

RESOLUTION 2024-51

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OLDSMAR, FLORIDA, ADOPTING A CEREMONIAL ITEMS POLICY; AND PROVIDING FOR AN EFFECTIVE DATE HEREOF.

WHEREAS, City Council wishes to award ceremonial items to celebrate the achievements of residents, businesses, and organizations, fostering community connection and engagement; and

WHEREAS, a ceremonial items policy is needed to outline the procedures for submitting requests, processing, and issuing ceremonial items; and

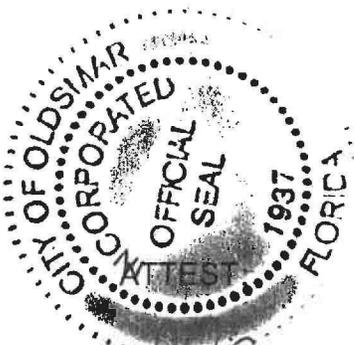
WHEREAS, City Council, based on the direction provided at its September 24, 2024 Work Session, wishes to adopt a Policy outlining the procedures for submitting requests, processing, and issuing ceremonial items.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF OLDSMAR, FLORIDA, IN SESSION DULY AND REGULARLY ASSEMBLED:

Section 1. That the City Council of the City of Oldsmar hereby approves the Ceremonial Items Policy attached as Exhibit A hereto.

Section 2. That this Resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF OLDSMAR, FLORIDA, THIS 19 DAY OF November, 2024.





Kristin Garcia, CMC
City Clerk
City of Oldsmar



Daniel M. Saracki, Mayor
City of Oldsmar

APPROVED AS TO FORM:

A handwritten signature in blue ink, appearing to read "Thomas J. Trask", is written over a horizontal line.

Thomas J. Trask, B.C.S.
City Attorney
City of Oldsmar

Exhibit A

CEREMONIAL ITEMS POLICY

STATEMENT OF POLICY

The City Council awards ceremonial items to celebrate the achievements of residents, businesses, and organizations, fostering community connection and engagement.

This policy outlines the procedures for submitting requests, processing, and issuing ceremonial items.

DEFINITIONS

Proclamation: A Proclamation is an official public declaration by the Mayor to recognize or raise awareness of an organization, business, issue, event, or individual that has impacted the City of Oldsmar during a specific time frame.

City Council – City Manager Award: The City Council - City Manager Award may be presented by the Mayor, Council members, or City Manager to recognize individuals for their contributions to the City of Oldsmar.

Business of the Quarter Award: The Business of the Quarter award recognizes a business, nonprofit organization, or religious institution each quarter of a calendar year.

Key to the City: The Key to the City is an honor and ceremonial gesture granted by the Council to distinguished individuals or special guests, typically to recognize exceptional civic contributions.

Board Member Milestone Awards: Board Member Milestone Awards are awarded to Board Members for their years of service in 5-year increments at the annual Volunteer Appreciation Dinner.

Certificates of Recognition and Appreciation: Certificates of Recognition and Appreciation are awarded to those individuals or organizations who have performed some act or completed some task or effort on behalf of the City or residents of the City such as graduation certificates awarded to Citizens Academy graduates.

Purple Heart Challenge Coin: The Purple Heart Challenge Coin, presented by a Veterans Advisory Board Member through a handshake.

City Coin: The City Coin is a coin created for Council Members or the Mayor to present at their discretion.

Congratulatory Letters: Congratulatory Letters are issued to individuals or organizations for accomplishments such as those congratulating Eagle Scouts, Girl Scouts, and newly elected municipal officials in Pinellas County.

POLICY AND PROCEDURE FOR CEREMONIAL ITEMS:

Proclamation

Individuals and organizations seeking a proclamation must submit an application along with sample language that can be modified. Recipients must be able to attend the Council meeting to receive the proclamation, as proclamations will not be mailed. The Mayor and/or Council members may also propose a proclamation, subject to Council approval. Proclamations will be listed on the agenda under the Consent Docket for approval at the Council meeting prior to their presentation. Approved proclamations will be presented by the Mayor and/or Council members on a rotating basis. Proclamations proposed by City staff will continue to be added to Council meeting agendas as needed.

City Council- City Manager Award

The Mayor, Council members, or City Manager may nominate individuals for the City Council - City Manager Award by submitting their nominations to the City Clerk. The City Clerk will prepare the award and invite the nominee to the Council meeting at which the award will be presented by the nominator.

Business of the Quarter Award

The City Clerk will contact the Mayor and/or Council members on a rotating basis each quarter to submit their nominations for a business, nonprofit, or religious institution, with assistance provided by the Upper Tampa Bay Chamber of Commerce. Upon receiving the information regarding the nominee, the City Clerk will prepare the award and follow up with an invitation to the nominee to the Council meeting at which the award will be presented by the nominator.

Key to the City

The Mayor and/or Council members may nominate a distinguished individual to receive the Key to the City by submitting their nomination to the City Clerk. The nomination will be included on the City Council meeting agenda under "City Council" for consideration prior to the presentation. The Key to the City will be presented to the recipient by the City Council at a following Council meeting.

Board Member Milestone Awards

All board members who served since the date of the previous Volunteer Appreciation Dinner and reached a milestone will be eligible to receive the award for their service at the next annual Volunteer Appreciation Dinner.

Certificates of Recognition and Appreciation

Certificates of Recognition and Appreciation signed by the entire City Council are awarded to those individuals or organizations who have performed some act or completed some task or effort on behalf of the City or residents of the City such as graduation certificates awarded to Citizens Academy graduates which are presented annually at the Citizens Academy Graduation Ceremony, held during a City Council meeting.

Challenge Coin

The Purple Heart Challenge Coin may be presented by a Veterans Advisory Board member or liaison to speakers at the Memorial Day and Veterans Day Ceremonies.

City Coin

The City Coin may be presented by the Mayor and/or City Council members. Each Council member and the Mayor will be provided with three coins to present.

Congratulatory Letters

Congratulatory letters, signed by the entire City Council, will be mailed to those individuals or organizations for their accomplishments such as Eagle Scouts, Girl Scouts, and newly elected municipal officials in Pinellas County.