



CITY OF ARVADA CITY COUNCIL POLICY

Authorized by City Council: Resolution No. 14-063

Policy No. 400.1
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Effective date: April 21, 2014

Revision date: _____

TITLE: Proclamations, Recognitions and Awards

PURPOSE: The purpose of this Policy is to establish a uniform process, criteria, and identify authority.

DEFINITIONS: Proclamation. An official decree awarded to local residents, organizations, dignitaries, members of the Council, and Boards/Commissions for special service to the City of Arvada.

Certificates of Recognition/Appreciation. A certificate awarded to honor City employees or other individuals for special services rendered to the City of Arvada.

Plaques. Awarded at the discretion of the Mayor or City Council to visiting officials/dignitaries, elected officials, individuals or organizations, or at the discretion of the City Manager to current or retiring City employees to commemorate an event or outstanding accomplishment/contribution.

POLICY:

1. It is the policy of the City of Arvada to proclaim certain periods of time and recognize individuals and/or organizations for their outstanding performance in accordance with the criteria set forth below. Proclamations, certificates and plaques will be issued for:

- public awareness
- charitable fundraising campaigns
- arts and cultural celebrations
- outstanding accomplishment/contribution

Proclamations will not be issued for:

- matters of political controversy
- ideological or religious beliefs
- individual conviction
- events or organizations with no direct relationship to the City of Arvada
- Employees performance while still an active employee
- campaigns or events contrary to City policies.

PROCEDURES:

1. Requests for proclamations, certificates or plaques from City Councilmembers, City Departments, residents, and local organizations must be submitted to the City Clerk's Office at least three weeks in advance of the time period for which they seek recognition. The City Clerk will confer with the Mayor and City Manager on all proclamations, certificates or plaques requested.
2. Requests should specify the reason why recognition should be granted and include any historical information that will assist in preparing the proclamation/recognition.
3. Requests should specify that an individual/organization will be present at the City Council meeting to accept the proclamation/recognition.
4. If an individual/organization will not be present to accept the proclamation/recognition, they can request a "sign and send" which will be signed by all members of City Council and provided to the individual or organization.
5. The Mayor and all members of City Council will sign proclamations and recognitions.
6. The Mayor or a member of City Council will present the Proclamation/Certificate at the City Council meeting.