



**COMMUNITY INCLUSION AND ENGAGEMENT COMMISSION (CIEC)  
THURSDAY, MARCH 26, 2026, 6:30 PM  
1302 E. COLLINS BLVD., RICHARDSON, TX 75081  
THE IQ@HQ - EVENT ROOM SUITE #400**

**Closed Executive Session Authorized**

As authorized by Section 551.071 (2) of the Texas Government Code, this meeting may be convened into closed Executive Session to seek confidential legal advice from the City Attorney on any listed agenda item.

**Meeting Information**

This Commission meeting will be audio recorded. The audio recording and transcript will be available as soon as possible after the meeting, generally within 24 hours on the City website at [www.cor.net/CITY](http://www.cor.net/CITY).

1. CALL TO ORDER
2. PUBLIC COMMENTS OR PUBLIC COMMENTS ON AGENDA ITEMS
3. APPROVAL OF THE MINUTES
4. AGENDA ITEMS (PRESENTATIONS, DISCUSSION ITEMS, ACTION ITEMS, PUBLIC HEARINGS)
  - A. SENIOR CENTER SERVICES
    - i. Presentation on the services and programs offered by the Senior Center, highlighting recreational, educational, health and wellness, and social engagement opportunities available to older adults. The presentation will provide an overview of current offerings, participation opportunities, and the center's role in supporting active and connected aging.
  - B. CULTURE IN THE CORE EVENT
    - I. Presentation on the programming and marketing activities related to the annual Culture in The CORE event.
  - C. DAYS OF RECOGNITION
    - I. Presentation on the City's approach to recognizing cultural and civic observances with recommendations for future recognitions reflecting community diversity while remaining consistent with City policy.

**5. REPORT ON ITEMS OF COMMUNITY INTEREST**

*The City Council will have an opportunity to address items of community interest, including: expressions of thanks, congratulations, or condolence; information regarding holiday schedules; an honorary or salutary recognition of a public official, public employee, or other citizen; a reminder about an upcoming event organized or sponsored by the City of Richardson; information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the City of Richardson that was attended or is scheduled to be attended by a member of the City Council or an official or employee of the City of Richardson; and announcements involving an imminent threat to the public health and safety of people in the City of Richardson that has arisen after posting the agenda.*

**6. ADJOURN**

I CERTIFY THE ABOVE AGENDA WAS POSTED ON THE BULLETIN BOARD AT THE RICHARDSON CITY HALL ON MARCH 20, 2026, BY 5:30 P.M.

  
NORMA MENDOZA  
ADMINISTRATIVE SECRETARY

**{All Boards/Commissions}**

ACCOMMODATION REQUESTS FOR PERSONS WITH DISABILITIES SHOULD BE MADE AT LEAST 48 HOURS PRIOR TO THE MEETING BY CONTACTING THE ADA COORDINATOR, VIA PHONE AT (972) 744-4168, VIA EMAIL AT [ADACoordinator@cor.gov](mailto:ADACoordinator@cor.gov), OR BY APPOINTMENT AT 2360 CAMPBELL CREEK BLVD., SUITE 525, RICHARDSON, TEXAS 75082.

**MINUTES**  
**COMMUNITY INCLUSION AND ENGAGEMENT COMMISSION (CIEC)**  
**THURSDAY, JANUARY 22, 2026**  
**CIEC MEETING AT 6:30 PM**  
**1302 E. COLLINS BLVD., RICHARDSON, TX 75081**  
**THE IQ®HQ - EVENT ROOM SUITE #400**

**1. CALL TO ORDER**

Chairperson Varma called the meeting to order at 6:30 p.m. with the following members present:

Rashmi Varma	Chair
Kristen Ceaser	Vice Chair
Audrey Oatis	Member
Niranjan Hanumanna	Member
Siraj Akhtar	Member
Hisham Syed	Member
Amy Singh	Member
Victoria Hortman	Member
Gildardo Zafra	Member

The following members were absent: None.

The following council liaison was present:

Jennifer Justice, Council Liaison

The following staff members were also present:

Greg Sowell	Director of Communications
Norma Mendoza	Administrative Secretary

**2. PUBLIC COMMENTS**

Marcus Batson, 2474 Heritage Place, Richardson, TX 75082, made comments about the Richardson Bicycle Coalition that he represents.

**3. APPROVAL OF THE MINUTES**

**Board/Commission Action**

Member Akhtar moved to approve the minutes as presented. Member Oatis seconded the motion. A vote was taken and approved unanimously.

**4. STAFF REPORT: TACTIC REVIEW**

CIEC reviewed and discussed its 2026 work schedule to include project development, training, and volunteer opportunities. Greg reviewed goals and tactics for the upcoming year.

Greg Sowell shared with the members the topics that are available for the city-focused training in July 2026. He asked the members to select which topic they were most interested in.

Members were encouraged to leave their responses so that he could determine which topic will be secured for the July training.

He also provided the members with the 2026 Volunteer Opportunity Worksheet which listed upcoming community events in which members could volunteer to share information about the CIEC. A table with CIEC brochures will be available at these events. Reach out to Greg if you would like to be added to the volunteer list.

## **5. STAFF REPORT: FLAG POLICY REVIEW**

The CIEC reviewed and discussed a proposed City of Richardson Flag Policy currently under development to set guidance for the presentation of the U.S. and other national flags that are placed at municipal events in public spaces.

Greg Sowell stated that Economic Development has seen the draft along with the City Manager's office. The Commission gave feedback on the policy. He will be doing some revisions to the policy from the feedback provided. The ultimate decision of the policy is to be approved by the City Managers Office.

