

MEMORANDUM

TO: MAYOR & CITY COUNCIL

FROM: GREGORY J. ORAVEC, CITY MANAGER 

SUBJECT: PROCESS FOR AWARDING THE KEY TO THE CITY

DATE: OCTOBER 12, 2012

Over the last few weeks, I have received inquiries from Councilpersons relating to the process for awarding the Key to the City. In response, I conferred with Roger Orr, City Attorney, and Karen Phillips, City Clerk, and we researched City public records. We could find no formalized process for awarding the Key to the City and believe the Council is free to set forth the procedures as it sees fit. While we found no formalized process in our records, we did find that at least two keys have been awarded:

- On October 26, 1998, Mayor Fielding presented the Key to the City to Mr. Proctor, composer.
- On April 14, 1964, Mayor Siegel reported to the City Council that he had presented the King and Queen of Bulgaria with the Key to the City.

In addition to researching our public records, we also conducted an online search for relevant information. Attached, please find information you may find interesting, including:

- The Key to the City is an award that is descended from Freedom of the City. It is used in several countries, but is especially popular in the United States. An ornamental key is presented to esteemed visitors, residents, or others the city wishes to honour. Evoking medieval walled cities whose gates were guarded during the day and locked at night, the key symbolises the freedom of the recipient to enter and leave the city at will as a trusted friend of city residents. (Wikipedia)
- The Key to the City is often a city's highest honor.
- It is not uncommon for cities to deliberate over the appropriate criteria for this award. In fact, it seems to have become a campaign issue in Dallas.
- The City of Oakland Park, Florida, requires the Commission to approve such an award at a meeting prior to it being granted.
- The City of Stonnington, Australia, has a very comprehensive policy which you may want to consider if you intend to adopt a formal policy.

If you have any questions or the staff can assist you with this item, please do not hesitate to contact me.

Thank you.

Attachments

encouraged everyone to attend.

MAYOR FIELDING - PRESENTATION OF KEY TO CITY

Mayor Fielding stated that none of his committees had met, but he had the honor of presenting the Key to the City to an international composer, Mr. Proctor, who has written several compositions, one of which was specifically written for Lincoln Park Academy. The symphony from Lincoln Park Academy put on a tremendous show.

COUNCILMAN MAGRANE - COUNCIL ON AGING

Councilman Magrane advised that he is looking forward to meeting with the Council on Aging this Wednesday.

15. PUBLIC TO BE HEARD

THOMAS LADIMORAK - REQUEST TO SPEAK FORMS

Mr. Ladimorak suggested that if the request to speak forms are used, they should include a line indicating that someone wants to speak on an item not on the agenda. That way, they will have an idea of how many people want to speak in the Public to be Heard portion. They should also allow the forms to be turned in up to the time the issue is heard.

THOMAS LADIMORAK - LIMITATIONS ON DISTANCE BETWEEN BUSINESSES

Mr. Ladimorak said that there should be limitations on the distance between two of the same types of businesses, particularly gas stations.

THOMAS LADIMORAK - COUNCIL SOCIAL BEFORE MEETING

Mr. Ladimorak stated that having all the Council together in one room could constitute a real problem with the Sunshine law.

JOSEPH PATRONIE - POLICE CONTRACT

Mr. Patronie said that he is pleased to see a new Police contract because the future of this City is in safe streets. Maybe the Council could find the money to pay for it through the gasoline or sales tax.

JOSEPH PATRONIE - MAYOR FIELDING NOT BEING ON FIRE BOARD

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CITY OF PORT ST. LUCIE

MINUTES OF CITY COUNCIL MEETING

April 14, 1964

Regular meeting of City Council of the City of Port St. Lucie was called to order by Mayor Siegel at 9:00 a.m., April 14, 1964, at the Administration Building.

PRESENT: John P. Siegel, Mayor
Rupert Jasen Smith, City Attorney
Marvin V. Hinshaw, Jr., Councilman
David J. Gessner, Councilman
Orville Smith, Councilman
Grace Reynolds, City Clerk-Treasurer

ABSENT: David M. McLean, Councilman

Minutes of the previous meeting were read. On Motion by Mr. Hinshaw, seconded by Mr. Gessner, the minutes were approved as read.

Reference to old business - none.

(1) Report on county-wide planning and zoning for the City of Port St. Lucie.

Mayor Siegel met and talked with Mr. William Kelly, City-County Planning Director. He assured Mayor Siegel that by this time next week he will have completely reviewed the City's ordinances and will have prepared a critique. We will then go over it and try to have a completed draft for consideration.

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Deed instructions on sale of lots are now more than adequate for the present time, the zoning will be flexible for future city growth. The draft looks very good, it goes very well with county zoning plan and their complete zoning plan. Mr. Kelly has made some recommendations to the city and county fathers regarding setting up a planning committee. It will have two representatives from Port St. Lucie and should be hearing from Mr. Kelly shortly.

(2) State Recreation Program was discussed as it applies to the City of Port St. Lucie. The Mayor said, as you know, the bond issue was passed. General Development and the City of Port St. Lucie have agreed to participate in the program when it is defined. As soon as clarified we will get into announcing the land to be given for this use. One of the important things is boating and fishing out near the Ranch House on Canal C-24. Councilman Gessner then asked who will do this work. The Mayor announced that flood control will appropriate funds and various governmental bodies will enter into the program according to their specialties and budgets.

(3) A report on fire hydrants in the City of Port St. Lucie was made by Mayor Siegel, who reported that the necessary materials to raise hydrants to the proper height have been ordered

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and the purchase requisitions went in sometime in March. As soon as the material arrives all hydrants will be raised to the proper height.

(4) The electrical poles and street lighting for Fairway Point & Section of Port St. Lucie was discussed. The Mayor reported that General Development is very close to finalizing the sale of a one-acre tract at the south edge of our property to Florida Power & Light. The purchase will probably be about \$11,800.00 after closing and recording fees are paid. We will be able to use this money to have poles moved to rear lines. The plan is to have a pole for every other house and will be in the rear instead of in the front and take service underground for a more pleasing effect.

(5) Report of Civil Defense Director Gessner. Mr. Gessner distributed brochures of the Civil Defense Plan of the City of Port St. Lucie and Mayor Siegel complimented him on the effective brochure he had prepared and said he would prepare a brief note to accompany the brochure which would be sent free of charge to residents of Port St. Lucie.

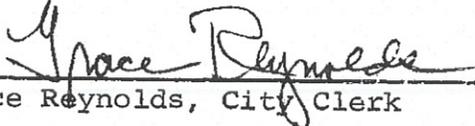
(6) Report of Chief of Police. No report.

After items on the agenda were completed the Mayor reported to the City Councilmen regarding the visit of the King and Queen

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of Bulgaria who flew in as guests of General Development for a day and a half. Part of the program of welcoming them was presentation of a key from the City of Port St. Lucie. It was a gold key with the City Emblem made a part of the key. It was designed by Don Wilcox. The King and Queen stated they would include a return trip to Port St. Lucie in the future.

There being no further business, the meeting was adjourned at 10:30 a.m. on motion to adjourn by Mr. Gessner, seconded by Mr. Orville Smith.



Grace Reynolds, City Clerk

Approved 4-14-64

FILL

CITY OF PORT ST. LUCIE

Minutes of City Council Meeting

December 10, 1963

* * * * *

Regular meeting of City Council of the City of Port St. Lucie was called to order by Mayor Siegel, at 10:00 A.M., December 10, 1963, at the Administration Building.

PRESENT: John P. Siegel, Mayor
Marvin V. Hinshaw, Jr., Councilman
David M. McLean, Councilman
Orville H. Smith, Councilman
David J. Gessner, Councilman
Rupert Jasen Smith, City Attorney
Grace Reynolds, City Clerk-Treasurer

A motion to dispense with the reading of the minutes of the previous meeting was made by Councilman Gessner, was seconded by Councilman Smith, and was passed unanimously.

