



DANVILLE CITY COUNCIL REGULAR MEETING AGENDA

MUNICIPAL BUILDING

January 2, 2018

7:00 P.M.

PRESIDING: John B. Gilstrap, Mayor

CITY COUNCIL	James B. Buckner	Sherman M. Saunders
MEMBERS:	L.G. "Larry" Campbell, Jr.	Fred O. Shanks, III
	Alonzo L. Jones, Vice Mayor	J. Lee Vogler, Jr.
	Gary P. Miller	Madison J. Whittle

STAFF:	Ken F. Larking, City Manager	W. Clarke Whitfield, Jr., City Attorney
	Earl B. Reynolds, Jr., Deputy City Manager	Susan M. DeMasi, City Clerk

The City Council is the City of Danville's legislative body and is composed of nine Council members. Council members are elected to serve a four year term of office and elects one of its own to serve as Mayor and presiding officer for a two year term.

Time and Place of Meeting

The public is invited and encouraged to attend and participate in the City Council meetings. The City Council meets in the City Hall, Fourth Floor, Council Chambers at 7:00 p.m. on the first and third Tuesday of each month. All meetings of the Council are open to the public.

Communications from Visitors

Communication from Visitors is an opportunity for citizens to address Council on matters not on the agenda. Citizens who desire to speak on agenda items will be heard when the agenda item is considered. Each speaker shall clearly state his or her name and address. Each individual speaker shall have five uninterrupted minutes. A representative of a group may have up to ten uninterrupted minutes to make a presentation. The representative shall identify the group and a group may have no more than one spokesperson. Time will be kept using the electronic timer on the podium.

Guidelines for Public Hearings

For Public Hearings the applicant or his or her representative shall be the first speaker(s). There shall be a time limit of ten (10) minutes for the applicant's or his or her representative's presentation. The presiding

officer shall then solicit comments from the public, asking those in favor of the proposal to speak first, and then those opposed to the proposal. Each speaker must clearly state his or her name and address. There shall be a time limit of three (3) minutes for each individual speaker. If the speaker represents a group, there shall be a time limit of five (5) minutes. A speaker representing a group shall identify the group at the beginning of his or her remarks. A group may have no more than one spokesperson. The presiding officer may limit or preclude comment which is repetitive, redundant, cumulative, or irrelevant to the subject of the public hearing. After public comments have been received, in a land use case, the applicant or the representative of the applicant, at his or her discretion, may respond with a rebuttal. There shall be a five (5) minute time limit for rebuttal.

MEETING CALLED TO ORDER

ROLL CALL

INVOCATION - Mayor John B. Gilstrap

PLEDGE OF ALLEGIANCE TO THE FLAG

COMMUNICATIONS FROM VISITORS

Citizens who desire to speak on matters not listed on the agenda will be heard at this time. Citizens who desire to speak on agenda items will be heard when the agenda item is considered.

MINUTES

- A. Consideration of Approval of Minutes from Regular Council Meeting held on December 5, 2017.
Council Letter Number CL - 1815.

APPOINTMENTS

- A. Consideration of Appointments to the following Boards and Commissions:
Council Letter Number CL - 1801
 - 1. A Resolution Reappointing Jeffrey L. Bond as a Member of the Building Code Board of Appeals.
 - 2. A Resolution Reappointing Arthur Craft as a Member of the Building Code Board of Appeals.
 - 3. A Resolution Reappointing Linwood Wright as a Member of the Employee Retirement System Board of Trustees.
 - 4. A Resolution Reappointing Gus Dolianitis as a Member of the Employee Retirement System Board of Trustees.
 - 5. A Resolution Reappointing Manuel T. Dodson as a Member of the Planning Commission.
 - 6. A Resolution Appointing Robert S. Petrick as a Member of the Planning Commission.

NEW BUSINESS

- A. Consideration of Authorizing and Establishing a City Council Policy on Recognitions.
Council Letter Number CL - 1807.

A Resolution Authorizing and Establishing Guidelines for the Council of the City of Danville, Virginia.

