

City Council – Action Request Form

Date: February 11, 2020

To: Mayor, Mayor Pro Tempore, and Members of the City Council

From: Angela I. Carmon, City Attorney

Council Action Requested:

City of Winston-Salem Guidelines and Procedures for Requesting Honorary Resolutions

Strategic Focus Area: Service Excellence

Strategic Objective: No

Strategic Plan Action Item: No

Key Work Item: No



Summary of Information:

At the request of Mayor Pro Tem Burke, the attached City of Winston-Salem Guidelines and Procedures for Requesting Honorary Resolutions was drafted to provide a consistent procedure for receiving, reviewing, and approving requests for such honorary resolutions from citizens to individual council members and the City Council as a governing body. Generally, the draft guidelines provide the following:

- All requests must be submitted to the City Secretary Office.
- Situations that may warrant an honorary resolution include:
 - Retirement- provided the person: (i) has been employed with his/her current employer, which may include the City, for at least 25 years and (ii) has made significant contributions to said employer,
 - Birthdays-age 90 and above,

Committee Action:

Committee	<u>CDHGG 2/11/2020</u>	Action	<u>Approval</u>
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For	<u>Unanimous</u>	Against	<u></u>
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Remarks:

- Wedding, church, or pastoral anniversaries of at least 25 years, and
- Other events, such as an athletic event, as determined by the individual council member or the Winston-Salem City Council.

The attached City of Winston-Salem Guidelines and Procedures for Requesting Honorary Resolutions is recommended for your approval.