



CITY OF TUALATIN

Staff Report

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Nicole Morris, Deputy City Recorder

DATE: January 13, 2025

SUBJECT:
2025 Proclamation Review and Approval

EXECUTIVE SUMMARY:

The purpose of this agenda item is to seek City Council direction for pre-approved proclamations for the 2025 calendar year. In November 2024, the City Council adopted a Policy for Proclamations and Agenda Item Additions that includes 4 tiers, or types of proclamations:

- Tier 1 proclamations include subject matters directly related to the City of Tualatin organization and City-sponsored programs. Tier 1 proclamations, by policy, do not need prior Council approval for inclusion on an agenda.
- Tier 2 proclamations are those from a branch of government or an organization that the City is funding. Tier 2 proclamations do not need prior Council approval for inclusion on an agenda.
- Tier 3 proclamations include requests from Community Partners. These proclamations require prior Council approval before being placed on an agenda.
- Tier 4 proclamations are all other proclamation requests and require prior Council approval before being placed on an agenda.

The following chart shows all of the proclamations that are known for the 2025 calendar year, along with their corresponding Tier (Tier 3 and 4 proclamations are highlighted).

Tier	Proclamation	Recognition Date	Proposed Adoption
1	Employee of the Year		2/10/2025
1	Arbor Month	4/2025	3/24/2025
2	Community Development Month	4/2025	3/24/2025
1	National Library Week	4/6-12/2025	3/24/2025
1	Volunteer Appreciation Week	4/19-25/2025	4/14/2025
1	National Police Week	5/11-17/2025	4/28/2025
1	Public Service Recognition Week	5/4-10/2025	4/28/2025
1	National Prevention Week	5/11-17/2025	4/28/2025
4	Gun Violence Awareness Month	6/2025	5/27/2025
4	Pride Month	6/2025	5/27/2025
4	Juneteenth	6/19/2025	6/9/2025
1	National Pollinator Week	6/23-29/2025	6/23/2025

Tier	Proclamation	Recognition Date	Proposed Adoption
1	National Preparedness Month	9/2025	8/25/2025
4	9/11 Remembrance Day	9/11/2025	9/8/2025
4	Hispanic Heritage Month	9/15-10/15/2025	9/8/2025
2	Domestic Violence Awareness Month	10/2025	9/22/2025
3	Red Ribbon Week	10/23-31/2025	10/14/2025
4	Native American Heritage Month	11/2025	10/27/2025
3	Small Business Saturday	11/29/2025	11/24/2025

The Tier 1 and Tier 2 proclamations are assumed to be approved, by policy and will be scheduled on the appropriate Council meeting date. The remainder of the proclamations, by policy, need to be requested in advance, or sponsored by a City Councilor and then placed on an agenda. However, all of the ones highlighted in the chart above have been approved for multiple years. Staff is recommending that the City Council review the highlighted Tier 3 and Tier 4 proclamations and determine whether to approve them in advance without requiring a request or sponsorship.

Attachment:

- Policy for Proclamations and Agenda Item Additions