

CITY OF DELRAY BEACH



CITY CLERK



DATE: March 21, 2019

TO: Mayor & Commissioners

THROUGH: Neal de Jesus, Interim City Manager

FROM: Katerri Johnson, City Clerk

SUBJECT: Proclamations and Special Recognition Guidelines

PURPOSE:

The purpose of this policy is to establish general guidelines for the public to request proclamations and special recognitions.

POLICY GUIDELINES:

Proclamations are ceremonial documents signed by the Mayor to honor and celebrate events or significant issues of importance to the City of Delray Beach. The goal of a proclamation is to promote public awareness for arts and cultural celebrations. Welcoming/congratulatory letters are considered special recognitions. These public service documents are strictly honorary and are not legally binding. All proclamations and special recognitions will be reviewed on a case-by-case basis.

CRITERIA

Requests must be made in writing utilizing the Recognition Request Form which can be found on the City Clerk's website. Requests can be mailed, faxed, hand-delivered or emailed. If mailed or faxed, please call 561-243-7050 to verify receipt by the Clerk's office.

Requests should be made **at least 10 business days in advance of the event or to commemorate an event.** Based on time of submission, the item will be placed on the next available meeting agenda.

The Mayor's Office reserves the right to modify or deny any proclamation request.

More than one cause can be proclaimed simultaneously.

An organization does not have exclusive rights to the day, week or month of their proclamation.

Proclamations should affect a broad group of people. Proclamations will not be issued for individuals. Individuals, depending on the occasion or event, will either receive a Certificate of Recognition or a Congratulatory Letter signed by the Mayor.

Proclamations will not be issued for matters of political controversy, ideological or religious beliefs, or individual conviction.

Proclamations will not be issued for Campaigns or events contrary to City policies.

Additional Information Required

- Contact person's first and last name, address, and telephone number (requester cannot remain anonymous).
- A brief summary and/or background of the event or organization.
- The name and date(s) of the event to be proclaimed.
- Draft text for the proclamation, including 4-6 "whereas" clauses.
- An indication of whether the proclamation should be mailed or will be picked up and the date.
- Date for when the proclamation is needed.
- Advisement of photo opportunity with the Mayor.

Due to time constraints, proclamations are generally not read into the record at City Commission Meetings. However, the Mayor can grant permission to any Commissioner to read a proclamation into the record at a Regular Commission meeting.

The chart below provides a guide for each category:

Proclamations	Special Recognition Awards	Congratulatory Letters
<p>Declaration of a day, week or month in honor of a special event.</p> <p>Examples:</p> <ul style="list-style-type: none">• <i>Black History Month</i>• <i>Parks & Rec Month</i>• <i>Florida City Gov't Week</i>• <i>Student Gov't Day</i>	<p>Employee 30 Year Milestone Resolutions, Athletic Honors, Key to the City</p> <p>Examples:</p> <ul style="list-style-type: none">• <i>Atlantic High School Football Team State Runner-up (2017)</i>• <i>Wendy's High School Heisman Award</i>• <i>Professional Sports Champion/Finalist (i.e. French Open)</i>	<p>A letter of greeting or congratulations for: significant anniversary, birthday, reunion, conferences, conventions, seminars or event.</p> <p>Examples:</p> <ul style="list-style-type: none">• <i>Church Anniversaries</i>• <i>100th Birthdays</i>