COMMUNICATIONS FROM:

- A. City Manager
- B. Deputy City Manager
- C. City Attorney
- D. City Clerk
- E. Roll Call

ADJOURNMENT

Council Letter

City of Danville, Virginia



CL-1815

Meeting Minutes Item #: A.

City Council Regular Meeting

Meeting Date: 01/02/2018

Subject: Consideration of Approval of Minutes

From: Susan M. DeMasi, Clerk of Council

COUNCIL ACTION

Business Meeting: 1/02/2018

SUMMARY

Consideration of Approval of Minutes from Regular Council Meeting held on December 5, 2017.

Council Letter Number CL - 1815.

Attachments

Meeting Minutes

December 5, 2017

The Regular December meeting of the Danville City Council was held on December 5, 2017, at 7:00 p.m. in the Council Chambers located on the Fourth Floor of the Municipal Building. The following Council Members were present: James B. Buckner, L.G. "Larry" Campbell Jr., Mayor John B. Gilstrap, Vice Mayor Alonzo L. Jones, Dr. Gary P. Miller, Sherman M. Saunders, Fred O. Shanks, III, J. Lee Vogler, Jr., and Madison J.R. Whittle. (9)

Staff Members present were: City Manager Ken F. Larking, Deputy City Manager Earl B. Reynolds, Jr., City Attorney W. Clarke Whitfield Jr., and City Clerk Susan M. DeMasi.

Mayor Gilstrap presided.

INVOCATION AND PLEDGE OF ALLEGIANCE

The Invocation was given by Fred O. Shanks, III; the Pledge of Allegiance to the Flag followed.

CONSENT AGENDA

All matters listed under the Consent Agenda are considered to be routine, have previously been discussed by City Council and/or introduced for First Reading. There will be no separate discussion on these items and they will be enacted by one motion. If discussion is desired by a Council Member or a citizen, the item(s) will be removed from the consent process and considered separately.

Council Member Whittle **moved** for adoption of the following Consent Agenda Items:

Minutes

Minutes for the Regular Council Meeting held on November 9, 2017, as presented. Draft copies had been distributed prior to the Meeting.

Amending the FY 2018 BAO for Funding for Design Services at Danville Regional Airport

An Ordinance entitled Ordinance No. 2017-11.03 Amending the Fiscal Year 2018 Budget Appropriation Ordinance to Provide for Federal and State Aviation Funding for the Purpose of Completing Design Services to Rehabilitate the Terminal Apron in the Amount of \$148,760 and Appropriating the Same.

The Motion was **seconded** by Council Member Campbell and carried by the following vote:

VOTE: 9-0
AYE: Buckner, Campbell, Gilstrap, Jones, Miller,
Saunders, Shanks, Vogler and Whittle (9)
NAY: None (0)

NEW BUSINESS

A. Consideration of Approving Eminent Domain for Acquisition of Right of Way and Easements for PIN 72868 on Mount Cross Road.

December 5, 2017

Mayor Gilstrap opened the floor for a Public Hearing for Eminent Domain for Mount Cross Road. Notice of the Public Hearing was published in the *Danville Register & Bee* on November 28, 2017. No one present desired to be heard and the Public Hearing was closed.

AUTHORIZING EMPLOYMENT OF DANIEL, MEDLEY & KIRBY, P.C.

Council Member Shanks **moved** for adoption of a Resolution entitled:

RESOLUTION NO. 2017-12.01

AUTHORIZING EMPLOYMENT OF THE DANVILLE LAW FIRM OF DANIEL, MEDLEY & KIRBY, P.C.

