



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

## FROM THE OFFICE OF THE CITY MANAGER

Date: February 24, 2022  
To: Mark F. Miller, City Manager  
From: Robert J. Bruner, Assistant City Manager  
Subject: Proclamations and Congratulatory Certificates

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### **Background**

City Council Rules of Procedure are the guidelines set by City Council for its meetings. The most recent Rules adopted on November 22, 2021 include the following:

#### ***7. PROCLAMATIONS AND CONGRATULATORY CERTIFICATES:***

*City Council receives requests for proclamations to honor or celebrate milestones or achievements of Troy residents and businesses, and also to raise awareness of certain events or causes. Proclamations are intended to positively impact the community and convey an affirmative message to Troy residents, and are discretionary. Any person requesting a proclamation for presentation at a regular City Council meeting shall submit a written request to the City Manager or his/her designee. Proclamations must be approved by City Council at a regular meeting preceding the requested presentation date. If a presentation is requested, the proclamation will be included under the topic of Certificates of Recognition and Special Presentations.*

*Congratulatory certificates are public announcements made by City Council at ribbon cutting ceremonies, grand openings and other events outside of regular City Council meetings. Any request for such a congratulatory certificate should be submitted to the City Manager or his/her designee in advance of the planned business celebration and will not require City Council action.*

City staff contacted several other communities to identify policies, practices and procedures related to proclamations. The responses are below.

### **Birmingham**

Population, Census, April 1, 2020: 21,813

*A lot of times different groups will ask us to do proclamations for daughters of America, for families that have restoration of buildings historical, we don't get them a lot but we get them every few meetings. We do it in the beginning of the meeting under announcements. January 10th meeting the mayor may or not read the whole thing or just announce it. Or they may do a blurb. We don't get a ton of requests, we get ones from the state. Mostly it's local focused- celebrating our people. We did get one that seemed hard republican last month and we weed through and make sure they are fairly neutral and making sure about who the organization is that is requesting it.*



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### **Farmington Hills**

Population, Census, April 1, 2020: 83,986

*We present proclamations regularly at Farmington Hills City Council meetings, but rarely do more than two at a meeting since it dilutes the impact to have several proclamations presented. We stick to proclamations that are broader in scope such as Breast Cancer Awareness Month or Fire Prevention Week. Sometimes we have a proclamation that represents a special interest of a City Council member such as Suicide Prevention Awareness Month. If we honor an individual, it is usually someone who has a history of service to the City such as a longtime member of a Board or Commission. To recognize a milestone birthday, an Eagle Scout rank, a team championship, etc., we will send a letter from the Mayor. This honors the achievement when the event does not merit a proclamation at a Council meeting.*

### **Royal Oak**

Population, Census, April 1, 2020: 58,211

*Our policy is if an individual or group request to the city clerk or city manager, it is referred to me. I reach out to see if they will have a representative attend a city commission meeting to receive the proclamation. If they are attending, the mayor reads into the record at the beginning of the meeting, presents to the representative and allows them time to talk about their work – usually these are groups trying to bring awareness. If no one will be present to receive the proclamation, it is part of our consent agenda which makes it part of the record but takes no time during the meeting per se.*

*Often times the mayor or city commission will bring an issue forward to have a proclamation issued. Those are handled same as above, or if it is something extraordinary to be recognized then it will be on the regular action part of the agenda. This is usually for important legislation or topical historic matters – Paris Climate Control Agreement comes to mind.*

### **Sterling Heights**

Population, Census, April 1, 2020: 134,346

*The way that we do proclamations is typically we do mayoral proclamations (only the mayor). They don't have to be presented or approved at city council and it's all done outside of City Council. The community relations director gets all the info together, the mayor signs, and then we send it off to whoever it is for. For more city wide we do proclamations. At the Feb. 1 meeting they are going to adopt the resolution to make February the BHM month. They will do a resolution and they will approve/adopt that. We don't have a lot that goes to city council. We do have a nice neighbor program that we do have presentations for. It doesn't really need to be approved by city council, it highlights a person or a commercial business when they want to recognize a specific person in the community. We used to do that a lot but we really don't do them often anymore. About 6 to 10 a year. Mayoral proclamations, we do a lot of those.*