Appendix A- Annual Proclamations

MONTH	PROCLAMATIONS	
	External (Community Sponsored)	Internal (City Sponsored)
January	<ul style="list-style-type: none"> • <i>Dr. Martin Luther King Jr. Day- 1/21/18</i> • <i>National Stalking Awareness Month (1/7/14)</i> • <i>National Mentoring Month (1/4/18)</i> • <i>Go4it Youth Entrepreneurship Summit Day (1/25/19)</i> • <i>National Clean Beaches Week (1-7, 2018)</i> 	
February	<ul style="list-style-type: none"> • <i>Black History Month (first meeting in February annually)</i> • <i>211 Awareness Week (2/11 - 2/17 annually)</i> • <i>Family Central Anniversary (2/11/12)</i> • <i>Eating Disorders Awareness Week (2/25-3/3 annually)</i> 	
March	<ul style="list-style-type: none"> • <i>All People's Day (3/1/16; 3/30/17; 3/6/18)</i> • <i>Florida Bicycle Month (2015; 2016)</i> • <i>Delray Dental Day (3/19/16)</i> • <i>American Red Cross Month (3/30/17)</i> • <i>Boys and Girls Club Day (2/24/15)</i> • <i>Irish American Heritage Month (2015)</i> • <i>Delray Beach St. Patrick's Day Parade (2015)</i> • <i>Multiple Myeloma Awareness Month (2014; 2015; 2017)</i> • <i>Armenian Genocide (4/24/17)</i> • <i>Wellfest Delray Days (8-9, 2014)</i> 	<ul style="list-style-type: none"> • <i>Water Conservation Month (annually)</i> • <i>CRA Awareness Month (3/6/12)</i> • <i>Fix a Leak Week (3/12-3/18/12)</i>
April	<ul style="list-style-type: none"> • <i>Arbor Day (4/16/13; 4/22/15; 4/18/17; 4/17/18)</i> • <i>Earth Day (4/23/16)</i> • <i>Administrative Professionals Week (4/20 – 4/26/14; 4/19-4/25/15; 4/24 -4/30/16)</i> • <i>Child Abuse Prevention Month (2008; 2014)</i> • <i>Delray Beach Public Library) Appreciation Month (2008; 2013)</i> • <i>Travel and Tourism Week (4/7-4/15/11; 4/2/13)</i> 	
May	<ul style="list-style-type: none"> • <i>Haitian Heritage Month</i> • <i>Ride of Silence Day (5/18/16; 5/17/17; 5/16/18)</i> 	<ul style="list-style-type: none"> • <i>Municipal Clerks Week (Annually)</i> • <i>We Heart Small Biz</i>

	<ul style="list-style-type: none"> • Kids to Park Day (5/19/12; 5/17/14; 5/21/16; 5/20/17; 5/19/18) • National Safe Boating Month • Mental Health Awareness Month • Civility Month • National Day of Prayer • National Missing Children's Day • Lyme Disease Awareness Month (2014; 2015) • Better Hearing Month 2012; 2013; 2014; 2015; 2016; 2017) • Florida Water Reuse Week • Infrastructure Week (14-21, 2018) 	<p>Month</p> <ul style="list-style-type: none"> • National EMS Week • National Public Works Week • Delray Beach Police Dept Month
June	<ul style="list-style-type: none"> • Amateur Radio Week • Juneteenth • Summer Learning Day • National Clean Beaches Week • Smoking Awareness • Gun Violence Awareness Day (6/1/18) • Trauma awareness Month (2017) • Carver High School Reunion (2017) 	<ul style="list-style-type: none"> • Parks & Recreation Month
July	<ul style="list-style-type: none"> • Independence Day (7/4) 	
August	<ul style="list-style-type: none"> • Women's Equality Day (8/26/17) • National Overdose Awareness Day (8/31/16; 8/31/17) • National Night Out (annually) 	<ul style="list-style-type: none"> • Firefighter Appreciation Month (2011) • Florida Water Professionals Month (2014; 2015)
September	<ul style="list-style-type: none"> • Hispanic Heritage Month • Attendance Awareness Month (2013; 2014; 2015) • Hunger Action Month (2015) • National Sickle Cell Awareness Month (2012) • Diaper Needs Assessment Week (24-30, 2018) 	<ul style="list-style-type: none"> • DB Fire Rescue Appreciation Month (2018)
October	<ul style="list-style-type: none"> • Breast Cancer Awareness Month (2012) • Domestic Violence Awareness (2017) • Mediation Week (14-20, 2018) • Red Ribbon Week (23-31, 2016) • Florida City Government Month (2011; 2012, 20-26, 2013; 23-27, 2017; 22-28, 2018) 	<ul style="list-style-type: none"> • Florida City Government Month
November	<ul style="list-style-type: none"> • Delray Reads Day (11/8/12; 11/8/13; 11/12/15; 11/17/16) • Childhood Cancer Awareness Week (23-29, 2015) 	

	<ul style="list-style-type: none"> • <i>Small Business Saturday (11/26/16; 11/25/17)</i> • <i>America Recycles Day (11/12/12; 11/15/18)</i> • <i>Family Caregiver Month (2016; 2017)</i> • <i>World AIDS Awareness Week (1-7, 2012)</i> • <i>National Hunger & Homeless Awareness (12-19, 2017; 10-18, 2018)</i> • <i>Pickleball Month (2018)</i> 	
<i>December</i>	<ul style="list-style-type: none"> • <i>Delray Beach Surf Festival (2017)</i> • <i>Healthy Weight Florida Campaign (2015)</i> • <i>Palm Beach Health District 30th Anniversary (11/8/2017)</i> 	