



Memorandum

Date: May 8, 2024

To: Mayor Christi Fraga
Vice Mayor Oscar Puig-Corve
Councilman Rafael Pineyro
Councilwoman Maureen Porras

From: Councilwoman Digna Cabral

Subject: **Revision of Key to the City, Proclamations, and Certificates Policy**

Introduction

This memorandum serves to introduce and propose a resolution for the revision of the current policy regarding the issuance of Key to the City, Proclamations, and Certificates.

Attached as Exhibit “A”, the suggested revised Policy aims to adjust the awarding process. Specifically, it shifts the protocol from a system where Keys to the City and Proclamations are bestowed exclusively by the Mayor, to one requiring the approval of Councilmembers.

Furthermore, it stipulates that certificates should be requested, approved, and issued by the office of each individual Councilmember. This change is intended to streamline the submission process for such requests and to update the eligibility criteria. It ensures that individuals, entities, organizations, or establishments considered for these honors must maintain good standing with both the City and the broader society.

Background

The proposed policy revision distributes the authority across the entire Council and establishes clear, updated guidelines for eligibility that prioritize moral and civic integrity.

Fiscal Impact: There is no fiscal impact on this item.

Recommendation:

It is recommended that the City Council:

1. Approve the resolution for the revised policy on the issuance of Keys to the City Proclamations, and Certificates, as specified in Exhibit "A".
2. Implement a clear, transparent process for the submission, approval, and issuance of these honors that includes the participation of all Councilmembers, promoting a broader and more inclusive approach.
3. Revise the eligibility criteria for award recipients to ensure recognition is reserved for those who demonstrate commendable ethical and civic standards, in good standing with the City and the community.

By adopting this revised policy, the City Council will enhance the process for awarding civic honors, ensuring it is more inclusive, transparent, and reflective of high moral and civic values. Involving all Councilmembers in the decision-making process and establishing stringent criteria for eligibility will elevate the significance and integrity of these recognitions.