

# **STAFF REPORT SPECIAL MEETING**

**AGENDA DATE:** June 26, 2025

**DEPARTMENT:** City Commission

**TITLE:**

Guidelines for proclamations and flag raisings

**SUMMARY:**

The City receives many requests for proclamations but there is no direction regarding which proclamations are put on an agenda. There are no guidelines for flag raisings either.

**BACKGROUND AND JUSTIFICATION:**

Municipalities handle proclamations in various ways:

1. They do not have any proclamations
2. The City Manager and/or Mayor/City Clerk decide which proclamations to put on an agenda
3. Proclamations are only for city-related events such as an employee week (like Public Works Week) or for a special occasion for an involved resident

Most cities only fly the State and City flags.

**DIRECTION:**

Seeking direction regarding proclamations and flag raisings

**ATTACHMENT(S):**

N/A