

RESOLUTION NO. 2023-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
BRENTWOOD AMENDING COUNCIL POLICY 110-4
PROCEDURES FOR CEREMONIAL DOCUMENTS**

WHEREAS, staff receives numerous requests for ceremonial documents; and

WHEREAS, staff spends a great deal of time responding to requests and preparing ceremonial documents; and

WHEREAS, Council Policy 110-4 sets forth the types of documents that may be issued for the various types of events and requests, and establishes appropriate time frames for such requests; and

WHEREAS, on April 26, 2022, the City Council directed staff to adopt a policy where proclamations would be placed on the Consent Calendar, unless a proclamation was made through a special request, or if a Council Member would like to recognize someone specifically, in which case those proclamations could be placed under Presentations, and in the event a recipient is present to receive the proclamation, the item could be pulled from the Consent Calendar; and

WHEREAS, On October 24, 2023, the City Council, by motion, directed staff to spend time and resources updating the appropriate policies to (a) require that proclamations remain on Consent 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.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Brentwood that City Council amends Council Policy No. 110-4 Procedures for Ceremonial Documents provided in the attached Exhibit "A".

PASSED, APPROVED AND ADOPTED by the City Council of the City of Brentwood at a regular meeting held on the 12th day of December, 2023 by the following vote: