



# City of North Miami Beach Memorandum

TO: Honorable Mayor and City Commission

CC: Esmond K. Scott, City Manager  
Sarah Johnston, City Attorney  
Pamela L. Latimore, City Clerk

FROM: Paule Villard, Commissioner

DATE: March 19, 2019

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**RE: Chronology of Events/Performance Concerns with the City Clerk**

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To My Colleagues,

I have asked for a discussion during this evenings Commission Meeting Agenda regarding recent events and concerns I have with the City Clerk. Below is a chronology of the recent events and my concerns with one of our charter officers. The City Charter establishes three employees that work at the pleasure of the City Commission, any decisions regarding any of the charter officers must be made by a majority of the Commission. In consideration of the serious concerns I have identified, I am respectfully requesting my fellow Commissioners consider the integrity and importance of the City Clerk's charter office and make a decision that is in the best interests of the City and its residents.

**Chronology of events:**

**February 16, 2019** – Spoke with the City Manager regarding giving a key to Barbara Pearson during the February 19, 2019 Commission Meeting. The City Manager said it would be taken care of for the upcoming meeting.

**February 18, 2019** – The City Clerk called me and (in a loud and disrespectful tone) said that she could not give the key to B. Pearson because she was not a dignitary and only dignitaries can get a key to the City. She indicated that she would consider giving her a proclamation even though she was not sure she met the criteria and went on to say that as the result of a resolution passed "because people were giving keys to everyone" she was the only one who had the authority to give keys and proclamations and the requests had to go through her and she made the decision. I asked for her to send me the resolution and she said it was a holiday and she did not have it on her computer at home so she would send it to me on Tuesday.

I called the City Attorney and asked if she was aware of any law or resolution that would prevent B. Pearson from getting a key and she responded there was not a law and the Commission could establish a policy and that she was not aware of any resolutions but she would defer to the City Clerk. She said she would send me samples of policies from other cities.

**February 19, 2019** – I sent an email at 9am asking the City Clerk to send me the resolution, she responded that it was not a resolution but a policy and indicated that she was going to send her the document from the policy was derived later that afternoon. She also stated that a proclamation was being drafted for B. Pearson. Later that

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afternoon the City Clerk emailed me the attached memo and said that it was the document used to determine items of recognition and it was outlined from the Miami-Dade and City of Miami Office of Protocol.

**February 20, 2019** – I spoke with the City Attorney and asked whether she was here in August 2017, and if she was aware of the memo and she indicated she had been here and was not aware of the document.

**February 25, 2019** – I went to the City Clerk's office around 3:30pm and was told she was not in the office that day.

I attended the first Education Committee meeting on January 17, 2019, Trisha Harris and Raabia Liladrie both attended. After that meeting I called the City Clerk and asked about Henry Dube (my nomination for education Committee) and I was told he was not eligible to be appointed and then I asked about Trisha and Raabia and if they have educational background and she responded that they were not supposed to be in the meeting because they were appointed to the library board not the education committee and she would call Edenia and make sure they do not attend those meetings anymore.

When I was in the office on 2/25 I looked at the file for the Education Committee and saw that Trisha was appointed as a member of the Education Committee and should have attended the meeting.

**February 26, 2019** – I asked the City Manager, City Clerk and City Attorney to have a meeting with me at 1pm. During the meeting with the 3 charter officers I asked how time-off was handled, whether they got approval from all of the Commissioners or just one and whether the Commissioners were notified in advance. The 3 charter officers said they always send an email when they are out of the office and if it is planned they tell the Commissioners beforehand and also send an email.

I asked about board appointments and how it is determined whether a person is qualified for a board and the City Clerk said she makes the determination I brought up the fact that she had said Trisha Harris was not a member of the education committee and the City Clerk insisted with a raised voice that Trisha was not appointed to the board, she repeatedly insisted even though I said several times that I had looked at the file and saw the paperwork where she was appointed.

I asked the 3 charter officers their roles and responsibilities and the City Clerk explained that she approves who gets keys to the City and proclamations because several years ago the Mayor at that time felt that they were being given out too frequently and that this was decided after a discussion at a workshop and strategic planning session. She went on to say that over the month of August 2017 the former Mayor came to her office several times and worked on the policy and that she then printed and hand-delivered the policy to him. When I questioned the document because of the missing date, blank pages, formatting issues, she became angry and yelled at me about why I was playing with her integrity and that she would never change the memo and she just opened the memo and sent it to me. She also said back in 2017, it had been given to Lyle Sumek as part of the strategic planning session and had been discussed by the City Commission at that time. While yelling she said several times that she just opened the document, made no changes and forwarded it in the email on February 19, 2019. I said that her explanation kept changing and that I am sure in her position there was nothing illegal that was done but that I would like to have the City Manager (with IT) look at her computer and determine the history of the document to make sure what was being said was correct. The City Clerk continued to yell, was standing up flailing her hands and stormed out of the office yelling "you can find another City Clerk".

**February 26, 2019** – the IT department provided me with a history of the document which showed the document was revised 5 times, the content was created in 2016, the document was last printed in 2015 and was last edited on 2/19/2019.

**February 27, 2019** – the initial information did not show anything being done to the document in 2017 and the IT department explained that in order to obtain more information about the history of the document they would

need the hard drive. I was told when IT went to get the hard drive the City Clerk refused to allow them to take it and claimed she had confidential information on the City's computer.

After looking at the Charter language I requested the City Manager see if he could identify dates where a special meeting could be held to discuss my concerns. The City Clerk is an extremely important position with the City, this position is responsible for keeping and maintaining the City's records. I am concerned because a Charter Officer with such an important role in the City is being rude, disrespectful and insubordinate to an elected official – do our residents experience this behavior?

I have also had several experiences where she insisted something was one thing and then I find out she was wrong. For example, before telling a board member not to attend a meeting and arguing with me she should have checked the file – it is irresponsible and makes the City look unprofessional if the City Clerk is telling people they are not appointed to boards without even looking at the person's file.

I asked about the time-off issue because I have noticed several times over the last few months when she was not in and I never received an email stating she would be out of the office for the day. I find that to be very unprofessional and it sets a bad example for the City.

My greatest concern is the fact that the keeper of the City's records seems to have misrepresented a policy or worse, a document, to support what she said to me rather than acknowledge that she exceeded her authority when she rudely told me "no" to something that should be decided by the Mayor and City Commissioners. Is this the only time this has been done? It is extremely important to me that our residents see that if I see something I don't believe is right or in the best interests of the City I speak out and insist upon the highest level of integrity from all of our charter officers.

I have heard different things from many people in the community, some of them have told me that the City Clerk has changed her story about the document, it only increases my doubts when the story keeps changing each time more information is uncovered and when a city employee who is charged with responding to public records refused access to her city computer. Why would the City Clerk not allow IT to look at her hard drive? We are all aware that the computers are City property, we have no expectation of privacy and information on a City Computer is subject to public records.

Although I am an elected official in a different role, I was a law enforcement officer for twenty-eight years and I was elected because of that experience that I bring to my position. This is not a personal issue with the City Clerk, regardless of who it is and what the position is, when I see patterns of behavior from one of our employees that is not right I feel it is my responsibility to bring it to the attention of my colleagues.

Thank you for your consideration.

Enc.

IT report on creation/edits of document

City Clerk Memo "Guidelines for Protocol Services/Documents"

City's Information Technology Policy

City Charter Sections re: Charter Officers



**City of North Miami Beach**  
*Office of the City Clerk*

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**TO: Mayor and Council**

**FROM: Pamela L. Latimore, CMC, City Clerk**

**DATE: August 2017**

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**RE: Guidelines for Protocol Services Documents**

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Please state the type of protocol document or award you would like to extend:

- ***Certificate of Appreciation***- These Certificates are given to express the appreciation of the community for an extraordinary service rendered or a noteworthy contribution to the improvement of local life (whether social, cultural, economic or other or an act of selfless dedication).
- ***Commendation***- An extraordinary act of valor, an uplifting act of humanitarianism or philanthropy or an inspirational artistic or intellectual accomplishment may be recognized by special Commendation.
- ***Congratulatory Certificate***- These certificates are given to recognize a milestone birthday, anniversary, family reunion or other occasion where celebrations of landmark significance unite.
- ***Key to the City***- The key extends an official welcome from Mayor and Council to a proven leader. (Dignitaries, Heads of State, etc.)
- ***Proclamation*** – A proclamation designates a specific day, week, month or year in honor of an individual, group, or event. They are reserved for the highest honor of an occasion.
- ***Sympathy of Resolution***-This document is presented to bereaved families of the community, fallen officers, victims of tragedy or others.
- ***Distinguished Visitors***- This honor is given to distinguished visitors traveling in our community, usually of national or international stature.