Councilman Gessner reported on his attendance at the Civil Defense Convention and stated that it was very constructive and helpful. His expenses for the Convention were approved by the City Council.

Resolution No. 63-10, approving General Development plat of Port St. Lucie Section 11 was moved for adoption by Councilman Hinshaw and seconded by Councilman Smith. The resolution was unanimously approved upon roll call.

Councilman Hinshaw reported to the City Council on the availability of keys to the city as token gifts to distinguished visitors. He reported that the manufacturer stated keys are now passe and cufflinks and tie clasps are used instead. This matter was tabled until a later date.

Upon motion made by Councilman Gessner and seconded by Councilman Smith, the meeting adjourned at 11:00 A.M.



Grace Reynolds, City Clerk

Approved 1-13-64



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Springs mulls criteria for 'key to the city' honor

May 28, 2010 | ARUN SIVASANKARAN, asivasankaran@tribune.com

Coral Springs Mayor Scott Brook wants the city to honor NFL player Dan Morgan by presenting him the key to the city. His fellow officials, however, think it may be one key too many.

City officials briefly discussed the issue of giving out keys at last week's City Commission meeting and are set to workshop the issue soon. The intent is to come up with criteria to determine who qualifies for the honor and who doesn't.

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barackobama.com/47percent

The city recently gave out keys to Olympian Dara Torres and Senator George LeMieux, and will present a key to Cristián Labbé Galilea, mayor of Providencia, Chile, who is in the city this week along with the city manager and a team of staff members. Brook says he wants the city to start giving the key to local residents who have made a positive impact in the community and not just to the "elite."

Morgan, who was born in Clifton Heights, Pa., graduated from J.P. Taravella High School in 1997. "He has made most of his connections in Coral Springs," Brook said. "His accomplishments are outstanding. Presenting someone with the key to the city shines the light on Coral Springs."

"We gave the key to Olympian Dara Torres and she is not from here, but she trains here," Brook said. "I would never want to take it back; she is very deserving of the key. She is an elite athlete. Dan may not be an elite athlete, but he grew up here. He didn't win an Olympic award, is not an artist that contributed to the museum and is not part of a delegation from a city where our city manager visited, but I think he deserves the honor."

Commissioner Roy Gold did not readily agree. "We don't give out the key to the city that often," he said. "I don't know him [Morgan]. If we could get more information, I will be more comfortable saying 'yes.' Let us discuss this at our next workshop."

Gold said his first inclination was to say "no" to the idea of giving Mayor Labbé a key to the city. "I was hesitant. It was only after I had discussions with Assistant City Manager Ellen Liston and City Manager Mike Levinson that I decided it is the right thing to do."

Vice Mayor Claudette Bruck did not want to see too many people being honored with the key. "Recognitions should be given freely. The key: let us save that for very special occasions."

Recognizing someone with the key to the city has been a tradition since medieval times, Commissioner Ted Mena said. "Maybe we can give him a special plaque. I don't want to give the key to [just] any person."

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Former and current city officials praise Levinson October 11, 2010

Boccard elected unopposed, six others fight for three seats September 17, 2010

Springs mull background checks for committee members July 9, 2010

Stradling and Mena fill empty Commission seats April 23, 2010

Commissioner Bill Stradling also wanted to know more about Morgan before he made a decision. "One of the things I would like to see is what his background is. Possibly, Dan has given back to the community."

"Let us take a look at what we do and why we deny keys," Brook said. "I don't want us to give out one key every 40 years."

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Decoding the Keys to the City of Dallas

Dallas keeps two sets of keys to city

By Bruce Felps | Wednesday, Feb 9, 2011 | Updated 2:06 PM CDT

advertisement



Commentary

by Bruce Felps

Dallas Mayor Pro Tem Dwaine Caraway raised eyebrows and hackles last week when he presented Michael Vick with a key to the city.

