



MEMORANDUM

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

FROM: Sherilyn Lombos, City Manager

DATE: October 26, 2015

SUBJECT: Work Session for October 26, 2015

5:30 p.m. (15 min) – Update from Our Oregon Presented by Jack Polales. Our Oregon Outreach Director Reyna Lopez will be present to update the City Council on projects and initiatives that Our Oregon is working on.

5:45 p.m. (30 min) – Mobile Food Vending and Food Carts Discussion. Council will consider information about current City regulations of mobile food vending and potential modifications of the Tualatin Development Code to allow larger mobile food vendors and food carts.

6:15 p.m. (30 min) – Procedure for Proclamation Requests and Agenda Item Additions. Council will discuss appropriate procedures for requesting a Council proclamation or addition of an agenda item to the Council work session or Council business meeting.

6:45 p.m. (10 min) – Council Meeting Agenda Review, Communications & Roundtable. Council will review the agenda for the October 26th City Council meeting and brief the Council on issues of mutual interest.



STAFF REPORT

CITY OF TUALATIN

City Council Work Session

Meeting Date: 10/26/2015

Subject: Our Oregon Presentation

Through: Sherilyn Lombos, Administration

PowerPoint

A BETTER OREGON

Investing in Oregon's Families



OREGON'S ECONOMY ISN'T WORKING FOR MOST FAMILIES



2012 PERCENTILE OF INCOME

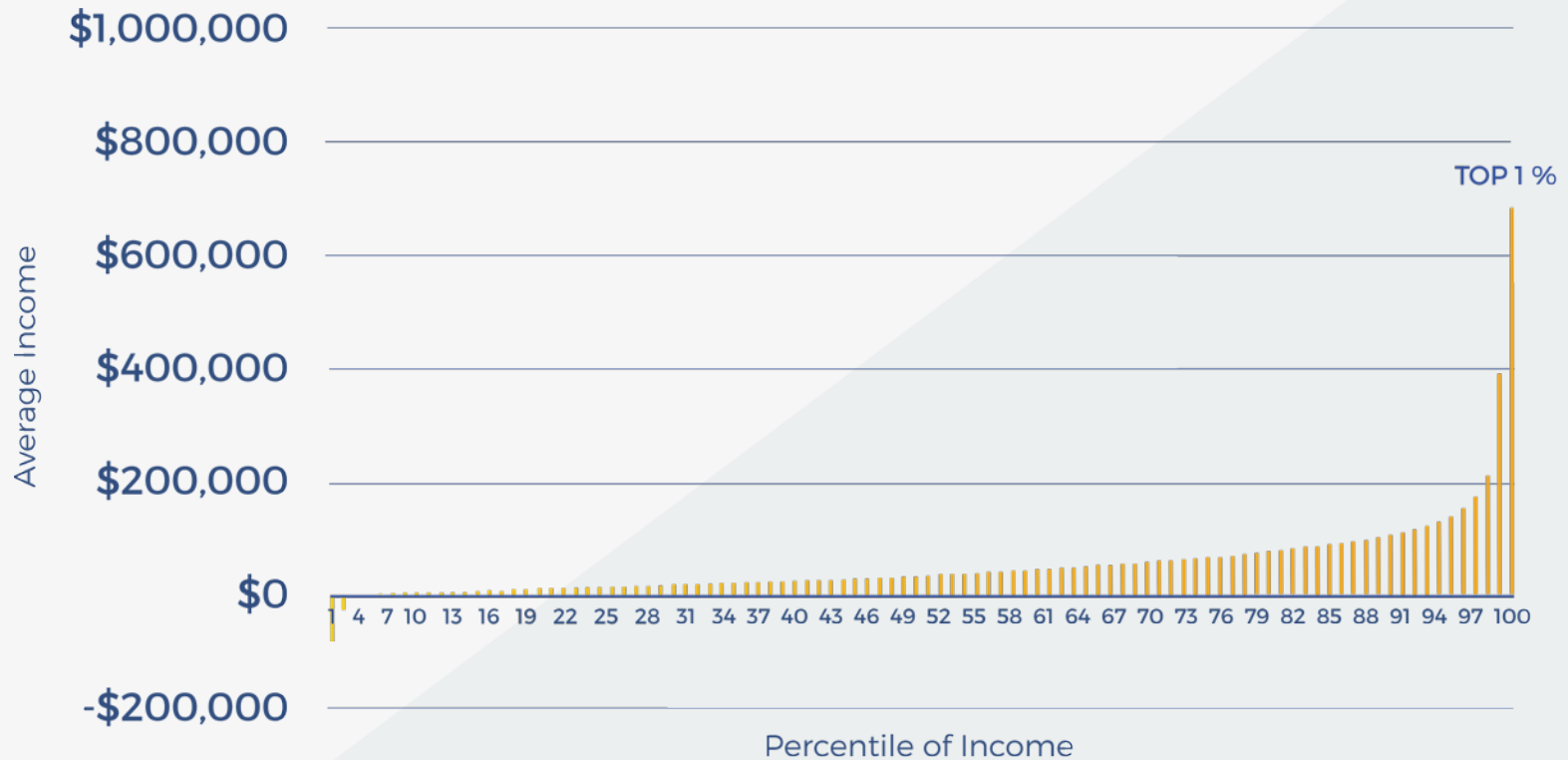
Source: Analysis based on data from Oregon Department of Revenue, 2012

