

The background features a photograph of a large, curved, light-colored building, possibly a city hall or council chamber, with palm trees and greenery in the foreground. A large, semi-transparent blue trapezoidal shape is overlaid on the left side of the image, containing the title text. The overall design is modern with geometric shapes in blue and yellow.

Roles of the City Council

City of Palm Desert

January 2024

Brown Act Update: Teleconferencing

Assembly Bill 2449, as amended by AB 2302

- Quorum must be present in the meeting room
- **Remote participation allowed for “Just Cause”**
 - Childcare or caregiving for a family member
 - Contagious illness
 - A need related to a physical or mental disability
 - Travel on official City business or another state or local agency
 - Limited to two meetings per year
- **Remote participation allowed for “Emergency Circumstances”**
 - Physical or medical emergency
 - *Must announce a general description of the circumstances*
 - *Must be approved by the City Council*
 - Disclose if anyone over 18 years old is present and the nature of the relationship
- **Total remote participate cannot exceed five meetings per year.**
- **Sunsets January 1, 2026**

FPPC Filing Officer – Gov. Code 87200 Filers

AB 1170 Implementation

- Effective January 1, 2025, the City Council, Planning Commission, City Manager, City Attorney, and City Treasurer must file Statements of Economic Interest (Form 700) directly with the Fair Political Practices Commission (FPPC).
- The Form 700 must be filed electronically using the FPPC/Granicus system.
- Questions related to filing obligations should be directed to the FPPC Advice Line (1-866-ASK FPPC) or the City Attorney.

AB 1234 Ethics Training

- Thursday, January 30, 2025, at 9:00 AM
- BBK Attorney's will lead a live, virtual 2-hours ethics training.
- Attend in-person in Council Chambers or via Zoom.
- To register, please contact Erika Castellano

Role of the Mayor/Presiding Officer (PDMC 2.36.140)

Mayor/Presiding Officer

- Explain to the public how the meeting will be conducted
- May reasonably limit time for public comment
- State questions coming before the City Council
- May move, second, and vote on all motions
- Preserve order and decorum at all meetings

Other Duties

- Sign ordinances and other documents approved by the City Council
- W/Mayor Pro Tem, approve the issuance of proclamations/recognitions
- Represent the City of Palm Desert at ceremonial events

Role of the Mayor Pro Tem



In The Absence

In the absence of the Mayor, the Mayor Pro Tem shall serve as the Presiding Officer at City Council meetings



Proclamations

Serves on a subcommittee with the Mayor, to review and approve all requests for proclamations and other recognitions



Subcommittee to CM

Serves on a subcommittee with the Mayor to review matters of interest with the City Manager

Propriety of Conduct - City Council (PDMC 2.36.240)

"Members of the City Council must preserve order and decorum and shall not by conversation or otherwise delay nor interrupt the proceedings of the council in any way, nor disturb any other member of the council while speaking, nor refuse to obey the orders of the council or presiding officer, except as otherwise provided in this chapter."



PLEASE
DO NOT
DISTURB


Role of a Member of City Council – Best Practices




Represent and work for the common good of the city




Refrain from taking action where there may be a conflict of interest



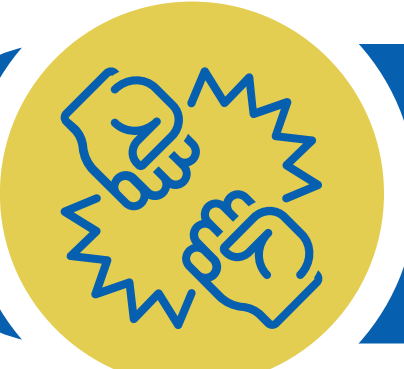
Provide unbiased, fair, and equal treatment to all persons and matters (DUE PROCESS)



Work with staff prior to meetings on questions of clarification



Limit distractions and provide your undivided attention at public hearings and quasi-judicial proceedings



Refrain from abusive conduct, personal charges, or attacks upon others

Role of the City Council Liaison

The City Council liaison facilitates communication between the City Council and the advisory body. A City Council Liaison is not a member or advocate of the advisory body and does not give direction or influence decisions but can assist and provide information.

Key Reminders:

- Do not influence the decision of the commission/committee.*
- Request for Action should be made at City Council meetings*

Attending Meetings as a Member of the Public

When attending a city meeting as a member of the public, such as a commission or community input meeting, where two other councilmembers are attending in an official capacity the third councilmember should not communicate in any fashion (verbal or non-verbal) with the other councilmembers (please contact the city attorney for more guidance).





Questions