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# CITY COUNCIL AGENDA

CITY HALL COUNCIL CHAMBER  
78495 Calle Tampico, La Quinta

**REGULAR MEETING ON TUESDAY, FEBRUARY 5, 2019**  
**3:00 P.M. CLOSED SESSION | 4:00 P.M. OPEN SESSION**

## **CALL TO ORDER**

ROLL CALL: Councilmembers: Fitzpatrick, Peña, Radi, Sanchez, Mayor Evans

## **PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA**

At this time, members of the public may address the City Council on any matter not listed on the agenda. *Please complete a "Request to Speak" form and limit your comments to three minutes.* The City Council values your comments; however in accordance with State law, no action shall be taken on any item not appearing on the agenda unless it is an emergency item authorized by GC 54954.2(b).

## **CONFIRMATION OF AGENDA**

## **CLOSED SESSION**

1. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION SIGNIFICANT EXPOSURE TO LITIGATION PURSUANT TO PARAGRAPH (2) OR (3) OF SUBDIVISION (d) OF GOVERNMENT CODE SECTION 54956.9 (NUMBER OF POTENTIAL CASES: 1)
2. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION PURSUANT TO PARAGRAPH (1) OF SUBDIVISION (d) OF GOVERNMENT CODE SECTION 54956.9. NAME OF CASE: CITY OF LA QUINTA V. CHIN FAMILY PROPERTIES LIMITED PARTNERSHIP, ET AL., RIVERSIDE COUNTY SUPERIOR COURT CASE NO. PSC1803284

3. CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION PURSUANT TO PARAGRAPH (1) OF SUBDIVISION (d) OF GOVERNMENT CODE SECTION 54956.9. NAME OF CASE: LA QUINTA POLO ESTATES ASSOCIATION, INC V. CITY OF LA QUINTA, ET AL., RIVERSIDE COUNTY SUPERIOR COURT CASE NO. PSC1900574

*RECESS TO CLOSED SESSION*

RECONVENE AT 4:00 P.M.

**REPORT ON ACTIONS(S) TAKEN IN CLOSED SESSION**

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA**

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**ANNOUNCEMENTS, PRESENTATIONS, AND WRITTEN COMMUNICATIONS**

1. PRESENTATION BY QUEEN SCHEHERAZADE AND HER COURT ON BEHALF OF THE RIVERSIDE COUNTY FAIR AND NATIONAL DATE FESTIVAL
2. PRESENTATION BY SUPERVISOR MICHELE McNEILLY REGARDING LA QUINTA'S CREATION STATION MAKERSPACE MEMBERSHIPS, CLASSES, AND PROMOTIONS

**CONSENT CALENDAR**

NOTE: Consent Calendar items are routine in nature and can be approved by one motion.

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5. AUTHORIZE OVERNIGHT TRAVEL FOR TWO COUNCILMEMBERS AND ASSISTANT TO THE CITY MANAGER TO ATTEND THE CALIFORNIA CANNABIS CONTROL SUMMIT IN SACRAMENTO, CALIFORNIA, APRIL 9-12, 2019 35
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| 1. APPROVE SECOND ROUND COMMUNITY SERVICES GRANTS FOR FISCAL YEAR 2018/19  | 67          |
| 2. RECEIVE AND FILE FISCAL YEAR 2018/19 MID-YEAR BUDGET REPORT, APPROVE THE RECOMMENDED BUDGET ADJUSTMENTS, AND DESIGNATE RESERVE FUNDING ALLOCATIONS; AND ADOPT RESOLUTION TO AMEND TITLES AND CLASSIFICATION OF MARKETING COORDINATOR TO MARKETING MANAGER; ADD PERMIT TECHNICIAN, PLANS EXAMINER, AND MANAGEMENT SPECIALIST POSITIONS [RESOLUTION NO. 2019-001] | 73          |
| 3. SELECT AN EXECUTIVE RECRUITMENT FIRM TO CONDUCT THE CITY MANAGER RECRUITMENT AND AUTHORIZE THE CITY MANAGER TO EXECUTE AGREEMENT FOR CONTRACT SERVICES  | 105         |
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| 1. DISCUSS OF EQUESTRIAN OVERLAY DISTRICT, EQUESTRIAN TRAILS, AND THE MADISON STREET WIDENING PROJECT | 177         |

### **PUBLIC HEARINGS** – NONE

## **DEPARTMENTAL REPORTS**

1. CITY MANAGER
2. CITY ATTORNEY – VERBAL UPDATE ON STATE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT LITIGATION REGARDING STATE HOUSING REQUIREMENTS AND CHARTER CITY STATUS
3. CITY CLERK
4. COMMUNITY RESOURCES – SHORT-TERM VACATION RENTAL (STVR) HOTLINE 189
5. DESIGN AND DEVELOPMENT - LANGUAGE UPDATE TO COOPERATIVE AGREEMENT WITH THE CITIES OF PALM DESERT AND INDIAN WELLS FOR DESIGN AND CONSTRUCTION OF THE WASHINGTON STREET INTERSECTION WITH FRED WARING DRIVE (PROJECT NO. 2017-01) 191
6. FACILITIES
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## **MAYOR’S AND COUNCIL MEMBERS’ ITEMS**

### **REPORTS AND INFORMATIONAL ITEMS**

1. CVAG COACHELLA VALLEY CONSERVATION COMMISSION (Evans)
2. CVAG ENERGY AND ENVIRONMENTAL RESOURCES COMMITTEE (Evans)
3. CVAG EXECUTIVE COMMITTEE (Evans)
4. GREATER PALM SPRINGS CONVENTION AND VISITORS BUREAU (Evans)
5. LEAGUE OF CALIFORNIA CITIES DELEGATE (Evans)
6. COACHELLA VALLEY WATER DISTRICT JOINT POLICY COMMITTEE (Evans)
7. SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS (Evans)
8. ECONOMIC DEVELOPMENT SUBCOMMITTEE (Evans & Radi)
9. COACHELLA VALLEY MOUNTAINS CONSERVANCY (Fitzpatrick)
10. DESERT RECREATION DISTRICT COMMITTEE (Fitzpatrick and Radi)
11. COACHELLA VALLEY UNIFIED SCHOOL DISTRICT COMMITTEE (Fitzpatrick & Peña)
12. CHAMBER OF COMMERCE INFO EXCHANGE COMMITTEE (Fitzpatrick)
13. RIVERSIDE COUNTY TRANSPORTATION COMMISSION (Fitzpatrick)
14. SILVERROCK EVENT SITE AD HOC COMMITTEE (Fitzpatrick)
15. CANNABIS AD HOC COMMITTEE (Peña and Sanchez)
16. CVAG PUBLIC SAFETY COMMITTEE (Peña)
17. EAST VALLEY COALITION (Peña)
18. CVAG VALLEY-WIDE HOMELESSNESS COMMITTEE (Peña)
19. LEAGUE OF CALIFORNIA CITIES – PUBLIC SAFETY POLICY COMMITTEE (Peña)
20. CVAG TRANSPORTATION COMMITTEE (Radi)
21. SUNLINE TRANSIT AGENCY (Radi)
22. CITYWIDE SECURITY CAMERAS AD HOC COMMITTEE (Radi)
23. DESERT SANDS UNIFIED SCHOOL DISTRICT COMMITTEE (Radi and Sanchez)

24. ANIMAL CAMPUS COMMISSION (Sanchez)
25. COACHELLA VALLEY ECONOMIC PARTNERSHIP (Sanchez)
26. LEAGUE OF CALIFORNIA CITIES – GOVERNANCE, TRANSPARENCY AND LABOR POLICY COMMITTEE (Sanchez)
27. RIVERSIDE LOCAL AGENCY FORMATION COMMISSION (Sanchez)

## **ADJOURNMENT**

\*\*\*\*\*

The next regular meeting of the City Council will be held on February 19, 2019 at 4:00 p.m. at the City Hall Council Chambers, 78495 Calle Tampico, La Quinta, CA 92253.

## **DECLARATION OF POSTING**

I, Monika Radeva, City Clerk, of the City of La Quinta, do hereby declare that the foregoing Agenda for the La Quinta City Council meeting was posted on the City's website, near the entrance to the Council Chambers at 78495 Calle Tampico, and the bulletin boards at the Stater Brothers Supermarket at 78630 Highway 111, and the La Quinta Cove Post Office at 51321 Avenida Bermudas, on January 31, 2019.

DATED: January 31, 2019

MONIKA RADEVA, City Clerk  
City of La Quinta, California

## **Public Notices**

- The La Quinta City Council Chamber is handicapped accessible. If special equipment is needed for the hearing impaired, please call the City Clerk's office at (760) 777-7092, twenty-four (24) hours in advance of the meeting and accommodations will be made.
- If special electronic equipment is needed to make presentations to the City Council, arrangements should be made in advance by contacting the City Clerk's office at (760) 777-7092. A one (1) week notice is required.
- If background material is to be presented to the Councilmembers during a City Council meeting, please be advised that eight (8) copies of all documents, exhibits, etc., must be supplied to the City Clerk for distribution. It is requested that this take place prior to the beginning of the meeting.

- Any writings or documents provided to a majority of the City Council regarding any item(s) on this agenda will be made available for public inspection at the Community Development counter at City Hall located at 78495 Calle Tampico, La Quinta, California, 92253, during normal business hours.



**CITY COUNCIL  
MINUTES  
SPECIAL MEETING  
ANNUAL COMMUNITY WORKSHOP  
SATURDAY, JANUARY 12, 2019**

**CALL TO ORDER**

A special meeting of the La Quinta City Council was called to order at 9:09 a.m. by Mayor Evans.

PRESENT: Councilmembers Fitzpatrick, Peña, Radi, Sanchez, Mayor Evans

ABSENT: None

RESIDENTS SIGNED IN: 61

CITY STAFF PRESENT: 21

Mayor Evans welcomed all participants to the sixth annual community workshop and explained the purpose of the workshop.

**PLEDGE OF ALLEGIANCE**

Mayor Evans led the audience in the Pledge of Allegiance.

**CLOSED SESSION** – NONE

**CONFIRMATION OF AGENDA** – Confirmed

**PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA**

**PUBLIC SPEAKER:** Paul Quill, La Quinta – said he is speaking on behalf of his wife, Dori Quill, resident and Community Services Commissioner, who was not able to attend the workshop; recommended the City install a water feature for children at the Fritz Burns Pool; and spoke of community feedback Mrs. Quill has received in support of this matter.

**PUBLIC SPEAKER:** Barry Snowbarger, La Quinta – said he moved to La Quinta about a year ago and is very impressed with the community; spoke about areas throughout the City that were not properly maintained by the property owners; and recommended the City explore opportunities to use capital improvement and reserve funds to mitigate the lack of maintenance.

**PUBLIC SPEAKER:** Lawrence Van Pelt, La Quinta – thanked the City for putting in pickleball courts; said the game’s popularity in the community has rapidly

increased; and recommended that signage be installed at each court to facilitate its use, and additional courts be put in.

PUBLIC SPEAKER: Ron Schmeck, La Quinta – thanked the City for putting in pickleball courts; said La Quinta is ahead of other Coachella Valley cities with its pickleball facilities; and recommended additional courts be put in as the game has become very popular.

PUBLIC WRITTEN COMMENT: Tim (no last name listed), La Quinta – submitted written comments regarding enforcing speed limits, mitigating excess noise from speeding motorcycles and large trucks, and bright lights.

PUBLIC WRITTEN COMMENT: Guy Chabot, La Quinta – submitted written comments regarding the need for improved landscaping on Fred Waring Drive near Palm Royale Country Club, and La Quinta Highlands community at Las Vistas.

**ANNOUNCEMENTS, PRESENTATIONS, AND WRITTEN COMMUNICATIONS** –  
NONE

**STUDY SESSION**

**1. ANNUAL COMMUNITY WORKSHOP: “*BUILDING OUR COMMUNITY*”**

Mayor Evans introduced Consultant Henson of Henson Consulting, Inc, workshop facilitator.

Workshop participants introduced themselves by stating their name, the number of years they have been affiliated with the City, and the type of affiliation as a permanent resident, seasonal resident, business owner, City staff, etc.

Facilities Director Howlett announced the workshop participants’ average longevity with La Quinta was approximately 14 years.

Each table group of participants was asked to complete a timeline exercise listing the City’s accomplishments and areas for improvement over the last 10 years, from 2008 to 2018.

Mayor Evans spoke about La Quinta’s sacred values as identified by the community (Attachment 1):

- Health & Wellness
- High Quality Aesthetics
- Vibrant & Safe Community
- Visually Beautiful City
- Cultural Diversity



Finance Director Campos presented the City's financial status and projections (Attachment 2).

City Manager Spevacek presented the status of the top five priorities set by residents at last year's community workshop (Attachment 3), including the on-going Staff efforts to effectively manage annual police and fire service cost increases; 2017/18 Completed Projects (Attachment 4); and 2018/19 Launched Projects (Attachment 5).

Community Resources Director Escobedo and Management Analyst Torres presented La Quinta's demographics from 2008-2012 to 2013-2017 and income trends.

Design and Development Director Castro presented current city, land use, and planning trends, as listed below, with trends numbered (1), (3), (4), (5), (8), and (10) identified as top picks (Attachment 6):

1. Experience Retail/Entertainment
2. Bricks & Clicks
3. Complete Streets
4. Lifestyle Residential Communities
5. Market/Food Halls
6. Affordable Mid-Market Homes
7. Ridesharing, Alternative Power (Electric), and Self-Driving Vehicles
8. Net-Zero Energy Standard/Smart Home & Living
9. Mixed Use Development
10. Smart Engagement & Connected Experience
11. Simulated Reality
12. Cannabis
13. Smart Industrial
14. Experience Art
15. Community-wide Events
16. Other – attendees recommendations

Participants were teamed into 10 groups and provided with maps of La Quinta (Attachment 6) and colored stick-pins representing the top six trends.

Each group was asked to: 1) rank three trends, from the list provided, as the top 2018/19 priorities for La Quinta; 2) place stick-pins on the city maps identifying where trend projects should be located in La Quinta.

Each group selected a spokes-person and reported-out their comments and the following trends were ranked as most important in the order listed.

1. Experience Retail/Entertainment
2. Market/Food Halls
3. Net-Zero Energy Standard/Smart Home & Living
4. Smart Engagement & Connected Experience

5. Complete Streets
6. Lifestyle Residential Communities

Community Workshop 2019 Participants List and Recap of Activities and Results are enclosed as Attachments 8 and 9, respectively.

Mayor Evans and Councilmembers thanked the participants for their time and commitment to La Quinta and noted community input and engagement are vital in building our community.

**MAYOR'S AND COUNCIL MEMBERS' ITEMS** – None

**ADJOURNMENT**

There being no further business, a motion was made and seconded by Councilmembers Fitzpatrick/Sanchez to adjourn at 12:05 p.m. Motion passed unanimously.

Respectfully submitted,

MONIKA RADEVA, City Clerk  
City of La Quinta, California

- Attachments:
1. La Quinta's Sacred Values
  2. City's Financial Status and Projections
  3. 2017/18 Top 5 Priorities Set by the Community
  4. 2017/18 Completed Projects
  5. 2018/19 Launched Projects
  6. City, Land Use, and Planning Trends List
  7. City of La Quinta Map
  8. Community Workshop 2019 – Participants List
  9. Community Workshop 2019 – Recap of Activities and Results

# SACRED TO US

Health & Wellness

High Quality Aesthetics

Vibrant & Safe Community

Visually Beautiful City

Cultural Diversity

*La Quinta*

— GEM of the DESERT —

# GENERAL FUND FINANCIAL PROJECTIONS

City of La Quinta

As of January 11, 2019

	Actual	Growth	Adjusted Budget	2019/20 to 2028/29										
	2017/18	Projections	2018/19 *	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	TOTAL
<b>1. Cash Receipts</b>														
Sales Tax - Measure G <sup>a</sup>	\$ 9,967,657		\$ 9,345,000	\$ 9,438,450	\$ 9,532,835	\$ 9,628,163	\$ 9,724,444	\$ 9,821,689	\$ 9,919,906	\$ 10,019,105	\$ 10,119,296	\$ 10,220,489	\$ 10,322,694	\$ 98,747,070
Sales Tax - Bradley Burns	8,989,328	1%	8,900,000	8,989,000	9,078,890	9,169,679	9,261,376	9,353,989	9,447,529	9,542,005	9,637,425	9,733,799	9,831,137	94,044,829
Transient Occupancy Tax	9,843,256	2%	9,820,000	10,016,400	10,216,728	10,421,063	10,629,484	10,842,073	11,058,915	11,280,093	11,505,695	11,735,809	11,970,525	109,676,785
Property Tax	8,834,935	2%	9,161,000	9,344,220	9,531,104	9,721,726	9,916,161	10,114,484	10,316,774	10,523,109	10,733,572	10,948,243	11,167,208	102,316,602
Fire Service Property Tax	7,052,080	2%	7,057,600	7,198,752	7,342,727	7,489,582	7,639,373	7,792,161	7,948,004	8,106,964	8,269,103	8,434,485	8,603,175	78,824,326
Fire Property Tax Reserves <sup>b</sup>	-		50,000	193,152	344,853	505,502	675,513	855,321	1,045,378	1,246,153	1,458,138	1,681,846	1,917,809	9,923,665
Motor Vehicle In-Lieu	3,941,348	2%	4,078,000	4,159,560	4,242,751	4,327,606	4,414,158	4,502,442	4,592,490	4,684,340	4,778,027	4,873,587	4,971,059	45,546,021
Other Revenue/Intergovernmental	2,130,695	1%	1,133,200	1,144,532	1,155,977	1,167,537	1,179,212	1,191,005	1,202,915	1,214,944	1,227,093	1,239,364	1,251,758	11,974,337
Franchise Fees	1,821,007	1%	1,667,000	1,683,670	1,700,507	1,717,512	1,734,687	1,752,034	1,769,554	1,787,250	1,805,122	1,823,173	1,841,405	17,614,913
Charges for Services	1,279,869	1%	1,018,200	1,028,382	1,038,666	1,049,052	1,059,543	1,070,138	1,080,840	1,091,648	1,102,565	1,113,590	1,124,726	10,759,151
Development Related Permits	925,238	1%	756,200	763,762	771,400	779,114	786,905	794,774	802,722	810,749	818,856	827,045	835,315	7,990,640
Document Transfer Tax	718,472	1%	550,000	555,500	561,055	566,666	572,332	578,056	583,836	589,674	595,571	601,527	607,542	5,811,759
Business Licenses/Permits	469,582	1%	457,700	462,277	466,900	471,569	476,284	481,047	485,858	490,716	495,624	500,580	505,586	4,836,440
Fines and Assessments	375,390	1%	275,500	278,255	281,038	283,848	286,686	289,553	292,449	295,373	298,327	301,310	304,323	2,911,163
SilverRock Resort Net Revenue <sup>c</sup>						531,400	1,260,000	2,500,000	2,960,000	2,842,000	3,222,000	3,540,000	3,575,400	20,430,800
Carryover Funding from Prior Year			7,183,315											-
<b>2. Total Revenue</b>	<b>\$56,348,857</b>		<b>\$61,452,715</b>	<b>\$55,255,912</b>	<b>\$56,265,430</b>	<b>\$57,830,018</b>	<b>\$59,616,160</b>	<b>\$61,938,766</b>	<b>\$63,507,169</b>	<b>\$64,524,123</b>	<b>\$66,066,414</b>	<b>\$67,574,848</b>	<b>\$68,829,663</b>	<b>\$621,408,503</b>
<b>3. Cash Paid Out</b>														
Police Services Contract <sup>d</sup>	15,083,365	8%	17,019,000	18,380,520	19,850,962	21,439,039	23,154,162	25,006,495	27,007,014	29,167,575	31,500,981	34,021,060	36,742,745	266,270,551
Fire Service Contract <sup>d</sup>	6,531,244	4%	7,107,600	7,391,904	7,687,580	7,995,083	8,314,887	8,647,482	8,993,381	9,353,117	9,727,241	10,116,331	10,520,984	88,747,991
Salaries (Full-Time Employees)	5,268,266	3%	6,009,100	6,189,373	6,375,054	6,566,306	6,763,295	6,966,194	7,175,180	7,390,435	7,612,148	7,840,513	8,075,728	70,954,225
Maintenance & Operations <sup>e</sup>	4,081,864	2%	6,137,100	6,259,842	6,385,039	6,512,740	6,642,994	6,775,854	6,911,371	7,049,599	7,190,591	7,334,403	7,481,091	68,543,523
Capital Expenses <sup>f</sup>	3,467,879		9,679,465	1,552,000	1,552,000	1,552,000	1,552,000	1,552,000	1,552,000	1,552,000	1,552,000	1,552,000	1,552,000	15,520,000
Capital Expenses from Measure G	837,094		4,596,113	3,731,561	3,859,103	3,764,599	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	32,355,263
Other Contract Services	2,973,004	2%	3,788,950	3,864,729	3,942,024	4,020,864	4,101,281	4,183,307	4,266,973	4,352,313	4,439,359	4,528,146	4,618,709	42,317,704
Transfers Out <sup>g</sup>	1,519,594		1,131,000	1,131,000	1,131,000	1,131,000	1,131,000	1,131,000	1,131,000	1,131,000	1,131,000	1,131,000	1,131,000	11,310,000
Employee Medical Insurance Costs	1,065,177	3%	1,602,000	1,650,060	1,699,562	1,750,549	1,803,065	1,857,157	1,912,872	1,970,258	2,029,366	2,090,247	2,152,954	18,916,089
Other Personnel Costs	729,971	2%	895,452	913,361	931,628	950,261	969,266	988,651	1,008,424	1,028,593	1,049,165	1,070,148	1,091,551	10,001,049
PERS Unfunded Pension Liability <sup>h</sup>	544,449		724,348	859,277	964,300	1,091,700	1,197,200	1,259,600	1,306,000	1,332,120	1,358,762	1,385,938	1,413,656	12,168,553
PERS Normal Payroll Costs	346,329	2%	530,000	540,600	551,412.00	562,440	573,689	585,163	596,866	608,803	620,979	633,399	646,067	5,919,419
Salaries (Part-Time/Temporary)	244,140	2%	364,300	371,586	379,018	386,598	394,330	402,217	410,261	418,466	426,836	435,372	444,080	4,068,763
1996 Bond Debt Service/OPEB Trust	2,194,674		671,600											
Multi-Year Project Carryovers	7,183,315													
<b>4. Total Operational Expenses</b>	<b>\$52,070,365</b>		<b>\$60,256,028</b>	<b>\$52,835,813</b>	<b>\$55,308,681</b>	<b>\$57,723,178</b>	<b>\$59,597,169</b>	<b>\$62,355,120</b>	<b>\$65,271,343</b>	<b>\$68,354,279</b>	<b>\$71,638,428</b>	<b>\$75,138,556</b>	<b>\$78,870,564</b>	<b>\$647,093,131</b>
<b>5. Yearly Operating Cash Position</b>														
(2 minus 4)	4,278,492		1,196,687	2,420,099	956,749	106,839	18,991	(416,353)	(1,764,174)	(3,830,155)	(5,572,014)	(7,563,708)	(10,040,902)	(25,684,628)
<b>11. RDA Loan Repayment</b>														
Repayment based on Last & Final ROPS	2,899,296		2,490,453	2,540,262	2,591,066	2,642,888	2,695,746	2,749,661	2,804,654	2,860,747	2,917,962	2,976,321	3,035,847	27,815,154
<b>12. Cash Position After RDA Repayment</b>														
(10 plus 11)	\$ 7,177,788		\$ 3,687,140	\$ 4,960,361	\$ 3,547,815	\$ 2,749,727	\$ 2,714,737	\$ 2,333,308	\$ 1,040,480	\$ (969,408)	\$ (2,654,052)	\$ (4,587,387)	\$ (7,005,055)	\$ 2,130,526

