

Exhibit A

Street Renaming and Citizen Recognition Policy

CATEGORY 1

- I. **PURPOSE:** The purpose of this category is to establish a definitive, systematic and consistent process for the official renaming of streets and City owned facilities within the corporate limits of the City of Hallandale Beach.
- II. **CATEGORY 1 PROGRAM:** The City Commission may consider renaming/co-designation of a City street and facility upon recommendation by any member of the public to rename or co-designate a City street, public facility or building in memory of a City of Hallandale Beach resident. The City Commission may also co-designate or rename a street on its own initiative upon a supermajority vote to initiate the process and direct staff to notify affected property owners. For renaming initiatives initiated by the City Commission, the notice requirements in Article VII below still apply.
- III. **PROCEDURES:** All individuals or organizations shall submit a Naming Application to the City Clerk with a nonrefundable administrative fee of \$100.00. There will be two Application periods from January 1st to March 30th and August 1st to October 30th. Applications during the first period will be considered by the City Commission during the 1st Regularly Scheduled Commission Meeting of May. Applications during the second period will be considered by the City Commission during the 1st Regularly Scheduled Commission Meeting of December.

The application shall be reviewed and forwarded to the City Manager's Designee for processing which may include additional research and verification of information submitted.

The City Manager's Designee shall ensure all applications: a) Illustrate consistency of proposed name with applicable criteria; b) Describe individual's/organization's contributions to the City, d) Describe why the proposed renaming is an appropriate honor, and e) Original copy of signed petition to include at least 60% of all affected property owners and/or tenants on the requested co-designated street.

Following the initial review of the application(s), the City Manager's Office shall prepare an estimate of costs to execute the renaming if approved. The applicant will provide a signed agreement within 15 days of receipt of the estimate that the applicant will pay the estimated costs to the City if the application is approved. Upon receipt of the signed agreement for payment of costs the City Manager will forward the application to the Historical Preservation Board for further review. The Historical Preservation Board, upon their review, shall submit a recommendation to the City Commission. After an advertised Public Notice, the City Commission shall render its decision on the application(s). All applications or considerations for renaming or co-designation of a City of Hallandale

Beach street, facility, or building shall be approved by a super-majority (4/1) vote of the City Commission via resolution. Approval or denial of any application is at the sole discretion of the City Commission.

IV. APPLICATION CRITERIA:

1. Any member of the public may submit applications to rename or co-designate City streets, facilities and buildings.
2. The individual or organization being nominated must meet the following:
 - a) Deceased individual or dissolved corporation who has made a significant contribution to the community's good name and image, through volunteerism, leadership, financial contribution and/or other quality services. The quality of the contribution should be considered along with the length of service.
 - b) If the proposed street name change is for an individual, the individual must be a deceased, the application shall, at a minimum, contain documentation of the prospective individual's historical significance, in the form of biographies, awards, magazines, newspaper articles, essays, letters and similar materials describing the prospective individual's historical significance and proof of City residency.
 - c) The application shall include signed petitions to contain a minimum of 50% of all affected property owners and/or tenants currently residing on the proposed street. The petition shall contain, in addition to the signatures, the clearly printed names, address and contact information of all signatories.
 - Signatures by owners and/or tenants who sign multiple application petitions will not be accepted. Property owners and/or tenants can only sign for one petition during an application period.
3. The proposed name shall not duplicate the name of another street, facility or building within the City of Hallandale Beach. Similar applications that have previously renamed a street within the (10) years of the current application are also considered ineligible.
4. The proposed name will enhance the historic integrity of area being considered. Consideration shall be given to whether there is historical significance, geographical identifiers, and/or natural characteristics at the site.
5. The proposed name shall not be discriminatory, derogatory, or socially unacceptable.
6. The proposed name may not be a living member of the Hallandale Beach City Commission.

7. The proposed name should be compatible with the existing street naming system and appropriate with the given types of uses on the street.
8. The proposed name change should not negatively impact the provision of emergency services. The change should not result in confusion related to identifying and/or providing efficient access for emergency purposes.
9. If applicable, the application shall set forth the precise street to be renamed, along with a general location map of the street.
10. The proposed name change should not have an existing co-designation on the street or facility for which the change is being requested.
11. The City has final approval on the design and placement of markers/signs on City streets or facilities.

V. COSTS:

1. A nonrefundable Administrative Fee for renaming of the City of Hallandale Beach's public streets, facilities or buildings shall be One Hundred Dollars (\$100.00). This administrative fee shall not apply to recommendations for renaming of public streets, facilities or buildings made by members of the City Commission.
2. The Applicant shall bear all additional costs associated with the renaming of the City of Hallandale Beach's street, facility or building including but not limited to, the cost of City notices, mailings, recording, administration, and costs of all road signs and installation thereof.