The Motion was **seconded** by Council Member Buckner and carried by the following vote:

VOTE: 9-0
AYE: Buckner, Campbell, Gilstrap, Jones, Miller,
Saunders, Shanks, Vogler and Whittle (9)
NAY: None (0)

AUTHORIZING AND DIRECTING INITIATION OF EMINENT DOMAIN PROCEEDINGS FOR PROPERTY RIGHTS ON MOUNT CROSS ROAD

Council Member Shanks **moved** for adoption of a Resolution entitled:

RESOLUTION NO. 2017-12.02

AUTHORIZING AND DIRECTING THE INITIATION OF EMINENT DOMAIN PROCEEDINGS FOR THE PURPOSE OF ACQUIRING PROPERTY RIGHTS FOR THE IMPROVEMENT OF MOUNT CROSS ROAD FROM LOWES DRIVE TO DIMON DRIVE/PARKER ROAD.

The Resolution was **seconded** by Vice Mayor Jones.

Mr. Shanks noted Council does not enjoy using Eminent Domain, and in this case there are extenuating circumstances, it is not an adversarial case of Eminent Domain.

The **Motion** was carried by the following vote:

VOTE: 9-0
AYE: Buckner, Campbell, Gilstrap, Jones, Miller,
Saunders, Shanks, Vogler and Whittle (9)
NAY: None (0)

RESOLUTION OF SUPPORT FOR AN APPLICATION TO THE TOBACCO COMMISSION FOR PROJECT LIGNUM

Council Member Campbell **moved** for adoption of a Resolution entitled:

RESOLUTION NO. 2017-12.03

December 5, 2017

AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR THE FISCAL YEAR 2018 VIRGINIA TOBACCO REGION REVITALIZATION COMMISSION SOUTHERN AREA ECONOMIC DEVELOPMENT GRANT PROGRAM.

The Motion was **seconded** by Vice Mayor Jones and carried by the following vote:

VOTE: 9-0
AYE: Buckner, Campbell, Gilstrap, Jones, Miller,
Saunders, Shanks, Vogler and Whittle (9)
NAY: None (0)

RESOLUTION OF SUPPORT FOR AN APPLICATION TO THE TOBACCO COMMISSION FOR A GRANT FOR CONSTRUCTION OF A SHELL BUILDING

Council Member Vogler **moved** for adoption of a Resolution entitled:

RESOLUTION NO. 2017-12.04

AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR THE FISCAL YEAR 2018 VIRGINIA TOBACCO REGION REVITALIZATION COMMISSION SOUTHERN AREA ECONOMIC DEVELOPMENT GRANT PROGRAM.

The Motion was **seconded** by Council Member Buckner and carried by the following vote:

VOTE: 9-0
AYE: Buckner, Campbell, Gilstrap, Jones, Miller,
Saunders, Shanks, Vogler and Whittle (9)
NAY: None (0)

AMENDING THE FY2018 BAO FOR A LITTER CONTROL AND RECYCLING GRANT

Upon **Motion** by Council Member Buckner and **second** by Council Member Whittle, an Ordinance entitled:

ORDINANCE NO. 2017-12.01

AMENDING THE FISCAL YEAR 2018 BUDGET APPROPRIATION ORDINANCE TO ANTICIPATE GRANT FUNDS FROM THE COMMONWEALTH OF VIRGINIA FOR LITTER CONTROL AND RECYCLING EFFORTS IN THE AMOUNT OF \$9,839 AND APPROPRIATING SAME.

was presented by its **First Reading**, to lie over for **Final Adoption**, as required by **City Charter**.

AUTHORIZING THE CITY TO EXECUTE A LEASE AGREEMENT FOR FBO SERVICES WITH GENERAL AVIATION

Council Member Shanks **moved** for adoption of a Resolution entitled:

RESOLUTION NO. 2017-12.05

December 5, 2017

APPROVING AN AGREEMENT LEASING OFFICE AND MAINTENANCE SPACE AT THE DANVILLE REGIONAL AIRPORT FOR FIXED BASED OPERATOR SERVICES.

The Motion was **seconded** by Council Member Buckner.

