

# City of Palm Desert Staff Report

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**Meeting Date:** April 26, 2026

**Prepared By:** Anthony J. Mejia, City Clerk

**Department:** City Clerk's Office

**Subject:** Study Session: Review of Requests for Action Process and Proposed Amendment to Palm Desert Municipal Code Section 2.36.060

## Recommendation

Provide direction regarding proposed amendments to Palm Desert Municipal Code Section 2.36.060 related to: (1) requiring Requests for Action to be submitted in writing before the meeting; (2) retaining the requirement that a Request for Action receive support from at least one additional Councilmember; and (3) simplifying outdated agenda administration language.

## Background

On February 26, 2026, Mayor Pro Tem Pradetto, seconded by Councilmember Harnik, requested that staff review the City Council's Request for Action process and return with options for possible revisions. Staff subsequently met with the Mayor and Mayor Pro Tem to review the current process and discuss potential amendments to Palm Desert Municipal Code Section 2.36.060.

This study session is intended to obtain City Council direction on whether to require written Requests for Action before the meeting, retain the current second-support requirement, and modernize outdated agenda administration language in Section 2.36.060 before staff returns with a draft ordinance for future consideration.

## Analysis

### Request for Action Process

The Mayor and Mayor Pro Tem reviewed whether the current support threshold should remain in place and whether Requests for Action should be submitted in writing prior to the meeting.

After that review, the Mayor and Mayor Pro Tem expressed support for maintaining the current requirement that a Request for Action receive support from at least one additional Councilmember and for adding a requirement that the request be submitted in writing prior to the meeting.

The proposed written request requirement is intended to better inform the City Council before a Request for Action is presented during the meeting. Under the proposed process, the requesting Councilmember would still make the verbal request during the Request for Action item and would still need support from an additional Councilmember.

The written request form would identify the proposed topic, provide a brief summary of the request, indicate the anticipated level of staff involvement, and indicate whether the matter is time sensitive.

The City Clerk currently sends the City Council an email on Monday before each Thursday meeting requesting any questions for inclusion in the consolidated Q&A memorandum. That email would also include a reminder and link for submitting a written Request for Action.

### **Modernization of Section 2.36.060 Agenda Language**

In addition to the Council-directed review of the Request for Action process, staff reviewed Section 2.36.060 for clarity and usability.

Section 2.36.060 contains detailed administrative language regarding agenda preparation, internal deadlines, and distribution practices that are outdated and better addressed through administrative procedures than in the Municipal Code.

As part of the amendment, staff recommends clarifying the respective roles of the City Clerk, City Manager, and City Council in the agenda process. The revised section would state that the City Clerk prepares the agenda, the City Manager determines the proposed agenda for matters relating to the business of the City, and Councilmembers may use the Request for Action process to seek future agenda consideration of a topic.

Because Section 2.36.060 is already being amended, staff also recommends simplifying the remaining language to focus on essential procedural requirements while allowing administrative practices to evolve without further code amendments.

### **Legal Review**

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

### **Financial Impact**

There is no financial impact associated with this study session.

### **Attachments**

1. Current Palm Desert Municipal Code Section 2.36.060
2. Draft Ordinance
3. Request for Action Form

## Conflict of Interest Awareness Checklist

**Note:** *This checklist is informational only and does not constitute a legal determination. Each Councilmember remains responsible for identifying, disclosing, and evaluating any disqualifying interests under the Political Reform Act and applicable FPPC regulations.*

### 1. Site-Specific Property Interest

Does this item involve a project site or other identifiable real property?

Yes

No

**If yes, identify the project site:**

*Councilmembers should consider whether they own, lease, or hold interests in real property within 1,000 feet of the project site. (Gov. Code § 87103(b); FPPC Reg. 18702.2).*

### 2. SB 1439 / Gov. Code § 84308 Applicability (Campaign Contributions)

Does this item involve a license, permit, other entitlement for use, or a contract or franchise agreement that is not competitively bid, a labor agreement, or a personal employment contract?

Yes

No

**If yes, identify the applicant(s), appellant(s), party, or participant(s):**

*Councilmembers should review campaign contributions received within the prior 12 months from parties or participants to the proceeding and must not accept contributions over \$500 from those parties for 12 months following the final decision. (Gov. Code § 84308).*