
**CITY OF TIFFIN
CITY ADMINISTRATOR
REPORT TO THE CITY COUNCIL – NOTES FOR WORK SESSION ITEMS
April 3, 2026**

- Recently, the City was questioned regarding why the Mayor did not issue a proclamation recognizing a specific day that was recently celebrated. What many may not realize is that, while it has always been an unwritten policy, the vast majority of mayoral proclamations are initiated through requests submitted to the City or the Mayor. There are a few exceptions to this general practice, such as when the City Council is dedicating a City park, recognizing an outgoing Council member, or honoring a long-term City employee. In all cases, proclamation requests are reviewed by City staff and the Mayor before being placed on a meeting agenda. In light of this recent situation, it may be appropriate to formalize the City's proclamation process moving forward. Many surrounding communities already have established policies in place. With Council approval, I will review those policies and present a draft for consideration at the next Council meeting.