The Adjusted Budget for 2018/19 includes anticipated mid-year changes and multi-year capital and operating carryovers.

Revenue projections are based on current economic conditions and historical trends. All assumptions include positive growth with no economic downturns.

Expenditure projections are based on current operations, regulatory requirements, and previously approved and anticipated increases.

Measure G reserves projected for June 30, 2019 are \$6,968,857

RDA loan repayments end in 2029/30. Additional revenue totals \$559,839.

**OPERATING BUDGET NOTES:**

- a - Measure G sales tax effective April 1, 2017 is projected to be 105% of Bradley Burns sales tax collected.
- b - Fire Property Tax Reserve account balance as of June 30, 2018 is \$9,754,327. These funds are held in trust by the County of Riverside and restricted for fire services.
- c - SilverRock Resort Net Revenue includes revenue derived from sales tax, property tax, transient occupancy tax and development fees.
- d - Police and Fire services are provided by the County of Riverside and subject to the County's annual budget and contractual obligations.
- e - Maintenance and operations includes utilities and internal services charges.
- f - Ongoing capital expense projections include minimum capital funding required for street and sidewalk improvements to secure Measure A and Gas Tax funding (both restricted for road improvements).
- g - Transfers Out support the Gas Tax Fund for street improvements, the Landscape and Lighting District, and SilverRock golf course. In 2017/18 \$300,000 was transferred to the Public Safety Fund and another \$200,000 will be transferred in 2018/19.
- h - PERS unfunded pension liability projections are based on CalPERS actuarial valuations as of June 30, 2017.

\* Adjusted 2018/19 Budget includes carryovers for multi-year capital projects (\$4,996,815) and operational carryovers (\$2,186,500). The adjusted budget also includes proposed mid-year budget adjustments for revenues and expenditures.

# Top 5 Priorities 17/18

**1A: Police & Fire Services Increase**

**Reserve Fund**

**1B: Unpaved Off Street Parking at Top of  
the Cove (Tecate)**

**2: Washington and Lake La Quinta Drive  
Drainage Improvements**

**3: North La Quinta Parkways  
(accelerate conversion)**

**4: Washington and Avenue 50 Drainage  
Improvements**

**5: Eisenhower Drive Drainage  
Improvements**

# Completed Projects 17/18

## City Manager's Office

- Updated and enhanced City's brand
- Installed Electric Vehicle Charging Stations at the Village parking lot, Wellness Center and City Hall
- Invested \$300,000 in three homeless prevention service providers: Coachella Valley Association of Governments, Martha's Village and Kitchen, and Coachella Valley Rescue Mission

## City Clerk's Office

- Streamlined the Municipal Code
- Established centralized electronic records public access portal
- Converted City's historic paper records to electronic records - available online through the City's public records portal
- Fulfilled over 600 public records requests

## Community Resources

- Completed the La Quinta Creation Station makerspace
- Hosted 5 new community experiences: Mission LQ - Rocket Launch, Fly Over LQ - Kite Experience, Toast to LQ, Tequila & Tacos Fiesta, and Street Food Cinema
- Implemented a fully digital employee recruitment/evaluation process
- Completed classification and compensation update
- Implemented Knox Box program to facilitate faster police response times to gated communities
- Constructed the National Fitness Court in La Quinta Park

# Completed Projects 17/18

## Facilities

- Completed the first phase of the Top of the Cove off-street parking
- A new skate park at Fritz Burns Park
- City entryways (Highway 111) renovation
- Perimeter fence at Adams Park, little library boxes in parks, desertscape in "Pork Chops" along Avenida Bermudez, and landscape conversion of four fountains in The Village
- 8 Pickleball courts and installed shade structures, benches and LED lighting on tennis and Pickleball courts

## Design & Development

- Online submittal of projects and permits
- Updated the Hub lounge to enhance customer service experience
- Highway 111 corridor visioning assessment and launched planning effort

## Fiscal Services

- Updated financial policies including: Debt Management, Reserves, and Purchasing
- Established Other Post-Employment Benefits Trust Fund for retiree healthcare
- Department of Finance approved the Last and Final Recognized Obligation Payment Schedule for Redevelopment Agency dissolution

# Launched Projects 18/19

## City Manager's Office

- Secured tax credit financing to remodel and expand Washington Street Apartments
- Sold 2.9 acres of vacant land to Sunridge Properties to develop a 108 room Residence Inn by Marriott
- Updated The Gem to a glossy magazine style with more focused community resources

## City Clerk's Office

- Implemented custom interactive maps for assessment districts and specific plans

## Community Resources

- Remodeled Fire Station 70
- Created temporary art program in the Village, along Calle Estado and Avenida La Fonda
- Increased Wellness Center facility rentals and fitness memberships to gain further cost recovery

## Facilities

- Replaced playgrounds at Monticello and Desert Pride Parks
- Installed pool heater at Fritz Burns Pool
- Soliciting vendors for year-round operations at Fritz Burns Pool



