



## **DESCRIPTIONS OF ORGANIZATIONS AND COMMITTEES**

### **REGIONAL COMMITTEES:**

#### **CALIFORNIA JOINT POWERS INSURANCE AGENCY**

The Joint Powers Insurance Agency (JPIA) is the City's insurance agency providing broad liability coverage in the areas of general liability, worker's compensation, property insurance and fidelity bonds. As a member, the City is allowed to send one elected official and one staff person to attend all meetings of the JPIA. The primary objective of the meetings is to provide information to member agencies; however, the meetings may also include discussion and/or decisions on issues which may directly affect the JPIA. Meeting dates and times vary, but most are held in Irvine.

#### **COACHELLA VALLEY MOUNTAINS CONSERVANCY**

The Coachella Valley Mountains Conservancy is a state agency under the Resources Agency of the State of California. This Conservancy's mission is to acquire and hold in trust open space in the mountainous lands surrounding the Coachella Valley, and to provide for the public's enjoyment and use of those lands consistent with the protection of cultural, scientific, scenic, and wildlife resources. The Conservancy is directed by a 20-member Governing Board, including representatives of seven Coachella Valley cities, two County Supervisors, the Tribal Chairman of the Agua Caliente Band of Cahuilla Indians, three citizen appointees, and one representative each from the Resources Agency, the Department of Fish and Game, the Department of Parks and Recreation, the Wildlife Conservation Board, the University of California, the Bureau of Land Management, and the United States Forest Service.

#### **COVE COMMUNITIES SERVICES COMMISSION**

The Cove Communities Services Commission, which consists of the cities of Indian Wells, Palm Desert and Rancho Mirage, was created to provide a unified, cooperative, integrated, and effective approach to fire protection, rescue, and medical aid services. In addition, the Cove Commission discusses and makes policy on several other issues of mutual interest. These issues include but may not be limited to recreational services and facilities, human and cultural resources, and deregulation of the electrical industry. The Cove Commission meets quarterly rotating between the three Cove cities.

#### **RIVERSIDE COUNTY TRANSPORTATION COMMISSION**

The Riverside County Transportation Commission meets on the second Wednesday of every month in the Riverside County Administrative Center, Board Room (first floor), located at 4080 Lemon Street, Riverside at 9:30 a.m. The Commission has 30 members and a small administrative staff that runs its programs and projects. Every city in the county holds a vote on the commission along with the five members of the Riverside County Board of Supervisors. The Governor also appoints a non-voting

member to the board who is the Director of Caltrans from the local District office. The Commission's responsibilities have grown in the 30 years since its inception from coordinating highway and transit planning and identifying projects for state and federal funding to responsibility for all aspects of region wide planning for Riverside County's mobility.

## **COACHELLA VALLEY COMMITTEES:**

### **Coachella Valley Animal Campus**

The Coachella Valley Animal Campus is administered by a body known as the Coachella Valley Animal Campus Commission, consisting of one elected official from each member jurisdiction. This body will be accountable for the operational oversight of the facility. The Commission is further tasked to create a community of no more homeless, unwanted or lost animals.

### **Coachella Valley Conservation Commission**

The Joint Powers Agreement (JPA) for the Coachella Valley Conservation Commission (CVCC) is a result of the Coachella Valley Multi-Species Habitat Conservation Plan (CVMSHCP) and will essentially become the entity responsible for carrying out the implementation of the CVMSHCP.

### **Coachella Valley Association of Government**

**Energy & Environmental Resources Committee (E&E):** Membership is comprised of elected officials and Tribal Council members only. The E&E is a forum for member jurisdictions to discuss environmental and energy related issues and to make policy recommendations to the Executive Committee. The E&E meets the second Thursday of each month.

**Executive Committee (Mayor):** The Executive Committee is the policy making body of CVAG. Membership is comprised of Mayors, County Supervisors, and the Tribal Council Chairmen unless the jurisdictional body designates another member. The Executive Committee meets the last Monday of each month.

