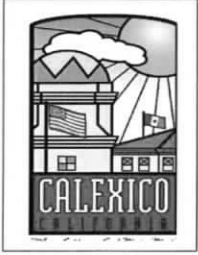


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AGENDA STAFF REPORT

DATE: November 4, 2020

TO: Mayor and City Council

APPROVED BY: Miguel Figueroa, City Manager *MF*

PREPARED BY: Miguel Figueroa, City Manager

SUBJECT: Adoption of Policy and Procedures for Ceremonial Documents

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Recommendation:

Adoption of Policy and Procedures for Ceremonial Documents.

Background:

Over the years, the City has awarded ceremonial documents such as proclamations, certificates of appreciation/recognitions, celebrations, key to the City, mayoral recognitions, awards and special recognition of individuals, groups, organizations or events.

To avoid redundancy and promote proper recognition, the following policy and procedures for ceremonial documents is being presented for consideration.

Discussion & Analysis:

Adopting the Policy and Procedures for Ceremonial documents would assist in the determination of how ceremonial documents are presented to the City Council for recognition and adoption. This policy would assist effectively managing the time staff spends preparing and responding to these requests.

City Council's consideration of the proposed policy for determining issuance of a ceremonial document would put procedures and standards in place for the types of ceremonial documents that may be issued for the different ceremonial documents that can be issued. In

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addition, the attached policy sets forth time frames for when the request must be received to ensure that staff has sufficient time to prepare the recognition.

Fiscal Impact:

The reduction in costs currently estimated at \$1,500-\$2,000 for proclamations, certificates, plaques and staff time and city resources.

Coordinated With:

None.

Attachment(s):

1. Policy and Procedures for Ceremonial Documents.

Policy and Procedures for Ceremonial Documents

Adopted on _____

PURPOSE

The purpose of this policy is to establish guidelines and criteria and procedures for the issuance of ceremonial documents including proclamations, awards, certificates of appreciation/recognitions, celebrations, remembrances and Key to the City, mayoral recognitions, special recognition of individuals, groups, organizations or events for their performance in accordance with this policy.

POLICY

This policy is intended to honor, celebrate or raise awareness of individuals and events significant to the City. The City Council may recognize and honor noteworthy residents, organizations, businesses, visitors, or events for their special contribution and/or service to the community.

A. Requests for Recognition Criteria:

The City of Calexico will consider a request for a proclamations, certificates of appreciation/recognitions, celebrations, remembrances and mayoral recognitions, special recognition of individuals, groups, organizations or events for their performance, as long as the request has some type of local relevance and/or promotes activities taking place in the City of Calexico. All requests are subject to approval by and prepared on behalf of the Mayor and Council. The general criteria for the issuance of these types of recognition are:

- Issues with widespread community interest or concern and public awareness with a primary emphasis on requests that are in support of City Council goals and objectives;
- Recognition of a local, civic organization, non-profit organizations, group or individual achieving outstanding or significant accomplishments
- Acknowledgment of significant events or celebrations.

B. Ceremonial Documents:

1. Certificates/Awards

Certificates of Appreciation/Recognition may be issued for the following (not an exhaustive list):

- Heroism
- Eagle Scout achievement
- School or sports groups achievements
- Non-profit corporations
- Retirements
- Individuals or groups who have made significant contributions to the community

Information required: A summary of the achievement or an overview of the years of service or specific contribution to the community.

2. Proclamations

Proclamations are reserved for honoring outstanding individuals and organizations who have made a significant contribution to the community. Proclamations shall not be issued for for-profit enterprises, political or religious purposes. Administration of proclamations is reserved for the Mayor as part of his/her ceremonial responsibilities. The Mayor may delegate the presentation of proclamations to a Councilmember at his/her discretion.

Proclamations may be issued for the following:

- Give recognition to local individuals and organizations or recognize local regular and special events.
- Civic celebrations
- Issues with widespread community interest with a primary emphasis on requests in support of City Council's goals and objectives
- Significant community based events
- Significant anniversaries of City of Calexico based institutions, corporations, community partners, and non-profit organizations
- Celebrations of Life.
- Birthdays for persons over the age of 90.
- Charitable fundraisers benefiting the citizens of Calexico
- Proclamations that are routine in nature and are for regional or statewide events/recognitions such Parks & Recreation Month, Childhood Cancer Awareness Month, etc.

