

**CITY OF BURIEN  
AGENDA BILL**

<b>Agenda Subject:</b> Acknowledgement Policy Draft		<b>Meeting Date:</b> October 24, 2011
<b>Department:</b> City Manager	<b>Attachments:</b> Draft Policy Document	<b>Fund Source:</b> N/A <b>Activity Cost:</b> N/A <b>Amount Budgeted:</b> N/A <b>Unencumbered Budget Authority:</b> N/A
<b>Contact:</b> Mike Martin		
<b>Telephone:</b> (206) 248-5515		
<b>Adopted Initiative:</b> Yes      No      X	<b>Initiative Description:</b>	
<b>PURPOSE/REQUIRED ACTION:</b>  Formalize Council policy regarding acknowledgement of residents for contribution to the community. No action is required, but council may wish to adopt the policies or something like them.		
<b>BACKGROUND (Include prior Council action &amp; discussion):</b>  At its October 10 meeting, council discussed general parameters for acknowledging residents and groups for their contribution to the city of Burien. These policies have to do with honoring the "Citizen(s) of the year" and with the protocols for awarding proclamations. Council directed staff to draft policies and return for further discussion and perhaps adoption. The draft policies are attached.		
<b>OPTIONS (Including fiscal impacts):</b>  1. Modify the policies and adopt 2. Adopt the policies as written		
<b>Administrative Recommendation:</b> Adopt the policies en toto or in modified form.		
<b>Committee Recommendation:</b> N/A		
<b>Advisory Board Recommendation:</b> N/A		
<b>Suggested Motion:</b> I move to adopt the attached policies regarding citizen acknowledgement (as modified, or not).		
Submitted by: <b>Administration</b> _____ <b>City Manager</b> _____		
<b>Today's Date:</b> October 19, 2011	<b>File Code:</b> R:/CC/AgendaBills2011/102411cm-1 Acknowledgement policy	



## **Draft Council Acknowledgement Process: Citizen of the Year**

1. The council may honor one or more individuals for their contribution to Burien as the “Citizen(s) of the Year.” The criteria qualifying a party or parties for this honor is intended to be subjective and broadly construed. It may be for a single contribution in a single calendar year or for a body of work over any period of time.
2. Council will accept nominations for Citizen of the Year at any time throughout the year but no later than January 1. Nominations may come from any source. In cases where there are no nominations there will be no additional solicitation. Individuals may only receive this honor once. (yes/no?)
3. Council members may, in special session at the first meeting in January, indicate their preference for one or more of the candidates. Staff will make necessary arrangements, including the individual(s) presence at the appropriate council meeting. The individual(s) will be acknowledged at the last council meeting in February.
4. In general, the acknowledgement will be as follows: Council will convene in regular session then, as its first order of business, read a proclamation honoring the individual (s) and ask him/her for brief remarks. Council then will adjourn for an informal interaction with the candidate, friends, family and well wisher before reconvening to conduct regular business.

## **Draft Council Acknowledge Process: Proclamations**

5. Each councilmember may request a single proclamation honoring an individual or a group for any reason, at any time during a calendar year. To be approved, the council must, by simple majority present at a meeting, agree to the sponsoring council member’s request. Staff will draft the proclamation and return it to council in not less than two weeks but not more than three weeks after the request was approved by council.
6. It is intended that this process will provide each council member the opportunity to sponsor one proclamation each year. Council members not wishing to sponsor a proclamation in a given year may “donate” that privilege to another council member, at their complete discretion.

### **Information only, the current policy:**

*The Mayor and Council members may request the preparation of proclamations to honor individuals or groups. Request for proclamations from outside organizations and groups will be placed in the City Manager’s report and reviewed by the city council. Proclamations must be signed or otherwise be prepared by a majority of council members prior to execution by the Mayor.*