VI. NON-ELIGIBLE CORRIDORS (COUNTY, STATE, AND OTHER ROADS WITHOUT LIMITATION)/AUTOMATIC DENIAL:

1. A request made to rename any of the following State and County or other major roadways:
Pembroke Road
Federal Highway/US-1
Hallandale Beach Boulevard (East and West)/SR 858
NE 1st Avenue/ Fashion Row
Dixie Highway (North and South)
Countyline Road/SW 11th Street
State Road A1A/Ocean Drive
Atlantic Shores Boulevard
Three Islands Boulevard
Golden Isles Boulevard

2. An incomplete application with required supporting documentation and proof and/or fee not submitted as required.
3. The petitioned street has already been renamed.
4. A similar request was proposed and considered by the City within three (3) years of the date of submittal of the application.
5. Another street, facility or building has already been so named within the City of Hallandale Beach or is concurrently being proposed for renaming with the same name.
6. The individual after whom the street, facility or building is to be renamed had been convicted of a felony or any crime involving moral turpitude or had pending charges of a felony or any crime involving moral turpitude at the time of his or her death.
7. Any application not meeting or contrary to the regulations hereinabove set forth.

NOTE: Incomplete applications or applications with information that is unverifiable will not be forwarded to the City Commission.

VII. NOTICE:

1. The City shall publish a Public Notice for the proposed name change at least seven (7) days prior to the date of the meeting in a newspaper of general circulation within the city in substantially the following form:

NOTICE OF STREET NAME CHANGE

Public notice is hereby given that the City Commission of the City of Hallandale Beach, Florida, will consider a Resolution changing the name of _____ to _____. A public hearing for this item is scheduled for _____.

2. Following a final determination by the City Commission, the City Clerk shall responsible for notice of approved changes to the offices of Hallandale Beach Police and Fire Rescue, Broward County Sheriff Office, Broward County Property Appraiser, Broward County Tax Collector, Broward County Supervisor of Elections, and the

United States Postal Service. The City shall issue an electronic Press Release of any street, facility or building name change within five (5) business of the approval.

CATEGORY 2

VIII. **PURPOSE:** The purpose of this category is to establish a definitive, systematic and consistent process for the official award of the Hallandale Beach Distinguished Citizen of the Year Award.

IX. **CATEGORY 2 PROGRAM:** This category shall establish criteria and procedures applicable to all individuals or organizations seeking to nominate any Hallandale Beach resident for the Hallandale Beach Distinguished Citizen of the Year Awards. The City Commission shall approve or deny the recommendation of the 'Ad Hoc Nominating Committee'.

X. **PROCEDURES:** All City residents or city groups/organizations shall submit a Hallandale Beach Distinguished Citizen of the Year Award nomination application to the City Clerk by the 2nd Friday of August of the year for which the nomination is being made.

The application shall be reviewed and forwarded to the City Manager's designee for processing. The complete application and all its findings shall be forwarded to the City's Ad Hoc Nominating Committee for review and final recommendation.

The Committee shall ensure all applications: a) Demonstrates written support for proposed name; c) Describe individual's/organization's contributions to the City; b) Contains supporting documentation including but not limited to photographs, biographies/curriculum vitae, articles, etc.; and c) Describe why the proposed renaming is an appropriate honor.

Following the Committee's review of the application, the Committee shall submit a recommendation to the City Commission. After an advertised public meeting, the City Commission shall render its decision on the nomination. All nominations or considerations for the 'Hallandale Beach Distinguished Citizen of the Year' shall be approved by majority (3/2) vote of the City Commission Via resolution. Approval or denial of any application is at the sole discretion of the City Commission.

XI. HALLANDALE BEACH DISTINGUISHED CITIZEN OF THE YEAR AWARD CRITERIA AND APPLICATION PROCEDURES:

1. The City of Hallandale Beach Distinguished Citizen of the Year Award will be presented annually at the first regularly scheduled City Commission meeting in December.
2. The award will be open to all living Hallandale Beach residents who meet one (1) or more of the following criteria:

- Has made significant philanthropic contributions for the benefit of the City. This could be as a volunteer to a City program or organization that benefits the City, such as the Police Athletic League, Human Services Department, Police Department or a civic group that provides support to the City.
- Has personally made monetary or in-kind contributions to benefit community or municipal programs or has made contributions that benefited the Hallandale Beach community through their business.
- Has organized activities that benefit the community as a whole (i.e. projects or volunteer efforts that directly benefit Hallandale Beach residents).
- Has had historical exemplary historical achievements or accomplishments during their career.

