



500 West Big Beaver
Troy, MI 48084
troymi.gov

CITY COUNCIL AGENDA ITEM

Date: July 11, 2022

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Assistant City Manager

Subject: Proclamations and Congratulatory Certificates (Revised)

Background

City Council Rules of Procedure are the guidelines set by City Council for its meetings. Rule 7 is regarding Proclamations and Congratulatory Certificates. City Council held a special meeting on February 28, 2022 to discuss proclamations and provide City staff with direction regarding potential criteria. Four themes emerged: health, safety, welfare, and local impact. The May 23, 2022 and June 27, 2022 City Council agendas included reports regarding proclamations. The purpose of this memo is to provide proposed changes to Rule 7 for City Council consideration.

Recommendation

Replace this:

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.



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With this:

7. PROCLAMATIONS AND CONGRATULATORY CERTIFICATES:

Proclamations are ceremonial documents intended to convey positive messages to the Troy Community and are discretionary. Proclamation requests must be submitted in writing by Troy community members (residents and non-resident business owners, employees, and property owners) to the City Manager or his/her designee. Proclamations may be issued to recognize individuals, events, and organizations in Troy and will not be issued to recognize individuals, events, and organizations outside Troy. ~~However, proclamations may be issued to promote international, national and other public awareness campaigns related to health, safety, and welfare if the request is made by a Troy community member.~~ Proclamations regarding ideology, politics, or religion will not be issued.

Proclamations are often read at a regular City Council meeting and presented to the individual or representatives of the event or organization being recognized. These proclamations must be approved by City Council at a regular meeting preceding the presentation date and at least one representative must attend the presentation. Otherwise, proclamations may be issued without reading or presentation at a City Council meeting. If a presentation is requested, the proclamation will be included on the City Council meeting agenda 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. Congratulatory certificate requests must be submitted in writing by Troy community members (residents and non-resident business owners, employees, and property owners) to the City Manager or his/her designee in advance of the event and do not require City Council action.

National public awareness weeks to consider:

National Public Safety Telecommunicator Week (NPSTW)
Professional Municipal Clerks Week
Public Service Recognition Week
Peace Officers Memorial Day and Police Week
Emergency Medical Services Week