

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY OF SANTA CLARA, CALIFORNIA
AMENDING COUNCIL POLICY 007 ENTITLED “CONSTITUENT
REQUESTS ADDRESSED TO CITY COUNCIL”**

WHEREAS, Council Policy 007, entitled “Constituent Requested Addressed to City Council,” provides a general framework for the handling of constituent requests; and

WHEREAS, the amended Council Policy 007, entitled “Constituent Requests Addressed to City Council,” provides general guidance on the process for addressing different citizen complaints; and,

WHEREAS, the amended policy is intended to cover requests and inquiries from City labor unions and entities (for profit and nonprofit) that conduct or seek to conduct business with the City and entities that receive/seek support from the City in the form of grants or other contributions; and

WHEREAS, the amended policy includes guidance on the process for addressing constituent requests for service, operational and policy interpretation questions, and legal inquiries.

NOW THEREFORE, BE IT RESOLVED BY THE CITY OF SANTA CLARA AS FOLLOWS:

1. That Policy and Procedure 007 entitled “Citizen Complaints Addressed to the City Council”, is amended to Council Policy 007 entitled “Constituent Requests Addressed to City Council,” attached here as Attachment 1, is hereby approved and adopted.

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2. Effective date. This resolution shall become effective immediately.

I HEREBY CERTIFY THE FOREGOING TO BE A TRUE COPY OF A RESOLUTION PASSED AND ADOPTED BY THE CITY OF SANTA CLARA, CALIFORNIA, AT A REGULAR MEETING THEREOF HELD ON THE 30TH DAY OF JANUARY, 2024, BY THE FOLLOWING VOTE:

AYES: COUNCILORS:

NOES: COUNCILORS:

ABSENT: COUNCILORS:

ABSTAINED: COUNCILORS:

ATTEST: _____
NORA PIMENTEL, MMC
ASSISTANT CITY CLERK
CITY OF SANTA CLARA

Attachments incorporated by reference:

1. Council Policy 007 entitled "Constituent Requests Addressed to City Council"