NOTE: Supporting documentation must be submitted with the application.

3. Nomination applications shall be submitted by any resident(s) of the City of Hallandale Beach or a civic group or organization within the City of Hallandale Beach.
4. Nomination applications must be submitted to the City Clerk's office no later than the 2nd week of August to be considered for the current year's award.
5. Nomination applications shall include photographs, articles, biographies, and curriculum vitae/resume, proof of City residency for the individual being recommended for the award.
6. The Mayor and City Commission shall at the first regularly scheduled meeting each September create an Ad Hoc Naming Committee "Committee" to review nominations, verify the background of the nominee, and submit the nominee to the City Commission.
7. The Committee shall be comprised of the Chair of the Historic Preservation Advisory Board, the Chair of the Parks and Recreation Advisory Board, one person appointed by the Mayor, the current honoree and one member appointed by the City Manager's office. If there is no current honoree or the current honoree is unavailable, the Vice Mayor shall have one appointment.
8. When applications are received, the Ad Hoc Naming Committee shall submit to the City Commission no more or no less than one (1) recommendation for the Award by the first regularly scheduled meeting in December.
9. The Mayor and City Commission will award the honor each year at the first regularly scheduled meeting in December. The Ad Hoc Naming Committee shall sunset each December upon presentation of the award.

10. The City Clerk shall have the honoree's names etched on the "Walk of Honor" memorial located on the Municipal Complex. Similar etching of the honoree's names shall be completed in the same location for recipients of the following awards and recognitions: Hallandale Beach Pioneer(s), Dr. Martin Luther King Jr. Humanitarian and Keys to the City.

11. The City shall be responsible for maintenance of the "Walk of Honor."

XII. COSTS:

1. No application fee shall apply for nomination applications.
2. The City shall bear all costs associated with the designation of the Hallandale Beach Distinguished Citizen of the Year Award, including but not limited to, the etching of the honoree's name on the 'Walk of Honor ' memorial located on the Municipal Complex.

XIII. NON-ELIGIBLE INDIVIDUALS/CIRCUMSTANCES RESULTING IN AUTOMATIC DENIAL:

1. Nominations which are political nature, submitted by a political committee, by a commercial venture or the person named as the nominee.
2. The individual being nominated had been convicted of a felony or any crime involving moral turpitude or had pending charges of a felony or any crime involving moral turpitude prior to or at the time of the application.
3. Nomination of a former honoree who received the award within the last five (5) Years.
4. Nomination of a deceased individual.

XIV. ADDITIONAL INFORMATION, REQUIREMENTS/RESPONSIBILITIES:

The City Clerk's Office is responsible for updating this policy.

(SAMPLE APPLICATION)

City of Hallandale Beach
Citizen Recognition Application

Please type or clearly print all information

Date of Application: _____

Applicant's Name: _____

Address: _____

Phone(s): _____

Fax: _____

E-mail: _____

Type of Application (please check one):

- Category 1 ()

New Name () Name Change () Addition to existing designation ()

- Category 2 ()

() Distinguished Citizen of the Year for _____ (insert year)

Location of proposed named site or memorial: _____

Current name: _____

Proposed name: _____

Name of person/organization (nominee) to be recognized: _____

Nominee's Address: _____

Nominee's Home Phone: _____ Work: _____

Is there City-owned property, building, facility, park, street, etc. with such a name in
Broward County

() No

() Yes, Please identify the location of public property or facility: _____

Reason for the proposed name change/designation: _____

Nominee's contributions or accomplishments (attach additional if necessary along with supporting documentation):

If the proposed name change is for a public or private street, what neighborhood(s) will be impacted by the name change? _____

☐ Yes, Applicant has attached the required supporting documents.

☐ No, Applicant shall obtain and submit the required supporting documents within Ten (10) days.

Please submit application to:
City of Hallandale Beach
City Clerk
400 S. Federal Highway
Hallandale Beach, FL 33009
Email: cityclerkoffice@cohb.org

Administrative Fees (check one):

☐ **Category 1:** Renaming or Co-designation of \$100.00 (nonrefundable)

☐ **Category 2:** Citizen of the Year Award None

Please attach check made payable to: The City of Hallandale Beach

Please indicate the number of pages submitted including the application: _____

I/we understand that submittal of this application does not imply approval the administrative fee is nonrefundable.

The City shall not be liable for any damage or loss. The Applicant releases and holds harmless the City, will not make a claim against or sue, and waives the right of recovery against the City and its officers, agents or employees for damage or vandalism to or loss of the improvement/memorial arising out of a person's negligent or intentional act, or other act, however caused.

(Applicant Signature)