

# CITY OF EL CENTRO

## POLICY STATEMENT

Policy Statement No: 605  
Category: Administrative  
Subject: Proclamation Request

Adopted: September 20, 2016  
Revised: November 21, 2023  
Distribution: All City Depts.

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### I. Purpose

- A. To Provide guidelines and procedures for the issuance of proclamation;
- B. To highlight important issues, charitable events, civic minded individuals, or memorable occasions; and
- C. To provide for plaques identifying buildings of cultural and/or historic interest and significance.

### II. Policy

- A. It is the policy of the Mayor and/or the City Manager to issue proclamations for one of the following:
  - Public awareness campaigns for issues within the City, County and region
  - 501(c)(3) Non-profit organizations
  - To honor an individual, an organization, recognize a special event or a special day such as major birthdays (100+) and anniversary milestones (75+), month or year
  - For Arts and cultural celebrations within the City of El Centro
  - Special honors (on the recommendation of the Mayor or members of the Council)
  - Outstanding Community Services (individual, groups and/or organizations)
- B. It further is the policy of the City that the Mayor may request that a plaque be designed and provided by City staff at the City's expense, in coordination with the property owner, to identify a building within the City which is of cultural, historical and/or social significance within the City and which has not been identified as an historical site. The plaque is not subject to the City Code provisions regarding signage.
  - A plaque also may be given when a proclamation has been issued or may accompany a proclamation.

### **III. Procedures**

1. City Council members, citizens, or bona fide organizations may request a proclamation or plaque. All requests that fall within the categories listed above in II will be considered.
2. The City Manager will determine if the proclamation or plaque request meets the requirements of this policy and may consult with the Mayor.
3. A proclamation request must be transmitted to the Office of the City Manager at least two weeks prior to the desired completion date, the date to be placed on the agenda, or presented at an event.
4. The request may include either a sample proclamation or plaque to be used as a guide or shall provide sufficient information to assist the City Manager's staff and minimize staff time in preparing the proclamation or designing the plaque.
5. The Mayor and/or City Manager shall determine if the proclamation or plaque will be presented during a City Council meeting, at an event, or mailed to the requester.
6. Proclamations to be presented at a City Council meeting shall be placed in a frame provided by the City.
7. Proclamations mailed will be placed in a certificate cover.
8. Plaques shall contain text such as: This building recognized by the City of El Centro as of cultural and historical significance to the community and the date.

### **IV. Guidelines**

1. The City of El Centro reserves the right to modify or deny any proclamation or plaque request.
2. An organization may request only one proclamation or plaque annually.
3. An organization does not have exclusive rights to the day, week, or month of its proclamation.
4. A congratulatory letter or a certificate of recognition may be offered as an alternative where proclamation criteria are not met.

### **V. Prohibited Use**

Proclamations will not be issued for:

- Matters of political controversy, ideological or religious beliefs, or individual convictions
- Political Campaigns of any kind
- Events contrary to City policies or any applicable law or regulation
- Retirements with the exception of City of El Centro employees, elected or appointed officials, or volunteers