

RESOLUTION NUMBER 2017-18

**A RESOLUTION OF THE TOWN OF PARADISE VALLEY,
ARIZONA, ADOPTING A POLICY GOVERNING
RECOGNITION OF INDIVIDUALS, GROUPS OR
ORGANIZATIONS**

WHEREAS, the Town of Paradise Valley values its history and seeks opportunities to cultivate a sense of community; and,

WHEREAS, the Town is fortunate to be home to many notable residents who have made lasting impacts on the Town; and,

WHEREAS, the Mayor and Town Council desire a policy that provides clear criteria for honoring these residents and establishes procedures that can be fairly and consistently applied.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF PARADISE VALLEY, ARIZONA, THAT:

SECTION 1. The document known as the Town of Paradise Valley Recognition of Individuals, Groups, or Organizations Policy attached hereto as Exhibit A is hereby adopted.

SECTION 2. The Town Manager or his designee is authorized to take all necessary actions to implement this Resolution in accordance with the Town Council's intent.

SECTION 3. That all orders or resolutions in conflict shall be, and the same are, to the extent of such conflict, hereby repealed, and that this resolution shall be in full force and effect immediately upon its adoption.

PASSED AND ADOPTED by the Town Council this 12th day of October, 2017 by the affirmative vote of the members.

Michael Collins, Mayor

APPROVED AS TO FORM

ATTEST:

Andrew Miller, Town Attorney

Duncan Miller, Town Clerk

EXHIBIT A

TOWN OF PARADISE VALLEY

Recognition of Individuals, Groups or Organizations Policy

Purpose of policy: The purpose of this policy is to set standard guidelines to formally recognize individuals, groups or organizations who have contributed to the betterment of the Town of Paradise Valley.

Policy statement: The Paradise Valley Town Council (Council) may decide to formally recognize individuals, groups or organizations at any given time, through various means, such as, but not limited to, plaques, portraits, statues, monuments or naming of a Town facility for a special service, job held or any other reason deemed appropriate. All recognitions shall be approved by a majority vote of the Council. The Town of Paradise Valley (Town) shall incur all initial and maintenance costs associated with the recognition unless the Council deems funds shall be incurred by another source.

Exceptions: This policy does not address recognition of first responders who may be deserving of commendation for actions performed in the line of duty. Such recognition shall be at the discretion of the Mayor and Council. Further, Flag Protocol Policy #16 shall govern lowering of the flags at Town-owned properties.

The following information shall be included in the Town Recognition Request Form (Request Form):

1. Name of individual, group or organization for the proposed recognition;
2. Proposed type of recognition – plaque, portrait, statue, monument or naming of a Town facility such as a building, structure, room or property owned by the Town of Paradise Valley;
3. Name of individual or entity making the request and contact information;
4. A written summary that includes information about the individual, group or organization for the recognition including any supporting documents;
5. If the Council deems the recognition to be paid using an outside source, the requesting individual or entity shall provide a detail of how funds will be raised;
6. Suggested wording to be printed on the Town recognition.
7. Consent by the individual, group or organization for whom the Town would recognize or, in the case of a deceased individual, no consent is needed;

Guidelines for Recognition:

1. Recognitions should benefit the general public as a first priority with the benefit to the donor or honoree as a secondary priority;
2. Recognitions shall not detract from the surrounding community nor shall it impair the visual qualities of the site or be perceived as creating a proprietary interest;
3. The contributions of the individual, group or organization recognized shall be thoroughly explained including community service, involvement or dedication beyond an ordinary interest level that clearly resulted in tangible benefits to the Town. Such tangible benefits to the Town may include:
 - a. Enhanced well-being and quality of life for Town residents;
 - b. Preservation of the Town's history;
 - c. Contributions toward the acquisition, development or conveyance of land, buildings, structures or other amenities to the Town;
 - d. Local, state or national recognition for work in public service that directly impacted the Town;
 - e. Any other contribution that resulted in tangible benefits to the Town or Town residents.
4. The Council reserves the right to rescind or relocate any installed recognition of an individual, group or organization if it determines that it is in the best interest of the Town.

Procedure:

All Recognition Requests shall be written using the Request Form and shall be sent to the Town of Paradise Valley Historical Advisory Committee. The Committee shall review all Request Forms to ensure all guidelines are met. Once finalized and approved for recommendation, the Committee shall submit the Request Form to the Council for final review and consideration. If the Request Form is incomplete or does not adhere to the policy guidelines, the Committee shall send it back to the requesting party. The Council will have final authority for all recognitions and any wording inscribed on the recognition.

**TOWN OF PARADISE VALLEY
RECOGNITION REQUEST FORM**

Name of Individual, Group or Organization for proposed recognition:

Proposed type of Recognition (such as plaque, portrait, statue, monument):

Name of individual or entity making the request and contact information:

- **Contact Person:**
 - **Address:**
 - **Phone:**
 - **Email:**
- **Entity making request if other than contact person:**

Thoroughly explain the contributions of the individual, group, or organization to be recognized that resulted in tangible benefits to the Town.

If the Town Council deems this recognition to be paid from an outside source, provide a detail of how funds will be raised.

Suggested wording to be printed on Town recognition.

Has the individual, group, or organization consented to being recognized by the Town?

Date submitted to TPV Historical Advisory Committee:

Signature of Contact Person:

Date approved by TPV Historical Advisory Committee and sent to Town Council: