



City of Carson Report to Mayor and City Council

April 2, 2013
New Business Discussion

SUBJECT: FURTHER RECONSIDERATION OF STANDARD MANAGEMENT PROCEDURE 1.65 - PROTOCOLS FOR REQUESTS FOR AND PRESENTATIONS OF CERTIFICATES, PROCLAMATIONS, KEYS TO THE CITY AND RELATED RECOGNITIONS

Submitted by David C. Biggs
City Manager

Approved by David C. Biggs
City Manager

I. SUMMARY

This matter is on the agenda at the request of Mayor Dear.

On November 7, 2012, the City Council amended Standard Management Procedure (SMP) 1.65 (Exhibit No. 1). Prior to that amendment SMP 1.65 was amended by the City Council quite extensively on March 6, 2012 after direction was given from the Council on February 7, 2012 to make additional changes (Exhibit Nos. 2 and 3). Tonight, the City Council is asked to consider possible revisions to this policy.

II. RECOMMENDATION

CONSIDER and PROVIDE direction.

III. ALTERNATIVES

1. MODIFY Standard Management Procedure 1.65.
2. MAINTAIN this Standard Management Procedure with no changes.
3. TAKE another action the City Council deems appropriate.

IV. BACKGROUND

On November 7, 2012, SMP 1.65 was amended to the current version (Exhibit No. 4). The changes that were made on that evening pertained primarily to Section II (B) – How staff should address additional memorial certificates being requested subsequently to the initial request for a memorial certificate is received.

The changes that were made on March 6, 2012, which were numerous and substantial, include a number of changes to the following areas listed below in bullet-point form. Should the Council desire to make any changes this evening, the various decision points as set forth on **Triangles 10-15** would serve as a guide in facilitating the consideration of this matter.

- Honorary Citizenship Certificates
- Requests for Key to the City and Honorary Citizenship Plaques
- Memorial Certificates

25

- Processing Time for Plaques
- Framing Cap
- No Special Language
- Subsequent Requests
- Official Spokesperson and Presenter of Certificates
- Designee should the Mayor be Unavailable
- Procession of All Plaques, Certificates and Other Tokens of Recognition
- Presentation of Certificates and Recognitions at Non-City or Community Event Not Sponsored by the City
- Delivery of Certificates and Recognitions for Non-City or Community Event Not Sponsored by the City
- Multiple Requests
- Certificates to recognize Milestone Occasions
- Maximum number of Certificates Issued per Year
- Certificates Issued for Sports Teams, Performing Groups, Clubs, and Similar Organizations
- Submittal for Certificate Requests

V. FISCAL IMPACT

The fiscal impact of revisions to SMP 1.65 will depend on the City Council action this evening.

VI. EXHIBITS

1. City Council Minutes & Staff Report, November 7, 2012, Item 25. (pgs. 4-9)
2. City Council Minutes & Staff Report, March 6, 2012, Item No. 13. (pgs. 10-32)
3. City Council Minutes & Staff Report, February 7, 2012, Item No. 22. (pgs. 33-46)
4. Current Version of Standard Management Procedure 1.65. (pgs. 47-50)

Document1

Prepared by: Lisa Berglund, Principal Administrative Analyst

TO:Rev01-23-12

Reviewed by:

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

Action taken by City Council	
Date _____	Action _____

ITEM NO. (25) FURTHER CONSIDERATION OF REVISIONS TO STANDARD MANAGEMENT PROCEDURES 1.65 - PROTOCOLS FOR REQUESTS FOR AND PRESENTATIONS OF CERTIFICATES, PROCLAMATIONS, KEYS TO THE CITY AND RELATED RECOGNITIONS (CITY MANAGER)

Item No. 25 was heard at 1:42 A.M. on Thursday, November 8, 2012.

RECOMMENDATION for the City Council:

1. CONSIDER and PROVIDE direction.

ACTION: It was moved to change the SMP that it could be multiple certificates ordered by the one Council Member on a first come, first serve basis by the person who makes the initial request on motion of Davis-Holmes and seconded by Santarina.

During discussion of the motion, Mayor Dear offered a substitute motion that whenever a memorial certificate is ordered regardless who the Council Member ordered the memorial certificate that the certificate be given to the family from all five Council Members and not from one Council Member which was not considered due to lack of a second.

The main motion was carried by the following vote:

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





City of Carson Report to Mayor and City Council

November 7, 2012
New Business Discussion

SUBJECT: FURTHER CONSIDERATION OF REVISIONS TO STANDARD MANAGEMENT PROCEDURES 1.65 – PROTOCOLS FOR REQUESTS FOR AND PRESENTATIONS OF CERTIFICATES, PROCLAMATIONS, KEYS TO THE CITY AND RELATED RECOGNITIONS

Submitted by David C. Biggs
City Manager

Approved by David C. Biggs
City Manager

I. SUMMARY

Standard Management Procedure (SMP) 1.65 refers to protocols for requests of certificates, proclamations, keys to the city and any other related recognitions, including memorial certificates.

Management and staff request further clarity from the City Council in order to continue processing various recognitions. SMP 1.65 Section II (B) is being interpreted differently by various City Council members. This has sometimes placed staff in a difficult position. Tonight, the Council is asked to examine this SMP closer and amend as needed.

II. RECOMMENDATION

CONSIDER and PROVIDE direction.

III. ALTERNATIVES

1. ELIMINATE SMP 1.56 Section II, B.
2. CHANGE SMP 1.56 Section II, B to allow staff to process only one (1) memorial certificate per passing based on first come, first serve basis.
3. TAKE another action the City Council deems appropriate.

IV. BACKGROUND

There has been some confusion related to the understanding of SMP 1.65, particularly in Section II (B). It is staffs understanding that additional memorial certificates can be requested by other members of Council provided that they are not being ordered to be presented to the same family member nor presented at the same event.

SMP 1.65 Section II (B) states “*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.*”

However, Council staff is sometimes receiving conflicting requests from Council members and concerns are being expressed as the events at which memoriam certificates are being presented. As such we look to the City Council for further clarification of this procedure from the City Council.

V. FISCAL IMPACT

None.

VI. EXHIBITS

1. Standard Management Procedure 1.65, with guidelines. (pgs. 3-5)

Document3

Prepared by: Lisa Berglund, Principal Administrative Analyst

TO:Rev03-08-12

Reviewed by:

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

Action taken by City Council	
Date _____	Action _____





CITY OF CARSON

POLICY/PROCEDURE

ORIGINAL ISSUE: 1.65

EFFECTIVE: 11/05/09

SUBJECT:

CURRENT ISSUE: 05/02/12

EFFECTIVE: 05/02/12

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

SUPERCEDES: Prior version of SMP 1.65 (03/06/12)

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 any of the councilmembers as tokens of recognition, unless otherwise defined:
 - a. Key to City mounted on a wooden plaque
 - b. City Tile mounted on a wooden plaque
 - c. Proclamation
 - d. Certificate of Recognition (2 types: regular and enhanced)
 - e. Certificate of Achievement
 - f. Certificate of Commendation
 - g. Certificate of Appreciation
 - h. Welcome to the City certificate
 - i. Honorary Citizenship certificate
 - j. 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

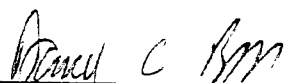
- A. The Mayor is the official spokesperson and presenter of all certificates or other related recognitions and awards at all City-sponsored events and ceremonies. These events and ceremonies include City Council meetings, monthly ceremonial presentations, and all community events that are sponsored 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

5/8/2012

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.

ITEM NO. (13) FURTHER CONSIDERATION OF PROPOSED REVISIONS TO STANDARD MANAGEMENT PROCEDURE NO. 1.65: PROTOCOLS FOR REQUESTS AND PRESENTATIONS OF CERTIFICATES, PROCLAMATIONS, AND KEYS TO THE CITY AND RELATED RECOGNITIONS (CITY MANAGER)

City Manager Biggs summarized the staff report and recommendation.

Public Information Manager Cruz responded to questions and provided additional information.

RECOMMENDATION for the City Council:

1. DISCUSS the input provided by Councilmembers on the draft revision to SMP 1.65 and PROVIDE direction to staff.

ACTION: The City Council took the following actions:

General

Section A (i), Honorary Citizenship Certificate

It was moved that all Honorary Citizenship certificates can be ordered and signed by any council member of the City Council on motion of Dear and seconded by Santarina.

