City Hall Council Chamber
1515 Sixth Street, Coachella, California
(760) 398-3502 ◆ www.coachella.org

AGENDA

CITY COUNCIL CLOSED SESSION AND
REGULAR MEETING
OF THE CITY OF COACHELLA
THE COUNCIL SITTING AS THE COACHELLA SANITARY DISTRICT,
COACHELLA FIRE PROTECTION DISTRICT, COACHELLA FINANCING AUTHORITY,
COACHELLA EDUCATIONAL AND GOVERNMENTAL ACCESS CABLE CHANNEL CORPORATION,
COACHELLA WATER AUTHORITY, SUCCESSOR AGENCY TO THE COACHELLA REDEVELOPMENT AGENCY
AND COACHELLA PARKS AND RECREATION FOUNDATION

June 25, 2025
5:00 PM – CLOSED SESSION
6:00 PM – REGULAR MEETING

In-Person Meeting Location: Coachella City Hall Council Chamber 1515 Sixth Street Coachella, CA	**If you would like to attend the meeting via Zoom, here is the link:** **https://us02web.zoom.us/j/88457271898?pwd=REdzU1NoQmpVSFhWTDVaZ0VCekYxdz09** Or One tap mobile : 16699006833,,88457271898#,,,,*606140# Or Telephone: US: +1 669 900 6833 **Webinar ID: 884 5727 1898** **Passcode: 606140** **Spanish:** El idioma español está disponible en Zoom seleccionado la opción en la parte de abajo de la pantalla

- Public comments may be received **either in person, via email, or via Zoom.**
  - **In Person:**

    Anyone wishing to speak in person during the public comment period or on a particular item is required to fill out a Request to Speak Form. In order to be recognized, a Request to Speak Form must be turned in to the City Clerk prior to the start of the public comment period or before the agenda item is taken up by Council on which you wish to provide a comment.
  - **In Real Time via Zoom:**

    If participating in real time via Zoom, during the public comment period, participants must be visible on camera and use the **"raise hand"** function on Zoom.
  - **In Writing via Email:**

    If providing a written comment by email, you may submit your public comment to the City Council by emailing cityclerk@coachella.org. To comment by email, submit your comments no later than 12 p.m. on the day of the meeting by emailing your name, agenda item (if applicable), and your comment. Any correspondence received by the deadline will be forwarded to the City Council for consideration before action is taken on the matter, during the meeting and upon request one (1) hard copy of the written

public comments will be available for the public's view, and written comments will be retained for the official records. Written comments will not be read aloud at City Council meetings.

- The **live stream** of the meeting may be **viewed online** by accessing the city's website at **www.coachella.org**, and clicking on the "**Watch Council Meetings**" tab located on the home page, and then clicking on the "live" button.

CALL TO ORDER: - 5:00 P.M.

ROLL CALL:

APPROVAL OF AGENDA:

"At this time the Council/ Board/Corporation/Authority may announce any items being pulled from the Agenda or continued to another date or request the moving of an item on the agenda"

PUBLIC COMMENTS (CLOSED SESSION ITEMS):

ADJOURN TO CLOSED SESSION:

1. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
   Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(d)(2)/(e)(1)
   One (1) Potential Case

2. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO GOVERNMENT CODE SECTION 54957.6:
   City Labor Negotiator: City Manager William Pattison
   Employee Organization: Teamsters Local 1932 Representing Miscellaneous/Sanitary Employees

3. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO GOVERNMENT CODE SECTION 54957.6:
   City Labor Negotiator: City Manager William Pattison
   Employee Organization: Teamsters Local 1932 Representing Mid-Management Employees

RECONVENE REGULAR MEETING: - 6:00 P.M.

PLEDGE OF ALLEGIANCE:

CLOSED SESSION ANNOUNCEMENTS:

PROCLAMATIONS/PRESENTATIONS/DIRECTION:

4. Kaiser Permanente Mobile Health Vehicle

WRITTEN COMMUNICATIONS:

PUBLIC COMMENTS (NON-AGENDA ITEMS) (LIMITED TO A MAXIMUM OF 30 MINUTES. IF ADDITIONAL TIME IS REQUIRED FOR PUBLIC COMMENTS, THEY WILL BE HEARD AFTER ITEM NO. 15. PUBLIC HEARING CALENDAR):

The public may address the City Council/Board/Corporation/ Authority on any item of interest to the public that is not on the agenda but is in the subject matter jurisdiction thereof. Please limit your comments to three (3) minutes.

CONSENT CALENDAR:

(It is recommended that Consent Items be acted upon simultaneously unless separate discussion and/or action is requested by a Council Member.)

5. Regular Meeting Minutes of June 11, 2025, of the City of Coachella, Coachella Sanitary District, Coachella Fire Protection District, Coachella Financing Authority, Coachella Educational and Governmental Access Cable Corporation, Coachella Water Authority, Successor Agency to the Coachella Redevelopment Agency and Coachella Parks and Recreation

6. Voucher Listing- EFT's/Utility Billing Refunds/FY 2024-25 Expenditures as of June 25, 2025, $2,319,213.31

7. Annual Investment Policy Update For Fiscal Year 2025-2026:

   Resolution No. 2025-26, a Resolution of the City Council of the City of Coachella

   Resolution No. WA-2025-01, a resolution of the Coachella Water Authority

   Resolution No. SD-2025-01, a resolution of the Coachella Sanitary District

   Resolution No. FD-2025-01, a resolution of the Coachella Fire Protection District

8. Adopt Resolution No. 2025-34 Approving Interim Expenditures Prior to Adoption of the Budget for Fiscal Year 2025-26

9. Authorize the City Manager to Encumber an Additional $200,628 for the Acquisition of the Tyler Enterprise ERP from Unassigned General Fund

10. Adopt Resolution No. 2025-35 Authorizing the City Manager to Execute a Grant Agreement with Imperial Irrigation District in the Amount of $29,600 for the Public Green Space Grant Bagdouma Park Project

11. Authorize a Community-Based Grant to the American Heart Association in the Amount of $1,000 to Fund their Coachella Valley Heart & Stroke Walk Hands-Only CPR Education

12. Authorize the Removal and Replacement of Key HVAC Components at the Coachella Library in the Amount not to Exceed $29,965.00

13. Authorize the City Manager to Execute Amendment #3 to the Professional Services Agreement with Angenious Engineering Services, Inc. in an Amount of $3,511,261.47 to Provide Professional Engineering Services for the SR86/Avenue 50 Interchange Project (ST-81)

NEW BUSINESS CALENDAR (LEGISLATIVE AND ADMINISTRATIVE):

14. Consideration to Fill Two Planning Commission Vacancies

15. Adopt Resolution No. 2025-36 Authorizing a Conditional Loan Commitment Letter to Defer Local Development Impact Fees for the Sixth Street Senior Apartments Affordable Housing Project in the Amount of $1,179,044

16. Approving Job Title Changes and Freezing the Executive COLA of 4% for July 1, 2025

17. Public Hearing and Reporting on Vacancies, Recruitment and Retention Efforts

PUBLIC HEARING CALENDAR (QUASI-JUDICIAL):

REPORTS AND REQUESTS:

Council Comments/Report of Miscellaneous Committees.

City Manager's Comments.

ADJOURNMENT:

Complete Agenda Packets are available for public inspection at the City Clerk's Office at 53-462 Enterprise Way, Coachella, California, and on the City's website www.coachella.org.

THIS MEETING IS ACCESSIBLE TO PERSONS WITH DISABILITIES

City Hall Council Chamber
1515 Sixth Street, Coachella, California
(760) 398-3502 ◆ www.coachella.org

AGENDA

CITY COUNCIL REGULAR MEETING
OF THE CITY OF COACHELLA
THE COUNCIL SITTING AS THE COACHELLA SANITARY DISTRICT,
COACHELLA FIRE PROTECTION DISTRICT, COACHELLA FINANCING AUTHORITY,
COACHELLA EDUCATIONAL AND GOVERNMENTAL ACCESS CABLE CHANNEL CORPORATION,
COACHELLA WATER AUTHORITY, SUCCESSOR AGENCY TO THE COACHELLA REDEVELOPMENT AGENCY
AND COACHELLA PARKS AND RECREATION FOUNDATION

June 11, 2025

6:00 PM – REGULAR MEETING

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CALL TO ORDER: - 6:00 P.M.

ROLL CALL:

PLEDGE OF ALLEGIANCE:

APPROVAL OF AGENDA:

"At this time the Council/ Board/Corporation/Authority may announce any items being pulled from the Agenda or continued to another date or request the moving of an item on the agenda"

PROCLAMATIONS/PRESENTATIONS/DIRECTION:

1. Presentation on the Children Discovery Museum of the Desert

2. Proclamations Presented to Coachella Football Club Premier (Semi-Professional Category) and Coachella Football Academy u17 Boys

WRITTEN COMMUNICATIONS:

PUBLIC COMMENTS (NON-AGENDA ITEMS) (LIMITED TO A MAXIMUM OF 30 MINUTES. IF ADDITIONAL TIME IS REQUIRED FOR PUBLIC COMMENTS, THEY WILL BE HEARD AFTER ITEM NO. 15. PUBLIC HEARING CALENDAR):

THE PUBLIC MAY ADDRESS THE CITY COUNCIL/BOARD/CORPORATION/ AUTHORITY ON ANY ITEM OF INTEREST TO THE PUBLIC THAT IS NOT ON THE AGENDA BUT IS IN THE SUBJECT MATTER JURISDICTION THEREOF. PLEASE LIMIT YOUR COMMENTS TO THREE (3) MINUTES.

CONSENT CALENDAR:

(It is recommended that Consent Items be acted upon simultaneously unless separate discussion and/or action is requested by a Council Member.)

3. Regular Meeting Minutes of May 28, 2025, of the City of Coachella, Coachella Sanitary District, Coachella Fire Protection District, Coachella Financing Authority, Coachella Educational and Governmental Access Cable Corporation, Coachella Water Authority, Successor Agency to the Coachella Redevelopment Agency and Coachella Parks and Recreation

4. Voucher Listing- EFT's/Utility Billing Refunds/FY 2024-25 Expenditures as of June 11, 2025, $4,784,485.67

5. Adopt Resolution No. 2025-29 Authorizing the City Manager to Submit an Application on behalf of the City of Coachella to the Department of Parks and Recreation Office of Grants and Local Services for the

Land and Water Conservation Fund (LWCF) Grant Program in the Amount Not-to-Exceed Six Million ($6,000,000) Dollars for the Rancho Las Flores Park Project

6. Approve Annual Allegro Infrastructure Extended Warranty Program May 1, 2025 – April 30, 2026 in an Amount not to Exceed $28,861.41

7. Adopt Resolution No. 2025-32 Authorizing the City Manager to Execute a Grant Agreement with the Coachella Valley Mountains Conservancy Proposition 1 Grant Program in the amount of $400,000 for the Rancho Las Flores Park Retention Basin Project

8. Approve Resolution No. 2025-28 Declaring its Intention to Authorize the Establishment of an Annual Special Tax for City of Coachella Community Facilities District No. 2005-01 (Law Enforcement, Fire and Paramedic Services) and Annexation Areas Thereto for Fiscal Year 2025/2026; Setting a Public Hearing Date as July 9, 2025

NEW BUSINESS CALENDAR (LEGISLATIVE AND ADMINISTRATIVE):

9. Consideration to Fill Two Planning Commission Vacancies

10. Approve Change Order No. 1 with Rove Engineering, Inc., in the Amount of $870,019.00 Plus 10% Contingency for the Street Improvements Within the Aventine Community, City Project No. ST-139

11. Approve Cooperative Agreement for El Grito Event Between: the City of Coachella, Telemundo and Mexican Consulate in San Bernardino; and Approve Operation of a Beer Garden at Rancho Las Flores Park for the 2025 El Grito Event; and Approve a Professional Services Agreement to Rhythm Tech Productions LLC, in the Amount of $30,564.90 for the Installation of the Stage

12. Approve a Professional Services Agreement Between the City of Coachella and the Greater Coachella Valley Chamber of Commerce for Fiscal Year 2025-2026 in the Amount of $53,500

13. Appointment of William Pattison as City Manager, Approving an Employment Agreement with Mr. Pattison and Adopting Resolution No. 2025-33

PUBLIC HEARING CALENDAR (QUASI-JUDICIAL):

14. Public Hearing and Adoption of Resolution No. 2025-30 Confirming the Assessment and Diagram and Ordering the Levy and Collection of Assessments for the City of Coachella Landscape and Lighting Maintenance District No. 1 through 40 for Fiscal Year 2025/2026

15. Public Hearing and Adoption of Resolution No. 2025-31 Affirming the Solid Waste Rates for Fiscal Year 2025/2026 and Authorizing the Collection of Residential Solid Waste Service Charges for Fiscal Year 2025/2026 on the County of Riverside's Property Tax Roll.

REPORTS AND REQUESTS:

Council Comments/Report of Miscellaneous Committees.

City Manager's Comments.

ADJOURNMENT:

Complete Agenda Packets are available for public inspection at the City Clerk's Office at 53-462 Enterprise Way, Coachella, California, and on the City's website www.coachella.org.

THIS MEETING IS ACCESSIBLE TO PERSONS WITH DISABILITIES

apChkLst
06/09/2025 1:53:20PM

Check List
City of Coachella

Bank : ewfb EFT FOR WELLS FARGO BANK -S

Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
2867	5/8/2025	48066	US BANK	Sta 4/25/25	4/25/2025	ACC XXXX-XXXX-XXXX-0925,	29,911.52	29,911.52
						Γ FOR WELLS FARGO BANK -SEPARATE CHECK:		29,911.52

1 checks in this report.

Grand Total All Checks: 29,911.52

Date: **May 8, 2025**

Interim Finance Director: Kaye Reynolds

Interim City Manager: William B. Pattison

Bank : wfb WELLS FARGO BANK

Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
122744	6/25/2025	56334	AMERICAN INTEGRATED	Ref000252347	6/16/2025	UB Refund Cst #00060012	704.50	704.50
122745	6/25/2025	56329	CHAVIRA, LUIS	Ref000252341	6/16/2025	UB Refund Cst #00058959	84.06	84.06
122746	6/25/2025	56320	CINADER, RICKAYE	Ref000252346	6/16/2025	UB Refund Cst #00059933	4.35	4.35
122747	6/25/2025	55820	CONSTANTIAN, STACEY	Ref000252336	6/16/2025	UB Refund Cst #00054419	30.00	30.00
122748	6/25/2025	56315	GAMELIAL, OFER	Ref000252339	6/16/2025	UB Refund Cst #00057331	31.90	31.90
122749	6/25/2025	56324	GONZALES, RUBEN	Ref000252334	6/16/2025	UB Refund Cst #00044670	24.94	24.94
122750	6/25/2025	56325	ISIDORO, GABRIELA	Ref000252335	6/16/2025	UB Refund Cst #00044934	77.67	77.67
122751	6/25/2025	56332	LUNETTA, NELLIE	Ref000252344	6/16/2025	UB Refund Cst #00059250	67.75	67.75
122752	6/25/2025	56333	MV A24 LLC	Ref000252345	6/16/2025	UB Refund Cst #00059390	53.88	53.88
122753	6/25/2025	56151	PEREZ, LUIS	Ref000248854	1/21/2025	UB Refund Cst #00048489 On /	232.71	232.71
122754	6/25/2025	56331	PLUGAR, ALEXANDER	Ref000252343	6/16/2025	UB Refund Cst #00059111	35.84	35.84
122755	6/25/2025	56330	PULTE GROUP CO LLC	Ref000252342	6/16/2025	UB Refund Cst #00059016	24.48	24.48
122756	6/25/2025	56326	SEVILLA CASTRO, RAMSI	Ref000252337	6/16/2025	UB Refund Cst #00056318	28.83	28.83
122757	6/25/2025	56327	TOBAR, DIANNA	Ref000252338	6/16/2025	UB Refund Cst #00056558	74.72	74.72
122758	6/25/2025	56328	ZITO WEST HOLDING, LL	Ref000252340	6/16/2025	UB Refund Cst #00057714	728.20	728.20
						Sub total for WELLS FARGO BANK:		2,203.83

15 checks in this report.

Grand Total All Checks: 2,203.83

Date: **June 25, 2025**

Interim Finance Director: Kaye Reynolds

City Manager: William B. Pattison

Bank : ewfb EFT FOR WELLS FARGO BANK -

Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
2868	6/25/2025	48014	ALBERT A. WEBB ASSOC	ARIV0008424	5/24/2025	PE5/24 CENTRAL PARK (RAN	2,508.75	2,508.75
2869	6/25/2025	54859	AMAZON CAPITAL SERVI	1HCM-NQHW-M	6/9/2025	IPHONE 12 PRO MAX CASE V	26.90	
				1P4W-TWCQ-M	6/5/2025	MINI PRO HDMI LIVE STREAM	347.05	
				1WYH-GFFL-ML	6/5/2025	PERLESMITH MOBILE TV STA	141.35	515.30
2870	6/25/2025	49989	ANDREAS LLC	87982	6/10/2025	BUSINESS CARDS: C. RODRI	296.89	296.89
2871	6/25/2025	45929	BECK OIL, INC.	168766	5/31/2025	PE5/31 INFO TECH DEPT FUE	150.40	150.40
2872	6/25/2025	43462	BEST BEST & KRIEGER, L	1029912	5/31/2025	PE4/30, #80237, GENERAL RE	36,982.87	
				1029913	5/31/2025	PE4/30, #80237.00445, DESEF	9,945.30	
				1029914	5/31/2025	PE4/30, #80237.00500, PRA RI	9,945.00	
				1029915	5/31/2025	PE4/30, #80237.00802, WATEF	245.16	
				1029916	5/31/2025	PE4/30, #80237.00810, LABOF	1,893.30	
				1029917	5/31/2025	PE4/30, #80237.00820, ENVIR	2,430.20	
				1029918	5/31/2025	PE4/30, #80237.00840, CANNA	5,329.10	
				1029919	5/31/2025	PE4/30, #80237.00857, RENEV	6,956.90	
				1029920	5/31/2025	PE4/30, #80237.00866, KPC SI	4,131.00	
				1029921	5/31/2025	PE4/30, #80237.00869, AFFOF	689.90	
				1029922	5/31/2025	PE4/30, #80237.00875, MESQU	562.70	
				1029923	5/31/2025	PE4/30, #80237.00876, LA ENT	5,097.40	
				1029924	5/31/2025	PE4/30, #80237.00883, AIRPO	7,351.30	
				1029925	5/31/2025	PE4/30, #80237.00886, COPYF	1,384.00	
				1029926	5/31/2025	PE4/30, #80237.00889, COA W	2,139.75	95,083.88
2873	6/25/2025	56271	CHARTER COMMUNICATI	1878702010521	5/21/2025	AC 187870201, 5/28-6/27	1,826.89	1,826.89
2874	6/25/2025	53880	EBERHARD EQUIPMENT	2610	4/30/2025	4/29-30 KUBOTA TRACTOR &	543.75	543.75
2875	6/25/2025	44713	FARMER BROTHERS CO.	95677598	5/28/2025	COFFEE, CREAMER, CUPS, E	701.86	701.86
2876	6/25/2025	49100	GOLDMAN, RONALD A.	May2025	5/31/2025	MAY2025 SVCS: LA ENTRADA	1,421.00	1,421.00
2877	6/25/2025	00996	HOME DEPOT	0174833	5/1/2025	HUSKY WATERING HOSE, TIF	153.57	
				3023484	5/8/2025	PIPE BUSHING & NIPPLE BRA	16.12	
				6012157	5/15/2025	DW 15A 7 1/4" CIRC SAW, ET	276.13	
				2014034	5/29/2025	APPLIED CREDIT INV #81103	19.22	
				7012083	5/14/2025	CDX PLYWOOD, STAKES, ET	149.97	
				8011958	5/13/2025	MKE 7A 1" SDS DHAND ROT H	445.96	
				8011963	5/13/2025	8FT PREMIUM FIR	33.47	1,094.44
2878	6/25/2025	52552	HR GREEN PACIFIC, INC.	188174	5/22/2025	PE4/25 BROADBAND MASTEF	47,515.00	
				188175	5/22/2025	PE5/16 BROADBAND MASTEF	4,465.00	51,980.00

Bank : ewfb EFT FOR WELLS FARGO BANK - (Continued)

Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
2879	6/25/2025	52988	KOUNKUEY DESIGN INITI	Refund	6/11/2025	DEPOSIT REFUND- 6/5+6 LIBI	300.00	300.00
2880	6/25/2025	42709	LANDMARK CONSULTAN	LP0425-60	4/17/2025	PE4/9 CNSTRCTN MTRL TES	4,800.00	
				LP0525-32	5/1/2025	PE4/23 CNSTRCTN MTRL TES	4,320.00	
				LP0425-19	4/2/2025	PE3/26 CNSTRCTN MTRL TES	3,960.00	
				LP0525-50	5/14/2025	PE5/7 CNSTRCTN MTRL TES	3,300.00	
				LP0625-49	6/12/2025	PE6/6 CONCRETE PIPE TEST	1,740.00	18,120.00
2881	6/25/2025	49479	POLYDYNE INC.	1923049	4/25/2025	CLARIFLOC WE-1238	4,400.95	4,400.95
2882	6/25/2025	53475	RUDYS ELECTRIC	20910	5/25/2025	RPR'D MEDIANS ELECTRICAI	2,365.00	
				20908	5/25/2025	RPR'D BOLLARD LIGHTING, E	1,290.75	
				20902	5/25/2025	RPR'D ROOF A/C ELECTRICA	961.25	
				20903	5/25/2025	RESET CONTROLS FOR FIEL	285.00	
				20904	5/25/2025	RPR'D POWER OUTAGE LIGH	570.00	
				20905	5/25/2025	RPLC'D POLE LIGHTS @ BGL	1,682.00	
				20906	5/25/2025	RPR'D LIGHTING @ 1515 6TH	696.00	
				20907	5/25/2025	INSTLL'D CUBICLE ELECTRIC	2,974.00	
				20909	5/25/2025	RPLC'D FIXTURE, ETC @ DIS	799.00	11,623.00
2883	6/25/2025	55651	SEEK PERSONNEL STAFI	002260	5/27/2025	WE 5/25: GALINDO+GUTIERR	2,024.00	
				002269	6/2/2025	WE 6/6: GALINDO+GUTIERRE	1,619.20	3,643.20
2884	6/25/2025	01372	SOUTH WEST PUMP & DI	2504-004	4/14/2025	TRBLSHT PRESSURE PUMP (	3,660.00	3,660.00
2885	6/25/2025	52784	THE PUN GROUP LLP	115383	5/31/2025	FY24/25 AUDIT SVCS	6,000.00	6,000.00
2886	6/25/2025	48436	UNIVAR SOLUTIONS USA	52957565	4/24/2025	SODIUM BISULFITE	7,783.51	7,783.51
2887	6/25/2025	55817	VESTIS SERVICES, LLC	27255804	5/21/2025	POLOS W/ EMBROIDERY	111.94	
				27258883	5/22/2025	POLO W/ EMBROIDERY	51.08	
				27264299	5/24/2025	POLO W/ EMBROIDERY	51.08	214.10
2888	6/25/2025	51697	WESTERN WATER WORK	1411954-01	5/9/2025	ANGLE BALL MTR VLV, SOFT	9,592.56	
				1411954-00	5/8/2025	SOFT COPPER TUBING 60FT	978.75	10,571.31
2889	6/25/2025	54272	WILLDAN	002-34967	6/3/2025	MAY2025 BLDG AND SAFETY	8,420.00	8,420.00
2890	6/25/2025	54671	WILMINGTON TRUST N. A	July 2025	5/23/2025	JL2025 PENSION OBLIGATIOI	1,256,104.97	1,256,104.97

Γ FOR WELLS FARGO BANK -SEPARATE CHECK: 1,486,964.20

Bank : wfb WELLS FARGO BANK

Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
122759	6/25/2025	46835	AIR AND HOSE SOURCE,	612981	5/22/2025	1" GENERAL SVC RED A/W H(	16.86	
				613307	5/27/2025	2-1/2" CAMLOCK GASKET, ET	14.68	31.54
122760	6/25/2025	53274	APOLLO WOOD RECOVE	31311S	5/20/2025	IPEMA CERTIFIED PLAYFIBEF	2,459.93	
				31311S-INSTALI	5/20/2025	INSTLL'D IPEMA CERTIFIED F	3,606.88	6,066.81
122761	6/25/2025	56323	BORJAS, MARIA E.	Refund	6/11/2025	DEPOSIT REFUND- 6/5 LIBRA	300.00	300.00
122762	6/25/2025	50383	BOSS DESIGNS	591	5/22/2025	5" BLACK REFLECTIVE NUME	1,000.50	
				593	6/4/2025	10"X8" MEETING ROOM SIGN	293.62	1,294.12
122763	6/25/2025	55648	BRAWLEY ANALYTICAL, II	001093	4/23/2025	APR2025 LABORATORY BIOA	7,200.00	7,200.00
122764	6/25/2025	50977	BRISAS AIR CONDITIONIN	2025-6326	5/16/2025	INSTLL'D EVAP COIL/3-TON 1	9,985.00	
				2025-6327	5/16/2025	INSTLL'D 5-TON HEAT PUMP	23,975.00	33,960.00
122765	6/25/2025	53423	CBE OFFICE SOLUTIONS	IN2826840-CBE	4/2/2025	ACC CC3502, COLOR COPIEF	482.93	
				IN2844575-CBE	6/5/2025	ACC CC3502, COLOR COPIEF	332.22	815.15
122766	6/25/2025	02048	CDW GOVERNMENT, INC	AE5WW1E	6/12/2025	BITDEF MDR PLUS - 1 YEAR (	29,700.00	29,700.00
122767	6/25/2025	55591	CICCS TRUST	2025-06	6/2/2025	JUNE2025 CICCS TRUST EAF	177.30	177.30
122768	6/25/2025	56178	CITIGUARD, INC.	68133	3/6/2025	FEB2025 SECURITY SVCS @	5,460.00	
				69709	5/1/2025	APR2025 SECURITY SVCS @	6,300.00	
				68136	3/6/2025	FEB2025 SECURITY SVCS @	4,800.00	16,560.00
122769	6/25/2025	07950	CITY OF COACHELLA	Apr 2025	4/30/2025	APR2025 WATER- ST, PARKS	71,364.02	
				Apr 2025-LLD's	4/30/2025	APR2025 WATER- LLD'S	21,545.25	92,909.27

Bank : wfb WELLS FARGO BANK (Continued)

Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
122770	6/25/2025	53220	COACHELLA ACE HARDW	8938/1	4/30/2025	TUBE BRAID, CLN VINEGAR E	70.28	
				8366/1	1/8/2025	ACE UTILITY GLOVES	15.21	
				8435/1	1/23/2025	DUPONT SILICONE LUBE	10.31	
				8590/1	2/20/2025	CABLE CUTTER PLIERS, ETC	52.92	
				8944/1	5/1/2025	STUD PINE BROWN	8.69	
				8987/1	5/9/2025	PUSH BROOM ROUGHSUR 2	43.49	
				8994/1	5/12/2025	WRENCH BASIN NUT, ETC	40.20	
				9025/1	5/20/2025	GARDEN SPRAYER 1GAL	18.47	
				9027/1	5/20/2025	MW LOCKING PLIERS SET 2F	57.60	
				9035/1	5/21/2025	GRAFFITI REMOVER, ETC	55.64	
				9043/1	5/22/2025	EXTENSION POLE BLU/WT 6'	57.58	
				9057/1	5/24/2025	GARDEN SPRAYER 1GAL, ET	47.80	
				9064/1	5/26/2025	KILZ ORIGINAL PRIMER, ETC	81.16	
				8905/1	4/22/2025	CLOTH HDW, GFCI ST OUTLE	116.30	
				7940/1	10/16/2024	CONT PRO EXT SG WHT 5G	-195.74	
				8187/1	11/27/2024	COMBO PACK TULIP SS	39.14	
				9068/1	5/27/2025	CONT PRO INT SG UWB 5G, I	161.47	
				9073/1	5/27/2025	VALVE KEY 4-WAY, ETC	46.72	
				9077/1	5/28/2025	KILZ PREM PRIMER, ETC	40.81	768.05
122771	6/25/2025	54082	COACHELLA GREENERY	2025 Grant	6/10/2025	CANNABIS EQUITY GRANT PI	23,535.00	23,535.00
122772	6/25/2025	08970	COACHELLA VALLEY BOX	0425	4/1/2025	APR2025 BOXING CLUB SERV	2,500.00	
				0525	5/1/2025	MAY2025 BOXING CLUB SERV	2,500.00	
				0625	6/1/2025	JUNE2025 BOXING CLUB SEF	2,500.00	7,500.00
122773	6/25/2025	56249	COLLEEN EDWARDS, INC	1046	5/6/2025	PE5/6 YOUTH CULTURAL CEI	8,910.00	8,910.00
122774	6/25/2025	56109	COMMERCIAL VACUUM C	51925	5/19/2025	TRBLSHT/REPAIR VACUUM	45.00	45.00
122775	6/25/2025	48015	COMPLETE PAPERLESS S	4454	5/28/2025	6/29/25-26 LASERFICHE SOF	6,697.95	6,697.95
122776	6/25/2025	54137	CONSERVE LANDCARE L	473476	5/14/2025	INSTLL'D PLANTS @ DIST 16	807.69	
				475205	5/22/2025	INSTLL'D 4-STATION CONTRC	155.76	
				477619	5/31/2025	INSTLL'D PLANTS/RPR'D IRR	13,078.64	
				477625	5/31/2025	WEED ABATEMENT @ AVE 52	422.25	
				479567	5/30/2025	RPR'D VALVE @ DIST 33	282.43	
				475206	5/22/2025	RPLC'D VALVE @ DIST 29	162.82	
				476041	5/30/2025	MAY2025 LNDSCPE MAINT @	60,697.00	75,606.59
122777	6/25/2025	01984	CORA CONSTRUCTORS I	1	4/30/2025	PE4/30 HEADWORKS SCREE	31,471.60	31,471.60
122778	6/25/2025	52375	CORE & MAIN LP	W942367	5/8/2025	1-1/4X6 REP CLP FULL CIRCL	298.75	298.75

Bank : wfb WELLS FARGO BANK (Continued)

Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
122779	6/25/2025	53085	COUNTY OF RIVERSIDE	INV-00324538	5/20/2025	SUPP DEPOSIT- AVE 50/JACK	6,000.00	6,000.00
122780	6/25/2025	56158	CULLIGAN QUENCH	INV09077009	6/1/2025	AC D347648, JUNE2025 RNTL	41.46	
				INV09081003	6/1/2025	AC D347651, JUNE2025 RNTL	41.46	82.92
122781	6/25/2025	54404	CV FERROUS & SUPPLIE	12089	4/21/2025	PERFORATED SCREEN, ETC	128.11	128.11
122782	6/25/2025	09650	CVAG	CV25448-25	6/3/2025	PE1/31 ATP- ARTS & MUSIC L	967.56	
				CV25453-25	6/3/2025	PE3/31 ATP- ARTS & MUSIC L	139.77	
				CV25463-25	6/6/2025	PE3/31 ATP- ARTS & MUSIC L	3,303.89	
				CV25472-25	6/12/2025	PE4/30 ATP- ARTS & MUSIC L	9.36	4,420.58
122783	6/25/2025	09950	CVWD	Apr 2025	5/1/2025	CN 332543, APR2025 WELL R	45,089.25	45,089.25
122784	6/25/2025	00118	DEPARTMENT OF TRANS	SL250605	3/24/2025	OCT-DEC2024 TRAFFIC SIGN	3,308.95	3,308.95
122785	6/25/2025	01755	DEPT OF INDUSTRIAL RE	E 2171563 SB	5/19/2025	CONVEYANCE #150143: 5346	225.00	225.00
122786	6/25/2025	13300	DESERT FIRE EXTINGUIS	12493092	5/23/2025	DRY CHEM ANNUAL MAINT @	1,084.73	1,084.73
122787	6/25/2025	48359	DESERT STEEL SUPPLY	26714	5/12/2025	ROUND TUBE	158.21	158.21
122788	6/25/2025	55841	DESERT VALLEY POWER	3204	5/9/2025	UNIT INSPCTN/LOAD BANK T	990.00	
				3205	5/9/2025	UNIT INSPCTN/LOAD BANK T	750.00	
				3206	5/9/2025	UNIT INSPCTN @ CVHS LIFT	190.00	1,930.00
122789	6/25/2025	54644	DIGITAL PALM SPRINGS	800264-2	5/31/2025	4/25-5/23 SOCIAL MEDIA ADS	2,228.00	2,228.00
122790	6/25/2025	42442	DIRECTV	018084532X250	5/26/2025	5/25-6/24 SVC+LATE FEE @ 5	110.52	110.52
122791	6/25/2025	55527	DOKKEN ENGINEERING	49022	5/6/2025	PE4/30 GRPFRT/AIRPORT BL	10,445.45	10,445.45
122792	6/25/2025	55683	DUDEK	202503227	5/16/2025	PE4/25 WELL #16 REHAB SVC	52,652.50	
				202503228	5/13/2025	PE4/25 DEVELOPMENT OF W	5,212.50	57,865.00
122793	6/25/2025	55683	DUDEK	202502897	5/1/2025	PE2/21 TYLER ST SEWER CA	14,674.75	14,674.75
122794	6/25/2025	14700	E. S. BABCOCK & SONS, I	CD51566-0076W	4/25/2025	FEB-MAR2025 LAB SAMPLES	4,659.51	4,659.51
122795	6/25/2025	54924	EL TRANVIA RESTAURAN	528	6/12/2025	SENIOR CENTER FATHER'S D	3,217.59	3,217.59
122796	6/25/2025	15750	FEDEX	8-855-81030	5/9/2025	MAY2025 FEDEX SVCS	9.41	9.41
122797	6/25/2025	44088	FERGUSON ENTERPRISE	5305155	4/22/2025	BORE IDFAN BRNG	63.10	
				5422735	5/19/2025	CCY LFA 1HDL LEV 3H KITC F	132.09	195.19
122798	6/25/2025	54881	FERNANDEZ, ANAHI	Edu Reimb	6/4/2025	FY24/25 EDUCATION REIMBU	1,736.34	1,736.34
122799	6/25/2025	02272	FRANKLIN TRUCK PARTS	IN368063	5/29/2025	GASKET OIL SEAL KIT	6.81	6.81
122800	6/25/2025	51604	FRONTIER	BD 6/1/25	6/1/2025	ACC #760-188-0055-061323-5,	4,555.12	4,555.12
122801	6/25/2025	52615	G/M BUSINESS INTERIOR	0303251-IN	6/2/2025	LATERAL FILE CABINETS (4)	5,588.71	5,588.71
122802	6/25/2025	55660	GANNETT CALIFORNIA LC	0007099947	4/30/2025	APR2025 PUBLISHED ADS	3,886.24	3,886.24
122803	6/25/2025	51494	GARDA CL WEST, INC.	10819098	6/1/2025	JUNE2025 ARMORED TRANS	1,367.55	1,367.55
122804	6/25/2025	55221	GOLD COAST ENVIRONM	14586	4/24/2025	3/27-4/23 SEWER FLOW STUI	4,871.00	4,871.00
122805	6/25/2025	55922	HERNANDEZ, JACQUELIN	Scholarship	6/4/2025	2025 YOUTH FOOTBALL SCH	75.00	75.00

