

**STAFF REPORT**  
**COUNCIL MEETING DATE:**  
**November 26, 2012**

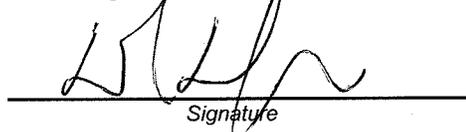
**ITEM FOR COUNCIL CONSIDERATION:**

Resolution No. 5420, establishing a policy regarding protocol for ceremonial recognitions.

City Clerk

  
Signature

City Manager

  
Signature

**ACTION ITEM X; NON-ACTION ITEM**

**STAFF RECOMMENDATION:** Adopt Resolution No. 5420, thereby establishing a policy concerning protocol for ceremonial recognitions.

**SAMPLE MOTION:** I move to adopt Resolution No. 5420, as read by title only.

**I. BACKGROUND/DISCUSSION:**

At its regular meeting of November 12, 2012, the City Council directed the preparation of a policy concerning recognition of outgoing City Council members. Staff research determined that, although the City followed a variety of practices for recognizing elected and appointed officials, as well as other ceremonial recognitions, a policy on the matter had not been established.

The purpose of this matter is to provide the City Council an opportunity to adopt a policy concerning protocol for all City Council ceremonial recognitions, including recognition of outgoing City Councilmembers. Attached to this report are draft guidelines and an implementing Resolution that, if adopted, would establish a City Council protocol for ceremonial recognitions.

**II. FINANCIAL CONSIDERATIONS:**

Ceremonial recognitions such as resolutions and proclamations, and associated gifts, such as plaques, individually, represent a minor cost to the City. The City has historically approved a small number of these types of recognitions annually and therefore the total annual cost is also expected to be minimal.

**III. ATTACHMENTS:**

Resolution No. 5420

**RESOLUTION NO. 5420**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARPINTERIA,  
CALIFORNIA, ADOPTING A POLICY FOR CITY CEREMONIAL  
RECOGNITIONS.**

**WHEREAS**, the City Council occasionally wishes to recognize significant events, accomplishments, or public service of individuals or organizations that significantly benefit the City of Carpinteria and/or the community in general; and,

**WHEREAS**, the City Council has in the past used a variety of documents to formally honor, memorialize, and bring public awareness to such individuals and/or organizations; and,

**WHEREAS**, for the purposes of consistency and fairness, the City Council has determined that it is appropriate to establish protocol for such ceremonial recognitions; and,

**WHEREAS**, this policy supersedes any prior City policy concerning this matter.

**NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CARPINTERIA THAT THE ATTACHED EXHIBIT I, DATED NOVEMBER 26, 2012 BE, AND HEREBY IS, THE CITY COUNCIL POLICY FOR CEREMONIAL RECOGNITIONS.**

**PASSED, APPROVED AND ADOPTED** this 26<sup>th</sup> day of N November, 2012 by the following called vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

\_\_\_\_\_  
Mayor, City of Carpinteria

ATTEST:

\_\_\_\_\_  
City Clerk, City of Carpinteria

I hereby certify that the foregoing Resolution was duly and regularly introduced and adopted at a regular meeting of the City Council of the City of Carpinteria held the 26<sup>th</sup> day of November, 2012.

\_\_\_\_\_  
City Clerk, City of Carpinteria

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney, City of Carpinteria

Exhibit I  
City of Carpinteria Resolution No. 5420  
November 26, 2012

## City Council Guidelines for Ceremonial Recognitions

Purpose: To establish guidelines for ceremonial recognitions, including the presentation of Proclamations, Certificates of Commendation, Resolutions and letters, to ensure that ceremonial recognitions are handled in a fair and consistent manner.

Policy Statement:

1. The City Council intends to recognize all elected and appointed officials for their service to the City at the time the elected or appointed official leaves office.
2. Individual members of the City Council may request, through the City Clerk's Office, an appropriate ceremonial recognition for individuals, groups, organizations, or other entities that are believed to be deserving of such recognition.
3. City Councilmembers may recognize individuals or organizations by preparing personal correspondence on City letterhead.

Implementation:

The recognition of outgoing elected and appointed officials is to be carried out through the City Clerk's office and scheduled for City Council consideration on a regular agenda of the City Council.

City Councilmember requests for ceremonial recognition of individuals, groups, organizations, or other entities, shall be directed to the City Clerk's office. The City Clerk will determine pursuant to this policy the appropriate type of recognition to be considered by the City Council and will confirm this with the sponsoring Councilmember(s).

Prior to the Clerk's scheduling any ceremonial recognition for presentation, the recognition must receive the consent of either the Mayor or at least two City Councilmembers. In addition, Resolutions are to be voted on in the usual way and require a simple majority vote for approval.

Ceremonial recognitions presented at City Council meetings shall be presented by the Mayor or otherwise the chair of the meeting, or his/her designee. Ceremonial recognitions presented at a function or event separate from a City Council meeting shall be made by the sponsoring City Council member or his/her agreed upon designee.

Each request shall be made with sufficient background information to allow staff to prepare an appropriate form of recognition. Requests for presentations shall be made through the City Clerk's Office at least two weeks prior to the function or celebration. Once the City Clerk has determined that the presentation request is consistent with the policy, the City Clerk shall prepare the materials and notify the recipient of the date, time and place of the intended presentation.

Proclamation: This recognition may be presented to representatives of government or non-government organizations where the City has determined that a certain day, week, or month, be observed for a particular public awareness/education purpose. Examples include: "Family Day – A Day to Eat Dinner with Your Children," "World Oceans Day," "Arbor Day," etc.

Certificate of Commendation: Each year, individuals and organizations perform good works for the benefit of the community. The certificate of commendation may be used to recognize significant individual or group accomplishments, anniversaries and retirements, the achievements of local sports teams or individual milestones achieved on the playing field, in the classroom, in the work place or through volunteer efforts.

Resolutions: A Resolution of congratulations/commendation may be used to recognize outgoing elected and appointed City officials and outstanding contributions to the City of Carpinteria or Carpinteria community that warrant an action that becomes a part of the historical record of the City of Carpinteria. Such recognitions by Resolution are approved by the City Council during a City Council meeting.

City Council Correspondence: The Mayor or any Councilmember may prepare correspondence recognizing an individual or organization on their own behalf and not as a representative of the City of Carpinteria. Such letters do not require review/consideration of the City Council.