



TOWN COUNCIL STUDY SESSION AGENDA
May 9, 2022
5:00 PM

I. Staff/Council Updates

II. Study Session Items

1. Crisis Center Community Contribution Update - Amy McCandless - 10 minutes
2. Parks, Recreation and Open Space Update - Colton - 45 minutes
3. Regional Swimming Pool Discussion - Poage - 15 minutes
4. Community Recognitions Process and Policy - Kivela - 30 minutes
5. Review Future Town Council Agendas - Hoffmann - 30 minutes

III. Town Council Items



MEMORANDUM

TO: Honorable Mayor and Members of Town Council
FROM: Mary Colton, Parks and Recreation Director
DATE: May 9, 2022
SUBJECT: Parks, Recreation and Open Space Quarterly Update

ISSUE:

The Parks, Recreation and Open Space Department staff will provide a 45-minute Department update to Town Council using PowerPoint at the May 09, 2022 Study Session.

FISCAL/BUDGET IMPACT:

There is no fiscal or budgetary impact associated with this update presentation.

BACKGROUND:

The Parks, Recreation and Open Space Department staff will provide an update on relevant and current topics for the Mayor and Town Council. This update will include recreation events/projects, capital projects and recreation highlights.

RECOMMENDATION:

Presentation for informational purposes only.

REQUESTED DIRECTION:

For information only, no action is required

ATTACHMENT:

None



MEMORANDUM

TO: Honorable Mayor and Members of Town Council
FROM: Michelle Kivela, Town Administrator
DATE: May 9, 2022
SUBJECT: Regional Swimming Pool Discussion

ISSUE:

Request to look at a Douglas County collaborative to fund a competitive pool.

FISCAL/BUDGET IMPACT:

None at this time.

BACKGROUND:

Councilmember Poage is requesting a discussion on exploring a Douglas County collaborative effort to fund a competitive pool in Douglas County.

RECOMMENDATION:

Seeking consensus on direction.

REQUESTED DIRECTION:

Seeking consensus and direction.

ATTACHMENT:

None



MEMORANDUM

TO: Honorable Mayor and Members of Town Council
FROM: Michelle Kivela, Town Administrator
DATE: May 9, 2022
SUBJECT: Community Recognitions Process and Policy

ISSUE:

Council has requested to review and discuss possible revisions to the Town's process for issuing special recognitions and certificates.

FISCAL/BUDGET IMPACT:

Minimal - related to supplies and staff time.

BACKGROUND:

In 2018, with support from the Mayor and Council, staff created a formal process for citizens to invite the Mayor and/or Town Council to a ceremonial event or request that the Town issue a recognition certificate or proclamation. The formal process provides citizens with better guidance and a clear understanding of what options are available to commemorate or recognize special occasions, individuals, groups and organizations. It also ensures more accurate information is obtained and elected officials and staff are better informed.

At a recent Study Session, the Council requested more clarification on the Town's current process and practice, examples from other communities and further formalizing the process through a Town Policy. I have attached the Town's current guidelines for Mayor and Town Council ceremonial documents (proclamations and certificates) and events. Additionally, I have attached several example policies from other municipalities throughout the US.

Events, Proclamations and Special Certificates/Recognitions

The Town's guidelines and accompanying forms are on the Town's website at <https://www.parkeronline.org/2213/Council-DocumentEvent-Request>. Staff directs requesting parties to the website to review the guidelines and complete the forms. Once the forms have been submitted, Town Clerk staff coordinate with the requesting party. The forms provide a starting point to ensure that the information transacted is accurate. The process is not meant to diminish the customer service interaction, but rather to enhance it by setting expectations up front and providing timely and accurate information as well as, performance measures and metrics.

Events

It is important to distinguish when the Mayor and Town Council are attending events in their official capacities. It is necessary for staff to ensure there are no conflicts with other significant events and that requests are in accordance with the Town's policies and open meetings laws. The guidelines and forms assist staff in ensuring that the information regarding the event is timely and accurate. Additionally, it provides the Mayor and Council with guidance on what their role is at an event and

the expectations.

Proclamations and Certificates

A Proclamation is a historical, formal document that typically declares a day, week or month in honor of a cause, individual or occasion of significance to Parker and our residents.

Certificates are issued/presented for commendations, recognitions and achievements. Of note, many of the attached examples from other municipalities use proclamations in the manner that we use certificates. We do not recommend using proclamations to the extent that others do, as proclamations are historical, formal documents and very time-consuming, and we continue to use/issue certificates. Currently, a certificate may be issued for:

1. Exemplary service or significant contributions by an organization, business, or individual to the Town
2. Notable achievement by a resident
3. Retirement from the military, police or fire department
4. Other achievements of significance

Discussion Points

Per the research and examples from other municipalities, staff believe the guidelines should be revised on the following points -

1. To provide more information (criteria or eligibility) on the situations in which proclamations and certificates may be issued and not be issued.
2. Most define the role of the Mayor in the decision of the certificates and proclamations and should be included in the Town's guidelines, which is currently quiet on how the requests are evaluated and decided.
3. Updated to include more distribution options, such as: presented at a Council meeting, presented at the event (depending on availability and type of event); sent via U.S. Mail to the recipient, or picked up.
4. Staff also recommends drafting a Town Policy on the guidelines, similar to other Town of Parker Policy Manual policies.

RECOMMENDATION:

Staff-recommended updates.