Real Mayor Tom Leppert quickly distanced himself from the presentation saying it wasn't an *official* key to the city, and the city's public information office explained that there are two sets of keys — the ceremonial variety that any ol' council member can give out, and the official keys handled by the Dallas Protocol office and doled out by the mayor or the mayor's designees, which, presumably, could be any ol' council member.

So, who's on which list of key recipients?

Vick received a ceremonial key as have Martellus Bennett, Bill Cosby, Vivica A. Fox, Gene Simmons, and Matiur Rahman. Who? A member of the Bangladesh parliament, that's who.

Official keys have gone on the chains of such luminaries as Gundars Bojars, mayor of Riga, Latvia, the sister city to Dallas, but you knew that, right? Queen LaMbikiza of Swaziland also can open Dallas' front door, as can Princess Michael of Kent, Essar Bokar Sey, ambassador of The Gambia, and Olga Algayerova, state secretary of the Slovak Republic.

Nice to know who can come and go as they please through your house.

Bruce Felps owns and operates East Dallas Times, an online community news outlet serving the White Rock Lake area. He's installing deadbolts that lock from the inside.

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Find this article at:

<http://www.nbcdfw.com/news/politics/Decoding-Keys-115648264.html>

Check the box to include the list of links referenced in the article.

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It may have become a campaign issue in Dallas, as suggested by this candidate questionnaire...

7. What reasonable recipient criteria and procedural safeguards should be applied to the awarding of the Key to the City?

Keys to the city should not be given out like Mardi Gras beads. However, my opponent and incumbent Pauline Medrano was one of the first to begin treating this award like Halloween candy. In 2006, she awarded the captains of club America and Chivas de Guadalajara keys to the city. Actually, one of her staffers awarded the keys on her behalf. There were not any reasons given for the award and the informal manner that the awarding took place encouraged other council members to start handing out keys like candy as well. This kind of disregard for standards, criteria, or protocol is just what frustrates residents. I want to bring back more structure and specialness to the award. This is supposed to be one of the biggest commendations that can be bestowed on a person. However, it has turned into one of the biggest jokes on the city.

I propose setting forth the following criteria when awarding the Key to the City: A significant economical, intellectual, or artistic contribution by a citizen or visiting guest that improves the city of Dallas in a measurable way. The measurement could be based on financial or reputation improvement as determined by a committee designated to review and evaluate proposals for the award. The procedural safeguards should be enforced by the committee.

**CITY OF OAKLAND PARK, FLORIDA
CITY COMMISSION AGENDA ITEM REPORT**

AGENDA ITEM NO. 17

MEETING DATE: 1/11/2012

PREPARED BY: From: John Stunson, City Manager
By: Renee M. Shrout, Deputy City Clerk

DEPARTMENT HEAD APPROVAL: CITY MANAGER

CITY MANAGER APPROVAL: FINANCIAL SERVICES

SUBJECT: Presentation request from Mayor Boisvenue for 3-21-12, City Commission organizational meeting

1. BACKGROUND/HISTORY

Problem Statement

On December 14, 2011, at her request, Mayor Boisvenue held a meeting via phone with members of staff including the John Stunson, City Manager; David Rafter, PIO; Robin Greco, Administrative Aide; Sharon Monteferrante, Executive Assistant; and Renee Shrout, Deputy City Clerk to discuss consideration for the following:

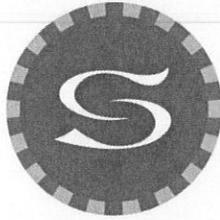
- 1) Staff to research Oakland Park's past elected officials and invite them to attend the March 21, 2012, City Commission meeting to be recognized for their contributions to the city by presenting each of them with a key to the City.
- 2) Staff to compile historic and current photographs depicting the progress of the city and to create a Powerpoint presentation to be presented during the State of the City Address at the March 21, 2012, City Commission meeting.
- 3) To begin the March 21, 2012, City Commission meeting with brief State of the City address (6-7 minutes) followed by recognition of current officials then recognize past elected officials and to limit the amount of agenda items on the first half of the meeting.

