



Town of Miami Lakes Memorandum

To: Honorable Mayor and Councilmembers

From: Councilman Tony Lama

Subject: Town Sponsored Events

Date: July 21, 2015

Recommendation:

This item is intended to address the use of town staff, resources, letterhead, email, etc. for non town sponsored events. We as elected officials are free to host our own events, but if official communication is to come from the Town, it must be an approved and budgeted event (if monies are required) by the council, the manager, or a town committee. For events not sponsored by the town, town resources, including email lists amassed by the town for resident communication, cannot be used.

If it is an event that will be communicated using town email or town resources will be leveraged, it must be an approved event, proper notification must be provided to all members of the community and the council, and every effort shall be made to accommodate the schedule of the council.

Fiscal Impact: None