

RESOLUTION No. 13-111

A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA ADOPTING UPDATED POLICIES AND PROCEDURES CONCERNING PROCLAMATIONS, CERTIFICATES, AND KEYS TO THE CITY; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, from time to time, there are groups, organizations and individuals worthy of recognition for significant accomplishments; and

WHEREAS, municipal governments have traditionally recognized such significant accomplishments with the issuance of proclamations and certificates; and

WHEREAS, Section 2.02 (v) of the Charter of the City of Doral recognizes the Mayor as the head of City government for all ceremonial purposes.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, AS FOLLOWS:

Section 1. Recitals. The above recitals are true, correct, and incorporated herein by this reference.

Section 2. Policy and Procedure. The updated Proclamation, Certificates, and Key to the City Policy and Procedure attached hereto as Exhibit "A" is hereby approved.

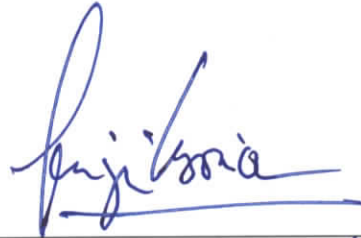
Section 3. Authorization. Upon the submission of a written request, the Mayor is hereby authorized to present certificates to groups, organizations or individuals for significant accomplishments. Upon the submission of a written request, and a majority vote of the City Council, the Mayor is hereby authorized to present Proclamations, and /or a Key to the City on behalf of the City of Doral. The City Clerk shall provide notice to the Council of all Certificates issued by the Mayor.

Section 4. Effective Date. This Resolution shall take effect immediately upon adoption.

The foregoing resolution was offered by Vice Mayor Rodriguez Aguilera who moved its adoption. The motion was seconded by Councilmember Rodriguez and upon being put to a vote, the vote was as follows:

Mayor Luigi Boria	No
Vice Mayor Bettina Rodriguez-Aguilera	Yes
Councilwoman Christi Fraga	Yes
Councilwoman Ana Maria Rodriguez	Yes
Councilwoman Sandra Ruiz	Yes

PASSED and ADOPTED this 9th day of October, 2013.



LUIGI BORIA, MAYOR

10/16/2013

ATTEST:


BARBARA HERRERA, CITY CLERK

APPROVED AS TO FORM AND LEGAL SUFFICIENCY FOR THE USE
AND RELIANCE OF THE CITY OF DORAL ONLY:

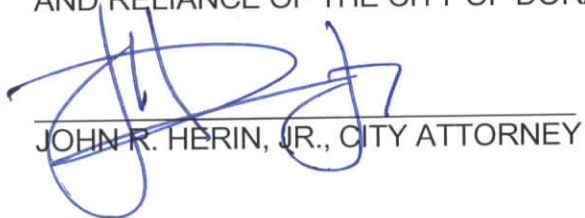

JOHN R. HERIN, JR., CITY ATTORNEY

EXHIBIT “A”



CITY OF DORAL

PROCLAMATION, CERTIFICATE AND KEY TO THE CITY

POLICY AND PROCEDURE

OFFICE OF THE CITY CLERK

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PROCLAMATIONS

Proclamations are ceremonial documents issued by the Mayor with the consent of the City Council that recognize, celebrate, and honor extraordinary achievements. They may include but are not limited to the citizens of the City of Doral; 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 will not be issued for matters of political controversy; ideological or religious beliefs or individual conviction; and campaigns or events contrary to City 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 City of Doral.

CERTIFICATES OF RECOGNITION AND/OR ACHIEVEMENT

Certificates of Recognition and/or Achievement, which are inclusive of any other similar type of recognition, are honorary documents issued by the Mayor that may be used to honor special events or individuals. These may include but are not limited to 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 CITY

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

POLICY AND PROCEDURE

The Mayor, City Councilmembers, individuals and organizations seeking a Proclamation, Certificate or Key to the City shall submit their request in writing to the City of Doral Office of the City Clerk. Requestors may use the City's Proclamation, Certificate and Key to the City Request Form or a letter to submit their request in accordance with section 2-70 (b) of the City Code.

The Proclamation, Certificate and Key to the City Request Form is available on the City's website at www.cityofdoral.com and at the Office of the City Clerk via telephone at (305) 593-6730 or via e-mail at cityclerk@cityofdoral.com.

Revised 10/9/13



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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 or Key to the City is to be mailed, picked-up, or if the requestor wishes to have this presented at a Council Meeting.

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

In addition, the Councilmembers and City Manager shall be invited to attend the event in which a Certificate is to be awarded.

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

Revised 10/9/13