



Council & Authorities Concurrent Meeting

Item #6 RTC 24-634

**Action on Recommendation from
Governance and Ethics Committee
to Amend Council Policy 020
("Proclamations, Commendations
and Certificates of Recognition") to
update the definitions and process
for issuing proclamations,
commendations and certificates of
recognition**

September 10, 2024



**City of
Santa Clara**

The Center of What's Possible

Background

- **Council Policy 020** provides guidelines to identify the authority, criteria and procedure for recognition of individuals, groups, businesses, special periods of observance, or occasions by issuance of Proclamations, Commendations & Certificates of Recognition
- **March 4, 2024:** Staff presented background and benchmarking from other agencies to Governance and Ethics Committee
- **June 3, 2024:** Based on feedback, staff returned with proposed amendments for Council Policy 020. The Committee approved staff's recommendations to be forwarded to Council for consideration.



2

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Council Policy 020		
Various Types of Recognitions		
Proclamations	Commendations	Certificates of Recognition
Proclamations are issued to highlight specific periods of observance (e.g. days, weeks, months), civic celebrations, or community, regional, state, or national occasions with significance to Santa Clara.	Commendations are issued to individuals, groups, organizations, businesses, or programs of significance with a connection to the City for major milestones or achievements.	Mayoral Certificates of Recognition are issued to individuals, groups, organizations, businesses, or programs with a connection to the City for individual or group achievement, or contributions to the Santa Clara community
Ex: Pride Month, Hispanic Heritage Week, Fire Prevention Week, Law Day, Black History Month	Ex: Miss CA, Retired Employees (20+ years), Eagle Scout Ranks, Santa Clara Woman's Club 120 th Anniversary, championship titles.	Ex: Students, Scout Troops, new businesses, grand opening or ribbon cutting ceremonies.

3

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Council Policy 020	
Current Process	
- Based on the City Charter, the Mayor is the presiding officer and the official head of the City for all ceremonial purposes. - Consistent with this, over the years, the Mayor has presided over City ceremonial functions and maintained approval authority over ceremonial proclamations and recognition. Mayor approves all City Proclamations, Commendations, and Certificates of recognition (citywide and at the district level).	
Proposed Amendments	
In the event the Mayor elects not to authorize proposed recognition, the process allows a City Councilmember to request approval of their proposed proclamation, commendation, or certificate of recognition by the full City Council in alignment with Council Policy 030.	

4



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Proposed Amendments

- 2. Definition for Proclamations:** Staff proposes removing proclamations that are issued for *“issues and actions”*, as these are positions, which should be reviewed through the Legislative Advocacy Position Policy or Citywide Resolution process.
- 3. City Council District Certificates of Recognition:** Committee approved the proposed consideration for *District Certificates of Recognition* issued to individuals/groups for achievement or contributions in the City Council district.
- 4. Signatures:** 1) Proposed to include **full City Council signatures on Proclamations & Commendations** 2) Proposed to include the **Mayor and City Councilmember’s signatures on District Certificates** 3) Signatures are automatically included, unless changes requested 4) Annual List will be shared with City Council

5

Proposed Changes (red)	Proclamations	Commendations	Mayoral Certificates of Recognition	City Council District Certificates of Recognition
Requested by:	Any member of the public or Mayor/Council	Any member of the public or Mayor/Council	Any member of the public or Mayor/Council	Any member of the public or Mayor/Council
Approved by:	Mayor Note: In the event the Mayor elects not to authorize proposed recognition item, City Councilmembers may request approval by the full City Council in alignment with Council Policy 030.			
Signatures:	Mayor and City Council	Mayor and City Council	Mayor	Mayor and City Councilmember
Definition:	Proclamations are issued for special periods of observance (e.g., days, weeks, or months), civic celebrations, or local, community, regional, state, or national occasions or programs with significance to the City of Santa Clara. Proposed to remove: <i>“issues or actions”</i> .	Commendations are issued to individuals, groups, organizations, businesses, or programs of significance with a connection to the City for major milestones or achievements that have community-wide significance, employees retired from the City or Santa Clara Unified School District for 20+ years of service.	Mayoral Certificates of Recognition are issued to individuals, groups, organizations, businesses, or programs with a connection to the City for individual or group achievement, or contributions to the Santa Clara community	City Council District Certificates of Recognition are issued to individuals, groups, organizations, businesses, or programs with a connection to the City for individual or group achievement, or contributions to the City Council district.


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Proposed Proclamation


City of Santa Clara
Proclamation

SAMPLE

WHEREAS, every day, more than 20 million dedicated public servants in crisis across our Nation go to work to make sure that America works for everyone; and

WHEREAS, since 1985, the first full week of May has been set aside as Public Recognition Week in honor those who serve their community through public service; and

WHEREAS, many public servants, including police officers, firefighters, public works staff, water and sewer utilities crews, and electric utilities workers that provide essential services to ensure our residents receive the services they need and keep our communities safe; and

WHEREAS, when we recognize our public servants and give them the resources they need, they will provide high-quality services and build a strong foundation for our community to flourish;

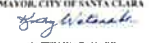
NOW, THEREFORE, I, LISA M. GILLMOR, by virtue of the authority vested in me as Mayor, and on behalf of the entire City Council, do hereby proclaim

Public Service Recognition Week

in the City of Santa Clara and encourage all residents to recognize the accomplishments and contributions of government employees

Given under my hand and the Seal of the City of Santa Clara, California, this 7th day of May 2024.


