



City of Carson Report to Mayor and City Council

September 2, 2014
New Business Consent

**SUBJECT: CONSIDER REVISIONS TO STANDARD MANAGEMENT PROCEDURE NO. 1.65:
PROTOCOLS FOR REQUESTS AND PRESENTATIONS OF CERTIFICATES,
PROCLAMATIONS, AND KEYS TO THE CITY AND RELATED RECOGNITIONS**

Nelson Hernandez

Submitted by Nelson Hernandez
City Manager

Nelson Hernandez

Approved by Nelson Hernandez
City Manager

I. SUMMARY

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

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

This item is on the agenda for further clarification from the City Council in order for staff to continue processing various recognitions.

II. RECOMMENDATION

REFER this item to the Policy Committee.

III. ALTERNATIVES

TAKE another action the City Council deems appropriate.

IV. BACKGROUND

On April 2, 2013, SMP 1.65 was amended to the current version (Exhibit No. 1). Should the Council desire to make any changes to this SMP, below are the various items that need to be discussed:

- Request for Key to the City, City Tile Plaque, Proclamation, Certificate of Recognition (regular and enhanced), Certificate of Achievement, Certificate of Commendation, Certificate of Appreciation, Welcome to the City Certificate, Honorary Citizen Certificate, Memorial Certificate.
- Processing Time for Plaques and Certificates
- Framing Cap
- Language Plaques and Proclamations
- Official Spokesperson and Presenter of Certificates
- Designee should the Mayor be Unavailable

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- Presentation of Certificates and Recognitions at Non-City or Community Events Not Sponsored and Semi-Sponsored by the City.

V. FISCAL IMPACT

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

VI. EXHIBITS

1. Current version of SMP No. 1.65. (pgs. 3-4)

Prepared by: Margie Revilla-Garcia, Public Information Analyst

Document 14

TO: Rev05-07-2014

Reviewed by:

City Clerk	City Treasurer
Administrative Services	Public Works
Community Development	Community Services

Action taken by City Council	
Date _____	Action _____



CITY OF CARSON

POLICY/PROCEDURE

ORIGINAL ISSUE: 1.65

EFFECTIVE: 11/05/09

SUBJECT:

CURRENT ISSUE: 4/2/13

EFFECTIVE: 4/2/13

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

SUPERCEDES:

Prior versions of SMP 1.65 (5/2/12, 03/06/12, 11/5/09)

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

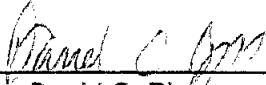
- A. Request for a "Key to the City" shall be submitted to the Mayor. Only the Mayor may initiate the process to order said keys..
- B. Requests for presentation of an honorary citizenship shall be requested only through the Mayor.
- C. All other requests for recognitions shall be processed consistent with related City Council SMP's 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 Councilmembers, and the other Councilmember, same protocol, same seniority, and if no other Councilmember is 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

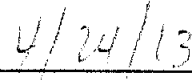
There shall be no exceptions to this policy except through direct instructions of the City Council at a public meeting in compliance with all notice and agenda requirements of the Brown Act.

IV. AUTHORITY

Per City Council action, April 2, 2013, Item No. 25.



David C. Biggs
City Manager



Date

