



STAFF REPORT

CITY OF GREEN COVE SPRINGS, FLORIDA

TO: Regular Session

MEETING DATE: April 16, 2024

FROM: Erin West, City Clerk

SUBJECT: City Council approval of the updated policy of the City Council entitled “Ceremonial Guidelines for Certificates, Proclamations, and Keys to the City.” *Erin West*

BACKGROUND

Attached to this agenda items is an updated request form and more detailed procedures to help staff and citizens with the process.

In 2018 the City Council approved the Ceremonial Guidelines policy to provide a guideline for procedures and requirements for requests from individuals, organizations, or City Staff.

In 2021 the City Council updated the guidelines to state that applications needed to be received in advance so that the Council could approve the request one meeting prior to presentation.

FISCAL IMPACT

NA

RECOMMENDATION

Approve the updated policy entitled “Ceremonial Guidelines for Certificates, Proclamations, and Keys to the City.”