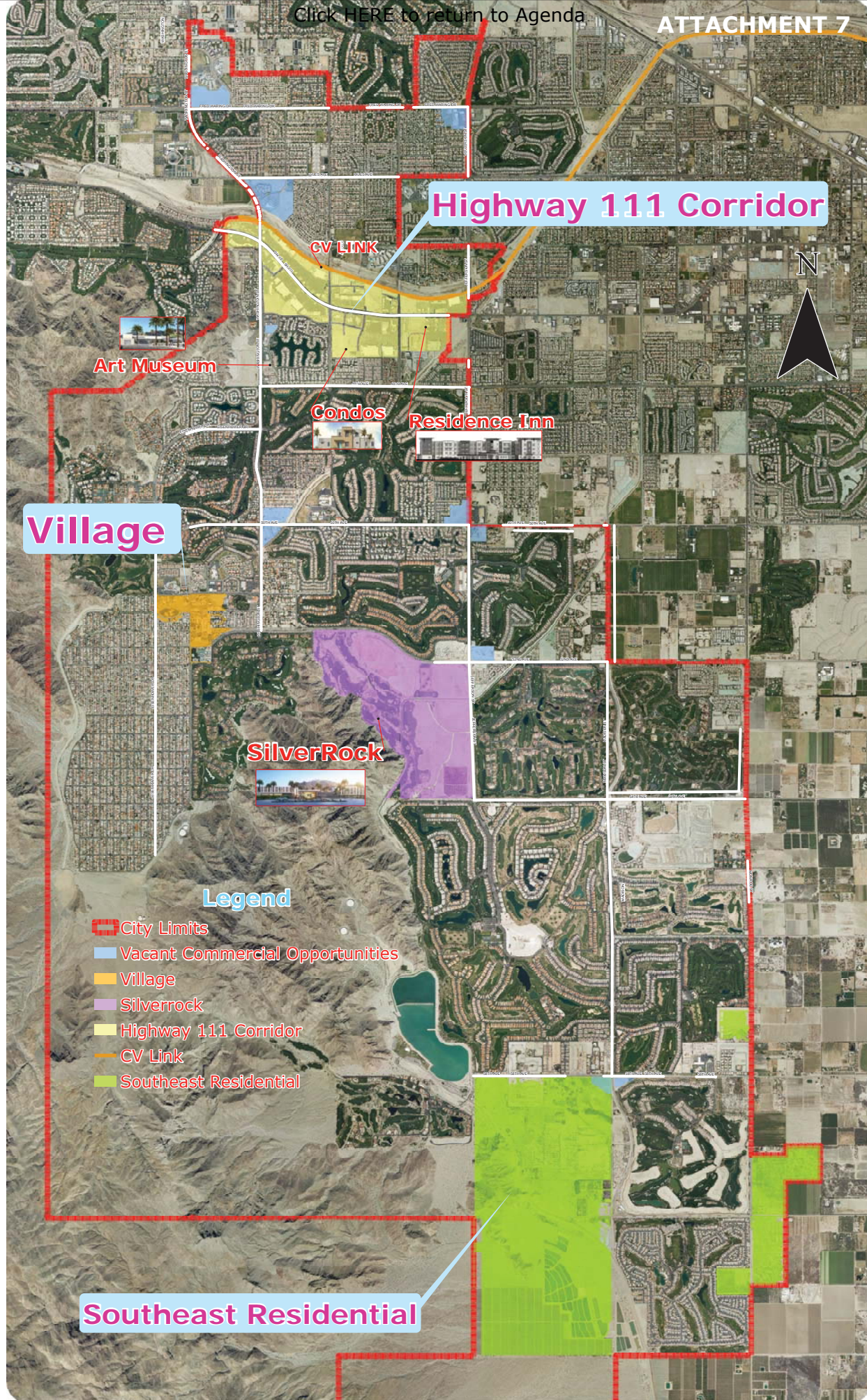
# City, Land Use and Planning Trends

- 1) **Experiential Retail/Entertainment** – retail and entertainment combined; interactive, immersive unique in-store experiences.
- 2) **Bricks & Clicks** – retailer with online identity as well as a brick and mortar presence. Selling cars online yet having a physical showroom.
- 3) **Complete Streets** – design improvements to streets that cater not just to cars but to other modes of mobility: bikes, transit, golf carts, pedestrians.
- 4) **Lifestyle Residential Communities**- all types residential to include amenities, conveniences, and social engagement. Recreational activities; family activities; health and wellness.
- 5) **Market/Food Halls** - mix of local artisan restaurants and shops and boutiques; small local businesses, with bars, music and entertainment.
- 6) **Affordable Mid-Market Homes** - starter homes and affordable rental units for young adults, to include amenities, social gathering and for families.
- 7) **Ridesharing, Alternative Power (Electric), and Self-Driving Vehicles** – they're here, they're coming.
- 8) **Net-Zero Energy Standard/Smart Home and Living** – buildings and homes that generate all their own power through on-site renewable sources, i.e., solar, wind, graywater. Control systems and energy management systems.
- 9) **Mixed Use Development** – blending residential, commercial, cultural, institutional, and/or industrial uses in an area.
- 10) **Smart Engagement & Connected Experience** – New technologies to engage and connect with digital and physical experiences. Deployment of 5G and citywide broadband infrastructure.
- 11) **Simulated Reality** – The power of augmented and virtual reality to enhance surroundings and built environment.
- 12) **Cannabis** – it's around us and will continue to shape the region.
- 13) **Smart Industrial** – Facilities to manufacture technology and light industrial.
- 14) **Experiential Art** – small and large-scale displays of art or exhibitions
- 15) **Community-wide Events** – arts, music, sports, cultural, and food and beverage festivals.

## Top Picks

- 1) **Experiential Retail/Entertainment** – retail and entertainment combined; interactive, immersive unique in-store experiences. **RED**
- 3) **Complete Streets** – design improvements to streets that cater not just to cars but to other modes of mobility: bikes, transit, golf carts, pedestrians. **ORANGE**
- 4) **Lifestyle Residential Communities**- all types residential to include amenities, conveniences, and social engagement. Recreational activities; family activities; health and wellness. **YELLOW**
- 5) **Market/Food Halls** - mix of local artisan restaurants and shops and boutiques; small local businesses, with bars, music and entertainment. **BLUE**
- 8) **Net-Zero Energy Standard/Smart Home and Living** - building development that generates all its own power through on-site renewable sources, i.e., solar, wind, graywater. Control systems and energy management systems. **GREEN**
- 10) **Smart Engagement & Connected Experience** – New technologies to engage and connect with digital and physical experiences. Deployment of 5G and citywide broadband infrastructure. **BLACK**

OTHER Exper \_\_\_\_\_ **WHITE**



Highway 111 Corridor

CV LINK

Art Museum

Condos

Residence Inn

Village

SilverRock

Legend

- City Limits
- Vacant Commercial Opportunities
- Village
- Silverrock
- Highway 111 Corridor
- CV Link
- Southeast Residential

Southeast Residential

[Click HERE to return to Agenda](#)

**ATTACHMENT 8**

CITY OF LA QUINTA  
LIST OF 88 ATTENDEES TAKEN FROM SIGN-IN SHEETS  
CITY COUNCIL SIXTH ANNUAL COMMUNITY WORKSHOP  
JANUARY 12, 2019

CITY COUNCIL MEMBERS/RESIDENTS (5):

Mayor Linda Evans  
Mayor Pro Tem Steve Sanchez  
Councilmember Fitzpatrick  
Councilmember Radi  
Councilmember Peña

CITY STAFF (21):

Frank J. Spevacek  
Teresa Thompson  
Gil Villalpando  
Marcie Graham  
Karla Campos  
Monika Radeva  
Nichole Romane  
Tania Flores  
Steve Howlett  
Danny Castro  
Bryan McKinney  
Tommi Sanchez  
Julie Mignogna  
Cheri Flores  
Carlos Flores  
Chris Escobedo  
Christina Calderon  
Angela Scott  
Jaime Torres  
Lisa Chaudhry  
Consultant Cynthia Henson

RESIDENTS (48):

Deanna Carstens  
Dan Hylton  
Brian Hanrahan  
Frank Corona  
Lourdes Corona  
Kathy Kronemeyer  
Charlotte Radi  
Max Radi  
Dave Gisling  
Richard Grund  
Victory Grund

RESIDENTS - *Continued*:

Craig Thompson  
Marie Thompson  
Jerry Prisbrey  
Robbi Simons  
Jerome Soba  
Barry Showbarger  
VJ Sleight  
Dale Tyerman  
Nancy Ervin  
Linda Hagood  
Nancy Salvatierra  
Edward Armendarez  
Bill Aitken  
Becky Barabe  
Sally Shelton  
Jose Maciel  
Brian Devlin  
Tim (no last name listed)  
Sharon Rumsey  
Joan Sanka  
Lisa Sanders  
Aileen Buckley  
Guy Chabot  
Patsy Chabot  
Gavin Schutz  
Amy Larsen  
Tanya Rose Hekkal  
Arlene Martin  
Lawrence Van Pelt  
Linda Van Pelt  
Judith D. Bennett  
Ron Schmeck  
Mark Rogers  
Val Smith  
Jeff Smith  
Michael McGarrey  
Steve Cherry

**ATTACHMENT 8**

COMMISSIONERS / RESIDENTS (13):

Kevin McCune	Planning Commission
Paul Quill	Planning Commission
Loretta Currie	Planning Commission
Veronica Mejia	Housing Commission
Michelle McDonough	Housing Commission
Gia Casto	Housing Commission
Javier Lopez	Financial Advisory Commission
Steven Rosen	Financial Advisory Commission
Corry Hunter	Financial Advisory Commission
George Batavick	Financial Advisory Commission
Richard (Dick) Mills	Financial Advisory Commission
Sharrell Blakeley	Community Services Commission
Douglas Hassett	Coachella Valley Mosquito & Vector Control District Board

NON-RESIDENTS (1):

Sherry Barkas, Desert Sun Reporter

# 2019 Community Workshop



1.12.19

Wellness Center

*La Quinta*

— GEM of the DESERT —

# Building Our Community

Date: Saturday, January 12, 2019

Time: 9 a.m. - 12 p.m.

Location: La Quinta Wellness Center

78450 Avenida La Fonda, La Quinta

Approximate Number of Participants: 88

Council Members	5 (5%)
City Staff	21 (23%)
Commissioners	13 (14%)
Residents	48 (54%)

Theme: Building Our Community - La Quinta's Past, Present, and Future!

## Timeline Exercise

Each table group had an opportunity to share the City's accomplishments and areas for improvement over the last 10 years, from 2008 to 2018.





# Why We Love & Live in La Quinta



## La Quinta's Sacred Values

- Health & Wellness
- High Quality Aesthetics
- Vibrant & Safe Community
- Visually Beautiful City
- Cultural Diversity

## Fiscal Responsibility & Stability

## 2017/18 Completed Projects & Accomplishments

### Completed Projects 17/18

#### City Manager's Office

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- Installed Electric Vehicle Charging Stations at the Village parking lot, Wellness Center and City Hall
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# Why We Love & Live in La Quinta

## 2018/19 Launched Projects



### Launched Projects 18/19

**City Manager's Office**

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**Facilities**

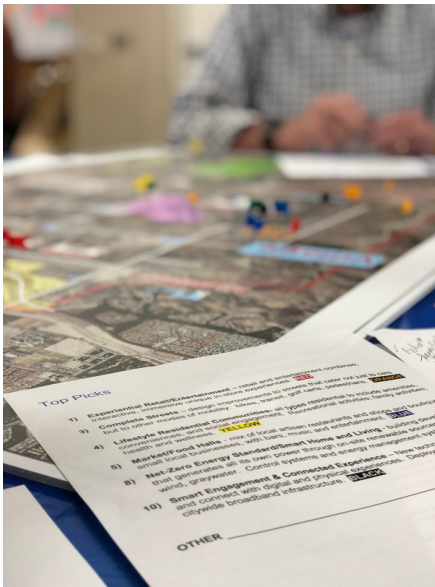
- Replaced playgrounds at Monticello and Desert Pride Parks
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- Soliciting vendors for year-round operations at Fritz Burns Pool

*La Quinta*

## La Quinta's Citywide Demographics

- Population increased to over 40,000
- Median age is 46.4 years
- Increase in number of people of Hispanic/Latino heritage
- Median income is \$76,000
- Housing units are up at 24,500
- Increase in population of people 25 years and older
- Increase in number of people with Graduate or professional degrees

# Top U.S. Trends and Areas of Opportunity in La Quinta

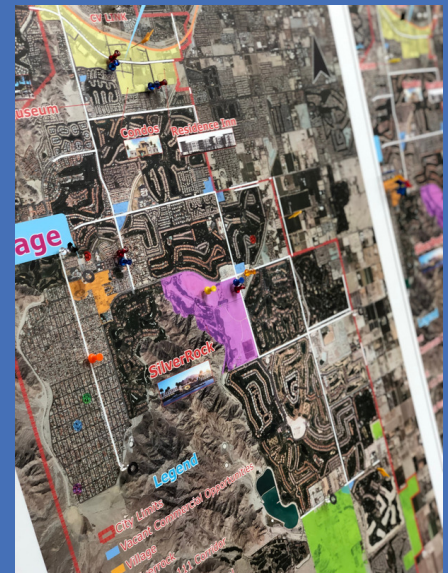
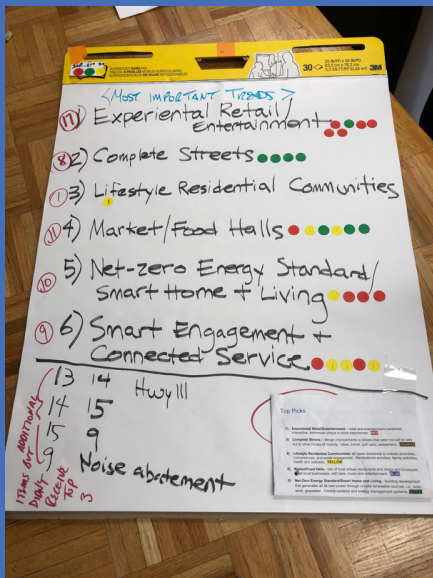


1. Experience Retail/Entertainment
2. Bricks & Clicks
3. Complete Streets
4. Lifestyle Residential Communities
5. Market/Food Halls
6. Affordable Mid-Market Homes
7. Ride sharing, Alternative Power (Electric), and Self-Driving Vehicles
8. Net-Zero Energy Standard/Smart Home & Living
9. Mixed Use Development
10. Smart Engagement & Connected Experience
11. Simulated Reality
12. Cannabis
13. Smart Industrial
14. Experience Art
15. Community-wide Events
16. Other - Attendee Recommendations

# Voted - Top 6 Trends for La Quinta

Participants were teamed into 10 groups and asked to rank the top trends and identify La Quinta's priorities

1. Experience Retail/Entertainment
2. Market/Food Halls
3. Net-Zero Energy Standard/Smart Home & Living
4. Smart Engagement & Connected Experience
5. Complete Streets
6. Lifestyle Residential Communities





**CITY COUNCIL  
MINUTES  
SPECIAL MEETING  
TUESDAY, JANUARY 29, 2019**

**CALL TO ORDER**

A special meeting of the La Quinta City Council was called to order at 6:02 p.m. by Mayor Evans.

PRESENT: Councilmembers Fitzpatrick, Peña, Radi, Sanchez, Mayor Evans  
ABSENT: None

**PLEDGE OF ALLEGIANCE**

City Manager Spevacek led the audience in the Pledge of Allegiance.