## **6. REPORT ON ITEMS OF COMMUNITY INTEREST**

On January 30<sup>th</sup> and February 14<sup>th</sup> the Eisemann Center Presents events are happening at the Eisemann Center. Neil Berg's 50 years of Rock n Roll is on January 30<sup>th</sup>, and February 14<sup>th</sup> is Simon Garfunkel and Garfunkel story.

Richardson's annual State of the City Address is scheduled for January 28<sup>th</sup> in the Bank of America Theater at the Eisemann Center at 6:30 p.m. Please note you need a ticket (free) to reserve seats to attend.

## **7. ADJOURNMENT**

With no further business, the meeting was adjourned at 8:23 p.m.

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RASHMI VARMA  
BOARD CHAIR

ATTEST:

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NORMA MENDOZA  
BOARD SECRETARY



**To:** Community Inclusion and Engagement Commission Members  
**From:** Greg Sowell  
**Date:** Feb. 19, 2026  
**Subject:** City of Frisco Multicultural Committee Presentation

Following the strategic plan tactics adopted by the Commission, I am pleased to report that we have secured a presentation date with representatives from the City of Frisco's Multicultural Committee.

The following individuals will attend and present on Frisco's multicultural initiatives at our May 21 CIEC meeting:

- KM Johnson Davis, Chair
- Dylan Raferty
- Shane Gilmore
- Britney Webb, Staff Liaison
- Paige Points, Staff Liaison

If you have specific questions you would like addressed during their presentation, please share them with me in advance so I can provide them to the group prior to their visit.

Please let me know if you have any questions.

Take care,  
Greg Sowell  
CIEC Staff Liaison

<u>Month</u>	<u>Topic</u>	<u>Day/Date</u>	<u>Location</u>	<u>Time</u>
January	Tactic Review for 2026/Flag Policy feedback	Thursday, January 23	Richardson IQHQ- 1302 E Collins Blvd, Event Room Suite #400	6:30 p.m.
February				
March	Senior Center / Days of Recognition / Culture In The CORE	Thursday, March 26	Richardson IQHQ- 1302 E Collins Blvd, Event Room Suite #400	6:30 p.m.
April				
May	Frisco	Thursday, May 21	Richardson IQHQ- 1302 E Collins Blvd, Event Room Suite #400	6:30 p.m.
June				
July	Training	Thursday, July 16	Richardson IQHQ- 1302 E Collins Blvd, Event Room Suite #400	6:30 p.m.
August				
September	Annual Art/Essay Contest Winners and 2027 Prompt Feedback /PARD Adaptive Programming /	Thursday, September 17	Richardson IQHQ- 1302 E Collins Blvd, Event Room Suite #400	6:30 p.m.
October				
November	Strategic Plan Update	Thursday, November 19	Richardson IQHQ- 1302 E Collins Blvd, Event Room Suite #400	6:30 p.m.
December				



## 2026 CIEC VOLUNTEER OPPORTUNITY WORKSHEET

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### February 15, 2026 (COMPLETE)

- **Lunar New Year - (Booth / Performance Introductions) 11a.m. – 3 p.m.**
  - Co-hosted by the City of Richardson for The CORE District in conjunction with the Dallas Chinese Community Center
  - Designed to highlight cultural diversity and build community connection, specifically in The CORE District
  - Attracts residents and visitors with free, family-friendly events that support local businesses and cultural organizations

#### Current Participants:

Booth - Rashmi Varma, Kristen Ceaser,

### April 11, 2026

- **Trash Bash – (Booth)**
  - City of Richardson event that supports local nonprofits, including Network of Community Ministries
  - Encourages spring cleaning, sustainable recycling, and community stewardship

#### Current Participants:

Booth – Victoria Hortman,

### September (DATE TO BE ANNOUNCED)

- **Public Safety Expo – (Booth)**  
(Typically held in mid-September at Huffhines Park)
  - The Public Safety Expo serves as an engaging, educational, and family-friendly platform to showcase Richardson's public safety capabilities
  - Free-to-attend event that enhance community preparedness, and strengthen partnerships between residents, City departments, and safety personnel.
  - Includes booths from City departments and partner agencies offering crime prevention and emergency preparedness info

### October 17-18, 2026

- **Huffhines Harvest Fest – (Booth)**
  - Formerly Huffhines Art Trails, this free festival celebrates community, creativity, and the spirit of autumn
  - Brings together local artisans, performers, families, and pet lovers for a festive weekend that strengthens civic pride and supports small businesses

- Activities include:
  - Marketplace of over 150 local artists & makers
  - Live music performances on two stages
  - Family activities include a pumpkin patch, decorating, hay maze, scarecrow village, costume contest, petting zoo, face painting, and themed photo vignettes
  - Pawtoberfest (Saturday only): dog-centric fun like costume contests, puppy yoga, and doggie vendors in a festive pet-friendly environment
  - Children's Entrepreneur Market (Sunday): kids aged 5–17 run their own market booths

**November (DATE TO BE ANNOUNCED)**

- **Culture In The CORE - (Booth / Performance Introductions)**

(Typically held in early November on Main Street)

- Free, family-friendly cultural festival hosted by the City in The CORE District
  - Celebrates the community's diverse global communities showcasing traditional and contemporary cultural expression through food, art, and entertainment
- 

## **Potential Community Event Participation**

**(PLEASE SEND YOUR NOMINATIONS FOR COMMUNITY EVENTS TO INLCUDE.)**

# A SHARED GOAL

## The 2026 World Cup and North American Unity

As Dallas prepares to host matches during the 2026 FIFA World Cup, join us for a panel discussion exploring the cultural, economic, and diplomatic dimensions of the transnational nature of soccer and its impact on local communities across North America.