Bank : wfb WELLS FARGO BANK (Continued)

Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
122806	6/25/2025	44709	HOUSTON & HARRIS PCS	25-26585	4/23/2025	4/21 VIDEO PIPE INSPECTION	3,502.50	3,502.50
122807	6/25/2025	20150	HYDRO AG SYSTEMS	32458	4/29/2025	PVC SCH80 COUPLING, ETC	122.65	122.65
122808	6/25/2025	55303	IDS GROUP, INC.	23X047.0-15	6/3/2025	PE6/3 LIBRARY ANNEX SVCS	21,655.95	21,655.95
122809	6/25/2025	20450	IMPERIAL IRRIGATION DI	MdAP-MdMY	5/19/2025	MID APRIL-MID MAY 2025 ELE	63,590.84	
				50035560-MY25	6/4/2025	AC50035560, 5/1-30, ST LIGH	26,650.30	
				50035836-MY25	6/6/2025	AC50035836, 5/5-6/3, WELL #1	182.20	
				50217597-MY25	6/6/2025	AC50217597, 5/6-6/3	57.77	
				50408460-MY25	6/5/2025	AC50408460, 5/1-29, WELL #1	27,620.89	
				50487676-MY25	6/6/2025	AC50487676, 5/6-6/3, LIFT STA	21.73	
				50509172-MY25	6/6/2025	AC50509172, 5/6-6/3, CORP Y	882.28	
				50563484-AP/M	6/2/2025	AC50563484, 4/17-5/15	18.00	
				50705544-MY25	6/6/2025	AC50705544, 5/6-6/3, PERMIT	202.61	119,226.62
122810	6/25/2025	45108	IMPERIAL SPRINKLER SU	0020984028-001	5/21/2025	XERI BUG EMITTER, RB UMB	457.21	
				0021141138-001	5/29/2025	IPS PVC CEMENT, IPS PVC P	52.48	
				0021155264-001	5/29/2025	RB DIAPHRAGM & BONNET A	252.65	762.34
122811	6/25/2025	53801	INFOSEND, INC.	287620	5/31/2025	APR-MAY2025 UTILITY BILLIN	5,473.96	5,473.96
122812	6/25/2025	53151	KLOB-FM	802014-1	5/25/2025	4/30-5/23 AD SPOT: MOVIES I	2,000.00	2,000.00
122813	6/25/2025	44047	KONICA MINOLTA BUSINE	9010447212	5/22/2025	BIZHUB 282, FIRE DEPT, 4/23	14.21	14.21
122814	6/25/2025	44767	KUNA FM	726860-2	5/31/2025	5/1-23 AD SPOT: MOVIES IN T	1,725.00	
				731302-1	6/8/2025	6/2-6 AD SPOT: OPERATION S	500.00	2,225.00
122815	6/25/2025	45257	LIEBERT CASSIDY WHITM	295046	4/30/2025	PE4/30: #CO015-00013	657.00	
				295047	4/30/2025	PE4/30: #CO015-00012	3,942.75	
				295048	4/30/2025	PE4/30: #CO015-00001	2,835.00	
				295049	4/30/2025	PE4/30: #CO015-00010	8,056.00	
				295050	4/30/2025	PE4/30: #CO015-00009	3,528.00	
				295479	5/31/2025	PE5/31: #CO015-00010	4,138.52	
				295480	5/31/2025	PE5/31: #CO015-00009	14,785.05	37,942.32
122816	6/25/2025	54362	LINDE GAS & EQUIPMENT	49868020	5/22/2025	4/20-5/20 IND HIGH PRESSUR	49.98	49.98
122817	6/25/2025	24600	LOPES HARDWARE	0001596	5/20/2025	CLEANER	19.54	
				0001601	6/2/2025	CHAINS & 2001 LOCKS	210.74	230.28
122818	6/25/2025	49990	NORTHERN SAFETY CO.,	906850074	4/21/2025	MOTOROLA RM SERIES 2WA	1,720.01	1,720.01
122819	6/25/2025	53050	OCHOA, JOSE	Refund	6/11/2025	DEPOSIT REFUND- 6/7 DATEI	300.00	300.00

Bank : wfb WELLS FARGO BANK (Continued)

Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
122820	6/25/2025	47192	O'REILLY AUTO PARTS	2855-392241	5/15/2025	CABIN FILTER	8.61	
				2855-388799	5/5/2025	BATTERY	99.96	
				2855-388978	5/5/2025	BATTERY	214.21	
				2855-389294	5/6/2025	PWR INVERTER	70.68	
				2855-389498	5/7/2025	BATTERY	99.96	
				2855-389522	5/7/2025	HD CABIN AIR	17.32	
				2855-391521	5/13/2025	FUEL CAP	11.23	
				2855-391612	5/13/2025	BATTERY	428.43	
				2855-391791	5/14/2025	25ML SYRINGE	11.95	962.35
122821	6/25/2025	55568	PENALBER, PERLA	Refund	6/2/2025	DEPOSIT REFUND- 6/1 LIBRA	100.00	100.00
122822	6/25/2025	02028	PETE'S ROAD SERVICE, I	25-0835710-00	5/15/2025	MOUNT/BALANCE NEW TIRE	279.05	
				25-0839740-00	5/20/2025	DISMOUNT/MOUNT NEW TIR	1,213.05	
				25-0839898-00	5/20/2025	FLAT REPAIR	40.61	
				25-0839742-00	5/20/2025	FLAT REPAIR	40.61	1,573.32
122823	6/25/2025	55324	PLANNED PARENTHOOD	Refund	6/2/2025	DEPOSIT REFUND- 5/31 LIBR	300.00	300.00
122824	6/25/2025	46837	PRECISION BACKFLOW	PBF162263	5/27/2025	RPR'D BACKFLOW @ HWY 1'	395.00	395.00
122825	6/25/2025	56322	PRIMO BRANDS	05D8700083738	4/26/2025	4/7 DELIVERY @ 87075 AVE 5	168.84	168.84
122826	6/25/2025	54500	RELIABLE TRANSLATION:	30342	3/12/2025	3/12 CC MTG SVCS	686.00	
				30436	3/24/2025	3/24 FOOD TRUCK OPERATO	283.50	
				30515	4/2/2025	4/2 DOCUMENT TRANSLATIO	75.00	
				31023	5/28/2025	5/28 CC MTG SVCS	686.00	
				31094	6/4/2025	6/4 PLANNING COMM MTG S'	196.00	
				31124	6/9/2025	6/9 DOCUMENT TRANSLATIO	194.58	
				30940	5/20/2025	5/20 PARK & REC MTG SVCS	147.00	
				31143	6/10/2025	6/10 DOCUMENT TRANSLATI(	75.00	2,343.08
122827	6/25/2025	56222	ROSALES, ROY	Refund	6/11/2025	DEPOSIT REFUND- 6/7 LIBRA	300.00	300.00
122828	6/25/2025	44581	SIGNARAMA	INV-129448	5/12/2025	MONUMENT SIGN (AVE 51 & '	4,998.15	
				INV-129604	5/12/2025	INSTLL'D MONUMENT SIGN &	4,999.00	9,997.15
122829	6/25/2025	55326	SILLERS INSTITUTE INC.	06032025	6/3/2025	CLASS B DRIVER TRAINING:	5,000.00	5,000.00
122830	6/25/2025	35430	SOUTH COAST A.Q.M.D.	4535752	5/2/2025	ID 170157, FY25/26, EMISSIOI	170.94	
				4537835	5/2/2025	ID 170157, FY24/25 AQMD FEI	167.47	
				4542107	5/2/2025	ID 170157, G17559+G40141, E	1,131.26	1,469.67
122831	6/25/2025	55420	SUPERB ENGINEERING	1110	5/31/2025	PE5/31 WESTERFIELD RET B	9,914.90	9,914.90
122832	6/25/2025	54651	THE REINALT-THOMAS C	5039790421	6/3/2025	INSTLL'D TIRES (4) ON 2022 F	933.39	933.39
122833	6/25/2025	50586	THE RETAIL COACH, LLC	5682	6/2/2025	2025 DATA UPDATE	1,500.00	1,500.00

Bank : wfb WELLS FARGO BANK (Continued)

Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
122834	6/25/2025	50627	TOP SCALE, INC.	68529	5/1/2025	4/25 THERMOMETER CALIBR	295.82	295.82
122835	6/25/2025	38250	TOPS N BARRICADES	1113849	5/22/2025	PAINT RED CURB STRIPING 5	162.04	162.04
122836	6/25/2025	54269	TRAFFIC LOGIX CORPOR	SIN32619	5/30/2025	EVOLUTION 15 SD ENGLISH '	3,637.69	3,637.69
122837	6/25/2025	45053	TYLER TECHNOLOGIES,	045-520793	5/20/2025	PRINTER (TM-S9000)	1,765.02	
				045-522671	5/28/2025	5/20-22 ERP MIGRATION	4,800.00	
				045-523066	5/29/2025	ACCOUNTS PAYABLE CONVE	2,575.00	9,140.02
122838	6/25/2025	43751	USA BLUEBOOK	INV00596858	1/17/2025	ACETATE BUFFER SOLUTION	489.80	
				INV00629432	2/20/2025	GLASS FIBER FILTER	302.29	
				INV00659386	3/24/2025	8" SS SENSOR MOUNTING B/	293.63	
				INV00696922	4/30/2025	SAMPLER PUMP TUBING FOI	755.45	1,841.17
122839	6/25/2025	39640	VALLEY LOCK & SAFE	192800	4/29/2025	RPR'D MCC ROOM DOOR @	328.13	328.13
122840	6/25/2025	55530	VENLO RV	828502	5/6/2025	9.3GAL PROPANE	38.94	
				828513	5/22/2025	12.6GAL PROPANE	48.64	87.58
122841	6/25/2025	44775	VISTA PAINT CORPORATI	2025-918905-00	5/7/2025	GMAX II 3900 STANDARD SEI	5,445.42	5,445.42
122842	6/25/2025	49778	WEST COAST ARBORIST	229114	5/15/2025	5/1-15 TREE MAINT @ STREE	7,632.30	
				229115-A	5/15/2025	5/1-15 TREE MAINT @ PARKS	19,313.00	26,945.30
122843	6/25/2025	56175	YOUTH LEADERSHIP INS	Refund	6/11/2025	DEPOSIT REFUND- 5/31-6/7 L	300.00	300.00

Sub total for WELLS FARGO BANK: 800,133.76

108 checks in this report.

Grand Total All Checks: 2,287,097.96

Date: **June 25, 2025**

Interim Finance Director: Kaye Reynolds

City Manager: William B. Pattison

STAFF REPORT
6/25/2025

TO: Honorable Mayor and City Council Members

FROM: Ruben Ramirez, Controller

SUBJECT: Annual Investment Policy Update For Fiscal Year 2025-2026:

SPECIFICS:
a) Resolution No. 2025-26, a Resolution of the City Council of the City of Coachella
b) Resolution No. WA-2025-01, a resolution of the Coachella Water Authority
c) Resolution No. SD-2025-01, a resolution of the Coachella Sanitary District
d) Resolution No. FD-2025-01, a resolution of the Coachella Fire Protection District

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STAFF RECOMMENDATION:

1. Approve Resolution No. 2025-26, a Resolution of the City Council of the City of Coachella, California to Amend and Reestablish the Investment Policy Originally Adopted July 9, 2003 and Amended Annually by the City Council for the fiscal year 2025-2026.

2. Approve Resolution No. WA-2025-01, a Resolution of the Board of Directors of the Coachella Water Authority, Coachella, California, to Amend and Reestablish the Investment Policy Originally Adopted July 9, 2003 and Amended Annually by the Authority Board for the fiscal year 2025-2026.

3. Approve Resolution No. SD-2025-01, a Resolution of the Board of Directors of the Coachella Sanitary District, Coachella, California to Amend and Reestablish the Investment Policy Originally Adopted July 9, 2003, and Amended Annually by the District Board for the fiscal year 2025-2026.

4. Approve Resolution No. FD-2025-01, a Resolution of the Board of Directors of the Coachella Fire Protection District, Coachella, California to Amend and Reestablish the Investment Policy Originally Adopted July 9, 2003, and Amended Annually by the District Board for the fiscal year 2025-2026.

BACKGROUND:

The California Government Code, City and Agency Resolutions, and their respective Investment Policies require that their respective Investment Policies be updated, reviewed and then filed with the legislative body on an annual basis. This is a request to reestablish the amended investment policy currently in effect as adopted on June 12, 2024. The City and its related agencies have been following the current investment policy as adopted July 9, 2003 and as amended on an annual basis.

Staff requested that PFM Asset Management review our existing investment policy and recommend changes to ensure that the City's policy is comprehensive and remains compliant with all applicable California Government Code statutes regulating the investment of public funds. There were no changes recommended outlined in the attached memo from PFM (Attachment A)

FISCAL IMPACT:

None; this report is received and filed only.

EXHIBITS:

1. Recommended Investment Policy for fiscal year 2025-26
3. PFM Memo of Recommended Changes (Exhibit A)
4. Investment Policy Resolution City 2025-26
5. Investment Policy Resolution Water WA-2025-01
6. Investment Policy Resolution Sanitary SD-2025-01
7. Investment Policy Resolution Fire FD-2025-01

RESOLUTION NO. SD-2025-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF COACHELLA SANITARY DISTRICT, COACHELLA, CALIFORNIA TO AMEND AND REESTABLISH THE INVESTMENT POLICY ORIGINALLY ADOPTED JULY 9, 2003 AND AMENDED BY THE CITY COUNCIL FOR FISCAL YEAR 2025-2026

WHEREAS, the Board of Directors of the Coachella Sanitary District (hereafter BOARD" and "DISTRICT" respectively) wants to be in compliance with State law; and

WHEREAS, Government Code Section 53601 of the State of California authorizes the legal bodies of local agencies to invest surplus money which is not required for the immediate necessities of the local agencies in accordance with the rules set forth in the section; and

WHEREAS, Government Code Section 53607 authorizes the local legislative body to delegate to the Treasurer of the local agency, the DISTRICT to invest or reinvest funds of the local agency, or to sell or exchange securities so purchased; and

WHEREAS, said Section 53607 requires that once the Treasurer of the local agency is delegated that DISTRICT, he thereafter assumes full responsibility for such transactions until such time as the delegated DISTRICT is revoked; and

WHEREAS, said Section 53607 requires the Treasurer of the local Agency to make a monthly report of such transactions to the legislative body; and

WHEREAS, said Section 53607 requires an annual ratification of the delegation of DISTRICT of the legislative body to the Treasurer; and

WHEREAS, Government Code Section 53646 (2) requires that the Treasurer shall annually render to the BOARD and any oversight committee a Statement of Investment Policy and any change in the policy, which the BOARD shall consider at a public meeting; and

WHEREAS, it is in the best interest of the DISTRICT to have any surplus or idle DISTRICT funds invested so as to provide additional income to the DISTRICT.

NOW THEREFORE, THE BOARD OF DIRECTORS OF THE COACHELLA SANITARY DISTRICT HEREBY RESOLVES AS FOLLOWS:

SECTION 1 - That the DISTRICT Treasurer, or their authorized designee(s), is hereby delegated the DISTRICT to invest or reinvest surplus funds of the DISTRICT, or to sell, or exchange securities so purchased.

SECTION 2 - The DISTRICT Treasurer, or their authorized designee(s), will assume full responsibility for such transactions until such time as the aforementioned delegated DISTRICT is

revoked, and that the DISTRICT Treasurer will make a monthly report of such transactions to the BOARD of the DISTRICT.

SECTION 3 - The DISTRICT Treasurer shall render to the BOARD a Statement of Investment Policy in the first quarter of each calendar year. Any changes to said policy shall be considered by the BOARD at such a regular public meeting.

SECTION 4 - The Statement of Investment Policy, attached hereto and incorporated herewith, is adopted as the Statement of Investment Policy of the DISTRICT for fiscal year 2024-2025.

SECTION 5 - The DISTRICT Treasurer shall comply with the Statement of Investment Policy of the DISTRICT adopted by this Resolution.

SECTION 6 - The DISTRICT Treasurer shall report to the BOARD, the Executive Director and the DISTRICT'S Auditor as required by the Statement of Investment Policy and all applicable laws.

PASSED, APPROVED and **ADOPTED,** this 12th day of June 2024.

_____
Steven A Hernandez
President

ATTEST:

_____
Angela M. Zepeda
Secretary

APPROVED AS TO FORM:

_____
Carlos Campos
DISTRICT Attorney

STATE OF CALIFORNIA)
COUNTY OF RIVERSIDE) ss.
CITY OF COACHELLA)

I HEREBY CERTIFY that the foregoing Resolution No. SD-2024-02 was duly adopted by the Board of Directors of the Coachella Sanitary District at a regular meeting thereof, held on this 25th day of June 2024, by the following vote of the Board:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____
Delia Granados
Deputy City Clerk

pfm asset management

May 22,2025

Memorandum

To: Ruben Ramirez, Controller
City of Coachella

From: Monique Spyke, Managing Director
Robert Montoya, Relationship Manager
PFM Asset Management

Re: 2025 Investment Policy Review

At your request, we reviewed the City of Coachella (the "City") Investment Policy (the "Policy") as part of the City's annual review process. The current Policy is comprehensive and is in compliance with the current California Government Code ("Code") statutes regulating the investment of public funds.

Although no changes are required at this time, there is one Code change effective January 1, 2025, that will extend the amount permitted in Placement Service Deposits under Section 53601(o) from 30% to 50% until 2031. We are not recommending that you incorporate the 50% limit into the Policy unless you would like to change the current policy and include Placement Service Deposits.

Please let us know if you have any questions or if you would like to discuss further.

PFM Asset Management serves clients in the public sector and is a division of U.S. Bancorp Asset Management, Inc., which is the legal entity providing investment advisory services. U.S. Bancorp Asset Management, Inc. is a registered investment adviser, a direct subsidiary of U.S. Bank N.A. and an indirect subsidiary of U.S. Bancorp. U.S. Bank N.A. is not responsible for and does not guarantee the products, services, or performance of U.S. Bancorp Asset Management, Inc.

NOT FDIC INSURED : NO BANK GUARANTEE : MAY LOSE VALUE

For Institutional Investor or Investment Professional Use Only – This material is not for inspection by, distribution to, or quotation to the general public

CITY OF COACHELLA
STATEMENT OF INVESTMENT POLICY
FOR THE FISCAL YEAR 2025-26
ADOPTED June 11, 2025

1.0 POLICY:

This statement is intended to provide guidelines for the prudent investment of the City of Coachella's (hereafter called "City") temporarily idle cash in all funds, and outline the policies for maximizing the efficiency of the City's cash management system.

It is the objective of this investment policy to provide guidelines for:

- Insuring the safety of funds invested;
- Meeting the City's daily cash flow demands;
- Maximizing investment interest income for the City;
- Conform with all laws and statutes governing the investment of public funds.

2.0 SCOPE:

The investment policy applies to the temporary idle cash of the City and its component units as accounted for in the Audited Comprehensive Financial Report. Policy statements outlined in this document focus on the City's pooled funds. This policy is applicable, but not limited to all funds listed below:

- General Fund
- Special Revenue Funds
- Capital Outlay Funds
- Debt Service Funds
- Enterprise Funds
- Fiduciary Funds
- Any new fund created by the City Council unless specifically exempted

Exceptions may exist with funds for retiree pension and medical benefits held in a trust and bond proceeds held by a trustee or fiscal agent and governed by the instructions in the bond document. In addition, if in the opinion of the City Treasurer or their Authorized Designee (Designee), matching the segregated investment portfolio of the bond reserve fund with the maturity schedule of an individual bond issue is prudent given current economic analysis, the investment policy authorizes extending beyond the five year maturity limitation with City Council authorization no less than three months prior to the investment as outlined in this document.

3.0 PRUDENCE:

The City Treasurer or Designee are authorized to make investment decisions on behalf of the City and considered as trustees and therefore fiduciaries subject to the prudent investors' standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling, and managing public funds, the City Treasurer or Designee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct and management of their own affairs.

Within the limitations of this section and considering individual investments as part to an overall strategy, the City Treasurer or Designee are authorized to acquire approved and suitable investments as described in paragraph 8.0 hereof.

The City Treasurer, Authorized Designee and other individuals assigned to manage the investment portfolio, acting within the intent and scope of the investment policy and other written procedures and exercising due diligence, shall be relieved of personal responsibility and liability for an individual security credit risk or market price changes, provided deviations from expectations are reported in a timely manner and appropriate action is taken to control adverse developments.

4.0 OBJECTIVES:

The three fundamental considerations, in order of priority, for managing the City's investments are safety, liquidity, and yield. At no time should safety or liquidity be compromised in exchange for higher yields.

Safety of Principal

The preservation of invested capital is the foremost objective of the City and of primary importance. The City shall only invest in financial instruments that are considered safe. The safety and risk associated with an investment refers to the potential loss of principal, accrued interest, or a combination of these amounts. Each investment decision shall seek to ensure that capital losses are avoided. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

Liquidity

The City's investment portfolio shall contain investments with a diversified mix of maturities in order to provide sufficient liquidity to meet projected operating cash requirements of the City.

Return on Investments

The City's investment portfolio shall be designed with the objective of obtaining a reasonable and competitive market rate of return taking into consideration risk constraints, prudent investment principles and the cash flow characteristics of the portfolio.

5.0 DELEGATION OF AUTHORITY:

The authority to invest or to reinvest funds or to sell or exchange securities so purchased of City Funds is vested in the City Council. Government Code Section ("GCS") 53607 authorizes the delegation of the above duties to the City Treasurer for a one-year period. Therefore, the authority to invest and reinvest City funds or to sell or exchange the securities so purchased with City funds is hereby delegated to the City Treasurer for a one year period unless sooner terminated by the City Council.

The City Treasurer or Designee shall prepare written procedures for the operation of the investment program consistent with this investment policy. The procedures shall also include reference to: safekeeping, wire transfer agreements, banking service contracts and collateral/depository agreements. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. The written procedures may provide for the delegation of authority to an Authorized Designee, who upon assuming such position shall become responsible for investment transactions. No person may engage in an investment decision except as permitted by this policy and by the procedures approved by the City Treasurer or Designee.

The City may delegate investment authority to an investment advisor. The advisor will follow the Investment Policy and such other written instructions as are provided.

6.0 ETHICS AND CONFLICTS OF INTEREST:

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials are required to annually file all applicable financial disclosures as required by the Fair Political Practices Commission (FPPC).

7.0 AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS:

For any investment not purchased directly from the issuer, the City shall transact business only with banks, savings and loans, and investment broker/dealers. The broker/dealers should be primary dealers regularly reporting to the New York Federal Reserve Bank. The City Treasurer or Designee shall select all security dealers and depositories subject to City Council approval and the execution of an appropriate written agreement. Investment transactions shall be conducted with several competing, reputable security broker/dealers. The selection process shall focus on financial viability, knowledge, experience and ethics in the fixed-income security industry. The City Treasurer or Designee will maintain a list and a written agreement with financial institutions authorized to provide investment services.

All financial institutions and broker/dealers who desire to become an authorized financial institution for investment transactions must supply the City Treasurer or Designee with the following: most recent audited financial statements, proof of Financial Industry Regulatory Authority (FINRA) certification, trading resolution, proof of state registration, completed broker/dealer questionnaire, certification of having read the City's investment policy and City of

Coachella depository contracts. The City Treasurer or Designee will conduct an annual review of the financial condition and registrations of qualified bidders.

The City Treasurer or Designee shall annually send a copy of the current investment policy to all broker/dealers approved to do business with the City. Confirmation of receipt of this policy shall be considered evidence that the dealer understands the City's investment policies and intends to sell the City only appropriate investments authorized by this investment policy. If the City has an investment advisor, the investment advisor may use its own list of authorized broker/dealers to conduct transactions on behalf of the City.

8.0 AUTHORIZED INVESTMENTS:

As provided in GCSs 16429.1, 53601, 53601.1, 53631, 53649 and 53684, the State of California limits the investment vehicles available to local agencies as summarized in the following paragraphs. Where this Policy specifies a percentage limitation for a particular security type or issuer, that percentage is applicable at the time the security is purchased. No more than 5% of the City's portfolio shall be invested in any one issuer regardless of sector except for the U.S. Treasury, Federal Agencies, supranational, and pools (including LAIF, County Pools, LGIPs, and money market funds). Credit criteria listed in this section refers to the credit rating at the time the security is purchased. If an investment's credit rating falls below the minimum rating required at the time of purchase, the City's investment advisor (if any) and Treasurer will review the rating agency action and decide whether to sell or hold the investment. The City may invest funds in the following instruments and subject to the limitations set forth in Section 11.0:

State Treasurer's Local Agency Investment Fund (LAIF): As authorized in GCS 16429.1 and by LAIF procedures, local government agencies are each authorized to invest a maximum of $75 million in this investment program administered by the California State Treasurer.

U.S. Treasury Bills and Notes: U.S. Treasury bills, notes, bonds or certificates of indebtedness, or those for which the full faith and credit of the United States are pledged for the payment of principal and interest.

Federal Agencies: Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.

State of California Obligations: Registered state warrants or treasury notes or bonds of this state, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the state or by a department, board, agency, or authority of the state rated in a rating category of "A" long-term or "A-1" short-term or its equivalent or higher by a nationally recognized statistical rating organization ("NRSRO").

Obligations of the Other 49 States: Registered treasury notes or bonds of any of the other 49 states in addition to California, including bonds payable solely out of the revenues from a revenue

producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 states, in addition to California, rated in a rating category of "A" long-term or "A-1" short-term or its equivalent or higher by a NRSRO.

Obligations of Local Agencies in California: Bonds, notes, warrants, or other evidences of indebtedness of a local agency within this state, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency rated in a rating category of "A" long term or "A-1" short-term or its equivalent or higher by a NRSRO.

County Pooled Investment Funds: As authorized by GCS 53684, the City may invest in pooled investments managed by the County of Riverside.

Bankers' Acceptances: Bills of exchange or time drafts drawn on and accepted by a commercial bank, otherwise known as bankers' acceptances. Purchases of bankers' acceptances may not exceed 180 days maturity or total more than 40% of the cost value of the City's investment portfolio. Eligible bankers' acceptances must be rated in the highest letter and number rating as provided for by a NRSRO.

Commercial Paper: Commercial paper of "prime" quality of the highest ranking or of the highest letter and number rating as provided for by a NRSRO. The entity that issues the commercial paper shall meet all of the following conditions in either paragraph (1) or paragraph (2):

1) The entity meets the following criteria: Is organized and operating in the United States as a general corporation. Has total assets in excess of five hundred million dollars ($500,000,000). Has debt other than commercial paper, if any, that is rated in a rating category of "A" or higher, or the equivalent, by a NRSRO.

2) The entity meets the following criteria: Is organized within the United States as a special purpose corporation, trust, or limited liability company. Has program wide credit enhancements including, but not limited to, over collateralization, letters of credit, or surety bond. Has commercial paper that is rated "A-1" or higher, or the equivalent, by a NRSRO.

Purchases of eligible commercial paper may not exceed 25% of the market value of the City's portfolio or have a term to maturity which exceeds 270 days.

Negotiable Certificates of Deposit: Negotiable certificates of deposit issued by a nationally or state-chartered bank, a savings association or a federal association (as defined by Section 5102 of the Financial Code), a state or federal credit union, or by a federally- or state-licensed branch of a foreign bank rated in a rating category of "A" long-term or "A-1" short-term or its equivalent or higher by a NRSRO. No more than 30% of the City's portfolio may be invested in negotiable CDs.

Non-Negotiable Certificates of Deposit: Non-negotiable certificates of deposit from eligible depositories are fixed-term investments. There are no portfolio limits on the amount or maturity

for this investment vehicle. Eligible depositories may be a state or national bank, savings association or federal association, a state or federal credit union, or a federally insured industrial loan company, which must have received an overall rating of not less than "satisfactory" in its most recent evaluation by the appropriate federal financial supervisory agency of its record of meeting the credit needs of California's communities. Deposits in excess of federal deposit limits must be collateralized per Section 9.0.

Medium Term Corporate Notes: Medium-term corporate notes, defined as all corporate and depository institution debt securities with a maximum remaining maturity of 5 years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Medium-term corporate notes shall be rated in a rating category of "A" or its equivalent or better by a NRSRO. No more than 30% of the City's portfolio may be invested in corporate notes.

Demand Deposits: The City Treasurer may establish accounts for deposits in a state or national bank, savings association or federal association, a state or federal credit union, or a federally insured industrial loan company in the State of California, which must have received an overall rating of not less than "satisfactory" in its most recent evaluation by the appropriate federal financial supervisory agency of its record of meeting the credit needs of California's communities. Deposits in excess of federal deposit limits must be collateralized per Section 9.0.

Money Market Funds: Shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 (15 U.S.C. Sec. 80a-1, et seq.). To be eligible for investment pursuant to this subdivision these companies shall either: have an investment advisor registered or exempt from registration with the Securities and Exchange Commission with not less than 5 years experience managing money market mutual funds and with assets under management in excess of $500,000,000, or attain the highest ranking letter or numerical rating provided by not less than two
of the three largest NRSROs. No more than 20% of the City's portfolio may be invested in money market funds.

Local Government Investment Pools (LGIPs): Shares of beneficial interest issued by a joint powers authority organized pursuant to Section 6509.7 that invests in the securities and obligations authorized in subdivisions (a) to (q), inclusive. Each share shall represent an equal proportional interest in the underlying pool of securities owned by the joint powers authority. To be eligible under this section, the joint powers authority issuing the shares shall have retained an investment adviser that meets all of the following criteria:

1) The adviser is registered or exempt from registration with the Securities and Exchange Commission.

2) The adviser has not less than five years of experience investing in the securities and obligations authorized in subdivisions (a) to (q), inclusive.

3) The adviser has assets under management in excess of five hundred million dollars ($500,000,000).

Asset-Backed Security (ABS): A mortgage pass-through security, collateralized mortgage obligation, mortgage-backed or other pay-through bond, equipment lease-back certificate, consumer receivable pass-through certificate, or consumer receivable-backed bond. For securities eligible for investment under this subdivision not issued or guaranteed by a federal agency or the U.S. Treasury, the following limitations apply:

1) The security shall be rated in a rating category of "AA" or its equivalent or better by an NRSRO and have a maximum remaining maturity of five years or less.
2) No more than 20% of the City's portfolio may be invested in this type of security.

Supranational: United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development (IBRD), International Finance Corporation (IFC), or Inter-American Development Bank (IADB), with a maximum remaining maturity of five years or less, and eligible for purchase and sale within the United States. Investments under this subdivision shall be rated in a rating category of"AA" or its equivalent or better by a NRSRO. No more than 30% of the City's portfolio may be invested in this security type.

Any other permissible investments outlined within Section 53601 may be purchased from time to time.

Notwithstanding any other provision oflaw, moneys held by a trustee or fiscal agent and pledged to the payment or security of bonds or other indebtedness, or obligations under a lease, installment sale, or other agreement of the City, or certificates of participation in those bonds, indebtedness, or lease installment sale, or other agreements, may be invested in accordance with the statutory provision governing the issuance of those bonds, indebtedness, or lease installment sale, or other agreement or to the extent not inconsistent therewith or if there are no specific statutory provisions, in accordance with the ordinance, resolution, indenture, or agreement of the local agency providing for the issuance. This includes investing bond proceeds in guaranteed investment contracts with United States financial institutions rated in a rating category of "AA," or equivalent, or better by A NRSRO.

9.0 PROHIBITED INVESTMENTS:

Any security type or structure not specifically approved by this policy is hereby specifically prohibited. Security types which are thereby prohibited include, but are not limited to, inverse floaters, derivatives, range notes, interest only strips that are derived from a pool of mortgages, or in any investment that could result in zero interest accrual if held to maturity, except as authorized by Government Code Section 53601.6

10.0 COLLATERALIZATION:

Collateral is required for investments in Non-Negotiable Certificates of Deposit and Demand Deposits. Investments in excess of federal deposit insurance limits must be collateralized at 105% to 150% depending on the specific security pledged as collateral in accordance with GCS 53630 et seq. The collateral pool is administered by the State, and is composed of a wide variety of government securities, including those indicated above, as well as promissory notes secured by first mortgages on improved residential property located in the state and letters of credit issued by the Federal Home Loan Bank of San Francisco.

11.0 SAFEKEEPING AND CUSTODY:

To protect against fraud or embezzlement or losses caused by collapse of an individual securities dealer, all deliverable securities owned by the City shall be held in safekeeping by a third party bank trust department, acting as agent for the City under the terms of a custody agreement or professional services agreement (PSA). All trades executed by a dealer will settle delivery vs. payment (DVP) through the City's safekeeping agent.

Securities held in custody for the City shall be verified on an annual basis by the City's independent auditor.

12.0 DIVERSIFICATION:

It is the City's policy to minimize portfolio risk by diversifying maturity, sector and class allocation. Default risk shall be minimized by investing in an assortment of permitted investments as outlined in Section 8.0. To minimize overall portfolio risk, the following not-to-exceed diversification goals shall guide the City's operating fund portfolio, based upon the portfolio structure at the time of purchase.