Resolution R-2007-102, Rules of Procedures specifies "(J) In accordance with the Charter of the City of Oakland Park, the City Commission establishes a procedure to be adhered to by the City Commission relative, but not limited to the issuance of proclamations, the issuance of keys to the City, awards, certificates, and other ceremonial items or documents. The deadline for submission of proposed proclamations or any other ceremonial items or documents shall be the same as for any agenda item.

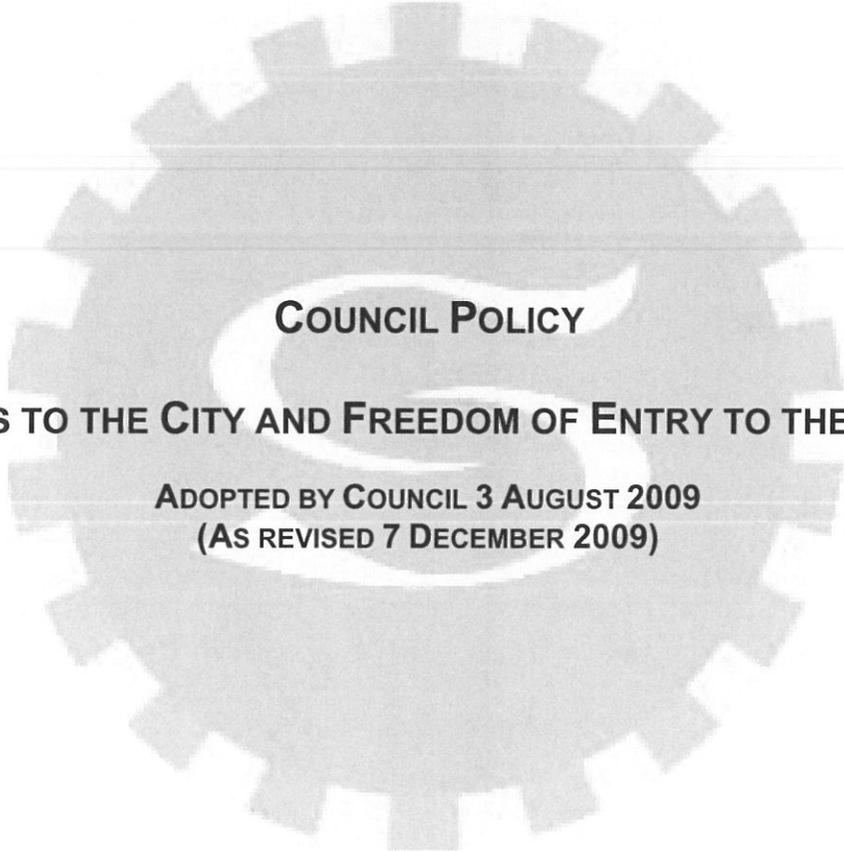
1. Any certificate or plaque presented from a Commissioner or the Commission must be on an agenda and voted by the Commission in favor of presenting said certificate or plaque at a meeting prior to the meeting it is issued."

Problem Solution -

To comply with the Rules of Procedure resolution, staff requires direction to proceed with the request to place the presentation of city keys at the March 21, 2012, City Commission meeting to past elected officials and to allot staff time similiar to preparing the



— *City of* —
STONNINGTON



COUNCIL POLICY

KEYS TO THE CITY AND FREEDOM OF ENTRY TO THE CITY

**ADOPTED BY COUNCIL 3 AUGUST 2009
(AS REVISED 7 DECEMBER 2009)**

1. POLICY STATEMENT

Intent

The intent of this policy is to specify how Keys to the City and Freedom of Entry to the City will be approved.