A light gray map of the state of Oregon serves as the background for the text.

The average Oregon family lost
\$1,000-\$2,000
in wages

Source: Analysis based on data from Oregon Department of Revenue

OREGON'S ECONOMY ISN'T WORKING FOR MOST FAMILIES



DISTRIBUTION OF INCOME

Source: Analysis based on data from Oregon Department of Revenue, 2012

OUR ECONOMY IS GETTING BETTER... BUT FOR WHO?



**MCDONALD'S
CEO**

\$8.75 Million
Annual Income



**BANK OF AMERICA
CEO**

\$14 Million
Annual Income



**WAL-MART
CEO**

\$25 Million
Annual Income

**Corporate CEO's incomes continue to rise, even
after the financial crisis of 2008**

OREGONIANS DON'T GET THE SERVICES THEY NEED FOR A FAIR SHOT

- ▶ Our economy is starting to recover, but budget cuts from the last decade are hurting Oregon families.

WE HAVE ONE OF THE **LARGEST**
CLASS SIZES IN THE COUNTRY



BETWEEN THE **2007-08**
AND 2013-14 SCHOOL
YEARS, OREGON
PUBLIC SCHOOLS



Lost Nearly
3,400
Teachers



MORE THAN
1,600 families
ARE ON THE **WAITING LIST** FOR **EMPLOYMENT**
RELATED DAY CARE

More than 30,000
3 & 4 YEAR OLDS WHO QUALIFY FOR
HEAD START **CAN'T PARTICIPATE**
DUE TO LACK OF FUNDING




OREGON HAS THE LOWEST BUSINESS TAXES IN THE COUNTRY

- ▶ As income taxes have risen, corporate taxes have remained flat over the last 40 years.

Oregon is
50th
in business taxes

WHY?

- 
- 1 Oregon's corporate minimum tax is only **\$150**
 - 2 **393** corporations paid **\$0** in taxes in 2012
 - 3 This cost us **\$9 million** in **lost** revenue

By the way...

Corporate profits have **never** been higher.

Solution

Raise Oregon's low corporate minimum tax rate by 2.5 percent for corporations that exceed \$25 million in Oregon sales: fund schools, services for senior, and health care.

INVESTING \$1 BILLION IN OREGON WOULD HELP EVERY FAMILY



- **5,000** MORE TEACHERS
- **5 MORE WEEKS** OF SCHOOL
- **68,486 FAMILIES** ON EMPLOYMENT RELATED DAY CARE
- ONE YEAR OF SUBSIDIZED HOUSING FOR **70,000 FAMILIES**

Get Involved Right Away

Endorse



Help with petitions: Friend and
Family



Volunteer as an individual

TAKE ACTION FOR A BETTER OREGON



www.abetteroregon.org





MEMORANDUM

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Cindy Hahn, Associate Planner
Aquilla Hurd-Ravich, Planning Manager

DATE: 10/26/2015

SUBJECT: Mobile Food Vending and Food Carts

ISSUE BEFORE THE COUNCIL:

City Council consideration of information about current City regulation of mobile food vending, and potential modification of the Tualatin Development Code (TDC) to allow larger mobile food vendors and food carts. Specifically, staff seeks direction addressing two questions:

- Does the Council want to expand the type of mobile food vendors or food carts allowed in the City?
- Does the Council want to eliminate the time restriction on mobile food vending in the City?

