



LAWRENCEVILLE

GEORGIA

AGENDA REPORT

MEETING: REGULAR MEETING, MAY 22, 2024

AGENDA CATEGORY: CONSENT AGENDA

Item:	Ceremonial Documents Policy
Department:	City Manager
Date of Meeting:	Wednesday, May 22, 2024
Fiscal Impact:	N/A
Presented By:	Michael Fischer, Assistant City Manager - Operations
Action Requested:	Approval of policy to provide a set of standard guidelines and procedures for the issuance and to establish standards for Ceremonial Documents which include: Proclamations by the Mayor, Recognitions at City Council Regular Meetings by the Mayor, and Letters from the Mayor.

Summary: The City of Lawrenceville believes that individuals and/or organizations should have the opportunity to be recognized through noteworthy contributions and/or achievements of individuals and organizations that positively directly impact the City's citizens.

Background: Among the many ceremonial functions of the Office of Mayor, is recognizing and honoring people, events, activities, organizations, etc. that positively directly impact the City of Lawrenceville Community through Recognitions which include: the issuance of Proclamations from the Mayor, Letters from the Mayor, and Recognitions at City Council Regular Meeting by the Mayor.

Concurrences: City Manager, Assistant City Manager – Operations, City Clerk

Attachments/Exhibits: Ceremonial Documents Policy