



Legislation Details (With Text)

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**Title:** Action on Adopting a Resolution to Amend Council Policy 020 (“Proclamations”)

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**Attachments:** 1. RTC 20-312, 2. Revised Council Policy 020 - Proclamations, Commendations, and Certificates of Recognition, 3. Resolution to Amend Council Policy 020, 4. Resolution No. 21-8932

Date	Ver.	Action By	Action	Result
1/26/2021	1	City Council and Authorities Concurrent	Approved	Pass

**REPORT TO COUNCIL**

**SUBJECT**

Action on Adopting a Resolution to Amend Council Policy 020 (“Proclamations”)

**COUNCIL PILLAR**

Enhance Community Engagement and Transparency

**BACKGROUND**

At the Governance and Ethics Committee (Committee) meeting held on December 7, 2020, staff brought forward the attached report (Attachment 1) which proposed revisions Council Policy 020 entitled “Proclamations.” The attached report includes the current version of Council Policy 020, which was last revised in September 2012, the clean and redline versions of the amended policy, and a resolution to amend the policy.

The Committee approved (3-0) staff’s recommendation and referred the amended version of Council Policy 020 (Attachment 2) to the full City Council (Council) for final approval.

**DISCUSSION**

The purpose of amending Council Policy 020 is to establish the policy, procedure, and criteria for the three categories of ceremonial recognition documents: proclamations, commendations, and certificates of recognition. The amended version of Council Policy 020 has also been revised to expand on the current proclamation criteria and procedure.

The amended policy clearly states that proclamations may be issued to honor or highlight a special period of observance (e.g., days, weeks, months), civic celebration, or recognition of a community, regional, state, or national occasion to cover issues that have widespread community interest with a primary emphasis on requests in support of Council’s goals and objectives; commendations may be issued to individuals, groups, organizations, or businesses with a connection to the City for

milestones or major achievements that have community-wide significance; and certificates of recognition may be issued to individuals, groups, organizations, or businesses with a connection to the City for individual or group achievement, exceptional contributions to the Santa Clara community, or commemorative events or occasions.

The amendments to the policy include:

- Title change from “Proclamations” to “Proclamations, Commendations, and Certificates of Recognition” as the amended policy now incorporates proclamations, commendations, and certificates of recognition;
- Expanded criteria and procedure for proclamations;
- Establishment of policy, procedure, and criteria for commendations and certificates of recognition;
- Clarification of who holds authority to issue proclamations, commendations, and certificates of recognition; and
- Reduction to the number of years of service for City of Santa Clara and Santa Clara Unified School District employees to be eligible for recognition from 30 years to 20 years.

As directed by the Committee at their December 7, 2020 meeting, staff recommends that the Council adopt a resolution to amend Council Policy 020 (Attachment 3).

### **ENVIRONMENTAL REVIEW**

The action being considered does not constitute a “project” within the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines section 15378(a) as it has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.

### **FISCAL IMPACT**

There is no fiscal impact to the City other than administrative staff time.

### **COORDINATION**

This report was coordinated with the City Attorney’s Office.

### **PUBLIC CONTACT**

Public contact was made by posting the City Council agenda on the City’s official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City’s website and in the City Clerk’s Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk’s Office at (408) 615-2220, email [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov) <<mailto:clerk@santaclaraca.gov>>.

### **RECOMMENDATION**

Adopt a resolution to amend Council Policy 020 as recommended by the Governance and Ethics Committee.

Reviewed by: Nadine Nader, Assistant City Manager

Approved by: Deanna J. Santana, City Manager

### **ATTACHMENTS**

1. RTC 20-312
2. Revised Council Policy 020 - Proclamations, Commendations, and Certificates of Recognition
3. Resolution to Amend Council Policy 020