

CITY OF PLANO POLICIES AND PROCEDURES

222.003

Department Name: City Manager
Procedure: Council Members Retirement Recognition

Effective Date: 6/9/1993

Revision Date(s): 8/1/2005

Review: Annual: 8/1/2006

I. Purpose

To establish a uniform procedure and policy for Council Member retirement recognition.

II. Policy

The City Manager shall have the final authority in determining the City's retirement award which will be given to Council Members and the way in which retirements will be held.

III. Procedures

- A. A retiring Council Member who has completed *one term* of office will be presented a plaque of appreciation at the Council meeting where he steps down from the Bench.
- B. A retiring Council Member who has completed *two terms or more* will receive a plaque of appreciation, and a reception at City Hall, Plano Centre or some other appropriate location. Invitations will be mailed to PISD Board Members, Chamber of Commerce Board Members, Collin County Community College Board Members, Collin County Commissioners and Judge, as well as other appropriate dignitaries. The retiring Council Member may submit a list of relatives and friends to also be included in the invitation list. The City Council may purchase an appropriate gift to be presented to the retiring Council Member.
- C. As with all City functions, the City will not provide funding for alcoholic beverages served during these recognition activities.
- D. A predetermined amount of money for gift, etc. will not be designated due to the constant fluctuation in the economy.
- E. A bouquet of roses or flowers, or other appropriate symbol of appreciation, will be presented to the wife or spouse.