Investment Type	**Not-to Exceed Limit**	**Other Restrictions**
Local Agency Investments Fund (LAIF)	$75 million	Established by the State Treasurer
U.S. Treasury	No Limit	None
Federal Agency	No Limit	Maximum of 40% per issuer
State of California Obligations	No Limit	• No more than 5% per issuer • Rated in a rating category of “A” or its equivalent or higher by a NRSRO for maturities in excess of one year • Rated in a rating category “A-1” or its equivalent or higher by a NRSRO for maturities under one year

Obligation of the Other 49	No Limit	No more than 54% per issuer

Investment Type	**Not-to Exceed Limit**	**Other Restrictions**
States		• Rated in a rating category of "A" or its equivalent or higher by a NRSRO for maturities in excess of one year • Rated in a rating category of "A-l" or its equivalent or higher by a NRSRO for maturities under one year
Obligations of Local Agencies in California	No Limit	• No more 5% per issuer • Rated in a rating category of "A" or its equivalent or higher by a NRSRO for maturities in excess of one year • Rated I a rating category of "A-1" or its equivalent or higher by NRSRO for maturities under one year
County Pool	$10 million	None
Banker's Acceptances	40%	• No more than 5% per issuer regardless of security type • Maximum maturity of 180 days • Must be rated in highest category by a NRSRO
Commercial Paper	25%	• No more than 5% per issuer regardless of security type • Maximum maturity of 270 days • Must be rated in highest category by a NRSRO

Negotiable CDs	30%	• No more than 5% per issuer regardless of security type
Investment Type	**Not-to Exceed Limit**	**Other Restrictions**
		• Rated in a rating category of "A" or its equivalent or higher by a NRSRO for maturities in excess of one year • Rated in a rating category of "A-1" or its equivalent or higher by a NRSRO for maturities under one year.
Non-Negotiable CD's		• See Section 9.0 for collateral requirements
Medium Term Corporate Notes	30%	• No more than 5% per issuer regardless of security type • Maximum maturity of five years • Minimum credit rating of "A" or its equivalent by a NRSRO
Demand Deposits	No Limit	• See Section 9.0 for collateral requirements
Money Market Funds	20%	• See Section 8.0 for advisor requirements or the Fund must have the highest rating by two NRSRO
Local Government Investment Pools (LGIPs)	No Limit	• See Section 8.0 for advisor requirements
Asset-Backed Securities (ABS)	20%	• No more than 5% per issuer • Rated in a rating category of "AA" (Issue) or higher by a NRSRO
Supranational	30%	• Rated in a rating category of "AA" or its equivalent or higher by a NRSRO

13 .0 MAXIMUM MATURITIES:

The average dollar weighted maturity of a portfolio may not exceed 3 years. No investment shall be made in an investment authorized by this Policy (and that GCS 53601 does not specific a maximum maturity) that has a term remaining to maturity in excess of 5 years from date of purchase. Maturities shall be staggered to minimize liquidity risk and to enhance the stability of incoming cash flows. At least 10% of the portfolio shall be invested in instruments, which can be liquidated on one day's notice.

Bond reserve funds may be invested in securities exceeding 5 years if the maturities of such investments are made to coincide as nearly as possible with the expected use of the funds.

14.0 INTERNAL CONTROL:

The City Treasurer or Designee shall establish sufficient internal controls to ensure compliance with all applicable federal, state and local regulations. These internal controls will be incorporated into an annual process of independent review by the City's external auditor. This will provide a review of the internal controls by assuring compliance with policies and procedures.

15.0 INTEREST EARNINGS:

All moneys earned and collected from investments authorized in this policy shall be allocated monthly to various fund accounts based on the cash balance in each fund as a percentage of the entire pooled portfolio. Interest earnings on bond proceeds, bond reserves or other restricted investments held by trustees shall be allocated directly to the appropriate fund and not be part of the pooled allocation.

16.0 PERFORMANCE STANDARDS:

The City's policy is to achieve a market rate of return on public funds while minimizing risks and preserving capital. In evaluating the performance of the City's portfolio in complying with this policy, the City shall establish an appropriate performance benchmark and compare the total return of its portfolio to the total return of the benchmark.

17.0 REPORTING:

The City Treasurer or Designee shall provide to the City Council a monthly investment report, which provides a clear picture of the status of the current investment portfolio. Based on GCS 53646, the report shall include, at a minimum, the following information for each type of investment held in the City's investment portfolio: the issuer, date of purchase, date of maturity, amount of investment, current market value, yield on investment, income generated from

investments, dollar amount invested on all securities, investments and moneys held by the local agency, and shall additionally include a description of any of the local agency's funds, investments, or programs, and a description of unusual investment activity or developments during the month for which the report is prepared. Based on GCS 53607, the report shall also include a listing of investment transactions. With respect to all securities held by the local agency, and under management of any outside party that is not also a local agency or the State of California Local Agency Investment Fund, the report shall also include a current market value as of the date of the report and shall include the source of this same valuation.

The report shall state compliance of the portfolio to the statement of investment policy, or manner in which the portfolio is not in compliance and include a statement denoting the ability of the City to meet its expenditure requirements for the next six months, or provide an explanation as to why sufficient money shall, or may, not be available.

The City Treasurer or Designee may supply to the City Council the most recent statement or statements received by the local agency from the Local Agency Investment Fund (LAIF), County Investment Pools, or Federal Deposit Insurance Corporation-insured accounts in a bank or savings and loan association.

The City Treasurer or Designee shall prepare and deliver such a report each month to the Mayor and each City Council member no later than 30 days after the close of the month for which each report is prepared.

In the event that an investment advisor is retained by the City, the investment advisor shall prepare and deliver a report for each month's investment activity as required herein to the City in such time as to allow compliance with the delivery times for each report required by this policy. The City Council may relieve the City Treasurer of his or her duties under this policy in the event of any failure to comply with the reporting requirements of this policy.

18.0 INVESTMENT POLICY ADOPTION:

The City's investment policy shall be adopted annually by the City Council. The policy shall be reviewed annually by the City Treasurer and/or Designee with any and all modifications made thereto approved by the City Council at a public meeting.

RESOLUTION NO. 2025-26

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COACHELLA, CALIFORNIA TO AMEND AND REESTABLISH THE INVESTMENT POLICY ORIGINALLY ADOPTED JULY 9, 2003 AND AMENDED BY THE CITY COUNCIL FOR FISCAL YEAR 2025-2026

WHEREAS, Government Code Section 53601 of the State of California authorizes the legal bodies of local agencies to invest surplus money which is not required for the immediate necessities of the local agencies in accordance with the rules set forth in the section; and

WHEREAS, Government Code Section 53607 authorizes the local legislative body to delegate to the Treasurer of the local agency, the authority to invest or reinvest funds of the local agency, or to sell or exchange securities so purchased; and

WHEREAS, said Section 53607 requires that once the Treasurer of the local agency is delegated that authority, he thereafter assumes full responsibility for such transactions until such time as the delegated authority is revoked; and

WHEREAS, said Section 53607 requires the Treasurer of the local Agency to make a monthly report of such transactions to the legislative body; and

WHEREAS, said Section 53607 requires an annual ratification of the delegation of authority of the legislative body to the Treasurer; and

WHEREAS, Government Code Section 53646 (2) requires that the Treasurer shall annually render to the City Council and any oversight committee a Statement of Investment Policy and any change in the policy, which the City Council shall consider at a public meeting; and

WHEREAS, it is in the best interest of the City of Coachella to have any surplus or idle City funds invested so as to provide additional income to the City of Coachella.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF COACHELLA HEREBY RESOLVES AS FOLLOWS:

SECTION 1 - That the City Treasurer, or their authorized designee(s), of the City of Coachella is hereby delegated the authority to invest or reinvest surplus funds of the City of Coachella, or to sell, or exchange securities so purchased.

SECTION 2 - The City Treasurer, or their authorized designee(s), will assume full responsibility for such transactions until such time as the aforementioned delegated authority is revoked, and that the City Treasurer will make a monthly report of such transactions to the City Council of the City of Coachella,

SECTION 3 - The City Treasurer shall render to the City Council a Statement of Investment Policy in the first quarter of each calendar year. Any changes to said policy shall be considered by the City Council at such a public regular meeting.

SECTION 4 - The Statement of Investment Policy, attached hereto and incorporated herewith, is adopted as the Statement of investment Policy of the City of Coachella for fiscal year 2024- 2025.

SECTION 5 - The City Treasurer shall comply with the Statement of investment Policy of the City of Coachella adopted by this Resolution.

SECTION 6 - The City Treasurer shall report to the City Council, the City Manager and the City' s Auditor as required by the Statement of investment Policy and all applicable laws.

PASSED, APPROVED and **ADOPTED,** this 12th day of June 2024.

_____
Steven A Hernandez
Mayor

ATTEST:

_____
Angela M. Zepeda
City Clerk

APPROVED AS TO FORM:

_____
Carlos Campos
City Attorney

STATE OF CALIFORNIA)
COUNTY OF RIVERSIDE) ss.
CITY OF COACHELLA)

I HEREBY CERTIFY that the foregoing Resolution No. 2024-18 was duly adopted by the City Council of the City of Coachella at a regular meeting thereof, held on this 25th day of June 2024, by the following vote of the City Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____
Delia Granados
Deputy City Clerk

RESOLUTION NO. FD-2025-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF FIRE PROTECTION DISTRICT, COACHELLA, CALIFORNIA TO AMEND AND REESTABLISH THE INVESTMENT POLICY ORIGINALLY ADOPTED JULY 9, 2003 AND AMENDED BY THE CITY COUNCIL FOR FISCAL YEAR 2025-2026

WHEREAS, the Board of Directors of the Fire Protection District (hereafter BOARD" and "DISTRICT" respectively) wants to be in compliance with State law; and

WHEREAS, Government Code Section 53601 of the State of California authorizes the legal bodies of local agencies to invest surplus money which is not required for the immediate necessities of the local agencies in accordance with the rules set forth in the section; and

WHEREAS, Government Code Section 53607 authorizes the local legislative body to delegate to the Treasurer of the local agency, the DISTRICT to invest or reinvest funds of the local agency, or to sell or exchange securities so purchased; and

WHEREAS, said Section 53607 requires that once the Treasurer of the local agency is delegated that DISTRICT, he thereafter assumes full responsibility for such transactions until such time as the delegated DISTRICT is revoked; and

WHEREAS, said Section 53607 requires the Treasurer of the local Agency to make a monthly report of such transactions to the legislative body; and

WHEREAS, said Section 53607 requires an annual ratification of the delegation of DISTRICT of the legislative body to the Treasurer; and

WHEREAS, Government Code Section 53646 (2) requires that the Treasurer shall annually render to the BOARD and any oversight committee a Statement of Investment Policy and any change in the policy, which the BOARD shall consider at a public meeting; and

WHEREAS, it is in the best interest of the DISTRICT to have any surplus or idle DISTRICT funds invested so as to provide additional income to the DISTRICT.

NOW THEREFORE, THE BOARD OF DIRECTORS OF THE FIRE PROTECTION DISTRICT HEREBY RESOLVES AS FOLLOWS:

SECTION 1 - That the DISTRICT Treasurer, or their authorized designee(s), is hereby delegated the DISTRICT to invest or reinvest surplus funds of the DISTRICT, or to sell, or exchange securities so purchased.

SECTION 2 - The DISTRICT Treasurer, or their authorized designee(s), will assume full responsibility for such transactions until such time as the aforementioned delegated DISTRICT is

revoked, and that the DISTRICT Treasurer will make a monthly report of such transactions to the BOARD of the DISTRICT.

SECTION 3 - The DISTRICT Treasurer shall render to the BOARD a Statement of Investment Policy in the first quarter of each calendar year. Any changes to said policy shall be considered by the BOARD at such a regular public meeting.

SECTION 4 - The Statement of Investment Policy, attached hereto and incorporated herewith, is adopted as the Statement of Investment Policy of the DISTRICT for fiscal year 2024-2025.

SECTION 5 - The DISTRICT Treasurer shall comply with the Statement of Investment Policy of the DISTRICT adopted by this Resolution.

SECTION 6 - The DISTRICT Treasurer shall report to the BOARD, the Executive Director and the DISTRICT'S Auditor as required by the Statement of Investment Policy and all applicable laws.

PASSED, APPROVED and **ADOPTED,** this 25th day of June 2024.

_____
Steven A Hernandez
President

ATTEST:

_____
Angela M. Zepeda
Secretary

APPROVED AS TO FORM:

_____
Carlos Campos
DISTRICT Attorney

STATE OF CALIFORNIA)
COUNTY OF RIVERSIDE) ss.
CITY OF COACHELLA)

I HEREBY CERTIFY that the foregoing Resolution No. FD-2024-02 was duly adopted by the Board of Directors of the Fire Protection District at a regular meeting thereof, held on this 12th day of June 2024, by the following vote of the Board:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____
Delia Granados
Deputy City Clerk

RESOLUTION NO. WA-2025-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF COACHELLA WATER AUTHORITY, COACHELLA, CALIFORNIA TO AMEND AND REESTABLISH THE INVESTMENT POLICY ORIGINALLY ADOPTED JULY 9, 2003 AND AMENDED BY THE CITY COUNCIL FOR FISCAL YEAR 2025-2026

WHEREAS, the Board of Directors of the Coachella Water Authority (hereafter BOARD" and "AUTHORITY" respectively) wants to be in compliance with State law; and

WHEREAS, Government Code Section 53601 of the State of California authorizes the legal bodies of local agencies to invest surplus money which is not required for the immediate necessities of the local agencies in accordance with the rules set forth in the section; and

WHEREAS, Government Code Section 53607 authorizes the local legislative body to delegate to the Treasurer of the local agency, the authority to invest or reinvest funds of the local agency, or to sell or exchange securities so purchased; and

WHEREAS, said Section 53607 requires that once the Treasurer of the local agency is delegated that authority, he thereafter assumes full responsibility for such transactions until such time as the delegated authority is revoked; and

WHEREAS, said Section 53607 requires the Treasurer of the local Agency to make a monthly report of such transactions to the legislative body; and

WHEREAS, said Section 53607 requires an annual ratification of the delegation of authority of the legislative body to the Treasurer; and

WHEREAS, Government Code Section 53646 (2) requires that the Treasurer shall annually render to the BOARD and any oversight committee a Statement of Investment Policy and any change in the policy, which the BOARD shall consider at a public meeting; and

WHEREAS, it is in the best interest of the AUTHORITY to have any surplus or idle AUTHORITY funds invested so as to provide additional income to the AUTHORITY.

NOW THEREFORE, THE BOARD OF DIRECTORS OF THE COACHELLA WATER AUTHORITY HEREBY RESOLVES AS FOLLOWS:

SECTION 1 - That the AUTHORITY Treasurer, or their authorized designee(s), is hereby delegated the authority to invest or reinvest surplus funds of the AUTHORITY, or to sell, or exchange securities so purchased.

SECTION 2 - The AUTHORITY Treasurer, or their authorized designee(s), will assume full responsibility for such transactions until such time as the aforementioned delegated authority is revoked, and that the AUTHORITY Treasurer will make a monthly report of such transactions to the BOARD of the AUTHORITY.**SECTION 3 -** The AUTHORITY Treasurer shall render to the BOARD a Statement of Investment Policy in the first quarter of each calendar year. Any changes to said policy shall be considered by the BOARD at such a regular public meeting.

SECTION 4 - The Statement of Investment Policy, attached hereto and incorporated herewith, is adopted as the Statement of Investment Policy of the AUTHORITY for fiscal year 2024-2025.

SECTION 5 - The AUTHORITY Treasurer shall comply with the Statement of Investment Policy of the AUTHORITY adopted by this Resolution.

SECTION 6 - The AUTHORITY Treasurer shall report to the BOARD, the Executive Director and the AUTHORITY'S Auditor as required by the Statement of Investment Policy and all applicable laws.

PASSED, APPROVED and **ADOPTED,** this 12th day of June 2024.

_____
Steven A Hernandez
President

ATTEST:

_____
Angela M. Zepeda
Secretary

APPROVED AS TO FORM:

_____
Carlos Campos
Authority Attorney

STATE OF CALIFORNIA)
COUNTY OF RIVERSIDE) ss.
CITY OF COACHELLA)

I HEREBY CERTIFY that the foregoing Resolution No. WA-2024-01 was duly adopted by the Board of Directors of the Coachella Water Authority at a regular meeting thereof, held on this 25th day of June 2024, by the following vote of the Board:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____
Delia Granados
Deputy City Clerk

STAFF REPORT
6/25/2025

TO: Honorable Mayor and City Council Members

FROM: William B. Pattison, City Manager

SUBJECT: Adopt Resolution No. 2025-34 Approving Interim Expenditures Prior to Adoption of the Budget for Fiscal Year 2025-26.

SUMMARY

A Continuing Resolution allows the City to make routine and monthly payments for personnel, supplies, services, and miscellaneous maintenance costs as necessary to continue day-to-day operations.

STAFF RECOMMENDATION:

Staff recommends that the City Council adopt Resolution No. 2025-34 in order to authorize the City Manager to continue City operations, including payroll and purchases of necessity in order to keep the City in operations consistent with expenditures and commitments approved in the fiscal 2023-2024 adopted budget for an additional period of 31 days (until July 31, 2025) prior to the approval of the adoption of the Annual Budget for FY 2025-26.

DISCUSSIONS:

California Government Code Section 53901 requires each local agency to file its budget with the County Auditor within 60 days after the beginning of its fiscal year. If an agency does not have a "formal budget," it must file a listing of its anticipated revenues together with its expenditures for the fiscal year in progress.

A continuing resolution will allow the City of Coachella to continue to provide essential services to the community and to pay its employees for an additional period of 31 days (until July 31, 2025).

FISCAL IMPACT:

This Resolution will provide a funding mechanism for a limited timeframe, allowing the City to continue operations and pay costs related to its daily services and operations. Without this continuing resolution, there is no legal authorization to spend funds or incur any liability or debt.

ATTACHMENT:

- Resolution No. 2025-34: A Continuing Resolution of the City Council of the City of Coachella, California, approving interim expenditures prior to adoption of the budget for fiscal year 2025-26.

RESOLUTION NO. 2025-34

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COACHELLA, CALIFORNIA, APPROVING INTERIM EXPENDITURES PRIOR TO ADOPTION OF THE BUDGET FOR FISCAL YEAR 2025-26

WHEREAS, the City currently does not have an annual budget for Fiscal Year 2024-25

WHEREAS, the City is required to make routine and monthly payments for goods and miscellaneous maintenance as necessary to continue the day-to-day operations of the City government.

NOW THEREFORE, BE IT RESOLVED, the City Council of the City of Coachella dos hereby resolve as follows:

Section 1. City Council of the City of Coachella hereby approves interim expenditures of the City of Coachella for a period of 31 days (until July 31, 2024) prior to the approval of the Adoption of the Annual Budget for FY 2025-2026.

Section 2. The City Manager is authorized to continue City operations, including payroll and purchases of necessity in order to keep the City in operations consistent with expenditures and commitments approved in the fiscal 2024-2025 adopted budget.

Section 3. That any capital project expenditures be brought before the City Council for approval, excluding capital expenditures for projects and budgeted expenditure commitments as approved in the fiscal 2024-2025 adopted budget.

Section 4. The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED, APPROVED and **ADOPTED** this 25th day of June 2025.

_____

Steven A Hernandez
Mayor

ATTEST:

_____
Angela M. Zepeda
City Clerk

APPROVED AS TO FORM:

_____
City Attorney

STATE OF CALIFORNIA)
COUNTY OF RIVERSIDE) ss.
CITY OF COACHELLA)

I HEREBY CERTIFY that the foregoing Resolution No. 2025-34 was duly adopted by the City Council of the City of Coachella at a regular meeting thereof, held on this 25th day of June 2025, by the following vote of the City Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____
Delia Granados
Deputy City Clerk

STAFF REPORT
6/25/2025

TO: Honorable Mayor and City Council Members

FROM: William B. Pattison, City Manager

SUBJECT: Authorize the City Manager to encumber an additional $200,628 for the acquisition of the Tyler Enterprise ERP from unassigned General Fund

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STAFF RECOMMENDATION:

Authorize the City Manager to encumber additional $200,628 from the unassigned General Fund Tyler Technologies Inc. for the implementation of Tyler's Enterprise ERP.

BACKGROUND:

The City currently utilizes Tyler Technologies, Inc. Tyler's Eden product as a full ERP. The system was implemented in 2002 and is not fully capable of handling the City's increased system needs. The Current system is employed for financial reporting, business licenses, building permits, payroll, vendor and procurement tracking, utility billing and human resources (partial). In late 2021 the City was made aware that Tyler was planning on phasing out the Eden system due to obsolescence. In February of 2022 the City was notified that a sunset date of March 1, 2027 had been implemented.

DISCUSSION/ANALYSIS:

Implementing a new ERP system will be a monumental undertaking for the City. The ERP system cost does not represent the full cost of implementation. The project budget below outlines areas where additional direct costs will be incurred. In addition to this, the Council will see delays in other
City activities as the implementation progresses. This new system will add significant new functionality in multiple areas as outlined below. All City departments and a significant number of City staff will be involved in setting up, implementing, and learning the new system. The implementation of the new ERP system will take approximately 12 months.

New system enhancements:

Some of the included new system enhancements in addition to a more modern and capable platform are listed below:

Fully functional permitting system - The City currently inputs permit charges in the system, but workflow tracking is done outside of the system manually with paper files. The new system will allow residents to submit, track, edit and pay for permits all from an externally accessible user account interface.

Fully functional business license, cannabis and TOT tax payment portal – The City currently asks businesses to fill out PDF or paper tax returns and submit them in person or via email. There is no error checking for correct inputs and the business is unable to track the status of their returns or payments. The new system will have fully integrated business user functionality allowing for input, tracking and payment of all City taxes and payments.

Project and grant accounting – projects and grants are currently tracked through account coding and getting a real time project or grant balance is a manual process prone to errors. The new system will have a fully integrated project and grant accounting component.

Paperless functionality – Currently departments retain varying levels of paper records. Digital records are stored in separate file systems outside of the current ERP system. This adds time for looking up the records. The new system will have full in-system document retention functionality. Scanned records will be accessible directly from all components of the system.

The summary quoted system cost from Tyler Munis is shown below:

Summary	**One Time Fees**	**Recurring Fees**
Total Tyler License Fees	$ 0.00	$ 0.00
Total SaaS	$ 0.00	$ 287,180.00
Total Tyler Services	$ 685,058.00	$ 0.00
Total Third-Party Hardware, Software, Services	$ 2,782.00	$ 180.00
Summary Total	**$ 687,840.00**	**$ 287,360.00**
Contract Total	**$ 975,200.00**	
Estimated Travel Expenses excl in Contract Total	**$ 36,990.00**	

Project Budget:

System implementation	975,200.00
Annual fee (1st year)	287,360.00
Project manager	39,400.00
Additional training	12,000.00
Specialized consultant staff	46,300.00
Staff over-time (1,500 hours)	84,660.00
Travel expense (Tyler team)	36,990.00
Total project budget	**1,481,910.00**

FISCAL IMPACT:

On February 14, 2024 the City Council approved the appropriation of funds for the amount of $1.481,910. Part of the funding was coming from the ARPA Grant in the amount of $550,000, however, some of the ARPA funds were allocated to another project, shortening the allocation to the Enterprise ERP by $200,628. The new allocation would be as follows:

Water Fund (178).....$149,400 (From unassigned fund balance)

Sanitary Fund (361) .....$149,400 (From unassigned fund balance)

ARPA Grant (152) $350,372

General Fund (101).....$833,738 ($200,628 Additional unassigned fund balance)

The fiscal impact will be the appropriation of an additional $200,628 from unassigned Fund Balance.

STAFF REPORT
6/25/2025

TO: Honorable Mayor and City Council Members

FROM: Jaime Arroyo, Grants Manager

SUBJECT: Adopt Resolution No. 2025-35 Authorizing the City Manager to Execute a Grant Agreement with Imperial Irrigation District in the Amount of $29,600 for the Public Green Space Grant Bagdouma Park Project

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STAFF RECOMMENDATION:

Staff recommends that the City Council consider adopting Resolution No. 2025-35 authorizing the City Manager to execute a grant agreement with Imperial Irrigation District in the amount of $29,600 for the Public Green Space Grant Bagdouma Park Project.

BACKGROUND:

Imperial Irrigation District's (IID) 2025 Public Green Space Grant Program initiative is part of IID's Tree for All program. The Grant provides opportunities for cities to increase their urban forests. Planting urban trees provide essential benefits such as cooling cities by lowering temperatures through tree shading, reducing energy demand, and enhancing public spaces promoting well-being and quality of life. In 2024, 18 projects across 40 sites throughout Imperial and Coachella Valley were awarded. On May 5, 2025, the City of Coachella submitted an application for the Public Green Space Grant to plant trees 24" box trees at Bagdouma Park. On June 5, 2025, IID approved the City of Coachella's application for $29,600.

DISCUSSION/ANALYSIS:

As a desert city, Coachella faces unique environmental challenges. Planting additional trees extends beyond aesthetic purposes, they serve as vital infrastructure that mitigates heat, improves air quality, supports public health, and strengthens climate resilience. Increased tree canopy translates directly to safer, more comfortable recreation areas for children, families, and seniors. The species selected for this planting are well-suited to desert conditions and include Acacia Aneura, Tipuana Tipu, Bauhinia Blakeana, Jacaranda Mimosifolia, Lysiloma Thornberi, Acacia Saligna, Quercus Virginia. These species not only thrive in arid climates but also contribute to carbon sequestration, wind buffering, and shade provision. Additionally, the new trees will also contribute to greenhouse gas reductions.

Installation and irrigation will be managed by Vintage Landscape, Inc. The city's current contractor for Bagdouma Park's landscape maintenance. Future maintenance for the trees will be fully integrated into the City's ongoing arborist and landscape service contracts.

Project Budget:

Project Costs	
49 – 24" Box Trees @ $525 each (includes stakes and ties)	$25,725
49 – 24" irrigation heads @ $78.50 each	$3,712.20
Total	**$29,437.20**

ALTERNATIVES:

1. Adopt Resolution No. 2025-35 Authorizing the City Manager to Execute a Grant Agreement with Imperial Irrigation District in the Amount of $29,600 for the Public Green Space Grant Bagdouma Park Project

2. Not Adopt Resolution No. 2025-35 Authorizing the City Manager to Execute a Grant Agreement with Imperial Irrigation District in the Amount of $29,600 for the Public Green Space Grant Bagdouma Park Project

FISCAL IMPACT:

Adoption of Resolution No. 2025-35 will have no effect on the City's General Fund. Project is fully funded by the Public Green Space Grant Program. Grant funding will be distributed in two payments: 50% funding upon award and 50% funding at project completion.

ATTACHMENTS:

1. Resolution No. 2025-35
2. Copy of Grant Agreement

RESOLUTION NO. 2025-35

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COACHELLA AUTHORIZING THE CITY MANAGER TO EXECUTE A GRANT AGREEMENT WITH IMPERIAL IRRIGATION DISTRICT IN THE AMOUNT OF $29,600 FOR THE PUBLIC GREEN SPACE GRANT BAGDOUMA PARK PROJECT

WHEREAS, Imperial Irrigation District's (IID) 2025 Public Green Space Grant Program initiative is part of IID's Tree for All program; and

WHEREAS, The Public Green Space Grant Program aims to reduce urban heat, lower temperatures, and beautify local neighborhoods through tree planting; and

WHEREAS, the City of Coachella submitted a grant application to the Public Green Space Grant Program to support its Bagdouma Park tree planting project; and

WHEREAS, IID approved a grant award on June 5, 2025, in the amount of Twenty-Nine Thousand, Six Hundred Dollars ($29,600) to the City of Coachella for the implementation of the proposed project; and

WHEREAS, the acceptance of this grant will enable the City to advance its efforts to increase its tree canopy, expand green spaces, and enhance its parks.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COACHELLA, CALIFORNIA, AS FOLLOWS:

SECTION 1: The City Manager is hereby authorized to execute a grant agreement for Grant funds for the purpose of obtaining financial assistance provided by Imperial Irrigation District.

SECTION 2: The City of Coachella hereby agrees to comply with each and all of the terms, conditions, and limitations imposed by the Grantor upon said Grant, and the City Manager is hereby authorized and directed to execute any agreements, assurance, extensions, amendments or other documents as may be necessary in connection with acceptance and implementation of said Grant as may be required by the Grantor.

PASSED, APPROVED and **ADOPTED** this 25th day of June, 2025.

_____
Steven A. Hernandez
Mayor

ATTEST:

_____
Angela M. Zepeda
City Clerk

APPROVED AS TO FORM:

BEST, BEST & KRIEGER

_____
City Attorney

STATE OF CALIFORNIA)
COUNTY OF RIVERSIDE) ss.
CITY OF COACHELLA)

I HEREBY CERTIFY that the foregoing Resolution No. 2025-35 was duly adopted by the City Council of the City of Coachella at its regularly scheduled meeting, held on the 25th day of June, 2025, by the following vote of Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____
Delia Granados
Deputy City Clerk

PUBLIC GREEN SPACE GRANTS

2025 FUNDING AGREEMENT



This Agreement is entered into between the Imperial Irrigation District (IID), and Customer, sometimes individually referred to as a "Party" and collectively as the "Parties."

1. PROJECT DESCRIPTION

This Agreement pertains to the Tree for All, Public Green Space Grants Program Project(s) ["Project(s)"]. IID shall pay Customer monetary incentives in accordance with the terms and conditions of this Agreement.

1.1. DOCUMENTS INCORPORATED BY REFERENCE

The following documents are incorporated by this reference and are hereby made part of this Agreement:

i) Customer's Public Green Space Grants Application
ii) The Public Green Space Grants Guidelines
iii) Customer's Proposal, including Scope of Work
iv) Customer's greenhouse gas (GHG) reduction calculator associated with the submitted proposal
v) Customer's executed Funding Agreement

2. ELIGIBILITY

2. 1 Public Green Space Grants funding is limited and is available on a first-come, first-served basis. Funds will be reserved only upon IID approval.

2.2 Projects must meet the following requirements to be eligible for incentives:

i) Project must be nonresidential, government, special district or nonprofit located within IID's service territory;

ii) Projects must meet and / or exceed minimum requirements established in the guidelines and will be evaluated based on these criteria.

3. SUBMITTAL REQUIREMENTS FOR PAYMENT

As a condition of payment, Customer shall submit to IID the documents described below. Required documents include but are not limited to:

3.1 Final summary report of the project outcomes and accomplishments
3.2 Quantities of trees planted
3.3 Various site photos of accomplished works
3.4 Summarized expenses, invoices and/or documents supporting the project costs
3.5 Form W-9 Request for Taxpayer Identification Number and Certification
3.6 Access for site inspections if deemed necessary

4. INSPECTIONS

As a condition of payment, Customer is responsible for ensuring that IID has reasonable access to all proposed project sites for all inspections, pre and post installations.

5. NO REPRESENTATION OF FITNESS:

IID'S OR ITS CONSULTANTS' REVIEW OF THE DESIGN, CONSTRUCTION, OPERATION AND/OR MAINTENANCE OF THE PROJECT AND/OR ASSOCIATED ENERGY EFFICIENCY OR CARBON REDUCTION MEASURES SHALL NOT CONSTITUTE ANY REPRESENTATION BY IID AS TO THE ECONOMIC OR TECHNICAL FEASIBILITY, OPERATIONAL CAPABILITY, SAFETY AND/OR RELIABILITY OF THE PROJECT. CUSTOMER IS SOLELY RESPONSIBLE FOR THE ECONOMIC AND TECHNICAL FEASIBILITY, OPERATIONAL CAPABILITY, SAFETY AND/OR RELIABILITY OF CUSTOMER'S PROJECT.

6. PAYMENTS

Grant payments will be paid to Customer and / or designated third party payee only after all Public Green Space Grants requirements (as set forth in the Rebate Application Form and Guidelines) are met by Customer to IID's reasonable satisfaction. Grant payments shall only be paid on projects that meet standards applicable when this Agreement is signed. IID reserves the right to modify or cancel the funding amount if the project differs from awarded proposal.

6.1 GRANT PAYMENTS – 50% funding upon award and 50% funding at project completion.
6.2 IID will make the final 50% funding at project completion to Customer only after the appropriate final documents have been submitted and approved, and the appropriate inspections of the Project have been satisfactorily completed.
6.3 All planting projects must be completed by December 05, 2025 with final reporting to be submitted by December 12, 2025 , as indicated in the Public Green Space Grants Application and Guidelines to be eligible for final grant payments.

7. PENALTIES FOR FAILURE TO PROVIDE REQUIRED CLOSEOUT DOCUMENTS

The initial 50% funding paid by IID to Customer shall be repaid by Customer to IID if the utility does not receive all closeout documents as required. Customer shall repay any funding made by IID within 30 calendar days of notification by IID that repayment is required. IID is entitled to offset against payments owed to Customer any amount due to IID that remains unpaid 40 calendar days after IID'S written demand for payment.

8. TERMS AND TERMINATION LOSS OF FUNDING

The Term of this Agreement shall commence upon the execution. The following are examples of actions that may result in a Grantee's loss of funding. This is not a comprehensive list.

8.1 Grantee fails to execute a grant funding agreement.
8.2 Grantee changes the project scope of work without prior notice to and approval by the IID.
8.3 Grantee fails to complete project.
8.4 Grantee fails to timely submit all documentation within the period specified in the grant agreement.
8.5 Grantee fails to provide project updates as requested.
8.6 Grantee fails to submit final project closed out summary and documents as specified.

Adequate support and maintenance to the project sites shall occur for a period of three years after the date on which the last tree is planted at the proposed location, unless the Parties terminate this Agreement at an earlier date by mutual written agreement.

9. ASSIGNMENT

Neither Party shall assign its rights or delegate its duties without the prior written consent of the other Party, except in connection with the sale or merger of a substantial portion of its properties. Any such assignment or delegation without written consent shall be null and void. Consent to assignment shall not be unreasonably withheld. If an assignment is requested, Customer is obligated to provide IID with information relating to the proposed assignment as requested by IID.

10. PERMITS AND LICENSES

Customer shall obtain and maintain and cause its contractors to obtain and maintain licenses and permits required by federal, state, local, or other relevant governing or regulatory bodies necessary to perform this Agreement. Any failure by Customer or its contractors to maintain necessary licenses and permits constitutes a material breach of Customer's obligations under this Agreement.

