

RESOLUTION NO. 2025-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM DESERT, CALIFORNIA, APPROVING ADMINISTRATIVE POLICY CLRK-003 - LEGISLATIVE AND INTERGOVERNMENTAL LETTERS

WHEREAS, the City of Palm Desert frequently receives requests to issue letters of support or opposition for legislation, funding applications, and initiatives advanced by other agencies, jurisdictions, or regional partners; and

WHEREAS, the City has historically relied on an informal process for evaluating and authorizing such correspondence, often involving the Mayor and Mayor Pro Tem; and

WHEREAS, the City Council desires to establish a consistent, transparent, and accountable framework to guide the issuance of such letters while complying with the Ralph M. Brown Act and the Palm Desert Municipal Code; and

WHEREAS, Administrative Policy CLRK-003 – Legislative and Intergovernmental Letters, attached hereto as Exhibit “A,” formalizes existing practices, provides procedures for Councilmember notification and input, and clarifies the authority of the Mayor, Mayor Pro Tem, and City Manager in the issuance of legislative correspondence.

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

SECTION 1. That the foregoing recitals are true and correct and are incorporated herein by this reference.

SECTION 2. The City Council hereby approves Administrative Policy CLRK-003 – Legislative and Intergovernmental Letters, attached hereto as Exhibit “A,” and incorporated herein by this reference.

ADOPTED ON _____, 2025.

JAN C. HARNIK
MAYOR

ATTEST:

ANTHONY J. MEJIA
CITY CLERK

I, Anthony J. Mejia, City Clerk of the City of Palm Desert, hereby certify that Resolution No. 2025-__ 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