



MANAGER'S MEMORANDUM

Prepared for: **Naperville City Council**

By: City Manager's office

8/7/2025

A. MANAGER'S MEMORANDUM

Source:

1. Pam Gallahue, PhD
Deputy City Manager

Subject:

Updated Mayoral Proclamation
Process – Effective October 2025

Action:

FYI

**CITY OF NAPERVILLE
MEMORANDUM**

DATE: August 7, 2025

TO: Doug Krieger, City Manager

FROM: Pam Gallahue, PhD, Deputy City Manager

SUBJECT: Updated Mayoral Proclamation Process – Effective October 2025

PURPOSE:

The purpose of this memorandum is to provide information regarding an upcoming change to the Mayoral proclamation process that is going into effect this fall.

DISCUSSION:

Beginning in October 2025, courtesy reminders to groups that previously received recurring proclamations will be discontinued. Group representatives have been notified of this change.

This is being done to ensure a consistent and equitable process for all proclamation requests, as we have so many wonderful groups that give back to our community, and due to the limited time available at City Council meetings to recognize groups and address city business.

While we still encourage groups to participate in this meaningful tradition; beginning in October, all groups, regardless of past proclamations, will be required to submit a formal application for consideration.

As a reminder, proclamations can be presented at events or other times outside of regular City Council meetings and are available to pick up in the Mayor's Office.

Revisions regarding this change are currently being made to the proclamation application and web page. Please visit [City of Naperville Proclamations](#) after August 15 to learn about eligibility requirements and to submit your application.

RECOMMENDATION:

Please include in the Manager's Memorandum.