Mayor Pro Tem Ruiz-Raber offered a friendly amendment that all five council members sign the certificate, which was accepted by the maker and second 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

Section (B), Requests for Key to the City and Honorary Citizenship Plaques

It was moved that any council member can approve a Key to the City plaque on motion of Dear, seconded by Gipson 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

Section C, Fiscal Year Allowance



It was moved to eliminate the allowance for each fiscal year on motion of Gipson and seconded by Santarina.

Mayor Pro Tem Ruiz-Raber offered a friendly amendment to include a quarterly report, which was accepted by the maker and the second 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

Section C (i), Memorial Certificates

It was moved that a second council member can request an additional memorial certificate(s) for a family member(s) provided the certificate(s) will not be presented at the same event on motion of Dear, seconded by Santarina 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

Section E, Processing Time for Plaques

It was moved to amend the language to read as follows:

“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,” on motion of Davis-Holmes, seconded by Dear 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

Section J, Framing Cap

It was moved to provide each council member with a cap of \$600 for framing per fiscal year on motion of Gipson.



Council Member Davis-Holmes seconded the motion and offered a friendly amendment to provide each council member with a cap of \$800 for framing per fiscal year, which was accepted by Gipson 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

Section F, No Special Language

By consensus, it was agreed to retain Section F.

Section G, Subsequent Requests

By consensus, it was agreed to retain Section G.

Procedures

(Council Member Gipson exited the meeting at 10:24 P.M. and reentered the meeting at 10:28 P.M.)

Section A, Official Spokesperson and Presenter of Certificates

It was moved to amend the language as follows:

“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 sponsored or supported with hard and soft costs, the council member spearheading the effort shall be the spokesperson for the event.**” on motion of Ruiz-Raber, seconded by Dear 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

Section B, Designee Should the Mavor Be Unavailable

It was moved to amend the language as follows:

“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 Council Members 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 **the Mayor could appoint a staff member if no appointed officials are present,** on motion of Ruiz-Raber, seconded by Dear 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

Section C, Possession of All Plaques, Certificates, and Other Tokens of Recognition

It was moved to amend the language as follows:

“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,” on motion of Davis-Holmes, seconded by Ruiz-Raber 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

Section D, Presentation of Certificates and Recognitions at Non-City or Community Event Not Sponsored by the City

It was moved to amend the language as follows:

“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, shall be presented by the Council Member who requested them,” on motion of Davis-Holmes, seconded by Dear 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

Section E, Delivery of Certificates and Recognitions for Non-City or Community Event Not Sponsored by the City

It was moved to amend the language as follows:



“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 Council Member making the request,**” on motion of Santarina, seconded by Ruiz-Raber 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

Section H, Multiple Requests

It was moved to delete Section H on motion of Davis-Holmes, seconded by Dear and carried by the following vote:

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

Guidelines

Section B, Certificates to Recognize Milestone Occasions

It was moved to amend the language as follows:

“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,” on motion of Dear, seconded by Ruiz-Raber 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

Section D, Maximum Number of Certificates Issued Per Year

It was moved to delete Section D on motion of Ruiz-Raber, seconded by Santarina and unanimously carried by the following vote:

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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

Section E, Certificates Issued for Sports Teams, Performing Groups, Clubs, and Similar Organizations

It was moved to amend the language as follows:

“For sports teams, performing groups, clubs, and other similar organizations, **one certificate with gold seal shall be issued for the entire team, all team members shall receive standard certificates,**” on motion of Davis-Holmes, seconded by Santarina 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

Section G, Submittals for Certificate Requests

City Manager Biggs referred to the previously approved language amendment to use the words, “whenever possible.”

It was moved to amend the language as follows:

“**Whenever possible,** all certificate requests must be submitted to the City Council’s Office at least 3 business days prior to the date needed,” on motion of Davis-Holmes, seconded by Dear 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

The City Council acknowledged and thanked Public Information Manager Cruz for her leadership on this item.