April 28, 2026

6:00 p.m.

Bass School at UT Dallas,  
ATC Lecture Hall



**Alfonso Zegbe**  
Diplomat,  
Mexico's Ministry  
of Foreign Affairs



**Dan Hunt**  
President of  
FC Dallas



**Monica Paul**  
President of the North Texas  
FIFA World Cup 2026  
Organizing Committee



**Sergio Bernal**  
Former professional  
soccer player



Harry W. Bass Jr.  
School of Arts, Humanities,  
and Technology



Red de  
Talentos  
Mexicanos  
en Dallas.



México  
Consulado General de México  
en Dallas

Scan for Registration, Livestream and  
Parking Information or visit [utd.link/FIFAPanel](https://utd.link/FIFAPanel).



# Richardson Senior Center

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*Programs, Services & Community Impact*

March 26, 2026

Presented to the Community Inclusion & Engagement Commission



# Recreation Division

*Where the Senior Center fits within the broader Recreation team*



Heights  
Recreation Center



Huffhines  
Recreation Center



**Senior  
Center**



Therapeutic  
Recreation



Summer  
Day Camps



Recreation Special  
Events & Marketing

WHO WE SERVE

# Our Community

Open to all Richardson residents and non-residents

**50+**

Age Eligibility

Open to adults 50 and older

**\$5 - \$25**

Annual Resident Memberships

As low as \$5/yr for residents 80+

**6**

Days a Week

Mon–Thur 8am–8pm • Fri 8am–4pm  
Sat 8am–1pm

## MEMBERSHIP FEES AT A GLANCE

Age Group	Resident Fee/Year	Non-Resident Fee/Year
Ages 50–54	\$25	\$50
Ages 55–79	\$15	\$30
Ages 80+	\$5	\$10

# RECREATION & SOCIAL ENGAGEMENT

*Something for everyone — daily opportunities to play, connect, and belong.*

 **RICHARDSON SENIOR GOLF LEAGUE**  
Organized competitive play at Sherrill Park Golf Course

## GAMES & MIND ACTIVITIES

- Mah Jongg
- Duplicate Bridge
- Cribbage
- Canasta
- "42"
- Bingo
- Chess Club 50+
- Party Bridge
- Bunco
- Musical Bingo
- Thinking Things
- Pool Tournaments

## ARTS, MUSIC & CREATIVE

- Ceramics
- Watercolor
- Oil Painting
- Language Classes
- Needlework
- Tatting
- Crochet
- Ukulele

# A Cornerstone of the Senior Center Experience

## DANCE CLASSES

- Line Dance
- Ballroom Dance Class
- ADD Plus Square Dance
- Ballet
- Zumba Gold / Zumba Toning
- Tap Dancing

## FRIDAY / SATURDAY NIGHT DANCE

Fri night dances: \$7, Sat Night Dances: \$5

- Friday Nights (1<sup>st</sup> and 3<sup>rd</sup>) Square Dance
- Square Dancing
- Ballroom & Variety
- Country/Western bands

*One of the most beloved programs at the Senior Center — it brings people together every week.*



The Saturday Night Dance brings people together across all backgrounds — every single week.

HEALTH & WELLNESS

# Active, Healthy Living at Every Age

## FITNESS CLASSES

Yoga

Strength Training

Tai Chi

Fall Prevention

Aerobic Exercise

Senior Boxing

Drum Cardio

Aikido

Morning Renewal

Just Pilates

## FITNESS CENTER & WELLNESS

- Treadmills & Cardio Equipment
- Adaptive Motion Trainers
- Full Body Strength Training
- Personal Trainer On-Site
- Chair Massage (bi-monthly)
- Dedicated Billiards Room

### 💡 SIP TALKS — Senior Informational Presentations

Free expert-led talks on health, finance, safety & wellness — open to all members

COMMUNITY CONNECTION

# Where Friendships Are Made

*The Senior Center is more than programs — it's where people belong*

## SIGNATURE COMMUNITY EVENTS



### Thanksgiving Lunch

CMO, City Council & City staff serve our members — a beloved annual tradition



### Vegas Night

A favorite social event — entertainment, fun, and community spirit



### Senior Prom

An annual celebration where members dress up and dance the night away



### Senior Trips

Day trips and extended travel — New York, Islands of New England, and more



### Entertainment Series

King of Swing, Concert Bands, Class Act Tap, & more

## THE POWER OF CONNECTION

Loneliness among older adults is a public health crisis. The Senior Center is Richardson's most direct answer to that challenge.

- Members who met at Bridge class become each other's emergency contacts
- Regulars at Saturday Night Dance have formed lasting friend groups that meet beyond the Center
- Friendship & Conversation Corner specifically targets combating loneliness
- "Let's Talk Military" gives veterans a space for camaraderie and shared experience
- The Robin's Nest Craft Store — run by and for members — creates purpose and pride

SUPPORT SERVICES

# Removing Barriers, Expanding Access

*Designed so every resident can participate fully*

## TRANSPORTATION SERVICE

- Eligibility:** Residents 50+ within Richardson city limits
- Cost:** \$.50 one-way | \$1.00 round trip
- Days:** Monday – Thursday
- Hours:** 8:30 a.m. – 3:30 p.m.
- Reserve:** Call 972-744-7805
- Medical:** Reserve from 3 p.m. Thurs of prior week
- General:** Reserve from 8:30 a.m. Fri of prior week

## EXTRAS SERVICES

- FREE for members 50 and older**
- Notary Service: 2nd Thursday • 9–11 a.m. • Sponsored by Visiting Angels
- Blood Pressure Checks
- Graff Foot and Wound Care Mobile Clinic

## AFFORDABLE CAFÉ LUNCH

- Lunch available on-site at affordable prices
- Members enjoy a hot meal without leaving the building — reducing isolation and extending their time at the Center

OUR FACILITY

# A Welcoming Home for the Richardson Community

 820 W. Arapaho Road, Richardson, TX 75080 • Mon–Thu 8am–8pm & Fri: 8am–4pm • Saturday: 8am–1pm • 972-744-7800

## 142 Parking Spaces

32 accessible + 110 standard  
covered drop-off at entrance

## Multi-Purpose Spaces

Large activity room with  
movable dividing wall

## Dance Studio

Mirror wall and dance bar for  
daily dance and fitness classes

## Café & Dining

Affordable hot lunch daily  
from on-site kitchen

## Outdoor Courtyard

Patio area for outdoor  
programming & relaxation

## Fitness Center

Full cardio & strength suite  
plus billiards room

# Designed to Serve All Members of Our Community

*The Senior Center is designed to serve all members of our diverse community, removing barriers to participation at every level.*

## ACCESS & EQUITY

- Tiered membership fees based on age
- ADA-compliant facility & parking
- Door-to-door transportation for 50+
- Low-cost programming (Fitness starting at \$5)
- Free services (notary, health screenings)
- Affordable café lunch on-site
- Welcoming to residents & non-residents

## DIVERSE PROGRAMMING

Games, fitness, arts, dance, education — something for every background, every ability, every interest.

## LOW BARRIER ENTRY

Annual memberships start at just \$5 for residents 80+, with sliding scale by age.

## WRAPAROUND SUPPORT

Transportation, notary, café, chair massage, and health services address the whole person.

# Thank You For Your Support

The Richardson Senior Center is more than a place —  
it's a community.



## ADDRESS

820 W. Arapaho Rd  
Richardson, TX 75080



## PHONE

972-744-7800



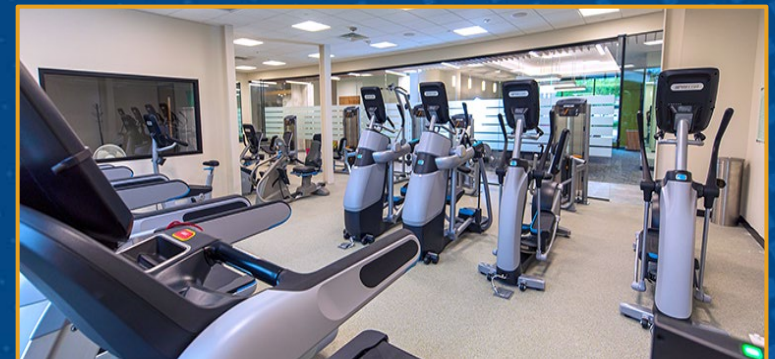
## HOURS

Mon–Thur: 8am–8pm  
Fri: 8am–4pm  
Sat: 8am–1pm



## EMAIL

AskRichardsonSeniorCenter  
@cor.gov



# CULTURE IN THE CORE

Cultural Arts Commission

March 12, 2026



→ **CITY COUNCIL STRATEGIC GOAL**

Continue to explore unique opportunities to attract and retain residents and all stakeholders

→ **CITY COUNCIL TACTIC**

Explore strategies to maximize the impact of our centers, facilities and events

# Overview

- Background
- Event Overview
- Vendor Selection
- Communications Strategy
- Feedback
- Next Steps



## BACKGROUND

- Created in 2022
- Free, family friendly event
- Celebrate Richardson's cultural diversity
- Showcase cultural traditions, performances, food, and art
- Activate the CORE District