 LISA M. GILLMOR
 MAYOR, CITY OF SANTA CLARA


 KATHY WATANABE
 COUNCILMEMBER, DISTRICT 1


 RAJ CHAHAL
 COUNCILMEMBER, DISTRICT 2


 ANTHONY BECKER
 VICE MAYOR, DISTRICT 6


 KEVIN PARK
 COUNCILMEMBER, DISTRICT 4


 SUDDS JAIN
 COUNCILMEMBER, DISTRICT 5



7


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Proposed Commendation


City of Santa Clara
Commendation

SAMPLE

WHEREAS, the Santa Clara Woman's Club was founded as a community improvement society; and

WHEREAS, the club campaigned for women's suffrage in California and the nation, and celebrated the one hundredth anniversary of the California women's voting rights act with a display at the Central Library and a play; and

WHEREAS, the club continues to contribute to those in need in our community by donating food, meals, toys & gift cards, hygiene bags, care boxes, coats & blankets, greeting cards, cell phones, eyeglasses, and a nursing scholarship; and

WHEREAS, the club preserves and maintains the California State Landmark The Adobe at their clubhouse;

NOW, THEREFORE, I, LISA M. GILLMOR, by virtue of the authority vested in me as Mayor, and on behalf of the entire City Council, do hereby recognize

The Santa Clara Woman's Club

and commend the organization for its service to the City of Santa Clara.

Given under my hand and the Seal of the City of Santa Clara, California, this 17th day of April, 2024.


 LISA M. GILLMOR
 MAYOR, CITY OF SANTA CLARA


 KATHY WATANABE
 COUNCILMEMBER, DISTRICT 1


 RAJ CHAHAL
 COUNCILMEMBER, DISTRICT 2


 ANTHONY BECKER
 VICE MAYOR, DISTRICT 6


 KEVIN PARK
 COUNCILMEMBER, DISTRICT 4

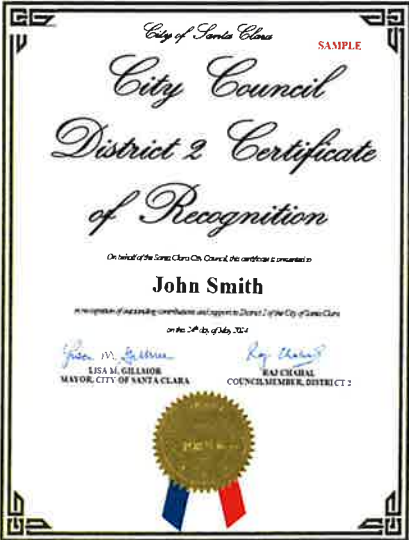

 SUDDS JAIN
 COUNCILMEMBER, DISTRICT 5



8


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Proposed City Council District Certificates



9


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Benchmark Neighboring Cities

Jurisdiction	Approval Process	Document Bears Signature	Council Districts
City of Campbell	The Mayor is designated to authorize proclamations. City Councilmembers make their requests to the Mayor.	Mayor	5
City of Cupertino	The Mayor is designated to authorize proclamation and certificates of appreciation. City Councilmembers make their requests to the Mayor.	Mayor	None
City of Fremont	The Mayor is designated to authorize ceremonial resolutions, certificates of recognition, proclamations. City Councilmembers make their requests to the Mayor.	Mayor	6

10


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Benchmark Neighboring Cities

Jurisdiction	Approval Process	Document Bears Signature	Council Districts
City of Milpitas	The Mayor is designated to authorize Proclamations and Commendations. City Councilmembers make their requests to the Mayor.	Mayor	None
City of Palo Alto	The Mayor is designated to authorize Proclamations, Commendations and Certificates of Recognition. City Councilmembers make their requests to the Mayor.	Mayor	None

11


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Benchmark Neighboring Cities

Jurisdiction	Approval Process	Document Bears Signature	Council Districts
City of San Jose	Proclamations and Commendations requests are made through the agenda services manager and approved by the Mayor.	Mayor, City Councilmembers, and City Clerk	10
City of Sunnyvale	The Mayor is designated to authorize Proclamations, Commendations and Certificates of Recognition. City Councilmembers make their requests to the Mayor.	The Mayor shall determine whether a proclamation is signed by only the Mayor, or by the entire City Council.	6

12



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Review & Discussion

- Approve Recommendation from Governance and Ethics Committee to Amend Council Policy 020 ("Proclamations, Commendations and Certificates of Recognition") to update the definitions and process for issuing proclamations, commendations and certificates of recognition

13



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