

CITY OF YUBA CITY  
STAFF REPORT

**Date:** March 19, 2019  
**To:** Honorable Mayor & Members of the City Council  
**From:** Administration  
**Presentation by:** Diana Langley, Interim City Manager

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**Summary**

**Subject:** Administrative Policy – Issuance of Commendations, Proclamations, and Certificates

**Recommendation:** Adopt a Resolution establishing an administrative policy for Council to provide recognition through the issuance of Commendations, Proclamations, and Certificates

**Fiscal Impact:** Minimal costs for supplies.

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**Purpose:**

To establish guidelines for recognition of individuals, groups, and events of significance to the community by issuance of Commendations, Proclamations, and Certificates.

**Background:**

The City does not have a formal written policy for Councilmembers and the public to request recognition of individuals, groups, and events of significance in the community. At the City Council meeting on February 19, 2019, Council requested that staff explore administrative recognition policies of other agencies and draft a policy for Council consideration.

Past practice has been that individuals, groups, staff, and Councilmembers have requested Commendations, Proclamations, and Certificates to provide recognition. Staff prepared the recognition documents and either placed them on the Council Agenda for formal presentation or provided them directly to the person or entity being recognized.

**Analysis:**

The City Clerk's office sent a request to the League of California Cities City Clerk's Department "list-serve" asking for other agencies' policies. Eight responses were received and a summary is included as Attachment 1. The majority of the agencies designate that the Mayor has discretion to issue recognition documents.

After review of the responses, and consideration of Council's comments related to recognition, staff recommends the following:

- Recognition requests shall include the endorsement of at least one Councilmember. This requires that the individual, group, or staff member requesting the recognition talk to a Councilmember in advance and obtain their written endorsement to submit the request.

- In considering a Recognition Request, there shall be two options for approval:
  - Mayor + Councilmember Approval – The Mayor approves the request in addition to the Councilmember that endorsed the request; or
  - Three Councilmember Approval – Two Councilmembers approve the request in addition to the Councilmember that endorsed the request.

A draft Recognition Administrative Policy is included as Attachment 2. Upon Council direction, staff will prepare and finalize the policy.

**Fiscal Impact:**

Minimal costs associated with Certificates, Plaques, and Proclamation Holders charged to Account Number 1110 – 62501 – City Council Office Supplies.

**Alternatives:**

1. Do not formalize a recognition policy.
2. Expand upon the policy to include plaques. Plaques would be used to commemorate an event or outstanding accomplishment/contribution to the community such as State legislators, County Supervisors and National Legislators to be displayed in their offices; elected officials; individuals; and organizations.

**Recommendation:**

Adopt a Resolution Establishing an administrative policy for Council to provide recognition through the issuance of Commendations, Proclamations, and Certificates

**Attachments:**

1. Resolution
2. Draft Administrative Policy for Issuance of Proclamations and Certificates
3. Summary of “List-Serve” responses

**Prepared and Submitted by:**

*/s/ Diana Langley*

Diana Langley  
Interim City Manager

**Reviewed by:**

Finance

RB

City Attorney

SLC by email

# ATTACHMENT 1

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YUBA CITY  
ADOPTING GUIDELINES FOR ISSUANCE OF COMMENDATIONS,  
PROCLAMATIONS, AND CERTIFICATES**

WHEREAS, it is right and appropriate that the City Council recognizes significant events, outstanding achievement by individuals and organizations, and public awareness of important topics and national programs; and

WHEREAS, the City Council desires to establish consistent guidelines for the City Council, staff, and the public to request commendations, proclamations, and certificates.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Yuba City as follows:

Approve the attached Administrative Policy  
Issuance of Commendations, Proclamations, and Certificates

The foregoing Resolution was duly and regularly introduced, passed and adopted by the City Council of the City of Yuba City at a regular meeting thereof held on March 19, 2019 by the following vote:

AYES:

NOES:

ABSENT:

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\_\_\_\_\_  
Shon Harris, Mayor

ATTEST:

\_\_\_\_\_  
Patricia Buckland, City Clerk

APPROVED AS TO FORM  
COUNSEL FOR YUBA CITY

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Shannon Chaffin, City Attorney  
Aleshire & Wynder, LLP

## ATTACHMENT 2

## DRAFT ADMINISTRATIVE POLICY FOR ISSUANCE OF COMMENDATIONS, PROCLAMATIONS, AND CERTIFICATES

### PURPOSE:

- To establish guidelines for recognition of individuals, groups, and events of significance to the community by issuance of Proclamations and Certificates
- To establish uniform procedures and criteria; and
- To identify coordination responsibility

### PROCEDURE:

#### Nomination:

- Recognition requests may be made by any interested person including staff, resident, group, or Councilmember.
- Requests may be made either by letter to the Mayor, Councilmember, or Staff or by completing a "Recognition Request Form" which is available by calling the City Manager's Office at (530) 822-4602 or downloading from the City's website at [www.yubacity.net](http://www.yubacity.net).
- Requests shall include the written endorsement of at least one Councilmember.