REQUESTED DIRECTION:

Provide direction to staff

ATTACHMENT:

1. TOP Guidelines for Mayor and Town Council Ceremonial Documents and Events (v2)
2. City of Encinitas, CA Agenda Packet with examples
3. City of Greenville, TX
4. City of Stockbridge, GA
5. City of Union City, CA
6. City of Pico Rivera, CA
7. City of Vancouver, WA

Guidelines for Mayor and Town Council Ceremonial Documents and Events

The Mayor and Town Council appreciate the contributions that Parker residents and businesses make to the community. For such occasions, the Mayor will recognize community members with certificates and proclamations and by occasionally attending events. Instructions for inviting the Mayor and/or Councilmembers to an event or requesting a document are listed below.

EVENTS:

If you would like to invite the Mayor or a Councilmember to an event, please submit a formal request including the event name, host, location, date and time [here](#). Please be aware that the Mayor and Councilmember schedules fill up quickly, so please submit requests well in advance of the event. If scheduling conflicts occur, the Mayor and/or Councilmembers may not be able to attend the requested event.

CERTIFICATES:

The Mayor and Council issue special certificates of commendation, recognition and achievement for the following types of occasions:

- Exemplary service or significant contributions by an organization, business, or individual to the Town of Parker
- Notable achievement by a resident
- Retirement from the military, police or fire department
- Other achievements of significance

Requests for certificates should include:

1. Recipients full name and address
2. A brief (<100 words) description of the recipient
3. A brief (<300 words) description of the reason for the certificate

4. Proposed text for the certificate
5. Date of the event (if applicable)
6. Date certificate is desired
7. Contact information for the person requesting the certificate

Due to the large volume of worthy requests, not all requests for certificates will result in the award of a certificate. In order to request a certificate, please submit a request [here](#).

PROCLAMATIONS:

Proclamations are historical documents that declare a day, week, or month in honor of a cause, individual, or occasion of significance to Parker or to its residents.

- All proclamation requests should be made by a resident of Parker or an organization primarily serving Parker residents.
- Requests should be made 30 days prior to the Town Council meeting for which the proclamation will be enacted.
- All proclamation requests must be relevant to a broad group of Parker residents.
- Proclamations may not be used in any advertisement or promotion without written approval from the Town of Parker.
- Please be aware, although the Mayor receives a large number of worthy requests, not all requests will result in the issuance of a proclamation.

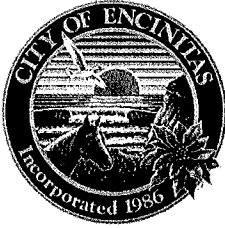
Reasons to request a proclamation may include:

- A significant date or anniversary relating to the Town of Parker
- Significant historical commemorations
- To highlight an issue that has Town-wide public interest
- Bringing awareness or recognizing a non-profit organization or cause (for example: Breast Cancer Awareness Month)
- Recognizing a person or group of persons who have had a significant positive impact on the Town of Parker

Requests for proclamations should include:

1. Desired day, week, or month of the proclamation
2. Proposed text for the proclamation, including up to 5 sentences “whereas” clauses explaining and supporting the reason for the proclamation, not to exceed one page ([example here](#))
3. Contact information for the person or group of persons honored by the proclamation (if applicable)
4. Contact information of the person requesting the proclamation
5. Request to accept the proclamation at a Town Council meeting along with the contact information of the individual(s) accepting the proclamation

The Town of Parker reserves the right to decline or modify requests and make exceptions to any of the above guidelines. Request for proclamations should be made as far in advance as possible of the date needed. Please submit requests electronically [here](#).



AGENDA REPORT

City Council

MEETING DATE: December 17, 2014

PREPARED BY: Kathy Hollywood
City Clerk

DEPT. DIRECTOR: Kathy Hollywood

DEPARTMENT: City Clerk

CITY MANAGER: Gus Vina

SUBJECT:

Council to review and discuss policy for issuing Proclamations.

RECOMMENDED ACTION:

Receive report, discuss and provide direction to staff.

STRATEGIC PLAN:

This item does not relate to the Strategic Plan.

FISCAL CONSIDERATIONS:

There are no direct financial impacts associated with the recommended action.

BACKGROUND/ANALYSIS:

At the August 20, 2014 City Council meeting, staff was directed to bring back a report regarding procedures and guidelines for issuing City proclamations. Past practice for issuing City proclamations has been to route all requests for proclamations to the Mayor for approval or denial. Currently, there are no written policies or guidelines for the issuance of proclamations.

Staff surveyed all North County Cities and received the following nine responses:

Proclamation Survey	Elected Mayor	Written policy	Who decides
Coronado	Yes	No	All requests go to the Mayor
Del Mar	No	Yes	See attached policy (Attachment 1)
Imperial Beach	Yes	No	All requests go to the Mayor
La Mesa	Yes	Yes	See attached Municipal Code (Attachment 2)
Lemon Grove	Yes	No	In most cases, Mayor decides
San Marcos	Yes	No	City Manager or Deputy City Manager
Santee	Yes	No	All requests go to the Mayor

Solana Beach	No	No	All requests go to the Mayor; sometimes City Manager or Deputy Mayor in the Mayor's absence
Vista	Yes	Yes	See attached policy (Attachment 3)

ENVIRONMENTAL CONSIDERATIONS:

There are no environmental considerations associated with this agenda report.

