



AGENDA REPORT

Department: City Manager's Office
Prepared by: Shelley Chapel, MMC, City Clerk
Meeting Date: Tuesday, June 20, 2023
Approved by: Armando Vergara, Interim City Manager

SUBJECT:

City Council Discussion and Direction Regarding Revisions to City Council Policy No. 104: Rules of Procedural and Order for City Council Meetings

RECOMMENDATION:

Discuss and Provide Direction to Staff Regarding Revisions to the City Council Policy No. 104: Rules of Procedural and Order for City Council Meetings; XIV Procedural Matters, E (Proclamations).

BOARD/COMMISSION/COMMITTEE PRIOR ACTION:

Not Applicable.

EXPLANATION:

Councilmember Rodriguez submitted a City Council Policy #105 request on the Agenda for the Regular City Council meeting of May 5, 2023. The request was to review and discuss City Council Policy No. 104: Rules of Procedural and Order for City Council Meetings; XIV Procedural Matters, E. (Proclamations)

Current Policy

- E. Proclamations: It is the policy of the City Council to issue proclamations for certain individuals, organizations, events, or causes, when such a proclamation positively impacts the community and conveys an affirmative message to residents.
1. Discretion should be used in determining whether or not to issue a proclamation. Proclamations that are political in nature, are controversial, or that likely would not enjoy a high level of community interest and support, are discouraged.
 2. It is the policy of the City Council to process requests for proclamations in the following manner:
 - a. Requests for proclamations will be made through the Mayor's Office;
 - b. If the Mayor determines that the proclamation request is consistent with the policy stated above, the Mayor will direct his or her staff member to prepare the proclamation and the proclamation will be issued.
 - c. Upon receipt of the draft proclamation language, the Mayor will direct the City Manager to place the item on a meeting agenda depending on the nature and time-sensitive nature of the request.

Suggested Changes per City Council Policy 105 Request dated May 5, 2023:

Modify: Section 2 (a)(b)(c)

(a) Requests for proclamations can be made by any Council Members' Office

(b) The Mayor and Councilmember filing the request will determine the language used in the proclamation, the Mayor will then direct his or her staff member to prepare the proclamation and the proclamation will be issued with all of the Council Member signatures.

(c) Upon receipt of the draft proclamation language, the Mayor and Councilmember filing the request will direct the City Manager to place the item on a meeting agenda depending on the nature and time-sensitive nature of the request.

As per City Council Policy 105; once a majority of the City Council has voted to include an item at a subsequent City Council Meeting including a brief report to allow for discussion on the merit of the item and provide staff direction.

Upon direction from City Council, staff would come back to the City Council at a future date with proposed changes to the Policy and other recommended policy actions to consider regarding the Proclamation Process.

FINANCIAL STATEMENT:

Not Applicable.

RELATED CITY COUNCIL 2020-2025 STRATEGIC PLAN GOAL:

Not Applicable

ENVIRONMENTAL REVIEW:

This is not a project under CEQA and is therefore not subject to environmental review.CCR15378; PRC 21065.

PUBLIC NOTIFICATION:

Agenda Report posted within 72 hours of meeting date and time in accordance with Brown Act.

ORDINANCE:

Not Applicable

EXHIBIT:

Exhibit A – City Council Policy No. 104