11. ADVERTISING, MARKETING AND USE OF IID'S NAME

Customer will allow IID to use and disseminate the program's results in its advertising and marketing of IID's Tree for All, Public Green Space Grants Program. Furthermore, allow for use of the organization's name and / or logo in marketing materials and press releases, social media and to develop a brief customer profile for use by IID on it's website for promotional purposes. The customer further acknowledges that it is not an employee, agent or representative of IID and Customer agrees that it shall make no representations or warranties of any kind to its customers, the public or to any person or entity on behalf of IID.

12. INDEMNIFICATION

Customer shall indemnify, defend and hold harmless, and releases IID, its affiliates, subsidiaries, parent companies (including Imperial Irrigation District), officers, directors, agents and employees, from and against all claims, demands, losses, damages, costs, expenses, and liability (legal, contractual, or otherwise), which arise from or are in any way connected with any: (1) injury to or death of persons; (2) injury to or destruction of property; (3) violation of local, state, and/or federal law, common law, statute, or regulation, including but not limited to environmental laws or regulations; or (4) strict liability imposed by any provision of law; so long as such injury, violation, or strict liability (as set forth in (1) - (4) above) arises from or is in any way attributable to Customer's performance of, or failure to perform, this Agreement, however caused, regardless of any fault of IID whether active or passive, excepting only such loss, damage, cost, expense, liability, strict liability, or violation of law or regulation that is caused by IID, its officers, managers or employees. Customer acknowledges that any claims, demands, losses, damages, costs, expenses, and legal liability that arise out of, result from, or are in any way attributable to the release or spill of any legally designated hazardous material or waste arising from the performance of this Agreement are expressly within the scope of this indemnity, and that the costs, expenses, and legal liability for environmental investigations, monitoring, containment, abatement, removal, repair, cleanup, restoration, remedial work, penalties, and fines arising from strict liability, or violation of any local, state, or federal law or regulation, attorney's fees, disbursements, and other response costs incurred as a result of such releases or spills are expressly within the scope of this indemnity.

13. LIMITATION OF LIABILITY

IID shall not be liable for any special, incidental, indirect, or consequential damages to Customer or to any third party or entity based on its performance or failure to perform this Agreement, or any aspect of performance contained herein.

14. INTEGRATION

This Agreement, together with the documents incorporated by reference pursuant to Paragraph 1.1, above, constitutes the entire Agreement and understanding between the Parties as to the subject matter, terms and conditions of the Agreement. It supersedes all prior or contemporaneous Agreements, commitments, representations, writings, and discussions between Customer and IID, whether oral or written, and has been induced by no representations, statements or Agreements other than those expressed herein. Neither Customer nor IID shall be bound by any prior or contemporaneous obligations, conditions, warranties or representations with respect to this Agreement.

15. NO ORAL MODIFICATION OF AGREEMENT

No amendment, modification or change to this Agreement shall be binding or effective unless expressly set forth in writing and signed by an IID representative authorized to execute such an agreement.

16. WRITTEN NOTICE

Any written notice, demand or request required or authorized in connection with this Agreement, shall be deemed properly given if delivered in person or sent by email, nationally recognized overnight courier, or first-class mail, postage prepaid, to the addresses specified below:

IMPERIAL IRRIGATION DISTRICT
Public Benefits Program Specialist
P. O. Box 937
Imperial, CA 92251
Office Number: 760-482-3306
treeforallgrants@iid.com

Notices shall be deemed received (1) if personally or hand-delivered, upon the date of delivery to the address of the person to receive such notice if delivered before 5:00 p.m., or otherwise on the business day following personal delivery; (2) if mailed, three Business Days after the date the notice is postmarked; (3) if by email, followed by telephone notification of transmission by the noticing Party; or (4) if by overnight courier, on the business day following delivery to the overnight courier within the time limits set by that courier for next-day delivery.

17. CONFLICTS BETWEEN TERMS

Should a conflict exist between the main body of this Agreement and the documents incorporated by reference, the main body of this Agreement shall control. Should a conflict exist between an applicable federal, state, or local law, rule, regulation, order or code and this Agreement, the law, rule, regulation, order or code shall control. Varying degrees of stringency among the main body of this Agreement, the Documents Incorporated by Reference, and laws, rules, regulations, orders, or codes are not deemed conflicts, and the most stringent requirement shall control. Each Party shall notify the other immediately upon the identification of any conflict or inconsistency concerning this Agreement.

18. GOVERNING LAW

This Agreement shall be interpreted in accordance with the substantive and procedural laws of the State of California. All actions or proceedings arising in connection with this Agreement shall be tried and litigated exclusively in State court located in the County of Imperial, State of California and/or Federal Court located in the County of Imperial or San Diego, State of California. The aforementioned choice of venue is mandatory, thereby precluding the possibility of litigation between the Parties with respect to or arising out of this Agreement in any jurisdiction other than that specified in this paragraph. Each Party hereby waives any right it may have to assert the doctrine of forum non conveniens or a similar doctrine or to object to venue with respect to any proceeding brought in accordance with this paragraph, and stipulates that the State and Federal courts located in the Counties of Imperial and San Diego, California, respectively, shall have in personal jurisdiction and venue over each of them for the purpose of litigating any dispute or proceeding arising out of or related to this Agreement. Each party hereby authorizes service of process sufficient for personal jurisdiction in any action against it at the address and in the manner for the giving of notice as set forth in this Agreement.

19. EXECUTION AND EFFECTIVE DATE

This Agreement has been executed by the duly authorized officers of the Parties and shall be effective as of the date of execution.

CUSTOMER

Organization Name: _____

Signature: _____

Name (Print): _____

Title: _____

Date: _____

STAFF REPORT
6/25/2025

TO: Honorable Mayor and City Council Members

FROM: Jaime Arroyo, Grants Manager

SUBJECT: Authorize a Community-Based Grant to the American Heart Association in the Amount of $1,000 to Fund their Coachella Valley Heart & Stroke Walk Hands-Only CPR Education

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STAFF RECOMMENDATION:

Staff recommends that the City Council consider awarding a Community-Based Grant (CBG) to the American Heart Association in the amount of $1,000 to fund their Coachella Valley Heart & Stroke Walk Hands-Only CPR Education.

BACKGROUND:

The Community Based Grant Program was established in 2010 and allows the City of Coachella to offer financial assistance to local nonprofit organizations, youth-serving organizations, and other community-based organizations that provide essential services, programs and activities to residents in Coachella. Applicant organizations are only eligible to submit one application for consideration each fiscal year and must be legally established with non-profit or tax-exempt status, be based in the Coachella Valley, or provide direct service to Coachella residents. Approval of grant funds does not constitute a precedent for grant allocations in subsequent years. All CBG grants are reimbursement grants to ensure that applicants are meeting their stated goals. The FY 24-25 budget included an allocation of $15,000 for the Community Based Grant Program.

DISCUSSION/ANALYSIS:

The American Heart Association (AHA) is a 110-year-old nonprofit organization that funds cardiovascular medical research, educates consumers on healthy living and fosters appropriate cardiac care in an effort to reduce disability and deaths caused by cardiovascular disease and stroke. The proposed program will serve residents by providing free, hands-only CPR education at the 2025 Coachella Valley Heart & Stroke Walk.

The Heart & Stroke Walk is an inclusive public event that will be held on December 6, 2025 at the Palm Desert Civic Center Park. The program is designed to engage a broad and diverse group of attendees with an emphasis on including low- and moderate-income families who may have less access to health education resources. Bilingual education and materials (English and Spanish) will be provided to ensure accessibility and cultural relevance. Residents who attend the walk will have the opportunity to learn this critical, lifesaving skill, equipping them to respond effectively in cardiac emergencies at home, in the workplace, or in public settings. By offering CPR education to a diverse and regional audience, the program helps build a more prepared and responsive community, increasing the likelihood of bystander intervention during cardiac emergencies.

ALTERNATIVES:

1. Award a Community Based Grant in the amount of $1,000.
2. Do not award a Community Based Grant

FISCAL IMPACT:

Should the City Council approve the staff recommendation, the Community-Based Grant Program account will be reduced by $1,000.

ATTACHMENT(S):

CBG Application Packet

CITY OF COACHELLA, CA
COMMUNITY BASED GRANT PROGRAM
APPLICATION FOR FUNDS REQUEST

Please Type Information and Print
Information entered in the provided spaces cannot be saved.

(Attach additional pages as needed, however applicants are encouraged to be brief.)

1. **Application Funding Cycle:** **Date:** 06/10/2025

   July 1, 2025 **- June 30, 20**26

2. **Total Amount Requested:** **$** 1000

   If requesting waiver of City fees or charges, please indicate the City service for which the waiver is being requested.

3. **Proposed Program/Service of Funding Request:**

   Coachella Valley Heart & Stroke Walk - Hands-Only CPR Education

4. **Agency/Organization:**
   American Heart Association
5. **Mailing Address:**
   5251 California Ave, Ste 230
   City: Irvine **Zip:** 92617
6. **Telephone:** (503) 740-9420

   Fax:

7. **Official Contact Person:**
   Name: Mary Leith

   Title: Development Director

   Telephone: (503) 740-9420

   Fax:

   E-mail: mary.leith@heart.org

8. **Does this organization have a non-profit status with the Internal Revenue Service (IRS)?**
   Yes ☑ **No** ☐ **(Attach documentation)**

9. **How long has this organization been in existence?**
   101 years

10. **Has the organization previously received funding from the City of Coachella?**
    ☐ **Yes** ☑ **No**
    If yes, please identify the program/service, total prior grant allocation, and the fiscal year in which the funds were received.

11. **Is this request for a** ☑ **New or** ☐ **Existing program/service within the City?**

12. **What is the anticipated time frame to provide the proposed program/service and the expenditure of the requested funds?**
    December 6, 2025

13. **Describe briefly how the requested funds will be used.**
    Grant funds will be used to provide hands-only CPR education to residents of the City of Coachella, as well as to Coachella Valley residents attending the 2025 Coachella Valley Heart & Stroke Walk. This life-saving training will be offered at no cost to participants and will

14. **Will the program/service require additional funding sources? If so, identify all funding sources and provide the steps taken to acquire funding.**
    Yes, the Coachella Valley Heart & Stroke Walk is supported by multiple funding sources in addition to the City of Coachella grant. The American Heart Association is actively securing corporate sponsorships and community partnerships to underwrite the Coachella Valley

15. **If the program/service is planned to continue beyond the period provided by this grant, what funding plans are there to sustain the program/service?**
    Yes, the American Heart Association is committed to sustaining CPR education in the Coachella Valley beyond the grant period. We plan to continue funding the Heart Walk and it's educational programming through a combination of corporate sponsorships, individual

16. **How will the proposed program/service serve City of Coachella residents? Will the proposed program/service also serve non-Coachella residents? Please describe.**
    The proposed program will directly serve City of Coachella residents by providing free, hands-only CPR education at the 2025 Coachella Valley Heart & Stroke Walk, an inclusive public event. Residents who attend the walk will have the opportunity to learn this critical,

17. **Describe the characteristics of the clients the proposed program/service anticipates to serve (i.e. age group, gender, income level, ethnicity, etc.)**
    The proposed program will provide free hands-only CPR education at the 2025 Coachella Valley Heart & Stroke Walk, which is open to the public and held at Palm Desert Civic Center Park. The program is designed to engage a broad and diverse group of attendees,

18. **Attach a proposed budget for requested funds.**

Authorized Official: Mary Leith **Title:** Development Director

Signature: Mary Leith **Date:** 6/10/2025

Item	Amount
Venue	$2,000.00
Event Rental Company	$7,000.00
DJ/Emcee	$500.00
Day of Supplies	$500.00
Decorations	$300.00
Security	$700.00
Food & Beverage	$500.00
Educational Materials/Direct Resou	$2,000.00
Grand Total	**$13,500.00**

Total Budget	$13,000.00

Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
PO Box 2508
Cincinnati, OH 45201

Date:
March 22, 2023
Employer ID number:
13-5613797
Form 990 required:
Yes
Person to contact:
Name: Brenda Parks
ID number: 1000197315

AMERICAN HEART ASSOCIATION INC
AMERICAN HEART ASSOCATION
7272 GREENVILLE AVE
DALLAS, TX 75231

Dear Sir or Madam:

We're responding to your request dated February 08, 2023, about your tax-exempt status.

We issued you a determination letter in July 1949, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

We also show you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

In the heading, we indicated whether you must file an annual information return. If you're required to file a return, you must file one of the following by the 15th day of the 5th month after the end of your annual accounting period.

- Form 990, Return of Organization Exempt From Income Tax
- Form 990-EZ, Short Form Return of Organization Exempt From Income Tax
- Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990EZ
- Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation

According to IRC Section 6033(j), if you don't file a required annual information return or notice for 3 consecutive years, we'll revoke your tax-exempt status on the due date of the 3rd required return or notice.

You can get IRS forms or publications you need from our website at www.irs.gov/forms-pubs or by calling 800-TAX-FORM (800-829-3676).

If you have questions, call 877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific time).

Thank you for your cooperation.

Sincerely,

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

American Heart Association. Heart Walk

2025 Coachella Valley Heart & Stroke Walk

Company Name	Teams	Participants	Donations
AHA, Western States (Coachella Valley)	1	1	$38,050.00
Agua Caliente Band of Cahuilla Indians	0	0	$0.00
Altura Credit Union	0	0	$0.00
Bagheera Fitness	1	1	$100.00
Calif. Retired Teachers Assoc. Division 43	0	0	$0.00
Community Teams - Coachella Valley, CA	1	3	$75.00
Desert Care Network	0	0	$0.00
Desert Oasis Healthcare	0	0	$0.00
Eisenhower Health	0	0	$0.00
Fantasy Springs Resort Casino	0	0	$0.00
Greater Palm Springs Marriott Business Council	2	3	$0.00
Kaiser Permanente	0	0	$0.00
Mastro's Steakhouse Palm Desert	0	0	$0.00
National Charity League - Coachella Valley	0	0	$0.00
Palm Desert Library	0	0	$0.00
Prime Time International	0	0	$0.00
Resort Marketing	0	0	$0.00
Sunline Transit Agency	0	0	$0.00
WelbeHealth	0	0	$0.00

Thanks to Our Local Sponsors

STAFF REPORT
6/25/2025

TO: Honorable Mayor and City Council Members

FROM: Andrew Simmons, P.E., Director of Public Works/City Engineer

SUBJECT: Authorize the removal and replacement of key HVAC components at the Coachella Library in the amount not to exceed $29,965.00.

STAFF RECOMMENDATION:

Authorize the removal and replacement of key HVAC components at the Coachella Library in the amount not to exceed $29,965.00.

DISCUSSION/ANALYSIS:

The City of Coachella maintains and operates the meeting rooms inside the Coachella Library. The meeting rooms #119 and #120 have been experiencing a temperature imbalance. City staff has had an expert inspect the HVAC system to determine the cause of the imbalance and provide recommendations to correct the imbalance. It was determined that replacing the electronic zone damper system and installing a larger ceiling diffuser prior to replacing the HVAC units and redoing the duct work would be a more cost effective route.

City staff has reached out to Brisas Air Conditioning and Heating and Blair Air Conditioning to provide quotes for the work described in the report. After reviewing the quotes, Staff is recommending awarding the work to Brisas Air Conditioning and Heating in an amount not to exceed $29,965.00.

FISCAL IMPACT:

No fiscal impact to the General Fund. Work will be completed with budget from the Building Maintenance budget 101-11-165-90-334-011 for Library Contract Services.

ATTACHMENTS:

1. Design and Title 24, Inc. Report
2. Brisas Air Conditioning and Heating Quote

74818 Velie Way, Suite 8
Palm Desert, CA 92260
Phone/Fax: (760) 200-4780
Cell: (760) 777-0102
E-Mail timscott@title24foryou.com
www.scottdesignandtitle24.com

Tim Scott

Design and Title 24, Inc.

June 6, 2025

Janeth Lara
City of Coachella
53462 Corporate Way
Coachella, CA 92236

Re: Coachella Library
1500 Sixth Street
Coachella, CA 92236

After reviewing the plans and talking to you and Jose from Brisas Air Conditioning about the temperature imbalance in the Meeting Rooms #119 & #120. The existing zone control system is not working correctly. I would suggest replacing the existing with a new Honeywell electronic zone damper system with supply zone dampers for each room, a gravity bypass damper, an electronic panel, and controls, wiring and air balance for proper operation.
Also, I would suggest installing larger and a different type of ceiling diffusers. Because of the 12' high ceiling, I suggest a ceiling diffuser that has adjustable blades to direct the air toward the floor. Also, install new return air grilles. Rather than the 16" X 16" that now exist, replace them with 24" X24" T-Bar return grilles.
By doing this it would provide better air flow.
I suggest doing these 2 things, which are relatively minor compared to replacing units and ductwork.
Let's see how this works before taking a next step.

Please call if you have any questions.
Thank you

Tim Scott
Scott Design and Title 24, Inc.

PROPOSAL NO. 06197
74-885 Joni Drive, Ste 6
Palm Desert, California 92260
CA CSLB #1049040

Date: June 9, 2025

Proposed to: City of Coachella
53-990 Enterprise Way, Coachella, Ca 92236

Job location: Library, 1500 6th St., Coachella, Ca 92236

This proposal includes the removal and replacement of key HVAC components, this will hopefully resolve the problem before replacing ductwork of complete package unit.

Scope of Work:

- Remove existing zone controls, dampers, thermostats, control wiring and return & supply grilles.
- Install new Honeywell zone control system.
- Run new communication wire from unit to controller and from controller to new thermostats.
- Install new damper controls and gravity damper bypass.
- Install four (4) 24x24 return grilles.
- Install all new 12" high-velocity supply grilles to increase airflow.
- Perform complete air balance and testing of the unit.

Project Timeline:

- Estimated completion: 2–4 business days
- Scissor lifts will be provided by us.
- All debris will be hauled away, and the jobsite will be cleaned upon completion.

Exclusions:

- Replacement of any T-bar or broken T-bars
- Painting and/or drywall repair

PAYMENTS TERMS

We hereby propose to furnish material and labor to complete the project as per the above specifications for a sum of: **$29,965.00**

Payment due upon receipt of invoices

Brisas Air Conditioning Inc
PO Box 1859, Indio, Ca 92202
(760) 835-8413
BrisasAirOffice@gmail.com

TERMS

The cost of all materials, tax and labor is included in this proposal. All material is guaranteed to be as specified and the above work to be performed in accordance with the drawings (if any) and specifications submitted for the above work and completed in a substantial workmanlike manner. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written change orders and will become an extra charge over and above this proposal. Extra costs will be invoiced as time and material, lead installers rate is $125 per hour, and lead assistants rate is $80 per hour. This proposal does not include any unforeseen problems or adverse conditions that arise after work has started. All agreements contingent upon strikes, accidents or delays that are beyond our control. This proposal is valid for 14 days only.

Note: Price may be subjected to change due to fluctuating market price of material.
Material price increase and material delay protection clause.
If at any time before or during the project, any significant price increase for copper, steel, plastic, and/or any other necessary supplies increases through no fault of Brisas Air Conditioning Inc., Brisas Air Conditioning Inc. will need to invoice for the additional cost of the materials/supplies. If any delivery of material, components, or goods required under this agreement is delayed, through no fault of Brisas Air Conditioning Inc., Brisas Air Conditioning Inc. shall not be liable for any cost or damages associated with such a delay(s).

PROPOSAL APPROVAL

The above price, specifications, and conditions are satisfactory and are hereby accepted. Brisas Air Conditioning Inc. is authorized to do the work as specified.

Print Name	Title
Signature	Date

Brisas Air Conditioning Inc
PO Box 1859, Indio, Ca 92202
(760) 835-8413
BrisasAirOffice@gmail.com

STAFF REPORT
6/25/2025

TO: Honorable Mayor and City Council Members

FROM: Andrew Simmons, P.E., Director of Public Works/City Engineer

SUBJECT: Amendment #3 to the Professional Services Agreement with Angenious Engineering Services, Inc. in an amount of $3,511,261.47 to provide Professional Engineering Services for the SR86/Avenue 50 Interchange Project (ST-81).

STAFF RECOMMENDATION:

Authorize the City Manager to Execute Amendment #3 to the Professional Services Agreement with Angenious Engineering Services, Inc. in an amount of $3,511,261.47 to provide Professional Engineering Services for the SR86/Avenue 50 Interchange Project (ST-81).

BACKGROUND:

On November 18, 2015, City Council adopted resolution No. 2015-27 authorizing the City Manager to execute on behalf on the City any and all agreements associated with the ST-81 project.

On November 27, 2019 the City entered into a Professional Services Agreement with Angenious Engineering Services for Professional Engineering Services in preparation of a funding grant application. On October 14, 2020 the City authorized Amendment #1 for additional professional services for the SR86/Avenue 50 Interchange Project. City Staff authorized Amendment #2 for professional engineering services in preparation of a RAISE funding grant application.

DISCUSSION/ANALYSIS:

In March 2025 the City requested an amendment to the contract with CVAG to add additional funding for the SR86/Avenue 50 Interchange Project. In May 2025 the amendment was approved and an additional $5,000,000 was awarded for the SR86/Avenue 50 Interchange Project in CVAG funding with the City's 25% match to be differed to the construction phase. The City has requested Angenious to provide a cost proposal to provide plans, specifications and estimates and right of way acquisition assistance within our budget. This will aid in getting shovel ready plans to provide stronger grant applications in the future.

A new interchange at Avenue 50 on SR-86 would provide significant opportunities to promote sustainable economic growth, environmental competitiveness, and improve quality of life in our region.

FISCAL IMPACT:

No fiscal impact to General Fund. The Amendment is within the awarded CVAG agreement with no City match required at this time.

ATTACHMENTS:

1. Professional Services Amendment No. 3 for ST-81

THIRD AMENDMENT TO AGREEMENT BETWEEN THE CITY OF COACHELLA AND ANGENIOUS ENGINEERING SERVICES, INC. Project ST-81

THIS THIRD AMENDMENT ("Amendment") is made and entered into as of June 25th , 2025 by and between the City of Coachella ("City") and Angenious Engineering Services, Inc. ("Consultant"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. **RECITALS**. This Amendment is made with the respect to the following facts and purposes:

a. On or about November 27th, 2019 the City and Consultant entered into that certain agreement entitled "City of Coachella Professional Services Agreement" between the City and Consultant in the amount of $148,000 for project ST-81.

b. On or about October 6th, 2020 the City and Consultant entered into the "First Amendment to" agreement between the City and Consultant in the amount of $15,000.00.

c. On or about January 22nd, 2025 the City and Consultant entered into the "Second Amendment to" agreement between the City and Consultant in the amount of $49,500.00.

d. The parties now desire to amend the Agreement as set forth in this Amendment.

2. AMENDMENT

3.1 General Scope of Services. Section 3.1.1 of the Agreement is hereby amended to include the additional Scope of Services to be performed for the SR-86/Avenue 50 Interchange Project, ST-81 under this Amendment No. 3 referenced as EXHBIIT "A".

3.2 Performance Period. Section 3.1.2 of the Agreement is hereby amended to go into effect on June 25, 2025 contingent upon approval by City, and Consultant shall commence work after notification to proceed by City's Agreement Administrator. The Agreement shall end on June 30, 2027 unless extended by Agreement Amendment.

3.3 Allowable Costs and Payments. Section 3.3.1 of the Agreement is hereby amended to increase the compensation, including authorized reimbursements, for all services rendered under this Agreement as set forth in EXHIBIT "B" attached hereto and incorporated herein by reference.

The method of payment in Sections 3.3.1.A and B of the Agreement are hereby

amended to actual cost plus a ten percent (10%) fixed fee. City will reimburse Consultant for actual costs (including labor costs, employee benefits, travel, equipment rental costs, overhead and other direct costs; plus ten percent fixed fee) incurred by Consultant in performance of the work. The total authorized compensation for the Amendment No. 3 is in the amount not to exceed Three Million Five Hundred Eleven Thousand Two Hundred Sixty-One Dollars and Forty-Seven Cents ($3,511,261.47).

The amended total compensation shall not exceed **Three Million Seven Hundred Twenty-Three Thousand Seven Hundred Sixty-One Dollars and Forty-Seven Cents ($3,723,761.47)** without written approval of the City's representative. Extra Work may be authorized, as described below, and if authorized, will be compensated at the rates and manner set forth in this agreement.

3.4 Continuing Effect of Agreement. Except as amended by this Amendment, all provisions of the Agreement shall remain unchanged and in full force and effect. From and after the date of this Amendment, whenever the term "Agreement" appears in the Agreement, it shall mean the Agreement as amended by this Amendment.

3.5 Adequate Consideration. The parties hereto irrevocably stipulate and agree that they have each received adequate and independent consideration for the performance of the obligations they have undertaken pursuant to this Amendment.

3.6 Counterparts. This Amendment may be executed in duplicate originals, each of which is deemed to be an original, but when taken together shall constitute but one and the same instrument.

IN WITNESS THEREOF, the parties have executed this Amendment as of the day and year first set forth above, which date shall be considered by the parties to be the effective date of this Amendment.

CITY OF COACHELLA

Approved by:

_____

William B. Pattison Jr.
City Manager

Approved as to Form:

BEST, BEST & KRIEGER

_____

City Attorney

Attest:

_____

Angela M. Zepeda
City Clerk

ANGENIOUS ENGINEERING SERVICES, INC.

By:_____

Andy Cheah
Principal/ Project Manager

AnGenious Engineering Services, Inc.

26000 Towne Centre Drive North, Suite 100
Foothill Ranch, CA 92610
Tel: 949-599-5400
www.Angenious-es.com

June 17, 2025

Mr. Andrew Simmons, PE
Director of Public Works/City Engineer
City of Coachella, Engineering Department
53990 Enterprise Way,
Coachella, CA 92236

RE: **City Project No. ST-81 – SR-86/Avenue 50 New Interchange Project**
Cost Proposal

Dear Mr. Simmons:

AnGenious Engineering Services, Inc. (AES) would like to sincerely thank you for another opportunity to continue serving the City on the above-referenced project. We are pleased to submit our cost proposal.

We understand the City has budget constraints. Thus, we tailored our cost proposal based upon an estimated labor hours of the staffing plan with other direct costs, to perform the scope of work up to 65% of Plans Specifications and Estimates (PS&E) submittal phase, and right of way acquisition assistance.

The total "Maximum Not-to Exceed" fee for these initial services to be rendered is **$3,511,261.47**. AES, a certified DBE/SBE firm, coupled with Earth Mechanics, Inc., another DBE/SBE firm will provide a total of **53.65%** of the contract value, which exceeds the City's DBE goal. Please refer to the attached spreadsheet, which consists of the following requested details:

1. Cost proposal using Caltrans Exhibit 10-H1 template, with a maximum total fee for all services to be rendered and all materials.
2. Cost breakdown by task showing labor hours with hourly labor rates

With our **client focused solutions, ingenious ideas** combined with **sensible cost approach**, AES is the **"Right Team"** to deliver this project timely. AES always strives and commits to optimizing quality, utilization, and productivity in our sustainable engineering services within the City budget.

Should you have any questions, please feel free to contact me at (949) 599-5400 or via email at Andy.Cheah@AnGenious-ES.com.

Sincerely,

Andy Cheah

Andy Cheah, PE
Principal/ Project Manager

Attachments

C. File

SECTION III – SCOPE OF WORK

The following Scope of Work represents the effort preparation of Plans, Specifications and Estimates (PS&E) up to 65% submittal phase and Right Of Way (ROW) acquisition assistance services.

The plans, designs, reports, and other documents furnished under this Scope of Services will be provided in a professional manner in accordance with industry standards, and acceptable to the City of Coachella per Caltrans Project Development Procedures Manual. Criteria for acceptance of the deliverables will be neat in appearance, organized and technically and grammatically correct, reflecting the incorporation of City of Coachella and Caltrans review comments. The work will be checked to meet all the contract requirements.

Task 1. Project Management

1.1. Administration

Consultant will provide overall project management, coordination, and supervision of project staff to facilitate the performance of the work. Consultant will maintain project files using the Caltrans Uniform System in electronic format.
Consultant will prepare and submit monthly project progress reports to the City of Coachella Project Manager, which includes schedule, contract budget, general progress on project tasks, and project issues and concerns (see below).

Deliverables:

- *Consultant shall include with the monthly progress report that reflects the work completed within the invoice period.*
- *Consultant will maintain copies of written correspondence between the Consultant and third parties pertaining specifically to the Project.*
- *Consultant will maintain project files in accordance with its Work Plan.*
- *Consultant shall also prepare Caltrans reporting forms and documents.*

1.2. Coordination and Meetings

Consultant's Project Manager will take the lead in the coordination of all project activities, including coordination with other agencies, deliverables submissions, permits, and similar coordination efforts consistent with the scope of work.

- *The Consultant shall conduct a project kick-off meeting with the City of Coachella staff. The Consultant will present the Work Plan, introduce the project team, request information, and conduct other similar activities. The Consultant shall prepare and distribute kick-off meeting minutes.*
- *Meeting Agendas and Minutes (electronic PDF).*
- *Consultant shall schedule, attend, and conduct monthly Project Development Team (PDT) meetings. The Consultant shall prepare and distribute PDT meeting minutes to all PDT members.*
- *Consultant shall attend other meetings as required (e.g., coordination with Caltrans, utility company, other agencies) to perform coordination and to execute the scope of work.*

1.3. Quality Assurance and Quality Control

Consultant will have a Quality Assurance and Quality Control Plan in effect for the duration of the scope of services. The plan will establish a process whereby all deliverables are checked prior to any formal submission and all job-related correspondence and memoranda are appropriately filed. An appointed Quality Assurance Officer will monitor and review project activities and deliverable schedules.

- *Quality Assurance and Quality Control Plan (electronic PDF)*

1.4. Project Schedule

Consultant will prepare and periodically update a project schedule with tasks and milestones represented in Microsoft Project format. Consultant will break down the schedule by logical tasks consistent with the scope of work and with enough detail to track project progress. Both a baseline schedule and tracking updates are required. The schedule must reflect realistic estimates of review periods by other agencies for tasks, such as reports, plans, permits, and coordination.

- *Baseline project schedule and monthly schedule updates shall be in Microsoft Project 2013 (or newer) (electronic PDF)*

1.5. Risk Management

Consultant will prepare a Project Risk Management (PRM) matrix to identify, analyze and track project risks through all phases of project delivery, including communicating, managing and responding to Project Development Team members:

- *Identify and assess risks and determine the risk owners.*
- *Develop responses to risks.*
- *Document risk response actions and report to PDT members for inclusion in risk management updates.*
- *Communicate new risks to PDT members.*
- *Retire risks.*

1.6. Project Budget, Cost Accounting and Reporting

Consultant will establish and apply internal accounting methods and procedures acceptable to the City of Coachella for documenting and monitoring contract costs. Consultant will submit a consolidated monthly invoice in a format acceptable to the City of Coachella broken down in a manner consistent with the Work Plan. Consultant shall include with the monthly progress report that reflects the work completed within the invoice period.

Deliverables:

- *Monthly invoices*
- *Progress reports, and*
- *Caltrans LAPM Exhibit 9-F: Disadvantaged Business Enterprise (DBE) running tally of payments (electronic PDF)*

1.7. State & Federal Funding Assistance

Consultant will perform the necessary preliminary engineering with supporting data and recommendations to assist with funding applications. The Consultant will assist the City of Coachella in preparing funding applications per Caltrans' Local Assistance Procedures Manual (LAPM) to seek available funds.

FINAL DESIGN AND ROW ACQUISITION PHASE (Tasks 2 to 5)

All dimensions shall be in the United States customary units, as known as "English Unit". All plans shall be prepared in accordance with the Caltrans Plans Preparation Manual (PPM) requirements listed below:

- Layout Plans with existing and proposed State right of way (ROW).
  - Horizontal Scale: 1" = 50'
  - Reference to Caltrans Standard Plans, or
  - City Standard Drawings and Specifications within City's ROW, as appropriate.

Design Standards *(most current version at the time of this contract execution)*

1. Roadway design shall be in accordance with the Caltrans Highway Design Manual and Caltrans Standard Plans, and the American Association of State Highway Transportation Officials' (AASHTO) *A Policy on Geometric Design of Highways and Streets*, Riverside County Standard Drawings, and the California version of the Manual on Uniform Traffic Control Devices (CA-MUTCD), as appropriate.
2. Bridge design shall be in accordance with the AASHTO LRFD Bridge Design Specifications, 8th Edition with the California Amendments as the primary Caltrans bridge design specifications, bridge design details, bridge design aids, bridge seismic design criteria (most current version), the Structures Technical Guidelines, and the Structures Technical Policies manuals.
3. The "Greenbook" Standard Plans for Public Works Construction for local roads, as appropriate.
4. Specifications shall be in accordance with Caltrans Standard Specifications for the lead agency's standard bid documents and the "Greenbook" Standard Specifications for Public Works Construction for local roads only.
5. Federal Americans with Disabilities Act (ADA) requirements 28 CFR, Part 35 or Part 36.

Task 2. Draft Final Design Services (PS&E)

2.1. Engineering and Photogrammetric Surveys

Mapping and Surveys and preparation of Base Maps were performed during the PA/ED phase. CONSULTANT shall review Project Mapping and Project Survey Control prepared to ensure completeness and accuracy. CONSULTANT shall inform the City of Coachella Project Manager if there is incomplete or missing data in the Design Base Maps.

2.2. Prepare Draft Plans

CONSULTANT shall request, collect, assemble, and review pertinent project information, including, but not limited to, prior project related reports and Engineering Technical Reports, Environmental Documents and Environmental Technical Reports, CAD files and drawings, and relevant correspondence. CONSULTANT shall incorporate the collected materials and information into the Project Master File.

CONSULTANT shall prepare the plan set for the project following the Riverside County Standard Plans as appropriate. Preparation of the roadway PS&E plan set shall include, but not be limited to, the preparation of the following roadway engineering sheets:

Deliverables:

- *35% PS&E SUBMITTAL*
  1. Title Sheet
  2. Typical Cross Sections
  3. Plan and Profile Sheets
  4. Utility Plans
  5. Signing and Pavement Delineation Plans

6. Structures Type Selection Plan and Report including General Plan (GP) and Foundation Plan (FP)
7. Preliminary Foundation Report (for Bridge)

2.3. Prepare Draft Cost Estimates

CONSULTANT shall prepare cost estimates based on the preliminary design for the project. Preparation of the cost estimates shall include itemized bid items list and estimated quantities.

