

CITY OF PALM DESERT STAFF REPORT

MEETING DATE: December 11, 2025

PREPARED BY: Anthony J. Mejia, City Clerk

SUBJECT: RESOLUTION ADOPTING THE CEREMONIAL RECOGNITIONS AND PROCLAMATIONS POLICY AND RESCISSION OF RESOLUTION NO. 2024-011

RECOMMENDATION:

Adopt a Resolution entitled “A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM DESERT, CALIFORNIA, RESCINDING RESOLUTION NO. 2024-011 AND ADOPTING A POLICY FOR CEREMONIAL RECOGNITIONS AND PROCLAMATIONS.”

BACKGROUND/ANALYSIS:

On April 11, 2024, the City Council adopted Resolution No. 2024-011, which established a framework for proclamations and service recognitions. Since then, staff identified areas where the policy could be clarified, and the City Council held a Study Session on November 13, 2025, to review proposed criteria for Keys to the City. The attached Ceremonial Recognitions and Proclamations Policy consolidates the City’s ceremonial practices into a single administrative policy.

A significant addition is the inclusion of **Mayoral Certificates** as a dedicated section. While certificates have been used regularly, they were not previously described in policy. The new section confirms the Mayor’s authority to issue certificates independently and outlines how they may be presented.

The policy also updates the section on **Proclamations**. While the approval process remains consistent with Resolution 2024-011, the eligibility categories have been reorganized for clarity. To align with current practice, the policy now states that the City will strive to limit proclamation presentations to no more than three per meeting, replacing the previous reference to a 10-minute time limit.

The most substantive change is the introduction of **Keys to the City**, which were not included in the prior resolution. The policy incorporates the criteria discussed during the November 2025 Study Session and establishes two categories of recognition:

- **Community Contribution Key**, for exceptional and sustained service, and
- **Community Impact Key**, for individuals or organizations whose achievements or public presence foster a positive connection with Palm Desert.

The policy also establishes a clear approval process in which the Mayor and Mayor Pro Tem jointly review nominations, with any nomination supported by either advancing to the full City Council for consideration.

Updates to **Service Recognitions for Appointed Body Members** reorganize the existing structure for clarity. The policy clarifies presentation roles, removes references to specific bodies to ensure the language remains evergreen, and maintains the service thresholds adopted in 2024.

The **Impermissible Subjects** section has been carried forward with streamlined language. A new sentence has been added to ensure clarity that nothing in the policy restricts the City Council from issuing a ceremonial recognition by majority vote at a duly noticed meeting.

Finally, transferring the content from a resolution into an administrative policy improves readability. Adoption of the updated policy requires rescission of Resolution 2024-011 to prevent conflicts between documents.

Legal Review:

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

FINANCIAL IMPACT:

There is no fiscal impact associated with the adoption of this policy.

ATTACHMENTS:

1. Resolution
2. Recognition Policy
3. Resolution No. 2024-011