City of Carson Report to Mayor and City Council

March 6, 2012
New Business Discussion

SUBJECT: FURTHER CONSIDERATION OF PROPOSED REVISIONS TO 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 discuss the proposed revisions to Standard Management Procedure (SMP) 1.65 (Exhibit No. 1), which has been in the process of revision beginning July 2011 as a result of a recommendation of the Government Efficiency and Blue Ribbon Sub-committee. At the direction of the City Council at the February 7, 2012 meeting, staff sought the input of each of the Councilmembers and is presenting those suggestions for discussion tonight.

II. RECOMMENDATION

DISCUSS the input provided by Councilmembers on SMP 1.65 and PROVIDE direction to staff.

III. ALTERNATIVES

TAKE a different action the City Council deems appropriate.

IV. BACKGROUND

At the February 7, 2012 City Council meeting, the City Council directed staff to make further modifications to the proposed version SMP 1.65, which represented a combination of the version approved by the Government Efficiency and Blue Ribbon Sub-committee in September, and the recommendations of staff which were added later as cost-cutting measures (Exhibit No. 2). A set of guidelines were also submitted to assist members of the community and other requesters know what recognitions are available and the process of requesting them (Exhibit No. 3).

The City Council continued the item and directed staff to seek the input of each of the Councilmembers, and present them for discussion at tonight's meeting as "Draft No. 2" (Exhibit No.4). The Mayor made no additional comments beyond his support for the staff version recommended on February 7, 2012. The input staff received from the other four councilmembers is reflected on Exhibits No. 5 and 6.

In lieu of a new version that incorporates the collective input of the City Council,



March 6, 2012

the version presented in this report reflects individual suggestions received by staff through separate meetings with the City Council and are marked accordingly by each Councilmember's initials (Exhibit No. 5). A revised proposed set of guidelines reflecting the input received from Councilmembers is also being re-submitted for discussion (Exhibit No. 6).

Revisions SMP 1.65 stemmed from a directive from the Government Efficiency and Blue Ribbon sub-committee on July 11, 2011. The purpose of the sub-committee 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.

The sub-committee's draft SMP was presented before the City Council on October 4, 2011 (Exhibit No. 7). However, the City Council voted not to adopt the proposed revisions to the SMP, and instead directed staff to submit a modified version at a future City Council meeting. The modified version presented on February 7, 2012 reflects elements of the previous version approved by the sub-committee, as well as the suggestions of staff aimed at streamlining the request process and to control costs particularly in these tough economic times. To that effect, staff had suggested that each Councilmember be provided an annual allocation as to how many recognitions he/she can request. The proposed allotments reflect a 25% reduction from the volume requested and processed during the last fiscal year.

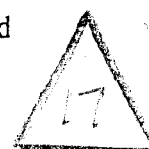
The City Council is encouraged to discuss the suggested alternatives and provide staff with direction as to how the revised version of SMP 1.65 should be written.

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. Current version of SMP No. 1.65. (pgs. 4-5)
2. Proposed Revised Version SMP No. 1.65 presented at Feb. 7, 2012 City Council meeting. (pgs. 6-8)
3. Proposed Guidelines for Requests for Recognitions presented at Feb. 7, 2012 City Council meeting. (pg. 9)
4. Excerpt from the minutes of Feb. 7, 2012 City Council meeting, Item No. 22. (pg. 10)
5. Proposed Revised Version of SMP No. 1.65 with City Council's suggested



alternatives, labeled as "Draft No. 2." (pgs. 11-14)

- 6. Proposed Guidelines for Requests for Recognitions with City Council's suggested alternatives, labeled as "Draft No. 2." (pg. 15)
- 7. Proposed Revised SMP No. 1.65 – Government Efficiency and Blue Ribbon sub-committee version. (pgs. 16-17)

Document4

Prepared by: Zarah Cruz, Public Information Manager

TO:Rev091911

Reviewed by:

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

Action taken by City Council

Date _____ Action _____



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: 11/05/09

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.

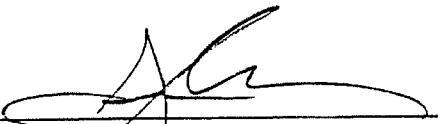
III. EXCEPTIONS:

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:

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

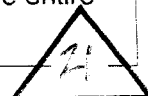
To codify a pre-existing City Council approved policy regarding making requests for and presentation of certificates, proclamations, plaques, keys to the city and related recognitions at City Council meetings, ceremonial presentations or at city-sponsored events.

