

INDIAN WELLS CITY COUNCIL

April 4, 2024



To: City Council
From: City Manager Department
Prepared by: Committee Review Council Ad Hoc
Subject: **Committee Review Council Ad Hoc Update**

RECOMMENDED ACTION:

Council **RECEIVES** and **FILES** Committee Review Council Ad Hoc report.

DISCUSSION:

Indian Wells Resident Committees (“advisory bodies”) provide an important service to the city. They advise the City Council on a wide variety of subjects by making recommendations on important matters. Advisory bodies are aligned with City goals and have a purpose in assisting to achieve their mission. Advisory bodies are created by Resolution, Ordinance, or other City Council action.

The Council at the February 16, 2023, Council meeting authorized the formation of a Council Ad Hoc comprised of Council Member Griffith and Mayor Pro Tem Whitman to conduct a comprehensive review of the City Committees. The resident member advisory bodies that were reviewed include the following:

- Community Activities Committee
- Golf Resort Advisory Committee
- Grants In Aid Committee
- Planning Commission

The Council Ad Hoc was tasked to analyze structure, efficiency, and make recommendations to revamp duties and processes. The Council Ad Hoc met with resident committee members to discuss duties, process, and functions. Discussion with resident members included revamping the onboarding process for new resident members providing resident members with a better understanding of what each of the Committees are assigned to accomplish during their terms.

The Ad Hoc Committee recommends the following changes:

Planning Commission:

- Appointments be changed to a calendar year basis instead of Fiscal Year. The change would allow new Planning Commissioners to attend the League of California Cities Planning Commission Academy that is scheduled early in the year between January and March.
- Mandatory agenda preparation meetings between City staff and Planning Commissioners for the first year of service. Voluntary thereafter.
- A Joint Study Session between the Council and Planning Commissioners will be established after the City's Annual Strategic Planning Session. Planning Commissioners will have the opportunity to work with the City Council and City Staff to examine and discuss upcoming projects that will be under the jurisdiction of the Planning Commission.
- Update the Planning Commission bylaws to reflect changes to the updated Municipal code as it relates to the establishment of the Design Review Committee ("DRC").
- Add a DRC reporting section on the agenda for Commissioners to provide a report relating to meetings conducted.
- Develop an opt-in document for Planning Commissioner to request DRC meeting minutes.
- Establish a process for the City Manager to provide an update on various projects during Planning Commission meetings.
- Update the staff report template to include options.

The Ad Hoc recommends City staff draft an Ordinance with the recommended changes to the appointment process and update the Planning Commission bylaws to reflect the administrative changes as outlined in the report. The Ad Hoc also recommends extending the current Planning Commissioners terms December 31 as opposed to June 30. In addition, the Ad Hoc reviewed the Design Review Committee (DRC) and its functions. It was determined that the DRC conducts meetings regularly and is noticed as required by the Brown Act.

Community Activities Committee, Golf Resort Advisory Committee, and Grants in Aid Committee:

The Ad Hoc Committee recommends City staff review each of the Committee functions and the re-establishment of each of the Committees by Resolution and bring it back at a future meeting for adoption. In addition, the Ad Hoc Committee recommends the following administrative changes:

- Revamp the resident member orientation and onboarding process.
- Provide an outline of what the Committee is working on.
- Provide clear guidance and expectations of resident members.

- Conduct meetings with resident members as needed to review matters on the agenda.
- Add a section on the agenda to allow resident members the opportunity to provide comments and reports.

FISCAL IMPACT:

There is no financial impact.