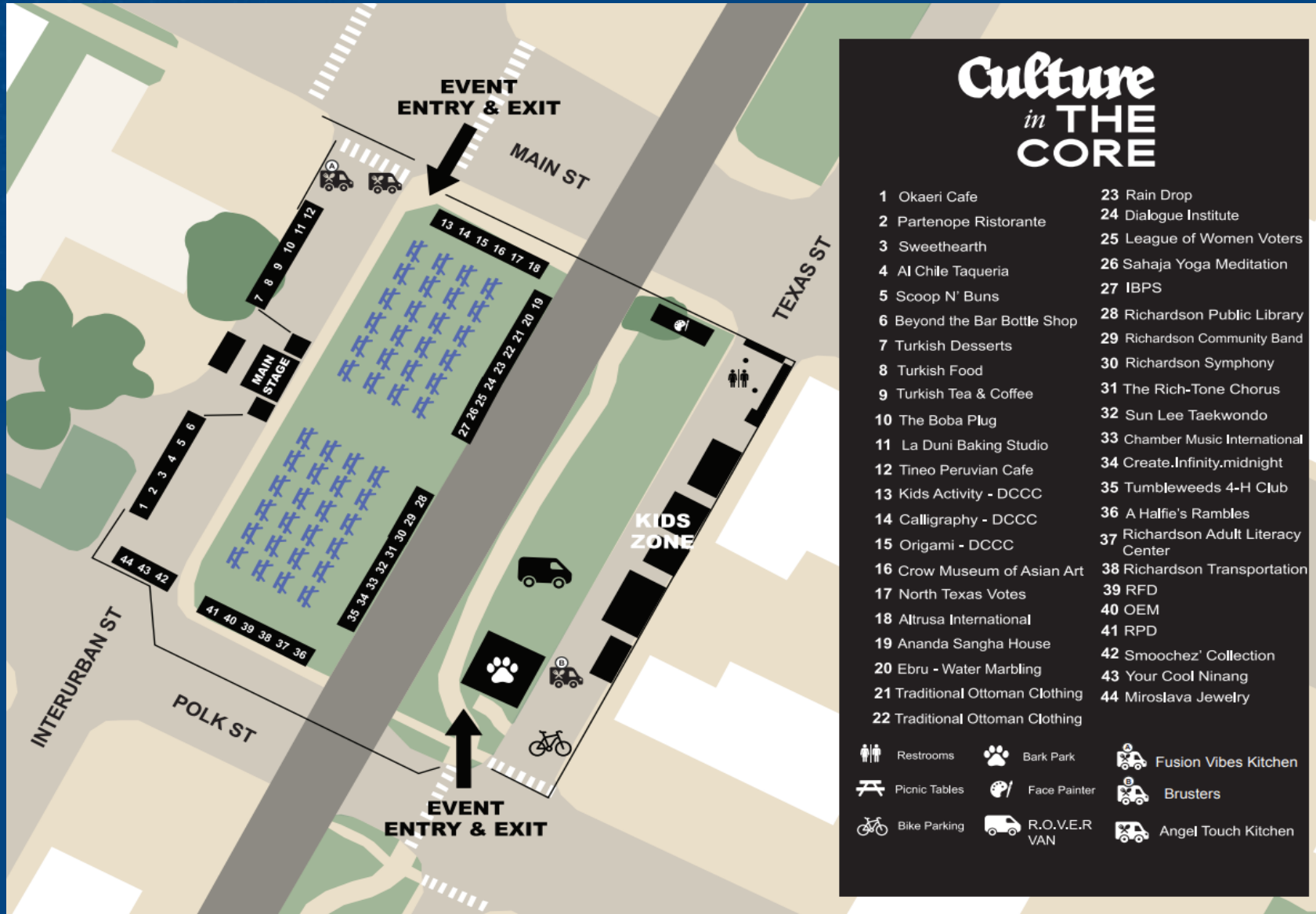


## EVENT OVERVIEW

- Occurs annually
- Approximately 1,000 Attendees
- 36 Vendors/Exhibitors
  - 13 Food & Beverage
  - 7 Retailers
  - 4 Cultural Organizations
  - 5 Community Organizations
  - 4 Cultural Arts Organizations
  - 3 City Departments
- 9 Performers
- \$90,000 budget



# 2025 Event Layout



## Culture *in* THE CORE

- |                                 |                                     |
|---------------------------------|-------------------------------------|
| 1 Okaeri Cafe                   | 23 Rain Drop                        |
| 2 Partenope Ristorante          | 24 Dialogue Institute               |
| 3 Sweethearth                   | 25 League of Women Voters           |
| 4 Al Chile Taqueria             | 26 Sahaja Yoga Meditation           |
| 5 Scoop N' Buns                 | 27 IBPS                             |
| 6 Beyond the Bar Bottle Shop    | 28 Richardson Public Library        |
| 7 Turkish Desserts              | 29 Richardson Community Band        |
| 8 Turkish Food                  | 30 Richardson Symphony              |
| 9 Turkish Tea & Coffee          | 31 The Rich-Tone Chorus             |
| 10 The Boba Plug                | 32 Sun Lee Taekwondo                |
| 11 La Duni Baking Studio        | 33 Chamber Music International      |
| 12 Tineo Peruvian Cafe          | 34 Create.Infinity.midnight         |
| 13 Kids Activity - DCCC         | 35 Tumbleweeds 4-H Club             |
| 14 Calligraphy - DCCC           | 36 A Halfie's Rambles               |
| 15 Origami - DCCC               | 37 Richardson Adult Literacy Center |
| 16 Crow Museum of Asian Art     | 38 Richardson Transportation        |
| 17 North Texas Votes            | 39 RFD                              |
| 18 Altrusa International        | 40 OEM                              |
| 19 Ananda Sangha House          | 41 RPD                              |
| 20 Ebru - Water Marbling        | 42 Smoochez' Collection             |
| 21 Traditional Ottoman Clothing | 43 Your Cool Ninang                 |
| 22 Traditional Ottoman Clothing | 44 Miroslava Jewelry                |

- |               |               |                      |
|---------------|---------------|----------------------|
| Restrooms     | Bark Park     | Fusion Vibes Kitchen |
| Picnic Tables | Face Painter  | Brusters             |
| Bike Parking  | R.O.V.E.R VAN | Angel Touch Kitchen  |



## VENDOR SELECTION

- Application-Based Process
- Direct Outreach to Cultural Organizations to encourage participation
- Staff Review & Selection
- Limited Space Availability



# COMMUNICATIONS STRATEGY

- Dallasites101
- North Dallas Gazette
- Mommy Poppins
- Axios Weekend Events
- Facebook
- Instagram
- NextDoor
- Week in Review
- Things to Do
- Richardson Today
- RichardsonToday.com
- City website
- CORE District website
- Light Pole Banners



## FEEDBACK

- Have you attended this event?
- How is Culture in the Core currently perceived in the community?
- What would make this a “can’t-miss” event instead of a “nice-to-have”?
- What kind of vendors or exhibits should be prioritized?
- What performances would make you want to stay longer at the event?