**CLOSED SESSION** – None

**CONFIRMATION OF AGENDA** – Confirmed

**PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA** – None

**ANNOUNCEMENTS, PRESENTATIONS, AND WRITTEN COMMUNICATIONS**  
– None

**STUDY SESSION**

**1. EXECUTIVE RECRUITER INTERVIEWS**

Council interviewed the following three executive recruitment firms:

- Avery Associates, Los Gatos, California – Mr. William Avery, President
- Ralph Anderson & Associates, Rocklin, California – Mr. David Morgan, Senior Consultant
- Roberts Consulting Group Inc., Los Angeles/Rancho Mirage, California – Mr. Norman Roberts and Mrs. Valerie Roberts, Consultants

Representatives from each firm spoke about their firm's history, experience, and explained their proposed executive recruitment strategy and plan.

Council discussed the next steps for selecting an executive recruiter firm and initiating the recruitment process; and further discussion and consideration of

the firms during a Business Session item at the February 5, 2019, regular meeting to make the selection and provide direction to Staff.

**MAYOR'S AND COUNCIL MEMBERS' ITEMS** – None

**ADJOURNMENT**

There being no further business, a motion was made and seconded by Councilmembers Pena/Radi to adjourn at 7:58 p.m. Motion passed unanimously.

Respectfully submitted,

MONIKA RADEVA, City Clerk  
City of La Quinta, California

# City of La Quinta

CITY COUNCIL MEETING: February 5, 2019

STAFF REPORT

---

**AGENDA TITLE:** EXCUSE ABSENCE FOR PLANNING COMMISSIONER QUILL FROM THE JANUARY 8, 2019 PLANNING COMMISSION MEETING

---

## RECOMMENDATION

Excuse absence for Planning Commissioner Paul Quill from the January 8, 2019 Planning Commission meeting.

## EXECUTIVE SUMMARY

- Commissioner Quill requested to be excused from the January 8, 2019 Planning Commission meeting due to technical difficulties.
- Commissioner Quill has two excused absences for FY 2018/19.

## FISCAL IMPACT

No meeting attendance compensation is paid to absent members.

## BACKGROUND/ANALYSIS

The Municipal Code states: "If any member of a board, commission or committee absents him/herself from two consecutive regular meetings or absents him/herself from a total of three regular meetings within any fiscal year, his/her office shall become vacant and shall be filled as any other vacancy. A board, commission or committee member may request advance permission from the city council to be absent at one or more regular meetings due to extenuating circumstances, and/or may request the city council to excuse an absence after-the-fact where such extenuating circumstances prevented the member from seeking advance permission to be absent. If such permission or excuse is granted by the city council, the absence shall not be counted toward the above-stated limitations on absences."

## ALTERNATIVES

Council may deny this request, which would result in the absence being counted toward the Commissioner's limitation on absences as noted above.

Prepared by: Nichole Romane, Interim Deputy City Clerk

Approved by: Monika Radeva, City Clerk

[Click HERE to return to Agenda](#)



# City of La Quinta

CITY COUNCIL MEETING: February 5, 2019

## STAFF REPORT

---

**AGENDA TITLE:** AUTHORIZE OVERNIGHT TRAVEL FOR DESIGN AND DEVELOPMENT DIRECTOR TO ATTEND AMERICAN PLANNING ASSOCIATION ANNUAL CONFERENCE IN SAN FRANCISCO, CALIFORNIA, APRIL 13-16, 2019

---

### RECOMMENDATION

Authorize overnight travel for Design and Development Director to attend the American Planning Association Annual Conference in San Francisco, California, April 13-16, 2019.

### EXECUTIVE SUMMARY

- The American Planning Association Annual Conference (Conference) offers sessions on planning and land-use issues as well as provides networking opportunities.
- Each year the Conference is held in different cities throughout the United States and this year it will be in San Francisco.

### FISCAL IMPACT

Estimated total expenses are \$2,750, which includes registration, transportation, lodging and meals. Funds are available in the Design and Development Department's Travel and Training Budget (101-6001-60320).

### BACKGROUND/ANALYSIS

The Conference is a four-day event focusing on a range of emerging issues, new trends, and best practices in planning. Education sessions include:

- Essential planning tools
- Adaptive transportation policy
- How to achieve planning objectives
- Inclusive housing successes
- Short-term rental regulation and compliance challenges.

### ALTERNATIVES

Council may elect to deny this travel.

Prepared by: Julie Mignogna, Management Analyst

Approved by: Danny Castro, Design and Development Director

[Click HERE to return to Agenda](#)

# City of La Quinta

**CITY COUNCIL MEETING:** February 5, 2019

## STAFF REPORT

---

**AGENDA TITLE:** AUTHORIZE OVERNIGHT TRAVEL FOR TWO COUNCILMEMBERS AND ASSISTANT TO THE CITY MANAGER TO ATTEND THE CALIFORNIA CANNABIS CONTROL SUMMIT IN SACRAMENTO, CALIFORNIA, APRIL 9-12, 2019

---

### RECOMMENDATION

Authorize overnight travel for two Councilmembers and Assistant to the City Manager to attend the California Cannabis Control Summit in Sacramento, California, April 9-12, 2019.

### EXECUTIVE SUMMARY

- In December 2015, City Council formed a Cannabis Ad Hoc Committee (Committee) to focus on Cannabis delivery, regulations, safety and legislation challenges for La Quinta. Mayor Pro Tem Sanchez and Councilmember Pena were appointed to lead this Committee.
- California Cannabis Control focuses on the various challenges the Medicinal and Adult-Use Cannabis Regulation and Safety Act poses for cities.
- This summit will address issues that are important to municipalities with a focus on licensing and permitting, social equity, and law enforcement.

### FISCAL IMPACT

Estimated expenses are \$1,495 per person, or a total of \$4,485, which includes registration, travel, lodging, and meals for four days. Funds are available in the 2018/19 City Council and City Manager Travel and Training budgets (101-1001-60320 & 101-1002-60320).

### BACKGROUND/ANALYSIS

Prior to the legalization of cannabis adult-use in California, Council formed an ad hoc Committee to address cannabis deliveries in the City. Mayor Pro Tem Sanchez and Councilmember Pena were appointed to serve on the Committee. California Cannabis Control is a unique summit focusing on the various

challenges the Medicinal and Adult-Use Cannabis Regulation and Safety Act poses for municipal officials, such as councilmembers, cannabis program managers, city managers, county supervisors, zoning officials, building and fire code enforcement, law enforcement, city and county attorneys, and public health employees.

The summit offers California-specific content on the impacts of cannabis legalization in the public sector. This gathering of cannabis regulators, law enforcement, and public health officials offers insights into best practices and lessons learned in the first year of cannabis legalization in California. The summit is a one-of-a-kind opportunity to hear about the California experience and learn concrete lessons from cannabis regulators in municipalities large and small, urban and rural.

### [ALTERNATIVES](#)

Council may elect to deny this request.

Prepared by: Gil Villalpando, Assistant to the City Manager  
Approved by: Frank J. Spevacek, City Manager

# City of La Quinta

CITY COUNCIL MEETING: February 5, 2019

## STAFF REPORT

**AGENDA TITLE:** APPROVE DEMAND REGISTERS DATED JANUARY 11, AND 18, 2019

### RECOMMENDATION

Approve demand registers dated January 11, and 18, 2019.

**EXECUTIVE SUMMARY** – None

### FISCAL IMPACT

Demand of Cash:

City	\$ 1,098,281.33
Successor Agency of RDA	\$ 11,870.60
Housing Authority	\$ 4,691.06
	<u>\$ 1,114,842.99</u>

### BACKGROUND/ANALYSIS

Routine bills and payroll must be paid between Council meetings. Attachment 1 details the weekly demand registers for January 11, and 18, 2019.

