

RESOLUTION 2010-059

ADOPTING STANDARD PROCEDURES FOR ISSUING  
CEREMONIAL DOCUMENTS

WHEREAS, The City of Tracy periodically receives requests to issue Proclamations in recognition of national and local events, Certificates of Recognition and Commendation for accomplishments and achievements attained by individuals and groups, and Certificates of Appreciation and Letters of Congratulation for contributions and achievements; and


WHEREAS, previously, the City has addressed these types of requests based on past precedent; and

NOW, THEREFORE, BE IT RESOLVED, that Exhibit A (attached) establishes criteria to be used in issuing Proclamations, Certificates of Recognition and Commendation, Certificates of Appreciation and Letters of Congratulation on behalf of the City of Tracy.

The foregoing Resolution 2010-059 was passed and adopted by the Tracy City Council on the 4<sup>th</sup> day of May, 2010, by the following vote.

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AYES: COUNCIL MEMBERS: ABERCROMBIE, MACIEL, TOLBERT, TUCKER, IVES  
NOES: COUNCIL MEMBERS: NONE  
ABSENT: COUNCIL MEMBERS: NONE  
ABSTAIN: COUNCIL MEMBERS: NONE

  
\_\_\_\_\_  
Mayor

ATTEST:

  
\_\_\_\_\_  
City Clerk

# STANDARD PROCEDURES FOR ISSUING CEREMONIAL DOCUMENTS (Exhibit "A" to Resolution 2010- 059)

## **Applicability**

This policy applies to all ceremonial documents, and other forms of recognition issued by the City of Tracy.

## **Policy Statement**

The procedures outlined in this policy are intended to establish guidelines for issuing formal recognition in support of a particular event, program or cause, or recognition of a particular individual or group.

The policy prohibits the City of Tracy from advancing any particular religion or from advancing religion generally but shall not be construed so as to limit the free exercise of religion or to allow the City to treat a religious organization differently than a similarly situated non-religious organization.

## **Requests for Recognition**

The City of Tracy will consider requests for proclamations, certificates of recognition, commendation and/or appreciation and letters of congratulations from any group or individual. The request should have local or regional appeal and promote activities taking place in the City. Requests for proclamations should include a sample proclamation.

All requests are subject to approval by the Mayor or his/her designee, and only one ceremonial document will be issued per event.

## **Types of Recognition**

### **1. Proclamations may be issued to recognize:**

- National events with widespread community interest or concern
- Significant local, county or state activities which promote the health, welfare and heritage of the community, with an emphasis on events which support the City Council's goals and objectives
- Commemorative events
- Civic celebrations

### **2. Certificates of Recognition may be issued to recognize:**

- Exceptional accomplishments attained by local groups, businesses, civic organizations or individuals
- Individuals or groups who have made significant contributions to the community
- Outstanding achievements or contributions by non-profit organizations

### **3. Certificates of Commendation may be issued for:**

- Acts of Heroism
- School or sport groups' achievements

**4. Certificates of Appreciation may be issued for:**

- Monetary donations
- In-kind contributions
- Cultural contributions
- Volunteer efforts

**5. Letters of Congratulations may be issued for:**

- Eagle Scout achievements
- Significant birthdays, anniversaries or retirements
- Significant anniversaries of City based institutions, corporations, community partners and non-profit organizations

**Other Types of Presentations**

The City Manager, or his/her designee, will have the authority to authorize employee awards including Employee of the Month, Employee/Police Officer/Firefighter of the Year, etc.

Certificates of Appointment (or reappointment) will be presented to incoming Board and/or Commission members, and Certificates of Recognition will be presented to outgoing members. Public officials will be presented with Certificates of Election upon appointment, and with plaques recognizing their years of service to the community at their final Council meeting.

The Mayor and Council Members may request acknowledgments in accordance with the guidelines. To expedite requests, proclamations, certificates and letters will be signed by the Mayor or his/her designee, but will be issued on behalf of the City Council.

The City also, on occasion, will issue other types of formal recognition including plaques, Keys to the City, etc., as determined by the issuing official. The City Manager, or his/her designee will be responsible for coordinating these presentations.

**Submitting Requests**

Requests for recognition should be sent to: City of Tracy, Attn: Mayor/Ceremonial Documents, 333 Civic Center Plaza, Tracy, 95376, at least 30 days prior to the requested date of recognition. Requests must include the name and daytime phone number of the contact person.

All requests will be subjected to a review and approval process. The City Manager, or his/her designee, reserves the right to determine the type of document to be issued based on the information provided by the requesting party. Submission of a request does not guarantee the issuance of a ceremonial document.

Please specify whether the document should be mailed, held for pick-up or presented at a special event. Documents will be presented at special events pending the availability of the Mayor, his/her designee, or other city official. The City Manager, or his/her designee, will determine the timing of presentations at specific City Council meetings based on the length of the agenda and the availability of the Mayor or his/her designee.