II. GENERAL

- A. The following items are produced at the request of the Mayor or councilmembers as tokens of recognition, unless otherwise defined:
 - a. Key to City mounted on a wooden plaque
 - b. City Tile mounted on a wooden plaque
 - c. Proclamation
 - d. Certificate of Recognition (2 types: regular and fancy)
 - e. Certificate of Achievement
 - f. Certificate of Commendation
 - g. Certificate of Appreciation
 - h. Welcome to the City certificate
 - i. Honorary Citizenship certificate
 - j. 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:
 - a. 10 Key to the City plaques (*Mayor only*)
 - b. 15 City Tile plaques per member
 - c. 15 Proclamations per member
 - d. 165 Certificates of Recognition (regular) and 90 Certificates of Recognition (fancy) per member
 - e. 450 Certificates of Achievement or Commendation per member
 - f. 15 Certificates of Appreciation per member
 - g. 3 of Welcome to the City certificates per member
 - h. 175 Honorary Citizenship certificates (*Mayor only*)
 - i. 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.

FL

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



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.

**ITEM NO. (22) 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)**

City Manager Biggs summarized the staff report and recommendation.

Council Member Davis-Holmes provided a list of her recommended changes to Draft SMP 1.65 Protocols for Requests for and Presentations of Certificates, Proclamations, and Keys to the City and Related Recognition and discussed her recommended changes to be incorporated in SMP 1.65.

RECOMMENDATION for the City Council:

1. ADOPT Revised SMP No. 1.65.

ACTION: Mayor Dear invited each Council Member to provide in writing their suggestions for staff to analyze and bring back another draft as Draft No. 2 and ordered this item continued to March 6, 2012, with no objections heard.





CITY OF CARSON

POLICY/PROCEDURE

DRAFT NO. 2

ORIGINAL ISSUE: 1.65

EFFECTIVE: 11/05/09

SUBJECT:

CURRENT ISSUE: 11/05/09

EFFECTIVE: 03/06/12

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

SUPERCEDES: 11/05/09

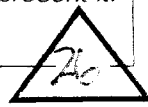
CATEGORY: CITY COUNCIL POLICY

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:
 - a. Key to City mounted on a wooden plaque
 - b. City Tile mounted on a wooden plaque
 - c. Proclamation
 - d. Certificate of Recognition (2 types: regular and fancy)
 - e. Certificate of Achievement
 - f. Certificate of Commendation
 - g. Certificate of Appreciation
 - h. Welcome to the City certificate
 - i. Honorary Citizenship certificate
 - LDH: Eliminate Honorary Citizenship certificates
 - JRR: Eliminate Honorary Citizenship certificates
 - j. 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.
 - LDH: Councilmembers should also be able to request Keys to the City plaque. Keys to City should only be reserved for dignitaries at the state level or higher visiting from other countries
 - MG: All councilmembers can initiate a request for a Key to the City plaque. Delete "approve of the framing of any certificate by the Mayor." Honorary citizenship certificates must be voted on by the entire City Council prior to being issued.
 - JRR: Any councilmember should be able to request a Key to the City plaque if a request is directed specifically to a councilmember. If the Key to the City request is not directed to a specific councilmember, the Mayor may initiate the request and present it.



