

CITY OF PALM DESERT STAFF REPORT

MEETING DATE: April 11, 2024

PREPARED BY: Anthony J. Mejia, City Clerk

REQUEST: ADOPTION OF A RESOLUTION ADOPTING A POLICY FOR CEREMONIAL PROCLAMATIONS AND RECOGNITIONS

RECOMMENDATION:

Adopt a Resolution entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM DESERT, CALIFORNIA, ADOPTING A POLICY FOR CEREMONIAL PROCLAMATIONS AND RECOGNITIONS AND RESCINDING RESOLUTION NO. 2022-25."

BACKGROUND/ANALYSIS:

On April 14, 2022, the City Council adopted Resolution No. 2022-25 establishing a policy for ceremonial proclamations and recognitions. The adopted policy provides guidance to staff on the processing of requests, sets eligible and ineligible subjects and topics, and requires that the Mayor and Mayor Pro Tem concur on the issuance of proclamations and recognitions.

The City Council is requested to adopt the proposed resolution to formalize recent practices related to the recognition of outgoing members of the City's Boards, Commissions, Committees, and Task Forces ("Appointed Bodies"). This update would provide recognition of outgoing members as follows:

- **Incomplete/partial term:** A Certificate of Recognition signed by the Mayor and presented at the Appointed Body's meeting by the assigned City Council Liaison. The Planning Commission and Architectural Review Commission do not have a City Council Liaison, therefore the Mayor will be requested to present the certificate at the meeting.
- **Completion of one term or service totaling 4+ years:** Presentation of a small "Thank You" clock or a similar item presented at the Appointed Body's meeting by the assigned City Council Liaison. The Planning Commission and Architectural Review Commission do not have a City Council Liaison, therefore the Mayor will be requested to present the certificate at the meeting.
- **Completion of two terms or service totaling 8+ years:** Presentation of a large "Thank you" clock or similar item presented at the Appointed Body's meeting by the assigned City Council Liaison. The Planning Commission and Architectural Review Commission do not have a City Council Liaison, therefore the Mayor will be requested to present the certificate at the meeting.
- **Completion of three or more terms or service totaling 12+ years:** Presentation of a large "Thank You" clock or similar item presented by the Mayor at a City Council meeting.
- **Declining a Presentation:** If the outgoing member declines a presentation, the certificate or clock may be mailed or picked up.

The City Council Ad Hoc Committee on Boards and Commission, consisting of Councilmember Kelly and Mayor Pro Tem Harnik, expressed support for the proposed resolution.

Legal Review:

This report has been reviewed by the City Attorney's office.

FINANCIAL IMPACT:

There is a minimal financial impact associated with the purchase of "Thank You" clocks and similar items, ranging from \$100 to \$200 each. Sufficient funding is available in the City Clerk's Office Supplies budget.

ATTACHMENT:

1. Draft Resolution - Redline