

	<b>CITY OF PALM DESERT ADMINISTRATIVE PROCEDURES</b>	
	<i>Subject</i>	<b>Legislative and Intergovernmental Letters</b>
	<i>Policy No.</i>	<b>CLRK-003</b>
	<i>Date</i>	<b>Issued: April 10, 2025 Amended: N/A</b>
	<i>Approved by</i>	<b>Resolution No. {2025-XX}</b>
	<i>Authored by</i>	<b>City Clerk Department</b>

**I. PURPOSE**

To establish a consistent and transparent process for reviewing, approving, and issuing legislative and intergovernmental letters on behalf of the City of Palm Desert. This includes letters of support or opposition related to pending legislation, regional initiatives, partner agency projects, and funding requests.

**II. SCOPE**

This policy applies to all departments and officials involved in the preparation and issuance of formal correspondence representing the City’s position on legislative matters, intergovernmental partnerships, or project-related funding efforts.

**III. DEFINITIONS**

- A. **Legislative/Intergovernmental Letters:** Formal correspondence expressing support or opposition to proposed legislation, initiatives, or projects initiated by external jurisdictions or agencies, such as regional hospitals, universities (e.g., California State University, University of California, Riverside), the Coachella Valley Association of Governments (CVAG), or other cities.
- B. **City-Initiated Projects:** Projects or funding efforts led by the City of Palm Desert.
- C. **Controversial:** Politically sensitive items that have divided community interest or may significantly impact the City’s policies, resources, or strategic direction.

**IV. GENERAL POLICIES**

- A. **Authorization for Issuance:** The Mayor and Mayor Pro Tem may authorize time-sensitive legislative or intergovernmental letters on behalf of the City. Letters authorized by the Mayor and Mayor Pro Tem shall be placed on the next available City Council agenda for formal ratification.

If the City Council does not ratify a previously issued letter, the letter shall be considered withdrawn. The City Clerk shall notify the requesting agency in writing that the City Council did not ratify the correspondence.

**B. Handling of Controversial or Split-Support Letters:**

- 1) If the Mayor and Mayor Pro Tem are not in agreement on a letter, or if the matter is deemed controversial, the item shall be agendized for City Council discussion and direction.
- 2) If both the Mayor and Mayor Pro Tem oppose the issuance of a letter, the matter shall not proceed unless a member of the City Council independently requests that the item be placed on a future agenda. In such cases, the City Manager or City Clerk shall agendize the matter in accordance with the Palm Desert Municipal Code § 2.36.060.

**C. City Manager Safeguard Role:** The City Manager may direct that any proposed letter, regardless of support from the Mayor and Mayor Pro Tem, be submitted to the City Council for consideration, particularly if the matter is politically sensitive or controversial.

**D. Exception for City-Initiated Funding Support:** At the request of City staff, the Mayor may sign letters requesting funding or grants for City-initiated projects without City Council ratification.

**E. Councilmember Notification and Input (Non-Deliberative):**

In the interest of transparency, a draft legislative or intergovernmental letter proposed for issuance by the Mayor and Mayor Pro Tem will be distributed by the City Manager or City Clerk to the remaining City Councilmembers for individual review, if time permits. Councilmembers may raise individual concerns or objections to the City Manager or City Clerk. Staff shall not share other Councilmembers' positions or facilitate discussion outside a public meeting. If any concern is raised, the City Manager or City Clerk shall notify the Mayor and Mayor Pro Tem that a concern was received. The Mayor and Mayor Pro Tem may then:

- 1) Proceed with the letter as drafted
- 2) Agendize the item for City Council consideration
- 3) Revise or withhold the letter

**V. TRANSACTIONAL PROCEDURES**

- A. Departments may propose letters for consideration, which shall be routed through the City Manager and City Clerk for coordination.
- B. The City Clerk shall maintain a record of all legislative and intergovernmental letters issued, including those authorized administratively and those ratified by the City Council.
- C. Letters requiring ratification shall be placed on the next available City Council agenda, typically under the Consent Calendar, unless otherwise requested.