

 <p style="text-align: center;">CITY OF PACIFICA ADMINISTRATIVE POLICY</p>	<p>No. 84</p>
<p style="text-align: center;">GUIDELINES FOR ISSUING PROCLAMATIONS, COMMENDATIONS AND CEREMONIAL DOCUMENTS</p>	<p>DATE REVISED: 10/27/2025</p> <p>DATE ISSUED: 01/27/2025</p>

PURPOSE:

The purpose of this policy is to establish consistent criteria and procedures for official City Council recognition in the form of ceremonial acknowledgment such as Proclamations of the Mayor (“Proclamations”) and Certificates or Letters of Recognition, Commendation or Congratulations (collectively “Ceremonial Documents”).

POLICY:

It is the policy of the City to recognize noteworthy contributions and achievements of individuals and organizations through Proclamations and Ceremonial Documents in accordance with the criteria contained in this policy, and at the discretion of the Mayor and City Manager. The Proclamations and Ceremonial Documents are not intended for partisan, commercial or narrow individual purposes, as those purposes are inconsistent with the overall policies of the City.

Proclamations are also reserved for public awareness, accomplishments and/or events of significant importance to the Pacifica community. The request for a Proclamation or Ceremonial Document should have local or regional appeal and/or promote activities taking place in the City of Pacifica, with an emphasis on achievements, contributions or activities which support the City Council’s goals and objectives. Only one request for Proclamation or Ceremonial Document will be granted per event. However, a single request may entail a certificate or Ceremonial Document for multiple honorees at an event, provided the request is made from a single requestor (e.g. President of Pacifica Sports Club requesting certificates to multiple inductees into the annual Pacifica Sports Hall of Fame; a Scoutmaster requesting Ceremonial Documents to recognize multiple Scouts earning the Eagle Scout Award; or Pacific Beach Coalition requesting certificates to honor “Stars of the Sea” recipients for Earth Day event).

Proclamations and Ceremonial Documents are strictly honorary and not statements of policy and do not have any legal force or effect, nor do they constitute an endorsement by the City of Pacifica or the City Council. The City’s Proclamations and Ceremonial Documents are not intended to serve as a forum for free expression by the public.

Proclamations

Proclamations may be requested for the following:

- A. Recognition of outgoing Mayor or Councilmember;
- B. Recognition of outgoing City Committee / Commission members who have served at least two full terms;

- C. Recognition of outgoing State Assemblymembers or Senators;
- D. Retiring City Employees per Administrative Policy No. 81;
- E. To call public attention to a Civic Celebration (e.g., City's birthday or anniversary of incorporation, etc.) or Commemorative event (e.g., Civic Center ribbon cutting opening), which the City is participating in or a community service or program (e.g., Small Business Saturday), which is being carried out in the City for the benefit of residents;
- F. Public awareness of significant local, county or state activities or issues, not of a political or partisan nature, which promote the health and welfare of the community and citizens of the City (e.g., Wildfire Preparedness Month, Parks Make Life Better Month, Fire Prevention Week / Month, Arbor Day, etc.);
- G. Recognition of Pacifica residents on the occasion of their 100th birthday.

Proclamations will not be issued for:

- A. For-profit businesses, as an advertisement or commercial promotion;
- B. Matters not within the subject matter jurisdiction of the City of Pacifica;
- C. Events with no direct relationship to the City of Pacifica;
- D. Events or Activities contrary to City policies or the City Council's goals and objectives;
- E. Organizations that have no locally based chapters or specific connection to the City of Pacifica
- F. Matters of ideological or religious beliefs; or
- G. Matters of a political or partisan nature. For purposes of this Policy, "political" means relating to the ideas or strategies of a particular party or group in politics and would include promoting or taking a position relating to candidates or potential candidates for elected office, etc.

Ceremonial Documents

Ceremonial Documents may be issued for the following:

- A. Acts of Heroism;
- B. School or Sports Groups' achievements (or individuals chosen for recognition by the school or Sports Group);
- C. Eagle Scout / Gold Award Achievements; or
- D. Outstanding achievements or contributions by local groups, businesses or non-profit organizations (or individuals chosen for recognition by the non-profit organization) within the City of Pacifica.

Ceremonial Documents will not be issued for:

- A. For-profit businesses, as an advertisement or commercial promotion;
- B. Matters not within the subject matter jurisdiction of the City of Pacifica;
- C. Events with no direct relationship to the City of Pacifica;
- D. Events or Activities contrary to City policies or the City Council's goals and objectives;
- E. Matters of ideological or religious beliefs;
- F. Matters of a political or partisan nature. For purposes of this Policy, "political" means relating to the ideas or strategies of a particular party or group in politics and would include promoting or taking a position relating to candidates or potential candidates for elected office, etc.

