



The Office of Mayor Lori D. Wilson

SUISUN CITY PROCLAMATION GUIDELINES

Proclamations are ceremonial documents to honor, celebrate or create awareness of an event, significant issue, or significant achievements of a community member. Proclamations are provided as a service to the residents of Suisun City and are approved or declined at the sole discretion of the Mayor. In addition, Mayoral Recognition Certificate or a Congratulatory Letter may be given in lieu of a Proclamation where the criteria for a Proclamation are not met.

Only private individuals residing in Suisun City or organizations affiliated with the City of Suisun City are eligible to request Proclamations or Mayoral Recognition.

Proclamations and Mayoral Recognition are ceremonial documents and do not carry legal authority. These documents may be issued for special honors, public awareness, non-profit organizations, for-profit organizations in recognition of a participating or contributing to community benefit, or arts and cultural celebrations, etc.

A Proclamation does not necessarily indicate the Mayor, City Council, or City of Suisun City endorses you, your program or activity. No such implication should be made by you or the organization when you are publicizing your event or activity.

To request a Proclamation or Mayoral Recognition from the City of Suisun City, please follow the guidelines in this document.

Please keep in mind, the type of document prepared by the Mayor may be different from the request. The Mayor reserves the right to determine the type of document to be issued and to deny any request.

Warmest regards,

Lori Wilson

Mayor

Revised: January 2021

All requests must be made in writing via email, hand-delivered, faxed or sent by U.S. mail. Requests must be made at least 30 days in advance of the date the Proclamation is needed to allow time for approval and processing. Please contact the Deputy City Clerk's office @ (707) 421-7302 prior to submitting if request cannot be submitted in advance of 30 days.

Requests should be sent to:

Office of the Mayor
City of Suisun City
701 Civic Center Boulevard
Suisun City, CA 94585
mayor@suisun.com
Fax (707) 421-7366

Requests should include:

- Exact date the Proclamation is needed
- Contact Name and Organization (if applicable)
- Address
- Best Contact Number
- E-mail address
- In paragraph form, an explanation of the reason for the request, the basis for the Proclamation, and any other pertinent details which may assist in the approval
- Presentation Type:
 - Via Mail (mailed at no cost)
 - Held for Pick-up
 - Presented at Council
 - Presented at an Event (include event details: date, time and location)

Please include a "first draft" of the Proclamation, given that you know the background of your event or program. A sample Proclamation is included for you to use as guide. You can also search other cities or government agencies for sample Proclamation wording. However, please follow the format of the sample provided here. The Proclamation must fit on one page with 12-point font with room for the Mayor's signature and generally the word count should be under 400. The Proclamation will be edited or revised by City staff as necessary and they will discuss changes with you prior to it being sent as the final draft to the Mayor. The Mayor reserves the right to edit all drafted material for final wording without exceptions.

Generally, the Mayor allows one Proclamation annually per person, topic and/or organization. In addition, the Mayor does not issue Proclamations to for-profit businesses as an advertisement or commercial promotion, events or organizations with no direct relationship to the City of Suisun City, political campaigns, or events contrary to city policies.

The Mayor will not recognize any individual or group whose policies or aims advocate violence, hatred or any other position contrary to the well-being or quality of life of the residents of the City of Suisun City.

Examples of recognitions, events, or celebration where the Mayor has historically not given a Proclamation but instead has given a Mayoral Recognition Certificate or Congratulatory Letter:

- Family Reunion
- Class Reunion
- Retirement Ceremonies
- Pastoral/Church Anniversaries (*Key Milestones: 1, 5, and 10 yrs plus any increment of 10yr*)
- Wedding Anniversaries for Couples (*Key Milestones: 25, 50, and 75 yrs*)
- Birthday Celebrations (*Key Milestones: 18, 40, 50, 75, and 90 yrs old plus any year thereafter*)
- Recreational Events
- Conferences

Deceased individuals are not eligible for Proclamation requests. Those individuals who have made a significant contribution to the history of Suisun City or provided significant community benefit to Suisun City may be eligible to receive a resolution by the City Council. Please contact the Deputy City Clerk @ (707) 421-7302 for more details.

SAMPLE PROCLAMATION

WHEREAS, more than 6 million pets end up homeless every year in the United State; and

WHEREAS, often families visit shelters and bypass some adoptable pets simply because of the way they look, their age, their breed, or because they have disabilities such as blindness or deafness; and

WHEREAS, volunteers in our community work tirelessly to help support pet rescue efforts through fostering and the donations of time and funds; and

WHEREAS, in October 2017, Rachel Gardner, Executive Director, founded Super Fur-iends, a Suisun City non-profit organization specializing in pet rescue, and

WHEREAS, the mission of Super Fur-iends is to promote a culture geared around spaying and neutering tame and feral animals, with the primary goal to educate and provide low cost spay and neuter options; and

WHEREAS, Rachel Gardner, Executive Director, founded the non-profit on love, compassion and inclusion and is dedicated to giving pets second chances and provide loving homes to pets that are often overlooked, such as feral kittens, senior pets, disabled pets, and those needing to be rehomed due to emergencies; and

WHEREAS, Super Fur-iends host the “Festival of the Forgotten” during the third week of the September to raise awareness about the benefits of adopting pets that tend to get overlooked or passed over and encourage potential adopters to consider pets they might not have previously.

NOW, THEREFORE, I, Lori D. Wilson, Mayor of the City of Suisun City hereby proclaim the week of September 14 – 21, 2020 as:

“ADOPT-A-LESS ADOPTABLE PET WEEK”

in the City of Suisun City and urge all residents to support Super Fur-iends, say “yes” to the less adoptable, or volunteer to be a foster parent.