



# INDIAN WELLS CITY COUNCIL

## January 15, 2026

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**To:** City Council  
**From:** Finance Department  
**Prepared by:** Kevin McCarthy, Finance Director  
**Subject:** **Adoption of Updated Resolution Authorizing Positions of City Warrant Signatures**

### RECOMMENDED ACTIONS:

Council **ADOPTS** Resolution amending the Authorizing Positions of City Warrant Signatures; and

**FINDS** the project to be exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Section 15060.

### BACKGROUND:

Resolution No. 91-65, adopted in 1991, established the specific positions authorized to sign City warrants and the procedures for warrant issuance. A recent staff review determined that the City's practices had diverged from the procedures outlined in the 1991 resolution. In addition, subsequent changes in banking protocols, including updated signature verification processes, electronic funds transfer requirements, and anti-fraud controls, have rendered portions of the old language obsolete or impractical.

The primary purpose of the proposed resolution is to modernize and simplify the City's warrant signature process while maintaining appropriate internal controls. Key elements of the update include:

1. **Authorized Positions:** Section 1 is amended to authorize the City Manager and the Finance Director, acting jointly, to sign City warrants. Each warrant shall require the approval and signature of both authorized officials to ensure appropriate oversight and segregation of duties.

The updated resolution permits the use of secure electronic or authorized facsimile signatures for City warrants, provided such signatures comply with all applicable banking requirements, internal control procedures, and the dual-approval requirement set forth herein.

Upon the advice of the City's Auditor, this update is consistent with warrant-signing practices utilized by comparable California cities and reflects current best practices in municipal financial management, internal controls, and audit compliance.

2. **Repeal of Outdated Language:** Resolution No. 91-65 is repealed because its procedures are no longer followed in practice and are inconsistent with modern banking protocols.
3. **Enhanced Banking Controls:** The Finance Department has implemented updated banking controls, including:
  - a. Dual verification of all warrant transactions through the City's banking system.
  - b. Segregation of duties between warrant preparation, approval, and reconciliation.
  - c. Enhanced electronic audit trails and transaction monitoring to reduce the risk of fraud.
  - d. Implementation of daily account reconciliation and periodic internal reviews to ensure compliance.

These enhancements align the City's warrant authorization procedures with current best financial practices and reduce administrative complexity without compromising internal controls.

### **FISCAL IMPACT:**

No fiscal impact is anticipated.

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

This action has been reviewed per the authority and criteria contained in the California Environmental Quality Act (CEQA), the State and local CEQA Guidelines, and the City's environmental regulations. The City, acting as the Lead Agency, determined that the ordinance is not subject to CEQA pursuant to Sections 15060(c)(2), 15060(c)(3), and 15061(b)(3) of the State CEQA Guidelines, because it will not result in a direct or reasonably foreseeable indirect physical change to the environment as there is no possibility that the action would result in a significant environmental impact, and because it does not constitute a "project" as defined in Section 15378 of the State CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3.

## **ATTACHMENTS:**

1. Resolution