ATTACHMENTS:

1. City of Del Mar Policy
2. City of La Mesa Municipal Code
3. City of Vista Policy



CITY OF DEL MAR CITY COUNCIL POLICY BOOK

303	PROCLAMATIONS	DATE REVISED:	9-2-2014
		BY RESOLUTION:	
		PAGES:	1 OF 1

POLICY:

1. Proclamations are reserved for accomplishments and/or events of significant importance to the Del Mar community. Proclamations are less formal than official Resolutions of the City Council. Proclamations do not require formal vote or action by the Council at a Council meeting, and are prepared by the City Clerk and are not numbered. Proclamations are used for various forms of recognition, including:
 1. Recognition of individuals and organizations whose contributions and achievements have community-wide significance;
 2. Recognition of Del Mar residents on the occasion of their 100th birthday;
 3. To call public attention to a significant community event, service, or program; or
 4. To highlight a special period of observance, celebration, or recognition for community, regional, state, or national occasions.
2. All requests for Proclamations should be directed to the Mayor's office for review. Proclamations will be issued at the discretion of the Mayor, but may be requested by individual Councilmembers through the Mayor. A copy of each proclamation is maintained in accordance with the City's Records Retention Schedule.
3. The Mayor shall determine whether a proclamation is signed only by the Mayor, or by the entire Council, and whether or not it is appropriate to present the proclamation at a Council meeting or other venue. If presented at a Council meeting, the Mayor and/or his/her designee shall make the presentation under "Presentations/Announcements." If no venue is designated, a proclamation may be mailed to the recipient.

2.12.065 - Proclamations and commendations.

- (a) Proclamations shall be reserved for those activities, events or declarations which are made on behalf of the citizens of the city.
 - (1) The city council hereby expressly authorizes the mayor to issue proclamations in his sole discretion on behalf of the entire city council.
 - (2) Proclamations on behalf of the city dedicating such things as special days, weeks, months, confirming events, or acknowledging, recognizing, referencing or involving any citizen, organization or businesses in La Mesa may be signed by any or all members of the council with the mayor as first signature, the vice mayor as second signature and the remaining members of the council in order of seniority. The mayor shall afford each council member the opportunity to sign each and every proclamation before issuance.
 - (3) All proclamations shall be prepared by the city clerk and shall have the official city seal affixed.
 - (4) All proclamations shall be physically delivered at a time and manner, as directed by the council.
 - (5) Both the mayor and council member, or council members, requesting the commendation or proclamation shall present the same at the meeting.
- (b) Commendations specifically expressing appreciation of the city, its citizens and any individual member of the council, including the mayor, shall be requested and issued pursuant to the methods and procedures for issuing proclamations identified in this section.
- (c) Nothing in this section precludes the mayor or any member of council from individually recognizing a group or organization for a particular purpose. Said recognition may be in writing on the individual letterhead provided by the city for the mayor or any member of council or on a certificate form, as provided by the city clerk. Otherwise, any stationary or writing used for said recognition purposes shall not contain the official city seal or the likeness of the same affixed thereto. [Please note that this section is existing — it has not changed, except to be relocated in Section 2.12.065].
- (d) Notwithstanding any provision contained in this section, the entire city council (at a duly noticed public meeting) shall select council member/city-initiated awards, including, but not limited, to the citizen, business, and youth of the year and direct the issuance and form of that recognition.

(Repealed by Ord. 2004-2750 § 3; August 24, 2004; Ord. 2005-2757 § 1; June 14, 2005; Ord. 2005-2759 § 1; September 27, 2005; Ord. 2007-2777 § 1; April 24, 2007)

Vista City Council Policy

200-02 POLICY ON RECOGNITION PROTOCOL**PURPOSE**

To establish standards for the use and distribution of recognition items (resolutions, proclamations, letters of appreciation, and other official memorabilia).

POLICY

1. **Informal Letters of Appreciation:** This is a joint letter on City letterhead signed by all Councilmembers in appreciation of a person's or company's efforts.
2. **Formal Letters of Appreciation:** This document enables the City Council to thank the recipient for a specific act such as chairing a special event, making a significant contribution, or donating something of value to the community. These letters may be signed in advance by all Councilmembers.
3. **Proclamations:** These documents should be reserved for those whose service is well known in the community over a period of time, and shall also be signed by all Councilmembers. Examples include recognizing the president of a civic or charitable organization, an Eagle Scout recipient, or a retiring or leaving employee of the City or sheriff's Department.
4. **Resolutions:** This form is signed by all of the Councilmembers. Among other official uses, resolutions may be used in situations such as appointment of individuals to commission, to relay official positions on legislative issues, to honor a local recipient of a prestigious award, and to show support or opposition on an issue or to provide the highest recognition to an individual.
5. **City Memorabilia (i.e. keys and plates):** The City currently has a supply of pewter plates with the city seal in the middle. They can be personalized on the back for each recipient and event. It is the highest award or gift the City can present to someone. The determination on whether or not to issue a plate rests jointly with the Mayor and City Manager, and should be made in anticipation of the whole City Council's full support. Distribution of the City keys will be made in the same manner.

The presentation of any of these items will be made primarily by the Mayor. If the Mayor is unavailable, the responsibility will fall to the Mayor Pro Tempore, then to the other Councilmembers by seniority.

HISTORY

Adopted May 23, 1983.

Amended December 12, 1983.

Amended February 12, 2002, City Council Resolution No. 2002-37.

PROCLAMATIONS

Among the many ceremonial functions of the office of Mayor is recognizing and honoring people, events, activities, organizations, issues, etc. through the issuance of formal proclamations. Proclamations may or may not be issued publicly, depending on timing, the wishes of the recipient(s), and available time and space on City Council agendas. The goal of a proclamation is to recognize and celebrate the extraordinary achievements of local citizens and non-profit organizations, honor occasions of importance and significance, and to increase public awareness of issues to improve the well-being of the citizens of Greenville.

GUIDELINES

The issuance of a proclamation does not require action by the City Council as a whole. It should, however, comply with the guidelines below.

