Memo

To: Mayor and Hayden City Council

From: Suzanne Cano, Recreation and Community Events Director

Date: November 17, 2026

Agenda Item: Resolution to Adopt the 2026 Hayden Veterans Commission Standard Operating Procedures Manual

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Agenda Item Location
New Business

Recommended Action or Motion
Approval of the Resolution to Adopt the 2026 Hayden Veterans Commission Standard Operating Procedures Manual

Functional Impact of Authorizing
Approving the resolution will provide current and future Commission members with clear direction and guidance for effectively carrying out their responsibilities.

Functional Impact of Not Authorizing
Without approval of the resolution, the Commission would not have standardized operating procedures in place to ensure consistency and continuity in its duties.

Fiscal Impact
N/A

Budget Funding Source/Transfer Request
N/A

Attachments
Resolution to Adopt the 2026 Hayden Veterans Commission Standard Operating Procedures Manual along with Hayden Veterans Commission Standard Operation Procedures Manual

RESOLUTION NO._____
ADOPTING THE STANDARD OPERATING PROCEDURES MANUAL FOR THE CITY OF HAYDEN VETERANS COMMISSION

WHEREAS the City of Hayden finds it important to have a set of standardized processes for the Veterans Commission to conduct its operations, and

WHEREAS, the City's Veterans Commission is responsible for numerous activities throughout the year as outlined in its Standard Operating Procedures manual, and

WHEREAS the City Council finds that the Veterans Commission is integral in recommending ceremony speakers, selecting the distinguished veteran of the year and performing its designated responsibilities, and

WHEREAS the Veterans Commission has reviewed and prepared the Standard Operating Procedures manual in order to perform its essential duties.

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF HAYDEN, as follows:

1. The attached Standard Operating Procedures Manual is hereby adopted by the City of Hayden, subject only to minor administrative corrections or clarifications which may be modified by staff with approval of the City Attorney.
2. The Veterans Commission City and/or staff are hereby authorized and directed to carry out such steps as necessary to implement the procedures outlined in this manual.

APPROVED BY THE CITY COUNCIL ON THIS _____ DAY OF _____, 2026

CITY OF HAYDEN

_____
Alan Davis, Mayor

ATTEST:

_____
Abbi Sanchez, Clerk

CITY OF HAYDEN VETERANS COMMISSION
STANDARD OPERATING PROCEDURE

VETERANS COMMISSION MISSION

"Serving the City of Hayden by enhancing the recognition and welfare of all those who have served in the United States Military Services."

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Establishment & Related City Ordinances

March 13, 2008	Veterans Committee Established
February 28, 2012	Veterans Commission Established (Ordinance No. 506)

Governing Authority:

CITY CODE OF HAYDEN, IDAHO
TITLE 2 BOARDS AND COMMISSION
CHAPTER 7: VETERANS COMMISSION

https://codelibrary.amlegal.com/codes/haydenid/latest/hayden_id/0-0-0-342#JD_2-7-1

Commissioners must read and maintain familiarity with this section of the city's code. At a minimum, annual review of the code is suggested.

Commemorative Brick Program

Effective Date: 4-Mar-2026

GUIDELINES: The Veterans Commission offers community and area residents the opportunity to place the name of a veteran on brick pavers as part of the PFC Robert J. Gordon Veterans Memorial Plaza.

Naming rights may be purchased for a price set by the City of Hayden (currently $150), which includes a 12” x12” paver brick upon which the Veteran’s name, rank and/or branch of service (if desired) can be engraved. There are approximately 1500 paver bricks upon which names can be placed. All proceeds will be directly applied to the PFC Robert J. Gordon Veterans Memorial Plaza. The city will maintain the bricks once placed.

Bricks will be installed within a reasonable amount of time by the city staff after purchase. Reading of the newly installed bricks will occur **once per year** during the Memorial Day ceremony. The application deadline for the brick name to be read at our Memorial Day ceremony is four weeks prior.

To qualify to have a veteran’s name placed on a paver brick:

- The veteran must be currently serving or have served under honorable conditions in the United States Armed Forces or in the military of a US ally (DD-214 or other qualifying documentation of honorable service is required). Military personnel discharged prior to 1940 and organized military groups are exempt from this requirement.
- Residency in Hayden is not required.

Naming rights may be purchased for friends, family or other loved ones who are deceased, missing in action, or under prisoner of war status.

Memorial Day Ceremony

Effective Date: 4-June-2026

GUIDELINES: A ceremony honoring deceased veterans of all branches of service shall be held on Memorial Day each year.

CEREMONY: This ceremony shall include the laying of a wreath at Honeysuckle Beach at 9:30 am to honor lost Navy, Submariners and Coast Guard personnel. The main ceremony will take place at the PFC Robert J. Gordon Veterans Memorial Plaza at City Hall at 11:00am. A program of events will be planned, reviewed and approved at the Veterans Commission meeting prior to Memorial Day.

This ceremony will include a Rifle Salute and Taps, due to it being a tribute to those who lost their lives in service to the USA.

