

# INDIAN WELLS CITY COUNCIL

## July 2, 2025



---

**To:** City Council  
**From:** City Manager Department  
**Prepared by:** Angelica Avila, City Clerk  
**Subject:** **Resolution Amending Sections in Chapter 3.03 of the City Council Policy Manual**

### RECOMMENDED ACTIONS:

Council **ADOPTS** Resolution amending Chapter 3.03 (Commissions, Committees and Boards) of the Indian Wells City Council Policy Manual; and

**FINDS** the action exempt from CEQA review under CEQA Guidelines section 15061(b)(3).

### DISCUSSION:

The City Council adopted a City Council Policy Manual (Manual) to establish clear policies and procedures governing the conduct of the City's legislative body. This Manual outlines rules by which the City Council conduct official business and direct operations of the City.

These procedures promote transparency, consistency, and efficiency. To maintain relevance and effectiveness, the Council conducts an annual review and may consider updates to the Manual. This process allows for:

- Evaluation of current operations and practices
- Identification of opportunities to improve administrative efficiency
- Implementation of changes that reflect evolving priorities or legal requirements
- Enhancements to how the City conducts its legislative and administrative business

The last Council Policy update was adopted on May 16, 2024.

### Amendments to Committee-related Rules

Chapter 3.03 of the Manual addresses Council oversight and governance of commissions, committees and boards. Staff recommend that the Council amend two sections of the

chapter, sections 3.03.050 (Appointment of Resident Members) and 3.03.070 (Policy for Selection and Appointment of Resident Members).

### **Section 3.03.050: Annual Brown Act and Ethics Training**

Specifically, staff recommend that the Council make the mandatory Brown Act and ethics training an annual requirement for all members of City committees. This initiative is intended to ensure compliance with California's open meeting laws and to enhance transparency and accountability in local governance. Recent legal interpretations and best practices suggest that advisory bodies should be trained in Brown Act compliance to avoid inadvertent violations, especially when their recommendations influence policy decisions.

### **Section 3.03.070: Clarifying Nature of Service**

Staff also recommend revisions to the provisions of the Manual governing the removal of committee members. These changes aim to clarify the grounds, process, and authority for removing members from City committees to ensure fairness, transparency, and accountability.

### **FISCAL IMPACT:**

There is no fiscal impact.

### **CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA):**

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).)

### **ATTACHMENTS:**

1. Resolution
2. Redline Amendments