**Homelessness Committee:** The CVAG Homelessness Committee consists of one elected official from each member jurisdiction and eight ex-officio members representing homeless service agencies and meets on the third Wednesday of each month.

**Public Safety Committee:** The Public Safety Committee is a forum for elected officials and law enforcement professionals to discuss issues and provide policy recommendations in the area of law enforcement and public safety. The Public Safety Committee meets the second Monday of each month.

**Transportation Committee:** The Transportation Committee makes recommendations to the Executive Committee on issues pertaining to transportation and congestion management. The Transportation Committee meets the second Monday of each month.

## **Desert Sands Unified School District Committee**

The objective of the partnership with Desert Sands Unified School District is to meet and discuss issues of mutual concern between the City and District including, Gerald Ford Elementary School, traffic matters, public safety programs, pedestrian safety, etc. The Two-by-Two Committee partnership consists of two District board members Board and two Council Members. The Committee meets on an as needed basis.

## **GREATER PALM SPRINGS CONVENTION AND VISITORS' BUREAU - EXECUTIVE COMMITTEE**

The mission of the Executive Committee is to establish and review philosophical and fiscal policies that will allow the CVA to achieve its goals. The duties include managing the affairs and evaluating the performance of the Joint Powers Authority, hiring of the President of the CVA, authorizing contracts for service and adopting the annual budget. Voting members are elected/appointed members from active public organizations that have not given notice to withdraw. Each active public member appoints one elected official as an alternate. The County appoints one elected official as the designated delegate and either a second elected official or a senior staff member as the alternate member. City Managers are ex-officio members. The Hospitality Industry and Business Council chairman appoints three ex-officio members for a one-year term. The meetings are held on the third Friday of each month.

## **SUNLINE TRANSIT AGENCY BOARD OF DIRECTORS**

Sunline Transit Agency, which provides transportation services for the entire Coachella Valley, has 175 employees and a budget of approximately \$11 million. The Board of Directors is comprised of all nine Valley cities and the County. The Board serves as the policy body for the Transit Agency. In addition, the Board of Directors has several active committees including marketing, regional access, personnel, and finance. Board meetings are held on the fourth Wednesday of each month at the Agency.

## **INDIAN WELLS COMMITTEES:**

### **Community Activities:**

The overall mission of the Committee is to plan for encouraging and fostering community interaction among residents, propose annual calendar for community activities, assist with the planning and implementation of events. The Community Activities Committee consists of two (2) non-voting City Council Members.

The Community Activities Committee consists of five (5) resident voting members and two (2) non-voting City Council Members.

**Meeting Time:** Meets on the second Thursday of each month at 3:00 p.m.

### **Grants-In-Aid:**

- Perform a comprehensive review and analysis of requesting agencies' operation and performance in providing services.
- Make recommendations to the City Council for the distribution of public funds to worthy charities, community organizations and schools throughout the Coachella Valley under the City's Community Assistance Program and the School Grant Program.
- Act as direct liaisons to agencies, making on-site visits to learn in detail about their operations.

The Grants in Aid Committee consists of five (5) voting resident members and two (2) non-voting City Council Members.

**Meeting Time:** Meets on the second Tuesday of each month at 2:30 p.m.

### **Indian Wells Golf Resort Advisory:**

The Golf Resort Advisory Committee consists of the following members with voting authority for purposes of the Committee's work:

- General Manager from each of the City's Resort Hotels, the Hyatt Regency, Indian Wells Resort Hotel, Miramonte Resort, Renaissance Esmeralda Resort.
- General Manager of the Indian Wells Golf Resort, the Indian Wells Resort's Director of Golf, and the Indian Wells Resort's Director of Agronomy.
- Five (5) residents; two City Council members who serve in an ex-officio capacity and the City Manager and/or designee serve as staff liaison of the Committee.

