

PRE-MEETING AGENDA



Casper City Council
City Hall, Council Chambers
Tuesday, February 2, 2021, 5:30 p.m.

Please silence cell phones during the City Council meeting.


COVID-19 precautions are in effect at Council meetings. All Council meetings including Work Sessions are held in Chambers. Entrance to the meetings is the east door off David Street. Upon entry you will be asked to sign-in for contact tracing purposes. Face coverings are encouraged. Seating has been gridded into six feet distances. Seating capacity for the public is fifteen seats. Media will be given priority for seating. Public input via email is encouraged: CouncilComments@casperwy.gov

	Presentation	Allotted	Beginning Time
1.	Consent Agenda Discussion	10 min	5:30
2.	21 st and Kingsbury to Wyoming Boulevard	10 min	5:40
3.	Proclamation Guidelines	5 min	5:50
4.	Agenda Review	5 min	5:55
	Approximate Ending Time		6:00

We are CASPER

Communication Accountability Stewardship Professionalism Efficiency Responsiveness

February 2, 2021

MEMO TO: J. Carter Napier, City Manager 

FROM: Jolene Martinez, Assistant to the City Manager
Renee Jordan-Smith, Executive Assistant

SUBJECT: Proclamation Guidelines

Meeting Type & Date

Council Pre-meeting, February 2, 2021

Action Type

Direction Requested

Recommendation:

That Council consider the guidelines submitted for proclamation requests.

Summary:

The City of Casper Mayor often provides and presents proclamations to acknowledge commemorative observances for special causes, honor individuals, or celebrate events. Casper does not have specific rules or guidelines that are followed when processing these requests. Mayor Freel has requested that guidelines be produced, similar to what many other cities and states have. By implementing guidelines, Casper will create a consistent method for citizens to request the documents and the Mayor's time as well as proactively avoid requests that may be questionable.

Staff has prepared suggested guidelines for Council's review. Included are highlighted areas requiring specific Council guidance. When finalized a web page and email address will be created to process requests.

Financial Considerations

There are no financial considerations with this action.

Oversight/Project Responsibility

Jolene Martinez, Assistant to the City Manager
Renee Jordan-Smith, Executive Assistant

Attachments

Proposed Casper Proclamation Guidelines (Rev. 1)

PROPOSED CITY OF CASPER PROCLAMATION GUIDELINES (Rev. 1)

Proclamations are issued by the Casper City Mayor to honor and celebrate events, recognize programs and nonprofit organizations, call out other achievements or increase public awareness of noteworthy causes. Requests are reviewed on a case-by-case basis and are honored at the Mayor's discretion and subject to the guidelines of this policy.

Proclamations are strictly ceremonial

A proclamation does not necessarily indicate the Mayor, City Council, or City of Casper endorses your program or activity. The documents are not legally binding and should not be interpreted as a policy endorsement. No such implication should be made by you or the organization when you are publicizing your event or activity. No proclamation shall be used as a part of an advertisement or commercial promotion without the express permission of the Mayor's Office.

Who can request a proclamation?

- Each proclamation request must come from a Casper resident and/or organization. Commercial (for-profit) entities are not eligible for proclamations.
- Causes or events outside of the City of Casper are not eligible for proclamations, unless a local Casper chapter or office makes the request.

Would a resident that lives outside of the city limits, but in Natrona County be eligible?

Proclamations will be issued for:

Proclamations are ceremonial documents signed by the Casper City Mayor and will be generally issued for:

- Public awareness campaigns
- Nonprofit organizations
- Charitable fundraising campaigns
- Arts and cultural celebrations
- Recreational Events
- Conferences

Individuals with special honors such as retirement, community impact, birthdays (90+), honoring deceased individual, (on the recommendation of the Mayor and members of the Casper City Council?)