# City of North Miami Beach

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*Office of the City Clerk*

## Origin

Last saved by Latimore, Pamela  
Revision number 5  
Version number  
Program name Microsoft Office Word  
Company City of NMB  
Manager  
Content created 2/26/2016 2:37 PM  
Date last saved 2/19/2019 3:44 PM  
Last printed 7/14/2015 11:15 AM  
Total editing time 00:08:00

## Content

Content status  
Content type application/vnd.openxmlformats-officedoc  
Pages 3  
Word count 213  
Character count 1380  
Line count 11  
Paragraph count 3  
Template Normal  
Scale No  
Links dirty? No  
Language

The City of North Miami Beach Employee Handbook

# Information Technology



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## Password for Network Access Policy

*Original/Revision Date: 04/19/2012; 05/01/2012*

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### **Policy**

Establishing guidelines for the creation and maintenance of network passwords to be used by individual employees for the purposes of accessing network resources.

### **Applicability**

This policy applies to all individuals who are authorized to access network resources under the Active Directory Domain managed by the Information Technologies Division of the General Services Department.

### **Procedure**

Network password criteria as defined by the group policy settings as of 5/1/2012.

1. Not contain the user's account name or parts of the user's full name that exceed two consecutive characters
2. Passwords must be a minimum of 8 characters in length.
3. Must contain characters from three of the following four categories:
  - a. English uppercase characters (A through Z)
  - b. English lowercase characters (a through z)
  - c. Base 10 digits (0 through 9)
  - d. Non-alphabetic characters (for example, !, \$, #, %)
4. Passwords shall expire every 90 days from their creation date
5. The system shall maintain a history of the 10 previous passwords to avoid a repetition of passwords.
6. These changes will be enforced at either the next password expiration date or when the end user arbitrarily changes their password, whichever comes first.

### **Authority**

The City Manager of North Miami Beach, in accordance with recommendations from the Information Technologies Manager for the City of North Miami Beach shall have the authority to approve, revise or deny this policy.



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## Use of Electronic Systems & Tools Policy

*Original/Revision Date: 06/15/1996; 03/01/2011; 09/22/2017*

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### **Purpose**

The purpose of this policy is to set forth guidelines for the use of the City of North Miami Beach's (the City) computers, Internet, e-mail, and other electronic systems, which shall collectively be referred to as "computer systems." This policy is inclusive of all authorized users of the City's computer systems, which includes employees (permanent, temporary, seasonal, fulltime and part-time), interns, contractors, and others, including elected officials, who may be granted access by City management. Computers specifically identified and provided for use by the public in facilities such as the City Library, Resource Centers, the Computer Lab at the Y.E.S. Center, or other similar facilities are NOT included.

### **General Statement of Policy**

The City computer systems shall be used to promote the City's mission, goals, and objectives, and shall be consistent with City policies. Specific rules and regulations relevant to the use of the City's computer systems may be implemented or modified as necessary to address technical, legal or management requirements.

### **Limited Purpose**

The City computer systems may be used for research, business communications, and other uses relevant to City business.

### **Use of System is a Privilege**

The use of the City computer systems is a privilege. Failure to comply with this policy could result in any one or more of the following: suspension or cancellation of access privileges, payment for damage and repairs, discipline, up to and including termination, or civil or criminal liability. The privilege to use the City computer systems may be administratively suspended or cancelled with or without notice at the sole discretion of City management.

### **Operations Parameters**

The City cannot and does not guarantee that the City computer systems will be operational or available for use at all times. The City computer systems may be inoperable from time to time for brief or extended periods due to repairs, maintenance, or other factors. The City computer systems may also be intentionally restricted for security reasons. For these reasons Internet access and e-mail in particular may not be available, or may not be fully functional, or may not reliably retrieve or deliver messages. Users are advised not to rely exclusively on Internet access or e-mail for critical business transactions.

The City will take reasonable precautions to shield all of its computer users from potentially unwanted, intrusive, or offensive interruptions from external computer systems. Towards that goal, the City employs various technologies including web site blockers, white lists, black lists, SPAM filters, firewalls, anti-virus scanners, and others. As newer technologies become available, they will be considered for implementation. However, the City cannot and does not guarantee that users will be completely protected at all times from unwanted, intrusive, or offensive computer materials.

### **Authorized Users**

Anyone assigned a user ID and passwords from the City are the **ONLY PERSONS AUTHORIZED** to use City computers. The only exception to this rule involves authorized contractors hired by the City and given a user ID and password for limited network access.

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Authorized individuals shall NOT give their passwords to any other person. If an authorized user must access another user's computer system, access will be provided by the Information Technologies Division (I.T. Div.) or a person approved by the I.T. Division.

**Unacceptable Uses**

Unacceptable uses of the City computer systems, including e-mail and Internet access, include, but are not limited to, the following:

1. Deliberately accessing, reviewing, uploading, downloading, storing, printing, posting, transmitting, receiving or distributing pornographic, obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful or sexually explicit material; material or information that use language or images that are inappropriate or disruptive to the business environment; materials that use language or images that advocate violence, or discrimination toward other people such as hate literature, or that may constitute illegal harassment or discrimination.
2. Knowingly or recklessly posting false or defamatory information about a person or organization, harassing another person, or engaging in personal attacks, including attacks based on unlawful discrimination.
3. Engaging in any illegal act or violating any local, state, or federal statute or law.
4. Vandalizing, damaging, or disabling the property of another person or organization; deliberately attempting to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means; tampering, modifying or changing the City's computer software, hardware, or wiring; and using the City's computers in such a way as to disrupt the use of the system by other users.
5. Gaining unauthorized access to information resources, the City's computers or any other system throughout the City; accessing another person's materials, information, or files without the direct permission of that person; logging in through another person's account; or using computer accounts, access codes, or network identification other than those assigned to the user without authorizations.
6. Violating copyright laws, or usage licensing agreements, or using another person's property without authorization, including the downloading or exchanging of pirated software or copying software to or from any City computer system.

If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the incident to their supervisor or the I.T. Div. so that this site can be added to a database of disallowed sites. This disclosure may also serve as a defense against an allegation that the user has intentionally violated this policy. A user may also, in certain rare instances, access otherwise unacceptable materials if necessary to complete a job function, and if so, shall be done with the prior approval of the City Management. In this circumstance, the I.T. Div. must be notified of this need in writing.

**Expectation of Privacy**

The City uses monitoring software and other technologies to assist users, to implement software fixes and upgrades, to ensure that City policies are followed, and to collect statistics. Information on every computer system user, including, but not limited to, user ID, date, time, IP address, where the user went or attempted to go on the Internet, e-mail messages sent and received, including content, and more are monitored and collected.

Furthermore, all information obtained using City computer systems, including e-mail messages sent or received and their content, may be considered public records under Chapter 119 of the Florida Statutes, commonly referred to as the "Public Records Law." All information contained on City computer systems, including any and all personal e-mail messages and their content and all files of any type, are subject to public disclosure. Additionally, all e-mail messages and their content and all files of any type contained on City computer systems, whether business or personal, are the property of the City of North Miami Beach and users have NO individual ownership or privacy rights regarding these items.

The City has the right to conduct an investigation of any individual user's City computer system activities and resources if there is a reasonable suspicion that the search will uncover a violation of law or City policy. Additionally,

routine maintenance and monitoring activities may lead to a discovery that a user has violated this policy, another City policy, or the law. The City will cooperate fully with local, state, and federal authorities in any investigation concerning or related to any illegal activities or activity not in compliance with City policies.

#### **City Software**

Software is automatically protected by federal copyright law from the moment of its creation. Federal copyright law makes it illegal to copy a piece of software for any reason other than as a backup without the permission of the copyright holder.

For the City's purpose, illegal or unauthorized software is defined as any software that has not been approved by the City LT. Div. and/or any software for which the City has not purchased a license. Copying of illegal or unauthorized software to any system can result in contracting a virus, which can spread and cause serious damage to any or all systems. All City software contains a license identifier linked to the City of North Miami Beach and should not be used by any other person or entity.

1. Copying of City software is not allowed. Absolutely no software is to be copied from the network to a floppy disc or any other system without approval from the I.T. Div.
2. Copying of unauthorized software to the network or to any City computer is not allowed.
3. Any software that may be unique to your specific function within the City and that will only need to be installed on your system must still be approved by the I.T. Div.
4. Absolutely **no** illegal software is to be loaded onto any City computer. The I.T. Div. Manager must approve all software.
5. **New Software Purchases:** All software purchased for use on any City computer must be pre-approved by the LT. Div. for validity, compatibility and licensing. Software purchases will not be approved without the signature of the LT Div. Manager.
6. **Software spot-checking:** Designated LT. Div. personnel have the authority to audit, without notice, any City computer for unauthorized use and illegal software installations.
7. **Demonstration Software:** All demonstration software must be approved by the LT. Div. prior to loading onto any City computer.
8. **Personal Software:** Software that is not licensed and owned by the City of North Miami Beach is not permitted on any City computer. If the software is needed for the employee to be productive in his/her job, then the City should purchase a legal copy of the software for the employee's use.

Any illegal or unauthorized software installations will be removed immediately and will be reported, detailing the specific location of the incident, the type of software, and any "damages" that may have resulted from the illegal installation.

#### **City Computer Hardware**

1. **New Hardware Purchases:** The I.T. Div. must approve all new purchases of computer and/or related peripheral equipment. Hardware purchases will not be approved without the signature of the I.T. Manager.
2. **Personal Use of City Computer/Peripherals:** Personal use of City computers and/or related peripheral equipment is not permitted except for occasional, infrequent and incidental use which does not interfere with the normal job duties of the user or City operations. Excessive use which detracts in any way from job performance or City operations will subject the user to disciplinary action up to and including dismissal.
3. **Moving Computer Equipment:** Employees may not remove equipment from City property or employee's work area unless authorized by the LT. Div. and the City Manager. Moving of computer equipment within the City shall first be cleared through the LT. Div. When possible, LT. Div. personnel should supervise the move to insure proper installation and configuration of the equipment after it has been moved.

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4. **User to Maintain Equipment in Good Working Condition:** Users should routinely clean computer equipment (dust, clean keyboard, mouse, and monitor) to maintain equipment in good working condition.
5. **Policies to prevent Damage to Equipment:**
  - A. Beverage containers and food shall not be placed near computers, keyboards, mice, printers, or any other computer equipment.
  - B. Eating and/or drinking over computer equipment shall not be permitted.
  - C. Plants should not be located above or near any computer equipment.
  - D. Computer equipment is not to be installed below or adjacent to equipment or structures that are likely to leak or splash fluids, such as water fountains, room air conditioners, exposed water lines, drains, planters, open windows or known persistent leaks.
6. **Personal Computer Equipment:** Personal computer equipment shall not be connected to the City's network or any City owned computer/technology related equipment. Examples of such personal equipment include but are not limited to: printers, scanners, keyboards, mice, monitors, digital cameras, card readers, laptops, cell-phones, portable storage media such as thumb drives, etc. An exception is made only for vendors and contractors who are working on City equipment or working on behalf of the City, and have been approved by the I.T. Div.

**Internet Use Agreement**

1. Authorized users are responsible for properly using the Internet.
2. The Acceptable Use Policy shall be read and signed by the employee before computer system use including Internet access will be authorized.
3. Authorized users may not remove their name or domain information from postings or access anonymously to conceal their identity.
4. Authorized users may not lend out their e-mail accounts to other people.
5. Authorized users may not allow non-employees to access the Internet through City facilities without prior approval of the I.T. Div.
6. Spamming is the automated sending of messages to large numbers of newsgroups or people simultaneously. This is different from a legitimate e-mailing list because spamming is indiscriminate and unsolicited. Spamming is strictly prohibited.
7. Internet e-mail is provided to employees for business use. Users are advised not to indiscriminately provide their City e-mail address to non-business contacts, surveys or solicitations from mass-marketers.
8. If City users receive e-mail in their in-box that appears to be sent from suspicious senders or has a subject line that appears suspicious, they are advised NOT to open the message. They are advised to contact the I.T. Div. and identify the message for further investigation.

**Limitation on the City's Liability**

Authorized users use City computer systems at their own risk. The City will not be responsible for legal or financial obligations arising through unauthorized use of City computer systems including, but not limited to, e-mail, Internet, or other electronic communications systems.

**Implementation Policy Review**

The City will conduct periodic reviews of this policy, which is subject to change at the sole discretion of City management.

See Employee Agreement for Use of Computers, Internet, E-mail, and other Electronic Systems Form located in the "Forms" section of the Employee Handbook.

