

INDIAN WELLS CITY COUNCIL

May 16, 2024



To: City Council
From: City Manager Department
Prepared by: Chris Freeland, City Manager Department
Subject: **Resolution Approving Clarifying Edits to Sections 2.03.030, 2.03.080, 2.04.020, 2.04.040, 3.01.030, and 3.05.050 of the Indian Wells City Council Policy Manual**

RECOMMENDED ACTIONS:

Council **REVIEWS** and **ADOPTS** the Resolution approving the Governance Ad hoc Committee recommended clarifying edits to Sections 2.03.030, 2.03.080, 2.04.020, 2.04.040, 3.01.030, and 3.05.050 of the Indian Wells City Council Policy Manual of the City Council Policy Manual; and

FINDS the action is not a project within the meaning of Section 15378 of the State of California Environmental Quality Act ("CEQA") Guidelines, because it has no potential for resulting in physical change in the environment, directly or indirectly; and that the action is nonetheless exempt from the requirements of CEQA in that the activity is covered by the general rule that CEQA applies only to projects that have the potential for causing a significant effect on the environment. (14 CCR 15061(b)(3).)

DISCUSSION:

At the April 6, 2023, City Council Meeting, then Councilmember Bruce Whitman requested a staff report on Governance be added to the May 18, 2023, City Council agenda. During the Council discussion, it was determined to form a Governance Ad hoc Committee on Governance to review the Indian Wells City Council Policy Manual ("Manual") and provide recommendations to improve the Manual from a governance perspective. The City Council approved then Mayor Dana Reed and Councilmember Bruce Whitman to serve on the Committee ("Committee"). Then Mayor Dana Reed stepped down and Mayor Greg Sanders was filled in as the replacement.

The City of Indian Wells is subject to several governing and operational documents, including:

- California State Constitution and various State codes

- Indian Wells Charter
- Municipal Code
- Indian Wells City Council Policy Manual
- Other various contracts (e.g., City Manager, City Attorney, Troon Golf, Riverside County Sheriff's Department, CalFire, etc.).

From time to time, it is appropriate for the City Council as the governing body of the City to review its governing documents. As such, the Committee reviewed the Manual, with the intention to clarify existing language, memorialize informal practices and norms of the Council and staff, improve governance policies of the City, and educate residents on the importance of this Manual.

Below is a summary of the attached revisions to the Manual.

- Section 2.03.030-Council Goals
 - Language added recommending that City Council goals be reviewed more than once a year (e.g., quarterly) to ensure goals are being achieved, remain relevant, and that appropriate resources are being applied.
- Section 2.03.080-Roles and Information Flow
 - Language added to reinforce and clarify that all requests for information by Council Members are to flow through the City Manager and City Attorney. In addition, Council Members are to expect that all information requests and responses to those information requests will be shared with the Council as a whole.
 - Only routine administrative requests for assistance (e.g., copies of documents, scheduling, setup of remote meetings, etc.) may be directed directly to the affected staff member.
 - Language added to provide clarity on those occasions where the Mayor may utilize staff time beyond the standard 2-hour rule.
 - Language added to address information requests by individual Council Members of the City Attorney.
- Section 2.04.020-Expectations of Newly Elected Council Members
 - Historically the City Manager, City Attorney, and staff have provided new Council Members with a comprehensive on-boarding process to educate newly elected Council Members in their new role, role of the City Manager, City Attorney, and City staff, operations of the City, and much more. This language addition memorializes this current practice.
- Section 2.04.040-Council Leadership Expectations
 - Language added to formalize that the Mayor Pro Tem is authorized to fulfill the duties and responsibilities of the Mayor in their absence, and that the Mayor and Mayor Pro Tem serve in a leadership role of the Council.

- Section 3.01.030-Placing Items on the Agenda
 - Language added clarifying the process for a Council Member to request an item to be considered on a future agenda.

- Section 3.05.050-Report of Standing and Ad Hoc Committees
 - Language added to having Ad hoc Committee members be responsible to provide regular updates on Ad hoc Committee discussions to the Council and public during City Council meetings following Ad hoc Committee meetings.

The Ad hoc Committee on Governance recommends the City Council review the proposed edits to the Manual, discuss any further edits, and adopt the attached Resolution amending various sections of the Manual.

ATTACHMENTS:

1. Resolution
2. May 16th,2024 Revision to the Council Policy Manual