



AGENDA REPORT

Department: City Manager's Office
Prepared by: Shelley Chapel, MMC, City Clerk
Meeting Date: Tuesday, August 15, 2023
Approved by: Ben Martinez, Interim City Manager

SUBJECT:

Amendment to City Council Policy No. 104: Rules of Procedure and Order for City Council Meetings - Proclamations

RECOMMENDATION:

Options:

- #1 Leave policy as is; or
- #2 Modify as presented in the 105 request by Councilmember Rodriguez, Exhibit B (Redline) to read:
 - (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; or*
- #3 Accept changes to policy in Exhibit C (Redline) to add line Item d to current policy:
 - (d) *Mayor and City Councilmembers will sign all Proclamations. The Mayor's Office will have an electronic signature file of each Councilmember on record to be used in the event that a City Councilmember is unable or unavailable to sign the Proclamation*

If options 2 or 3 are chosen, adopt the resolution that reflects changes (Exhibit D) or (Exhibit E) Adopt a Resolution Entitled, "Resolution of the City Council of the City of National City, California, Approving an Amendment to City Council Policy Manual Policy 104: Rules of Procedure and Order for City Council Meetings – XIV Procedural Matters, E(2). (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 16, 2023. The request was to review and discuss City Council Policy No. 104: Rules of Procedure and Order for City Council Meetings; XIV Procedural Matters, E (2). (Proclamations). A majority of the City Council approved the item to return to a future meeting to discuss the merits of the item.

On June 20, 2023, Councilmember Rodriguez discussed the merits of the item and requested staff return with a revised procedure regarding Councilmember Signatures on Proclamations. A majority of the City Council approved staff returning with an amendment to the policy, with Mayor Morrison and Vice-Mayor Molina voting No.

Staff has polled local cities, as is standard practice on items such as this, to determine best practices and consistency throughout the County of San Diego. For responses, see Exhibit A. Results of the Poll show of the 17 cities polled:

- Mayor Only Signs All Proclamations = 13
- Full City Council Signs All Proclamations = 1
- Full City Council Signs Only if Proclamation is Presented at a City Council Meeting = 2
- Mayor Only Signs Letter of Appreciation and Presented in Lieu of Proclamation = 1

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, by Councilmember Rodriguez.

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 Councilmember 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.*

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

EXHIBITS:

Exhibit A – Survey of San Diego County Cities

Exhibit B – City Council Policy No. 104 – (Redline) – Option 2

Exhibit C – City Council Policy No. 104 – (Redline) – Option 3

Exhibit D – Resolution – Option 2

Exhibit E – Resolution – Option 3