



City of Carson

Report to Mayor and City Council

February 7, 2012
New Business Discussion

SUBJECT: CONSIDERATION OF ADOPTION OF REVISED STANDARD MANAGEMENT PROCEDURE NO. 1.65: PROTOCOLS FOR REQUESTS AND PRESENTATIONS OF CERTIFICATES, PROCLAMATIONS, AND KEYS TO THE CITY AND RELATED RECOGNITIONS

Submitted by David C. Biggs
City Manager

Approved by David C. Biggs
City Manager

I. SUMMARY

The City Council is asked to adopt revised Standard Management Procedure (SMP) 1.65 (Exhibit No. 1), which was first presented to the City Council on October 4, 2011 as a recommendation from the Government Efficiency and Blue Ribbon Sub-Committee. At the City Council's direction, staff has made further revisions to the SMP and has added a proposed set of guidelines for all requests for recognitions (Exhibit No. 2), and is resubmitting the item for consideration.

II. RECOMMENDATION

ADOPT Revised SMP No. 1.65.

III. ALTERNATIVES

1. ADOPT Revised SMP No. 1.65 with revisions.
2. Do not APPROVE Revised SMP No. 1.65.

IV. BACKGROUND

At the July 11, 2011, the City Council Government Efficiency Blue Ribbon Sub-committee meeting, the sub-committee made modifications to SMP 1.65, which specifies the protocols for requests and presentations of certificates, proclamations, keys to the city, tile plaques, or other tokens of recognitions (collectively known as "recognitions") (Exhibit No. 3). The sub-committee's purpose was to resolve certain ambiguities in the language, specifically on the issue of who should present recognitions for certain events, and who should maintain custody of the certificates after they have been produced. These issues are not clearly addressed in the current version of the SMP.

On October 4, 2011, the subcommittee's recommendations were presented to the City Council as approved at its September 14, 2011 meeting (Exhibit No. 4). However, the City Council voted not to adopt the proposed revisions to the SMP, and instead directed staff to make further modifications and submit a new

version to the Council at a future meeting (Exhibit No. 5).

The current version presented to the City Council reflects elements of the previous version approved by the sub-committee, as well as the suggestions of staff, in order to streamline the request process and to control costs in these tough economic times. For instance, as a cost-saving measure, each Councilmember will be provided an annual allocation as to how many recognitions he/she can request. The allotments in the proposed SMP reflect a 25% reduction from the volume requested and processed during the last fiscal year. A proposed set of guidelines for requesting recognitions will be also part of the revised SMP, if approved, in order to assist members of the community and others to know what recognitions will be provided.

The proposed revised SMP also identifies situations when other elected or appointed officials can present recognitions, adds a new language requiring the Mayor's approval when framing of certificates and proclamations are requested, and establishes a protocol for circumstances when multiple requests for tokens of recognitions for an individual or organization are received from more than one Councilmember.

V. FISCAL IMPACT

The production of certificates and other recognitions consume a considerable amount of staff time during a period of reduced staffing. In addition, a reduction in total volume will result in direct savings. In illustration, an order of 150 tile plaques is nearly \$10,000. Reducing that order, which would last a number of years by 25% would result in a savings of \$2,500.

VI. EXHIBITS

1. Proposed Revised Version SMP No. 1.65 – staff version. (pgs. 4-6)
2. Proposed Guidelines for Requests for Recognitions (pg. 7)
3. Current version of SMP No. 1.65. (pgs. 8-9)
4. Proposed Revised SMP No. 1.65 – Government Efficiency and Blue Ribbon sub-committee version. (pgs. 10-11)
5. Excerpt from the minutes of October 4, 2011 City Council meeting, Item No. 3. (p. 12-13)

Reviewed by:

City Clerk	City Treasurer
Administrative Services	Development Services
Economic Development	Public Services

Action taken by City Council

Date_____ Action_____



CITY OF CARSON

DRAFT

POLICY/PROCEDURE

ORIGINAL ISSUE: 1.65

EFFECTIVE: 11/05/09

SUBJECT:

CURRENT ISSUE: 11/05/09

EFFECTIVE: 02/07/12

PROTOCOLS FOR REQUESTS FOR AND PRESENTATIONS OF CERTIFICATES, PROCLAMATIONS, AND KEYS TO THE CITY AND RELATED RECOGNITIONS

SUPERCEDES: 11/05/09

CATEGORY:
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 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 fancy)
 - Certificate of Achievement
 - Certificate of Commendation
 - Certificate of Appreciation
 - Welcome to the City certificate
 - Honorary Citizenship certificate
 - Memorial Certificate for members of the community who passed away.
- B. Only the Mayor may initiate a request for a Key to the City and Honorary citizenship certificates, and approve the framing of any certificate; all others may be requested by any councilmember.
- C. For each fiscal year, the Mayor and/or the councilmembers have an allowance of:
- 10 Key to the City plaques (*Mayor only*)
 - 15 City Tile plaques per member
 - 15 Proclamations per member
 - 165 Certificates of Recognition (regular) and 90 Certificates of Recognition (fancy) per member
 - 450 Certificates of Achievement or Commendation per member
 - 15 Certificates of Appreciation per member
 - 3 of Welcome to the City certificates per member
 - 175 Honorary Citizenship certificates (*Mayor only*)
 - No annual allowance for memorial certificates, but limited to one certificate per the entire City Council.