EXECUTIVE SUMMARY:

At the September 14, 2015 City Council meeting owners of The Pupu Shack, a mobile catering truck that sells shave ice, commented during the citizen comment portion of the meeting. They have been operating a mobile catering truck in the parking lot of True Value Hardware and Ancient Wonders at the corner of SW Boones Ferry Road and SW Seneca Street and were notified that they are in violation of the Tualatin Development Code (TDC) that regulates mobile food and flower vendors (TDC 34.013). The Pupu Shack owners asked that City Council consider their particular situation and potential changes to the applicable regulations that would allow them to operate as a conforming use on a more permanent basis. City Council discussed the issue and directed staff to review the existing regulations and return to a future work session with information for their consideration.

DISCUSSION:

Background

Before 2014, small mobile food and flower vendors were allowed to operate in the City in compliance with Tualatin Development Code (TDC) 34.013 in the Central Commercial (CC) and General Commercial (CG) planning districts. In an effort to encourage small-scale mixed uses and mobile vending in industrial areas following completion of the Linking Tualatin project in 2013, Council adopted Ordinance No. 1370-14 that, in part, expanded the allowed location of small mobile food and flower vendors to the Light Manufacturing (ML), General Manufacturing (MG) and Manufacturing Park (MP) planning districts.

Current regulations allow:

- open-air vending of food, including coffee kiosks, and fresh cut flowers "in a manner that will enhance the attractiveness of the Central Commercial (CC), General Commercial (CG), Light Manufacturing (ML), General Manufacturing (MG), and Manufacturing Park (MP) Planning Districts for pedestrian traffic"
- vending for a maximum of 180 days in any calendar year
- vending from "push carts or mobile devices" occupying a maximum of 16 square feet of ground area and measuring no more than three feet in width (excluding wheels), six feet in length (including handles), and five feet in height (excluding canopies, umbrellas, or transparent enclosures)

Mobile food and flower vending is subject to several location restrictions:

- operation is limited to public sidewalks at least eight feet in width or private sidewalks or parking lots
- food vendors may locate within 200 feet of a restaurant or fruit and vegetable market with written consent from the affected proprietor
- flower vendors may locate within 200 feet of a flower shop with written consent from the affected proprietor

General Mobile Food Vendor Categories

There are three general categories of mobile food vendors:

1. Push carts, which are small non-motorized carts with wheels that are pushed by hand and occupy a temporary location while they are operated.
2. Stationary mobile carts, trailers or trucks, which have functional wheels and an axle, a kitchen for preparing food on site, space for the vendor to sit or stand inside and serve food through a window, and occupy one, semi-permanent location.
3. Catering trucks, which sell only prepackaged food and travel from location to location.

Attachment A illustrates the general categories of mobile food vendors and food carts.

Some jurisdictions do not distinguish between these categories. For example, the City of Salem regulates "mobile food units" which are defined as "any motor vehicle, trailer, or wagon which is used for the purpose of preparing, processing, or converting food for immediate consumption as a drive-in, drive-through, curb or walk-up service".

In addition, some jurisdictions also have regulations for food cart pods, where more than one

mobile food unit is located in one location. Often pods have customer seating, restrooms or hand-washing facilities, and other amenities, and are subject to more extensive standards.

Current regulations in the City of Tualatin allow only push carts and similar mobile devices that occupy 16 square feet or less of ground area and meet specific dimensional requirements (three feet wide by six feet long by five feet high).

The Pupu Shack

Tualatin's current regulations apply to transporting and displaying food or flowers upon "any push cart or mobile device" complying with the standards in TDC 34.013. While The Pupu Shack would fall within the definition of a food vendor under TDC 34.013, it exceeds the size limitations specified in the code. In addition, the owners of The Pupu Shack have expressed interest in locating their truck in a more permanent location year-round, rather than for the maximum time period of 180 days allowed by regulation.

Policy Considerations

One way to address the concerns of The Pupu Shack owners would be to amend TDC 34.013, through a plan text amendment (PTA), to increase the size (dimensions) of mobile food units and extend or remove the 180-day limit on operation of the units. This would allow them to operate in their desired location without violating the applicable code.

A consideration related to this action is that other mobile vending units also would be allowed to operate in the City, subject to the expanded regulations, which could result in more such units locating in commercial and industrial areas than previously.

Alternatively, a PTA could be initiated to make more extensive amendments to the TDC, allowing a wider variety of vending units and possibly food cart pods. This would require more thorough research by staff, potentially surveys of property and business owners as well as residents.

Next Steps

Based on direction received from Council tonight, staff could bring back a timeline outlining next steps in the process to an upcoming work session.

RECOMMENDATION:

Staffs recommends City Council discuss the information presented and provide direction to staff regarding mobile vending units and food carts in the City.