Mr. Saunders stated he has thought about this project since it first came up, it is a tough call for him, and he has shared his views. The Mayor's FBO Committee was appointed to study this project and he appreciates their work. However, even the Committee's recommendation was divided and in discussion in work session, Council itself is divided on this issue. The volunteers that serve on the Airport Commission made their recommendation, which is different from what is being proposed this evening. Mr. Saunders noted his concern that the City may risk losing more volunteers. Looking at the recommendation of the volunteers who worked to make a recommendation has caused him to have a change of heart.

Council Member Miller noted the Airport Commission voted 8-0, and after hearing them, the best thing for the City going forward, better for the future of the City was to go with Averett University. Dr. Miller noted he was opposed to this motion.

Vice Mayor Jones noted he serves as Chair of the Boards and Commissions appointments with Council Members Campbell and Buckner. As was stated by Mr. Saunders, he is correct, these are volunteers that Council appointed to advise and they did just that. Mr. Jones noted he would be supporting what was presented to Council by the Airport Commission which was to oppose this motion.

Mayor Gilstrap recognized Gary Wood and Tom Julian who spoke in favor of General Aviation.

Council Member Shanks stated Council had gone through this in detail in work session, and people's minds can change but would like to point out to City Council that the two gentlemen that spoke earlier were similar to the people that spoke to the Mayor's FBO Committee. A lot of work went into this by the Mayor's Committee with several meetings and studying a great deal of information including public stakeholder input. Mr. Shanks noted he hopes Council will continue to support the recommendation of the study committee for General Aviation.

Mayor Gilstrap recognized Wesley Adams and Richard Bailey who spoke in favor of General Aviation.

Mayor Gilstrap recognized Harold Garrison noted what people should remember that it is not unusual for Committees that Council appoints to give them 8-0 or 7-0 results. Mr. Garrison explained he serves on the Planning Commission who commonly refers back to Council, 7-0 votes in favor of items; it does not surprise him that the Airport Commission voted 8-0. The City has a procurement system that says send a Request for Proposal, the City received two back, one was totally complete, one was not. The City would have to consider looking at the procurement system it has in place, are they going to change that system in the future to reflect if citizens don't like the way it comes out, they go do something else.

Mayor Gilstrap noted as he understood it at the work session, the Council agreed to instead of a five year lease, it would be limited to eighteen months and during that eighteen month process, the City would determine what is the best for the Airport.

After further comments and discussion, Council Member Vogler called for the question.

December 5, 2017

The **Motion** was carried by the following vote:

VOTE: 6-3
AYE: Buckner, Campbell, Gilstrap,
Shanks, Vogler and Whittle (6)
NAY: Jones, Miller, Saunders, (3)

COMMUNICATIONS

There were no communications from City Manager, Deputy City Manager, City Attorney or City Clerk.

ROLL CALL

Council Member Shanks invited Council members, staff and public to Ascension Lutheran Church to the sixty-second Chrismon Tree.

Council Member Vogler reminded citizens the Kiwanis Pancake Breakfast is Saturday; it is a fundraiser for Kiwanis and the money goes back into the community for many causes. Mr. Vogler noted the Parade this past weekend was great, with good weather and the crowds were huge. Mr. Vogler noted a lot of citizens visited the ice skating rink, that was done by the River District Association through a grant from the Danville Regional Foundation. Mr. Vogler wished his mother a Happy Birthday.

Council Member Whittle noted he thought the parade was fabulous with a great turnout and stated he rode with Council Member Saunders' on his motorcycle.

Council Member Buckner thanked everyone for coming out this weekend for the lighting of the Christmas Tree at the fountain, the luminary walk and the ice skating rink. Mr. Buckner reminded citizens about 100 Ways 100 Days; there are still a few weeks left for that.

Council Member Campbell noted he would like to let Dr. Miller say a few words before he spoke.

Council Member Miller noted the parade was great and the ice skating rink was a success. Dr. Miller discussed the Ruby B. Archie Library Fund and Ms. Archie's sorority has become the organization that has submitted a new application. A group has gotten together to raise the funds for the new sign, but also for an area inside the Library with a plaque with Ms. Archie's achievements.

