



Legislation Details (With Text)

File #: 2024-0011 **Version:** 1 **Name:**

Type: Consent **Status:** Agenda Ready

File created: 1/4/2024 **In control:** City Council

On agenda: 1/9/2024 **Final action:**

Title: CONSIDER AND REVIEW OF STANDARD MANAGEMENT PROCEDURE 1.65 (CITY COUNCIL)

Sponsors:

Indexes:

Code sections:

Attachments: 1. 1.65 - PROTOCOLS FOR REQUESTS FOR AND PRESENTATIONS OF CERTIFICATES PROCLAMATIONS AND KEYS TO THE CITY AND RELATED RECOGNITIONS.pdf

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Report to Mayor and City Council

Tuesday, January 09, 2024

Consent

SUBJECT:

CONSIDER AND REVIEW OF STANDARD MANAGEMENT PROCEDURE 1.65 (CITY COUNCIL)

I. SUMMARY

This item is being brought to the City Council at the request of Mayor Lula Davis-Holmes to review the current Standard Management Procedure (SMP) 1.65 regarding making requests for and presentation of certificates, proclamations, plaques, keys to the city and related recognitions at City Council meetings, ceremonial presentations or at city-sponsored events.

II. RECOMMENDATION

RECEIVE and FILE

III. ALTERNATIVES

TAKE another action the City Council deems appropriate and that is consistent with

applicable laws.

IV. BACKGROUND

On or about May 2, 2012, a Standard Management Procedure (SMP) 1.65 was revised to outline the policy regarding making requests for and presentation of certificates, proclamations, plaques, keys to the city and related recognitions at City Council meetings, ceremonial presentations or at city-sponsored events.

Specifically, requests that are made by Council is to follow the procedure as outlined in SMP 1.65 II. General (E)

Whenever possible, a minimum of 3 business days processing time is required for the certificates listed above. Whenever possible, a minimum of 4 business days is required for any plaques with a quantity of 5 and below, and 8 business days for plaques with a quantity of more than 5.”

SMP 1.65 is attached for review of current procedure.

V. FISCAL IMPACT

There is no fiscal impact at this time as any costs associated with this SMP has been budgeted in the 2023-24 FY.

VI. EXHIBITS

1. SMP 1.65

1.

Prepared by: David C. Roberts, Jr., City Manager