Proclamations may generally be issued for the following purposes:

- Memorializing special or exemplary events or days, both within and outside of Greenville, including certain national days of celebration, recognition, or mourning.
- Encouraging or supporting local charitable fundraising campaigns.
- Recognizing business anniversaries of fifty years or more.
- Recognizing retirements from the City of Greenville following thirty-five or more years of continuous service.
- Supporting local arts and cultural celebrations.
- Recognizing achievement of high rank or success within a local non-profit organization, such as scouting.
- Recognizing unique or especially successful local school-related activities, such as in academics, athletics, music, etc.
- Honoring local nonprofit service groups for their work in the community.
- Recognizing individuals for outstanding achievements in or for contributions to the community.
- Supporting public awareness campaigns that have the potential to enhance public health, safety, or wellness.
- Recognizing individual birthdays of 100 years or more.
- Recognizing wedding anniversaries of fifty years or more.
- Recognizing special or unique honors.
- Recognizing other exceptional events, activities, and/or people.

Proclamations may generally not be issued for the following purposes:

- Groups or individuals from outside Greenville.
- Matters of a political nature.
- Controversial issues or organizations.
- Events or activities that do not benefit Greenville.
- National or international groups requesting a proclamation without an in-city sponsor.

- Events, campaigns, or activities that are contrary to or in opposition to adopted City policies, plans, or ordinances.
- Personal activities not of a general public interest, such as deaths, family reunions, birthdays of less than 100 years, groundbreakings, business endorsements, etc.

PROCEDURE

All proclamation requests must be submitted in writing using the attached form at least two weeks prior to a regular council meeting date or of the event to be recognized. Submission of a proclamation request does not guarantee its issuance. The Mayor reserves the right and has the final decision to modify or deny any proclamation request, consistent with this policy.

Individual(s) or organization(s) seeking a proclamation must accompany the request with:

- Contact person's first and last name, address, telephone number, and e-mail address.
- A brief summary or background of the event or organization.
- Proposed text to enable writing of the proclamation, including a minimum of four points.
- The name and date(s) of the day, week, month, or event to be proclaimed.
- Date of event for proclamation and date proclamation is to be ready for pick up.

DISTRIBUTION

Proclamations shall be distributed in one of the following ways:

- Presented at a City Council meeting;
- Photo opportunity with the Mayor, or Mayor Pro-Tem in the absence of the Mayor; or
- Picked up in the City Secretary's office.

Proclamations presented at a City Council meeting may be limited due to time, and will be scheduled on a first request basis. Proclamations presented at a meeting shall be sponsored by the Mayor, a Council Member, or City Staff.

PROCLAMATION REQUEST

All requests must be submitted in writing at least two weeks prior to a regular council meeting date or of the event to be recognized. Submission of a proclamation request does not guarantee its issuance. The Mayor reserves the right and has the final decision to modify or deny any proclamation request, consistent with the proclamation policy adopted by City Council July 14, 2015.

DATE OF REQUEST: _____

NAME OF PERSON REQUESTING: _____

ADDRESS/TELEPHONE/EMAIL:

BRIEF SUMMARY OR BACKGROUND OF THE EVENT OR ORGANIZATION:

FOUR POINTS TO BE INCLUDED IN PROCLAMATION:

NAME AND DATE(S) OF THE DAY, WEEK, MONTH, OR EVENT TO BE PROCLAIMED:

DATE OF EVENT FOR PROCLAMATION:

PRESENTATION OF PROCLAMATION (Please select one)

- _____

- REQUEST MAYOR TO PRESENT PROCLAMATION AT EVENT
PROCLAMATION TO BE PICKED UP FROM CITY CLERK
PROCLAMATION TO BE PRESENTED AT COUNCIL MEETING

(Proclamations presented at a meeting shall be sponsored by the Mayor, a Council Member, or City Staff.)

EXHIBIT A

CITY OF STOCKBRIDGE POLICY ON PROCLAMATIONS

Among the many ceremonial functions of the office of Mayor is recognizing and honoring people, events, activities, organizations, issues, etc. through the issuance of formal proclamations. Proclamations may or may not be issued publicly, depending on timing, the wishes of the recipient(s), and available time and space on City Council agendas. The goal of a proclamation is to recognize and celebrate the extraordinary achievements of local citizens and non-profit organizations, honor occasions of importance and significance, and to increase public awareness of issues to improve the well-being of the citizens of Stockbridge.

GUIDELINES

The issuance of a proclamation by the Mayor does not require action by the City Council as a whole. It should, however, comply with the guidelines below.

Proclamations may generally be issued for the following purposes:

1. Memorializing special or exemplary events or days, both within and outside of Stockbridge, including certain national days of celebration, recognition, or mourning.
2. Recognizing Stockbridge business anniversaries of fifty years or more.
3. Recognizing retirements from the City of Stockbridge following thirty-five or more years of continuous service.
4. Supporting local arts and cultural celebrations.
5. Recognizing achievement of high rank or success within a local non-profit organization, such as scouting.
6. Recognizing unique or especially successful local school-related activities, such as in academics, athletics, music, etc.
7. Honoring local nonprofit service groups for their work in the community.
8. Recognizing individuals for outstanding achievements in or for contributions to the community.
9. Supporting public awareness campaigns that have the potential to enhance public health, safety, or wellness.
10. Recognizing special or unique honors.
11. Recognizing other exceptional events, activities, and/or people.

