






## Administrative Policy

<b>Title: Congratulatory Greetings by the Corona City Council</b>					
<b>Administered By: Management Services (City Manager)</b>					
New Policy No.	Issue Date (Last Revised)	Renumber Date	Department Head Approved	City Manager Approved	Mayor Approved
07400.004	UNKNOWN (N/A)	01-03-17			

This Policy had been issued without a known Policy Number. Effective on the Renumber Date noted above, this Policy is hereby renumbered as the Policy Number noted above.

The latest version of the Policy is attached hereto and incorporated herein by reference.

Attachment: Policy (UNKNOWN #)  
Issued: UNKNOWN  
Revised: N/A



## **CONGRATULATORY GREETINGS BY THE CORONA CITY COUNCIL**

The following policy has been established to process requests for congratulatory greetings from the City Council. These greetings will be signed by the five members of the Corona City Council to commemorate significant events in the lives of residents.

### **CRITERA:**

The following significant events shall be eligible for congratulatory greetings by the Corona City Council:

- Wedding anniversaries for couples celebrating 50 years of marriage or more
- Birthdays of any resident 80 years of age or older
- Birth or adoption of a child into a family within one (1) year of the child's arrival

### **PROCESS:**

All requests for congratulatory greetings by the Corona City Council shall adhere to the following process:

- 1) Honoree/Honorees must be Corona residents at the time of the occasion
- 2) Request for a congratulatory greeting must be received by the Management Services Department two (2) weeks prior to the event
- 3) Requests must contain the following information:
  - a. Name of the honoree or honorees
  - b. Address of the honoree or honorees
  - c. Date of the event (month, day, and year)
  - d. Any pertinent information which should be included in the congratulatory message (for example the background of couple or individual)
  - e. Requestor's name and day time contact information

Please contact the Management Services Department at (951) 736-2370 for information regarding congratulatory greetings.