2.4. Drainage Report

CONSULTANT will prepare the Draft and Final Roadway Drainage Report in accordance with Riverside County Criteria. Reports will be prepared for the 35%, 65% and 95% PS&E submittals. The Roadway Drainage Report will identify strategies and requirements for use by the design engineer to prepare the drainage plan sheets associated with preferred alternative.

The Roadway Drainage Report will address the existing drainage condition and the proposed mitigation and design. This report shall consider both onsite and offsite systems. Flood width calculations will be prepared to determine inlet spacing and locations. The scope of the drainage plans is based on utilization of existing cross culverts and downstream drainage systems for tying in new or relocated drainage systems or extending existing systems. Analysis and design for upgrade of any deficient existing off-site or downstream/upstream on-site drainage facilities, if such facilities are not impacted by the roadway work, are not included in this Scope of Work. The upsizing of cross culverts is beyond the scope of this project. If it is determined that existing cross culverts will need to be modified, the analysis, design and construction plans will be per separate Addendum to be approved by the CITY OF COACHELLA. Temporary Drainage Plans and Calculations are excluded from this Scope of Work. The project does not appear to require extensive Temporary Drainage. CONSULTANT will prepare drainage plans, profiles, and quantities based on the drainage report.

CONSULTANT will delineate the tributary drainage subareas and prepare a Hydrology Map for the bridge roadway, bridge approaches and roadway identified in Phase 1. CONSULTANT will prepare a Hydrology Analysis based on the Hydrology Map. The Hydrology Analysis will be prepared in accordance with the Caltrans and County of Riverside criteria. The drainage facilities will be designed for the 25-year storm event. Existing off-site hydrology for the highway cross-culverts and regional facilities in the vicinity of the project will be referenced from previous drainage studies and will not be updated or verified for this Project. Previous reports will be utilized to determine hydraulic control for any new storm drain facilities that may be connected to these existing cross culverts and regional facilities. In the absence of such information, best professional judgement will be used to establish the required hydraulic controls.

CONSULTANT will prepare a storm drain Hydraulic Analysis based on the Hydrology Analysis. The Hydraulic Analysis will be prepared using the Water Surface Pressure Gradient (WSPG) computer program. The Roadway Drainage Report will identify strategies and requirements for use by the design engineer to prepare the storm drain plan and profile sheets for the proposed roadway.

It is assumed that SR-86/Avenue 50 project will not encroach Coachella Valley Water District (CVWD) facilities or Right-of-Way. Coordination with CVWD is excluded from this Scope of Work. It is further assumed that Trash BMPs are not required in the design because SR-86 is not designated as a Significant Trash Generating Area in the Caltrans Statewide Trash Implementation

Plan. Design and analysis of regional maintenance facilities (i.e. decanting sites) is not included in this scope.

Deliverables:
- *Roadway Drainage Report*

2.5. Structures Type Selection Report, GP, FP, and Bridge Estimates

CONSULTANT shall prepare the Structures Type Selection Report, General Plan (GP), Foundation Plan (FP) and Bridge Estimates.

2.6. Geotechnical Reports

CONSULTANT will prepare Geotechnical and Foundation Reports in accordance with current Caltrans procedures and guidelines. The Geotechnical Reports will be used for recommendations to complete the plans and specifications. Design elements which require geotechnical support are listed below:

- New 2-span Avenue 50 Overcrossing (final bridge substructure width > 100').
- Approximately 750 feet long RW 65 along Avenue 50.
- 4 single-post overhead signs.
- Roadway and pavement structural sections.
- Infiltration testing at 10 locations (max. invert depth is 6 feet from existing grade).

Details of the proposed geotechnical services for the above design elements and deliverables are presented below.

2.6.1. Preliminary Foundation Report

A Preliminary Foundation Report will be prepared to provide preliminary geotechnical recommendations to assist structural designers in the Type Selection process for the bridge. This report will be prepared using available subsurface data and the format will be in accordance with current Caltrans Guidelines; no soil boring or testing will be performed.

Deliverable:
- *A Preliminary Foundation Report*

2.6.2. Soil Borings, Soil Sampling, and Soil Infiltration Testing

Caltrans is enforcing the AASHTO recommendations of a soil boring at each bridge support locations where substructure width is less than 100 feet; minimum of two borings are required per location where substructure width is greater than 100 feet. For retaining walls, a soil boring is required every 100 to 200 feet. Also, per Caltrans, a soil boring is required for every overhead sign. For proposed embankments and roadway improvements, a soil boring is proposed every 500 to 750 feet. Based on this, Consultant's geotechnical field investigation plan is presented in table below. Data obtained from some boreholes will be used for multiple design elements. The boreholes will be excavated using a truck-mounted or track-mounted drilling rig. Asphalt concrete cold-patch will be used to replace asphalt that is removed by excavations, and quick-set cement will be used to replace concrete that is removed by excavations.

Design Element	Proposed Number of Borings	Approximate Proposed Depth (feet)
Avenue 50 Overcrossing	4	80

Design Element	Proposed Number of Borings	Approximate Proposed Depth (feet)
	2	150
RW 65	3	30 – 50
Overhead Signs	4	40
Roadway Improvements	8	15 – 40
	12	5

A boring location plan will be prepared to secure the required encroachment permits. We assume permit fee will be waived or paid by the City. Prior to drilling, borehole locations shall be marked and cleared through DigAlert. Soil samples will be collected for laboratory testing, including bulk samples of near-surface soils and driven Standard Penetration Test (SPT) and Modified California Drive (MCD) samples of deeper soils. The driven soil samples shall be collected at vertical intervals of 5 feet or 10 feet. Samples of subsurface soils shall be logged during the field investigation, secured in their containers or collected in plastic bags, and transported to a soil testing laboratory.

Ten (10) infiltration testing will be performed. EMI will drill and install a well at each location. Depth of the wells will depend on the design invert elevation of the proposed basin but is assumed to be no more than 6 feet below existing ground. The wells will not be sampled, though the soil type will be observed for comparison and documented in well logs. Each well will be soaked overnight and infiltration testing will commence the following day. Well infiltration testing will be performed following USBR 7300-89 method.

Deliverable:

- *A Boring Location Plan*

2.6.3. Laboratory Testing

Various laboratory tests shall be performed to determine the physical and engineering characteristics of soils. The actual tests performed shall be based on conditions encountered. For planning purposes, the tests shall include in-place moisture and density, Passing #200 Sieve, grain size distribution, direct shear tests, UU triaxial, collapse potential, maximum density/optimum moisture content, R-value and soil corrosion tests. Tests shall be conducted in general accordance with California Test (CT) methods or American Society for Testing and Materials (ASTM) standards.

2.6.4. Geotechnical Engineering Analyses and Report Preparation

Results obtained from the field investigation and laboratory testing will be used to characterize subsurface soils and conditions and create idealized soil profiles for design purposes. The following analyses will be performed:

- Evaluation of seismicity and estimation of Peak Ground Acceleration based on the current Caltrans design criteria, and recommendation of an ARS curve for bridge.
- Assessment of soil liquefaction potential, seismic settlement, and lateral spreading.
- Foundation design recommendations for a bridge, a retaining wall, and 4 overhead signs.
- Assessment of global slope stability and settlement of the approach embankments.
- Estimation of soil infiltration rates.
- Evaluation of soil corrosivity conditions and recommendations for mitigation measures.
- Determination of pavement structural sections.

Consultant will prepare the reports listed in table below.

Design Element	Review Agency	Deliverables
Avenue 50 Overcrossing	Caltrans	Foundation Report
RW 65	Caltrans	Foundation Report
Overhead Signs, Roadway Embankments, and Infiltration Test Results	Caltrans	Geotechnical Design Report
Pavement Structural Sections	Caltrans	Materials Report

Deliverables:

- *Two Foundation Reports*
- *Geotechnical Design Report*
- *Materials Report*

2.7. Utility Coordination and Research

CONSULTANT will coordinate with utility companies and perform utility as-built plans research Consultant will trace all utility lines shown on recorded as-built plans and prepare a base map in CADD format.

2.8. Right-of-way Requirements and Engineering

2.8.1. Prepare Right-of-way requirements

CONSULTANT will define the right-of-way requirements for the Project, including acquisitions, easements, and temporary construction easements.

2.8.2. Prepare Legal Descriptions and Plat Maps

Upon approval of the right-of-way requirements, the Consultant shall obtain Title Reports and prepare legal descriptions and plat maps.

Task 3. Right-Of-Way Acquisition Services

CONSULTANT will assist the City of Coachella on right-of-way acquisition services. Consultant shall ensure acquired properties are secure, accessible, and in compliance with all City of Coachella requirements until such time that they are incorporated into the project.

3.1. Appraisal

Consultant shall keep appraised and follow any revisions to applicable rules, codes, and regulations pertaining to the services to be performed.

Appraisal reports shall be prepared by Consultant for each affected parcel and submitted to the City of Coachella within sixty (60) days after the issuance of the Notice to Proceed or after obtaining the legal descriptions and/or plats from the design engineer. Review appraisals will be provided for each appraisal, in accordance with Caltrans, state and federal laws, as required.

Valuations of billboards that are impacted by the project will be provided by a specialty appraiser.

3.2. Acquisition Service

Consultant shall provide all services necessary to perform right-of-way acquisition on non-tribal lands, acquire title to real property in the assigned name by the City of Coachella, preparation of condemnation case information and recording deeds.

Consultant shall assist the City of Coachella on requesting the Bureau of Indian Affairs (BIA), tribal governments, and the Indian landowners to approve rights-of-way over or across Indian land per 25 CFR 169.

Consultant will develop and submit for the City of Coachella's approval all required forms to be used in the acquisition process. Review title search documents, right-of-way plans and legal descriptions in order to become familiar with the project and to verify that the information provided is accurate and consistent with approved appraisal reports. Provide supplemental title report updates and vesting documents, as requested and needed. Prepare agreements and present written offers of just compensation to property owners. Negotiate the acquisition of needed right-of-way parcels: prepare administrative settlements as necessary; open, coordinate, and monitor escrow activities through the close of escrow, sufficient to acquire title to real property in the of City of Coachella, as applicable. Activities may also include relocation of billboards impacted by the project.

Prepare and maintain planning, budgeting, scheduling, tracking and reporting documents. These will include project acquisition files, documenting offers, negotiations and contact logs, relocation computation and payments, relocation files and all required notices.

Deliverables:

- *Obtain Right-of-Way Certification*

Task 4. Permits/Agreements

4.1. Permits

CONSULTANT shall perform work to identify necessary permits to construct the project and obtain necessary permits and agreements needed to construct the project. Work as part of this task may include discussions with permitting agencies, preparation of the permit and attachments such as maps and other exhibits identifying funds necessary for the permit application and submitting the permit. A Natural Environment Study-Minimal Impacts and an Aquatic Resources Delineation Report will also be prepared to support permit applications. Discussions and negotiations with permitting agencies shall only be performed in consultation with the City of Coachella Project Manager or designee. It is assumed that permit work on the Avenue 50/SR-86 interchange will involve local drainage impacts only and permitting work with Coachella Valley Water District and Coachella Valley Stormwater Channel are excluded from this scope of work. Preparation of an Aquatic or Biological Resource Delineation Report is excluded from this scope.

Deliverables:

- *Clean Water Act Section 401 Water Quality Certification*
- *Clean Water Act Section 404 Standard Individual Permit*
- *California Fish and Game Code Section 1602 Streambed Alteration Agreement*

4.2. Environmental Re-Validation

CONSULTANT will prepare an Environmental Re-Validation to the approved 2019 Initial Study/Environmental Assessment for the State Route 86/Avenue 50 New Interchange Project. The Environmental Re-Validation will be prepared in accordance with the California Environmental Quality Act (CEQA), National Environmental Policy Act (NEPA), and Caltrans Standard

Environmental Reference (SER). The Environmental Re-validation will be submitted to Caltrans for review and approval.

The Environmental Re-validation will evaluate impacts due to changes in the project description. As it is unknown at this time what modifications to the project design will be necessary during the PS&E phase, this task assumes that any modifications would be minor, would occur within the limits of disturbance/APE identified in the IS/EA, and would involve updated traffic volumes. This task also assumes that project modifications would not require updates to any previously-approved technical studies for the project.

The documentation will note refinements to environmental issue areas addressed in the 2019 IS/EA and include qualitative analysis for specific environmental issue areas that would be potentially affected by the proposed modifications to the design previously approved in the Project Report and IS/EA.

4.2.1. Environmental Re-Validation Research and Data Collection

Michael Baker will review existing information and data related to the proposed project. Michael Baker will collect the aforementioned information and perform a detailed review of existing setting, methodology, and results. This information is expected to include, but not be limited to:

- 2019 IS/EA
- Previously-prepared technical studies used to support the IS/EA
- Updated reference documentation, including local General Plan/policy information and regulatory background documents
- Approved/Supplemental Project Report
- PS&E packages (65%, 95% etc.), depending on schedule and availability
- Current aerial photography of project area

4.2.2. Environmental Re-Validation Memorandum

Michael Baker will prepare a Re-validation Memorandum that will support the Environmental Revalidation to the 2019 IS/EA. The Re-validation Memorandum will provide a summary of key environmental topical areas affected by modifications to the project identified during the PS&E phase. The analysis within the memorandum will be qualitative, and excludes updates to any technical studies, field reconnaissance, or modeling. It is assumed up to ten (10) environmental topics will require discussion within the memo. The memo will summarize findings from the 2019 IS/EA, describe project changes in the context of the affected environmental topic, and provide confirmation that the project modifications would not result in any new significant adverse effects.

4.2.3. Environmental Re-Validation

Michael Baker will prepare the Environmental Re-validation in accordance with the Caltrans Environmental Re-validation Form within the Caltrans SER guidelines. The Environmental Re-Validation shall evaluate project impacts as a result of changes in current setting, changes in applicable laws, regulations and policies, and design changes as a result of PS&E work which were not identified in the approved Project Report (PR) and approved IS/EA.

The draft Re-Validation and supporting memorandum will be circulated for review and comment by Caltrans. This task assumes that Michael Baker will respond to two rounds

of comments from Caltrans on the Re-Validation. A final Environmental Re-validation Form will be submitted to Caltrans for approval.

4.2.4. Environmental Coordination & Meetings

This task accounts for project oversight, quality assurance, and quality control of the environmental deliverables. Michael Baker will undertake consultation and coordination of the project and the environmental review for compliance with CEQA/NEPA requirements. Michael Baker will provide management services to implement the work program and coordinate the effort with client/Caltrans staff.

Michael Baker's environmental staff will attend up to six (6) virtual meetings with the client and/or PDT to provide updates on the environmental process and discuss key issues.

Task 5. Draft Final Design Services – 65% PS&E Submittal

Upon written approval of 35% plans by the City of Coachella, final design and plan preparation shall commence. The Consultant shall finalize preparation of final plans, specifications, estimates and preliminary bid documents for construction of Project improvements, including:

1. Title Sheet
2. Typical Cross Sections
3. Plan and Profile Sheets
4. Construction Details
5. Grading Plans
6. Drainage Report and Plans
7. Water Plans
8. Utility Plans
9. Summary of Quantities
10. Stage Construction Plans
11. Signing and Pavement Delineation Plans
12. Traffic Signal and Street Lighting Plans
13. Retaining Wall Plans
14. Bridge Plans (Unchecked Details)
15. Bridge Independent Check
16. Draft Final Foundation Report
17. Cost Estimates
18. Preliminary Specifications

The remaining Tasks 6 to 10 are excluded from the current Scope of Work due to the City/CVAG budget limitation. These tasks are to be performed upon receiving the City's budget amendment authorization after completion of 65% PE&E Submittal.

Task 6. Draft Final Design Services – 95% PS&E Submittal

Upon written approval of 65% plans by the City of Coachella, draft final design and plan preparation shall commence. The Consultant shall finalize preparation of final plans, specifications, estimates and bid documents for construction of Project improvements, including:

1. Title Sheet
2. Typical Cross Sections
3. Plan and Profile Sheets
4. Construction Details
5. Grading Plans
6. Drainage Plans
7. Water Plans
8. Utility Plans
9. Summary of Quantities
10. Stage Construction Plans
11. Signing and Pavement Delineation Plans
12. Traffic Signal and Street Lighting Plans
13. Temporary Water Pollution and Erosion Control Plans
14. Retaining Wall Plans
15. Bridge Plans
16. Bridge Design Calculations
17. Bridge Independent Check
18. Bridge Quantity Calculations
19. Bridge Check Quantity Calculations
20. Final Foundation Report
21. Cost Estimates
22. Specifications

Task 7. Final Design Services – 100% PS&E Submittal

1. Title Sheet
2. Typical Cross Sections
3. Plan and Profile Sheets
4. Construction Details
5. Grading Plans
6. Drainage Plans
7. Water Plans
8. Utility Plans
9. Summary of Quantities
10. Stage Construction Plans
11. Signing and Pavement Delineation Plans
12. Traffic Signal and Street Lighting Plans
13. Temporary Water Pollution and Erosion Control Plans
14. Bridge Demolition Plans
15. Bridge Plans
16. Cost Estimates
17. Specifications

Task 8. Resident Engineer File and Supplemental Materials

CONSULTANT shall be responsible for preparing the Resident Engineer's Pending File and other supplemental PS&E materials, which would include the following:

- Geotechnical Information Handout
- Materials Information Handout
- Construction Staking Package and Control
- Project Controls for Construction
- Construction Permits

Deliverables:

- *Resident Engineer's Pending File*
- *Supplemental PS&E Materials*

Task 9. Contract Bid Documents (Ready-To-List)

CONSULTANT shall assist the City of Coachella in the preparation of the Construction Contract Bid Documents. Under this task, the CONSULTANT shall develop a draft contract, which shall be consistent with the County standards. Draft contract shall include the plans, specifications, special provisions, applicable Federal, state and local laws, regulations, and requirements and item codes. All contract pay items may utilize the Basic Engineering Estimate System (BEES) coding.

Deliverables:

- *Draft Construction Contract Package*

Task 10. Construction Management Services (Optional Services)

Upon successful completion of PS&E phase. The City of Coachella will engage the Consultant to provide construction management, construction engineering and/or inspection, materials testing, construction surveying and public outreach services to administer the construction contract and prepare the as-built package.

The Consultant shall also provide a Resident Engineer. The Resident Engineer shall be assigned to direct and coordinate construction activities under this contract. The Resident Engineer shall be in the responsible charge of construction management overseeing field inspection, material testing and construction survey activities, and public outreach of the project.

Other assistant resident engineers/construction inspectors are to be assigned to specific project responsibilities as needed.

Offerors shall not include in their proposals any detailed scope and/or cost proposal for these services until further written request by the City of Coachella.

CITY OF COACHELLA **COST PROPOSAL** Exhibit 10-H1

SR-86 and Avenue 50 Bridge Over CVSC

☑ Prime Consultant ☐ Subconsultant ☐ 2nd Tier Sub

Consultant **AnGenious Engineering Services, Inc.**

Project No. Contract No. TBD Date 17-Jun-25

DIRECT LABOR

Classification/Title	Name	Hours	Hourly Rates	Total
Project Manager	A. Cheah	1,022	$128.00	$130,816.00
Sr. Project Engineer	R. Ong	1,078	$125.00	$134,750.00
Project Engineer II	C. Manila	576	$105.00	$60,480.00
Project Engineer I	N. Khoo	404	$95.00	$38,380.00
Engineer III	A. Bui	440	$85.00	$37,400.00
Engineer II	D. Cheah	544	$62.00	$33,728.00
Engineer I	T. Bong	594	$55.00	$32,670.00
Admin Assistant	L. Chai	56	$45.00	$2,520.00
		4,714		**$470,744.00**

LABOR COSTS

a) Subtotal Direct Labor Costs $470,744.00

b) Anticipated Salary Increases (see page 2 for sample) $15,769.92

c) TOTAL DIRECT LABOR COSTS [(a) + (b)] $486,513.92

FRINGE BENEFITS

d) Fringe Benefits (Rate:) **e) Total Fringe Benefits** [(c) x (d)] $0.00

INDIRECT COSTS

f) Overhead (Rate: 135.47%) g) Overhead [(c) x (f)] $659,094.29

h) General and Administrative (Rate:) i) Gen & Admin [(c) x (h)] $0.00

j) **Total Indirect Costs** [(e) + (g) + (i)] $659,094.29

FIXED FEE (Profit)

q) (Rate: 10.00%) k) **TOTAL FIXED PROFIT** [(c) + (j)] x (q)] $114,560.82

l) OTHER DIRECT COSTS (ODC)

Description	Unit(s)		Unit Cost	Total
Copy/Reprographics	17,500	Page	$3.50	$61,250.00
Mails	50	Each	$25.00	$1,250.00
Mileage	7,320	Miles	$0.700	$5,124.00
Tolls	60	Trips	$16.00	$960.00
			10% Administrative	$6,858.40
			l) TOTAL OTHER DIRECT COSTS	$75,442.40

m) Subconsultants:

Earth Mechanics	Geotechnical	$366,646.94	DBE
Fehr and Peers	Streetlight and Traffic Signal	$102,276.89	
GFT	Structures	$714,220.53	
MBI	Drainage and Environmental Permits	$450,121.95	
NV5	Survey and Mapping	$182,019.72	
Paragon Partners	Right of Way Acquisitions	$178,835.39	
	10% Administrative	$181,528.60	
	m) TOTAL SUBCONSULTANT'S COSTS	$2,175,650.03	

n) **Total Other Direct Costs Including Subconsultants** [(l) + (m)] $2,251,092.43

TOTAL COST [(c) + (j) + (k) + (n)] **$3,511,261.47**

SR-86 and Avenue 50 Bridge Over CVSC

☐ Prime Consultant ☐ Subconsultant ☐ 2nd Tier Sub

Consultant **AnGenious Engineering Services, Inc.**

Project No. Contract No. TBD Date

1. Calculate Average Hourly Rate for 1st year of the contract (Direct Labor Subtotal divided by total

Direct Labor Subtotal per Cost Proposal		Total Hours per Cost Proposal		Avg Hourly Rate	2 Year Contract Duration
$470,744.00		4,714	=	$99.86	Year 1 Avg Hourly Rate

2. Calculate hourly rate for all years (Increase the Average Hourly Rate for a year by proposed escalation %)

	Avg Hourly Rate		Proposed Escalation			
Year 1	$99.86	+	5%	=	$104.85	Year 2 Avg Hourly Rate
Year 2	$104.85	+	5%	=	$110.10	Year 3 Avg Hourly Rate
Year 3	$110.10	+	4%	=	$114.50	Year 4 Avg Hourly Rate
Year 4	$114.50	+	3%	=	$117.94	Year 5 Avg Hourly Rate

3. Calculate estimated hours per year (Multiply estimate % each year by total hours)

	Estimated % Completed Each Year		Total Hours per Cost Proposal		Total Hours per Year	
Year 1	33.00%	*	4714.0	=	1555.6	Estimated Hours Year 1
Year 2	67.00%	*	4714.0	=	3158.4	Estimated Hours Year 2
Year 3		*	4714.0	=	0.0	Estimated Hours Year 3
Year 4		*	4714.0	=	0.0	Estimated Hours Year 4
Year 5		*	4714.0	=	0.0	Estimated Hours Year 5
Total	100%		Total	=	4714.0	

4. Calculate Total Costs including Escalation (Multiply Average Hourly Rate by the number of hours)

	Avg Hourly Rate (calculated above)		Estimated hours (calculated above)		Cost per Year	
Year 1	$99.86	*	1556	=	$155,345.52	Estimated Hours Year 1
Year 2	$104.85	*	3158	=	$331,168.40	Estimated Hours Year 2
Year 3	$110.10	*	0	=	$0.00	Estimated Hours Year 3
Year 4	$114.50	*	0	=	$0.00	Estimated Hours Year 4
Year 5	$117.94	*		=	$0.00	Estimated Hours Year 5
	Total Direct Labor Cost with Escalation			=	$486,513.92	
	Direct Labor Subtotal before Escalation			=	$470,744.00	
	Estimated total of Direct Labor Salary Increase			=	**$15,769.92**	Transfer to Page 1

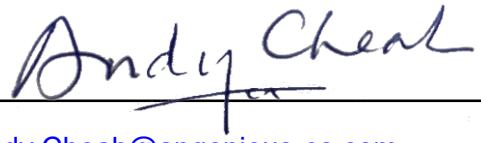
Certification of Direct Costs:

I, the undersigned, certify to the best of my knowledge and belief that all direct costs identified on the cost proposal(s) in this contract are actual, reasonable, allowable, and allocable to the contract in accordance with the contract terms and the following requirements:

1. Generally Accepted Accounting Principles (GAAP)
2. Terms and conditions of the contract
3. Title 23 United States Code Section 112 - Letting of Contracts
4. 48 Code of Federal Regulations Part 31 - Contract Cost Principles and Procedures
5. 23 Code of Federal Regulations Part 172 - Procurement, Management, and Administration of Engineering and Design Related Service
6. 48 Code of Federal Regulations Part 9904 - Cost Accounting Standards Board (when applicable)

All costs must be applied consistently and fairly to all contracts. All documentation of compliance must be retained in the project files and be in compliance with applicable federal and state requirements. Costs that are noncompliant with the federal and state requirements are not eligible for reimbursement. Local governments are responsible for applying only cognizant agency approved or Caltrans accepted Indirect Cost Rate(s).

Prime Consultant or Subconsultant Certifying:

Name:	Andy Cheah	Title *:	Principal
Signature :		Date of Certification (mm/dd/yyyy):	06/17/25
Email:	Andy.Cheah@angenious-es.com	Phone Number:	949-599-5400
Address:	26000 Towne Centre Drive North, Suite 100, Foothill Ranch, CA 92610		

List services the Subconsultants are providing under the proposed contract:

CITY OF COACHELLA

SR-86 and Avenue 50 Bridge Over CVSC

SCOPE OF WORK - ESTIMATED HOURS WORKSHEET

Fully Loaded Hourly Rate (Direct Labor, overhead, and profit)			$331.55	$323.78	$271.97	$246.07	$220.17	$160.59	$142.46	$116.56			
TASKS	Task No	Staff Name	A. Cheah	R. Ong	C. Manila	N. Khoo	A. Bui	D. Cheah	T. Bong	L. Chai	TOTAL HOURS	TOTAL COST without Labor Escalation	TOTAL COST with Labor Escalation
		Staff Classification	Project Manager	Sr. Project Engineer	Project Engineer II	Project Engineer I	Engineer III	Engineer II	Engineer I	Admin Assistant			
1	**Project Management Services**												
	1.1	Administration	80							8	**88**	$27,456.13	**$28,375.92**
	1.2	Coordination and Meetings	120	100						8	**228**	$73,095.48	**$75,544.18**
	1.3	Quality Assurance and Quality Control	120	120						8	**248**	$79,570.99	**$82,236.61**
	1.4	Project Schedule	80							8	**88**	$27,456.13	**$28,375.92**
	1.5	Risk Management	80	80						8	**168**	$53,358.15	**$55,145.65**
	1.6	Project Budget, Cost Accounting and Reporting	40							8	**48**	$14,194.30	**$14,669.81**
	1.7	Prepare Funding Applications	40			40			80	8	**168**	$35,433.95	**$36,620.99**
2	**Draft Final Design Services (35% PS&E)**												
	2.1	Surveys and Mapping	8	16							**24**	$7,832.77	**$8,095.17**
	2.2	Prepare Draft Plans	8	20	40		80		80		**228**	$49,016.97	**$50,659.04**
	2.3	Prepare Draft Cost Estimates	8	8		40		40			**96**	$21,509.03	**$22,229.58**
	2.4	Drainage Report	8	16							**24**	$7,832.77	**$8,095.17**
	2.5	Structures Type Selection Report, GP, & Estimate	8	16							**24**	$7,832.77	**$8,095.17**
	2.6	Geotechnical Design Report	8	8							**16**	$5,242.57	**$5,418.19**
	2.7	Utility Coordination and Research	24	24	40			40			**128**	$33,030.25	**$34,136.76**
	2.8	Right-Of-Way Requirements and Engineering	24	20		40	40		80		**204**	$44,478.94	**$45,968.98**
		2.8.1.Prepare Right-of-way requirements	24		40			80			**144**	$31,683.34	**$32,744.74**
		2.8.2.Prepare Legal Descriptions and Plat Maps	24	16	24						**64**	$19,664.81	**$20,323.58**
3	**Right-Of-Way Acquisition Services**												
	3.1	Appraisal	40	40		40			40		**160**	$41,754.05	**$43,152.81**
	3.2	Acquisition Support Services	40	40		40			40		**160**	$41,754.05	**$43,152.81**
4	**Permits/Agreements**												
	4.1	Clean Water Act Section 401 Water Quality Certification	8	40	20			40			**108**	$27,466.50	**$28,386.62**
	4.2	Clean Water Act Section 404 Standard Individual Permit	8	40	20			40			**108**	$27,466.50	**$28,386.62**
	4.3	California Fish and Game Code Section 1602 Streambed	8	40	20			40			**108**	$27,466.50	**$28,386.62**
	4.4	CVWD Encroachment Permit									**0**	$0.00	**$0.00**
5	**Draft Final Design Services – 65% PS&E Submittal**												
	5.1	Title Sheet	2	2		4			20		**28**	$5,144.14	**$5,316.47**
	5.2	Typical Cross Sections	8	24	24		80				**136**	$34,563.65	**$35,721.53**
	5.3	Plan and Profile Sheets	8	40	40			40	54		**182**	$40,598.82	**$41,958.88**
	5.4	Construction Details	8	16		40	40		40		**144**	$32,180.66	**$33,258.71**
	5.5	Grading Plans	8	40	40	120					**208**	$56,010.51	**$57,886.87**
	5.6	Drainage Report and Plans	8	16	20						**44**	$13,272.19	**$13,716.81**
	5.7	Irrigation Lateral and Tile Drain System	8	16							**24**	$7,832.77	**$8,095.17**
	5.8	Water Plans	8	20	40			40			**108**	$26,430.41	**$27,315.83**
	5.9	Utility Plans	24	32	40		40				**136**	$38,003.43	**$39,276.55**
	5.10	Summary of Quantities	8	36	8		40	40			**132**	$31,714.43	**$32,776.86**
	5.11	Stage Construction Plans	8	20	40			40			**108**	$26,430.41	**$27,315.83**

	5.12	Traffic Handling and Detour Plans	8	20	40		40	40			**148**	$35,237.10	**$36,417.54**
	5.13	Signing and Pavement Delineation Plans	8	8	8		40	40	60		**164**	$31,196.39	**$32,241.46**
	5.14	Traffic Signal and Street Lighting Plans	8	8	8			24			**48**	$11,272.56	**$11,650.19**
	5.15	Temporary Water Pollution and Erosion Control Plans	8	8	8						**24**	$7,418.34	**$7,666.85**
	5.16	Retaining Wall Plans	8	20	40		40		60		**168**	$37,361.06	**$38,612.66**
	5.17	Bridge Plans	8	8	8						**24**	$7,418.34	**$7,666.85**
	5.18	Bridge Independent Check	8	8	8						**24**	$7,418.34	**$7,666.85**
	5.19	Cost Estimates	20	32		40			40		**132**	$32,532.93	**$33,622.78**
	5.20	Specifications	40	60							**100**	$32,688.34	**$33,783.40**
8	**Resident Engineer File and Supplemental Materials**												
	8.1	Resident Engineer's Pending File									**0**	$0.00	**$0.00**
	8.2	Supplemental PS&E Materials									**0**	$0.00	**$0.00**
9	**Contract Bid Documents (Ready-To-List)**												
	9.1	Assemble Bid Package									**0**	$0.00	**$0.00**
	TOTAL HOURS		**1,022**	**1,078**	**576**	**404**	**440**	**544**	**594**	**56**	**4,714**	$1,219,321.76	**$1,260,169.04**
											Total Escalations	$40,847.28	
											Grand Total	$1,260,169.04	

CITY OF COACHELLA **COST PROPOSAL** Exhibit 10-H1

SR-86/Avenue 50 New Interchange

☐ Prime Consultant ☑ Subconsultant ☐ 2nd Tier Sub

Consultant Earth Mechanics, Inc.