Unless agreed to by the City Council, proclamations may generally not be issued for the following purposes:

1. Groups or individuals from outside Stockbridge.
2. Matters of a political nature.
3. Controversial issues or organizations.
4. Events or activities that do not benefit Stockbridge.
5. National or international groups requesting a proclamation without an in-city sponsor.
6. Events, campaigns, or activities that are contrary to or in opposition to adopted City policies, plans, or ordinances.
7. Personal activities not of a general public interest, such as deaths, family reunions, birthdays, anniversaries, groundbreakings, business endorsements, etc.

APPEAL OF DECISION OF MAYOR

In the event the Mayor determines that a proposed proclamation does not meet the guidelines set forth herein, an appeal may be made to the entire Council, and it shall only require a majority vote to authorize a proclamation previously denied by the Mayor.

PROCEDURE

All proclamation requests must be submitted in writing using the attached form at least 15 business days prior to a regular council meeting date or of the event to be recognized. Submission of a proclamation request does not guarantee its issuance. The Mayor shall have the right and has the final decision to modify or deny any proclamation request, consistent with this policy.

Individual(s) or organization(s) seeking a proclamation must accompany the request with:

1. Contact person's first and last name, address, telephone number, and e-mail address.
2. A brief summary or background of the event or organization.
3. Proposed text to enable writing of the proclamation, including a minimum of four points.
4. The name and date(s) of the day, week, month, or event to be proclaimed.
5. Date of event for proclamation and date proclamation is to be ready for pick up.

DISTRIBUTION

Proclamations may be distributed in one of the following ways:

- Presented before 6:00pm prior to each regular City Council meeting (2nd Monday of each month).
- Photo opportunity with the Mayor, or Mayor Pro-Tem in the absence of the Mayor; or
- Picked up in the City Clerk's office.

All proclamations shall be presented before 6:00pm prior to each City Council meeting and will be scheduled in the City's sole discretion. Proclamations presented on such occasions must be sponsored by the Mayor, a Council Member, or City Staff. During such presentations and during any City Council meeting only the Mayor or Mayor Pro Tem shall read or perform any ceremonial acts with respect to any proclamation.

The City staff shall endeavor to have any requested pictures taken prior to any City Council meeting so as to not delay official business.

CITY COUNCIL POLICY:

SUBJECT: SERVICE AWARDS, RECOGNITIONS AND PROCLAMATIONS

PURPOSE:

The purpose of this policy is to establish guidelines and procedures for recognizing and encouraging contributions made by individuals or groups toward the City and/or community betterment. These individuals and organizations will be recognized by the City Council for various civic contributions.

SERVICE AWARDS

Service Awards are given in recognition of the number of years of service provided to the City by an employee, elected official or Council appointee.

1. Awards will be given annually for 5, 10, 15, 20, etc., years of service.
2. Individuals who, in the aggregate, have provided service to the City as an employee, elected official, member of a City board, commission or committee, and/or provided service as a Council appointee are eligible for the award.
3. Employee shall be presented with a Resolution from City Council to coincide with the years of service award.
4. Service awards will be issued on the recommendation of the City Manager or at the discretion of the Mayor.

PROCLAMATIONS & CERTIFICATES

A. Policy

It is the policy of the City of Union City that proclamations recognizing special events, achievements, or service to the community or City shall be made at the discretion of the Mayor in accordance with the criteria specified in this policy.

B. Eligibility

1. Proclamations may be issued in recognition of the following:
 - Extraordinary achievement or outstanding community service
 - Charitable fundraising events of local non-profit organizations (i.e., a Union City non-profit or a local branch of a state or national non-profit organization)Milestones for an individual or organization, such as major birthdays or anniversaries

- Retirements of individuals who have made significant contributions to the community
 - Local art and cultural celebrations
 - Public awareness campaigns
2. Proclamations that fall within the categories listed above will be approved by the City Clerk's Office, or may be referred to the Mayor at the discretion of the City Clerk.

Requests for proclamations that do not meet the criteria listed above will be considered on a case by case basis by the Mayor.

3. The City retains the right to modify, edit, or otherwise amend the proposed proclamation to meet its requirements, needs, or policy determinations. The City reserves the right to decline any request for a proclamation.
4. Regardless of whether a proclamation qualifies under the above guidelines, the City will not issue proclamations related to matters of ideological or religious beliefs, individual conviction, or political and legislative issues which may suggest an official City position or endorsement. However, this prohibition shall not be interpreted as preventing the City from recognizing cultural events or holidays celebrated by religious groups in the City.
5. Proclamations will not recognize any group whose policies or objectives advocate violence, hatred or any other position contrary to the well-being of the citizens of Union City.
6. No proclamation shall be used as a part of an advertisement or commercial promotion without the express permission of the City in conjunction with the Mayor's Office.

C. Procedure

1. Requests for proclamations may be made by:
 - The Mayor or any member of the City Council
 - A resident of the City of Union City or a representative of a local organization for which the Proclamation is requested.
2. Requests must be made to the City Clerk's Office in writing via email, hand-delivery, or U.S. mail. **Requests must be made six (6) weeks in advance of the date the proclamation is needed.** Requests made less than six (6) weeks in advance will not be granted, except in limited circumstances.
3. The following information should be included in each request:
 - Contact person's first and last name, phone number and email address.
 - A brief summary of the event or organization.
 - Specific name and date for the day, week or month or event to be proclaimed.
 - Indicate whether the requester would like the proclamation to be presented at a Council Meeting. Requests must be made six (6) weeks in advance of the date the proclamation is needed.
 - The date of the Council Meeting to be presented or the date by which the proclamation is needed.
 - Draft text of the proclamation, including four to five recitals (i.e. "whereas" clauses).