## NEXT STEPS

- Collect feedback
  - Cultural Arts Commission – March 12
  - Community Inclusion & Engagement Commission – March 26
- Review and consider feedback
- Present proposed changes to council – Summer

# Proclamations / Days of Recognition

March 2026

# CIEC Goals and Tactics

## Tactic

- Create opportunities for proclamations to highlight Council inclusion and engagement goals.

## Goal

- **Stakeholder Experience** - Our goal is for Richardson to be a community where all stakeholders feel welcomed, connected, and empowered to engage in meaningful ways.
- **Cultural/Societal Impact** – Our goal is for Richardson to celebrate our diversity and promote trust, connection, collaboration, and cross-cultural understanding.

# Council's Position

- Statement on International Affairs

“The City of Richardson is a community that embraces its diversity and celebrates the heritage of people who have settled here from around the world.”

“Locally, we lead through our actions, demonstrating to the world what is attainable when harmony is embraced.”

# US Constitution: Recognition

- Core principle is **government neutrality**. Public institutions must neither promote nor inhibit religion.
  - Government **may not promote religion**
    - (Establishment Clause)
  - Government may not discriminate against religion
    - (Free Exercise Clause)
- The Constitutional issue is not religious acknowledgment itself, but **religious advancement using state power or state resources**.
- **Texas Municipal League - Legal Staff**
  - The only way to ensure safety from litigation would be for cities to make sure their holiday displays are strictly secular in nature.

# Current Policy: Days of Recognition

- The Communications and Engagement Department was tasked with developing a **formal calendar of observances** to enhance community engagement and recognition of various ethnic, and cultural groups.
- Staff reviewed policies, postings, and editorial calendars of several organizations, including the Federal government and its **Equal Employment Opportunity Program (EEOP)**, to produce an annual schedule.

## Current Policy: Days of Recognition

- Federal Government's EEOP designates **Special Emphasis Program observances (SEP)**.
  - SEPs are recognized as an integral part of the Equal Employment Opportunity and Civil Rights Program and refer to employment-related programs that **focus special attention on groups that are absent or underrepresented in a specific occupational category or grade level** in the national workforce.
  - The program is **implemented by Presidential Proclamation, Executive Orders, and Public Law**.

## Current Policy: Days of Recognition

- State of Texas **Comptroller of Public Accounts** Holiday Schedule.
  - Texas public holidays include major federal holidays and unique state-specific observances, often resulting in state office closures.
  - Key Texas-specific dates include **Texas Independence Day** (Mar 2), **San Jacinto Day** (Apr 21), and **Juneteenth** (June 19), with state agencies also observing Confederate Heroes Day (Jan 19, 2026) and LBJ Day (Aug 27).

# Current Policy: Days of Recognition

## Calendar of Observances

### **January**

Martin Luther King Jr. Day

### **February**

African American History Month

### **March**

Women's History Month /  
International

Women's Day

### **April**

Arab American Heritage Month

### **May**

Asian Pacific American Heritage  
Month

### **June**

Pride Month

Juneteenth

### **August**

National Senior Citizens Day

### **September - October**

Hispanic Heritage Month (mid-  
September to mid-October)

### **November**

National Native American Heritage  
Month

### **December**

International Day of Persons with  
Disabilities

## Current Policy: Days of Recognition

- Calendar does not post regarding all City or Federal holidays identified, with exception to any related facility impacts.
  - (Labor Day, President's Day)
- City posts information about events and services corresponding with holiday-related programming.
  - (Lunar New Year, Santa's Village, and annual Christmas parade)

## Current Policy: Days of Recognition

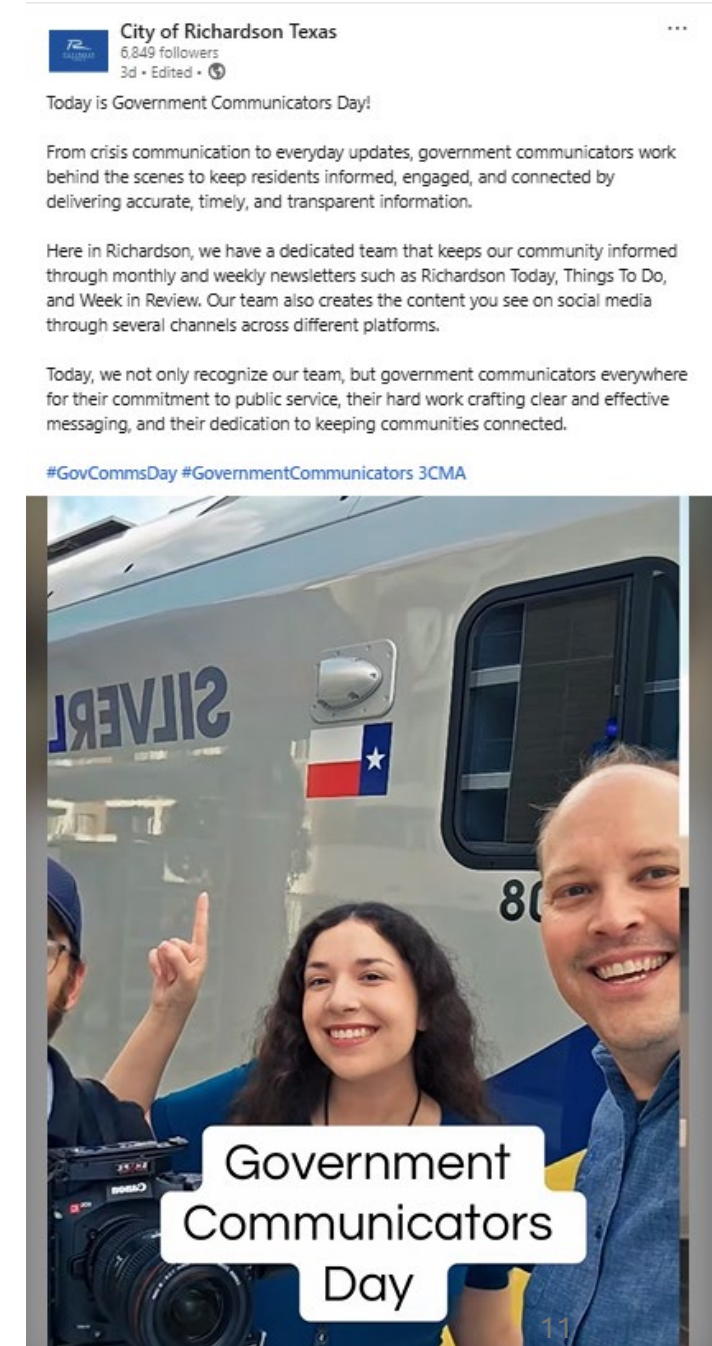
- Special observances are for the purpose of providing event/cultural awareness.
- City observances can include social media postings to raise awareness and encourage community involvement.



# Current Policy: Days of Recognition

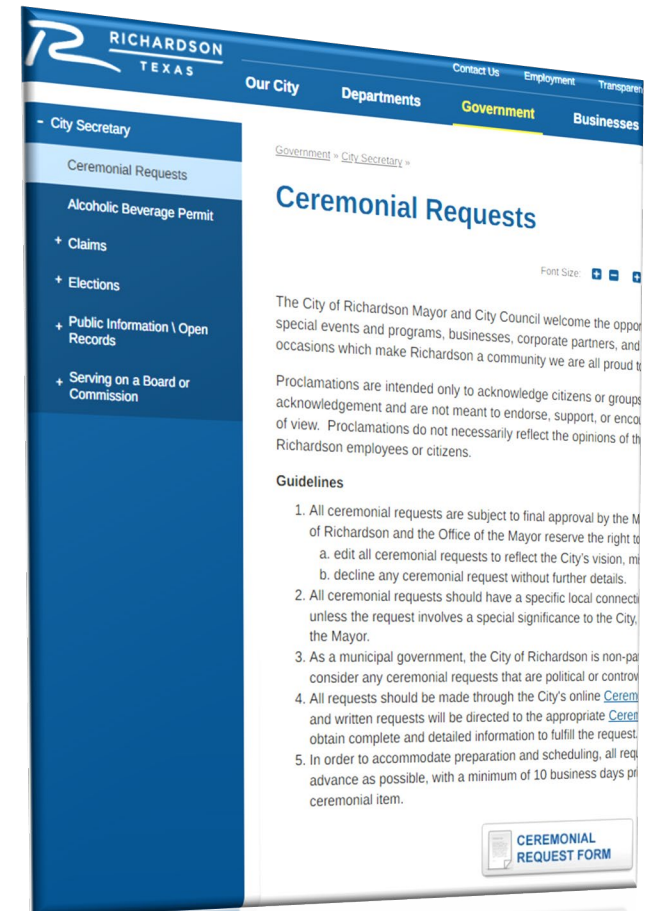
- Calendar does not exclude non-politically motivated or social service days or months of activism.

- Examples:
  - National Parks and Recreation Month
  - Public Services Week
  - Government Communicators Day



# Ceremonial Requests - Types

- [www.cor.net/government/city-secretary/ceremonial-requests](http://www.cor.net/government/city-secretary/ceremonial-requests)
  - **Proclamations**
    - Formal declaration of a day/week/month in honor of a special event
  - **Certificates**
    - Formal document that extends special recognition
  - **Letters**
    - Programs, conferences, conventions, seminars, or other significant events when a proclamation is not appropriate
  - **Appearances/Addresses**
    - Scheduled through City Manager's Office and Council and coordinated with the Director of Communications



