

CITY OF EL CENTRO

POLICY STATEMENT

Policy Statement No: 104
Category: General
Subject: City Council Correspondence
and Recognition Policy

Adopted: August 2, 2000
Revised:
Distribution: All Departments

I Purpose

The purpose of this policy statement is to establish guidelines for the issuance of official City Council correspondence, and the awarding of recognition. In that the public may perceive that any correspondence or forms of recognition from the Mayor or City Council have the support of a majority of the City Council, it is necessary to establish guidelines for the issuance of correspondence and forms of recognition.

II Correspondence Policies

- A. The Mayor will sign letters on behalf of the City Council.
- B. Correspondence from any member of the City Council written on City stationery, which is not a result of City Council action, will be placed as an information item on the next City Council agenda, except as provided in Paragraph C of this section.
- C. Routine letters from the Mayor, or designee in his/her absence, do not need to be listed as informational items on the City Council agenda. Such letters shall include:
 - 1. thank you letters to individuals or organizations for involvement in events or activities that benefit the City
 - 2. letters commending good citizenship
- E. All City Council correspondence on City stationery shall be copied to the other members of the City Council.
- F. City Council members may, at their own expense, provide stationery that does not contain the official seal of the City of El Centro. City resources may be used in the preparation of correspondence on such stationery if the correspondence is of a beneficial nature to the City.
- G. City Council members, other than the Mayor, shall not make representations on

behalf of the entire Council.

- H. Correspondence not representative of the entire City Council may be made on personal stationery.
- I. City Council members shall avoid using City stationery or other City resources when an objective person could construe that to do so would create the appearance of:
 - 1. using public office for personal gain or to promote personal business
 - 2. giving preferential treatment to any person or group
 - 3. impeding governmental responsiveness or efficiency

III Recognition Policies

- A. The awarding of certificates of appreciation/recognition, proclamations, and keys to the City, shall be limited and reserved for special events or to acknowledge distinctive service to the City or community.
- B. City Council members may present mementos at speaking engagements or special functions, and to visiting dignitaries, other officials, or individuals in recognition of beneficial service to the City.
- C. Only the Mayor, or designee in his/her absence, may issue certificates of appreciation/recognition honoring distinctive service to the City or community or in recognition of a special event.
- D. Only the Mayor, or designee, in his/her absence, may issue proclamations, which shall be reserved to denote exemplary service to the City or community or to commemorate a special event.
- E. Only the Mayor, or designee, in his/her absence, may present keys to the City to visiting dignitaries or to individuals whose special contributions to the City merit the City's highest honor.

IV Definitions

- A. Official correspondence – any letter written on City stationery.
- B. City stationery – letterhead that contains the official seal of the City of El Centro.
- C. Personal stationery – stationery provided at personal expense without the official logo to the City.

- D. Memento – a souvenir with the wording “City of El Centro” or items such as a pin, key chain, coffee cup, hat, T-shirt, etc., containing the City logo.
- E. Certificate of appreciation/recognition – an award given by the Mayor to recognize service or contribution to the City or community.
- F. Proclamation – the recognition by the Mayor of a special event or an individual’s or organization’s achievement or contribution to the City or community, by naming a special day in their honor.
- G. Key to the City – any key that includes the words “City of El Centro” or the City logo.