GUEST SPEAKER: Veterans Commission members will be tasked with procuring a guest speaker for the main Memorial Day Ceremony. Please see Guest Speaker Protocol under V-7.

City staff assigned to the commission, as well as Veterans Commission members, shall be responsible for managing this event. The Mayor and City Council Members are invited to participate in the ceremony.

Veterans Day Ceremony

EFFECTIVE DATE: 04-June-2026

GUIDELINES: Events honoring all individuals who have served in our military Armed Forces shall be held on Veterans Day each year.

CEREMONY: The Distinguished Veteran of the Year will be awarded at City Hall, followed by the Veterans Day ceremony. City staff appointed to the commission, Veterans Commission Members, along with the Mayor and City Council will participate in the ceremony. A program of events will be planned, reviewed and approved at the Veterans Commission meeting in October.

City staff assigned to the commission, as well as Veterans Commission members, shall be responsible for conducting this event. The Mayor and City Council Members are invited to participate in the ceremony. The Mayor will give a welcome speech during the ceremony.

GUEST SPEAKER: Veterans Commission members will be tasked with procuring a guest speaker for the main Memorial Day Ceremony. Please see Guest Speaker Selection Protocol under on the next page.

Guest Speaker Selection Protocol

EFFECTIVE DATE: 09-July-2026

PROCUREMENT AND APPROVAL OF CEREMONY GUEST SPEAKERS:

- Commission members will seek guest speakers at least four months before the ceremony. This can be done through personal contact, a news release, the City's reader board, etc.
- The commission will propose candidates within the commission meeting and rank them by initial preference.
- A designated Veterans Commission member or sub-committee will do a basic social media (Facebook, Instagram, Nextdoor, etc) and Internet (i.e. Google) search to look for any publicly available articles or information that may indicate controversy or extreme views that may cause concern about the speaker representing the City of Hayden. Findings will be reported to the commission.
- If nothing negative is found, the first person on the preference list will be contacted by a designated member of the commission.
- Upon asking the first potential guest speaker, the designated commission member will request the speaker to complete a Speaker Information Request form (*Attachment A on the following page*) and return it to the Veterans Commission clerk within one week.
- Once received, the candidate will be discussed and approved or not approved at the following Veterans Commission meeting. If not approved, the next potential candidate should be contacted, and the same protocol described above would be followed.
- Once the Veterans Commission chooses the ceremony's guest speaker, that person will then be recommended to the City Council for final approval.
- To allow enough time to finalize the speaker approval, the guest speaker should be recommended to City Council at least two months prior to the speaking engagement; although, the commission is encouraged to make the recommendation as early as possible.
- Once approved, the commission member who initially contacted the speaker will notify him or her, and City staff will follow up with ceremony details.

ATTACHMENT A

Speaker Information Request

GENERAL INFORMATION

Note: A basic open-source review is conducted prior to final approval of the speaker to ensure alignment with city values.

NAME *(as should appear in all publications and ceremony program)*:

_____

MILITARY BRANCH/RANK/SERVICE YEARS OR TITLE: _____

_____

If not in the military, please explain your relationship to the military?:

_____

_____

MAILING ADDRESS: _____

EMAIL ADDRESS: _____PHONE: _____

CEREMONY-RELATED INFORMATION:

TITLE OF THE SPEECH: _____

CONTENT OF SPEECH: *(Criteria: Speech needs to relate to the military, be family-friendly, not graphic or explicit, 10-15 minute max, full speech will be submitted at least 14 days before the ceremony)*

_____

_____

_____

_____

LOGISTICS

Besides a microphone, what AV needs do you have?_____

Please let us know if there any ADA special accommodations needed:_____

_____

_____

Speaker Information Request *(CONTINUED)*

BIOGRAPHY: *(do not need to use whole page)*

We kindly ask that this completed form be submitted within one week after receiving this request to Isabelle White, Veterans Commission Clerk, at iwhite@haydenid.gov.

If you have any questions, please contact Isabelle White at (208) 209-1080. Thank you!

Distinguished Veteran of the Year Program

EFFECTIVE DATE: 03/24/2011; Rev 04-June-2026

GUIDELINES:

Annually, since 2007, the City of Hayden has been honoring an individual who has excelled in military service to our country, as well as in community service and activities.

Nomination forms are on the City of Hayden website or can be emailed to anyone wanting to nominate someone for the Distinguished Veteran of the Year (DVOTY) award. City staff will also send a news release to are media outlets.

Written nominations will be accepted from February 1 through September 30 by submitting in person or by emailing to the Veterans Commission clerk. Qualifying documentation required shall be a proper discharge certificate (DD214 or equivalent), all awards and commendations listed, plus any other pertinent military facts. Community service activities and positions held should also be listed. The individual selected does not have to be a Hayden resident. See Nomination Criteria (Attachment B) for details.

DVOTY Selection Protocol

Distinguished Veteran of the Year
EFFECTIVE DATE: 08/25/2025

The Veterans Commission will designate a member of the body to oversee an appointed sub-committee to review all applicants for the Distinguished Veteran of the Year Award.

The sub-committee shall present the top three (3) candidates for final selection to the entire Veterans Commission at the first meeting in October.