Council Member Campbell noted there are pledges of about \$3,500 for the new signage and people can make a donation at BB&T. Ms. Archie had a strong voice and strong impact on the community and feels honored that they have the opportunity to recognize her. Mr. Campbell noted he attended a banquet for Sisters of Success, President Fannie MacKenzie and Renee Berger, Vice President. The purpose of the banquet is to raise funds for students going back to school, senior citizens and commended them for their work. Mr. Campbell thanked the Rotary for the work in putting the parade together; they did an outstanding job.

Mayor Gilstrap stated it was a great weekend in the River District and the City of Danville, with the Christmas lighting ceremony, the ice skating rink and the parade. Mayor Gilstrap thanked

December 5, 2017

the citizens for shopping locally. There is much to be thankful for this holiday season and offered his congratulations to Mr. Vogler for his daughter who is expected on April 29th.

Council Member Miller noted if citizens want to donate to the Ruby B. Archie fund, they can be mailed to BB&T, on Collins Street just off Lowe's Drive or go to the bank and make a donation.

Vice Mayor Jones thanked Ms. Becky Bolton and all those involved; before the parade, there was a reception for all the Council and School Board members which was very nice. The parade was great and hoped people can keep the holiday spirit active in the community throughout the holiday season.

Council Member Saunders thanked the Rotary Club for the Christmas Parade, it was a great event with a lot of people and thanked citizens for attending.

The meeting adjourned at 7:40 p.m.

APPROVED:

MAYOR

ATTEST:

CITY CLERK

Council Letter

City of Danville, Virginia



CL-1801

Appointments Item #: A.

City Council Regular Meeting

Meeting Date: 01/02/2018

Subject: Consideration of Appointments to Boards and Commissions

From: Susan M. DeMasi, Clerk of Council

COUNCIL ACTION

Business Meeting: 1/02/2018

SUMMARY

Consideration of Appointments to the following Boards and Commissions:

Council Letter Number CL - 1801

1. Building Code Board of Appeals
2. Employees Retirement System
3. Planning Commission

Attachments

Resolutions

PRESENTED: _____

ADOPTED: _____

RESOLUTION NO. 2018 – ____.

A RESOLUTION REAPPOINTING JEFFREY L. BOND AS A MEMBER OF THE BUILDING CODE BOARD OF APPEALS.

BE IT RESOLVED by the Council of the City of Danville, Virginia, that Jeffrey L. Bond be, and he is hereby reappointed as a member of the Building Code Board of Appeals to serve as such for a three year term commencing January 1, 2018 and ending December 31, 2020.

APPROVED:

MAYOR

ATTEST:

CITY CLERK

PRESENTED: _____

ADOPTED: _____

RESOLUTION NO. 2018 – ____.

**A RESOLUTION REAPPOINTING ARTHUR CRAFT AS A MEMBER OF THE
BUILDING CODE BOARD OF APPEALS.**

BE IT RESOLVED by the Council of the City of Danville, Virginia, that Jeffrey L. Bond be, and he is hereby reappointed as a member of the Building Code Board of Appeals to serve as such for a three year term commencing January 1, 2018 and ending December 31, 2020.

APPROVED:

MAYOR

ATTEST:

CITY CLERK

PRESENTED: _____

ADOPTED: _____

RESOLUTION NO. 2018 – ____.

**A RESOLUTION REAPPOINTING LINWOOD WRIGHT AS A MEMBER OF
THE EMPLOYEE RETIREMENT SYSTEM BOARD OF TRUSTEES.**

BE IT RESOLVED by the Council of the City of Danville, Virginia, that Linwood Wright be, and he is hereby reappointed as a member of the Employee Retirement System Board of Trustees to serve as such for a two year term commencing January 1, 2018 and ending December 31, 2019.

APPROVED:

MAYOR

ATTEST:

CITY CLERK

PRESENTED: _____

ADOPTED: _____

RESOLUTION NO. 2018 – ____.