# City of North Miami Beach

## Charter Provisions

### Sec. 3.1 - City Manager; Appointment, Removal.

The City Commission shall appoint a City Manager as the chief administrative officer of the City, in the manner and at the time provided in this Charter. The City Manager shall be responsible to the City Commission for the administration of all City affairs and for carrying out policies adopted by the City Commission. The City Commission shall appoint the City Manager to serve at the pleasure of the City Commission. The City Manager shall be removed by a majority vote of the City Commission. The term, conditions, and compensation of the City Manager shall be established by the City Commission.

#### Sec. 3.1.1 - Powers and Duties of the City Manager.

The City Manager shall:

- A. Be responsible for the appointing, hiring, promoting, supervising, disciplining and removing of all City employees, except the City Attorney, the City Clerk, and all employees of the Office of the City Attorney.
- B. Direct and supervise the administration of all departments and offices but not City boards or committees, unless so directed by the City Commission.
- C. Prepare such other reports as the City Commission may require concerning the operations of City departments, offices, boards and committees.
- D. Ensure that all laws, provisions of this Charter and directives of the City Commission, subject to enforcement and/or administration by him/her or by employees subject to his/her direction and supervision, are faithfully executed.
- E. Prepare and submit to the City Commission a proposed annual budget and capital improvement program.
- F. Submit to the City Commission and make available to the public an annual report on the finances and administrative activities of the City as of the end of each fiscal year.
- G. Attend all meetings of the City Commission and of its committees, with the right to take part in discussion, but without a vote.
- H. Keep the City Commission advised as to the financial condition and needs of the City and make such recommendations concerning the affairs of the City as she/he deems to be in the best interests of the City.
- I. Execute contracts and other documents on behalf of the City as authorized by the City Commission.
- J. Perform such other duties as are specified in this Charter or as required by the City Commission.

#### Sec. 3.1.2 - Absence or Disability of City Manager.

To perform his/her duties during his/her temporary absence or disability, the City Manager may designate by letter filed with the City Clerk, a qualified administrative officer of the City. In the event of failure of the City Manager to make such designation, the City Commission may by resolution appoint an officer of the City to perform the duties of the City Manager until she/he shall return or his/her disability shall  
cease.

**Sec. 3.2 - City Clerk.**

The City Commission shall appoint the City Clerk to serve at the pleasure of the City Commission. The City Clerk shall be removed by a majority vote of the City Commission. The term, conditions, and compensation of the City Clerk shall be established by the City Commission.

**Sec. 3.2.1 - Powers and Duties of the City Clerk.**

The City Clerk shall give notice of all City Commission meetings to its members and the public, and shall keep minutes of the City Commission's proceedings. The City Clerk shall perform such other duties as the City Commission may prescribe. The City Clerk shall maintain the seal of the City and attest the Mayor's or City Manager's signature on all documents, if needed.

**Sec. 3.3 - City Attorney.**

There shall be a City Attorney or law firm who shall be the head of the Office of City Attorney. The City Attorney or law firm shall be a member of the Florida Bar with at least five years' experience in the practice of law in Florida, and with limited applicability to the City Attorney (not the law firm) shall not, during his/her tenure of office, engage in any private practice of law. The City Commission shall appoint the City Attorney or law firm to serve at the pleasure of the City Commission. The City Attorney or law firm shall be removed by a majority vote of the City Commission. The term, conditions, and compensation of the City Attorney or law firm shall be established by the City Commission.

**Sec. 3.3.1 - Powers and Duties of the City Attorney.**

**The City Attorney shall:**

- A. Act as the legal advisor for the City and all of its officers in all matters relating to their official powers and duties.
- B. Prepare or review all ordinances, resolutions, contracts, bonds and other documents in which the City is concerned, and shall endorse on each his/her approval of the form, language, and execution.
- C. Prosecute or defend, for and in behalf of the City, all complaints, suits and controversies in which the City is a party, before any court, or other legally constituted tribunal.
- D. Attend all meetings of the City Commission.
- E. Recommend to the City Commission for adoption, such measures as he/she may deem necessary or expedient.
- F. Render opinions and/or reports on legal matters affecting the City.
- G. Perform such other professional duties as may be required by ordinance or resolution of the City Commission or by this Charter.
- H. Appoint and remove all unclassified personnel in the Legal Department.



**City of North Miami Beach**  
*Office of the City Clerk*

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**TO: Mayor and Council**

**FROM:** Pamela L. Latimore, CMC, City Clerk

**DATE:** August 2017

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**RE:** Guidelines for Protocol Services/Documents

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*Office of the City Clerk*