

ADMINISTRATIVE POLICIES AND PROCEDURES

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

Effective: 10/10/94 (Replaces policy dated 10/20/87)

PURPOSE:

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

POLICY AND PROCEDURE:

1. Wood plaques

a. Wood plaques are to be given only in very special 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 a community group/organization/individual who has shown continued and outstanding participation (financial or personal effort) in the programs, projects and obligations of the City of Merced.
- \* To an individual/organization/community group in recognition of their outstanding achievement (of community-wide significance) which the above will want to remember such achievement.
- \* Presented to outgoing members of the City Planning, Recreation and Parks, Personnel, Airport, and Project Area committees or commissions who have served 4 or more years.

b. Requests for use of the wood plaques will be made through the City Manager's office. With approval, City staff will have the appropriate nameplate prepared for a formal presentation.

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If at all possible, requests should be made at least two (2) weeks before the presentation is scheduled.

### 1. 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 receiving a wood plaque as noted in 1a above. The award will also be given to public and staff members of special City committee and boards in acknowledgment 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 Office. 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 Support Services Department shall choose and distribute employee service awards to eligible City employees at the annual employee award ceremony, or in whatever way the Director of Support Services so determines.

### 4. Proclamations

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.

The City Manager's Office shall administer the preparation and placing of proclamations on the City Council agenda or other suitable manner of presentation. All requests for proclamations should be forwarded to the City Manager's Office for processing. If approved by the City Manager, the proclamation shall be issued. If not approved, the City staff will contact

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the requesting party and work to improve the proclamation, or return said 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 advance by the City Manager.

APPROVED:

  
City Manager