Proclamations are generally on the City Council agenda, read and presented by the Mayor and Council.

Information required: A history of the organization, individual or a description of the purpose, goals, motto or theme of the event is required to complete the proclamation. If funds are to be raised, who will benefit from the event, and what will take place during the time of celebration/recognition, including dates and times.

3. Key to the City and other types of Presentations:

The City will also, on occasion, issue other types of formal recognition, including plaques at special events, or a key to the City as determined by the Mayor. The City Manager's Office will be responsible for the coordination of these events.

C. Restrictions

This policy prohibits supporting, promoting, or otherwise making endorsements for the following:

- For-profit business as an advertisement or commercial promotion
- Matters of political or religious nature
- Event or organizations with no direct relationship to the City of Calexico
- Campaigns or events contrary to City policies and mission.

PROCEDURES

SUBMITTING REQUESTS

Requests from City Council Members, City Departments, residents and local organizations must be submitted to the City Clerk's Office in writing **forty-five (45) calendar days** in advance of the event or Council meeting date. All request shall be submitted in writing using the Ceremonial Document Request Form attached hereto. Submission of a request does not guarantee the issuance of a ceremonial document. The City reserves the right to modify any document submitted pursuant to this policy.

All requests must include the name and daytime phone number of the contact person and a draft of the document desired to expedite the process.

Please specify whether the document should be mailed, held for pick-up, or presented at a special event or City Council meeting. Documents will be presented at special events pending the availability of the Mayor, his/her designee or other city officials to honor such requests. Presentation at a specific City Council meeting must be approved in advance by the City Manager or his/her designee.

Only one ceremonial document will be issued per event per year.

APPROVAL

All requests will go through an internal review and approval process. Requests received will be administered by the City Manager's Office and the City Clerk and approved by the Mayor. The Mayor and the City Manager's Office reserves the right to determine the appropriateness and the type of document to be issued based on the information provided by the requesting individual and/or organization.

PRESENTATION

- A. Presentation of proclamation or commendation during the Council meeting are to be placed on the agenda at the Mayor's and City Manager's discretion.
- B. Presentation of proclamation or commendation at events outside the City Council meetings must be approved by the Mayor and shall be presented by the Mayor or his designee.

RESPONSIBILITY

It is the responsibility of the requestor to ensure all information is accurate, correct and meets the requirements of this policy prior to submitting requests to the City Clerk's Office. The City Clerk will work in conjunction with the Mayor and City Manager as necessary to ensure all requests are reviewed and processed in accordance with this policy.

ATTACHMENTS:

1. Ceremonial Document Request Form.



CALEXICO *California*

WHERE CALIFORNIA AND MEXICO MEET

REQUEST FOR CEREMONIAL DOCUMENT

CAREFULLY READ THE FOLLOWING GUIDELINES BEFORE COMPLETING THIS FORM

- All requests go through an internal review and approval process.
- Please submit a draft and/or background for the document requested to expedite the process.
- Requested can be submitted personally, via email, fax or mail FORTY-FIVE (45) DAYS PRIOR TO THE EVENT to:

City of Calexico
608 Heber Avenue
Calexico, CA 92231
Attn: City Clerk

Via email to: cityclerk@calexico.ca.gov

Via fax to: (760) 768-2103 - Note: After faxing, please call (760) 768-2102 to confirm receipt

- One contact person per request.
- Submission of a request does not guarantee the issuance of a ceremonial document.

PLEASE PRINT LEGIBLY AFTER READING THE GUIDELINES ABOVE

Contact Person: _____ Tel. No.: _____

Email Address: _____

Person/Organization Recognized: _____

Event/Occasion: _____

Does the person reside or is the organization located in Calexico? _____

Will the event or occasion be held in Calexico? _____

Today's Date: _____ Date of Event/Occasion: _____

Highlights of Person/Organization to be recognized (A biographical sketch of the individual including his/her involvement in the community, or a description of the organization and how it impacts the community is required. Please use a separate attachment if you need additional space)

Please select one of the options listed below:

_____ When my ceremonial document is completed, please contact the following for date to be placed on agenda or for pick-up: Name and Telephone #: _____

Or

_____ When my ceremonial documents is completed, please mail it to the following:

Name: _____

Address: _____