

RESOLUTION NO. 2016-01

A RESOLUTION OF THE CITY OF BENTON CITY,
WASHINGTON ADOPTING POLICIES AND
PROCEDURES CONCERNING PROCLAMATIONS,
CERTIFICATES, AND KEYS TO THE CITY

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; NOW THEREFORE,

THE CITY COUNCIL OF THE CITY OF BENTON CITY, WASHINGTON, hereby resolves as follows:

Section 1. The Proclamation, Certificates, and Key to the City Policy and Procedure attached hereto as Exhibit "A" is hereby approved.

BE IT FURTHER RESOLVED that upon the submission of a written request, and a majority vote of the City Council, the Mayor is hereby authorized to present Proclamations, Certificates, and /or Keys to the City on behalf of the City of Benton City recognizing groups, organizations or individuals for significant accomplishments.

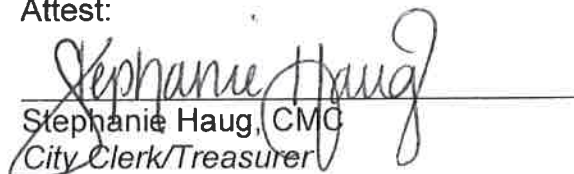
ADOPTED this 5 day of January, 2016, by the City Council of the City of Benton City, Washington, and signed in authentication of its passage this 5 day of January, 2016.

Resolution 2016-01 filed and recorded in the office of the City Clerk of the City of Benton City, Washington, this 5 day of January, 2016.



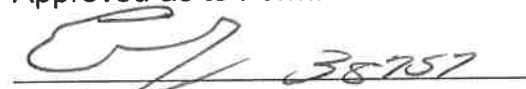
Linda Lehman
Mayor

Attest:



Stephanie Haug, CMC
City Clerk/Treasurer

Approved as to Form:



Kerr Law Group
City Attorney



PROCLAMATION, CERTIFICATE, AND KEY TO THE CITY POLICY AND PROCEDURE

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 Benton City; residents of Benton County, certain organizations, occasions of importance and significance; days that are noteworthy or historically significant; and special events or acts of kindness or generosity. 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 Benton City.

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 with the consent of the City Council 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.

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 Benton City Office of the City Clerk.

Requestors may use the City's Proclamation and Certificate Request Form or a letter to submit their request at least four (4) weeks in advance of the date needed.

The Proclamation and Certificate Request Form is available on the City's website at www.ci.benton-city.wa.us and at the Office of the City Clerk via telephone at (509)588-3322 or via e-mail at cclerk@owt.com.

Request letters must include the following information:

- Contact person's first and last name, address, telephone number, and email 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 request for a Proclamation, Certificate or Key to the City, the Mayor, Councilmembers and City Clerk shall be invited to attend the event at which the Proclamation, Certificate or Key to the City is to be awarded if other than at a scheduled Council Meeting.

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



PROCLAMATION, CERTIFICATE, AND KEY TO THE CITY POLICY AND PROCEDURE

City's Proclamation and Certificate Request Form

Date to be presented and/or when needed: _____

Recognition Type requested: Proclamation
 Certificate
 Key to the City

Applicant's name: _____

Mailing address: _____

Telephone number: _____

Email address (if available): _____

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 (attach on a separate page):

The Proclamation, Certificate or Key to the City is to be:
 Mailed
 Picked-up
 Presented at a Council Meeting

Signature: _____ Date: _____

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