- j. A maximum of \$3,000 may be spent for framing for the entire City Council per fiscal year.
- 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. A minimum of 3 business days processing time is required for the certificates listed above. 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. No special language (such as Biblical quotes or the name of the requesting member) will appear on any of the items listed above.
- G. If there is already an existing request, a subsequent request will not be entertained.

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.).
- 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 an individual in the community 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. The Mayor reserves the right to defer to the Councilmembers who have requested certain certificates and related tokens of recognition to present them.
- 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. If the Mayor is present, he reserves the right to present the certificates himself or reserves the right to appoint the Councilmember who requested the certificates to present 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 Mayor's office for his or her presentation or distribution.
- 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.
- H. In the event that multiple requests for certificates or other tokens of recognition are received, the Mayor will make the determination as to which token of recognition will be presented.

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. __

David C. Biggs
City Manager

Date

DRAFT

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Guidelines for Requests for Recognitions

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

- 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.
- Certificates may also be issued to recognize milestone occasions of exceptional significance, such as birthdays beginning with the 70th, 80th or 90th and every 5 years thereafter; silver or golden wedding anniversary, retirement and graduation with honors. All other occasions that do not fall in the above categories may be approved on a case-to-case basis only.
- Certificates will only be issued to individuals who live, work, or go to school in Carson, and/or organizations based in Carson, or have a direct relationship with the City of Carson.
- A maximum of two certificates will be issued per individual or organization per year.
- For sports teams, performing groups, clubs, and other similar organizations, one certificate will be issued for the entire team, and not for individual team members.
- The individuals requesting the certificates are required to provide the necessary information to draft the certificate.
- All certificate requests must be submitted to the City Council's Office at least 3 business days prior to the date needed. All requests are subject to review and the requestor will be notified of approval or denial in a timely manner.
- 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.
- All requests must be made to the City Council's Offices in writing using the attached form.
- The City Council's office reserves the right to decline any certificate request.



CITY OF CARSON

POLICY/PROCEDURE

NUMBER: 1.65

SUBJECT:

PROTOCOLS FOR REQUESTS FOR
AND PRESENTATIONS OF
CERTIFICATES, PROCLAMATIONS,
PLAQUES AND KEYS TO THE CITY
AND RELATED RECOGNITIONS

ORIGINAL ISSUE: NEW

EFFECTIVE

CURRENT ISSUE: 11/04/09

EFFECTIVE: 11/05/09

CATEGORY

SUPERSEDES: N/A

CITY COUNCIL POLICY

I. PURPOSE AND SCOPE

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

II. PROCEDURES

- A. Requests for a "Key to the City" shall be submitted to the Mayor. Only the Mayor may initiate the process to order said keys.
- B. Requests for presentation of an honorary citizenship shall be requested only through the Mayor.
- C. All other requests for recognitions shall be processed consistent with related City Council SMPs or City Council policies or practices.
- D. The Mayor, or his/her appointed designee, is the official spokesperson during all public ceremonies and events. The Mayor, or his/her appointed designee, will present certificates, proclamations, plaques and related recognitions, during City Council meetings as well as at all city sponsored ceremonies and events.
- E. Should the Mayor be unavailable, the Mayor's designee will be the Mayor *Pro Tem*, if present, and if not present, the senior Council person by length of continuous service, if present, and if not present, one of the other two Council Members, and then the other Council Member, same protocol, same seniority, and if no other Council Member present, the Mayor would appoint the City Clerk, if she or he was not present, the Mayor would appoint the City Treasurer, if she or he was not present, then the Mayor could appoint a commissioner or any appointed official of the city and if no appointed official was present, then the Mayor is to appoint someone else who could do the job to represent the city.

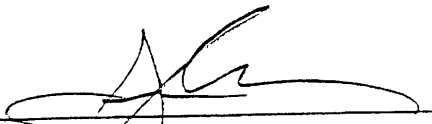
III. EXCEPTIONS:

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

IV. AUTHORITY:

City Council Item No. 24, November 4, 2009.

By:



Jerome G. Grooms
City Manager

11/11/09

Date

**CITY OF CARSON****DRAFT****POLICY/PROCEDURE****ORIGINAL ISSUE:** 1.65**EFFECTIVE:** 11/05/09**SUBJECT:**

PROTOCOLS FOR REQUESTS FOR AND PRESENTATIONS OF CERTIFICATES, PROCLAMATIONS, AND KEYS TO THE CITY AND RELATED RECOGNITIONS

CURRENT ISSUE: 11/05/09**EFFECTIVE:** 10/04/11**SUPERCEDES:** 11/05/09**CATEGORY:**

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. PROCEDURES

- A. All requests for Key to the City, City Tile Plaque or framing jobs of any certificates or proclamations shall be submitted to the Mayor. Only the Mayor may initiate the process to order of such requests.
- B. Requests for presentation of an Honorary Citizenship certificates shall be requested to the Mayor. Only the Mayor may initiate the process to order this type of certificate.
- C. 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.).
- D. 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 an individual in the community who could represent the City.
- E. The Public Information Office (PIO) will maintain possession of all 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. The Mayor reserves the right to defer to the Councilmembers who have requested certain certificates and related tokens of recognition to present them.
- F. 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, unless the Mayor is present. If the Mayor is present, he will present the certificates or reserves the right to appoint the Councilmember who requested the certificate.

present them.