**A RESOLUTION REAPPOINTING GUS DOLIANITIS AS A MEMBER OF THE
EMPLOYEE RETIREMENT SYSTEM BOARD OF TRUSTEES.**

BE IT RESOLVED by the Council of the City of Danville, Virginia, that Gus Dolianitis be, and he is hereby reappointed as a member of the Employee Retirement System Board of Trustees to serve as such for a two year term commencing January 1, 2018 and ending December 31, 2019.

APPROVED:

MAYOR

ATTEST:

CITY CLERK

PRESENTED: _____

ADOPTED: _____

RESOLUTION NO. 2018 – ____.

A RESOLUTION REAPPOINTING MANUEL T. DODSON AS A MEMBER OF THE PLANNING COMMISSION.

BE IT RESOLVED by the Council of the City of Danville, Virginia, that Manuel T. Dodson be, and he is hereby reappointed as a member of the Planning Commission to serve as such for a four year term commencing January 1, 2018 and ending December 31, 2021.

APPROVED:

MAYOR

ATTEST:

CITY CLERK

PRESENTED: _____

ADOPTED: _____

RESOLUTION NO. 2018 – ____.

**A RESOLUTION APPOINTING ROBERT S. PETRICK AS A MEMBER OF THE
PLANNING COMMISSION.**

BE IT RESOLVED by the Council of the City of Danville, Virginia, that Robert S. Petrick be, and he is hereby appointed as a member of the Planning Commission to serve as such for a four year term commencing January 1, 2018 and ending December 31, 2021.

APPROVED:

MAYOR

ATTEST:

CITY CLERK

Council Letter

City of Danville, Virginia



CL-1807

New Business Item #: A.

City Council Regular Meeting

Meeting Date: 01/02/2018

Subject: City Council Policy on Recognition

From: Amanda Paez, Assistant to the City Manager

COUNCIL ACTION

Business Meeting: 1/02/2018

SUMMARY

The Mayor has requested a discussion on creating guidelines for official recognition from the City of Danville. Currently, no guidelines for the issuance of these items exist.

BACKGROUND

Official recognition from the City of Danville currently consists of Certificates of Recognition, Proclamations, and Keys to the City, and are granted by the authority of the Mayor. The growing frequency of recognition requests has prompted the need for guidelines. The attached recommendation includes descriptions and guidelines for Proclamations, Certificates of Recognition, Keys to the City, and includes two new items for recognition: routine letters and formal letters.

These guidelines do not take away any authority from the Mayor. Rather, it will provide administrative guidance to ensure the recognition is appropriate for the situation and will allow staff to complete the tasks in a timely and appropriate manner. The Mayor can supersede these rules should the situation warrant it.

Draft guidelines are presented for discussion.

RECOMMENDATION

It is recommended City Council adopt the proposed City Council Policy on Recognitions.

Attachments

Resolution

City Council Recognition Guidelines

PRESENTED: _____

ADOPTED: _____

RESOLUTION NO. 2018 - _____. ____

A RESOLUTION AUTHORIZING AND ESTABLISHING GUIDELINES FOR
THE COUNCIL OF THE CITY OF DANVILLE, VIRGINIA.

WHEREAS, Danville City Charter Section 2-11 grants City Council the power
to adopt its' own rules of procedure; and

WHEREAS, the attached guidelines for recognition were designed for the
benefit and convenience of the Council of the City of Danville, Virginia, to help City Council
honor and acknowledge individuals, organizations, special events, a special day/month/year,
or dignitaries that impact Danville.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Danville,
Virginia, that is does hereby authorize and establish the "Danville City Council Guidelines for
Recognition" attached hereto and made a part hereof, as if fully set out herein; and

BE IT FURTHER RESOLVED that these rules may be amended from time to
time by future resolutions of this Council at any regular scheduled meeting or properly called
special meeting.

APPROVED:

MAYOR

ATTEST:

CLERK

Approved as to
Form and Legal Sufficiency:

City Attorney

DANVILLE CITY COUNCIL GUIDELINES FOR RECOGNITION

Introduction

The City of Danville regularly recognizes individuals, organizations, special events, a special day/month/year, or dignitaries that impact Danville. City Council members, citizens, or organizations may request a recognition item. The type of recognition granted will follow the guidelines established herein and the ultimate issuance of such recognition is done at the discretion of the Mayor.

