

**CITY OF CARMEL-BY-THE-SEA
POLICY AND PROCEDURE**

Subject: Recognition of Individuals, Organizations, and/or Events	Policy/Procedure No: 2017-04
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Effective Date: 5 December 2017	Authority: Resolution No. 2017-116
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<p><u>Purpose:</u> This policy is designed to establish consistent criteria and procedures for official Council recognition of individuals, organizations, and/or significant events.</p> <p><u>Policy/Procedure:</u> As set forth fully in the policy document attached.</p> <p><u>Responsible Party:</u> City Council</p> <p><u>Department of Origin:</u> City Clerk</p>
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<p><u>Revision Dates:</u></p> <p><u>Rescinded Date:</u></p>
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City Administrator Approval:

Signature

Date

City of Carmel-by-the-Sea

CITY COUNCIL

Recognition of Individuals, Organizations, and/or Events

POLICY 2017-04

Office of the City Administrator
Carmel-by-the-Sea, CA 93921



PURPOSE

This policy is designed to establish consistent criteria and procedures for official Council recognition of individuals, organizations, and/or significant events.

DESCRIPTION

It is the policy of the City to recognize noteworthy contributions, donations, and achievements of individuals and organizations through proclamations, certificates, and plaques in accordance with the criteria contained in this policy, and at the discretion of the Mayor and/or the City Council where noted. These forms of recognition are not intended for partisan, commercial or narrow individual purposes; as such purposes are inconsistent with the overall policies of the City Council.

1. Proclamations /Certificates of Recognition

Proclamations and Certificates of recognition are reserved for individuals and organizations that have made extraordinary, lasting, and significant contributions to the community, or for accomplishments and/or events of significant importance to the Carmel-by-the-Sea community. Proclamations are used for various forms of recognition, including:

- A. Recognition of individuals and organizations whose contributions and achievements have community-wide significance;
- B. To call public attention to a significant community event, service or program;
- C. To highlight a special period of observance, celebration, or recognition for community, regional, state, or national occasions.

All requests for proclamations or certificates of recognition should be directed to the Mayor for review. Proclamations and certificates of recognition will be issued at the discretion of the Mayor, but may be requested by individual Councilmembers through the Mayor. Proclamations and certificates of recognition are prepared by staff and a copy of each proclamation or certificate of recognition is maintained by the City Clerk. Proclamations and certificates of recognition are signed by the Mayor.

The Mayor shall determine whether a proclamation or certificate of recognition is presented at a Council meeting. If presented at a Council meeting, the Mayor and/or his/her designee shall make the presentation to the honored individual or organization under "Extraordinary Business".

2. Meetings in Memoriam

A meeting may be dedicated to the memory of an individual whose contributions and achievements have community-wide significance, at the time of adjournment by the Mayor. Meetings adjourned in memoriam are at the discretion of the Mayor, but may be requested by individual Councilmembers through the Mayor. A Letter of Memoriam, a short personal note approved by the Mayor will be prepared by staff, mailed to family surviving the deceased community member, and a copy maintained by the City Clerk's Office.

3. Recognition Plaques

Recognition plaques are presented to Councilmembers and City Board/Commission members who have completed one or more term of office, to recognize their dedicated service to the City and the community of Carmel-by-the-Sea. Recognition plaques are presented at a regular City Council meeting by the Mayor or his/her designee.

4. Donation Plaques

The placement of fixed plaques in recognition for donations to the City is provided for in City policy 17-02 "City Council Donation and Gift Policy" and 17-03 "Bench Donations Guidelines Policy". Per City Policy 17-02 "City Council Donation and Gift Policy", donations to the City of cash or items valued at \$2,500 or more will be formally accepted and acknowledged by the City Council at a regular City Council meeting. Donors of cash or items valued at \$2,500 or more may request that a brass plaque, dimensions 3 3/4" x 1 1/4", be placed on the Scroll of Donors located in the lobby of City Hall, recognizing them for their donation.

Per City Policy 17-03 "Bench Donations Guidelines Policy", donated public benches may have 3 3/4" x 1 1/4" brass plaque placed on the bench. The plaque may have a short message whose text is subject to approval by the City Administrator.

5. Other Plaques

Requests for the placement of recognition plaques on public property will be considered on a case-by-case basis by the City Council for extraordinary, lasting, and significant contribution to the City and community. The City Council has the final authority on all plaques or permanent recognition placed on public property.