Proclamations will NOT be issued for:

- Matters of political controversy
- Ideological or religious beliefs
- Individual conviction
- Individuals from other cities who are non-residents of Casper
- Commercial (for-profit) entities
- Events or organizations that have no locally based chapters or specific connection to Casper
- Pending ballot or legislative issues
- Campaigns or events contrary to City policies
- Duplicative requests. Requests that are similar to already issued proclamations may be declined
- Family Reunions
- Class Reunions
- Retirement Ceremonies
- Pastoral Anniversaries
- Church Anniversaries
- Wedding Anniversaries
- Birthday Celebrations

Letters of welcome, congratulatory letter or certificate of recognition may be done instead. We don't currently have or offer these alternate documents, but could create form letters that we could personalize and have the Mayor sign.

Other

- An organization does not have exclusive rights to the day, week or month of their proclamation
- Other organizations can share the day, week or month of a proclamation
- Only one proclamation request per organization annually
- Proclamations are not automatically renewed. Requests must be made on an annual basis
- Proclamations that duplicate other similar requests may be denied
- The Mayor's Office reserves the right to modify or deny any proclamation request
- The Mayor's Office reserves the right to determine the type of document to be issued. A congratulatory letter or certificate of recognition could be an alternative where proclamation criteria are not met.

HOW TO REQUEST A PROCLAMATION

1. All requests for proclamations must be submitted in writing.
2. Please submit your request for a proclamation no later than **2 weeks** before the proclamation date.
3. Requests will be accepted no more than **3 months** in advance.
4. Proclamations will be delivered no more than **2 weeks** in advance of the proclamation date.

5. Your request will go through an internal review; therefore, it is very important to submit your request by the deadline.
6. Given that you know the background of your event or program, you will need to create the first draft of the proclamation.
7. The body of a proclamation (the "whereas" sections) is limited to:
 - 250 words and 4-6 "whereas" sections.
 - Proclamations must fit on a single, letter-sized page and be in 12 point font with room remaining for the Mayor's signature and the City Seal of Casper, Wyoming.
 - A sample Proclamation is below for your assistance.
8. The proclamation will be edited or revised if City staff deems it necessary.
9. Submit your request to:

ProclamationRequest@casperwy.gov (*will create email address for it*)

ALL REQUESTS MUST INCLUDE:

- The contact person's first and last name, organization, mailing address, phone numbers (work and mobile), and e-mail address.
- The specific date (day, week, or month) and title to be proclaimed.
- The date the proclamation is needed.
- Include how you would like to receive the proclamation -- by MAIL or held for PICK-UP or PRESENTED by the Mayor at an event or Council meeting.
 - If you would like it to be mailed, be sure to include sufficient time to receive the hard copy via postal mail. We will mail the proclamations at no cost.
 - If you would like the Mayor to present it at an event, please provide the following information: description/type of event; details of event including date; time to be there to present proclamation; location including street address; contact person at the event; and any other pertinent details.
 - Proclamations are often presented at a regular session City Council meeting (generally on the first and third Tuesday of each month). Proclamations and recognitions to be presented at a Council meeting are to be limited to 3 per meeting.
 - Only proclamations related to city-sponsored events or programs or in recognition of outstanding community service are read and presented at meetings.
 - Proclamations and recognitions are presented at the beginning of the meeting. It is advised that you arrive a few minutes before the start time of the meeting.
 - If you would like your proclamation to be presented at a Council meeting, there must be at least one representative in attendance to accept it. Provide the name of the attendee to city staff at least one week before the date it is scheduled to be presented.
 - If you or anyone in your party has mobility issues or other accommodations needed, please let the Mayor's Office know beforehand so that we can assist you during the meeting.

- The Mayor will begin by reading the proclamation. At that time, you may come forward and accept the proclamation, then say a few words at the podium. You may bring others with you.
- Please identify yourself and anyone else with you by name and your organization and title. You may make brief comments (about 3-5 minutes).
- After accepting the proclamation or recognition, you may be seated or feel free to leave the meeting.