- G. 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 will be delivered to the Mayor's office for his or her presentation or distribution.
- H. 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.
- I. In the circumstance that more than one councilmember, but not all are present, refer to "D" for protocol.
- J. The determination as to which certificates are to be delivered to the Mayor's office and individual Councilmembers' offices rests upon the City Council staff using Procedures F and G as guidelines.
- K. In the event that multiple requests for certificates or other tokens of recognition are received, the Mayor will make the determination as to which token of recognition will be presented.

III. 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.

IV. AUTHORITY

City Council Item No.

David C. Biggs
City Manager

Date

1. RECEIVE and FILE.

ACTION: Item No. 2 was approved on the New Business Consent Calendar on motion of Dear, seconded by Santarina and unanimously carried by the following vote:

Ayes: Mayor/Chairman Dear, Mayor Pro Tem/Vice Chairman Ruiz-Raber, Council/Agency Member Davis-Holmes, Council/Agency Member Gipson, and Council/Agency Member Santarina

Noes: None

Abstain: None

Absent: None

ITEM NO. (3) CONSIDERATION OF ADOPTION OF REVISED STANDARD MANAGEMENT PROCEDURE NO. 1.65: PROTOCOLS FOR REQUESTS AND PRESENTATIONS OF CERTIFICATES, PROCLAMATIONS, AND KEYS TO THE CITY AND RELATED RECOGNITIONS (CITY MANAGER)

Item No. 3 was heard after Approval of Minutes on Wednesday, October 5, 2011.

City Manager Biggs summarized the staff report.

RECOMMENDATION for the City Council:

1. CONSIDER and ADOPT Revised SMP No. 1.65.

ACTION: It was moved to approve the staff recommendation on motion of Dear and seconded by Santarina.

Council Member Davis-Holmes offered a substitute motion that if there is a concern about the dollar amount that was being spent on certificates and plaques that each council member be given an allotment as to what they can spend on certificates and plaques and once exhausted then exhausted and seconded by Gipson.

A discussion ensued regarding allocation of resources.

Council Member Ruiz-Raber offered a substitute motion that this item be revisited to make everyone happy and Council Member Davis-Holmes subsequently withdrew her substitute motion.

Mayor Dear stated that there was already a substitute motion on the floor, therefore, would not accept Council Member Ruiz-Raber's substitute motion.

Upon inquiry, City Attorney Wynder stated that once the motion was made that it belonged to the body unless the body consents to withdrawing of the motion then you would not have to go through the double process of voting both motions down but that is up to the body but if three council members would agree that it was acceptable for her to withdraw her motion then she could do that.

Vote on Substitute Motion

The substitute motion failed to carry by the following vote:

Ayes: None
Noes: Mayor Dear, Mayor Pro Tem Ruiz-Raber, Council Member Davis-Holmes, Council
Member Gipson, and Council Member Santarina
Abstain: None
Absent: None

Vote on Main Motion

The main motion failed to carry by the following vote:

Ayes: Council Member Santarina
Noes: Mayor Dear, Mayor Pro Tem Ruiz-Raber, Council Member Davis-Holmes, and
Council Member Gipson
Abstain: None
Absent: None

New Motion and Vote on New Motion

It was moved to have the SMP revisited and discuss inclusion of a budget for each council member and give more flexibility but give direction that the mayor is the spokesperson for the city for 30 days on motion of Ruiz-Raber, seconded by Davis-Holmes and unanimously carried by the following vote:

Ayes: Mayor Dear, Mayor Pro Tem Ruiz-Raber, Council Member Davis-Holmes, Council
Member Gipson, and Council Member Santarina
Noes: None
Abstain: None
Absent: None

(Council Member Gipson exited the meeting at 12:59 A.M., on Wednesday, October 5, 2011.)

**ITEM NO. (4) SET A NEW PUBLIC HEARING DATE TO CONSIDER RECOMMENDED
CHANGES TO THE UNIFORM COMPREHENSIVE SCHEDULE OF FEES
(ADMINISTRATIVE SERVICES)**

RECOMMENDATION for the City Council:

1. RESCHEDULE the public hearing on October 18, 2011.

ACTION: Item No. 4 was approved on the New Business Consent Calendar on motion of Dear, seconded by Santarina and unanimously carried by the following vote:

Ayes: Mayor/Chairman Dear, Mayor Pro Tem/Vice Chairman Ruiz-Raber, Council/Agency
Member Davis-Holmes, Council/Agency Member Gipson, and Council/Agency
Member Santarina
Noes: None
Abstain: None
Absent: None