- C. For each fiscal year, the Mayor and/or the councilmembers have an allowance of:
- *LDH: Eliminate proposed allowances for each councilmember.*
 - *ES: Eliminate proposed allowance for each councilmember.*
 - *MG: Eliminate proposed allowances for each councilmember.*
 - *JRR: Agree to have an allowance for each councilmember, but there should be a quarterly report to review the volume of certificates, etc. that have been requested*
- a. 10 Key to the City plaques (Mayor only)
- b. 15 City Tile plaques per member
- c. 15 Proclamations per member
- d. 165 Certificates of Recognition (regular) and 90 Certificates of Recognition (fancy) per member
- e. 450 Certificates of Achievement or Commendation per member
- f. 15 Certificates of Appreciation per member
- g. 3 of Welcome to the City certificates per member
- h. 175 Honorary Citizenship certificates (Mayor only)
- *LDH: Eliminate Honorary Citizenship certificates*
 - *JRR: Eliminate Honorary Citizenship certificates*
- i. No annual allowance for memorial certificates, but limited to one certificate per the entire City Council.
- *LDH: An additional memorial certificate may be issued at another councilmember's request, provided it is not to be presented to the same family member;*
 - *MG: The first councilmember to request a memorial certificate can request multiple certificates for one event. Once a memorial certificate has already been requested, neither the Mayor nor any other councilmembers can request a memorial certificate for the same event.*
 - *LDH: An additional memorial certificate may be issued at another councilmember's request, provided it is not to be presented to the same family member*
- j. A maximum of \$3,000 may be spent for framing for the entire City Council per fiscal year.
- *MG: Provide each councilmember with a cap of \$600 for framing 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.
- *LDH: Add "If at all possible at the beginning of sentence"*
- F. No special language (such as Biblical quotes or the name of the requesting member) will appear on any of the items listed above.
- *MG: Delete letter "F"*
- G. If there is already an existing request, a subsequent request will not be entertained.
- *LDH: Replace "a subsequent request will not be entertained" with "the member will be notified that a request has been made thereby giving him/her the opportunity to withdraw the request."*

- *JRR: Add "With the exception of memorial certificates..." to precede sentence.*

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.).
- *LDH: For community events that are sponsored or supported with hard and soft costs, the councilmember spearheading the effort shall be the spokesperson for the event.*
 - *MG: For all City-sponsored events, ceremonies, and community events that are sponsored or supported with hard or soft costs, the councilmember who initiated the request for the certificates shall be the presenter of those certificates. The Mayor, if present, or the councilmember presenting the certificates is obligated to acknowledge other councilmembers present at the same event.*
 - *JRR: For community events that are sponsored or supported with hard and 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 an individual in the community who could represent the City.
- *LDH: Replace "...the Mayor could appoint an individual in the community who could represent the City" with "staff shall present the certificate."*
 - *MG: Replace "...the Mayor could appoint an individual in the community who could represent the City" with "staff shall present the certificate."*
 - *JRR: The Mayor should appoint a staffmember if no appointed officials are present.*
- 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.
- *LDH: Replace "turn them over to the Mayor" with "turn them over to the councilmember requesting the certificates"; delete the last sentence.*
 - *ES: PIO will keep custody of all items for ceremonial presentations.*
- 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, shall 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.
- *LDH: "If the Mayor is present at non-city or community event not sponsored by the City in anyway, the councilmember requesting the certificate shall present the certificate and acknowledge the presence of the Mayor and other councilmembers."*
 - *MG: "If the Mayor is present at non-city or community event not sponsored by the City in anyway, the councilmember requesting the certificate shall present the certificate and acknowledge the presence of the Mayor and other*

councilmembers.”

- *JRR: “If the Mayor is present at non-city or community event not sponsored by the City in anyway, the councilmember that requested the certificate has the prerogative to defer to the Mayor or other councilmembers to present the certificate.*

- 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.
- *LDH: Replace “...will be delivered to the Mayor’s office with “deliver to the office of the Councilmember making the request.*
 - *MG: Replace “...will be delivered to the Mayor’s office” with “deliver to the office of the Councilmember making the request.*
 - *LDH: Replace “...will be delivered to the Mayor’s office with “deliver 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.
- 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.
- *LDH: Delete letter “H” (Duplicate of “G” under “General”)*
 - *JRR: Delete letter “H” (Duplicate of “G” under “General”)*

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 NO. 2

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. 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.
- C. 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.
- D. A maximum of two certificates will be issued per individual or organization per year.
 - LDH: Delete "D"
 - JRR: Delete "D"
- E. 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.
 - LDH: Add "certificate with gold seal shall be issued for the entire team, all team members shall receive standard certificates"
- F. The individuals requesting the certificates are required to provide the necessary information to draft the certificate.
- G. 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.
 - LDH: Add "If at all possible" to precede sentence.
 - JRR: Add "If at all possible" to precede sentence.
- H. 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.
- I. All requests must be made to the City Council's Offices in writing using the attached form.
- J. The City Council's office reserves the right to decline any certificate request.