Submitting Requests

All requests for Proclamations and Ceremonial Documents should be directed to the City Clerk's Office for review at least **30 calendar days** prior to the date requested for presentation/ issuance.

Exceptions to the deadline may be granted at the discretion of the City Manager in consultation with the Mayor, provided that sufficient time is permitted to prepare the item before the event; however, requests received less than 14 calendar days in advance will be denied. Individual Councilmembers and City Department Heads, or their designee, may request an appropriate Proclamation or Ceremonial Document through the City Clerk's Office or City Manager. Requests for Proclamations or other Ceremonial Documents must be submitted to the City Clerk with the following information:

- 1) Contact person's first and last name, daytime phone number, and email address;
- 2) Brief summary of the event or organization;
- 3) For Proclamations: Draft text of proclamation, including four to five "WHEREAS" clauses
- 4) Content must be typed in 12-point font and fit on a single 8 ½ x 11-inch page with wide 1.25-inch margins, providing 1 inch at the top for the City seal and 1 inch at the bottom for the Mayor's signature;
- 5) Date by which the Proclamation/Ceremonial Document is needed; and
- 6) Location where the Proclamation/Ceremonial Document is requested to be presented (e.g., at a Council meeting or other special event and date preferred).

Each request shall provide sufficient background information to allow the City Clerk to determine whether the request is consistent with this Policy and to prepare an appropriate form of recognition. If insufficient information is provided, the City Clerk may request more information be provided.

Review of Requests

Submission of a request does not guarantee the issuance of a Proclamation or Ceremonial Document. Requests for Proclamations or Ceremonial Documents will be reviewed by the City Manager, or their designee. The City Manager, or their designee shall determine whether the request is consistent with this Policy. If a request is determined to be consistent with this Policy, then the Proclamation or Ceremonial Document will be prepared and issued as discussed below. The City Manager, may, but is not required to, consult with the Mayor on any request the City Manager is reviewing.

If a request is not consistent with this Policy, the City Manager, or their designee, will notify the requestor of the determination but shall not be obligated to provide any explanation of the determination.

Issuance of Proclamations/Ceremonial Documents

If a Proclamation or Ceremonial Document is issued, the City retains the right to modify, edit or otherwise amend any proposed proclamation to meet its requirements, needs or policy determinations. The final wording or content of any Proclamation or Ceremonial Document is subject to the City Manager's, or their designees' discretion.

If a Proclamation or Ceremonial Document is issued, it may be presented either at a City Council meeting, a special event or directly to the requestor. If a Proclamation or Ceremonial Document is to be issued at a City Council meeting, it will be placed on the Agenda under "SPECIAL

PRESENTATIONS". A maximum of two Proclamations or Ceremonial Documents may be issued at each City Council meeting, unless otherwise approved by the City Manager. The City Manager, or their designee, will determine the timing of the presentations for the Proclamation or Ceremonial Document at specific City Council meetings based on the length of the agenda and availability of the Mayor or their designee. Consistent with the Council Rules and Ethics Section 6(1), there should be an attempt to limit all commendations, proclamations and special presentations to no more than 20 minutes.

Requests for Proclamations or Ceremonial Documents to be presented at a special event are subject to the availability of the Mayor, or their designee, or other City official.

Proclamations and Ceremonial Documents shall be issued on behalf of the City Council and signed by the Mayor only, or the Vice Mayor in the Mayor's absence or by the Mayor's designee. The Mayor's signature may be in the form of a wet signature, electronic signature or signature stamp / image with the Mayor's approval.

Proclamations and Ceremonial Documents must be picked up at the City Council meeting or special event at which it is scheduled for presentation or picked up from the City Clerk's Office only after the requestor has been notified that it is ready at City Hall. Proclamations and Ceremonial Documents will not be mailed. Proclamations and Ceremonial Documents must be picked up within 30 calendar days of the event date or otherwise the receipt by requestor will be considered forfeited.

Nothing in this Policy shall prohibit individual Councilmembers from preparing individual notes of appreciation or congratulation to others. In this case, however, no staff support shall be provided and no presentation shall be made at a Council meeting.

Nothing in this Policy shall prohibit Councilmembers from requesting through the City Manager to agendaize a Proclamation for consideration by Council pursuant to the City Council Rules and Code of Ethics.