Recommend to the City Council golf resort service levels, maintenance, and quality of the guest's experiences at the Indian Wells Golf Resort. Advise and make recommendations to the City Council on issues pertaining to the Indian Wells Golf Resort

**Meeting Time:** Meets on the fourth Tuesday of each month at 2:00 p.m.

### **COUNCIL STANDING COMMITTEES:**

#### **Finance/legal services oversight:**

The Finance Committee's role is to oversee the financial affairs of the City and review and make recommendations to the City Council about the financial affairs and policies of the City. The Finance Committee supports the City Council in the performance of its responsibilities for the protection of the City's financial well-being, and for the adoption of effective and appropriate strategies for fiscal prudence and wealth preservation.

The Finance Committee oversees the development of the City budget and capital improvement plan. The Finance Committee is responsible for reviewing, modifying, and approving draft forms of the City biennial operating budget and capital improvement plan. Once the City budget and capital improvement plan is approved by the Finance Committee, the City budget and capital improvement plan is forwarded to the City Council for final approval and adoption. The Finance Committee reviews the City's long-term cash flows, ensuring continued fiscal prudence while meeting the operational needs and capital goals of the City.

The Finance Committee oversees the City's annual audit. The accounting firm of Mayer Hoffman McCann P.C. was appointed by the City Council and reports directly to the Finance Committee to perform the annual audit. The Committee meets with the City auditors a minimum of two times a year. The first meeting is conducted during the interim audit to discuss additional audit measures, testing, weaknesses, or additional agreed upon procedure reviews. A final or "close out" meeting is conducted with the City's auditors at the conclusion of the annual audit to discuss any findings, adjustments, or improvements which need to be implemented. The Finance Committee annually reports the results of the City's annual audit directly to the City Council.

The Finance Committee is responsible for assisting the City Council in the assessment and enhancement of the effectiveness of internal controls and financial risk management. The Finance Committee provides advice to the City Council on appropriate frameworks for financial risk identification and management. The Finance Committee identifies and recommend measures to improve financial performance and achieve an adequate system of internal controls within the City.

The Finance Committee also services as the Legal Services Oversight Committee, which is responsible for oversight of the City Attorney agreement and usage of outside legal counsel.

***Marketing Committee:***

The Marketing Committee (the "Committee") is established to direct and manage the Tourism and Marketing Program. The Committee shall consist of the following members with voting authority for purposes of the Committee's work: the General Managers from each of the City's Resort Hotels, the General Manager of the Indian Wells Golf Resort, the Indian Wells Tennis Garden General Manager, and the City Manager. The general managers are collectively referred to herein as "Resort Members". The Committee will also include two City Council members who serve in an ex-officio capacity. The Committee can be terminated at any time by the affirmative vote of three (3) members of the City Council. The City Manager and/or his designee shall serve as the staff liaison for the Committee.

The Committee's primary responsibility is to increase tourism related revenue.

***Personnel Committee: (Mayor & Pro Tem)***

The Personnel Committee is compromised of the Mayor, Mayor Pro-Tem, the City Manager and the Personnel Director. The primarily function of this committee is to review employee relations, wage, salary and benefits administration. The committee meets on as needed basis.

***Public Safety Committee:***

The Public Safety committee consisting of two Council members, the City Manager, Public Safety Director and the Police Chief meet to discuss all aspect of public safety in the City. The committee will make recommendation back to Council regarding levels of service, burglaries/robberies, traffic enforcement, fire and paramedic and emergency management issues. The committee meets on as needed basis.

***Tee Committee: (Mayor & Pro Tem)***

The Committee is comprised of the General Managers of the Hyatt Grand Champions and the Renaissance Esmeralda (the “Grantor Hotels”) as part of the easement agreement executed when the Golf Resort was built on land surrounding the two hotels. The purpose of the Committee is to discuss the reservation of golf rounds allocated to these hotels. The hotels are responsible for calling meetings on as needed basis.