



City of Carson Report to Mayor and City Council

October 4, 2011
New Business Consent

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 consider and adopt revised Standard Management Procedure (SMP) 1.65 (Exhibit No. 1), as proposed by the Government Efficiency Blue Ribbon Sub-committee.

II. RECOMMENDATION

CONSIDER and ADOPT Revised SMP No. 1.65.

III. ALTERNATIVES

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 directed staff to make modifications to SMP 1.65 (Exhibit No. 2), in order to resolve certain ambiguities in the language, specifically on the issue of who should present certificates, proclamations, keys to the city, tile plaques, or other tokens of recognition (collectively known as 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 SMP.

The sub-committee felt that the SMP should specify that the Mayor, as the official spokesperson for the City of Carson, should present all recognitions at both official city events and at non-city events, and if the entire City Council is invited to an event, he should maintain custody of all recognitions after they are produced. However, in situations where only an individual councilmember is invited to an event, the recognitions may be delivered to the office of that councilmember. A distinction between city and non-city events is also provided in the modified version of the SMP.

The sub-committee met again on September 14, 2011 to review and discuss the

draft prepared by staff based on the sub-committee’s directions at its previous meeting. The proposed modifications to SMP 1.65 being submitted to the City Council for its adoption, is a result of collective suggestions from sub-committee members, and the discussions from both meetings (Exhibits No. 3 and 4).

Aside from protocols on who should present and maintain custody of certificates, the proposed revised SMP also identifies situations when other elected or appointed officials can present recognitions, adds a new language requiring 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

There is no fiscal impact resulting from the above recommendations.

VI. EXHIBITS

1. Revised SMP No. 1.65, as proposed. (pgs. 4-5)
2. Current version of SMP No. 1.65. (pgs. 6-7)
3. Disposition from Government Efficiency and Blue Ribbon Sub-Committee meeting, July 11, 2011. (p. 8)
4. Disposition from Government Efficiency and Blue Ribbon Sub-Committee meeting, September 14, 2011. (p. 9)

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: 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. 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 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



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
REGULAR MEETING OF THE CITY COUNCIL
BLUE RIBBON AND GOVERNMENT
EFFICIENCY SUB-COMMITTEE
EXECUTIVE CONFERENCE ROOM
701 EAST CARSON STREET
CARSON, CA 90745**

JULY 11, 2010

DISPOSITION

Present at the meeting were Mayor Dear, Councilmember Santarina and ex-officio member and City Clerk Kawagoe. Staff present were City Manager Graves, Administrative Service General Manager Acosta and Public Information Manager Cruz.

The sub-committee members reviewed the packet presented by staff containing information on newspaper and magazine subscriptions, elected officials' travel, publications, certificates and other tokens of recognition, promotional items and the City photographer's contract.

After reviewing the summary of expenditures contained in the packet, the sub-committee agreed to staff's recommendation to cancel newspaper subscriptions for certain workgroups as a cost-saving measure.

Additionally, the sub-committee also directed staff to use a different method of reporting for travel expenses to reflect the collective spending of all elected officials.

The sub-committee also directed staff to draft revisions to SMP 1:65 pertaining to the protocol for requests for certificates by elected officials, for review at the next sub-committee meeting.



**CITY OF CARSON
REGULAR MEETING OF THE CITY COUNCIL
GOVERNMENT EFFICIENCY
BLUE RIBBON SUB-COMMITTEE
EXECUTIVE CONFERENCE ROOM
701 EAST CARSON STREET
CARSON, CA 90745**

SEPTEMBER 14, 2011

DISPOSITION

Present at the meeting were Mayor Dear, Councilmember Santarina and ex-officio member and City Clerk Kawagoe. Staff present were Interim City Manager Clifford W. Graves, Public Information Manager Zarah Cruz, Public Information Analyst Margie Revilla-Garcia, and City Council Executive Assistant Rosemary Naval.

The sub-committee members reviewed both the current version of SMP 1.65 and the proposed modifications drafted by staff based on the directions of the sub-committee at its July 11, 2011 meeting. Staff member Naval was asked to join the meeting to provide input on the modifications and identify potential challenges from the perspective of staff handling Councilmembers' requests for certificates or other tokens of recognition before they are produced by the Public Information Office.

After a lengthy discussion, which involved identifying various scenarios that the current SMP does not clearly address, the sub-committee felt that the proposed revisions to the SMP will address those circumstances and will resolve certain confusions regarding who should present certificates or other tokens of recognitions, and maintain custody of certificates after they are produced.

The sub-committee directed staff to put the proposed revisions for adoption by the City Council on the October 4, 2011 City Council meeting.