

SUBJECT – CITY COUNCIL Key to the City	Number 115.18	Revised 05-08-23 XX-XX-25	Effective Date 09/28/15	Page 1 of 1
---	--------------------------------	--	---	--------------------

I. PURPOSE

The purpose of this policy is to provide guidance to Council on presenting the “Key to the City” as recognition and a gesture of goodwill to recognize deserving individuals, organizations, or entities as “Ambassadors-at-Large”.

II. GUIDELINES

1. It shall be at the Mayor’s discretion who is issued the “Key to the City” as he/she deems appropriate. Council will be notified when a Key to the City is to be initiated and presented. If the Mayor is unavailable to present, the order of presentation shall be followed: Mayor Pro Tem, District Council Member, then the most Senior Council Member.
- 2.
3. The presentation of the “Key to the City” will be presented during a Council meeting whenever practical.