CITY OF CARSON

DRAFT

POLICY/PROCEDURE

ORIGINAL ISSUE: 1.65

EFFECTIVE: 11/05/09

SUBJECT:

CURRENT ISSUE: 11/05/09

EFFECTIVE: 10/04/11

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. PROCEDURE

- 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 certificates to

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

**ITEM NO. (22) 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. 22 was heard after Item No. 20.

RECOMMENDATION for the City Council:

City Manager Biggs summarized the staff report and recommendation.

Upon inquiry, Public Information Manager Cruz discussed the purpose of Honorary Citizenship Certificates and the issuance of the number of certificates that could be issued to businesses and for memorials.

Council Member Davis-Holmes provided a list of her recommended changes to Draft SMP 1.65 Protocols for Requests for and Presentations of Certificates, Proclamations, and Keys to the City and Related Recognition and discussed her recommended changes to be incorporated in SMP 1.65.

Council Member Gipson thanked Public Information Manager Cruz for putting the information together and wished her well on future endeavors and offered suggestions that could be given to staff tonight to address this item at the next Council Meeting.

RECOMMENDATION for the City Council:

1. ADOPT Revised SMP No. 1.65.

ACTION: Mayor Dear invited each Council Member to provide in writing their suggestions for staff to analyze and bring back another draft as Draft No. 2 and ordered this item continued to March 6, 2012, with no objections heard.





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

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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)

Document10

Prepared by: Zarah Cruz, Public Information Manager

TO:Rev091911



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:
 - a. Key to City mounted on a wooden plaque
 - b. City Tile mounted on a wooden plaque
 - c. Proclamation
 - d. Certificate of Recognition (2 types: regular and fancy)
 - e. Certificate of Achievement
 - f. Certificate of Commendation
 - g. Certificate of Appreciation
 - h. Welcome to the City certificate
 - i. Honorary Citizenship certificate
 - j. 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:
 - a. 10 Key to the City plaques (*Mayor only*)
 - b. 15 City Tile plaques per member
 - c. 15 Proclamations per member
 - d. 165 Certificates of Recognition (regular) and 90 Certificates of Recognition (fancy) per member
 - e. 450 Certificates of Achievement or Commendation per member
 - f. 15 Certificates of Appreciation per member
 - g. 3 of Welcome to the City certificates per member
 - h. 175 Honorary Citizenship certificates (*Mayor only*)
 - i. 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

DRAFT

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 11/05/09

EFFECTIVE 11/05/09

CATEGORY

CITY COUNCIL POLICY

SUPERSEDES: N/A

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.

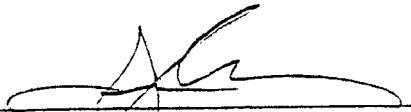
III. EXCEPTIONS:

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
Nos: 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



CITY OF CARSON

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: 05/02/12	EFFECTIVE: 05/02/12	
SUPERCEDES: Prior version of SMP 1.65 (03/06/12)		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 any of the councilmembers as tokens of recognition, unless otherwise defined:
 - a. Key to City mounted on a wooden plaque
 - b. City Tile mounted on a wooden plaque
 - c. Proclamation
 - d. Certificate of Recognition (2 types: regular and enhanced)
 - e. Certificate of Achievement
 - f. Certificate of Commendation
 - g. Certificate of Appreciation
 - h. Welcome to the City certificate
 - i. Honorary Citizenship certificate
 - j. Memorial Certificate for members of the community and other individuals who passed away.
- B. Once a request for a memorial certificate is received by staff, additional copies may be requested by the same elected official that placed the original request. No exceptions. The first to order is the only one that can order additional copies of the certificate. Additional memorial certificates may no longer be issued at another councilmember's request. The recognition is to be presented by the elected official that originally requested the recognition.
- 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.

EXHIBIT NO. 04

- 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

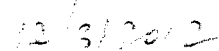
There shall be no exceptions to this policy except through direct instructions of the Council at a public meeting in compliance with all notice and agenda requirements of the Brown Act.

V. AUTHORITY

Per City Council action, November 7, 2012, Item No.25.



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

DISPOSITION

WHITE - PIO

YELLOW - Department