



Agenda Report

20-1409

Agenda Date: 2/10/2020

REPORT TO GOVERNANCE AND ETHICS COMMITTEE

SUBJECT

Action on the Police Department's Recommendation to Name the Police Building's Temporary Holding Facility

BACKGROUND

On September 4, 2019, the City Council adopted Council Policy Manual 035 entitled "Naming of Facilities" to establish criteria and procedures for the naming of City of Santa Clara (City) buildings and facilities. Council Policy 035 is included with this report as Attachment 1.

For the purpose of this report, the term "facility" shall mean property, other than streets, owned by the City, portions thereof and amenities or appurtenances thereto.

The City Council shall name facilities in recognition of the following:

- Individuals, living or deceased, who have made outstanding contributions to the City of Santa Clara or Santa Clara community
- Individuals, living or deceased, who have made contributions of local, state, national, or worldwide significance
- Geographic location, prominent environmental feature(s), or historical significance, of the area that the building/facility is located

The Governance and Ethics Committee shall review all naming recommendations at a publicly noticed meeting. In turn, the Governance and Ethics Committee will make a recommendation to City Council to accept or deny the proposal.

DISCUSSION

The Police Department would like to name the Police Building's Temporary Holding Facility in honor of Carla Munoz as she was an individual who made outstanding contributions to the Santa Clara community.

Carla Munoz began her career with the City of Santa Clara in 1975 volunteering as a Police Cadet. From February 1998 - November 1999, she worked as-needed as a Law Clerk I. In November 1999, she was hired full-time as a Community Service Officer. In March 2000, she promoted to the Police Department's first ever Jail Service Officer (JSO).

JSOs manage the Temporary Holding Facility, fingerprint and photograph arrestees in the booking process, conduct searches and inventory of property, maintain all detention records, monitor building security, participate in facility inspections and audits, release prisoners, lead tours and support the customer services needs at the front desk. JSOs are certified to utilize specialized equipment, and Carla served as a trainer for many of the devices used in the Temporary Holding Facility.

During her career, she was instrumental in developing internal policies guided by State and Federal mandates. In addition, she served on the advisory committee for the design, planning and operation of the Temporary Holding Facility in Levi's Stadium which opened in 2014.

Outside of work, Carla was very generous with her time. She was a fixture at Special Olympics and Police Activities League (PAL) events and was instrumental in establishing the PAL Golf Tournament.

Carla wore JSO Badge 1 until her retirement on November 3, 2019. She passed away two weeks later on November 17, 2019. The City Council adjourned their November 19, 2019, meeting in Carla's honor.

Police Department employees would like to name the Police Building's Temporary Holding Facility in Carla's honor. The Department would hang a sign and photo at each of its two entrances in remembrance of their colleague and friend.

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(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

FISCAL IMPACT

There is minimal fiscal impact as a result of this action. The Police Department would utilize Asset Forfeiture Funds to purchase two signs, one at each entrance to the Temporary Holding Facility, to name the space in Carla's honor.

COORDINATION

This report was coordinated with the City Manager's Office and the Mayor and Council Offices.

PUBLIC CONTACT

Public contact was made by posting the 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>> or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

Approve that the naming of the Police Building's Temporary Holding Facility as the "Carla Munoz Temporary Holding Facility" be recommended for consideration by the full City Council.

Reviewed by: Daniel Winter, Assistant Chief of Police

Approved by: Deanna J. Santana, City Manager

ATTACHMENT

1. Council Policy 035