- If the proclamation will not be presented at a City Council meeting, provide a mailing address where the final proclamation may be sent or indicate that the proclamation will be picked up, including the receiver's name and title.
 - Proclamations must fit on a single 8 ½" x 11" page and be in 11 or 12 point font, with room remaining for the Mayor's and City Councils' signature.
4. If a proclamation is presented at a City Council meeting, presentation and receipt of the proclamation shall not exceed five (5) minutes, except as otherwise approved by the Mayor.

Adopted

November 13, 2018; Resolution No. 5404-18



City of Pico Rivera Request for Proclamations or Certificates

PROCEDURE

All proclamation or certificate requests must be submitted in writing either via hand delivery or via email to the Office of the City Clerk using the attached form at least 30 days prior to a regular city council meeting date or the event to be recognized. Submission of a proclamation request or certificate request does not guarantee issuance. Presentation date at a City Council meeting is contingent on available time and space on City Council agendas. The City Manager reserves the right and has the final decision to modify or deny any proclamation request, consistent with this policy.

Individual(s) or organization(s) seeking a proclamation or certificate must accompany the request with:

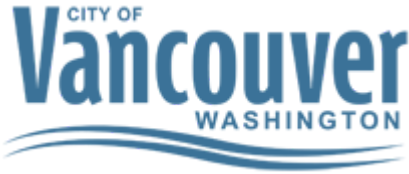
- Contact person's first and last name, address, telephone number, and e-mail address.
- A brief summary or background of the event or organization.
- For a proclamation to an individual, a bio on the person (when and where they were born, how long have they been a City resident, the purpose of the recognition they are receiving, a description of the organization in which this individual belongs to if applicable, how long the individual has been active with this organization and or community, etc.)
- For a proclamation to an organization, a history of the organization, a summary of the recognition the organization is receiving.
- For a certificate to an individual or organization, name of individual or organization, and a brief summary of the recognition being received.
- The name and date(s) of the day, week, month, or event to be proclaimed.
- Date of event for proclamation and date proclamation is to be ready for pick up if not presented at a City Council Meeting.

Distribution:

Proclamations or certificates shall be distributed in one of the following ways:

- Presented at a City Council meeting.*
- Presented at the event (depending on availability and type of event).
- Sent via U.S. Mail to the recipient.
- Picked up at City Hall at the Office of the City Clerk.

*Proclamations or certificates presented at a City Council meeting may be limited due to time, and will be scheduled on a first request basis.



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Proclamations and Special Presentations

Presentations to City Council

City Council appreciates the opportunity to hear updates from citizen groups or agencies affiliated with the City to report on recent or upcoming community events and activities. City Council meets weekly on Mondays, the first four weeks of a month, at 6:30 p.m. Council does not meet on a 5th Monday or on a federally recognized Monday holiday.

Requests to make City Council presentations should be submitted at least four weeks prior to the preferred Council Meeting date. City Staff and the Mayor will review requests to make a presentation during an upcoming City Council meeting, and City Staff will notify applicant if an opportunity is available at the meeting. If such an opportunity is not available, the applicant group is welcome to speak during any regularly scheduled Citizen Forum (during Consent Meetings on 2nd and 4th Mondays, 6:30 p.m.) to provide a brief report to the Council.

Proclamations

A proclamation is an official announcement issued by the Mayor to recognize a day, week or month that will have a major citywide impact. The goal of a proclamation is to honor, celebrate or create awareness of an event, special occasion, cause or significant issues. They should generally be related to a community benefit or organization or City of Vancouver operations.

Guidelines for Proclamation Requests

The City receives many requests to present both new and annually recurring proclamations each and every month. As such, formal presentation of proclamations at City Council meetings is limited and the following guidelines have been established by the Mayor's office to ensure all requests can be appropriately considered and reviewed in advance.

- All proclamations must be submitted **at least 30 days in advance** of the preferred issue date to allow for the approval process and production of the document itself.
- Proclamations are not automatically renewed each year:
 - Proclamations that may occur every year must be requested annually;
 - If the request is for a repeat of a previous proclamation, a copy of that document should be included with the request.
- The Mayor's office reserves the right to approve or decline the production of a proclamation request and to edit any drafted material for final wording.

- Each proclamation request must come from a Vancouver resident and/or organization. This includes requests from national, international, or out-of-state organizations - in such instances, a local chapter or office should be associated with the request.

Proclamation Content

- Personal proclamations for individuals or businesses will not be placed on a Council agenda, but may be requested.
 - If approved, proclamations will be mailed to the individual who has requested the honor.
 - These proclamations may be read at an event or provided to the recipient.
- Proclamations should reflect inclusiveness, not exclusiveness, and recognize that the strength of our democracy is our diversity. It must not take sides in matters of political, ideological or religious controversy or individual convictions.
- Proclamations must have a citywide significance and demonstrate relevancy to Vancouver.

Presentation at Council Meetings

Requests for proclamations will be reviewed by City Staff and the Mayor, after which the City will provide notification of how the proclamation will be presented. If a formal presentation at a City Council meeting is available, the expectation is there will be at least one representative on hand to receive the proclamation from the Mayor, and that representative will make brief comments. Council meets every Monday at 6:30 p.m., except on recognized Monday holidays or a 5th Monday of the month.

Instructions for accepting proclamations and recognition at a City Council meeting:

1. Proclamations and recognitions are presented at the beginning of the meeting. It is advised that you arrive a few minutes before the start time of the meeting.
2. If you or anyone in your party has mobility issues, please let the Mayor's Office know beforehand so we can have staff deliver the proclamation or recognition to you during the meeting. A hand-held microphone can be made available.
3. The Mayor will begin by reading all or a portion of the proclamation/recognition. At that time, you may come forward and accept the proclamation, then say a few words at the testimony table. You may bring others with you.
4. Please identify yourself and anyone else with you by name and your organization and title. You may make brief comments (about 3-5 minutes).
5. After accepting the proclamation or recognition, you may be seated or feel free to leave the meeting.

