



STAFF REPORT

CITY OF GREEN COVE SPRINGS, FLORIDA

TO: Regular Session

MEETING DATE: July 6, 2021

FROM: Erin West, City Clerk

SUBJECT: City Council approval of the new process for Proclamations, Letter of Honor, and Key to the City. *Erin West*

BACKGROUND

Attached is the application form to be completed for Proclamations, Letter of Honor, and Key to the City.

It is requested that the application be submitted to staff in advance so that the proper items can be prepared and presented to the Council for approval a minimum of one (1) meeting before the item will be presented to the recipient.

FISCAL IMPACT

RECOMMENDATION

Approve the new process for Proclamations, Letter of Honor, and Key to the City which will include being approved by the Council a minimum of one meeting before the item will be presented to the recipient.