Attachments: A. Mobile Food Vendor Categories
 B. Presentation

MOBILE FOOD VENDOR CATEGORIES



Push Carts

- Wheeled, light cart
- Pushed by hand
- Used by street vendors
- Does not require a Temporary Use Permit if in location for less than one hour



Stationary Carts

- Single axle, towed by separate vehicle
- Mobile kitchen
- Allows the vendor to sit or stand inside and serve food through a window
- Requires a Temporary Use Permit



Mobile Food Trucks

- Food is prepared on-site
- Requires a Temporary Use Permit if parked in one location
- Need separate permit if used at a special event
- Often promotes business through social media



Catering Trucks

- Sells only prepackaged foods
- Does not require a Temporary Use Permit if route stops are less than one hour

FOOD CARTS

Source: City of Beaverton, Planning Commission, Work Session Discussion Item, April 29, 2015. Food Cart Feasibility Study. Prepared by Alma Flores, Economic Development Manager, and Amy Koski, Economic Development Project Coordinator.

Mobile Food Vending and Food Carts

Tualatin City Council
Work Session
October 26, 2015



City of Tualatin

Purpose of Tonight's Discussion

- **Present information about:**
 - **Regulation of mobile food vending in Tualatin**
 - **Potential changes to allow larger mobile food vendors and food carts**
- **Seek Council direction**

Current City Regulations

- Open-air vending of food and flowers from push carts and mobile devices
- CC, CG, ML, MG and MP planning districts
- Maximum size of 16 square feet
- Maximum time period of 180 days per calendar year

Mobile Food Vendor Categories



Push Carts

- Wheeled, light cart
- Pushed by hand
- Used by street vendors
- Does not require a Temporary Use Permit if in location for less than one hour



Stationary Carts

- Single axle, towed by separate vehicle
- Mobile kitchen
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Catering Trucks

- Sells only prepackaged foods
- Does not require a Temporary Use Permit if route stops are less than one hour

FOOD CARTS

Options for Changing the Code

- **Plan Text Amendment (PTA):**
 - **Option 1 – Limited Changes:**
 - Increase the size (dimensions) of mobile food units
 - Extend or remove the 180-day limit on operation
 - **Option 2 – More Extensive Changes:**
 - Allow a wider variety of vending units and possibly food cart pods

Questions for Council Discussion

- Does the Council want to expand the type of mobile food vendors or food carts allowed in the City?
- Does the Council want to eliminate the time restriction on mobile food vending in the City?



MEMORANDUM

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Nicole Morris, Deputy City Recorder

DATE: 10/26/2015

SUBJECT: Consideration of Procedure for Proclamation Requests and Agenda Item Additions.

ISSUE BEFORE THE COUNCIL:

Council consideration of appropriate procedures for requesting a Council proclamation or addition of an agenda item to the Council work session of Council business meeting.

EXECUTIVE SUMMARY:

At the September 14, 2015 City Council meeting several Councilors observed that there were a number of ceremonial items on the agenda and were interested in having a conversation about being mindful of the number of ceremonial items on any one particular agenda, but also the process or procedure for a ceremonial item getting on the agenda. As long as the Council is discussing ceremonial items, it seems prudent to discuss the procedure for putting items on the Council meeting agenda (either the work session or the business meeting).

DISCUSSION:

The City Charter does not provide helpful guidance on this issue other than to say in Chapter IV, Section 13 that the Council may “adopt rules for the government of its members and proceedings.” The Tualatin City Council does not have adopted rules, so perhaps it is helpful to describe current practice.

Current Practice:

Attached is a list of Proclamations that have been adopted by Council since 2011, sorted two different ways (Attachment 1). As can be seen, a number of them are “one off” type proclamations (Centennial Anniversary or Nancy McDonald Retirement) and a number of them have been routine every year (Employee of the Year or Human Rights Week).

Currently, if the City Manager hears of a request for a proclamation (either from a Councilor or a community member), she asks that the request be raised at an upcoming Council meeting under Council Communications (in the case of a Councilor), or under Citizen Comments (in the case of a community member) and that a majority of the City Council agree to have that item brought forward. In the case of proclamations for matters that involve the operation or programs of municipal government, the Manager places the item on the agenda corresponding to the subject

of the item (for instance, National Library Week in March or National Police Week in May)

Other City's Practice:

Staff contacted other Oregon cities and received responses from four (Attachment 2). Their information is attached but here is a synopsis:

- **Florence:** limits the number of proclamations to two per meeting; requires an application be filled out; selection is made in the order of requests received.
- **Hillsboro:** policy outlines 6 appropriate subject matter for proclamations; if the proclamation request falls within that subject matter, staff puts it on the agenda
- **Bend:** all proclamations must have the sponsorship of a City Councilor; the sponsor City Councilor submits the proclamation to the City Manager's Office and it gets placed on an agenda.
- **Prineville:** City Councilor must sponsor a proclamation and request that the full Council consider whether or not to issue the proclamation; a draft is included in an upcoming Council meeting agenda and Council either agrees to agendize it, denies it or modifies it. If approved, the proclamation is read at the Council meeting requested by the person/group seeking issuance.

RECOMMENDATION:

Staff recommends that the City Council discuss the issue and provide direction. Staff recommends Council consider the following:

- Limiting the number of proclamations on any given Council meeting
- Establishing appropriate subject matter so that not all requests would require formal Council approval before being put on the agenda
- Establishing a simple procedure for all other requests that do not fall into the appropriate subject matter

Attachments: Current Proclamation Schedule
Information From Other Cities

Sorted by Month/Year

| Month | Year | Title |
|-----------|------|---|
| February | 2015 | Employee of the Year |
| February | 2015 | Future Business Leaders of American Week |
| March | 2015 | Arbor Week |
| March | 2015 | National Community Development Week |
| March | 2015 | Volunteer Appreciation Week |
| April | 2015 | National Library Week |
| April | 2015 | Public Service Recognition Week |
| May | 2015 | Emergency Medical Services Week |
| May | 2015 | National Kids to Parks Day |
| May | 2015 | National Police Week |
| June | 2015 | National Park & Recreation Month |
| July | 2015 | Water Awareness Month |
| September | 2015 | Community Action Week |
| September | 2015 | Purple Heart City |
| October | 2015 | Distraction Free Driving Awareness Day |
| October | 2015 | National Friends of the Library Week |
| October | 2015 | National Manufacturing Day |
| October | 2015 | Sara Singer Commendation |
| February | 2014 | American Red Cross Month |
| February | 2014 | Employee of the Year |
| February | 2014 | Future Business Leaders of American Week |
| March | 2014 | Arbor Week |
| March | 2014 | National Community Development Week |
| March | 2014 | Volunteer Appreciation Week |
| April | 2014 | National Drinking Water Week |
| April | 2014 | National Library Week |
| April | 2014 | Public Service Recognition Week |
| April | 2014 | Tualatin Elementary School Recognition |
| May | 2014 | Emergency Medical Services Week |
| May | 2014 | National Kids to Parks Day |
| May | 2014 | National Police Week |
| May | 2014 | National Public Works Week |
| May | 2014 | Older Americans Month |
| May | 2014 | Sarah Morris Day |
| June | 2014 | National Park & Recreation Month |
| October | 2014 | National Manufacturing Day |
| October | 2014 | Red Ribbon Week |
| November | 2014 | Human Rights Week |
| January | 2013 | Centennial Anniversary |
| February | 2013 | Employee of the Year |
| March | 2013 | Arbor Week |
| March | 2013 | Breast Restoration Advocacy Education Day |
| March | 2013 | National Community Development Week |

Sorted by Month/Year

| Month | Year | Title |
|-----------|------|--|
| March | 2013 | Volunteer Appreciation Week |
| April | 2013 | National Library Week |
| April | 2013 | Public Service Recognition Week |
| May | 2013 | Emergency Medical Services Week |
| May | 2013 | National Kids to Parks Day |
| May | 2013 | National Police Week |
| May | 2013 | National Public Works Week |
| May | 2013 | Older Americans Month |
| June | 2013 | National Park & Recreation Month |
| September | 2013 | National Arts & Humanities Month |
| October | 2013 | Community Planning Month |
| October | 2013 | Red Ribbon Week |
| November | 2013 | Human Rights Week |
| February | 2012 | Employee of the Year |
| March | 2012 | Arbor Week |
| March | 2012 | National Community Development Week |
| March | 2012 | Volunteer Appreciation Week |
| April | 2012 | National Library Week |
| April | 2012 | Public Service Recognition Week |
| May | 2012 | Emergency Medical Services Week |
| May | 2012 | National Police Week |
| May | 2012 | National Public Works Week |
| June | 2012 | Brenda Braden Retirement |
| June | 2012 | National Park & Recreation Month |
| September | 2012 | National Arts & Humanities Month |
| October | 2012 | Dan Boss Retirement |
| October | 2012 | National Manufacturing Day |
| November | 2012 | Human Rights Week |
| February | 2011 | Employee of the Year |
| March | 2011 | Arbor Week |
| March | 2011 | National Community Development Week |
| March | 2011 | Volunteer Appreciation Week |
| April | 2011 | National Earthquake Preparedness Month |
| April | 2011 | National Library Week |
| April | 2011 | Public Service Recognition Week |
| May | 2011 | Emergency Medical Services Week |
| May | 2011 | National Police Week |
| May | 2011 | National Public Works Week |
| June | 2011 | National Park & Recreation Month |
| September | 2011 | Mike McKillip Retirement |
| September | 2011 | National Arts & Humanities Month |
| November | 2011 | Human Rights Week |
| November | 2011 | Nancy McDonald Retirement |