If a formal presentation at a City Council meeting is not available, the proclamation will be mailed to the requester. However, a representative is welcome to attend any [Community Forum](#) to make comments about a proclamation.

If you have any questions, please contact Amanda Delapena at 360-487-8605 or amanda.delapena@cityofvancouver.us.

- [**View Previous Proclamations by Year**](#)

[Return to Top](#)

```
function googleTranslateElementInit() { new google.translate.TranslateElement({pageLanguage:
  'en', includedLanguages: 'de,es,fr,hi,it,ko,ru,vi,zh-CN', layout:
  google.translate.TranslateElement.InlineLayout.SIMPLE}, 'google_translate_element'); }
```

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TOWN OF PARKER COUNCIL AGENDA

May 16, 2022

Notes:

Town Council meeting packets are prepared several days prior to the meeting. This information is reviewed and studied by the Councilmembers eliminating lengthy discussions to gain a basic understanding. Timely action and short discussion on agenda items does not reflect lack of thought or analysis on the part of Council.

Ordinances listed for first reading are being approved to introduce them. Public comment will be held upon second reading.

Start times for regular agenda items are tentative; some items may be held earlier than scheduled time.

Public comment for items that are not on the agenda may be made in person, by Zoom or electronically at <http://parkeronline.org/CouncilPublicComment>. For those unable to provide comments in person, electronically through the website or via Zoom, please contact the Clerk's Office to make alternative arrangements. The Town Clerk can be reached at 303-805-3198. Public comments provided electronically through the website that are provided by 5:00 p.m. on the day of the regular or special Town Council meeting will be provided to the Town Council and will be included with the approved minutes of the Town Council meeting.

Virtual Public Participation by Zoom Webinar: Instructions on how to participate in the public comment or public hearing part of the meeting are available by viewing the individual Town Council meeting listings on the Town's online calendar at www.parkeronline.org/calendar.

Public Viewing Only - Facebook Live: Town Council meetings may be viewed through Facebook Live from the Town of Parker website: www.facebook.com/townofparkerco.

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1. TOWN COUNCIL MEETING SCHEDULE

- A. 5:00 P.M. – Call to Order Town Council Meeting and Roll Call**
- B. Executive Session – Immediately following Call to Order/Roll Call – (See Attached)**
- C. Reconvene Town Council Meeting at 7:00 P.M. or as soon thereafter as the regular public meeting can be conducted.**

2. SPECIAL PRESENTATIONS

- 2022 Douglas County School District's Administrator of the Year - Christopher Zimmerman**

3. PARKER CHAMBER OF COMMERCE UPDATE

- 4. PUBLIC COMMENTS (No action will be taken on these items.) *Public Comment is an opportunity for Town residents and other interested individuals to speak about items that are NOT on the agenda. This comment period is limited to 30 minutes total time, with each individual allowed a maximum of 3 minutes to speak. You must sign up ahead of time in order to comment, and that sign up begins 30 minutes before the start of the meeting. The Council will accommodate as many speakers as possible during this time—with preference to Town residents—but if public comment extends beyond the allotted 30 minutes, Town Council will continue the comment period at the end of the meeting, prior to adjourning for those who signed up before the meeting.***

5. **REPORTS, ITEMS AND COMMENTS FROM MAYOR AND COUNCIL**

6. **CONSENT AGENDA**

Consent Agenda Items are considered to be routine and will be enacted by one motion and vote. There will be no separate discussion of Consent Agenda Items unless Council votes to remove an item for individual discussion. Ordinances on the Consent Agenda are for introduction only and will not be removed for discussion.

A. *APPROVAL OF MINUTES*

B. *ORDINANCE NO. 1.561 – First Reading*

A Bill for an Ordinance Conveying Certain Real Property to Parker Water and Sanitation District for a portion of Tract B, Mountain View Senior Center Filing No. 1, Minor Development

Department: Engineering and Public Works, Alex Mestdagh

Second Reading: June 6, 2022

C. *ORDINANCE NO. 5.06.45 – First Reading*

A Bill for an Ordinance to Amend Section 8.07.070 of the Parker Municipal Code Concerning Harassment

Department: Town Attorney, Kelsey Hall

Second Reading: June 6, 2022

D. *RESOLUTION NO. 22-031*

A Resolution Accepting Conveyance of Real Property from the Board of County Commissioners of the County of Douglas for a Part of Chambers Road South of E-470 to Belford Avenue

Department: Engineering and Public Works, Chris Hudson

E. *RESOLUTION NO. 22-032*

A Resolution to Accepting the Conveyance of a Public Sidewalk Easement from Valley Hope Association for a Portion of Lot 1, Block 1, Valley Hope of Parker

Department: Engineering and Public Works, Alex Mestdagh

F. *RESOLUTION NO. 22-033*

A Resolution Accepting the Conveyance of a Drainage Easement from Valley Hope Association for a Portion of Lot 1, Block 1, Valley Hope of Parker

Department: Engineering and Public Works, Alex Mestdagh

G. *RESOLUTION NO. 22-034*

A Resolution Accepting the Conveyance of a Multi-Use Easement from Northstar Custom Homes Inc. for Lot 5, Mark 6 Business Subdivision, 2nd Amendment

