

ADMINISTRATIVE POLICY

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Jurisdiction: City Council

PROCLAMATION POLICY AND PROCEDURE

I. PURPOSE

The purpose of this policy is to outline the process for the public to request and the City to issue proclamations.

II. POLICY

A proclamation may honor an individual, an organization, commemorate a special event, or a special day, month, or year. Members of the public or the City Council may request to have a proclamation prepared. Only proclamations dealing with local, county, state issues or those that positively impact the community and convey an affirmative message to residents will be considered, and are issued in the City's sole and absolute discretion.

Those proclamations selected by the City will be issued. Generally, the following types of proclamations will be considered:


1. Recognition for local individuals and organizations, examples are:
 - Individuals who have positively impacted the City of Capitola, or the greater County/community, examples include:
 - 20 years of service with local nonprofit
 - Retiring from City of Capitola after years of service
 - Businesses or organizations that have positively impacted the City of Capitola, upon significant achievement, examples include:
 - St. John's Helpful Shop, store in the Village for 65 years
 - An organization that runs an effective program that benefits the community
2. Recognition for local regular and special events, or regional or statewide events/recognitions, examples are:
 - Child Abuse Prevention Month
 - Red Cross Month
 - Hunger Fighter of the Year
 - Special Olympics Torch Run

III. PROCEDURE

- All proclamation requests must be made to the City Clerk's Office. Requesters (members of the public and Council Members) are expected to include either a sample proclamation to be used as a guide, or sufficient information to assist City Clerk staff in preparing the proclamation.

- The City Clerk Office will process requests and write proclamations on behalf of the City Council/Mayor.
 - Members of the public, local/regional organizations, and all City Council Members can request proclamations. All proclamations are made in the Mayor's name on behalf of the entire City Council.
1. Proclamations presented at City Council meetings
 - a. Requests should be made at least three weeks prior to the date the proclamation is desired
 - b. Proclamation requests may be made by members of the public or Council members.
 - c. Proclamations presented at City Council meetings must be reviewed and approved by both the City Manager and the Mayor.
 2. Proclamations presented outside of City Council meetings
 - a. Requests should be made at least two weeks prior to the date the proclamation is desired
 - b. Proclamation requests may be made by members of the public or Council members.
 - c. Proclamations presented outside City Council meetings must be reviewed and approved by the City Manager and the Mayor if the request is from the public. If the request is from a Council member, the proclamation will be reviewed and approved by the requesting Council member and City Manager

This policy is approved and authorized by



Jamie Goldstein
City Manager