Project No. Contract No. TBD Date 17-Jun-25

DIRECT LABOR

Classification/Title	Name	Hours	Hourly Rates	Total
Principal/PM	Alahesh Thurairajah*	120	$105.70	$12,684.00
Principal Engineer / Geologist		140	$81.60	$11,424.00
Senior Engineer / Geologist		200	$71.80	$14,360.00
Sr. Project Engineer / Geologist		200	$60.50	$12,100.00
Project Engineer / Geologist		180	$52.80	$9,504.00
Sr. Staff Engineer / Geologist		140	$49.60	$6,944.00
Staff Engineer / Geologist		120	$41.80	$5,016.00
Senior Technician		260	$54.10	$14,066.00
		1,360		**$86,098.00**

LABOR COSTS

a) Subtotal Direct Labor Costs $86,098.00

b) Anticipated Salary Increases (see page 2 for sample) $2,590.69

c) TOTAL DIRECT LABOR COSTS [(a) + (b)] $88,688.69

FRINGE BENEFITS

d) Fringe Benefits (Rate: 50.72%) **e) Total Fringe Benefits** [(c) x (d)] $44,982.90

INDIRECT COSTS

f) Overhead (Rate: 117.17%) g) Overhead [(c) x (f)] $103,916.54

h) General and Administrative (Rate: 0.00%) i) Gen & Admin [(c) x (h)] $0.00

j) **Total Indirect Costs** [(e) + (g) + (i)] $148,899.44

FIXED FEE (Profit)

q) (Rate: 10.00%) k) **TOTAL FIXED PROFIT** [(c) + (j)] x (q)] $23,758.81

l) OTHER DIRECT COSTS (ODC)

Description	Quantity	Unit	Unit Cost	Total
Drill Rig Rental	14	Day	$6,250.00	$87,500.00
Traffic Control Rental	5	Day	$2,500.00	$12,500.00
Mileage	4000	Mile	$0.700	$2,800.00
R-Value	10	Test	$250	$2,500.00
	l) TOTAL OTHER DIRECT COSTS			$105,300.00

m) Subconsultants:

m) TOTAL SUBCONSULTANT'S COSTS $0.00

n) **Total Other Direct Costs Including Subconsultants** [(l) + (m)] $105,300.00

TOTAL COST [(c) + (j) + (k) + (n)] **$366,646.94**

CITY OF COACHELLA **COST PROPOSAL** Exhibit 10-H1 Pa

SR-86/Avenue 50 New Interchange

☐ Prime Consultant ☐ Subconsultant ☐ 2nd Tier Sub

Consultant **Earth Mechanics, Inc.**

Project No. Contract No. TBD Date 17-Jun-25

1. Calculate Average Hourly Rate for 1st year of the contract (Direct Labor Subtotal divided by total

Direct Labor Subtotal per Cost Proposal		Total Hours per Cost Proposal		Avg Hourly Rate	2 Year Contract Duration
$86,098.00		1,360	=	$63.31	Year 1 Avg Hourly Rate

2. Calculate hourly rate for all years (Increase the Average Hourly Rate for a year by proposed escalation %)

	Avg Hourly Rate		Proposed Escalation			
Year 1	$63.31	+	3%	=	$65.21	Year 2 Avg Hourly Rate
Year 2	$65.21	+	3%	=	$67.16	Year 3 Avg Hourly Rate
Year 3	$67.16	+	3%	=	$69.18	Year 4 Avg Hourly Rate
Year 4	$69.18	+	3%	=	$71.25	Year 5 Avg Hourly Rate

3. Calculate estimated hours per year (Multiply estimate % each year by total hours)

	Estimated % Completed Each Year		Total Hours per Cost Proposal		Total Hours per Year	
Year 1	10.00%	*	1360.0	=	136.0	Estimated Hours Year 1
Year 2	80.00%	*	1360.0	=	1088.0	Estimated Hours Year 2
Year 3	10.00%	*	1360.0	=	136.0	Estimated Hours Year 3
Year 4		*	1360.0	=	0.0	Estimated Hours Year 4
Year 5		*	1360.0	=	0.0	Estimated Hours Year 5
Total	100%		Total	=	1360.0	

4. Calculate Total Costs including Escalation (Multiply Average Hourly Rate by the number of hours)

	Avg Hourly Rate (calculated above)		Estimated hours (calculated above)		Cost per Year	
Year 1	$63.31	*	136	=	$8,609.80	Estimated Hours Year 1
Year 2	$65.21	*	1088	=	$70,944.75	Estimated Hours Year 2
Year 3	$67.16	*	136	=	$9,134.14	Estimated Hours Year 3
Year 4	$69.18	*	0	=	$0.00	Estimated Hours Year 4
Year 5	$71.25	*		=	$0.00	Estimated Hours Year 5
	Total Direct Labor Cost with Escalation			=	$88,688.69	
	Direct Labor Subtotal before Escalation			=	$86,098.00	
	Estimated total of Direct Labor Salary Increase			=	**$2,590.69**	Transfer to Page 1

Certification of Direct Costs:

I, the undersigned, certify to the best of my knowledge and belief that all direct costs identified on the cost proposal(s) in this contract are actual, reasonable, allowable, and allocable to the contract in accordance with the contract terms and the following requirements:

1. Generally Accepted Accounting Principles (GAAP)
2. Terms and conditions of the contract
3. Title 23 United States Code Section 112 - Letting of Contracts
4. 48 Code of Federal Regulations Part 31 - Contract Cost Principles and Procedures
5. 23 Code of Federal Regulations Part 172 - Procurement, Management, and Administration of Engineering and Design Related Service
6. 48 Code of Federal Regulations Part 9904 - Cost Accounting Standards Board (when applicable)

All costs must be applied consistently and fairly to all contracts. All documentation of compliance must be retained in the project files and be in compliance with applicable federal and state requirements. Costs that are noncompliant with the federal and state requirements are not eligible for reimbursement. Local governments are responsible for applying only cognizant agency approved or Caltrans accepted Indirect Cost Rate(s).

Prime Consultant or Subconsultant Certifying:

Name:	Alahesh Thurairajah, PE, GE	Title *:	President
Signature :		Date of Certification (mm/dd/yyyy):	06/17/25
Email:	A.Thurairajah@earthmech.com	Phone Number:	714-751-3826
Address:	17800 Newhope Street, Suite B, Fountain Valley, CA 92708		

List services the Subconsultants are providing under the proposed contract:
541330 - Geotechnical Engineering
541380 - Laboratory Testing

CITY OF COACHELLA
SR-86/Avenue 50 New Interchange

SCOPE OF WORK - ESTIMATED HOURS WORKSHEET

Fully Loaded Hourly Rate (Direct Labor, overhead, and profit)				$311.48	$240.46	$211.58	$178.28	$155.59	$146.16	$123.18	$159.42		
TASKS	Task No	Staff Name		Alahesh Thurairajah*	0	0	0	0	0	0	0	TOTAL HOURS	TOTAL COST with Labor Escalation
		Staff Classification	Subconsultants	Principal/PM	Principal Engineer / Geologist	Senior Engineer / Geologist	Sr. Project Engineer / Geologist	Project Engineer / Geologist	Sr. Staff Engineer / Geologist	Staff Engineer / Geologist	Senior Technician		
1	**Project Management Services**												
	1.1	Administration										**0**	$0.00
	1.2	Coordination and Meetings										**0**	$0.00
	1.3	Quality Assurance and Quality Control										**0**	$0.00
	1.4	Project Schedule										**0**	$0.00
	1.5	Risk Management										**0**	$0.00
	1.6	Project Budget, Cost Accounting and Reporting										**0**	$0.00
	1.7	Prepare Funding Applications										**0**	$0.00
2	**Draft Final Design Services (35% PS&E)**												
	2.1	Surveys and Mapping	NV5									**0**	$0.00
	2.2	Prepare Draft Plans										**0**	$0.00
	2.3	Prepare Draft Cost Estimates										**0**	$0.00
	2.4	Drainage Report	Michael Baker International									**0**	$0.00
	2.5	Structures Type Selection Report, GP, & Estimate	Transystem									**0**	$0.00
	2.6	Geotechnical Design Report	Earth Mechanics	120	140	200	200	180	140	120	260	**1,360**	$253,712.73
	2.7	Utility Coordination and Research										**0**	$0.00
	2.8	Right-Of-Way Requirements and Engineering										**0**	$0.00
		2.8.1.Prepare Right-of-way requirements										**0**	$0.00
		2.8.2.Prepare Legal Descriptions and Plat Maps	NV5									**0**	$0.00
	TOTAL HOURS			**120**	**140**	**200**	**200**	**180**	**140**	**120**	**260**	**1,360**	$253,712.73

Total Escalations	$7,634
ODC	$105,300
Grand Total	$366,646.94

CITY OF COACHELLA **COST PROPOSAL** Exhibit 10-H1 Page 1 of

SR-86/Avenua 50 New Interchange Project

☐ Prime Consultant ☑ Subconsultant ☐ 2nd Tier Sub

Consultant **Fehr & Peers**

Project No. Contract No. Date 17-Mar-25

DIRECT LABOR

Classification/Title	Name	Hours	Hourly Rates	Total
Principal In Charge/EOR		26	$87.02	$2,262.52
Project Manager		84	$69.23	$5,815.32
Sr. Engineering Technician		34	$68.27	$2,321.18
Sr. Project Engineer		84	$50.48	$4,240.32
Project Engineer		114	$38.46	$4,384.44
CAD Technician		128	$48.32	$6,184.96
Sr. Admin Assistant		61	$57.69	$3,519.09
		-		$0.00
		531		**$28,727.83**

LABOR COSTS

a) Subtotal Direct Labor Costs $28,727.83

b) Anticipated Salary Increases (see page 2 for sample) $1,129.43

c) TOTAL DIRECT LABOR COSTS [(a) + (b)] $29,857.26

FRINGE BENEFITS

d) Fringe Benefits (Rate: 60.07%) **e) Total Fringe Benefits** [(c) x (d)] $17,935.26

INDIRECT COSTS

f) Overhead (Rate: 90.65%) g) Overhead [(c) x (f)] $27,065.61

h) General and Administrative (Rate: 30.67%) i) Gen & Admin [(c) x (h)] $9,157.22

j) **Total Indirect Costs** [(e) + (g) + (i)] $54,158.09

FIXED FEE (Profit)

q) (Rate: 10.00%) k) **TOTAL FIXED PROFIT** [(c) + (j)] x (q)] $8,401.54

l) OTHER DIRECT COSTS (ODC)

Description	Unit(s)		Unit Cost	Total
Copy/Reprographics	2,000.00	Page	$3.00	$6,000.00
Mails	18.00	Each	$20.00	$360.00
Mileage	5,000.00	Miles	$0.655	$3,275.00
Tolls	15.00	Trips	$15.00	$225.00
		l) TOTAL OTHER DIRECT COSTS		$9,860.00

m) Subconsultants:

		DBE
10% Administrative	$0.00	
m) TOTAL SUBCONSULTANT'S COSTS	$0.00	

n) **Total Other Direct Costs Including Subconsultants** [(l) + (m)] $9,860.00

TOTAL COST [(c) + (j) + (k) + (n)] **$102,276.89**

CITY OF COACHELLA **COST PROPOSAL** Exhibit 10-H1 Page

SR-86/Avenua 50 New Interchange Project

☐ Prime Consultant ☑ Subconsultant ☐ 2nd Tier Sub

Consultant **Fehr & Peers**

Project No. Contract No. TBD Date 17-Mar-25

1. Calculate Average Hourly Rate for 1st year of the contract (Direct Labor Subtotal divided by total

Direct Labor Subtotal per Cost Proposal		Total Hours per Cost Proposal		Avg Hourly Rate	2 Year Contract Duration
$28,727.83		531	=	$54.10	Year 1 Avg Hourly Rate

2. Calculate hourly rate for all years (Increase the Average Hourly Rate for a year by proposed escalation %)

	Avg Hourly Rate		Proposed Escalation			
Year 1	$54.10	+	3%	=	$55.72	Year 2 Avg Hourly Rate
Year 2	$55.72	+	3%	=	$57.40	Year 3 Avg Hourly Rate
Year 3	$57.40	+	3%	=	$59.12	Year 4 Avg Hourly Rate
Year 4	$59.12	+	3%	=	$60.89	Year 5 Avg Hourly Rate

3. Calculate estimated hours per year (Multiply estimate % each year by total hours)

	Estimated % Completed Each Year		Total Hours per Cost Proposal		Total Hours per Year	
Year 1	5.00%	*	531.0	=	26.6	Estimated Hours Year 1
Year 2	60.00%	*	531.0	=	318.6	Estimated Hours Year 2
Year 3	35.00%	*	531.0	=	185.9	Estimated Hours Year 3
Year 4		*	531.0	=	0.0	Estimated Hours Year 4
Year 5		*	531.0	=	0.0	Estimated Hours Year 5
Total	100%		Total	=	531.0	

4. Calculate Total Costs including Escalation (Multiply Average Hourly Rate by the number of hours)

	Avg Hourly Rate (calculated above)		Estimated hours (calculated above)		Cost per Year	
Year 1	$54.10	*	27	=	$1,436.39	Estimated Hours Year 1
Year 2	$55.72	*	319	=	$17,753.80	Estimated Hours Year 2
Year 3	$57.40	*	186	=	$10,667.07	Estimated Hours Year 3
Year 4	$59.12	*	0	=	$0.00	Estimated Hours Year 4
Year 5	$60.89	*		=	$0.00	Estimated Hours Year 5
	Total Direct Labor Cost with Escalation			=	$29,857.26	
	Direct Labor Subtotal before Escalation			=	$28,727.83	
	Estimated total of Direct Labor Salary Increase			=	**$1,129.43**	Transfer to Page 1

Certification of Direct Costs:

I, the undersigned, certify to the best of my knowledge and belief that all direct costs identified on the cost proposal(s) in this contract are actual, reasonable, allowable, and allocable to the contract in accordance with the contract terms and the following requirements:

1. Generally Accepted Accounting Principles (GAAP)
2. Terms and conditions of the contract
3. Title 23 United States Code Section 112 - Letting of Contracts
4. 48 Code of Federal Regulations Part 31 - Contract Cost Principles and Procedures
5. 23 Code of Federal Regulations Part 172 - Procurement, Management, and Administration of Engineering and Design Related Service
6. 48 Code of Federal Regulations Part 9904 - Cost Accounting Standards Board (when applicable)

All costs must be applied consistently and fairly to all contracts. All documentation of compliance must be retained in the project files and be in compliance with applicable federal and state requirements. Costs that are noncompliant with the federal and state requirements are not eligible for reimbursement. Local governments are responsible for applying only cognizant agency approved or Caltrans accepted Indirect Cost Rate(s).

Prime Consultant or Subconsultant Certifying:

Name: _____ Title *: Principal

Signature : _____ Date of Certification (mm/dd/yyyy): _____

Email: _____ Phone Number: _____

Address: _____

List services the Subconsultants are providing under the proposed contract:

CITY OF COACHELLA

SR-86/Avenua 50 New Interchange Project

SCOPE OF WORK - ESTIMATED HOURS WORKSHEET

Fully Loaded Hourly Rate (Direct Labor, overhead, and profit)			**$269.35**	**$214.29**	**$211.32**	**$156.25**	**$119.04**	**$149.56**	**$178.57**	**$0.00**			
TASKS	**Task No**	**Staff Name**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**			
		Staff Classification	Principal In Charge/EOR	Project Manager	Sr. Engineering Technician	Sr. Project Engineer	Project Engineer	CAD Technician	Sr. Admin Assistant	0	**TOTAL HOURS**	TOTAL COST without Labor Escalation	**TOTAL COST with Labor Escalation**
1	**Project Management Services**												
	1.1	Administration									**0**	$0.00	**$0.00**
	1.2	Coordination and Meetings	8	16	4	8	8	0	6		**50**	$9,702.43	**$9,948.33**
	1.3	Quality Assurance and Quality Control									**0**	$0.00	**$0.00**
	1.4	Project Schedule									**0**	$0.00	**$0.00**
	1.5	Risk Management									**0**	$0.00	**$0.00**
	1.6	Project Budget, Cost Accounting and Reporting									**0**	$0.00	**$0.00**
	1.7	Funding Assistance									**0**	$0.00	**$0.00**
5	**Draft Final Design Services – 65% PS&E Submittal**												
	5.1	Title Sheet									**0**	$0.00	**$0.00**
	5.2	Typical Cross Sections									**0**	$0.00	**$0.00**
	5.3	Plan and Profile Sheets									**0**	$0.00	**$0.00**
	5.4	Construction Details									**0**	$0.00	**$0.00**
	5.5	Grading Plans									**0**	$0.00	**$0.00**
	5.6	Drainage Report and Plans									**0**	$0.00	**$0.00**
	5.7	Water Plans									**0**	$0.00	**$0.00**
	5.8	Utility Plans									**0**	$0.00	**$0.00**
	5.9	Summary of Quantities	2	8	2	4	4	8	4		**32**	$5,687.60	**$5,831.74**
	5.10	Stage Construction Plans									**0**	$0.00	**$0.00**
	5.11	Signing and Pavement Delineation Plans									**0**	$0.00	**$0.00**
	5.12	Traffic Signal, Ramp Metering and Street Lighting Plans	12	50	24	60	90	120	45		**401**	$65,090.45	**$66,740.06**
	5.13	Bridge Demolition Plans									**0**	$0.00	**$0.00**
	5.14	Bridge Plans									**0**	$0.00	**$0.00**
	5.15	Bridge Independent Check									**0**	$0.00	**$0.00**
	5.16	Cost Estimates	2	4	2	4	12	0	3		**27**	$4,407.72	**$4,519.43**
	5.17	Specifications	2	6	2	8	0	0	3		**21**	$4,032.76	**$4,134.96**
6	**Draft Final Design Services – 95% PS&E Submittal**												
	TOTAL HOURS		**26**	**84**	**34**	**84**	**114**	**128**	**61**	**0**	**531**	$88,920.96	**$91,174.51**
											Total Escalations	$2,253.55	
											Grand Total	$91,174.51	

CITY OF COACHELLA **COST PROPOSAL** Exhibit 10-H1

SR-86/Avenua 50 New Interchange Project

☐ Prime Consultant ☑ Subconsultant ☐ 2nd Tier Sub

Consultant GFT (Previously known as TranSystems)

Project No. TBD Contract No. TBD Date 28-Feb-25

DIRECT LABOR

Classification/Title	Name	Hours	Hourly Rates	Total
Project Manager	Andre Issa	340	$100.92	$34,312.80
Senior Bridge Engineer	Sam Xie	320	$100.50	$32,160.00
Engineer II	Jaime Garcia	850	$60.10	$51,085.00
Engineer II	Shunji Jiang	230	$60.10	$13,823.00
Senior CAD Technician	Paula Johnson	1,070	$67.66	$72,396.20
Engineer I	Andre Castillo	680	$41.44	$28,179.20
Engineer II	Alvin Yep	680	$46.04	$31,307.20
Admin Assistant	Rachel Lopez	120	$42.56	$5,107.20
		4,290		**$268,370.60**

LABOR COSTS

a) Subtotal Direct Labor Costs $268,370.60

b) Anticipated Salary Increases (see page 2 for sample) $8,075.27

c) TOTAL DIRECT LABOR COSTS [(a) + (b)] $276,445.87

FRINGE BENEFITS

d) Fringe Benefits (Rate: 49.89%)

e) Total Fringe Benefits [(c) x (d)] $137,918.85

INDIRECT COSTS

f) Overhead (Rate: 84.62%) g) Overhead [(c) x (f)] $233,928.50

h) General and Administrative (Rate:) i) Gen & Admin [(c) x (h)] $0.00

j) **Total Indirect Costs** [(e) + (g) + (i)] $371,847.34

FIXED FEE (Profit)

q) (Rate: 10.00%)

k) **TOTAL FIXED PROFIT** [(c) + (j)] x (q)] $64,829.32

l) OTHER DIRECT COSTS (ODC)

Description	Unit(s)		Unit Cost	Total
Copy/Reprographics	5	Submittals	$100.00	$500.00
Mails	5	Each	$50.00	$250.00
Mileage	600	Miles	$0.580	$348.00

m) TOTAL SUBCONSULTANT'S COSTS $0.00

n) **Total Other Direct Costs Including Subconsultants** [(l) + (m)] $1,098.00

TOTAL COST [(c) + (j) + (k) + (n)] **$714,220.53**

CITY OF COACHELLA **COST PROPOSAL** Exhibit 10-H1 Pa

SR-86/Avenua 50 New Interchange Project

☐ Prime Consultant ☑ Subconsultant ☐ 2nd Tier Sub

Consultant **GFT (Previously known as TranSystems)**

Project No. TBD Contract No. TBD Date 28-Feb-25

1. Calculate Average Hourly Rate for 1st year of the contract (Direct Labor Subtotal divided by total

Direct Labor Subtotal per Cost Proposal		Total Hours per Cost Proposal		Avg Hourly Rate	2 Year Contract Duration
$268,370.60		4,290	=	$62.56	Year 1 Avg Hourly Rate

2. Calculate hourly rate for all years (Increase the Average Hourly Rate for a year by proposed escalation %)

	Avg Hourly Rate		Proposed Escalation			
Year 1	$62.56	+	3%	=	$64.43	Year 2 Avg Hourly Rate
Year 2	$64.43	+	3%	=	$66.37	Year 3 Avg Hourly Rate
Year 3	$66.37	+	3%	=	$68.36	Year 4 Avg Hourly Rate
Year 4	$68.36	+	3%	=	$70.41	Year 5 Avg Hourly Rate

3. Calculate estimated hours per year (Multiply estimate % each year by total hours)

	Estimated % Completed Each Year		Total Hours per Cost Proposal		Total Hours per Year	
Year 1	10.00%	*	4290.0	=	429.0	Estimated Hours Year 1
Year 2	80.00%	*	4290.0	=	3432.0	Estimated Hours Year 2
Year 3	10.00%	*	4290.0	=	429.0	Estimated Hours Year 3
Year 4		*	4290.0	=	0.0	Estimated Hours Year 4
Year 5		*	4290.0	=	0.0	Estimated Hours Year 5
Total	100%		Total	=	4290.0	

4. Calculate Total Costs including Escalation (Multiply Average Hourly Rate by the number of hours)

	Avg Hourly Rate (calculated above)		Estimated hours (calculated above)		Cost per Year	
Year 1	$62.56	*	429	=	$26,837.06	Estimated Hours Year 1
Year 2	$64.43	*	3432	=	$221,137.37	Estimated Hours Year 2
Year 3	$66.37	*	429	=	$28,471.44	Estimated Hours Year 3
Year 4	$68.36	*	0	=	$0.00	Estimated Hours Year 4

Certification of Direct Costs:

I, the undersigned, certify to the best of my knowledge and belief that all direct costs identified on the cost proposal(s) in this contract are actual, reasonable, allowable, and allocable to the contract in accordance with the contract terms and the following requirements:

1. Generally Accepted Accounting Principles (GAAP)
2. Terms and conditions of the contract
3. Title 23 United States Code Section 112 - Letting of Contracts
4. 48 Code of Federal Regulations Part 31 - Contract Cost Principles and Procedures
5. 23 Code of Federal Regulations Part 172 - Procurement, Management, and Administration of Engineering and Design Related Service
6. 48 Code of Federal Regulations Part 9904 - Cost Accounting Standards Board (when applicable)

All costs must be applied consistently and fairly to all contracts. All documentation of compliance must be retained in the project files and be in compliance with applicable federal and state requirements. Costs that are noncompliant with the federal and state requirements are not eligible for reimbursement. Local governments are responsible for applying only cognizant agency approved or Caltrans accepted Indirect Cost Rate(s).

Prime Consultant or Subconsultant Certifying:

Name: Ayman Salama Title *: Principal

Signature : _____ Date of Certification (mm/dd/yyyy): _____

Email: aesalama@transystems.com Phone Number: 949-798-9385

Address: 6 Hutton Centre Dr, Suite 800, Santa Ana, CA 92707

List services the Subconsultants are providing under the proposed contract:

CITY OF COACHELLA
SR-86/Avenua 50 New Interchange Project

SCOPE OF WORK - ESTIMATED HOURS WORKSHEET

Fully Loaded Hourly Rate (Direct Labor, overhead, and profit)				$260.33	$259.25	$155.03	$155.03	$174.54	$106.90	$118.77	$109.79			
TASKS	Task No	Staff Name		Andre Issa	Sam Xie	Jaime Garcia	Shunji Jiang	Paula Johnson	Andre Castillo	Alvin Yep	Rachel Lopez	TOTAL HOURS	TOTAL COST with Labor Escalation	TOTAL COST without Labor Escalation
		Staff Classification	Subconsultants	Project Manager	Senior Bridge Engineer	Engineer II	Engineer II	Senior CAD Technician	Engineer I	Engineer II	Admin Assistant			
1	**Project Management Services**													
	1.1	Administration		40								**40**	$10,413.37	**$10,743.22**
	1.2	Coordination and Meetings		80	40							**120**	$31,196.77	**$32,184.96**
	1.3	Quality Assurance and Quality Control		80	80							**160**	$41,566.80	**$42,883.48**
	1.4	Project Schedule		40								**40**	$10,413.37	**$10,743.22**
	1.5	Risk Management										**0**	$0.00	**$0.00**
	1.6	Project Budget, Cost Accounting and Reporting									120	**120**	$13,174.58	**$13,591.90**
	1.7	Prepare Funding Applications										**0**	$0.00	**$0.00**
2	**Draft Final Design Services (35% PS&E)**													
	2.1	Surveys and Mapping	NV5									**0**	$0.00	**$0.00**
	2.2	Prepare Draft Plans										**0**	$0.00	**$0.00**
	2.3	Prepare Draft Cost Estimates										**0**	$0.00	**$0.00**
	2.4	Drainage Report	Michael Baker International									**0**	$0.00	**$0.00**
	2.5	Structures Type Selection Report, GP, & Estimate	Transystems	100	100	100		180	140	140		**760**	$130,471.51	**$134,604.34**
	2.6	Geotechnical Design Report	Earth Mechanics									**0**	$0.00	**$0.00**
	2.7	Utility Coordination and Research										**0**	$0.00	**$0.00**
	2.8	Right-Of-Way Requirements and Engineering										**0**	$0.00	**$0.00**
		2.8.1.Prepare Right-of-way requirements										**0**	$0.00	**$0.00**
		2.8.2.Prepare Legal Descriptions and Plat Maps	NV5									**0**	$0.00	**$0.00**
5	**Draft Final Design Services – 65% PS&E Submittal**													
	5.10	Summary of Quantities										**0**	$0.00	**$0.00**
	5.11	Stage Construction Plans										**0**	$0.00	**$0.00**
	5.12	Traffic Handling and Detour Plans										**0**	$0.00	**$0.00**
	5.13	Signing and Pavement Delineation Plans										**0**	$0.00	**$0.00**
	5.14	Traffic Signal and Street Lighting Plans										**0**	$0.00	**$0.00**
	5.15	Temporary Water Pollution and Erosion Control Plans	Michael Baker International									**0**	$0.00	**$0.00**
	5.16	Retaining Wall Plans	Transystems		20	250	50	180	80	80		**660**	$101,165.08	**$104,369.59**
	5.17	Bridge Plans	Transystem		40	400		550	240	80		**1310**	$203,535.87	
	5.18	Bridge Independent Check	Transystems		40	100	180	160	40	200		**720**	$109,734.55	**$113,210.50**
	5.19	Cost Estimates	Everyone - based on your work						180	180		**360**	$40,619.57	**$41,906.24**
	5.20	Specifications	Everyone - based on your work discipline									**0**	$0.00	**$0.00**
	TOTAL HOURS			**340**	**320**	**850**	**230**	**1,070**	**680**	**680**	**120**	**4,290**	$692,291.48	**$714,220.53**
												Total Escalations	$20,831	
												ODC	$1,098	
												Grand Total	$714,220.53	

CITY OF COACHELLA
SR-86/Avenue 50 New Interchange Project

Consultant **Michael Baker International, Inc.**

SCOPE OF WORK - ESTIMATED HOURS WORKSHEET

	Fully Loaded			$312.93	$248.84	$145.80	$151.20	$127.62	$211.43	$162.36	$138.86			
TASKS	Task No.	Staff Name		Brad Losey	Perla Abarca	Garrett Ribas	Daniel Price	George (Zhuofeng) Li	Daniel Cardoza	April Nakagawa	Trina Ming	TOTAL HOURS	TOTAL COST without Labor Escalation	TOTAL COST with Labor Escalation
		Staff Classification	Subconsultants	Project Manager	Technical Manager	Project Engineer I	Technical Specialist	Assistant Engineer	Environmental Manager	Environmental Specialist II	Environmental Specialist I			
1	**Project Management Services**													
	1.1	Administration		24	40							**64**	$17,463.76	**$18,150.34**
	1.2	Coordination and Meetings		12	32							**44**	$11,717.93	**$12,178.62**
	1.3	Quality Assurance and Quality Control		4	32							**36**	$9,214.50	**$9,576.77**
	1.6	Project Budget, Cost Accounting and Reporting		6	32							**38**	$9,840.36	**$10,227.23**
	2.4	Drainage Report	Michael Baker International	4	24	40	80	120				**268**	$40,467.11	**$42,058.07**
4	**Permits/Agreements**													
	4.1.1	Clean Water Act Section 401 Water Quality	Michael Baker						16	64	48	**128**	$20,438.99	**$21,242.55**
	4.1.2	Clean Water Act Section 404 Standard Individual	Michael Baker						16	64	48	**128**	$20,438.99	**$21,242.55**
	4.1.3	California Fish and Game Code Section 1602	Michael Baker						20	64	48	**132**	$21,284.70	**$22,121.51**
	~~4.4~~	~~CVWD Encroachment Permit~~										**0**	$0.00	**$0.00**
	4.2.1	Environmental Re-Validation Research and Data	Michael Baker						6	32	40	**78**	$12,018.37	**$12,490.88**
	4.2.2	Environmental Re-Validation Memorandum	Michael Baker						8	40	60	**108**	$16,517.26	**$17,166.64**
	4.2.3	Environmental Re-Validation	Michael Baker						12	60	40	**112**	$17,832.99	**$18,534.09**
	4.2.4	Environmental Coordination & Meetings	Michael Baker						12	24	8	**44**	$7,544.60	**$7,841.22**
5	**Draft Final Design Services – 65% PS&E Submittal**													
	5.6	Drainage Report and Plans	Michael Baker International	8	40	120	80	240				**488**	$72,679.14	**$75,536.52**
	5.16	Cost Estimates		2	4	24		40				**70**	$10,225.38	**$10,627.39**
	5.17	Specifications		4	12	16						**32**	$6,570.55	**$6,828.88**
6	**Draft Final Design Services – 95% PS&E Submittal**													
	6.6	Drainage Plans	Michael Baker International	12	40	120	80	200				**452**	$68,825.87	**$71,531.76**
	6.15	Cost Estimates		2	4	12		40				**58**	$8,475.78	**$8,809.01**
	6.16	Specifications		2	8	12						**22**	$4,366.15	**$4,537.81**
7	**Final Design Services – 100% PS&E Submittal**													
	7.6	Drainage Plans	Michael Baker International	8	24	80	40	140				**292**	$44,055.11	**$45,787.14**
	7.15	Cost Estimates		2	2	8		24				**36**	$5,352.92	**$5,563.37**
	7.16	Specifications		2	24	8						**34**	$7,764.35	**$8,069.60**
	TOTAL HOURS			**92**	**318**	**440**	**280**	**804**	**90**	**348**	**292**	**2,664**	$433,094.83	**$450,121.95**
												Total Escalations	$17,027.12	
												Grand Total	$450,121.95	

CITY OF COACHELLA **COST PROPOSAL** Exhibit 10-H1

SR-86/Avenua 50 New Interchange Project

☐ Prime Consultant ☑ Subconsultant ☐ 2nd Tier Sub

Consultant NV5, INC.

Project No. Contract No. Date

DIRECT LABOR

Classification/Title	Name	Hours	Hourly Rates	Total
Project Manager	Jay Fahrion	250	$93.75	$23,437.50
Senior Surveyor	Doug Boyle	280	$50.12	$14,033.60
Senior Surveyor	David McCoppen	108	$45.00	$4,860.00
. Survey Party Chief (PW)	Joshua Wehe *	80	$82.26	$6,580.80
Survey Instrument Person (PW)	Matthew Fahrion *	80	$85.28	$6,822.40
Admin Assistant	Chong Leong	16	$45.67	$730.72
		-		
		-		
		814		**$56,465.02**

LABOR COSTS

a) Subtotal Direct Labor Costs $56,465.02

b) Anticipated Salary Increases (see page 2 for sample) $2,219.92

c) TOTAL DIRECT LABOR COSTS [(a) + (b)] $58,684.94

FRINGE BENEFITS

d) Fringe Benefits (Rate: 25.92%) **e) Total Fringe Benefits** [(c) x (d)] $15,211.14

INDIRECT COSTS

f) Overhead (Rate: 0.00% g) Overhead [(c) x (f)] $0.00

h) General and Administrative (Rate: 118.90% i) Gen & Admin [(c) x (h)] $69,776.40

j) **Total Indirect Costs** [(e) + (g) + (i)] $84,987.53

FIXED FEE (Profit)

q) (Rate: 10.00%) k) **TOTAL FIXED PROFIT** [(c) + (j)] x (q)] $14,367.25

l) OTHER DIRECT COSTS (ODC)

Description	Unit(s)	Unit Cost	Total
	Page		$0.00
			$0.00
			$0.00
			$0.00
	l) TOTAL OTHER DIRECT COSTS		$0.00

m) Subconsultants:

AeroTech $7,425.00

Fidelity Title 10 PTR $14,375.00

10% Administrative $2,180.00

m) TOTAL SUBCONSULTANT'S COSTS $23,980.00

n) **Total Other Direct Costs Including Subconsultants** [(l) + (m)] $23,980.00

TOTAL COST [(c) + (j) + (k) + (n)] **$182,019.72**

CITY OF COACHELLA **COST PROPOSAL** Exhibit 10-H1 Pa

SR-86/Avenua 50 New Interchange Project

☐ Prime Consultant ☑ Subconsultant ☐ 2nd Tier Sub

Consultant **NV5, INC.**

Project No. Contract No. TBD Date

1. Calculate Average Hourly Rate for 1st year of the contract (Direct Labor Subtotal divided by tota

Direct Labor Subtotal per Cost Proposal		Total Hours per Cost Proposal		Avg Hourly Rate	2 Year Contract Duration
$56,465.02		814	=	$69.37	Year 1 Avg Hourly Rate

2. Calculate hourly rate for all years (Increase the Average Hourly Rate for a year by proposed escalation %)

	Avg Hourly Rate		Proposed Escalation			
Year 1	$69.37	+	3.00%	=	$71.45	Year 2 Avg Hourly Rate
Year 2	$71.45	+	3.00%	=	$73.59	Year 3 Avg Hourly Rate
Year 3	$73.59	+	3.00%	=	$75.80	Year 4 Avg Hourly Rate
Year 4	$75.80	+	3.00%	=	$78.07	Year 5 Avg Hourly Rate

3. Calculate estimated hours per year (Multiply estimate % each year by total hours)

	Estimated % Completed Each Year		Total Hours per Cost Proposal		Total Hours per Year	
Year 1	5.00%	*	814.0	=	40.7	Estimated Hours Year 1
Year 2	60.00%	*	814.0	=	488.4	Estimated Hours Year 2
Year 3	35.00%	*	814.0	=	284.9	Estimated Hours Year 3
Year 4		*	814.0	=	0.0	Estimated Hours Year 4
Year 5		*	814.0	=	0.0	Estimated Hours Year 5
Total	100%		Total	=	814.0	

4. Calculate Total Costs including Escalation (Multiply Average Hourly Rate by the number of hours)

	Avg Hourly Rate (calculated above)		Estimated hours (calculated above)		Cost per Year	
Year 1	$69.37	*	41	=	$2,823.25	Estimated Hours Year 1
Year 2	$71.45	*	488	=	$34,895.38	Estimated Hours Year 2
Year 3	$73.59	*	285	=	$20,966.31	Estimated Hours Year 3
Year 4	$75.80	*	0	=	$0.00	Estimated Hours Year 4
Year 5	$78.07	*		=	$0.00	Estimated Hours Year 5
	Total Direct Labor Cost with Escalation			=	$58,684.94	
	Direct Labor Subtotal before Escalation			=	$56,465.02	
	Estimated total of Direct Labor Salary Increase			=	**$2,219.92**	Transfer to Page 1

Certification of Direct Costs:

I, the undersigned, certify to the best of my knowledge and belief that all direct costs identified on the cost proposal(s) in this contract are actual, reasonable, allowable, and allocable to the contract in accordance with the contract terms and the following requirements:

1. Generally Accepted Accounting Principles (GAAP)
2. Terms and conditions of the contract
3. Title 23 United States Code Section 112 - Letting of Contracts
4. 48 Code of Federal Regulations Part 31 - Contract Cost Principles and Procedures
5. 23 Code of Federal Regulations Part 172 - Procurement, Management, and Administration of Engineering and Design Related Service
6. 48 Code of Federal Regulations Part 9904 - Cost Accounting Standards Board (when applicable)

All costs must be applied consistently and fairly to all contracts. All documentation of compliance must be retained in the project files and be in compliance with applicable federal and state requirements. Costs that are noncompliant with the federal and state requirements are not eligible for reimbursement. Local governments are responsible for applying only cognizant agency approved or Caltrans accepted Indirect Cost Rate(s).