Recognition items will not be issued for matters of political controversy, ideological or religious beliefs, individual convictions, campaigns/events contrary to City policies, or espousing hatred, violence, discrimination, or racism.

SECTION 1 - PURPOSE OF RULES FOR RECOGNITION

- A. To provide guidance for the issuance of routine/formal letters, proclamations, certificates of recognition, and keys to the city.
- B. To establish standards for the distribution of such items.

SECTION 2 – TYPES OF RECOGNITION

- A. Routine Letters: A routine letter is the most common form of recognition. This is a letter from the Mayor sent to honor various occasions, such as milestone birthdays (aged 100 or greater), anniversaries (50 years or greater), community celebrations, or other achievements of city residents.
- B. Formal Letters: This letter enables the Mayor to thank the recipient on City Letterhead for a specific act or achievements within the community. This could include chairing a special community-wide event or donating something of value to the community. A formal letter may also take the form of a letter of welcome to a group or organization meeting in the City.
- C. Proclamation: A proclamation is a ceremonial document issued by the Mayor that recognizes, celebrates, and honors special days, months, or years of historical or cultural importance. Generally, proclamations are issued during a formal City Council meeting.

- D. Certificate of Recognition: A certificate of recognition is a ceremonial document issued by the Mayor to honor individuals that are city residents with extraordinary achievements in the community or organizations with a significant impact on the community. Former residents may receive a certificate if their extraordinary achievements merit them as an ambassador of the city on a national level. Generally, certificates of recognition are issued during a formal City Council meeting.
- E. Keys to the City: The key to the city is a symbolic gesture bestowed by the Mayor upon esteemed residents, visitors, and others whom the City wishes to honor. Recipients may include, but are not limited to, those who are making tangible, positive impact on the City as a whole and the citizens that live here, show immense bravery or resilience during a time of crisis or controversy, or tremendous individual success or accomplishment that bring positive exposure to the City. Moving forward, a list of recipients shall be kept by the City Clerk of all those receiving Keys to the City. Presentation of a key to the city should be made during a formal City Council meeting, unless presentation is requested at a special event or meeting.

SECTION 3 – PROCEDURE

- A. Any person or organization seeking a routine letter, formal letter, proclamation, certificate of recognition, or key to the city shall submit their request in writing to the City Manager's Office at least three (3) weeks in advance of the presentation to allow for approval, drafting of the document, and, if necessary, placement on the formal City Council meeting agenda. Submission of a request does not guarantee issuance.
- B. Requests must include the following information:
 - i. Contact person's first and last name, address, telephone number, and email address (if available).
 - ii. The name, day, week, month, or event to be recognized and what type of recognition that is sought.
 - iii. A brief summary and/or background of the person, organization, or event to be recognized.
 - iv. Date when needed, or if applicable, formally presented.
- C. Upon approval by the Mayor, the City Manager's Office will follow-up with the contact person listed on the request. For routine and formal letters, the requester must provide the relevant information for the letter. For items such as a proclamation or a certificate of recognition, the requestor must provide "whereas" clauses to be used on the document. The City Manager's Office will provide a draft and examples as needed.

- D. The Mayor, or his designee, will make the presentation of proclamations, certificates of recognition, or keys to the city.
 - i. On exceptional occasions, if the Mayor is unable to attend the event, a member of City Council may present the item. An example would be for a cause or event where the specific City Council member either has experience or would better serve in the role as presenter.

SECTION 4 – RESPONSIBILITIES

- A. The Mayor will approve all requests for recognition and present such recognition.
- B. Members of City Council may be called up to present items of recognition should the occasion deem it necessary.
- C. The City Manager's Office will coordinate the issuance of all recognition items. This office will also ensure that, if applicable, the formal presentation is on the City Council agenda.