Any commission member who nominates an individual will be excused from participating in the selection process.

The nomination chosen by the Veterans Commission will then be recommended to City Council for final approval.

To allow enough time to finalize the program, the recommended Distinguished Veteran of the Year should be included on the agenda by the first City Council meeting in October. Please note: City Council meetings the 2nd and 4th Tuesday of each month.

Once Distinguished Veteran of the Year is approved by City Council, the Distinguished Veteran will be notified by designated commission member, and City staff will follow up with ceremony details.

ATTACHMENT B

Nomination Criteria

Distinguished Veteran of the Year

The City of Hayden's Veterans Commission will honor the Distinguished Veteran on Veterans Day at its annual Veterans Day Ceremony. The criteria for selection of the Distinguished Veteran are as follows:

- Epitomizes the spirit of "Duty, Honor, Country" both during his/her military service and in continued service to our local community
- Have been enlisted, a warrant or commission officer
- Possess Honorable Discharge
- No felony convictions
- Agree to participate in the Hayden Veterans Day Ceremony on November 11 at 11:00 a.m.; and,
- Agree to be the Grand Marshal/Distinguished Veteran in the following parades:
  - Hayden Lights Parade (1st Saturday in December)
  - Hayden Days Parade (4th or 5th Saturday in July)

How to nominate:

- Write a one-two page biography highlighting the candidates:
  - Military experience
  - Service to our local community

- Qualified documentation required:
  - Proper discharge certificate (DD-214 or equivalent)
  - Awards
  - Commendation listed
  - Any other pertinent military facts
  - Community service activities and positions held

Please submit nominations by **September 30** to:

City of Hayden Veterans Commission
ATTN: Distinguished Veteran Subcommittee
8930 North Government Way
Hayden, Idaho 83835

OR email Veterans Commission Clerk, Isabelle White, at iwhite@haydenid.gov.

After Action Review

EFFECTIVE: 4-June-2026

Before planning, and before execution of every event, a review of the previous year's After Action Review (AAR) should be conducted by the Commission.

After every event, there should be a review of what went well, and what needed to be improved upon.

The event coordinator and Chair will maintain continuity of the AAR document for each event.

Each AAR session should endeavor to include at least three each Sustains and Improves.

Chair or designated representative should compile feedback into the continuity document for the associated event AAR so that the Commission continues to improve over time as more and more feedback is compiled to improve this SOP and create a "best practices" document for each event.

AAR Format:

Sustains (What went well and why)

1. _____

   _____

2. _____

   _____

3. _____

   _____

Improves (What to do differently)
What went wrong or wasn't the best, and recommendations to improve for next time.

1. Issue:

   Recommendation:

2. Issue:

   Recommendation:

3. Issue:

   Recommendation:

Flag Protocol

Effective Date: 24-Mar-2011

GUIDELINES: In accordance with US Code 175, the Veterans Commission has recommended the flags be displayed at half-staff on the following dates:

- Memorial Day from sunrise to noon – last Monday in May
- Peace Officers Day (unless that day is also Armed Forces Day) – 3rd Saturday in May
- Patriot Day – Sept 11th
- Pearl Harbor Day – Dec 7th
- Any additional days prescribed by the President or the Governor

Assigned staff shall ensure that the Public Works Department is aware of the proper days when the flags are to be lowered to half-staff.

Parade Line-up Protocol

Effective Date: 24-Mar-2011

GUIDELINES: Parades hosted by the City of Hayden and the Veterans Commission shall abide by the following military protocol for line-up.

1. Color Guard
2. Active Military Units
3. Reserve Military Units
4. Veterans Groups
5. Peace Officers
6. Junior Veterans Groups
7. Civilian Military Entries

Request for Donation

EFFECTIVE DATE: 02-4-2021

GUIDELINES: Outside organizations have requested donations from the Hayden Veterans Commission on occasion. To take these requests into consideration, a "Request for Donation" form (Attachment B) was created and approved on February 24, 2021. This allows the Veterans Commission to review the organization's needs and take action.

PROTOCOL: The organization must complete the attached form (below) and submit it at least 72 hours prior to the next scheduled Veteran Commission meeting, so it can be included on the agenda.

The Veterans Commission will deliberate, discuss and take action on the request at the next regularly scheduled meeting.

The Veterans Commission Chair will contact the organization's representative to let him/her know whether the request was approved or disapproved.

ATTACHMENT C

Request for Donation Application

Today's Date:_____

*Organization Requesting Donation:_____

Contact Person:_____ Phone:_____

Mailing Address: _____

Email Address: _____

Donation Amount Requested: _____ Date Needed:_____

*If fundraising for another organization, please list the organization receiving the donation:
_____

Explanation of Request or Event Flyer (please include name of event, date, time, place, etc. or reason you are requesting a donation):

_____

_____

_____

_____

_____

_____

_____

Please return request to:

Hayden Recreation and Community Events Department
8930 N. Government Way
Hayden, ID 83835

Or email to: iwhite@haydenid.gov

If you have any questions, please call 208-209-1080. Thank you!