Sorted by Title/Month

| Month | Year | Title |
|----------|------|---|
| January | 2013 | Centennial Anniversary |
| February | 2014 | American Red Cross Month |
| February | 2015 | Employee of the Year |
| February | 2014 | Employee of the Year |
| February | 2013 | Employee of the Year |
| February | 2012 | Employee of the Year |
| February | 2011 | Employee of the Year |
| February | 2015 | Future Business Leaders of American Week |
| February | 2014 | Future Business Leaders of American Week |
| March | 2015 | Arbor Week |
| March | 2014 | Arbor Week |
| March | 2013 | Arbor Week |
| March | 2012 | Arbor Week |
| March | 2011 | Arbor Week |
| March | 2013 | Breast Restoration Advocacy Education Day |
| March | 2015 | National Community Development Week |
| March | 2014 | National Community Development Week |
| March | 2013 | National Community Development Week |
| March | 2012 | National Community Development Week |
| March | 2011 | National Community Development Week |
| March | 2015 | Volunteer Appreciation Week |
| March | 2014 | Volunteer Appreciation Week |
| March | 2013 | Volunteer Appreciation Week |
| March | 2012 | Volunteer Appreciation Week |
| March | 2011 | Volunteer Appreciation Week |
| April | 2014 | National Drinking Water Week |
| April | 2011 | National Earthquake Preparedness Month |
| April | 2015 | National Library Week |
| April | 2014 | National Library Week |
| April | 2013 | National Library Week |
| April | 2012 | National Library Week |
| April | 2011 | National Library Week |
| April | 2015 | Public Service Recognition Week |
| April | 2014 | Public Service Recognition Week |
| April | 2013 | Public Service Recognition Week |
| April | 2012 | Public Service Recognition Week |
| April | 2011 | Public Service Recognition Week |
| April | 2014 | Tualatin Elementary School Recognition |
| May | 2015 | Emergency Medical Services Week |
| May | 2014 | Emergency Medical Services Week |
| May | 2013 | Emergency Medical Services Week |
| May | 2012 | Emergency Medical Services Week |
| May | 2011 | Emergency Medical Services Week |

Sorted by Title/Month

| Month | Year | Title |
|-----------|------|--|
| May | 2015 | National Kids to Parks Day |
| May | 2014 | National Kids to Parks Day |
| May | 2013 | National Kids to Parks Day |
| May | 2015 | National Police Week |
| May | 2014 | National Police Week |
| May | 2013 | National Police Week |
| May | 2012 | National Police Week |
| May | 2011 | National Police Week |
| May | 2014 | National Public Works Week |
| May | 2013 | National Public Works Week |
| May | 2012 | National Public Works Week |
| May | 2011 | National Public Works Week |
| May | 2014 | Older Americans Month |
| May | 2013 | Older Americans Month |
| May | 2014 | Sarah Morris Day |
| June | 2012 | Brenda Braden Retirement |
| June | 2015 | National Park & Recreation Month |
| June | 2014 | National Park & Recreation Month |
| June | 2013 | National Park & Recreation Month |
| June | 2012 | National Park & Recreation Month |
| June | 2011 | National Park & Recreation Month |
| July | 2015 | Water Awareness Month |
| September | 2015 | Community Action Week |
| September | 2011 | Mike McKillip Retirement |
| September | 2013 | National Arts & Humanities Month |
| September | 2012 | National Arts & Humanities Month |
| September | 2011 | National Arts & Humanities Month |
| September | 2015 | Purple Heart City |
| October | 2013 | Community Planning Month |
| October | 2012 | Dan Boss Retirement |
| October | 2015 | Distraction Free Driving Awareness Day |
| October | 2015 | National Friends of the Library Week |
| October | 2015 | National Manufacturing Day |
| October | 2014 | National Manufacturing Day |
| October | 2012 | National Manufacturing Day |
| October | 2014 | Red Ribbon Week |
| October | 2013 | Red Ribbon Week |
| October | 2015 | Sara Singer Commendation |
| November | 2014 | Human Rights Week |
| November | 2013 | Human Rights Week |
| November | 2012 | Human Rights Week |
| November | 2011 | Human Rights Week |
| November | 2011 | Nancy McDonald Retirement |



