

Prepared by: City Clerk

**RESOLUTION NO. 2023-02**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VENICE, SARASOTA COUNTY, FLORIDA, ADOPTING A POLICY FOR THE SENDING OF CEREMONIAL AND CONGRATULATORY LETTERS BY THE MAYOR; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, the sending of ceremonial and congratulatory letters to newly elected officials and other individuals or organizations helps further a congenial and collaborative relationship with the City of Venice; and

**WHEREAS**, pursuant to the City Charter, the Mayor of the City of Venice is the head of city government for all ceremonial purposes; and

**WHEREAS**, the City Council acknowledges that in order to timely send ceremonial and congratulatory letters, a policy is needed describing to whom such letters can be sent by the Mayor on behalf of the City Council without further approval of the City Council.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF VENICE, FLORIDA**, as follows:

**SECTION 1.** The whereas clauses above are ratified and confirmed as true and correct.

**SECTION 2.** The Mayor is authorized to send congratulatory or ceremonial letters on behalf of the City Council to the extent such letters do not contain any policy-level references or implications.

**SECTION 3.** This Resolution shall take effect immediately upon its adoption.

**APPROVED AND ADOPTED AT A REGULAR MEETING OF THE VENICE CITY COUNCIL HELD ON THE 10TH DAY OF JANUARY 2023.**

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Nick Pachota, Mayor

ATTEST

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Kelly Michaels, MMC, City Clerk

I, Kelly Michaels, MMC, City Clerk of the City of Venice, Florida, a municipal corporation in Sarasota County, Florida, do hereby certify that the foregoing is a full and complete, true and correct copy of a Resolution duly adopted by the City Council of the City of Venice, Florida, at a meeting thereof duly convened and held on the 10th day of January 2023, a quorum being present.

WITNESS my hand and official seal of said City this 10th day of January 2023.

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Kelly Michaels, MMC, City Clerk

( S E A L )

Approved as to form:

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Kelly Fernandez, City Attorney