



**CITY COUNCIL AGENDA ITEM NO. G.5**  
**12/12/2023**

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**SUBJECT:** Amending City Council/Administrative Policy 110-04 Procedures for Ceremonial Documents related to the process for Proclamations

**DEPARTMENT:** City Manager's Office

**STAFF:** Tim Ogden, City Manager  
Margaret Wimberly, City Clerk

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### **TITLE/RECOMMENDATION**

Adopt a Resolution amending City Council/Administrative Policy 110-04 Procedures for Ceremonial Documents related to the process for Proclamations

### **FISCAL IMPACT**

There is no fiscal impact associated with this action.

### **BACKGROUND**

On September 26, 2023, Vice Mayor Meyer requested a future agenda item for the review of the presentation process for proclamations. On October 10, 2023, the City Council continued consideration of the request from Vice Mayor Meyer regarding the review of the presentation process for proclamations to the City Council meeting of October 24, 2023.

At the City Council meeting of October 24, 2023, following Council's discussion of the request, direction was provided to staff to spend time and resources updating the appropriate policies to (a) require that proclamations remain on the Consent Calendar unless there is someone present to accept them, and (b) clarify the process if a proclamation is pulled from Consent, whereby it will either (1) be read by the Councilmember who pulled it, or (2), if multiple Council Members request to present the proclamation, that it be read by the Mayor. Staff has updated the attached policy with the requested changes for Council consideration and possible adoption.

### **CITY COUNCIL STRATEGIC INITIATIVE**

Not Applicable.



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**PREVIOUS ACTION**

Previous Action by the City Council is included on Attachment 1.

**DATE OF NOTICE**

Not Applicable.

**ENVIRONMENTAL DETERMINATION**

Not Applicable.

**ATTACHMENT(S)**

1. Previous Action
2. Resolution
3. Draft Policy 110-4