



## CITY OF COLLEYVILLE

### HEROES PARK

## NOMINATION CRITERIA AND POLICY

### **ELIGIBILITY CRITERIA**

Heroes Park is intended to serve as a place where Colleyville's military and community heroes can be honored. The park contains low walls where individual plaques may be placed to recognize specific individuals. In order to nominate an individual for inclusion in Heroes Park, the individual must meet the criteria below for either a military or community hero, to be considered.

#### MILITARY HERO

Military hero nominees must meet the two-part eligibility criteria below:

1. Military Service - must meet one of the following:
  - a. A deceased or living military veteran who received an honorable discharge (confirm military service has been concluded)
  
2. Colleyville Connection - must meet one of the following:
  - a. Lived in Colleyville for a minimum of five (5) years
  - b. Maintained a Colleyville permanent address at any point during active military service and lost their life service, preventing them from achieving five (5) years of residency
  - c. A Gold Star family that has lived in Colleyville for a minimum of five (5) years (must meet qualifications of Gold Star family as defined by *Gold Star Families of Texas*)

Nominations must include documentation verifying military service and compliance with one of the Colleyville Connection criteria listed above. Please note that nominations of individuals who meet the military service criteria, but not the Colleyville connection requirement, will not be considered. The City recognizes and appreciates their service to the United States. It is our hope that these individuals will be recognized and honored in their respective hometowns and appropriate state or national memorials.

#### COMMUNITY HERO

Community heroes must have made significant contributions and sacrifices for the betterment of the Colleyville community. Nominees must have lived in Colleyville for a minimum of five (5) years. Their acts of service must have benefited Colleyville residents.

Community Heroes must have demonstrated one or more of the following traits:

- Served the community in an extraordinary way;
- Demonstrated a significant commitment to the community;
- Improved the quality of life for Colleyville citizens;
- Demonstrated leadership resulting in contributions which had a positive impact on the Colleyville community; and/or
- Contributed their talents through acts of goodwill without personal or monetary compensation.

While these traits will be common among those designated as a Community Hero, the specific contributions of each person will be as varied and diverse as the citizens of Colleyville.

Nominations must describe how the Nominee served the community in a substantial way, leaving a lasting impact on Colleyville. This may have been accomplished through extensive volunteer service which bettered Colleyville, whether through opportunities directly with the City or through local organizations.

Nominations should not rely on the following for the primary basis of eligibility:

- Years of service
- Monetary donation
- Status as elected or appointed official (board or committee service)
- Status as a board member/leader of a local organization

Community Hero Nominees may be deceased or living. If living, the nominee must have concluded their career or service.

#### *City Employees:*

First responders (Police, Fire, or other City employee) who lost their life in service to the Colleyville community are eligible for nomination as Community Heroes and will be considered for designation strictly based on their personal sacrifice. These individuals will be automatically approved.

Employment with or retirement from the City are not sufficient as the primary basis for nomination. Actions performed as a normal course of work responsibilities are not considered extraordinary. To be eligible for nomination, an employee must meet the same threshold of significant contribution to the Colleyville community as that described above for Community Heroes. In consideration of City employee nominations, the residency requirement (minimum number of years) would not apply, however a minimum of five (5) years of employment is required unless the nominee lost their life in service prior to achieving the five (5) years of service.

## **PROCEDURE**

The City of Colleyville will hold an annual call for nominations. Nominations may be made during this time only.

The Heroes Park Board will review applications for eligibility (Military Hero) and/or merit (Community Hero). The Board will then recommend which individuals nominated should be added to those recognized in Heroes Park. In the event of insufficient information or documentation, a nomination may be held until the following year if information cannot be provided in time for the current year's evaluation process.

If a nomination is not approved by the Board, the nominee may not be re-nominated in a future year. Exceptions would exist only when additional information is brought forth in a new nomination justifying additional consideration.

Board decisions are final.

## **TIMELINE**

A call for nominations will be held each year. Nominations may be submitted from July 1 to December 30. The Board will review nominations from January to March, or earlier as needed based on volume of nominations received.

New heroes inducted into Heroes Park will be announced each year at the Stars & Guitars celebration, typically held in June.

## **REMOVAL PROCESS**

In the (hopefully) extremely rare event that an individual honored in Heroes Park should be considered for removal, a unanimous vote of the Board is required. Proof of reasoning for removal must be provided.

## **POLICY AMENDMENTS**

By vote of the Heroes Park Board and approval by City Council the criteria outlined in this policy may be amended.