

**POMONA CITY COUNCIL
GODDESS AND AWARD PRESENTATION POLICY**

SUBJECT:

Recognition Requests

PURPOSE:

To establish guidelines for the recognition of individuals, groups and events of significance to the Pomona community by issuance of proclamations, certificates, plaques and other recognition awards.

POLICY/PROCEDURE:

It is the policy of the City Council that when a request for recognition is received, certificates, proclamations, plaques and other recognition awards shall be prepared in accordance with the adopted guidelines of this policy, including the attached Guidelines for Recognition Requests (Exhibit "A") and the Matrix of Recognition Requests (Exhibit "B"). Providing that the recognition request is consistent with the Policy, the request shall be processed by staff. If a request for recognition is not clearly consistent with any of the request categories described in Exhibits "A" and "B," the City Clerk shall place the request on the agenda for the next City Council meeting for discussion of approval.

COUNCIL POLICY EXHIBIT "A"

GUIDELINES FOR RECOGNITION REQUESTS

TYPES OF RECOGNITION AWARDS: (listed by monetary value, lowest to highest)

Certificates and Proclamations: Types of certificates issued include certificates of commendation, recognition, appreciation, election and *in memoriam* certificates. Proclamations are prepared in much the same manner as certificates, but proclaim a specific date or event. Certificates and proclamations may be presented in certificate jackets or frames. Unless a frame is specified by this policy, the certificate/proclamation will be presented in a jacket.

City Tile Plaque: Shall be presented to all "A" employees after one year and all "B" employees after five years of service.

Pomona Goddess Award: Award of a City Goddess is reserved for recognition of the following:

1. Retiring City employees with 20 or more years of service; **only one Pomona Goddess Award shall be issued during an employee's lifetime.**
2. Retiring City Council Members who have completed one full term or more of service; **only one Pomona Goddess Award shall be issued during an elected official's lifetime, regardless of the number of full-terms served.**
3. Retiring Commissioners who have completed one full term or more of service; **only one Pomona Goddess Award shall be issued during a commissioner's lifetime, regardless of the number of full-terms served.**
4. Other persons who have performed continuous or protracted service that has substantially benefited the City. Only one goddess award shall be issued **during a person's lifetime for continuous or protracted service that has substantially benefited the City.**

REQUEST CATEGORIES:

Requests for recognition, which are clearly consistent with any of the request categories below shall not require prior approval. Recognition requests not consistent *with* the categories and/or recognition awards specified below must be approved by majority vote of the City Council.

PERSONAL ACCOMPLISHMENTS:

Athletic/Academic Accomplishment: Recognition of athletic/academic accomplishments may be given when an individual or team reaches a significant level of competition on a regional, state, or national level. Recognition should occur when the individual or team has completed the highest level of competition. Honorees shall be invited to attend a City Council meeting for presentation of a certificate of commendation.

Acts of Heroism: Commendations may be given to residents of Pomona who perform heroic acts and to non-residents who perform acts of heroism to save the life or property of a City resident. Honorees shall be invited to attend a City Council meeting for presentation of a certificate of commendation

Boy Scout and Girl Scout Accomplishments: A certificate of commendation may be prepared to recognize Pomona residents who achieve the rank of Eagle Scout in the Boy Scouts or the Gold or Silver Award in the Girl Scouts. The award shall be presented at either a City Council meeting or Court of Honor, as requested.

Volunteers and Contributors to the City: A certificate of appreciation shall be presented to volunteers, individuals or organizations who contribute to and/or support the City.

SIGNIFICANT EVENTS:

Meeting Adjourned *in Memoriam*: The Mayor and/or a Councilmember may dedicate a meeting to the memory of an individual at the time of adjournment. An *In Memoriam* certificate shall be prepared and mailed to the next of kin.

Regional Events: Events of significance to the region, state or nation may be recognized by proclamation and presented at a City Council meeting or mailed as requested.

Anniversaries: A certificate of recognition may be prepared to commemorate an anniversary of 25 years or more for a community service organization located in the city, a company doing business within the City or another public agency. The organization being honored shall be invited to send a representative to a City Council meeting to receive the award.

PUBLIC OFFICIALS:

Newly Elected City Officials: City elected officials shall receive a framed certificate of election upon taking the oath of office at a City Council meeting.

Outgoing Elected City Officials: Outgoing elected officials of the City shall receive a Pomona Goddess Award commemorating their full-term service to the City at their final City Council Meeting. **Only one Pomona Goddess Award shall be issued during an elected official's lifetime, regardless of the number of full-terms served.**

Newly Appointed City Commissioners: Newly appointed commissioners shall be presented with a City lapel pin upon taking the oath of office.

Outgoing City Commissioners: Upon leaving office, commissioners who have completed one full-term or more of service shall be presented with a Pomona Goddess Award at a City Council meeting. **Only one Pomona Goddess Award shall be issued during a commissioners lifetime of service, regardless of the number of full-terms served.**

**COUNCIL POLICY
EXHIBIT "B"**

MATRIX OF RECOGNITION

RECOGNITION CATEGORIES	TYPES OF RECOGNITION AWARD					SIGNED BY	WHERE/HOW PRESENTED
	Certificate*	Proclamation	City Lapel Pin	City Tile Plaque	Pomona Goddess		
Personal Accomplishments							
Athletic or Academic Accomplishment	Certificate of Commendation					Council	City Council Meeting
Acts of Heroism	Certificate of Commendation					Council	City Council Meeting
Boy or Girl Scout Accomplishment	Certificate of Commendation					Council	City Council Meeting, or as requested
Volunteers and Contributors to the City	Certificate of Appreciation					Council	City Council Meeting, or as requested
Significant Events							
Meeting Adjourned <i>In Memoriam</i>	Certificate <i>In Memoriam</i>					Council	By Mail
Regional Events		Yes				Council	City Council Meeting or as requested
Anniversaries/ Annual Events	Certificate of Recognition					Council	City Council Meeting or other venue
Public Officials							
Newly Elected City Officials	Certificate of Election					Election's Official	City Council Meeting
Outgoing Elected City Officials					Yes	N/A	City Council Meeting
Newly Appointed City Commissioners			Yes			N/A	City Council Meeting or City Clerk's Office
Outgoing City Commissioners Full term of 4 years					Yes	N/A	City Council Meeting

RECOGNITION CATEGORIES	TYPES OF RECOGNITION AWARD					SIGNED BY	WHERE/HOW PRESENTED
	Certificate*	Proclamation	City Lapel Pin	City Tile Plaque	Pomona Goddess		
Public Officials (cont.)							
Outgoing City Commissioners at least 2 years	Yes						
Outgoing City Youth Advisory Committee Members Full term of 2-11 years				Yes			
Outgoing City Youth Advisory Committee Members At least 1 "year"	Yes						
Other Officials (i.e., other agencies)	Yes			Yes			As requested by the Mayor and/or Councilmember

Employee Recognition							
Outgoing "A" Level - One Year of Service				Yes		N/A	As requested
Outgoing "B" Level - Five Years of Service				Yes		N/A	As requested
Retirement with 20 or more Years of Service					Yes	N/A	City Council Meeting or as requested
Service that Substantially Benefits the City					Yes	N/A	City Council Meeting

*Certificate types:

Certificate of Commendation
 Certificate of Recognition
 Certificate of Appreciation
 Certificate of Accomplishment
 Certificate *In Memoriam*