon request of two members of the City Council, presented by the Mayor or his designee to the individual, or a representative of the individual or organization requesting the recognition.

In a case where the City Council desires such recognition to be presented more formally at a future City Council meeting, the same process as a City Council requested recognition will apply.

5. When the Chamber of Commerce desires to recognize the grand opening, re-opening, tenure, or achievement of a City of San Dimas located business, the City Council recognizes the importance of demonstrated support for such businesses and authorizes upon request of the Chamber of Commerce to acknowledge such through a Proclamation or other recognition on behalf of the City Council without requiring presentation and/or previous approval at a City Council meeting.

In the case of these Chamber of Commerce recognitions, a notification will go to the City Council either through City staff or the Chamber of Commerce of such recognition and the date and time of any event to present the recognition to allow the opportunity for the City Council to attend.

6. There may be limited occasions not contemplated in this policy that by intent are in keeping with the intent of this overall policy and Section 6.1 through 6.5 but due to a City staff oversight, the nature of the type of recognition, or for other reasonable inability to comply with the requirements of these policies, the City would not be able to comply with the letter of the policy, the Mayor may authorize a recognition with concurrence of the City Manager and City Clerk that such oversight, nature or reasonable inability exists, but such recognition would list the recognition as being from the Mayor.
7. Individual City Councilmembers may issue congratulatory letters on City letterhead for an individual, an organization, a business, cover a special event, or a special day, month or year that has significance to the City of San Dimas and acknowledges the acts of service, accomplishment, or impact such individual, organization, business, or event has on City residents or the community. Such recognition would not invoke a recognition as being from the City nor the City Council but just from the individual.

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In the case of a hardcopy letter being mailed, it will be the responsibility of the individual City Councilmember to draft and prepare such letters and envelopes. In the case such letter is hardcopy, no more than 25 such letters per annum will be authorized per Councilmember at City expense. If such letter is electronic, the Councilmember may issue such letters in compliance with any law or regulation. Additionally, any such recognition must be provided to the City Clerk for filing and retention as a communication.

8. For the recognitions described in Section 6.1 through 6.6, the recognitions may be mailed to the individual or organization requesting the recognition without presentation before the City Council unless such presentation is requested by the Mayor or City Council, or on the basis of the type of recognition (i.e. reoccurring, etc.), brought forth to the City Council by the City Clerk.
9. Requests for recognitions at public community events or gatherings must be sent to the City Clerk's office three weeks prior to the event and include all details listed in Section 7.
10. City staff and the Mayor will determine which recognitions should be acknowledged at a City Council meeting and/or a planned community event and the best form of such recognition unless otherwise specified by the City Council when considering such recognition.

7.0 PROCEDURES FOR PREPARATION:

1. Except as requested during the City Council meetings by members of the City Council, requests for recognitions must be provided to the City Clerk's Office at least three weeks prior to the requested City Council meeting date or presentation date. The request shall include either a sample language to be used as a guide, preferably in electronic form, or shall provide sufficient information to assist the City Clerk staff in any preparation of the recognition. In the case the type of recognition requires a longer lead time for preparation, the requestor will provide such recognition request with sufficient time to prepare the recognition.

The request should include the following name, telephone number, and mailing address of the individual or organization making the request, along with:

- a. Contact information for individual and/or organization making the request, including name of individual, name of organization, telephone number, and mailing address.
- b. The name(s) of the individual(s) to be recognized.
- c. The organization to which the individual belongs, if applicable.
- d. The reason the individual(s) is/are being recognized.
- e. If applicable, a brief bio of the individual, event, and description of project, organization, or activity being recognized.
- f. The date, time, and place for presentation.

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2. **What is the process to decide if the City will decline the preparation of a recognition:** If staff is unsure of the routine nature or appropriateness of the request, it will be referred to the Mayor and/or City Manager for direction on whether or not to accommodate the request.
3. **Policy for a proclamation not on the agenda:** Proclamations considered routine and/or within the policy may be prepared and presented outside of a City Council meeting if necessary. A copy of such proclamation will be provided to the City Council for their reference by the City Clerk.
4. City Clerk staff will finalize the proclamation for the Mayor's signature.

