

Town of Dallas

Agenda

October 22nd, 2024

5:00 PM

BOARD OF ALDERMEN-WORK SESSION

Hayley Beaty, Mayor

Jerry Cearley

Frank Milton

Sam Martin, Mayor Pro-Tem

Alan Cloninger

E. Hoyle Withers

ITEM SUBJECT

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1. Pledge of Allegiance to the Flag

2. Approval of Agenda with Additions or Deletions

3. New Business

A. Fire Department Tower Ladder Truck Replacement

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B. Recognition, Proclamation and Honor Policy

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TOWN OF DALLAS, NORTH CAROLINA

REQUEST FOR BOARD ACTION

DESCRIPTION: Fire Department Tower Ladder Truck Replacement

AGENDA ITEM NO. 3A

MEETING DATE: 10/22/2024

BACKGROUND INFORMATION:

Fire Chief, Earl Withers would like to discuss with The Board on replacing of the Tower Ladder Truck for the Fire Department. At the strategic planning session in January, the Board approved starting the process to order a new ladder truck, anticipating a 3-4 year delivery time. The main challenge is the anticipated price increases of at least 3% twice a year. To mitigate this, signing a contract with a manufacturer would lock in current prices, delaying payment until delivery or even a year after, pushing costs to 4-5 years from now. The goal is to review and sign a contract by early 2025 to save on potential price increases.

MANAGER RECOMMENDATION:

BOARD ACTION TAKEN:

TOWN OF DALLAS, NORTH CAROLINA

REQUEST FOR BOARD ACTION

DESCRIPTION: Recognition and Proclamation Policy

AGENDA ITEM NO. 3B

MEETING DATE: 10/22/2024

BACKGROUND INFORMATION:

Due to increasing requests for Resolution of Recognition for outstanding service, contributions, dedication, etc. the Town would like to propose a new policy and guidelines. Attached, you will find a recognition and proclamation policy in which we can discuss adding/removing certain items. Listed also, are the guidelines with the steps a citizen or nominating official should take in requesting a resolution of some sort.

Town staff is also working on an online form to be filled out, but we'd like to see how this discussion proceeds first, before creating the form.

MANAGER RECOMMENDATION:

BOARD ACTION TAKEN:

Recognition & Proclamation Policy

Proclamations and letters of recognition are ceremonial documents signed by the mayor and issued for public awareness, charitable events, arts and cultural celebrations and other special honors. The Town of Dallas reserves the right to accept, deny or revise requests for ceremonial documents as appropriate within the Town's sole discretion. Please use the "[Proclamation/Letter of Recognition Request](#)" form found online at www.dallasnc.net to submit your request.

Section 1: Purpose:

To define parameters and qualifications on recipients of requesting a municipal resolution of recognition or proclamation.

Section 2: Definitions:

- A. Mayor Recognition: A recognition of a citizen or organization for outstanding achievement or service to the community.
- B. Proclamations: Document proclaiming a public or official announcement in honor of significant events, organizations and persons who have made a significant contribution to the community.

Section 3: Guidelines:

Proclamations and Letters of Recognition must have a positive Town wide impact and must be requested by or on behalf of a Dallas resident or organization and may be issued for the following reasons:

- i. Recognition of action or service above and beyond the call of duty.
- ii. Recognition of extraordinary achievement
- iii. Supporting actions that improve the quality of life in the Town of Dallas
- iv. Raising public awareness of issues that directly affect the Town of Dallas
- v. Recognition of a Town of Dallas resident for one of the following:
 - a. Retirement—the person must have been employed with Dallas for 25 years or more.
 - b. Birthday—Recognition of the 100th birthday of a Dallas citizen.

Proclamations and Letters of Recognition WILL NOT be issued for any of the following:

- vi. Matters that would require taking sides on a political issue.
- vii. Matters involving issues of personal conviction.

Recognition & Proclamation Policy

- viii. Matters involving any particular religion.
- ix. Commercial purposes, such as the opening of a new business, a new service, or a new product, whether directly or indirectly related.
- x. Any other matters that tend to stir up controversy or unrest.

Section 4: Procedure:

Step One: Read the Guidelines for Proclamations and Letters of Recognition online at www.dallasnc.net. This contains important information about the purpose and format of the documents.

Step Two: Fill out the Proclamation/Letter of Recognition form online.

- i. This can be found online at www.dallasnc.net

Step Three: Forms can be emailed into the Clerk at ltysinger@dallasnc.net or mailed into:

Town of Dallas
Attn: Town Clerk
210 N Holland Street
Dallas, NC 28034

Wording:

If you need help with the exact wording, please refer to the sample proclamations and letters shown below. If you are asking on behalf of an annual event or national organization, you may be able to obtain a sample proclamation from past event organizers or the organizations staff.

Once your form is submitted:

- The draft will be reviewed to ensure that it meets the recommended criteria. All proclamations and letters are subject to editing.
- If approved, the requester will receive one signed original and one copy of the proclamation or letter.

Step Four: The proclamation or letter will be formatted and then signed by the Mayor. It will be mailed to the address requested. Please submit the draft at least three weeks prior to the date by which you would like your proclamation or letter to arrive.

| Recognition & Proclamation Policy

For further information, please contact: Lindsey Tysinger at 704-922-3176
ext. 231