

ADMINISTRATIVE POLICIES AND PROCEDURES

SUBJECT: DISTRIBUTION OF CITY AWARDS AND OTHER
FORMS OF RECOGNITION FROM THE CITY
COUNCIL

EFFECTIVE: January , 2026 (Replaces policy dated 10/20/87 and
10/10/94)

PURPOSE:

~~To establish a policy governing the distribution of City awards and
commendations, and to prescribe what authorization is needed for each.~~

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

POLICY:

It is the policy of the City to recognize noteworthy contributions and
achievements of individuals and organizations through proclamations,
certificates, and letters in accordance with the criteria contained in this Policy and
at the discretion of the City Manager where noted. These forms of recognition are
not intended for partisan, commercial, or non-public reasons as such purposes are
inconsistent with the overall policies of the City Council.

All requests should be made by community members in the City of Merced,
organizations or businesses physically located in Merced, or organizations whose
primary mission is to provide service to Merced residents. The Office of the City
Manager reserves the right to decline or modify requests and make exceptions to
any of the following guidelines.

1. Plaques/Other Type of Trophies

A. Plaques are to be given only in limited circumstances.
Plaques may be presented:

- To outgoing City Council Members;
- As retirement award for City Employees;
- To the recipient of the annual Employee of the Year Award

- To Council nominated annual Volunteer of the Year Award

B. Requests for use of plaques will be made through the City Manager's Office. With approval, City Staff will have the appropriate nameplate prepared for a formal presentation. If at all possible, requests should be made at least three (3) weeks before the presentation is scheduled.

2. Community Service Awards:

Community Service award certificates shall be given in the following situations as a token of the City's appreciation:

- To outgoing members of various City committees and commissions who are not received a plaque as noted in 1A above. The award will also be given to public and staff members of special City committee and boards in acknowledgement of their participation.
- To community groups/organizations/individuals who have donated their time and/or money to a particular city project or program of lasting significance and benefit, less than community-wide in nature.

Requests for issuance of a Community Service Award, should be made through the City Manager's Officer. With approval, City Staff will prepare a certificate for formal presentation. All Community Service awards will be presented unframed unless staff is directed otherwise.

3. Employee Service Awards

The Personnel Department shall choose and distribute employee service awards to eligible City employees at the annual employee award ceremony, or in whatever way the Director/Manager of Personnel so determines.

4. Proclamations/Certificates of Recognition

City proclamations are utilized to proclaim special promotional activities within the community or to acknowledge special efforts made by some person or organization annually in the community, when the effort did not involve contribution to a city project warranting a Community Service Award or will not be of lasting benefit to some part of the community. Proclamations originate from a formal written request made by community organizations to the City Manager's Office.

Certificates of Recognition are utilized to recognize community groups, local

organizations, or individuals who are outstanding members of the community, who demonstrate positivity in their community and represents the values and mission of the City of Merced. Certificates of Recognition originate from a formal written request made by the community to the City Manager's Office.

The City Manager's Office shall administer the preparation and placing of proclamations and certificates of recognition on the City Council agenda or other suitable manner of presentation. All requests for proclamations and/or certificates of recognition should be forwarded to the City Manager's Office for processing. If approved by the City Manager, the proclamation or certificate of recognition shall be issued. If not approved, the City Staff will contact the requesting party and work to improve the proclamation/certificate of recognition. Requests must be made every year if it is an annual proclamation.

5. Other Recognitions

- A. Flowers may be sent upon the death or serious injury, requiring hospitalization, of a current or past Council member or a current City employee, or other occasions with City Manager approval.
- B. Other City mementoes or items of recognition may be acquired and distributed in keeping with adopted budgets and City Manager or department head direction.

6. Exceptions

Any exceptions to this policy must be approved in advanced by the City Manager.

7. Procedure

- A. The number of recognitions (proclamations and Certificates of Recognition combined) to be issued at each City Council meeting should be limited to two.
- B. Requests for proclamations or Certificates of Recognition shall be submitted to the City Clerk for approval no less than 30 days prior to the City Council meeting. Exceptions to the deadline may be granted, provided that sufficient time is permitted to prepare the item before the meeting.
- C. Requests for proclamations or Certificates of Recognition shall be submitted to the City Manager for approval no less than 30 days prior to the event. Exceptions to the deadline may be granted, provided that sufficient time is permitted to prepare the item before the event.
- D.

- E. The following information should be included in each request:
- Contact person's first and last name, phone number, and email address.
 - A brief summary of the event or organization.
 - Specific name and date for the day, week, or month or event to be proclaimed.
 - Indicate whether the requester would like the proclamation to be presented at a Council meeting and date preferred.
 - Indicate the date by which the proclamation is needed.
 - Provide draft text of the proclamation, including four to five recitals (i.e., "whereas" clauses).
 - If the proclamation will not be presented at a City Council meeting, provide a mailing address where the final proclamation may be sent or indicate that the proclamation will be picked up, including the receiver's name and title.
 - Proclamations must fit on a single 8.5"x11" page and be in 11-point or 12-point font, with room remaining for the Mayor's signature.

APPROVED:

D. Scott McBride
City Manager

