

RESOLUTION NO. 2023-07

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF INDIAN WELLS, CALIFORNIA, RE-ESTABLISHING PROCEDURES RELATING TO OFFICIAL MEETING MINUTES

WHEREAS, the City Council of the City of Indian Wells, California (the "City Council") by Resolution No. 85-8 adopted on March 21, 1985, established official meeting minute procedures; and

WHEREAS, amendment of said resolution is desired relating to changes in the administrative process and availability of City Council meeting minutes and other City legislative body's; and

WHEREAS, action minutes will be produced by City staff for all Committee meetings in a similar format used for City Council meetings. Additions or corrections to the minutes can be made upon review of the Committee prior to posting as the final record; and

WHEREAS, the City Council desires to authorize the City Clerk as the official record keeper, to review, authorize, and import final minutes onto the City's website, not later than 20 days after meeting proceedings; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Indian Wells, California, does hereby re-establish procedures relating to official minutes and establishes minimum standards as follows:

SECTION 1.

1. The City Clerk or designee shall "keep, or cause to be kept, a correct and impartial account of the proceedings of each legislative meetings."
2. The City Clerk or designee shall prepare the Minutes within fifteen (15) working days of the subject legislative meeting and provide to the members of said legislative body for review.
3. Any member of the legislative body may request clarification or modification of the draft minutes directly to the City Clerk or designee.
4. The City Clerk or designee will review meeting notes and if available, the video recording of said meeting before determining whether to amend the draft Minutes.
5. The City Clerk or designee will consult with the City Attorney as necessary when considering whether to amend the draft Minutes.
6. The City Clerk or designee shall notify the member of the legislative body requesting clarification or modification of the Minutes within seventy-two (72) hours of his or her determination.

6. The City Clerk or designee will finalize all draft Minutes and post to the City's website within twenty days of the subject meeting, notifying the members of said legislative body the Minutes have been posted.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Indian Wells, California, at a regular meeting held on this 6th day of April 2023.

DONNA GRIFFITH
MAYOR

CERTIFICATION FOR RESOLUTION NO. 2023-07

I, Angelica Avila, City Clerk of the City Council of the City of Indian Wells, California, **DO HEREBY CERTIFY** that the whole number of the members of the City Council is five (5); that the above and foregoing resolution was duly and regularly passed and adopted at a regular meeting of the City Council of the City of Indian Wells the 6th day of April 2023, by the following vote:

AYES:
NOES:

ATTEST:

APPROVED AS TO FORM:

ANGELICA AVILA
CITY CLERK

TODD LEISHMAN
CITY ATTORNEY