# CITY OF WEST DES MOINES
# CITY COUNCIL MEETING COMMUNICATION

**ITEM:** Approval of Proclamation Policy **DATE:** May 6, 2019

**FINANCIAL IMPACT:** None

**BACKGROUND:**

Due to the increasing number of requests for proclamations, it has been determined to be in the best interest of the City to establish an administrative policy that sets forth procedures for the review and consideration of proclamations.

A majority of this policy has already been in place for quite some time as "unwritten" rules, but approval of this action would formalize the policy.

**OUTSTANDING ISSUES** (if any): None

**RECOMMENDATION:**

Motion - Approval of Proclamation Policy

**Lead Staff Member:** Ryan T. Jacobson, City Clerk RTJ

**STAFF REVIEWS**

| | |
|---|---|
| Department Director | Ryan T. Jacobson, City Clerk |
| Appropriations/Finance | |
| Legal | |
| Agenda Acceptance | RTJ |

**PUBLICATION(S)** (if applicable)

| | |
|---|---|
| Published In | |
| Dates(s) Published | |

**SUBCOMMITTEE REVIEW** (if applicable)

| | | | |
|---|---|---|---|
| Committee | Finance & Administration | | |
| Date Reviewed | April 17, 2019 | | |
| Recommendation | (Yes) | No | Split |

**CITY OF WEST DES MOINES** **ADMINISTRATIVE POLICY**
**OFFICE OF THE CITY MANAGER**

# APPROVAL OF PROCLAMATIONS

## 1.0 Purpose

1.1 The purpose of this policy is to set forth procedures for the review and consideration of proclamations proposed for approval by the City of West Des Moines.

## 2.0 Scope

2.1 This policy applies to all departments operating under appropriations approved by the City Council.

## 3.0 3.0 Policy

3.1 Any proclamation request submitted to the City of West Des Moines from an external group or entity must be accompanied with a complete sample proclamation to be reviewed by the Mayor and a written rationale for why the proclamation is relevant to the City.

3.2 The City of West Des Moines will only consider proclamations that relate to issues which the City has influence on.

3.3 The City of West Des Moines will not consider proclamations that relate to controversial or divisive political issues that are controlled by the national or state levels of government.

3.4 The City of West Des Moines will only consider proclamations that are non-partisan and do not endorse any particular political party.

3.5 Any requested proclamation that is relevant to a specific city department and/or city board or commission shall be reviewed by that department and/or board or commission for a recommendation on how to proceed with the request. For all other proclamation requests, the Mayor has the option to seek input from the City Manager or other city staff before determining how to proceed with the request.

3.6 The Mayor shall determine whether the requested proclamation:

- Will be submitted directly to the City Council for approval
- Will be submitted to the Finance and Administration Subcommittee for further review and consideration and to make a recommendation
- Will not be considered for approval

3.7 Proclamations that have been previously approved by the City of West Des Moines will generally be approved by the Mayor and submitted directly to the City Council for approval, unless extenuating circumstances warrant a different decision.

3.8 Proclamations initiated by a city department for the first time do not need to be approved by the Mayor, but they shall be reviewed and approved by the City Manager before being placed on a City Council agenda. Proclamations initiated by a city department that have been previously approved by the City of West Des Moines do not need to be approved by the City Manager again.

## 4.0 **Distribution**

4.1 Originally distributed to all Department Directors, Administrative Secretaries, managerial/professional staff, and Administrative Services staff

Authorized by the City Council effective May 6, 2019.

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City Manager

_____

Date