

**CITY OF BURIEN
AGENDA BILL**

Agenda Subject: Motion to Adopt Resolution No. 326, Establishing an Acknowledgement Policy		Meeting Date: December 12, 2011
Department: City Manager	Attachments: 1. Draft Resolution No. 326	Fund Source: N/A Activity Cost: N/A Amount Budgeted: N/A Unencumbered Budget Authority: N/A
Contact: Mike Martin		
Telephone: (206) 248-5515		
Adopted Initiative: Yes No X	Initiative Description:	
PURPOSE/REQUIRED ACTION: The purpose of this agenda item is for Council to consider Resolution No. 326, establishing an Acknowledgement Policy.		
BACKGROUND (Include prior Council action & discussion): At its October 24 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 made some minor changes, directed staff to incorporate them into the draft policies and return them to Council for adoption. Those policies are attached.		
OPTIONS (Including fiscal impacts): 1. Modify the policies and adopt 2. Adopt the policies as revised per Council direction		
Administrative Recommendation: Adopt the acknowledgement policies as revised per Council direction.		
Committee Recommendation: N/A		
Advisory Board Recommendation: N/A		
Suggested Motion: I move to adopt Resolution No. 326, approving the Acknowledgement Policy.		
Submitted by: Administration _____ City Manager _____		
Today's Date: December 6, 2011	File Code: R:/CC/AgendaBills2011/121211cm-1 Acknowledgement policy	

CITY OF BURIEN, WASHINGTON

RESOLUTION NO. 326

A RESOLUTION OF THE CITY OF BURIEN, WASHINGTON, ESTABLISHING AN ACKNOWLEDGEMENT POLICY AND REPEALING RESOLUTION NOS. 054, 120 AND 149.

WHEREAS, the City of Burien wishes to foster and encourage strong commitment to the community by its citizens; and

WHEREAS, the City of Burien encourages participation among public, private and non-profit entities in community-based activities (also referred to herein as “groups”); and

WHEREAS, the City of Burien believes such participation and commitment to the community should be acknowledged and officially recognized; and

WHEREAS, the City of Burien wishes to generalize the parameters for acknowledging residents and groups; and

WHEREAS, the City Council wishes to update its Proclamation Policy.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BURIEN, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. Establishment of an Acknowledgement Policy. The City of Burien hereby establishes an Acknowledgement Policy as set forth below, to recognize outstanding contributions made by citizens and groups.

A. Citizen of the Year.

1. Acknowledgement. The acknowledgement shall be made for one category, Citizen(s) of the Year.

2. Selection. Councilmembers may, in special session at the first meeting in January, indicate their preference for one or more of the candidates.

3. Criteria. The criteria qualifying a party or parties for this honor are 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. Individuals may receive this honor once.

4. Source of Nominations. Nominations may come from any source. Council will accept nominations for Citizen of the Year at any time during the year but no later than December 31. In cases where no nomination is received by December 31, there will be no additional solicitation. Council is not obligated to select any candidate.

5. Naming Award Recipient. Staff will make necessary arrangements, including the presence of the individual(s) at the appropriate Council meeting. The individual(s) will be acknowledged at the last Council meeting in February. 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 wishers before reconvening to conduct regular business.

B. Proclamations.

1. Process. Each Councilmember may request two proclamations 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 Councilmember'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.

2. Sponsorship. It is intended that this process will provide each Councilmember the opportunity to sponsor two proclamations each year. Councilmembers not wishing to sponsor one or more proclamations in a given year may "donate" that privilege to another Councilmember, at their complete discretion.

Section 2. Repealer. Resolution Nos. 054, 120 and 149 are hereby repealed.

Section 3. Effective Date. This resolution shall take effect immediately upon passage by the Burien City Council.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF BURIEN, WASHINGTON, AT A REGULAR MEETING THEREOF THIS ____ DAY OF _____, 2011.

CITY OF BURIEN

Joan McGilton, Mayor

ATTEST/AUTHENTICATED:

Monica Lusk, City Clerk

Approved as to form:

Craig D. Knutson, City Attorney

Filed with the City Clerk:
Passed by the City Council:
Resolution No. 326