Prime Consultant or Subconsultant Certifying:

Name:	Mike Stys	Title *:	Principal
Signature :		Date of Certification (mm/dd/yyyy):	05/29/25
Email:	mike.stys@nv5.com	Phone Number:	858-223-2330

Address: 15092 Avenue of Science, Suite 200 San Diego, CA 9218

List services the Subconsultants are providing under the proposed contract:

CITY OF COACHELLA

SR-86/Avenua 50 New Interchange Project

SCOPE OF WORK - ESTIMATED HOURS WORKSHEET

Fully Loaded Hourly Rate (Direct Labor, overhead, and profit)			$216.56	$115.78	$103.95	$190.02	$197.00	$105.50	$0.00	$0.00			
TASKS	Task No	Staff Name	Jay Fahrion	Doug Boyle	David McCoppen	Joshua Wehe *	Matthew Fahrion *	Chong Leong	0	0	TOTAL HOURS	TOTAL COST without Labor Escalation	TOTAL COST with Labor Escalation
		Staff Classification	Project Manager	Senior Surveyor	Senior Surveyor	Survey Party Chief (PW)	Survey Instrument Person (PW)	Admin Assistant	0	0			
1	**Project Management Services**												
	1.1	Administration	40								**40**	$8,662.50	**$9,003.07**
	1.2	Coordination and Meetings	40								**40**	$8,662.50	**$9,003.07**
	1.3	Quality Assurance and Quality Control	20								**20**	$4,331.25	**$4,501.53**
	1.4	Project Schedule									**0**	$0.00	**$0.00**
	1.5	Risk Management									**0**	$0.00	**$0.00**
	1.6	Project Budget, Cost Accounting and Reporting									**0**	$0.00	**$0.00**
	1.7	Funding Assistance									**0**	$0.00	**$0.00**
2	**Draft Final Design Services (35% PS&E)**											$0.00	
	2.1	Surveys and Mapping	90	160	68	80	80	8			**486**	$76,888.95	**$79,911.84**
	2.2	Prepare Draft Plans									**0**	$0.00	**$0.00**
	2.3	Prepare Draft Cost Estimates									**0**	$0.00	**$0.00**
	2.4	Drainage Report									**0**	$0.00	**$0.00**
	2.5	Structures Type Selection Report, GP, & Estimate									**0**	$0.00	**$0.00**
	2.6	Geotechnical Design Report									**0**	$0.00	**$0.00**
	2.7	Utility Coordination and Research									**0**	$0.00	**$0.00**
	2.8	Right-Of-Way Requirements and Engineering									**0**	$0.00	**$0.00**
		2.8.1.Prepare Right-of-way requirements									**0**	$0.00	**$0.00**
		2.8.2.Prepare Legal Descriptions and Plat Maps	60	120	40			8			**228**	$31,889.00	**$33,142.71**
	TOTAL HOURS		**250**	**280**	**108**	**80**	**80**	**16**	**0**	**0**	**814**	$130,434.20	**$135,562.22**
											Total Escalations	$5,128.02	
											Grand Total	$135,562.22	

CITY OF COACHELLA **COST PROPOSAL** Exhibit 10-H1 Page

SR-86/Avenua 50 New Interchange Project

☐ Prime Consultant ☑ Subconsultant ☐ 2nd Tier Sub

Consultant **Paragon Partners Consultants, Inc.**
Project No. Contract No. Date 29-May-25

DIRECT LABOR

Classification/Title	Name	Hours	Hourly Rates	Total
Project Manager/Principal	Mark Mendoza	192	$111.67	$21,440.64
Agent	Sarah Riggs	340	$40.86	$13,892.40
Coordinator	Jennifer Benson	120	$33.65	$4,038.00
Project Controls Specialist	Joyce Monaco	80	$44.47	$3,557.60
		732		**$42,928.64**

LABOR COSTS

a) Subtotal Direct Labor Costs $42,928.64
b) Anticipated Salary Increases (see page 2 for sample) $1,687.74
c) TOTAL DIRECT LABOR COSTS [(a) + (b)] $44,616.38

FRINGE BENEFITS

d) Fringe Benefits (Rate:)
e) Total Fringe Benefits [(c) x (d)] $0.00

INDIRECT COSTS

f) Overhead (Rate: 93.02%) g) Overhead [(c) x (f)] $41,502.16
h) General and Administrative (Rate:) i) Gen & Admin [(c) x (h)] $0.00

j) **Total Indirect Costs** [(e) + (g) + (i)] $41,502.16

FIXED FEE (Profit)

q) (Rate: 10.00%) k) **TOTAL FIXED PROFIT** [(c) + (j)] x (q)] $8,611.85

l) OTHER DIRECT COSTS (ODC)

Description	Unit(s)		Unit Cost	Total
Copy/Reprographics	-	Page	$3.00	$0.00
Mails	14.00	Each	$25.00	$350.00
Mileage	2,500.00	Miles	$0.700	$1,750.00
Tolls	-	Trips	$15.00	$0.00
		l) TOTAL OTHER DIRECT COSTS		$2,100.00

m) Subconsultants:

Thompson & Thompson $56,000.00
Scott Enteprises $8,400.00
Commonwealth $10,150.00
10% Administrative $7,455.00
m) TOTAL SUBCONSULTANT'S COSTS $82,005.00

n) **Total Other Direct Costs Including Subconsultants** [(l) + (m)] $84,105.00

TOTAL COST [(c) + (j) + (k) + (n)] **$178,835.39**

CITY OF COACHELLA **COST PROPOSAL** Exhibit 10-H1

SR-86/Avenua 50 New Interchange Project

☐ Prime Consultant ☑ Subconsultant ☐ 2nd Tier Sub

Consultant **Paragon Partners Consultants, Inc.**

Project No. Contract No. TBD Date

1. Calculate Average Hourly Rate for 1st year of the contract (Direct Labor Subtotal divided by total

Direct Labor Subtotal per Cost Proposal		Total Hours per Cost Proposal		Avg Hourly Rate	2 Year Contract Duration
$42,928.64		732	=	$58.65	Year 1 Avg Hourly Rate

2. Calculate hourly rate for all years (Increase the Average Hourly Rate for a year by proposed escalation %)

	Avg Hourly Rate		Proposed Escalation			
Year 1	$58.65	+	3%	=	$60.41	Year 2 Avg Hourly Rate
Year 2	$60.41	+	3%	=	$62.22	Year 3 Avg Hourly Rate
Year 3	$62.22	+	3%	=	$64.08	Year 4 Avg Hourly Rate
Year 4	$64.08	+	3%	=	$66.01	Year 5 Avg Hourly Rate

3. Calculate estimated hours per year (Multiply estimate % each year by total hours)

	Estimated % Completed Each Year		Total Hours per Cost Proposal		Total Hours per Year	
Year 1	5.00%	*	732.0	=	36.6	Estimated Hours Year 1
Year 2	60.00%	*	732.0	=	439.2	Estimated Hours Year 2
Year 3	35.00%	*	732.0	=	256.2	Estimated Hours Year 3
Year 4		*	732.0	=	0.0	Estimated Hours Year 4
Year 5		*	732.0	=	0.0	Estimated Hours Year 5
Total	100%		Total	=	732.0	

4. Calculate Total Costs including Escalation (Multiply Average Hourly Rate by the number of hours)

	Avg Hourly Rate (calculated above)		Estimated hours (calculated above)		Cost per Year	
Year 1	$58.65	*	37	=	$2,146.43	Estimated Hours Year 1
Year 2	$60.41	*	439	=	$26,529.90	Estimated Hours Year 2
Year 3	$62.22	*	256	=	$15,940.05	Estimated Hours Year 3
Year 4	$64.08	*	0	=	$0.00	Estimated Hours Year 4
Year 5	$66.01	*		=	$0.00	Estimated Hours Year 5
	Total Direct Labor Cost with Escalation			=	$44,616.38	
	Direct Labor Subtotal before Escalation			=	$42,928.64	
	Estimated total of Direct Labor Salary Increase			=	**$1,687.74**	Transfer to Page 1

Certification of Direct Costs:

I, the undersigned, certify to the best of my knowledge and belief that all direct costs identified on the cost proposal(s) in this contract are actual, reasonable, allowable, and allocable to the contract in accordance with the contract terms and the following requirements:

1. Generally Accepted Accounting Principles (GAAP)
2. Terms and conditions of the contract
3. Title 23 United States Code Section 112 - Letting of Contracts
4. 48 Code of Federal Regulations Part 31 - Contract Cost Principles and Procedures
5. 23 Code of Federal Regulations Part 172 - Procurement, Management, and Administration of Engineering and Design Related Service
6. 48 Code of Federal Regulations Part 9904 - Cost Accounting Standards Board (when applicable)

All costs must be applied consistently and fairly to all contracts. All documentation of compliance must be retained in the project files and be in compliance with applicable federal and state requirements. Costs that are noncompliant with the federal and state requirements are not eligible for reimbursement. Local governments are responsible for applying only cognizant agency approved or Caltrans accepted Indirect Cost Rate(s).

Prime Consultant or Subconsultant Certifying:

Name:	William McCawley	Title *:	Vice President/CFO
Signature :	William McCawley	Date of Certification (mm/dd/yyyy):	05/29/25
Email:	bmccawley@paragon-partners.com	Phone Number:	714452-2226
Address:	5660 Katella Ave., Suite 100, Cypress, CA 90630		

List services the Subconsultants are providing under the proposed contract:

CITY OF COACHELLA

SR-86/Avenua 50 New Interchange Project

SCOPE OF WORK - ESTIMATED HOURS WORKSHEET

Fully Loaded Hourly Rate (Direct Labor, overhead, and profit)			$237.10	$86.75	$71.45	$94.42			
TASKS	Task No	Staff Name	Mark Mendoza	Sarah Riggs	Jennifer Benson	Joyce Monaco	TOTAL HOURS	TOTAL COST without Labor Escalation	TOTAL COST with Labor Escalation
		Staff Classification	Project Manager/Principal	Agent	Coordinator	Project Controls Specialist			
1	**Project Management Services**								
	1.1	Administration					0	$0.00	**$0.00**
	1.2	Coordination and Meetings					0	$0.00	**$0.00**
	1.3	Quality Assurance and Quality Control					0	$0.00	**$0.00**
	1.4	Project Schedule					0	$0.00	**$0.00**
	1.5	Risk Management					0	$0.00	**$0.00**
	1.6	Project Budget, Cost Accounting and Reporting					0	$0.00	**$0.00**
	1.7	Funding Assistance					0	$0.00	**$0.00**
2	**Draft Final Design Services (35% PS&E)**							$0.00	
	2.1	Surveys and Mapping					0	$0.00	**$0.00**
	2.2	Prepare Draft Plans					0	$0.00	**$0.00**
	2.3	Prepare Draft Cost Estimates					0	$0.00	**$0.00**
	2.4	Drainage Report					0	$0.00	**$0.00**
	2.5	Structures Type Selection Report, GP, & Estimate					0	$0.00	**$0.00**
	2.6	Geotechnical Design Report					0	$0.00	**$0.00**
	2.7	Utility Coordination and Research					0	$0.00	**$0.00**
	2.8	Right-Of-Way Requirements and Engineering					0	$0.00	**$0.00**
		2.8.1.Prepare Right-of-way requirements					0	$0.00	**$0.00**
		2.8.2.Prepare Legal Descriptions and Plat Maps					0	$0.00	**$0.00**
3	**Right-Of-Way Acquisition Services**								
	3.1	Management/Meetings/Reporting	55	18	25	18	**116**	$18,087.80	**$18,798.92**
	3.2	Valuation Coordination and Review	10	16	10	0	**36**	$4,473.54	**$4,649.42**
	3.3	Document Prep (PSA, Easement, TCE, etc.)	18	28	12	7	**65**	$8,215.23	**$8,538.21**
	3.4	Offer Package Preparation	15	40	14	30	**99**	$10,859.53	**$11,286.47**
	3.5	Negotiations	46	175	0	0	**221**	$26,088.68	**$27,114.36**
	3.6	Escrow Coordination	16	24	16	0	**56**	$7,018.86	**$7,294.80**
	3.7	Right of Way Certification	20	14	8	5	**47**	$7,000.24	**$7,275.45**
	3.8	Document Control/File Management	12	25	35	20	**92**	$9,403.08	**$9,772.77**
4	**Permits/Agreements**								
	4.1	Clean Water Act Section 401 Water Quality					0	$0.00	**$0.00**
	4.2	Clean Water Act Section 404 Standard Individual					0	$0.00	**$0.00**
	4.3	California Fish and Game Code Section 1602					0	$0.00	**$0.00**
	4.4	CVWD Encroachment Permit					0	$0.00	**$0.00**
5	**Draft Final Design Services – 65% PS&E Submittal**								
	5.1	Title Sheet					0	$0.00	$0.00
	5.2	Typical Cross Sections					0	$0.00	$0.00
	5.3	Plan and Profile Sheets					0	$0.00	$0.00
	5.4	Construction Details					0	$0.00	$0.00
	5.5	Grading Plans					0	$0.00	$0.00
	5.6	Drainage Report and Plans					0	$0.00	$0.00
	5.7	Water Plans					0	$0.00	$0.00
	5.8	Utility Plans					0	$0.00	$0.00
	5.9	Summary of Quantities					0	$0.00	$0.00
	5.10	Stage Construction Plans					0	$0.00	$0.00
	5.11	Signing and Pavement Delineation Plans					0	$0.00	$0.00
	5.12	Traffic Signal and Street Lighting Plans					0	$0.00	$0.00
	5.13	Bridge Demolition Plans					0	$0.00	$0.00
	5.14	Bridge Plans					0	$0.00	$0.00
	5.15	Bridge Independent Check					0	$0.00	$0.00

	5.16	Cost Estimates					0	$0.00	$0.00
	5.17	Specifications					0	$0.00	$0.00
6	**Draft Final Design Services – 95% PS&E Submittal**								
	6.1	Title Sheet					0	$0.00	$0.00
	6.2	Typical Cross Sections					0	$0.00	$0.00
	6.3	Plan and Profile Sheets					0	$0.00	$0.00
	6.4	Construction Details					0	$0.00	$0.00
	6.5	Grading Plans					0	$0.00	$0.00
	6.6	Drainage Plans					0	$0.00	$0.00
	6.7	Water Plans					0	$0.00	$0.00
	6.8	Utility Plans					0	$0.00	$0.00
	6.9	Summary of Quantities					0	$0.00	$0.00
	6.10	Stage Construction Plans					0	$0.00	$0.00
	6.11	Signing and Pavement Delineation Plans					0	$0.00	$0.00
	6.12	Traffic Signal and Street Lighting Plans					0	$0.00	$0.00
	6.13	Bridge Demolition Plans					0	$0.00	$0.00
	6.14	Bridge Plans					0	$0.00	$0.00
	6.15	Cost Estimates					0	$0.00	$0.00
	6.16	Specifications					0	$0.00	$0.00
7	**Final Design Services – 100% PS&E Submittal**								
	7.1	Title Sheet					0	$0.00	$0.00
	7.2	Typical Cross Sections					0	$0.00	$0.00
	7.3	Plan and Profile Sheets					0	$0.00	$0.00
	7.4	Construction Details					0	$0.00	$0.00
	7.5	Grading Plans					0	$0.00	$0.00
	7.6	Drainage Plans					0	$0.00	$0.00
	7.7	Water Plans					0	$0.00	$0.00
	7.8	Utility Plans					0	$0.00	$0.00
	7.9	Summary of Quantities					0	$0.00	$0.00
	7.10	Stage Construction Plans					0	$0.00	$0.00
	7.11	Signing and Pavement Delineation Plans					0	$0.00	$0.00
	7.12	Traffic Signal and Street Lighting Plans					0	$0.00	$0.00
	7.13	Bridge Demolition Plans					0	$0.00	$0.00
	7.14	Bridge Plans					0	$0.00	$0.00
	7.15	Cost Estimates					0	$0.00	$0.00
	7.16	Specifications					0	$0.00	$0.00
8	**Resident Engineer File and Supplemental Materials**								
	8.1	Resident Engineer's Pending File					0	$0.00	$0.00
	8.2	Supplemental PS&E Materials					0	$0.00	$0.00
9	**Contract Bid Documents (Ready-To-List)**								
	9.1	Assemble Bid Package					0	$0.00	$0.00
	TOTAL HOURS		**192**	**340**	**120**	**80**	**732**	$91,146.95	**$94,730.39**
							Total Escalations	$3,583.44	
							Grand Total	$94,730.39	

STAFF REPORT
6/25/2025

TO: Honorable Mayor and City Council Members

FROM: Kendra Reif, Interim Development Services Director

SUBJECT: Consideration to Fill Two Planning Commission Vacancies

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STAFF RECOMMENDATION:

Staff recommends that the Mayor and City Council fill two vacancies on the Planning Commission.

BACKGROUND:

The Coachella Planning Commission is made up of five members and one alternative member, who are appointed to 4-year terms that are staggered. The City Attorney recently opined that the terms of the mayor's appointments are for a 2-year term based on Coachella Municipal Code (C.M.C.) Sections 2.32 and 2.26. Accordingly, every two years, three commissioners must be newly appointed. The C.M.C. Section 2.26.020 (B), states that each council member may nominate an individual to serve on each city commission and committee subject to appointment by the mayor, with approval by the City Council, at open session of a regular or special city council meeting. If a council member fails to nominate an individual, the mayor may appoint someone with approval by the City Council. The C.M.C. 2.26.020 (D), states that in an event of an interim vacancy, the council member who nominated the vacating member may nominate another individual, subject to appointment by the mayor with approval by the City Council, for the unexpired term of the member replaced. There is no individual council member nomination for the Alternate Planning Commissioner.

On February 26, 2025, Councilmember Perez nominated Margarita Lopez to serve a 4-year term as Planning Commissioner and was approved by the City Council. Margarita Lopez at that time declined the appointment and the City Council will need to fill the vacancy. Table 1 shows the Planning Commission Appointments from the February 26, 2025 meeting.

On April 9, 2025, Commissioner Yurema Arvizu resigned from her role as a Planning Commissioner. Former Commissioner Yurema Arvizu was previously nominated by Councilmember Figueroa and was appointed to the Planning Commission on March 8, 2023. Since this is a vacancy due to a resignation, the future appointee's term will continue where former Commissioner Yurema Arvizu's term left off and will expire in November of 2026. Table 2 shows the current Planning Commissioner roles and vacancies.

Table 1: Planning Commission Appointments February 26, 2025

Planning Commissioners	Appointed by	Term expires
Eva Lara	Mayor Pro-Tem Delgado	November 2028
Margarita Lopez	Councilmember Yadira Perez	November 2028
Oscar Fonseca	Mayor Hernandez	November 2026
Robert Caballero (Alternate)	Mayor Hernandez	November 2026

Table 2: Current Planning Commission Roles and Vacancies

Planning Commissioners	Appointed by	Term expires
Chairperson Isela Murillo	Councilmember Virgen	November 2026
Vice Chairperson Oscar Fonseca	Mayor Hernandez	November 2026
Commissioner Eva Lara	Mayor Pro-Tem Delgado	November 2028
Vacant	Councilmember Perez	November 2028
Vacant	Councilmember Figueroa	November 2026
Commissioner Robert Caballero (Alternate)	Mayor Hernandez	November 2026

DISCUSSION/ANALYSIS:

The City Clerk's Office maintains a list of the following candidates for Planning Commission:

- Karla Flores Rosas
- Stephanie Ambriz
- Manuel Gaitan
- Margarita Lopez
- Elizabeth Aguilar

The City Council may fill the current Planning Commission vacancies from the list of candidates included in this staff report, or with the Planning Commissioners applications received up until 3 PM on June 25, 2025, or extend the deadline for Planning Commissioner applications.

FISCAL IMPACT:

There are no direct fiscal impacts by appointment of Planning Commissioners on the adopted budget for Fiscal Year 2024/2025 or for the upcoming Fiscal Year 2025/2026.

ALTERNATIVE(S):

1) Fill the two existing Planning Commission vacancies from the submitted Planning Commissioner applications.
2) Request that City extend the deadline for Planning Commissioner applications and fill existing Commission vacancy at a future date.

3) Continue this item and provide staff direction.

RECOMMENDED ALTERNATIVE(S):

Staff recommends Alternative 1.

Attachments:

1. Planning Commission Applications received at the time of the publication of this Staff Report
    - Karla Flores Rosas
    - Stephanie Ambriz
    - Manuel Gaitan
    - Margarita Lopez
    - Elizabeth Aguilar

CITY OF COACHELLA

COMMISSION APPLICATION

NAME: Karla Flores Rosas

ADDRESS: [redacted]

TELEPHONE: [redacted] **E-MAIL:** [redacted]

COMMISSION:

- [x] **Planning**
- [x] **Cultural and Arts**
- [x] **Parks and Recreation**
- [x] **Utilities User Tax Citizen Oversight (UUT)**
- [ ] **Youth Advisory** (To be eligible for appointment to the Commission you must be enrolled in high school. Please state your age and high school you currently attend in the "other comments" in section 5.)
- [x] **Social Justice & Public Safety**

* Any of the ones selected that have available seats.

The ones with stars are preferred.

To be eligible for appointment to any Commission you must be a resident of the City of Coachella. Members may only serve on one commission/committee.

Note: In the event a member of the commission has three (3) consecutive unexcused absences from meetings of the Commission, the City Council may declare the office of such member vacant.

.....

PLEASE FURNISH BRIEF RESPONSES TO THE QUESTIONS BELOW:

1. Why do you think you should be appointed? What is there specifically in your background, training, education and interests that qualifies you as a candidate?

My education is in Political Science & government, with a minor in Sociology. I also have training in early childhood and parenting education. Currently, I work as a resource linkage specialist for the lower desert and when required, for Riv. Co.

2. What do you see as the goals and objectives of the Commission? How would you help achieve these objectives and goals?

For each one I see different goals. For one, making sure not too cancel meetings because it is important to stay up [illegible] changes and to pursue goals. To me,

3. What special qualities can you bring to the Commission?

I am a very resourceful person that is always looking to learn new things. Other qualities I have are that I thrive in strategic/analytical thinking, communication and advocacy. My commitment to my community is immeasurable with an intact integrity.

4. Do you have any questions or comments about the Commission's structure or functions?

Not at the moment.

5. Other comments and/or ideas as to how you as a member of the selected Commission could benefit the City of Coachella.

I am eager to ensure Coachella residents' voices are heard by increasing civic engagement. Our participation is valuable and I want to set that example for not only my family but others in my community.

Thank you for your time.

Signature [signature] Date 2/7/2025

Note: Members of commissions shall be appointed for four-year terms or less. The term of each commission member shall continue for the term of the nominating council member and automatically terminate when the council member's term ends. If a council member is reelected, that council member is entitled to make all new nominations or may choose to re-nominate the council member's previous nominee.

Youth Advisory Commission Note: The term of a Commissioner is one year from August to June; mirroring the local school district's school year.

PLEASE RETURN THIS COMPLETED APPLICATION TO:

Deputy City Clerk
City of Coachella
53-462 Enterprise Way
Coachella, CA 92236

cityclerk@coachella.org

RECEIVED
Nov 20, 2024

CITY OF COACHELLA

COMMISSION APPLICATION

NAME: Stephanie Ambriz

ADDRESS: [redacted]

TELEPHONE: [redacted] E-MAIL: [redacted]

COMMISSION:

- [x] **Planning**
- [ ] **Cultural and Arts**
- [ ] **Parks and Recreation**
- [ ] **Utilities User Tax Citizen Oversight (UUT)**
- [ ] **Youth Advisory** (To be eligible for appointment to the Commission you must be enrolled in high school. Please state your age and high school you currently attend in the "other comments" in section 5.)
- [x] **Social Justice & Public Safety**

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.....

PLEASE FURNISH BRIEF RESPONSES TO THE QUESTIONS BELOW:

1. Why do you think you should be appointed? What is there specifically in your background, training, education and interests that qualifies you as a candidate?

My background in environmental justice, community advocacy, and community engagement makes me a qualified candidate. I have experience as an education specialist and have been an active advocate in the Eastern Coachella Valley. I bring a focus on intersectionality, particularly my work supporting disabled individuals, multilingual learners, and communities of color, highlights your ability to bring diverse voices into decision-making processes.

2. What do you see as the goals and objectives of the Commission? How would you help achieve these objectives and goals?

To ensure equitable, inclusive, and sustainable action that uplift marginalized voices, improve quality of life, and promote social and environmental justice within the community. This can be achieved through addressing systemic inequities, fostering community collaboration, and promoting incusive practices.

3. What special qualities can you bring to the Commission?

I bring a unique combination of lived experience, professional expertise, and a deep commitment to equity, inclusion, and community-driven solutions. My background in advocacy, environmental justice, and accessibility equips me to ensure that underrepresented voices are at the center of decisions that shape our community's future.

4. Do you have any questions or comments about the Commission's structure or functions?

The Commission should seek to adopt decolonized frameworks to guide policies that challenge traditional, inequitable systems.

5. Other comments and/or ideas as to how you as a member of the selected Commission could benefit the City of Coachella.

We should also advocate for a participatory budgeting process to allow residents to directly influence how resources are allocated.

Signature Stephanie Ambriz Date 11/20/2024

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53-462 Enterprise Way
Coachella, CA 92236

cityclerk@coachella.org

(Revised 10-30-2023)

Delia Granados

From: Stephanie Ambriz <[redacted]
Sent: November 20 24 5:30 PM
To: City Clerk
Subject: Commission Application
Attachments: General Commission Applica.pdf

Hi,

I have attached my commission application. Please see the attached file.

Thank you,

Stephanie Ambriz

CITY OF COACHELLA

COMMISSION APPLICATION

NAME: Manuel Gaitan

ADDRESS: [redacted]

TELEPHONE: [redacted] **E-MAIL:** [redacted]

COMMISSION:

- [x] **Planning**
- [ ] **Cultural and Arts**
- [ ] **Parks and Recreation**
- [ ] **Utilities User Tax Citizen Oversight (UUT)**
- [ ] **Youth Advisory (**To be eligible for appointment to the Commission you must be enrolled in high school. Please state your age and high school you currently attend in the "other comments" in section 5.)
- [ ] **Social Justice & Public Safety**

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Note: In the event a member of the commission has three (3) consecutive unexcused absences from meetings of the Commission, the City Council may declare the office of such member vacant.

PLEASE FURNISH BRIEF RESPONSES TO THE QUESTIONS BELOW:

1. Why do you think you should be appointed? What is there specifically in your background, training, education and interests that qualifies you as a candidate?

I have over a decade of experience managing land use, infrastructure planning, and agricultural operations across the Coachella Valley. As General Manager of the Riverside County Citrus Pest Control District No. 2, I lead public programs that directly affect local zoning, environmental compliance, and regional growth. My background in leadership, project management, and policy gives me the tools to serve effectively on the Planning Commission.

2. What do you see as the goals and objectives of the Commission? How would you help achieve these objectives and goals?

The Planning Commission is responsible for shaping growth in a way that balances development, environmental needs, and community well-being. I would help by applying practical insight from both government and private sector experience to guide smart land use, infrastructure design, and community outreach. My focus would be on thoug[redacted] planning that protects Coachella's unique identity.

3. What special qualities can you bring to the Commission?

I'm local, bilingual, and I understand how to get things done at both the policy and project level. I've managed crews, budgets, land, and compliance work. I also connect well with people and believe in communicating clearly and listening first. I bring a lot of real-world perspective to the table, especially when it comes to land use, infrastructure, and ag-related planning.

4. Do you have any questions or comments about the Commission's structure or functions?

5. Other comments and/or ideas as to how you as a member of the selected Commission could benefit the City of Coachella.

I love this city and want to see it thrive. Whether it's helping navigate land use decisions, zoning changes, or balancing development with the community needs. I'd like to see Coachella continue to grow in a way that stays true to its roots while building something for a great future.

Signature Manuel Gaitan Date 4/14/2025

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City of Coachella
53-462 Enterprise Way
Coachella, CA 92236

cityclerk@coachella.org

(Revised 10-30-2023)

CITY OF COACHELLA

COMMISSION APPLICATION

NAME: Margarita Lopez

ADDRESS: [redacted]

TELEPHONE: [redacted] **E-MAIL:** [redacted]

COMMISSION:

- [x] **Planning**
- [ ] **Cultural and Arts**
- [ ] **Parks and Recreation**
- [ ] **Utilities User Tax Citizen Oversight (UUT)**
- [ ] **Youth Advisory (**To be eligible for appointment to the Commission you must be enrolled in high school. Please state your age and high school you currently attend in the "other comments" in section 5.)
- [ ] **Social Justice & Public Safety**

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PLEASE FURNISH BRIEF RESPONSES TO THE QUESTIONS BELOW:

1. Why do you think you should be appointed? What is there specifically in your background, training, education and interests that qualifies you as a candidate?

   I would like to take part in the commission to learn more about the proposed projects that may have an impact in the community's growth and environment. I'm interested in the review of short and long range growth and development of the city.

2. What do you see as the goals and objectives of the Commission? How would you help achieve these objectives and goals?

   I would like to review/take part in the land use proposals that adhere to the zoning district or general plan. I would also like to learn more about the criterias and guidelines to approve th[Page 132]us city events.

3. What special qualities can you bring to the Commission?

I have some experience with applications, fees, planning, zoning regulations, and city municipal codes, from projects I've presented myself as a civilian.

4. Do you have any questions or comments about the Commission's structure or functions?

I am interested in learning more about the commission's structure and it's functions.

5. Other comments and/or ideas as to how you as a member of the selected Commission could benefit the City of Coachella.

I would like to take part in the commission to educate myself and the community as to the commissions structure, roles and resposibilities, methods, and or guidelines for projects.

Signature [signature] Date 02/05/2025

Note: Members of commissions shall be appointed for four-year terms or less. The term of each commission member shall continue for the term of the nominating council member and automatically terminate when the council member's term ends. If a council member is reelected, that council member is entitled to make all new nominations or may choose to re-nominate the council member's previous nominee.

Youth Advisory Commission Note: The term of a Commissioner is one year from August to June; mirroring the local school district's school year.

PLEASE RETURN THIS COMPLETED APPLICATION TO:

Deputy City Clerk
City of Coachella
53-462 Enterprise Way
Coachella, CA 92236

cityclerk@coachella.org

(Revised 10-30-2023)

CITY OF COACHELLA

COMMISSION APPLICATION

NAME: Elizabeth Aguilar

ADDRESS: [redacted]

TELEPHONE: [redacted] **E-MAIL:** [redacted]

COMMISSION:

- [x] **Planning**
- [ ] **Cultural and Arts**
- [ ] **Parks and Recreation**
- [ ] **Utilities User Tax Citizen Oversight (UUT)**
- [ ] **Youth Advisory (**To be eligible for appointment to the Commission you must be enrolled in high school. Please state your age and high school you currently attend in the "other comments" in section 5.)
- [ ] **Social Justice & Public Safety**

To be eligible for appointment to any Commission you must be a resident of the City of Coachella. Members may only serve on one commission/committee.

Note: In the event a member of the commission has three (3) consecutive unexcused absences from meetings of the Commission, the City Council may declare the office of such member vacant.

PLEASE FURNISH BRIEF RESPONSES TO THE QUESTIONS BELOW:

1. Why do you think you should be appointed? What is there specifically in your background, training, education and interests that qualifies you as a candidate?

2. What do you see as the goals and objectives of the Commission? How would you help achieve these objectives and goals?

3. What special qualities can you bring to the Commission?

4. Do you have any questions or comments about the Commission's structure or functions?

5. Other comments and/or ideas as to how you as a member of the selected Commission could benefit the City of Coachella.

Signature Elizabeth Ayala Date 1/4/25

Note: Members of commissions shall be appointed for four-year terms or less. The term of each commission member shall continue for the term of the nominating council member and automatically terminate when the council member's term ends. If a council member is reelected, that council member is entitled to make all new nominations or may choose to re-nominate the council member's previous nominee.

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(Revised 10-30-2023)

1. Why do you think you should be appointed? What is there specifically in your background, training, education and interests that qualifies you as a candidate?

I believe I should be appointed to the planning committee because of my deep-rooted passion for building a stronger and more inclusive community and my unique blend of professional experiences, education, and ongoing personal development. Having worked closely with underserved populations through John Muir Charter School (continuation high school; students age 18-25), I've seen firsthand how access to thoughtful planning and resources can transform lives. This experience has given me a strong sense of responsibility to contribute to shaping a city where every resident feels supported and heard.

One of my proudest achievements has been connecting underserved populations to important resources such as healthcare, immigration support, and job training through collaborative partnerships with local organizations. This has not only strengthened my understanding of community needs but also reinforced my belief in the power of equitable urban development. Academically, my bachelor's degree from UC Riverside and current pursuit of a GIS certificate reflect my commitment to equipping myself with the tools needed to make data-driven decisions. I'm excited about the opportunity to bring these skills into practice, especially as GIS plays a critical role in identifying patterns and creating efficient, sustainable urban spaces.

Born and raised in Coachella, I have admired the progress of Coachella's rich potential. Joining the planning committee would be a meaningful way for me to give back and ensure that Coachella continues to grow in a way that benefits all its residents. My ability to communicate effectively, navigate complex challenges,

and bring people together makes me confident in my ability to contribute to this role.

2. What do you see as the goals and objectives of the Commission? How would you help achieve these objectives and goals?

I see the goals and objectives of the planning commission as fostering responsible urban development, ensuring equitable access to resources and services, and maintaining a balance between growth and sustainability. The commission plays a role in shaping the community by addressing housing, transportation, land use, and public spaces. Its work must reflect the needs of all residents while prioritizing inclusivity, environmental stewardship, and economic vitality.

