



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: January 20, 2022		Subject: Celebrations and Proclamations	
		Staff Member: Zoe Mombert, Assistant to the City Manager (Assisting Council President Akervall)	
		Departments: Administration	
Action Required		Advisory Board/Commission Recommendation	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable Comments: N/A	
Staff Recommendations: N/A			
Recommended Language for Motion: N/A			
PROJECT / ISSUE RELATES TO:			
<input type="checkbox"/> Council Goals/Priorities	<input type="checkbox"/> Adopted Master Plan(s)	<input checked="" type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

Receive information about a proposed celebration and proclamation process.

EXECUTIVE SUMMARY:

The City Council hears many proclamations during the year and in some cases a multiple proclamations at one City Council meeting. Proclamations provide an important opportunity for community education, celebration, and recognition. They should be meaningful and significant, and make appropriate use of City resources and time. Council President Akervall worked with City Staff to evaluate current practices and to create a clear process to acknowledge events, programs, etc., with a proclamation or other type of celebration. The new process will help guide staff, residents and the City Council to determine when we will share a proclamation, read a proclamation or provide other options for recognition.

BACKGROUND INFORMATION:

Proclamations are a great way to recognize people, programs and events. In some cases, they are a formality and in other situations, they are meant to inform the community. In the past, the city has read proclamations during city council meetings as a way to inform or celebrate. The proclamation reading can be lengthy and the message intended can be lost.

Council President Akervall met with staff on multiple occasions over the last six months to review our proclamation procedures for existing proclamations as well as new proclamation suggestions from the community, staff and council members.

After reviewing current practices, it was determined there should be a clear process to identify when a proclamation is needed, when it will be read aloud, etc. The process for new and existing proclamations are attached (attachment A and B). In the interest using meeting time effectively, it is recommended that no more than two proclamations will be read aloud in a meeting. In addition, proclamations can be prepared, signed by the Mayor and included in the council meeting packet. In some instances, a proclamation may not be needed at all to recognize an accomplishment, event or program. In those situations, it might be more meaningful for a City Council to provide information during Councilor Comments or receive a presentation during communications or citizen input.

The intent of the new process is to provide recognition in an appropriate and meaningful way. The attached flow charts provide a clear process for new and existing proclamation process for staff, community members and councilors to follow. This process also provides transparency.

EXPECTED RESULTS:

Clear process for proclamations and appropriate recognition for events.

TIMELINE:

Staff will provide quarterly updates to the Mayor regarding upcoming proclamation needs or requests. The evaluation for new proclamations will vary.

CURRENT YEAR BUDGET IMPACTS:

There are no budget impacts.

FINANCIAL REVIEW:

Reviewed by: KAK Date: 1/11/2022

LEGAL REVIEW:

Reviewed by: BAJ Date: 1/11/2022

COMMUNITY INVOLVEMENT PROCESS:

N/A.

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

Clear process for proclamations and appropriate recognition for events.

ALTERNATIVES:

N/A.

CITY MANAGER COMMENTS:

N/A.

ATTACHMENTS:

- A. Ongoing proclamation process
- B. Proclamation Process
- C. Proclamation Request Form