

**City of Saratoga Springs**

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**XVI. RECOGNITION OF INDIVIDUALS**

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**Office of Finance**

**Adopted March 16, 2004**  
**Updated August 7, 2012**  
**Updated June 18, 2013**

## XVI. RECOGNITION OF INDIVIDUALS

Recognition of individuals who have given generously of their time and talents in furtherance of the public good is a lawful and proper exercise of municipal authority. The giving of tokens of appreciation to such individuals has been recognized as appropriate by the Office of the State Comptroller on many occasions.

| The Comptroller has specified that gifts to such individuals from the municipal authority should be of nominal value and pursuant to a program developed by the municipality.

| The following is a program for gifts that may be given to individuals from the City who have made outstanding contributions to our government and our community.

### **Level 1**

This category includes gifts to individuals who have participated in a single task, project, or activity in the public interest. Gifts in this category include pins, medals, plaques, and certificates of recognition or merit. Gifts in this category shall not exceed \$15.00 in value.

### **Level 2**

This category includes gifts to individuals who have participated in numerous tasks, projects, or activities in the public interest over a period of 5 years or more, as well as individuals who have served as employees of the City of Saratoga Springs for a period of 10 years or more. Gifts in this category include all the gifts in Level 1, as well as gift certificates, trophies, and jewelry. Gifts in this category shall not exceed \$50.00 in value.

### **Level 3**

This category includes gifts to individuals who have participated in numerous tasks, projects, or activities in the public interest, and have brought significant specialized knowledge or experience as part of their contribution to the public interest, as well as individuals who have served as employees of the City of Saratoga Springs for a period of 15 years or more. Gifts in this category include all the gifts in Level 1 and 2, as well as dinners, specialty and custom made awards, and cash awards. Gifts in this category shall not exceed \$75.00 in value.