To help achieve these objectives, I would draw on my experience in community engagement, education, and resource coordination. At John Muir Charter School, I've worked to connect underserved populations to essential resources by fostering partnerships with local organizations. This ability to understand and address diverse community needs would allow me to contribute meaningfully to inclusive planning decisions. Additionally, I am eager to bring my growing expertise in GIS to the commission. GIS tools enable data-driven analysis that can inform sustainable development, such as identifying areas that need improvement with accessibility in public resources. By integrating these insights into decision-making, we can create a city that grows responsibly while preserving its environmental assets.

Collaboration is key to achieving these goals. My ability to engage with stakeholders from various backgrounds, communicate effectively, and prioritize shared objectives ensures that I can help the commission create an inclusive and sustainable community for all residents.

3. What special qualities can you bring to the Commission?

I bring a unique combination of skills, experiences, and perspectives that would contribute to the commission's work. One of my key strengths is my ability to foster collaboration across diverse groups, a quality I've honed through my work at John Muir Charter School, where I facilitated partnerships between the school and local community organizations. I'm adept at navigating different interests and building bridges to ensure all voices are heard, especially those of underserved populations.

Additionally, my background in international engagement with the World Federation of United Nations Associations (WFUNA) has provided me with a broader perspective on global development, diplomacy, and the importance of inclusive decision-making. While at WFUNA, I helped organize youth events and coordinated with a variety of international stakeholders, which sharpened my ability to work in diverse, multicultural environments. This experience has made me value considering different viewpoints and integrating a wide range of ideas to inform decision-making, especially in complex planning contexts. I am also committed to learning and self-improvement, currently pursuing a GIS certificate to strengthen my analytical and data-driven approach to planning. I see GIS as an important tool for informed, sustainable urban development, and I'm excited to integrate this knowledge into the commission's work.

These qualities, collaboration, a global mindset, and a passion for learning and sustainability, are what I would bring to the commission, ensuring that decisions are inclusive, data-informed, and focused on creating a thriving community for all.

4. Do you have any questions or comments about the Commission's structure or functions?

One question I have is about the commission's process for engaging the community, especially underrepresented groups, during the planning and decision-making stages. How does the commission ensure that all voices are heard and that diverse perspectives are incorporated into planning proposals?

Also, I'd be interested to learn more about how the commission integrates new technologies and data tools, like GIS, into its decision-making processes. Given my interest in using GIS for urban planning, I'd love to understand how such tools are currently being utilized or if there are opportunities for incorporating them further.

Lastly, I'm curious about the commission's approach to sustainability and how it is prioritized in long-term planning. Are there specific sustainability goals or initiatives the commission is focusing on that I could potentially contribute to with my background in environmental science and community outreach?

5. Other comments and/or ideas as to how you as a member of the selected Commission could benefit the City of Coachella.

As a member of the Planning Commission, I believe I can bring a unique and valuable perspective to benefit the City of Coachella. My background in community engagement, education, and resource coordination will allow me to help ensure that planning decisions are inclusive and reflect the needs of all residents, particularly those from underserved communities. I am committed to creating spaces where everyone's voice is heard, and I would work to build stronger connections between the commission and local organizations, ensuring that planning efforts align with the community's needs.

Furthermore, my ongoing pursuit of a GIS certificate and my interest for sustainable urban development position me to contribute meaningfully to long-term planning initiatives. I am excited to use GIS tools to inform decisions, improve resource distribution, and ensure that growth happens in a way that respects the environment and promotes sustainability.

Additionally, my experience in international collaboration with the World Federation of United Nations Associations has broadened my understanding of how different regions tackle urban planning challenges. This global perspective will allow me to approach local issues with creative solutions and the ability to think beyond the immediate context, considering broader trends in development and sustainability.

Ultimately, I believe my combination of local community work, international experience, and commitment to continuous learning can help ensure that Coachella's growth is thoughtful, inclusive, and sustainable for years to come.

STAFF REPORT
6/25/2025

TO: Honorable Mayor and City Council Members

FROM: Celina Jimenez, Director of Economic Development

SUBJECT: Adopt Resolution No. 2025-36 Authorizing a Conditional Loan Commitment Letter to Defer Local Development Impact Fees for the Sixth Street Senior Apartments Affordable Housing Project in the Amount of $1,179,044

STAFF RECOMMENDATION:

Staff recommends that City Council consider approving Resolution No. 2025-36 authorizing a Conditional Loan Commitment Letter to defer local development impact fees for the Sixth Street Senior Apartments affordable housing project in the amount of $1,179,044.

BACKGROUND:

Chelsea Investment Corporation ("Developer") has obtained site control for a proposed low income housing project with the intention of constructing a 53-unit affordable multifamily development with 4,742 square feet of commercial space, carports and related improvements known as the 6th Street Senior CIC, LP Apartments (the "Project") with expected entitlement in the name of 6th Street Seniors CIC, LP. The project includes properties with APNs 778-113-001 and 778-113-002.

The project will provide a substantial public welfare benefit to the City through the mitigation of housing shortages in the City and State. To make the project financially viable and allow the Developer to facilitate financing arrangements for the project, the developer needs to defer these local development impact fee payments. To defer these assessments, the developer is asking the City to enter into a conditional loan and prepayment agreement letter that will defer the payments from the project for 55 years. The full amount of the assessments will be payable out of residual receipts generated by the project, secured by a Promissory Note and Deed of Trust against the property at the end of 55 years or sooner if the project is sold or refinanced.

DISCUSSION/ANALYSIS:

The letter shall serve as an enforceable funding commitment for the loan with the following terms:

1. Loan Amount - $1,179,044
2. Loan Term - 55 years.
3. Interest- 3% simple per annum.
4. Repayment - in full at end of loan term, sale or refinance.
5. Annual Payments - 50% of residual cash flow.*

*Free cash flow will be stipulated in the agreement consistent with standard financial definitions and will specifically exclude any equity items such as but not limited to partnership distributions, profit pay outs, partner guaranteed payments or any other equity/capital distribution as defined by Generally Accepted Accounting Principles. Free cash flows will also specifically exclude reserve balances except for reasonable operating reserves which will not exceed one year of operating expenses as measured by the immediately preceding fiscal year.

With final loan approval subject to the following conditions:

1. The Developer secures all project financing.

2. The Developer obtains all necessary City and other regulatory approvals.

3. The Developer agrees to complete all off-site improvements specified in grant, funding and City agreements along with related applications and supporting detail documents.

FISCAL IMPACT

The City is not currently receiving assessment revenue from this project and this conditional loan commitment will defer payments to the City for a term of 55 years. The City will be deferring these assessments for 55 years under the terms of the conditional loan commitment letter receiving a payback of approximately $1,179,044 including interest at that time.

ATTACHMENTS:

1. Resolution No. 2025-36
2. Attachment A - Conditional Loan Commitment Letter

RESOLUTION NO. 2025-36

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COACHELLA, CALIFORNIA AUTHORIZING A CONDITIONAL LOAN COMMITMENT LETTER TO DEFER LOCAL DEVELOPMENT IMPACT FEES FOR THE SIXTH STREET SENIOR APARTMENTS AFFORDABLE HOUSING PROJECT IN THE AMOUNT OF $1,179,044 FOR A TERM OF 55 YEARS AT 3% INTEREST

WHEREAS, Chelsea Investment Corporation ("Developer") has obtained site control for a proposed low income housing project with the intention of constructing a 53-unit affordable multifamily development with 4,742 square feet of commercial space, carports and related improvements known as the 6th Street Senior CIC, LP Apartments (the "Project") with expected entitlement in the name of a new entity to be formed conducive to the type of project contemplated ("to be formed entity"). The project includes properties with APNs 778-113-001 and 778-113-002; and

WHEREAS, To make the project financially viable and allow the Developer to facilitate financing arrangements for the project, the developer needs to defer these local development impact fee payments. To defer these assessments, the developer is asking the City to enter into a conditional loan and prepayment agreement letter that will defer the payments from the project for 55 years. The full amount of the assessments will be payable out of residual receipts generated by the project, secured by a Promissory Note and Deed of Trust against the property at the end of 55 years or sooner if the project is sold or refinanced; and

WHEREAS, the City has agreed to make a conditional loan commitment for the deferral of the local development impact fees for the Project in the amount of $1,179,044, and the City and the Developer wish to enter into a loan and prepayment agreement to provide for the terms and conditions upon which the local development impact fees will be prepaid; and

WHEREAS, the Developer needs the City Council to provide a conditional loan commitment (“Commitment”) to enter into these agreements to apply for project financing.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF COACHELLA HEREBY RESOLVES AS FOLLOWS:

SECTION 1 – City Council authorizes the City Manager to enter into a conditional loan commitment with the developer consistent with Exhibit A (Conditional Loan Commitment Letter) with minor modifications as to exact wording and final loan amount (if less than the not to exceed amount) for needed updates and to conform and clarify the letter as needed to facilitate the proper wording of the letter subject to review by the City Attorney.

SECTION 2 - The City Manager is authorized to enter into a prepayment and loan agreement (including a note and deed of trust) consistent with the terms of the conditional loan commitment provided the terms are met by the developer. Agreement wording will be prepared and approved by the City Manager and City Attorney; however, agreement terms will be consistent in all respects with the terms outlined in the conditional loan commitment letter.

PASSED, APPROVED, and **ADOPTED**, this 25th day of June, 2025.

_____
Steven A. Hernandez
Mayor

ATTEST:

_____
Angela M. Zepeda
City Clerk

APPROVED AS TO FORM:

_____
Ryan Guiboa
City Attorney

CITY OF COACHELLA
53990 ENTERPRISE WAY, COACHELLA, CA 92236
(760) 398-3502 ▪ WWW.COACHELLA.ORG

Attachment A

June 26, 2025

Ms. Marina Wiant
Executive Director
California Tax Credit Allocation Committee
915 Capitol Mall, Suite 485
Sacramento, CA 95814

Subject: Impact Fee Deferral Loan Commitment
6th Street Seniors Project
Coachella, CA 92236

Dear Ms. Wiant,

The City Council of the City of Coachella, by Resolution No. 2025-36, authorized a conditional Impact Fee Deferral Loan Agreement for the above referenced project at a regularly convened City Council meeting of June 25, 2025.

Chelsea Investment Corporation ("Developer") has obtained site control for a proposed low-income housing project with the intention of constructing a 53-unit affordable multifamily development with 4,742 square feet of commercial space, carports and related improvements known as the 6th Street Senior Apartments (the "Project") with expected entitlement in the name of CIC 6th Street Seniors, LP. The project includes properties with APNs 778-113-001 and 778-113-002.

This letter shall serve as an enforceable funding commitment for the loan. The loan, totaling $1,179,044, will be paid back to the City out of Residual Receipts generated by the Project, secured by a Promissory Note and Deed of Trust against the property and would bear 3% simple per annum, with a 55-year term. We thank you in advance for your time and consideration. Should you have any questions, please do not hesitate to contact me at (760) 398-3502 or via email at bpattison@coachella.org.

Sincerely,

William B. Pattison, Jr.
City Manager
City of Coachella

STAFF REPORT
June 25, 2025

TO: Honorable Mayor and City Council Members

FROM: Yolanda Lopez, Department of Human Resources

SUBJECT: Resolution No. 2025-38 Approving Job Title Changes from Public Works Director to Public Works Director/City Engineer, and Economic Development Director to Community Services Director, and Freezing the Executive COLA of 4% for July 1, 2025

STAFF RECOMMENDATION:

Staff recommends that the City Council adopt Resolution No. 2025-38, approving the job title changes from Public Works Director to Public Works Director/City Engineer, and from Economic Development Director to Community Services Director, and freezing the Executive COLA of 4% for July 1, 2025.

BACKGROUND:

On May 19, 2025, the City Manager appointed the City Engineer to the position of Public Works Director to oversee two City divisions: Engineering and Public Works.

On January 25, 2023, the City Council approved the funding of an Economic Development Director to oversee economic development, business services, and grant administration activities.

DISCUSSION/ANALYSIS:

As part of the City's ongoing organizational restructuring efforts aimed at increasing operational efficiency, staff is recommending two job title changes. These changes better reflect the evolving scope of responsibilities in each department and align job titles with current functions.

- The title changed from Public Works Director to Public Works Director/City Engineer. This change acknowledges the dual-role assignment and integration of both engineering and public works operations under one leadership position.

- The title changed from Economic Development Director to Community Services Director. This revision reflects a shift in department responsibilities from economic development activities to the coordination of community-based services, including events, library operations, senior services, recreation, and other community programs.

ALTERNATIVES:

1. Approve the action.
2. Do not approve the action.

FISCAL IMPACT:

- The Public Works Director/City Engineer classification will result in a salary range increase from $177,038.46 – $215,191.35 to $181,395.01 – $220,486.76**,** representing an approximate 2.4% adjustment.

- There is no fiscal impact associated with the title change to Community Services Director**.**

- The total fiscal impact by freezing the 4% Executive COLA is $61,400.00.

Attachments:
Resolution No. 2025-38
Revised Job Descriptions
Management Salary Schedule

City Hall
53990 Enterprise Way
Coachella, CA 92236
Telephone: (760) 398-3502

June 2025 **FLSA: EXEMPT**

PUBLIC WORKS DIRECTOR/CITY ENGINEER

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Public Works Department, including streets, parks, , fleet services, facilities, and environmental compliance, and traffic; coordinates assigned activities with other City departments, officials, outside agencies, and the public, plans, organizes, manages, and provides administrative direction and oversight for the City's engineering services, including Capital Improvement Program (CIP) planning, design, and construction, permitting and land development services, construction inspection, and traffic engineering; fosters cooperative working relationships among City departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the City Manager in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. The work provides for a wide variety of independent decision-making within legal and general policy and regulatory guidelines. Exercises general direction and supervision over management, supervisory, professional, technical, and administrative support staff through subordinate levels of management and supervision.

CLASS CHARACTERISTICS

This is a Department Director classification that oversees, directs, and participates in all activities of the Public Works Department, including short- and long-term planning, development, and administration of departmental policies, procedures, and services. This class provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, municipal functions and activities, including the role of an elected City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsible for overseeing, directing, and participating in the engineering functions of the City, including short- and long-term Capital Improvement Program (CIP) planning, development and administration of Federal, State, and local funds for capital improvements and expansions, and providing professional-level support to assigned management staff in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work with that of other City departments and public agencies. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes full management responsibility for all Public Works Department programs, services, and activities, including streets, fleet services, facilities, recreational and special events, environmental compliance, and traffic.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within City policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Evaluates the need for and develops, plans, and schedules long-term public works maintenance programs; organizes available resources for the maintenance, improvement, and repair of public works facilities and City equipment; compiles estimates, contract provisions, and specifications.
- Reviews the designs, materials, and processes proposed in connection with new construction or major repairs for City facilities and improvements; prepares and/or reviews ordinances for City Council consideration; recommends levels of service for utilities, streets, and drainage areas.
- Confers with engineers, developers, architects, and a variety of outside agencies and the general public in acquiring information and coordinating engineering, public works, utilities, streets, and related matters; provides information regarding these matters.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements, and administers same after award.
- Represents the department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental, organizational, and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Participates in and makes presentations to the City Council and a wide variety of committees, boards, and commissions; performs financial review of matters pertaining to the various committees, such as determining appropriate rates for City services.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public works maintenance, operations, engineering, and other services as they relate to the area of assignment.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations, and technology that may affect City or departmental operations; implements policy and procedural changes as required.

- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Assumes management responsibility for all engineering functions and activities, including all CIP planning, design, and construction, permitting and land development services, construction inspection, and real property management.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned functions and programs; recommends, within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Oversees the development of consultant requests for proposal for professional and/or construction services and the advertising and bid processes; evaluates proposals and recommends project award; negotiates and administers contracts after award; ensures contractor compliance with City standards and specifications, time and budget estimates; analyzes and resolves complex problems that may arise; recommends and approves field changes as required.
- Conducts CIP planning activities; provides oversight and input into the conceptual design of engineering projects; investigates and resolves problems with scope of work or cost issues of major facility upgrade and replacement projects.
- Analyzes civil engineering plan designs, specifications, consultant and staff comments in accordance with design requirements and municipal and intergovernmental standards and regulations; recommends approval or additional engineering conditions and changes.
- Reviews and approves plans and specifications for CIP, tract and parcel maps, lot line adjustments, legal reviews, controversial encroachment permits, and other engineering and design documents.
- Meets and confers with contractors, engineers, developers, architects, a variety of outside agencies, and the general public in acquiring information and coordinating engineering matters; provides information regarding City development requirements.
- Performs duties of a disaster services worker in event of an emergency.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Public agency budget development, contract administration, City-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration.
- Principles and practices of public works program development, maintenance, and management in a municipal setting; and public works long-term maintenance planning and budgeting.
- Applicable Federal, State, and local laws, codes, and regulations.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.

- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction for the department and the City.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of public works programs and administrative activities.
- Conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Recommend and implement goals, objectives, and practices for providing effective and efficient engineering services.
- Plan, organize and direct effective CIP and public works engineering services and programs.
- Conduct complex civil engineering research projects, evaluate alternatives, make sound recommendations and prepare effective technical reports.
- Analyze and interpret engineering plans and specifications in accordance with design requirements and applicable standards and regulations.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations, technical written material, and City engineering policies and procedures.
- Plan, organize, direct, and coordinate the work of supervisory, professional, and technical personnel.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of engineering programs and administrative activities.
- Conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.

- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience, which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in civil engineering, business or public administration, or a related field and seven (7) years of management and/or administrative experience in civil engineering, capital improvement program administration, public works operations and maintenance, business or public administration, or a related field including five (5) years of supervisory experience. A Master's degree in civil engineering, business or public administration, or a related field is desirable.

Licenses and Certifications:

- Valid California class C driver's license with satisfactory driving record and automobile insurance.
- Possession of a valid certificate or registration as a Professional Engineer in the State of California is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification, although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

City of Coachella - Salary Schedule **APPENDIX B**

Management Group

5% COLA Effective July 1, 2024

(Revised by Council 7/10/24; Resolution No. WA - 2024-02)

Group I	Step	A	B	C	D	E
Community Development Director	h	86.41	90.73	95.27	100.03	105.03
	m	14,978.10	15,727.01	16,513.36	17,339.02	18,205.98
	a	179,737.22	188,724.08	198,160.28	208,068.29	218,471.71
Community Services Director	h	81.70	85.78	90.07	94.58	99.31
	m	14,160.98	14,869.03	15,612.48	16,393.11	17,212.76
	a	169,931.77	178,428.36	187,349.77	196,717.26	206,553.13
Finance Director	h	87.21	91.57	96.15	100.96	106.01
	m	15,116.25	15,872.06	16,665.67	17,498.95	18,373.90
	a	181,395.01	190,464.76	199,988.00	209,987.40	220,486.76
Public Works Director/City Engineer	h	87.21	91.57	96.15	100.96	106.01
	m	15,116.25	15,872.06	16,665.67	17,498.95	18,373.90
	a	181,395.01	190,464.76	199,988.00	209,987.40	220,486.76
Utilities Director	h	81.70	85.78	90.07	94.58	99.31
	m	14,160.98	14,869.03	15,612.48	16,393.11	17,212.76
	a	169,931.77	178,428.36	187,349.77	196,717.26	206,553.13

Group II	Step	A	B	C	D	E
Assistant Community Development	h	68.89	72.33	75.95	79.74	83.73
Director	m	11,940.17	12,537.18	13,164.04	13,822.24	14,513.35
	a	143,282.06	150,446.16	157,968.47	165,866.89	174,160.23
Controller	h	68.89	72.33	75.95	79.74	83.73
	m	11,940.17	12,537.18	13,164.04	13,822.24	14,513.35
	a	143,282.06	150,446.16	157,968.47	165,866.89	174,160.23
Human Resources Manager	h	68.89	72.33	75.95	79.74	83.73
	m	11,940.17	12,537.18	13,164.04	13,822.24	14,513.35
	a	143,282.06	150,446.16	157,968.47	165,866.89	174,160.23
Public Information Officer	h	57.86	60.76	63.79	66.98	70.33
	m	10,029.35	10,530.82	11,057.36	11,610.23	12,190.74
	a	120,352.22	126,369.83	132,688.32	139,322.74	146,288.87

City of Coachella - Salary Schedule **APPENDIX C**

Management Group

4% COLA Effective July 1, 2025

(Revised by Council 7/10/24; Resolution No. WA-2024-02)

Group I	Step	A	B	C	D	E
Community Development Director	h	89.87	94.36	99.08	104.03	109.23
	m	15,577.23	16,356.09	17,173.89	18,032.59	18,934.21
	a	186,926.70	196,273.04	206,086.69	216,391.03	227,210.58
Community Services Director	h	84.97	89.22	93.68	98.36	103.28
	m	14,727.42	15,463.79	16,236.98	17,048.83	17,901.27
	a	176,729.04	185,565.49	194,843.77	204,585.95	214,815.25
Finance Director	h	90.70	95.24	100.00	105.00	110.25
	m	15,720.90	16,506.95	17,332.29	18,198.91	19,108.85
	a	188,650.81	198,083.35	207,987.52	218,386.89	229,306.24
Public Works Director/City Engineer	h	90.70	95.24	100.00	105.00	110.25
	m	15,720.90	16,506.95	17,332.29	18,198.91	19,108.85
	a	188,650.81	198,083.35	207,987.52	218,386.89	229,306.24
Utilities Director	h	84.97	89.22	93.68	98.36	103.28
	m	14,727.42	15,463.79	16,236.98	17,048.83	17,901.27
	a	176,729.04	185,565.49	194,843.77	204,585.95	214,815.25

Group II	Step	A	B	C	D	E
Assistant Community Development	h	71.64	75.22	78.98	82.93	87.08
Director	m	12,417.78	13,038.67	13,690.60	14,375.13	15,093.89
	a	149,013.34	156,464.01	164,287.21	172,501.57	181,126.64
Controller	h	71.64	75.22	78.98	82.93	87.08
	m	12,417.78	13,038.67	13,690.60	14,375.13	15,093.89
	a	149,013.34	156,464.01	164,287.21	172,501.57	181,126.64
Human Resources Manager	h	71.64	75.22	78.98	82.93	87.08
	m	12,417.78	13,038.67	13,690.60	14,375.13	15,093.89
	a	149,013.34	156,464.01	164,287.21	172,501.57	181,126.64
Public Information Officer	h	60.18	63.19	66.34	69.66	73.14
	m	10,430.53	10,952.05	11,499.65	12,074.64	12,678.37
	a	125,166.31	131,424.62	137,995.85	144,895.65	152,140.43

City of Coachella - Salary Schedule **APPENDIX B**

Management Group

3% COLA Effective July 1, 2026

(Revised by Council 7/10/24; Resolution No. WA-2024-02)

Group I	Step	A	B	C	D	E
Community Development Director	h	92.56	97.19	102.05	107.15	112.51
	m	16,044.54	16,846.77	17,689.11	18,573.56	19,502.24
	a	192,534.51	202,161.23	212,269.29	222,882.76	234,026.89
Community Services Director	h	87.52	91.89	96.49	101.31	106.38
	m	15,169.24	15,927.70	16,724.09	17,560.29	18,438.31
	a	182,030.91	191,132.46	200,689.08	210,723.53	221,259.71
Finance Director	h	93.42	98.09	103.00	108.15	113.55
	m	16,192.53	17,002.15	17,852.26	18,744.87	19,682.12
	a	194,310.33	204,025.85	214,227.14	224,938.50	236,185.42
Public Works Director/City Engineer	h	93.42	98.09	103.00	108.15	113.55
	m	16,192.53	17,002.15	17,852.26	18,744.87	19,682.12
	a	194,310.33	204,025.85	214,227.14	224,938.50	236,185.42
Utilities Director	h	87.52	91.89	96.49	101.31	106.38
	m	15,169.24	15,927.70	16,724.09	17,560.29	18,438.31
	a	182,030.91	191,132.46	200,689.08	210,723.53	221,259.71

Group II	Step	A	B	C	D	E
Assistant Community Development	h	73.79	77.48	81.35	85.42	89.69
Director	m	12,790.31	13,429.83	14,101.32	14,806.38	15,546.70
	a	153,483.74	161,157.93	169,215.82	177,676.61	186,560.44
Controller	h	73.79	77.48	81.35	85.42	89.69
	m	12,790.31	13,429.83	14,101.32	14,806.38	15,546.70
	a	153,483.74	161,157.93	169,215.82	177,676.61	186,560.44
Human Resources Manager	h	73.79	77.48	81.35	85.42	89.69
	m	12,790.31	13,429.83	14,101.32	14,806.38	15,546.70
	a	153,483.74	161,157.93	169,215.82	177,676.61	186,560.44
Public Information Officer	h	61.98	65.08	68.33	71.75	75.34
	m	10,743.44	11,280.61	11,844.64	12,436.88	13,058.72
	a	128,921.30	135,367.36	142,135.73	149,242.52	156,704.64

RESOLUTION NO. 2025-38

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COACHELLA, CALIFORNIA, APPROVING THE JOB TITLE CHANGES FROM PUBLIC WORKS DIRECTOR TO PUBLIC WORKS DIRECTOR/CITY ENGINEER, AND FROM ECONOMIC DEVELOPMENT DIRECTOR TO COMMUNITY SERVICES DIRECTOR

WHEREAS; on May 19, 2025, the City Manager appointed the City Engineer to the position of Public Works Director to oversee two City divisions: Engineering and Public Works, and

WHEREAS; on January 25, 2023, the City Council approved the funding of an Economic Development Director to oversee economic development, business support services, and grant administration activities; and

WHEREAS, as part of the City's ongoing organizational restructuring efforts to enhance operational efficiency, the City Council desires to approve job title changes that more accurately reflect the current responsibilities and functions of the respective departments; and

WHEREAS, the title change from Public Works Director to Public Works Director/City Engineer reflects the consolidated leadership over the Engineering and Public Works functions; and

WHEREAS, the title change from Economic Development Director to Community Services Director reflects the shift in departmental focus from economic development to the oversight of community-centered services, including community events, library operations, senior services, and recreation programs; and

WHEREAS, the total fiscal impact by freezing the 4% Executive COLA is $61,400.00.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED by the City Council of the City of Coachella, as follows:

Section 1. Incorporation of Recitals. The City Council hereby finds and determines that the foregoing Recitals of this Resolution are true and correct and hereby incorporates them into this Resolution as though fully set forth herein.

Section 2. Approved of Job Title Changes and Freeze Executive 4% COLA. Adopt Resolution No. 2025-38, a Resolution of the City Council of Coachella, California, Approving the Job Title Changes from Public Works Director to Public Works Director/City Engineer, and Economic Development Director to Community Services Director and Freezing the Executive COLA of 4% for July 1, 2025.

Section 3. Salary Schedule Update. The City Council acknowledges the salary range adjustment associated with the Public Works Director/City Engineer classification as set forth in the updated Management Salary Schedule attached hereto.

Exhibit A: Updated Management Salary Schedule

PASSED, APPROVED and **ADOPTED** this 25th day of June, 2025.

_____
Steven A. Hernandez
Mayor

ATTEST:

_____
Angela M. Zepeda
City Clerk

APPROVED AS TO FORM:

BEST, BEST & KRIEGER

_____
City Attorney

STATE OF CALIFORNIA)
COUNTY OF RIVERSIDE) ss.
CITY OF COACHELLA)

I HEREBY CERTIFY that the foregoing Resolution No. 2025-38 was duly adopted by the City Council of the City of Coachella at a regular meeting thereof, held on the 25th day of June 2025, by the following vote of Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____
Delia Granados
Deputy City Clerk

City Hall
53990 Enterprise Way
Coachella, CA 92236
Telephone: (760) 398-3502

June 2025 **FLSA: EXEMPT**

COMMUNITY SERVICES DIRECTOR

DEFINITION

Under administrative direction, administers, manages, organizes, and monitors economic development programs and projects; administers current and long-term planning activities; manages the effective use of program and project resources to improve organizational productivity and customer service; coordinates assigned activities with other City departments, divisions, outside agencies, and the public; fosters cooperative working relationships among City departments, divisions, and with intergovernmental and regulatory agencies, and various public and private groups, recreational services, community events, library services, senior center services provides highly responsible and complex professional assistance to the City Manager in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises general and direct supervision over technical and administrative support staff.

CLASS CHARACTERISTICS

This is a Department Director classification responsible for overseeing, directing, and participating in the City's economic development programs, projects, and activities, in addition to providing professional-level support to assigned management staff in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work with that of other City departments and public agencies. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent works closely with the City Manager in planning operational goals and objectives, and furthering City goals and objectives within general policy guidelines.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, manages, and administers economic development programs, projects, and activities, including business development, business retention, and economic development funding programs.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs, projects, economic development, and grants functions; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development and administration of the department budget.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, projects, service delivery methods, and procedures; assesses

and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the City Manager.

- Selects, trains, motivates, and evaluates assigned staff; provides or coordinates staff training; works with employees on performance issues; implements discipline and termination procedures; directs and coordinates the work plan for assigned staff; assigns work activities, projects, and programs; monitors work flow; reviews and evaluates work products, methods, and procedures.
- Develops staff reports related to assigned economic development programs and operations activities and services; prepares and presents reports and agenda items to the City Council, and various other commissions, committees, and boards.
- Manages, coordinates, and reviews the City's economic development, and grants program activities, including assisting existing business and industry with new location, relocation, and expansion needs; analyzing and evaluating commercial and industrial development requests for financial assistance and providing recommendations on pursuing projects; conferring with and advising the business community and the general public regarding various business loan programs and guidelines and entitlement assistance; negotiating incentive packages to attract new investors; and overseeing the preparation of legal documents in coordination with legal counsel.
- Calculates return on investment and public benefit of potential projects.
- Oversees and implements special programs and events as requested.
- Coordinates recreational services, special events, and sports activities at city parks and facilities.
- Serves as liaison to organized sports organizations.
- Administers the development of consultant requests for proposals for professional services; evaluates proposals and recommends contract award; negotiates contracts and agreements, and administers the same after award.
- Provides highly complex staff assistance to the City Manager.
- Conducts a variety of organizational studies, investigations, and operational studies; develops strategic plans and recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Provides advisory support and acts as a liaison to citizen committees, community partners, and volunteers to facilitate the delivery of economic development programs and services; builds partnerships and coalitions.
- Establishes and maintains communication and cooperative relationships with business leaders, developers, organizations, private and public agencies, and the general public to promote and facilitate the implementation and execution of the City's economic development and grants programs.
- Attends and participates in professional group meetings, trade shows, and committees; provides advisory and staff support to various committees.
- Stays abreast of new trends and innovations in the field of economic development, and grants; researches emerging products and enhancements, and their applicability to City needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Performs duties of a disaster services worker in the event of an emergency.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and funding sources for planning and implementing economic development and related programs and projects.
- Principles and practices of project and program management.
- Principles and techniques of conducting analytical studies, evaluating alternatives, and making sound recommendations.

- Procedures for planning, implementing, and maintaining a variety of economic development, grants, activities, and programs through community participation.
- Principles and practices of land use planning and tax increment financing.
- Applicable Federal, State, and local laws, regulations, codes, and guidelines.
- Public relations techniques.
- Principles and practices of public agency budget development and administration, and sound financial management policies and procedures.
- Techniques of contract administration.
- Record-keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Plan, implement, and monitor project and programmatic administrative, budgeting, and fiscal activities.
- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, codes, and regulations, and departmental policies and procedures.
- Understand the organization and operation of the assigned department and of outside agencies as necessary to assume assigned responsibilities.
- Prepare clear and effective reports, correspondence, and other written materials.
- Make accurate arithmetic, financial, and statistical computations.
- Effectively conduct meetings and make presentations to various groups.
- Analyze situations and identify pertinent problems/issues; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action.
- Maintain accurate logs, records, and basic written records of work performed.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in planning, economic development, public or business administration, or a related field, and seven (7) years of progressively responsible public sector experience in economic development, including five (5) years of supervisory experience. A Master's degree in related fields is highly desirable.

Licenses and Certifications:

- Valid California class C driver's license with satisfactory driving record and automobile insurance.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, and over the telephone. This is primarily a sedentary office classification, although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator, and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

STAFF REPORT
June 25, 2025

TO: Honorable Mayor and City Council

FROM: Yolanda Lopez, Department of Human Resources

SUBJECT: Public Hearing and Reporting on Vacancies, Recruitment and Retention Efforts

STAFF RECOMMENDATION

Staff recommends that the City Council:

1. Conduct a Public Hearing pursuant to AB 2561; and

2. Receive the status update report on vacancies.

DISCUSSION/ANALYSIS

California State Assembly Bill (AB) 2561 was approved on September 22, 2024, and added §3502.3 to the Government Code. This law requires public agencies to present the status of their vacancies in a public hearing before their governing body at least once per fiscal year. The presentation must be made prior to the adoption of a final budget for the fiscal year.

AB 2561 also provides that if vacancy rates in any recognized employee bargaining unit exceed 20% of positions, agencies must provide further specified information if requested by the bargaining unit. Further, AB 2561 requires agencies to provide an opportunity to bargaining units and the public to present their perspectives.

Vacancies

Position vacancies may occur for various reasons throughout any given year, including internal promotion or transfer of a staff member, retirements, resignations, terminations, or due to the approval of a new position. When vacancies occur, the City's Department of Human Resources works with the affected department to fill the position(s) to maintain operations; ensure continued quality, efficient services to the community; and reduce the need for overtime.

At the present time, the City only has one management vacancy in the position of Director of Finance.

Recruitment and Retention of Staff

The City employs various recruitment strategies, including posting vacancies on the City's website and recruitment portal as well as industry-specific job boards, reaching out to known

potential candidates in the area, and advertising open positions on the City's social media platforms and government jobs websites.

In 2024, the City recruited for 14 positions. The City also employs various strategies for retaining existing staff, including maintaining competitive compensation, investing in staff training and development, counseling staff on promotional avenues available at the City, and regular engagement with and recognition of staff. The City prioritizes making staff feel appreciated, supported, and valued in the organization.

The City's retention rate for 2024 was approximately 89%.

Public Notification

The agenda was posted in accordance with the Brown Act. The City's recognized bargaining groups were notified in advance of this hearing and informed that they may provide a presentation at the conclusion of this report.

FISCAL IMPACT

Except for staff time, there is no fiscal impact.

ATTACHMENTS:

None.