Objectives

- To provide guidance for the approval of Keys to the City and Freedom of Entry to the City;
- To provide professional and high quality Keys to the City and Freedom of Entry to the City events; and
- To manage appropriate protocols and procedures befitting Keys to the City and Freedom of Entry to the City.

Statement

1. The granting of the Key to the City is a symbolic presentation, which represents the highest honour that a city can confer on an individual or an organisation.
2. The right of Freedom of Entry to the City is a significant honour, demonstrating trust, loyalty and a sense of community between a city and a military unit.

2. DEFINITIONS

Keys to the City

The tradition of using a key dates back to medieval times, when many cities were enclosed within walled fortifications. The key symbolised the political relationship between a city and the King/Queen or ruler of the land on which the city was located. When the ruler visited the city for the first time after assuming power, the authorities would formally greet him/her at the gates and hand over a key to signify that the city was now under his/her control. The key would then be returned by the ruler to the city authorities to acknowledge that he/she intended to respect the political authority of those who administered the city.

The Key to the City of Stonnington is presented by the Mayor at a civic ceremony to acknowledge the contribution of an individual or organisation in furthering the ideals of the city, or to recognise outstanding achievement in public life.

Freedom of Entry to the City

Freedom of Entry to the City of Stonnington is a ceremonial honour. The honour became popular during the nineteenth century and draws some inspiration from medieval history. A military or civilian unit accorded this privilege is granted the right of entry to the city “with bayonets fixed, colours flying and drums beating”. This award is restricted to Australian military and civilian units that have, through their command, a significant attachment to the City of Stonnington. It is conferred in recognition of their achievement while on active service or overseas duty or as a mark of respect and gratitude for their efforts in the defence of Australia.

3. PROCEDURE AND GUIDANCE NOTES

Keys to the City will be awarded to an individual or organisation in furthering the ideals of the City of Stonnington or to recognise outstanding achievement in public life.

Freedom of Entry to the City is restricted to Australian military and civilian units which have, through their command, a significant attachment to the City of Stonnington.

Council may on its own initiative, or following receipt of an application, award the Keys to the City or Freedom of Entry to the City to any eligible person or organisation.

Granting of Keys to the City or Freedom of Entry to the City may only be made by prior resolution of Council.

Nominations are to be discussed informally by Councillors prior to any resolution being put before Council.

Any proposed resolution to grant Keys to the City or Freedom of Entry to the City may only be made by Notice of Motion at a Council meeting.

Such document conferring the Keys to the City or Freedom of Entry to the City be prepared and Council's Common Seal affixed.

*Could not
be done here
in FL*

3. Operating procedure

3.1 Key to the City

The Key to the City is the Council's most prestigious award and will only be awarded by resolution of the Council.

The Key to the City will recognise exceptional achievement. No specific criteria will apply except for the full consideration of Council.

Recipients will be presented with a framed, suitably engraved key and certificate at a major civic function hosted by the Mayor.

Recipients will be recognised on an honour board, which is prominently displayed in the Civic Area.

3.2 Freedom of the City

The Freedom of the City will only be awarded by resolution of the Council.

The Award is usually reserved for visiting military units and occasionally sporting heroes who have maintained a prominent presence within the Onkaparinga community.

Nominations will be considered for the important role they play in the community such as by providing an example of leadership, encouraging skill development and/or providing a significant voluntary service to the community.

Recipients will be recognised with a framed certificate at a ceremony and/or parade at the discretion of the Mayor.

Recipients will be recognised on an honour board, which is prominently displayed in the Civic Area.

3.3 Australia Day Awards

Australia Day citizen, Young citizen and Community Event of the Year awards are presented annually to local citizens/groups who have made outstanding contributions to the community. The Awards are provided by the National Australia Day Council and administered by Council.

3.3.1 Eligibility

Refer Australia Day Award Nomination Form.

3.3.2 Assessment Process

Nominations should be submitted to the Governance Unit on the appropriate form for consideration by the Australia Day Awards Sub-Committee. The winners will be advised of the outcome and invited to attend a ceremony for the presentation of