# Ceremonial Requests - Guidelines

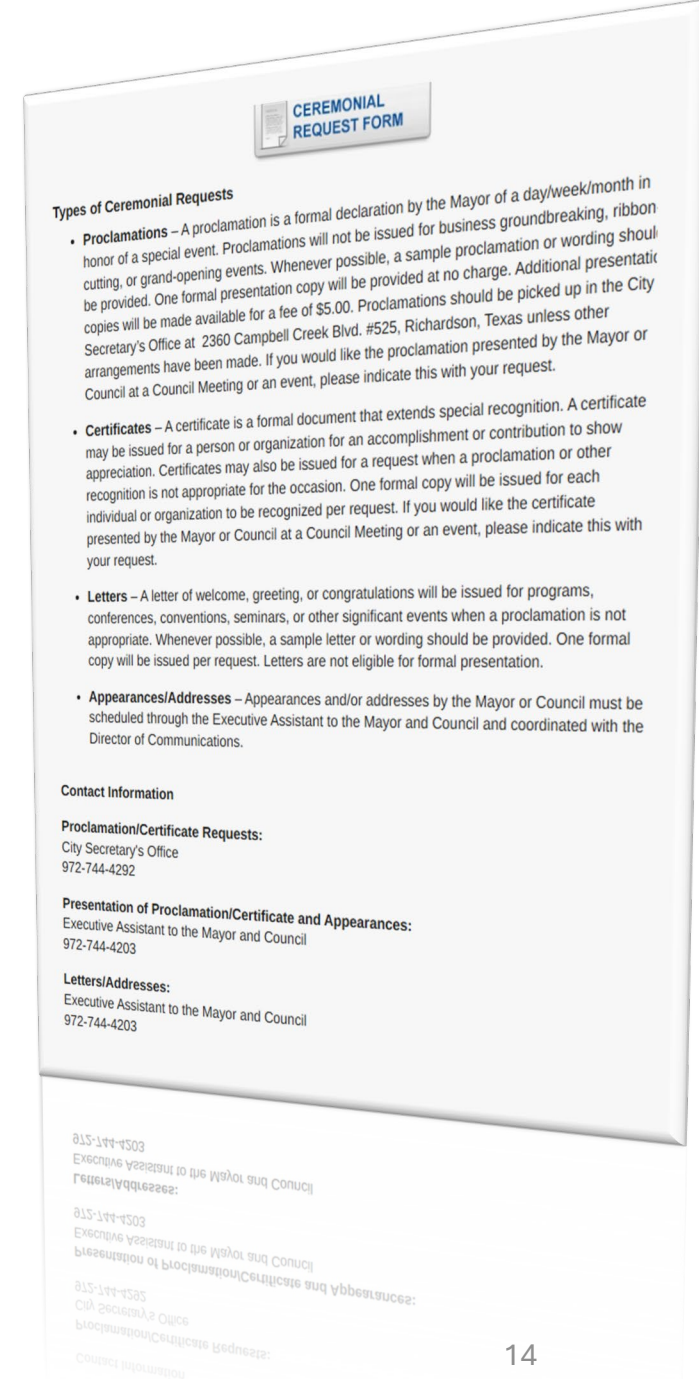
- **Have a specific local connection** with the City of Richardson unless the request involves a special significance to the City, region, or state
- Must be **non-partisan**
  - No political or controversial topics considered
- Requests made as far in advance as possible, with a **minimum of 10 business days**
- **Subject to final approval** by the Mayor and/or City Council.
  - All requests can be edited to reflect the City's vision, mission, and goals
  - Can be declined without further details

The screenshot shows a web form titled "Mayor and Council Request" under the "Government" category. The form includes a "Create Request" button and a "Request Type" dropdown menu set to "--Select One--". Below the dropdown is a reCAPTCHA "I'm not a robot" checkbox. The form also contains a "Proclamation" section with a description: "A proclamation is a formal declaration by the Mayor of a community we are all proud to call home. One formal proclamation or wording should be provided. One formal". Below this is a "Certificate" section: "A certificate is a formal document that extends special recognition to international delegates, or recognition of awards." followed by a "Letter" section: "A letter of welcome, greeting, or congratulations will be". The "Appearance" section states: "Appearances and/or addresses by the Mayor or Council". The form is partially obscured by a second, faded screenshot of the same form below it.

# Ceremonial Requests - Proclamation Guidelines

## Proclamations

- Formal declaration of a day/week/month in honor of a special event
- **Not issued for:**
  - Groundbreaking
  - Ribbon-cutting, or
  - Grand-opening
- Reflect **civic, cultural, or historical significance**
- Be **appropriate for recognition** by a municipal governing body
- **Sample wording** should be provided
- **In-person presentations** available by request



# Ceremonial Requests - Opportunities for Recognition



- Civic, cultural, or historical **observances that commemorate significant events, honor individuals or groups, or celebrate shared community traditions.**
- Occasions could be generally **rooted in history, heritage, public service, or cultural identity.**
- Provide opportunities for education, reflection, and recognition of the diverse experiences that **shape the community.**

# Draft Calendar Proclamations/ Observances

## JANUARY

**National Mentoring Month:** Dedicated to the power of mentoring relationships in transforming lives.

## MARCH

**Women's History Month:** Honors the vital contributions and historical achievements of women throughout U.S. history.

## MAY

**Memorial Day:** Dedicated to honoring military personnel who died in service

**Asian American and Pacific Islander Heritage Month:** Celebrates the rich history, diverse cultures of these communities

**Mental Health Awareness Week:** Focused on reducing the stigma surrounding mental health.

## APRIL

**Arab-American Heritage Month:**

**Community Service Month:** A month-long focus on local service projects and civic duty.

## AUGUST

**National Civility Month:** Encourages respectful behavior and constructive dialogue in local communities.

**Richardson's Heroes Day -** Honoring those who have made significant local contributions.

**Nonprofit Appreciation Day -** Recognizing nonprofits that support community well-being.

## SEPTEMBER

**Youth Leadership Week –** Recognizing young local leaders.

**National Voter Registration Day:** A nonpartisan day of civic action to help citizens register to vote.

**Family Day –** Recognizing the importance of families in strengthening community ties and supporting youth development.

## OCTOBER

**Make A Difference Day:** Recognizes days of community service in the U.S.

**National Disability Employment Awareness Month:** Celebrates the essential contributions of workers with disabilities and emphasizes the importance of inclusive hiring practices

## NOVEMBER

**Native American Heritage Month:** celebrates the diverse cultures, traditions, and histories of Indigenous peoples to the United States.

# Days of Recognition - Religious Recognition

- Should the City include mention of events/times of year based on religious significance?
- If so, what would be the recommendations on how to determine which religions should be included.
- If so, what would be the recommendation on how a religion is defined (what qualifies as a religion)?

## Next Steps

- **Add additional recommendations**
- **Internal review**
- **CMO to review future policy**