



## City Council Staff Report

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**Subject:** Community Recognition Commission Procedure Guide

**Date:** June 24, 2025

**Submitted By:** Elizabeth Sorg, Assistant to the City Manager  
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**Department:** City Manager's Office

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**Recommendation:**

Adopt a Resolution of the City Council of the City of Rocklin Repealing and Replacing Resolution No. 2021-11 Community Recognition Procedure Guide.

**Background:**

The Community Recognition Commission was created by Ordinance No. 1091 on March 27, 2018. Since the formation of the Commission, only one procedure guide has been adopted, which was approved by City Council on January 26, 2021 (Attachment 1). Over the years, questions about nominee eligibility, application review processes, and the role of staff have been raised but never fully addressed in a comprehensive procedural guide. Attachment 3 is a proposed updated procedural guide which addresses several of the questions that have arisen since the Commission's formation in 2018. It incorporates the key components of the 2021 guide and provides further clarification. A few notable items included in the new guide are listed below:

- General eligibility criteria have been established for each category of award.
- Staff will do an initial review of nominations to ensure they meet the eligibility criteria.
- The Commission is given the authority to review prior nominations as long as they are added to the Commission agenda prior to publishing.

At the May 21, 2025 Community Recognition Commission meeting, the Commission provided feedback to staff about the document and voted 3-0, with 2 Commissioners absent, to recommend it to City Council for approval.

Because the existing procedure document was approved via Resolution No. 2021-11, City Council approval of the staff recommendation will repeal Resolution No. 2021-11 and replace it with a new Resolution, effectively repealing the prior guide and replacing it with the updated guide included as Attachment 3.

**Fiscal Impact:**

There is no direct fiscal impact to the staff recommendation.

**ATTACHMENTS:**

1. [Resolution](#)
2. [Resolution Exhibit A - Procedural Guide](#)
3. [2021 Adopted Procedure Guide](#)