Department: Engineering and Public Works, Alex Mestdagh

H. *RESOLUTION NO. 22-035*

A Resolution Accepting the Conveyance of a Drainage Easement from Northstar Custom Homes Inc. for Lot 5, Mark 6 Business Subdivision, 2nd Amendment

Department: Engineering and Public Works, Alex Mestdagh

I. PROCLAMATION - Public Works Week - May 15-21, 2022

J. CONTRACTS OVER \$100,000

- 1. Cottonwood Drive Widening - Landscape - Jordan Road to Parker Road (CIP20-004-L)*
Amount: \$269,200.00
Contractor: Land Ethics of Colorado, LLC
Department: Engineering and Public Works, Tom Gill
- 2. O'Brien Park Playground Equipment Revised Contract Amount with Landscape Structures, Inc.*
Amount: \$376,232
Contractor: Landscape Structures, Inc.
Department: Parks, Recreation and Open Space, Brett Collins
- 3. Cimarron Middle School Detention Pond Improvements*
Amount: \$316,669
Contractor: 53 Corporation
Department: Engineering and Public Works, Michael Walton

7. PUBLIC HEARINGS

A. AUBURN HILLS Centre MDP

Applicant: Debbie Klisis
Location: Southwest corner of Mainstreet and Jordan Road
Department: Community Development, Julia Duncan
TRAKiT No.: SUB21-049

- 1. ORDINANCE NO. 1.558 - Second Reading**
A Bill for an Ordinance Vacating a Portion of Right-of-Way Adjacent to Jordan Road Between Mainstreet and East Auburn Hills Place
Department: Engineering and Public Works, Alex Mestdagh
- 2. Minor Development Plat**
- 3. Subdivision Agreement**

B. RESOLUTION NO. 22-029

A Resolution to Decline Participation in the Paid Family and Medical Leave Insurance Program

Department: Town Attorney, Kelsey Hall

8. ORDINANCES

A. YOUTH COMMISSION

1. ORDINANCE NO. 1.560 - Second Reading

A Bill for an Ordinance to Amend Title 2 of the Parker Municipal Code by the Addition Thereto of a New Chapter 2.07 Concerning the Creation of the Parker Youth Commission

Department: Town Administrator, Michelle Kivela

Second May 16, 2022

Reading:

2. RESOLUTION NO. 22-030

A Resolution Adopting the Bylaws for the Parker Youth Commission Dated May 16, 2022

B. ORDINANCE NO. 1.559 - Second Reading

A Bill for an Ordinance to Release a Portion of the Slope Easement for Hess Road Associated with Pine Bluffs Filing 4, Amendment 1, Lot 3, Pursuant to Section 13.07.120(c)(5) of the Parker Municipal Code

Department: Engineering and Public Works, Alex Mestdagh

9. CONTRACTS OVER \$500,000

O'Brien Park Playground Improvements - Construction

Amount: \$1,823,800

Contractor: Richdell Construction, Inc.

Department: Parks, Recreation and Open Space, Brett Collins

10. PUBLIC COMMENTS CONTINUED IF NECESSARY

11. ADJOURNMENT

TOWN OF PARKER COUNCIL AGENDA

June 6, 2022

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2. SPECIAL PRESENTATIONS

- 2022 Spring Police Department Citizens' Academy Participant Recognition**
- Legend Unified Sports Team Winning Against the Parker Police Department**

- 3. PUBLIC COMMENTS (No action will be taken on these items.) *Public Comment is an opportunity for Town residents and other interested individuals to speak about items that are NOT on the agenda. This comment period is limited to 30 minutes total time, with each individual allowed a maximum of 3 minutes to speak. You must sign up ahead of time in order to comment, and that sign up begins 30 minutes before the start of the meeting. The Council will accommodate as many speakers as possible during this time—with preference to Town residents—but if public comment extends beyond the allotted 30 minutes, Town Council will continue the comment period at the end of the meeting, prior to adjourning for those who signed up before the meeting.***

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A. *APPROVAL OF MINUTES*

B. *CONTRACTS OVER \$100,000*

1. *2022 Townwide Concrete Replacement Program (CIP22-010)*

Amount: \$511,717.50

Contractor: Stone & Concrete, Inc.

Department: Engineering and Public Works, Danny Smith

2. *Dransfeldt Road Extension - Final Drainage*

Amount:

Contractor: Muller Engineering Company

Department: Engineering and Public Works, Chris Hudson

6. **PUBLIC HEARINGS**

A. **NEWLIN CROSSING – Sketch and Preliminary Plan**

Department: Community Development, BrieAnna

B. **PARKER AUTO PLAZA F2 AMD 3 L1B B2 - AUTO BODY SHOP UBSR**

Applicant: AutoMart USA

Location: The west side of Ponderosa Drive north of Lincoln Avenue

Department: Community Development, Julia Duncan

TRAKiT No.: Z22-005

C. **DOGTOPIA - USE BY SPECIAL REVIEW**

Applicant:

Location:

Department: Community Development, Carson Byerhof

TRAKiT No.:

7. **ORDINANCES**

A. **ORDINANCE NO. 1.561 – Second Reading**

A Bill for an Ordinance Conveying Certain Real Property to Parker Water and Sanitation

District for a portion of Tract B, Mountain View Senior Center Filing No. 1, Minor Development

Department: Engineering and Public Works, Alex Mestdagh

B. ORDINANCE NO. 5.06.45 – Second Reading

A Bill for an Ordinance to Amend Section 8.07.070 of the Parker Municipal Code Concerning Harassment

Department: Town Attorney, Kelsey Hall

8. PUBLIC COMMENTS CONTINUED IF NECESSARY

9. ADJOURNMENT