

**RESOLUTION NO. 23-157**

**A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, ADOPTING A POLICY REGARDING CEREMONIAL DECLARATIONS.**

**BE IT RESOLVED**, by the City Council that the Proclamation Policy regarding the issuance of ceremonial documents by the City, in substantially the form **attached** as Exhibit A and presented to the Council today, is hereby adopted.

**THIS RESOLUTION** shall be effective immediately upon passage.

**PASSED** in regular session this 13<sup>th</sup> day of April, 2023.

**CITY OF PANAMA CITY BEACH**

By:   
Mark Sheldon, Mayor

**ATTEST:**

  
Lynne Fasone, City Clerk

## **PROCEDURES FOR CEREMONIAL GUIDELINES FOR PROCLAMATIONS, LETTERS OF HONOR, CERTIFICATES OF SPECIAL RECOGNITION, AND KEYS TO THE CITY**

The City of Panama City Beach receives requests for special recognition of individuals, organizations and for promotion of special or annual events. Dependent upon the request, the recognition document is issued in the form of a Letter of Honor, Certificate of Special Recognition, Proclamation, or Key to the City.

### **Policy**

**Purpose:** The purpose of this policy is to establish a process and set parameters for the issuance of ceremonial documents, and to serve as a guide for the submittal of such requests, and for the following reasons:

- Recognition of action or service above and beyond the call of duty;
- Recognition of extraordinary achievement of a City employee, resident, business or organization;
- Supporting actions that improve the quality of life of the City of Panama City Beach community; or
- Supporting issues championed or sponsored by a City Councilperson.

### **General Information**

**Letters of Honor / Certificates of Special Recognition** are ceremonial documents that recognize an individual, business or organization's service or extraordinary achievement. They are wholly ceremonial in nature and signed by the Mayor. They may be presented at a private meeting or event, picked up at City Hall or mailed to the applicant.

**Proclamations** are official announcements or public declarations issued by all members of the City Council and sealed by the City Clerk as a document of goodwill. They are ceremonial in nature, and do not constitute legislative action. Proclamations shall only be considered for City residents, City employees, property owners, businesses, organizations, or events exclusive to or based in the City of Panama City Beach. Proclamations will not be issued for campaigns or events contrary to City policy; anything that may suggest an official City position on a matter under consideration; or individual recognitions or milestones. Proclamations may be presented at a Council meeting or at a private meeting or event.

**Keys to the City** are an honor bestowed upon persons of distinction to the City of Panama City Beach. The Key to the City symbolizes outstanding civic contributions by the recipient. The Key to the City is the City's most prestigious award, is to be bestowed sparingly for exceptional service, achievement, or contribution to the City, and only upon the request or sponsorship by an elected City official. They may be presented at a Council meeting or City sponsored event.

### **Request Process**

Requests for a Proclamation must be submitted to the City Clerk in writing at least 10 days prior to the requested presentation of the Proclamation. Requests for proclamations which are not timely received, or do not meet the criteria for issuance of a Proclamation, will be issued a Letter of Honor or Certificate of Special Recognition.

Requests for a Letter of Honor or Certificate of Special Recognition must be submitted to the City Clerk in writing at least 3 days prior to the presentation/event.

Requests for a Key to the City must be submitted to the City Manager at least 14 days prior to anticipated presentation at a Council meeting and must be sponsored by an elected City official.

All requests must identify:

- the applicant;
- the applicant's status as a City resident, property owner, business owner, organization or event holder;
- the person, organization, issue or event to be recognized; the type of recognition desired (Letter of Honor, Certificate of Special Recognition, Proclamation, or Key); and
- any text the applicant desires to see in the recognition document.

The City Clerk's office will initially review all applications and forward to the Mayor or Council for approval.