#### Request Process:

Upon receipt of the Recognition Request, the City Clerk's office will review to ensure applicability and consistency with said policy. If consistent, staff will initiate communication with the Mayor and Councilmembers to consider the Recognition Request. In considering a Recognition Request, there are two options for approval:

- Mayor + Councilmember Approval – Mayor approves the request in addition to the Councilmember that endorsed the request; or
- Three Councilmember Approval - Two Councilmembers approve the request in addition to the Councilmember that endorsed the request.

### TYPES OF RECOGNITION:

#### Commendation

- Official decree awarded for exemplary service to the community.
- Awarded to local resident; organization; business; dignitaries; Councilmembers; Committee/Commission/Board members; City staff (retiring/leaving with 20 or more years of service); retiring public servants; scouts who have obtained the highest honors; sports teams or individuals who have won state, regional or national titles; acts of heroism as defined by police, fire, etc.; persons who deserve a

commendation for their community contribution; member of U.S. Armed Forces who has provided special service; to name a few examples.

#### Proclamation

- Generally proclaims certain periods of time (days, weeks, or months) in honor of an event or activity promoting health, welfare, heritage of the community, and public service retirements.

#### Certificate

- Recognize significant birthdays, express appreciation for exemplary service rendered to the community, or close Council meetings in memorial of individuals.

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## RECOGNITION REQUEST FORM

- All requests go through an internal review and approval process.
- Submitting a draft and/or background for the document requested will expedite the process.
- Email, fax, or mail the request **AT LEAST THIRTY (30) DAYS IN ADVANCE** to:

City of Yuba City  
Attn: Mayor  
c/o City Clerk's Office  
1201 Civic Center Boulevard  
Yuba City, CA 95993  
[cityclerk@yubacity.net](mailto:cityclerk@yubacity.net)

Fax Number: (530) 822-4694

Note: After faxing, call (530) 822-4602 to confirm receipt

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### PLEASE PRINT LEGIBLY

Contact Person \_\_\_\_\_ Telephone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Person/Organization Recognized \_\_\_\_\_

Event/Occasion \_\_\_\_\_

Does the person reside or is the organization located in Yuba City? \_\_\_\_\_

Will the event or occasion be held in Yuba City? \_\_\_\_\_

Today's Date \_\_\_\_\_ Date of Event/Occasion \_\_\_\_\_

Highlights of Person/Organization Recognized (A biographical narrative of the individual including his/her involvement in the community, or a description of the organization and how it impacts the community is required. Please use the back of this sheet or a separate attachment if you need additional space.)

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All requests require the endorsement of a Councilmember. Contact information for Councilmembers is available by calling the City Manager's Office at (530) 822-4602 or visiting the City's website at [www.yubacity.net](http://www.yubacity.net).

Councilmember Endorsement \_\_\_\_\_



# ATTACHMENT 3

## SUMMARY OF “LIST-SERVE” RESPONSES

Agency	Recognition Policy
Belmont	<ul style="list-style-type: none"> <li>• Mayor has discretion over issuing proclamations or certificates of achievement/appreciation.</li> </ul>
Brentwood	<ul style="list-style-type: none"> <li>• Requires submission of a formal request form to the Mayor</li> </ul>
Capitola	<ul style="list-style-type: none"> <li>• Type I Proclamation - Give recognition to local individuals and organizations or recognize local regular and special events and are presented at Council meetings.</li> <li>• Type II Proclamation – More routine in nature such as regional or statewide events/recognitions and the Mayor or City Manager decide if they will be presented at a Council meeting.</li> </ul>
Goleta	<ul style="list-style-type: none"> <li>• Mayor and Mayor Pro Tempore review recognition requests.</li> <li>• In considering a Recognition Request, the Mayor and Mayor Pro Tempore have three options:               <ol style="list-style-type: none"> <li>1. Deny the request.</li> <li>2. Approve the request.</li> <li>3. No decision (split decision) – Request is then forwarded to the full City Council for consideration as part of a regular City Council meeting.</li> </ol> </li> </ul>
Loma Linda	<ul style="list-style-type: none"> <li>• No formal policy.</li> <li>• Typical procedure is that the Mayor will review and provide direction as to whether or not to issue a proclamation.</li> </ul>
Santa Cruz	<ul style="list-style-type: none"> <li>• Mayor has discretion over issuing proclamations.</li> </ul>
Thousand Oaks	<ul style="list-style-type: none"> <li>• Public Information Office, in collaboration with the Mayor and/or City Manager determine the appropriate option for recognition: Commendation, Proclamation, Certificate, Brass Leaf Plaque, and City Tile Plaque.</li> </ul>
Vacaville	<ul style="list-style-type: none"> <li>• Mayor has discretion over issuing proclamations.</li> <li>• Requests for proclamations may be made by:               <ul style="list-style-type: none"> <li>○ The Mayor or any member of the City Council at a City Council meeting during the “Council Comments” agenda item.</li> <li>○ A resident or a representative of a local organization for which the proclamation is requested.</li> </ul> </li> </ul>