

RESOLUTION NO. 2024-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM DESERT, CALIFORNIA, ADOPTING A POLICY FOR CEREMONIAL PROCLAMATIONS AND RECOGNITIONS

WHEREAS, the City Council occasionally wishes to recognize events, accomplishments, or public service of individuals or organizations that significantly benefit the community of Palm Desert, and

WHEREAS, for the purposes of consistency and fairness, the City Council has determined that it is appropriate to establish protocols for ceremonial proclamations and recognitions.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Palm Desert as follows:

SECTION 1. Purpose and Intent. The purpose of this Resolution is to establish a policy regarding the processing of requests by individuals, groups, and organizations for City proclamations and certificates.

SECTION 2. Authority-General. It is the intent of the City Council that City staff first review all requests for proclamations and certificates from individuals, groups, and organizations and forward them to the Mayor and Mayor Pro Tem with a finding as to whether the request complies with the terms of this resolution. The Mayor and Mayor Pro Tem are charged with the administration of requests and may approve or deny such requests at their discretion consistent with this resolution. No commission or committee, individual council member, or other City official shall issue a proclamation or certificate on behalf of the City of Palm Desert without prior approval of the Mayor and Mayor Pro Tem.

SECTION 3. Eligibility Criteria. The Mayor and Mayor Pro Tem may consider requests for proclamations and certificates on the following subjects:

- A. **Significant Matters of Interest:** Raise public awareness about matters of significance that impact the residents and businesses in the City.
- B. **Observances/Celebrations:** To highlight a special period of observance, celebration, or recognition for community, regional, state, or national occasions.
- C. **Local Businesses, Services, or Organizations:** Requests to honor businesses, services, or philanthropic organizations that are located or operate in the City, that provide a significant level of services to residents and businesses in the City.
- D. **Individuals:** Recognition of individuals for extraordinary achievement or outstanding community service.
- E. **Local Sports Teams:** Recognition of sports teams based in the City, upon the accomplishment of noteworthy achievements, programs, or milestones.

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- F. **In Memoriam:** Requests to honor the life of long-time or prominent Palm Desert residents upon their death.
- G. **City Officials/Staff:** Requests to honor city officials and employees for their achievements or milestones of service.
- H. **Partner Public Officials:** Requests to honor public officials from other public entities who served on boards, committees, or commissions on which the Palm Desert City Council also serves, upon the completion of their term of office or chairpersonship.

SECTION 4. Impermissible Subjects. City staff shall not process requests for proclamations or certificates on the following subjects:

- A. **Candidates:** Requests to support candidates for elected public office.
- B. **Religion/Politics:** Requests of a religious or political nature.
- C. **Contrary Policies:** Campaigns or events contrary to City policies.

SECTION 5. Submission of Requests on Other Subjects. If it is not clear whether a request for a proclamation or certificate falls inside or outside of a permissible category as provided in this Resolution, staff should submit the matter to the Mayor and Mayor Pro Tem for their consideration and determination.

SECTION 6. Signatures. All proclamations are intended to be signed by the full City Council. In the event that an individual Council Member declines to sign a particular proclamation, the Mayor may determine whether to proceed with only the Mayor's signature or the balance of the City Council.

SECTION 7. Presentation at City Council Meetings. Presentation of proclamations and recognitions should occur outside the City Council meeting, such as a specified event, via mail, or personal delivery. When necessary, individual proclamations and recognitions may be presented at City Council meetings and staff should endeavor to schedule proclamations and recognitions so that the total time for those items is no more than ten (10) minutes per meeting.

Section 8. Recognition of Outgoing Members. Recognition of outgoing Board, Commission, Committee, or Task Force ("Appointed Bodies") members or residents appointed to an outside agency (such as the Coachella Valley Mosquito Control District, Palm Springs International Airport Commission, and Joslyn Cove Senior Center Board) shall occur as follows:

- A. **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. In the case of the Planning Commission, the Mayor will be requested to present the certificate at the meeting.
- B. **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. In the case of the

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Planning Commission, the Mayor will be requested to present the clock at the meeting.

C. **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. In the case of the Planning Commission, the Mayor will be requested to present the clock at the meeting.

D. **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.

E. **Declining a Presentation:** If the outgoing member declines a public presentation, the certificate or clock may be mailed or picked up.

Section 9. Certification. The City Clerk shall certify the adoption of this Resolution.

ADOPTED ON _____, 2024.

KARINA QUINTANILLA
MAYOR

ATTEST:

ANTHONY J. MEJIA
CITY CLERK

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I, Anthony J. Mejia, City Clerk of the City of Palm Desert, hereby certify that Resolution No. 2024-__ is a full, true, and correct copy, and was duly adopted at a regular meeting of the City Council of the City of Palm Desert on _____, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

RECUSED:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Palm Desert, California, on _____.

ANTHONY J. MEJIA
CITY CLERK