CITY OF FLORENCE

APPLICATION TO REQUEST A PROCLAMATION

250 HIGHWAY 101 • FLORENCE, OR 97439

PHONE (541) 997-3437 • FAX (541) 997-4109

Requests for City Proclamations should be submitted four weeks prior to the requested Council Meeting date. The Florence City Council meets the 1st and 3rd Monday of each month unless otherwise noted. For specific meeting dates, please visit the City Calendar on the City of Florence website at www.ci.florence.or.us/calendar.

Topic & Purpose of Proclamation:

Individual, Agency, or Organization Sponsoring the Proclamation:

Local Resident Attending Council Meeting to Receive Proclamation:

Name

Phone

Note: There is a limit of two proclamations per City Council meeting and selection is made in the order requests are received. Please indicate an alternative meeting date for the event the preferred date is unavailable. While the City does its best to recognize citizen needs, we retain the right to decide if the proclamation will be issued or not.

Preferred City Council Meeting Date Requested: _____

Alternate City Council Meeting Date: _____

Requested By:

Name

Phone

Address

Email

Please attach a draft copy of your one page proclamation to this application or check the box if the proclamation will be the same as the previous year. ☐ Wording will be the same as the previous year.

Return the completed form to: City of Florence, 250 Hwy. 101, Florence, OR 97439 or via email to kelli.weese@ci.florence.or.us.

For Official Use Only:

Date Request Received _____

Approved _____ Not Approved _____ Applicant Notified _____

Date Proclaimed _____

RESOLUTION NO. _____

A RESOLUTION ESTABLISHING A POLICY FOR CONSIDERATION OF PROCLAMATION REQUESTS.

WHEREAS, the purpose of a proclamation is to recognize and celebrate extraordinary achievements of citizens and organizations, honor occasions of importance and significance to Hillsboro citizens and increase public awareness of issues that improve the well-being of people of this City; and

WHEREAS, various individuals, groups and organizations regularly request the issuance of supportive City proclamations; and

WHEREAS, the Council would like to provide guidance for staff regarding how to handle and process such requests; and

WHEREAS, the Council wishes to issue proclamations that are timely, have potential relevance to the majority of Hillsboro's population and contain positive messages or that otherwise comply with the terms of the policy set forth in this resolution.

NOW, THEREFORE, THE CITY OF HILLSBORO RESOLVES AS FOLLOWS:

Section 1. The Council will issue proclamations only on the following subject matter, unless the Mayor requests an exception:

- A. Matters involving the operation or programs of municipal government or the provision of municipal services to the citizens and businesses in the City.
- B. Subjects that relate to components of the Hillsboro 2020 Vision, Sustainability Program, Strategic Plan or Council goals.
- C. Requests to honor businesses that are located in the City, service or philanthropic organizations that provide a significant level of services or businesses in the City, and sports teams based in Hillsboro upon accomplishment of noteworthy achievements, programs or milestones.
- D. Requests to honor the life of a long-time or prominent Hillsboro resident or staff member upon his or her death.
- E. Requests to honor city officials, employees, volunteers and consultants for their achievements or milestones of service.
- F. Events involving official City sponsorship or ceremonial participation.

Section 2. The Council will not issue proclamations containing the following subject matter:

- A. Requests to support or oppose candidates for public office.
- B. Requests for support, endorsement or protection of religious, spiritual or philosophical practices, groups, theories or practices.
- C. Language that includes any inflammatory, obscene or libelous statements or promotes the hatred of any person or class of persons.

Section 3. Requestors must follow the listed proclamation processing requirements:

- A. Requests for proclamations shall be submitted to the City Manager's office. Staff will place on the City Council agenda only those items that are within the scope of permissible subjects listed in Section 1 of this resolution, unless the Mayor requests an exception.
- B. Requests for proclamations must be submitted to the City Manager's office no less than 30 days prior to the City Council meeting or event at which the proclamation would be issued. Proclamations will be mailed to the requestor should he or she be unable to attend a City Council meeting for formal reading and acceptance.
- C. Requests should include draft language and background information that can be used to prepare the proclamation.
- D. National and international groups requesting proclamations must have a City sponsor.

Section 4. No subordinate board, commission or committee of the City and no individual councilor or other official of the City may issue a proclamation without prior approval and consent of the Council.

Section 5. This resolution is effective immediately upon adoption.

Approved and adopted by the Hillsboro City Council at a regular meeting held on the 17th day of September 2013.

Jerry Willey, Mayor

ATTEST:

Amber Ames, City Recorder

City of Bend Proclamation Policy

Section 1. Purpose:

- 1 This policy is adopted to provide a means for review of proclamations adopted by the Bend City Council for special events and dates.

Section 2. Proclamation Policy:

- 2 From time to time, the Bend City Council adopts proclamations declaring a specified date to recognize the efforts of various community groups and individuals on certain projects. In declaring such dates for special observance, the Bend City Council does not wish to offend or promote any particular point of view. The adoption of a proclamation is simply intended to provide the formal recognition for the event. To help assure that proclamations are considered in this context, the following procedure will be established upon passage of this policy.
 - 2.1 All proclamations must have the sponsorship of a City Council member to be considered for adoption. Proclamations are for local efforts only and a representative from the sponsoring organization must be at the Council meeting at the time the proclamation is adopted in order to accept the proclamation.
 - 2.2 When a group receives sponsorship from a Council member, the Councilor will contact the City Manager's office and ask that the proclamation be placed on the agenda for full Council consideration.
 - 2.3 A draft of the proclamation will be submitted to the City Manager's office for formal preparation of the proclamation. The City Manager's office does not create the verbage for the proclamation. This is left to the group seeking the proclamation. If approved by the Council, the final proclamation will hold the City Seal once it has been signed by the Mayor and attested by the City Recorder.
 - 2.4 A copy of the proclamation will be submitted to each City Councilor in the informational package sent prior to each City Council meeting.
 - 2.5 The Bend City Council will consider the proclamation as a posted agenda item at a regular City Council meeting.
 - 2.6 In order for a proclamation to be adopted, four affirmative votes, as specified

by the City Charter, will be required.

- 2.7 A charge for the administrative costs associated with the proclamation may be established in the City of Bend Rate & Charges Resolution. Any charge for this service will reflect the City's true cost associated with preparing the proclamation, agenda preparation, and other related costs for the proclamation.
- 2.8 The original proclamation is given to the group seeking the proclamation. A copy of all proclamations will be retained by the City Recorder.

RESOLUTION NO. 1158

A RESOLUTION ESTABLISHING A POLICY FOR THE CITY ISSUING PROCLAMATIONS

RECITALS:

- A. From time to time, the Prineville City Council adopts proclamations recognizing certain events, causes, individuals, or groups.
- B. In issuing such proclamations Prineville City Council does not wish to offend persons or groups, but recognizes causes, events, persons, groups, or organizations with local implications. The council will consider requests that are timely, have potential relevance to a majority of Prineville's population, and contain positive messages.

BASED UPON the above Recitals, the City of Prineville resolves as follows:


- 1. The Intent of Proclamations. It is the City's position that proclamations issued by the City Council are not public forums, but are methods of the City speaking on an issue and that such speech is controlled by the City through its City Council.
- 2. Proclamation Policy.
 - a. All proclamations must have the support and sponsorship of a member of the Prineville City Council to be considered for adoption. A draft of the proposed proclamation shall be submitted by a resident of the City to a Council member.
 - b. If a Council member is willing to sponsor a proclamation, the Councilor will contact the City recorder to have the question of whether the proclamation be issued or not placed on the agenda of a future City Council meeting. The draft of the proclamation shall be submitted to the City Recorder to be included in the staff report for the meeting at which the proclamation will be voted on. The language for the proclamation shall be prepared by the individual or group seeking the proclamation. The City Council may approve the issuance of the proclamation, deny the issuance of the proclamation, or modify the proclamation and approve such modified proclamation. If approved by the Council, the proclamation will be read at the Council meeting requested by the person or group seeking issuance of the proclamation or if there is no requested date or the requested date has passed, the proclamation shall be read at the Council meeting following approval of the issuance of the proclamation. The proclamation shall be signed by the Mayor and attested by the City Recorder.
 - c. No proclamations will be issued if they:
 - i) Promote hatred of any person or class of persons;
 - ii) Contain any inflammatory, obscene, or libelous statements;

iii) Are in support of or against a political candidate or political party;

iv) Are in support of or against any for profit business

d. The original proclamation signed by the Mayor shall be delivered to the citizen originally requesting the issuance of the proclamation or his or her designee.

Passed by the City Council this 12th day of April, 2011.


Betty J. Roppe, Mayor

ATTEST:


Lisa Morgan, City Recorder