

CITY COUNCIL POLICY:

SUBJECT: SERVICE AWARDS, RECOGNITIONS AND PROCLAMATIONS

PURPOSE:

The purpose of this policy is to establish guidelines and procedures for recognizing and encouraging contributions made by individuals or groups toward the City and/or community betterment. These individuals and organizations will be recognized by the City Council for various civic contributions.

SERVICE AWARDS

Service Awards are given in recognition of the number of years of service provided to the City by an employee, elected official or Council appointee.

1. Awards will be given annually for 5, 10, 15, 20, etc., years of service.
2. Individuals who, in the aggregate, have provided service to the City as an employee, elected official, member of a City board, commission or committee, and/or provided service as a Council appointee are eligible for the award.
3. Employee shall be presented with a Resolution from City Council to coincide with the years of service award.
4. Service awards will be issued on the recommendation of the City Manager or at the discretion of the Mayor.

PROCLAMATIONS & CERTIFICATES

A. Policy

It is the policy of the City of Union City that proclamations recognizing special events, achievements, or service to the community or City shall be made at the discretion of the Mayor in accordance with the criteria specified in this policy.

B. Eligibility

1. Proclamations may be issued in recognition of the following:
 - Extraordinary achievement or outstanding community service
 - Charitable fundraising events of local non-profit organizations (i.e., a Union City non-profit or a local branch of a state or national non-profit organization)Milestones for an individual or organization, such as major birthdays or anniversaries

- Retirements of individuals who have made significant contributions to the community
 - Local art and cultural celebrations
 - Public awareness campaigns
2. Proclamations that fall within the categories listed above will be approved by the City Clerk's Office, or may be referred to the Mayor at the discretion of the City Clerk.

Requests for proclamations that do not meet the criteria listed above will be considered on a case by case basis by the Mayor.

3. The City retains the right to modify, edit, or otherwise amend the proposed proclamation to meet its requirements, needs, or policy determinations. The City reserves the right to decline any request for a proclamation.
4. Regardless of whether a proclamation qualifies under the above guidelines, the City will not issue proclamations related to matters of ideological or religious beliefs, individual conviction, or political and legislative issues which may suggest an official City position or endorsement. However, this prohibition shall not be interpreted as preventing the City from recognizing cultural events or holidays celebrated by religious groups in the City.
5. Proclamations will not recognize any group whose policies or objectives advocate violence, hatred or any other position contrary to the well-being of the citizens of Union City.
6. No proclamation shall be used as a part of an advertisement or commercial promotion without the express permission of the City in conjunction with the Mayor's Office.

C. Procedure

1. Requests for proclamations may be made by:
 - The Mayor or any member of the City Council
 - A resident of the City of Union City or a representative of a local organization for which the Proclamation is requested.
2. Requests must be made to the City Clerk's Office in writing via email, hand-delivery, or U.S. mail. **Requests must be made six (6) weeks in advance of the date the proclamation is needed.** Requests made less than six (6) weeks in advance will not be granted, except in limited circumstances.
3. 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. Requests must be made six (6) weeks in advance of the date the proclamation is needed.
 - The date of the Council Meeting to be presented or the date by which the proclamation is needed.
 - 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 ½" x 11" page and be in 11 or 12 point font, with room remaining for the Mayor's and City Councils' signature.

4. If a proclamation is presented at a City Council meeting, presentation and receipt of the proclamation shall not exceed five (5) minutes, except as otherwise approved by the Mayor.

Adopted

November 13, 2018; Resolution No. 5404-18