

RESOLUTION NO. 2350

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, (“TOWN”) ESTABLISHING THE TOWN’S RECOGNITION POLICY AND PROCEDURE; PROVIDING FOR AUTHORIZATION AND IMPLEMENTATION; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town Commission has various ways to recognize citizens and staff, including, but not limited to the Key to the Town, Certificates, Community Center Bricks and Proclamations; and

WHEREAS, the Town does not currently have clear policies and procedures to guide such recognitions, and Article IV “Rules of Procedure for the Town Commission” only provides general guidance; and

WHEREAS, establishing the Town’s Recognition Policy and Procedure will clarify the steps needed to recognize the honors and achievements of special individuals and organizations to our community; and

WHEREAS, the policies and procedures set forth in “Proclamation, Certificate, Coin, and Key to the Town Policy and Procedure” (Attachment “A”) and “Proclamation, Certificate, Coin and Key to the Town Request Form” (Attachment “B”) establish the policies and procedures by which the Town may recognize the accomplishments of citizens, organizations, and staff; and

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, AS FOLLOWS:

Section 1. Recitals. That the above-stated recitals are hereby adopted and confirmed.

Section 2. Authorization and Implementation. The Town Administration is hereby directed to ensure that the matters set forth in this Resolution shall serve as the Town’s Recognition Policy and Procedure (Attachment “A” and Attachment “B”) and is hereby authorized to take any and all action necessary to implement this Resolution.

Section 3. Effective Date. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 9th day of February, 2016.

Motion by Commissioner Karukin
Second by Commissioner Cohen

FINAL VOTE ON ADOPTION

Commissioner Barry Cohen	<u>Yes</u>
Commissioner Michael Karukin	<u>Yes</u>
Commissioner Marta Olchyk	<u>Yes</u>
Vice Mayor Eli Tourgeman	<u>Yes</u>
Mayor Daniel Dietch	<u>Yes</u>



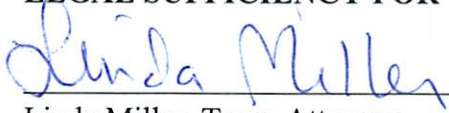
Daniel Dietch, Mayor

ATTEST:



Sandra Novoa, MMC, Town Clerk

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY FOR THE TOWN OF SURFSIDE ONLY:**



Linda Miller, Town Attorney



TOWN OF SURFSIDE, FLORIDA
PROCLAMATION, CERTIFICATE, COIN AND KEY TO THE TOWN
POLICY AND PROCEDURE
OFFICE OF THE TOWN CLERK

PROCLAMATIONS AND/OR COINS

Proclamations and/or Coins are ceremonial items issued by the Mayor with the consent of the Town Commission that recognize, celebrate and honor extraordinary achievements. They may include but are not limited to the citizens of the Town of Surfside; residents of Miami-Dade County, certain organizations' occasions of importance and significance; days that are noteworthy or historically significant; and special events. Proclamations are not automatically renewed and are limited to one (1) recipient per event, per calendar year.

Proclamations and/or Coins will not be issued for matters of political controversy; ideological or religious beliefs or individual conviction; and campaigns or events contrary to Town policies, espousing hatred, violence or racism. Proclamations are strictly honorary and they are issued as a courtesy. In addition, they are not legally binding and do not constitute an endorsement by the Town of Surfside.

CERTIFICATES OF RECOGNITION AND/OR ACHIEVEMENT

Certificates of Recognition and/or Achievement, which are inclusive of any other similar type of recognition, are honorary items issued by the Mayor that may be used to honor special events or individuals. These may include but are not limited to participation at conferences; conventions; seminars; professional celebrations; retirements; family reunions; community celebrations; award ceremonies; college graduations; significant birthdays; anniversaries and other achievements. Certificates of Recognition and/or Achievement are not automatically renewed and are limited to one (1) recipient per event, per calendar year.

KEY TO THE TOWN

The Key to the Town is an honor bestowed by the Mayor with the consent of the Town Commission upon esteemed residents, visitors, and others whom, the Town wishes to honor. A Key to the Town is strictly honorary.

POLICY AND PROCEDURE

The Mayor, Town Commission Members, individuals and organizations seeking a Proclamation, Certificate, Coin or Key to the Town shall submit their request in writing to the Town of Surfside Office of the Town Clerk. Requestors may use the Town's Proclamation, Certificate, Coin and Key to the Town Request Form or a letter to submit their request.



TOWN OF SURFSIDE, FLORIDA
PROCLAMATION, CERTIFICATE, COIN AND KEY TO THE TOWN
POLICY AND PROCEDURE
OFFICE OF THE TOWN CLERK

The Proclamation, Certificate, Coin and Key to the Town Request Form is available on the Town's website at www.TownofSurfsidefl.com and at the Office of the Town Clerk via telephone at (305) 561-4863 or via e-mail at snovoa@townofsurfsidefl.gov.

Request letters must include the following information:

- Contact person's first and last name, address, telephone number, and e-mail address (if available).
- The name and date of the day, week, month or event to be proclaimed or recognized.
- A brief summary and/or background of the event, organization, or person.
- Draft text for the proclamation including 4 – 6 "whereas" clauses.
- Date to be presented and/or when needed.
- An indication of whether the Proclamation, Certificate, Coin or Key to the Town is to be mailed, picked-up, or if the requestor wishes to have this presented at a Commission Meeting.

Upon the Town Commission's approval of a Proclamation and/or Key to the Town, the Mayor, Commission Members and Town Manager shall be invited to attend the event at which the Proclamation and/or Key to the Town is to be awarded if other than at the scheduled Commission Meeting.

In addition, the Town Commission Members and Town Manager shall be invited to attend the event in which a Certificate or Coin is to be awarded.

Note: Submission of a request for a Proclamation, Certificate, Coin or Key to the Town does not guarantee issuance.



TOWN OF SURFSIDE, FLORIDA

PROCLAMATION, CERTIFICATE, COIN AND KEY TO THE TOWN

REQUEST FORM

OFFICE OF THE TOWN CLERK

Request for: Proclamation ___ Certificate ___ Key ___ Coin ___ (check one)

Date of Request: _____

Name of Requestor: _____

Organization: _____

Address: _____

Phone / E-Mail: _____

Name of Individual / Organization to be honored:

Title for Proclamation or Certificate:

Date of Recognition: _____

Reason for Recognition (Please attach 4 – 6 "whereas clauses" as draft text for a Proclamation):

Document is to be:

- Presented at a Commission Meeting in _____ (month / year)
- Presented at the following event _____ (Please attach event information to the request form)
- Picked up by _____ on _____ (date)

Administrative Use Only

Proclamation _____ Certificate _____ Key _____ Coin _____

Approved: Yes ___ No ___ If no, state reason: _____

Approved Date: _____

Date Submitted for Mayor's Signature: _____

Date Issued: _____

Completed by: _____

