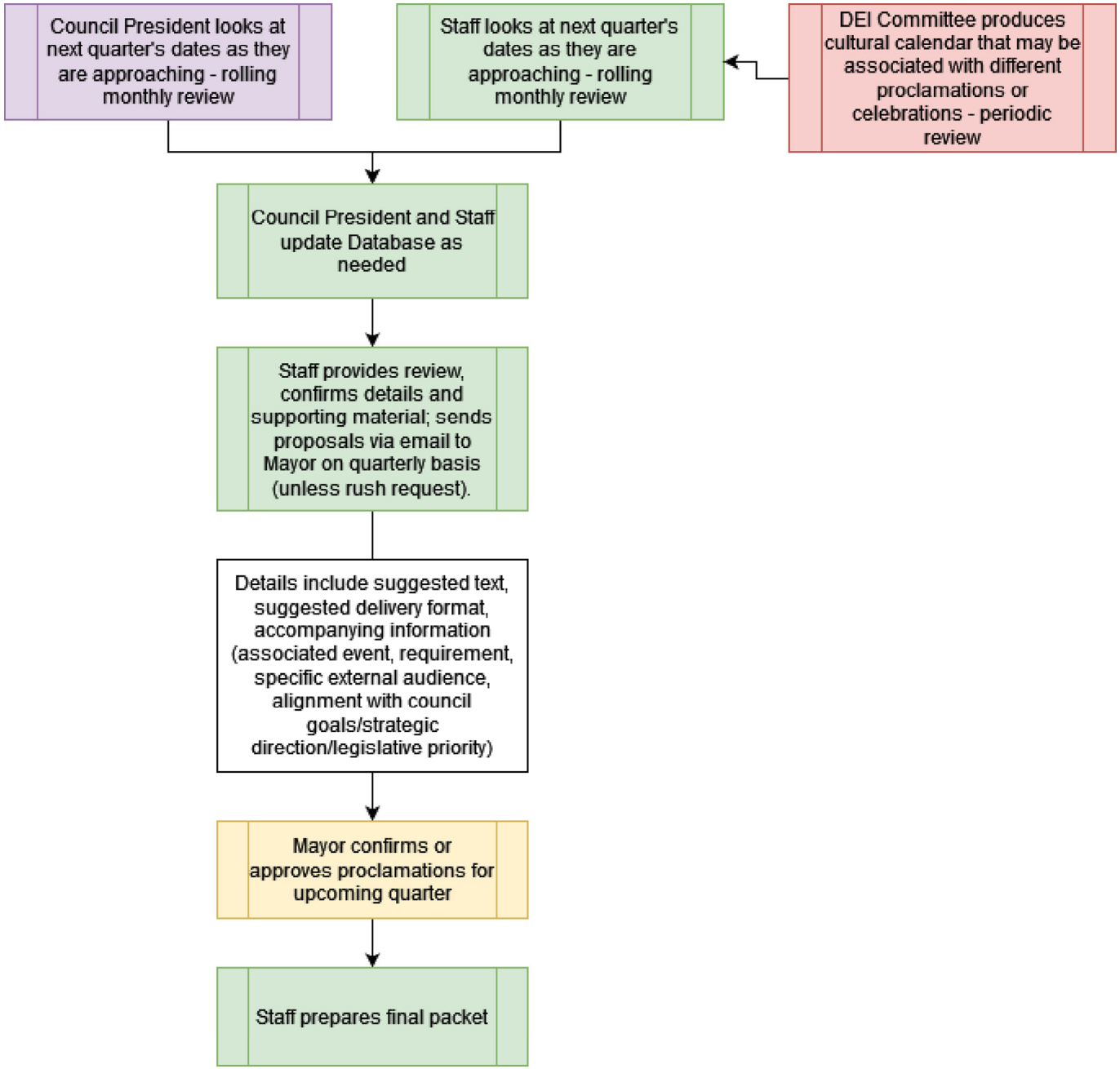
Council President looks at next quarter's dates as they are approaching - rolling monthly review
Staff looks at next quarter's dates as they are approaching - rolling monthly review
DEI Committee produces cultural calendar that may be associated with different proclamations or celebrations - periodic review
Council President and Staff update Database as needed
Staff provides review, confirms details and supporting material; sends proposals via email to Mayor on quarterly basis (unless rush request).
Details include suggested text, suggested delivery format, accompanying information (associated event, requirement, specific external audience, alignment with council goals/strategic direction/legislative priority)
Mayor confirms or approves proclamations for upcoming quarter
Staff prepares final packet