Warrants Issued:

121093-121154	\$ 189,707.55
121155-121253	\$ 367,287.99
Wire Transfers	\$ 297,390.11
Void	\$ (27,798.54)
Payroll Tax transfers	\$ 86,188.32
Payroll Direct Dep & Ck 37397-37400	\$ 202,067.56
	<u>\$ 1,114,842.99</u>

In the amounts listed above, three checks were voided and re-issued. The first two checks were never received by the vendor and the last check was returned due to a check error.

The most significant expenditures on the demand register are:

<b>Vendor</b>	<b>Account Name</b>	<b>Amount</b>	<b>Purpose</b>
Greater Palm Springs CVB	GPSCVB	\$ 60,322.00	Quarter 2 City Advertising Funding
Desert Concepts Construction	Construction	\$ 49,520.00	Frontier Parking Lot Project
JNS Media Specialists	Marketing & Tourism	\$ 46,691.88	Dec-Jan Marketing Services
Coachella Valley Water District	Various	\$ 33,417.62	City of La Quinta Water Services
Imperial Irrigation District	Various	\$ 32,043.11	City of La Quinta Electricity Services

**Wire Transfers:** Ten transfers totaled \$297,390. Of this amount, \$118,401 was for Landmark, \$156,800 for PERS, and \$11,044 for Lawyers Title. (See Attachment 2 for a full listing).

### **ALTERNATIVES**

Council may approve, partially approve, or reject the demand registers.

Prepared by: Derrick Armendariz, Account Technician

Approved by: Rosemary Hallick, Financial Services Analyst

Attachments: 1. Demand Registers  
2. Wire Transfers

**Demand Register**

Packet: APPKT01850 - JD 01/11/2019



City of La Quinta

Vendor Name	Payment Number	Description (Item)	Account Name	Account Number	Amount
<b>Fund: 101 - GENERAL FUND</b>					
ALLIED UNIVERSAL SECURITY S...	121093	12/05/18- LIC-0111810 REFUND OVERCH...	Cash Over/Short	101-0000-42300	5.00
ALTEC	121094	12/31/18- 2018 W-2,1099-MISC,ACA FOR...	Printing	101-1006-60410	330.54
BOYS & GIRLS CLUB OF COACH...	121095	01/2019-03/2019 FACILITY USE AGREEME...	Boys & Girls Club	101-3001-60135	10,000.00
CALPERS LONG-TERM CARE P...	121097	LONG TERM CARE	LT Care Insurance Pay	101-0000-20949	196.05
CIGNA HEALTH CARE	121100	01/2019- DENTAL INSURANCE	Dental Insurance Pay	101-0000-20943	8,035.23
DANIEL'S	121103	11/16/18- LIC-0005184 REFUND OVERPA...	Cash Over/Short	101-0000-42300	40.00
DEPARTMENT OF JUSTICE	121104	10/2018- BLOOD ALCOHOL ANALYSIS	Blood/Alcohol Testing	101-2001-60174	35.00
DESERT SUN PUBLISHING, LLC	121107	11/2018- HOUSING COMMISSION VACAN...	Advertising	101-1005-60450	121.00
DESERT SUN PUBLISHING, LLC	121107	11/2018- PUBLIC HEARING CDBG	Advertising	101-6001-60450	508.20
DESERT SUN PUBLISHING, LLC	121107	11/2018- PUBLIC HEARING NOTICE ZOA 2...	Advertising	101-6002-60450	462.00
DESERT SUN PUBLISHING, LLC	121107	11/2018- PUBLIC HEARING NOTICE CUP20...	Advertising	101-6002-60450	380.60
DESERT SUN PUBLISHING, LLC	121107	11/2018- PUBLIC HEARING NOTICE SDP20...	Advertising	101-6002-60450	389.40
DESERT SUN PUBLISHING, LLC	121107	FY1819 ART ON MAIN SPONSORSHIP	Community Experiences	101-3003-60149	2,630.61
DISH NETWORK	121108	11/22-12/21/2018- EOC CABLE	Utilities - Cable	101-2002-61400	69.80
EISENHOWER OCCUPATIONAL...	121109	01/03/19- PRE-EMP PHYSICALS	Recruiting/Pre-Employment	101-1004-60129	190.00
EISENHOWER OCCUPATIONAL...	121109	01/03/19- PRE-EMP PHYSICALS	Travel & Training	101-7003-60320	165.00
ENTERPRISE FLEET MANAGEM...	121110	12/05/18- LIC-0102375 REFUND OVERCH...	Cash Over/Short	101-0000-42300	13.00
FRONTIER COMMUNICATIONS...	121114	12/28/18-01/27/19- SPORTS COMPLEX P...	Utilities - Telephone	101-3005-61300	44.15
HOME DEPOT CREDIT SERVICES	121116	11/28-12/21/18- LANTERN CREDIT	Disaster Prep Supplies	101-2002-60406	-10.84
HOME DEPOT CREDIT SERVICES	121116	11/28-12/21/18- LANTERNS 1ST AID KIT	Disaster Prep Supplies	101-2002-60406	74.84
HOME DEPOT CREDIT SERVICES	121116	11/28-12/21/18- FS#70 SUPPLIES	Fire Station	101-2002-60670	95.64
HOME DEPOT CREDIT SERVICES	121116	11/28-12/21/18- PAINT FOR FS#93	Fire Station	101-2002-60670	226.15
HOME DEPOT CREDIT SERVICES	121116	11/28-12/21/18- PARK CAMERA CLEANING..	Materials/Supplies	101-3005-60431	11.56
HOME DEPOT CREDIT SERVICES	121116	11/28-12/21/18- LQ PARK DRINKING FOU...	Materials/Supplies	101-3005-60431	136.31
HOME DEPOT CREDIT SERVICES	121116	11/28-12/21/18- CITY HALL MATERIALS	Materials/Supplies	101-3008-60431	63.99
HOME DEPOT CREDIT SERVICES	121116	11/28-12/21/18- CITY HALL PINE CONES S...	Materials/Supplies	101-3008-60431	32.52
HOME DEPOT CREDIT SERVICES	121116	11/28-12/21/18- MOVING BLANKETS	Materials/Supplies	101-3008-60431	39.08
HOME DEPOT CREDIT SERVICES	121116	11/28-12/21/18- AUGER BIT	Tools/Equipment	101-3008-60432	89.84
HOME DEPOT CREDIT SERVICES	121116	11/28-12/21/18- LASER LEVEL	Tools/Equipment	101-3008-60432	43.43
HOME DEPOT CREDIT SERVICES	121116	11/28-12/21/18- WIRE ROPE	Tools/Equipment	101-3008-60432	161.95
HOME DEPOT CREDIT SERVICES	121116	11/28-12/21/18- STUCCO & MATERIALS	Operating Supplies	101-7003-60420	153.42
IPERMIT ERATERS	121118	9/25/18 PERMIT REFUND	Mechanical Permits	101-0000-42402	31.21
IRC INC	121119	12/2018- PRE EMP BACKGROUND CHECKS	Recruiting/Pre-Employment	101-1004-60129	109.00
KOLLE, ED	121120	10/2/18 BL OVERCHARGE	Cash Over/Short	101-0000-42300	9.00
LA QUINTA PROJECT 4 LLC	121122	5/18/18 PLAN CHECK DEPOSIT REFUND	Building Plan Check Fees	101-0000-42600	750.00
LA QUINTA PROJECT 4 LLC	121122	5/18/18 PLAN CHECK DEPOSIT REFUND	Building Plan Check Fees	101-0000-42600	750.00
LA QUINTA ROTARY CLUB	121123	12/18/18- BREW IN LQ ROTARY SVC	Community Experiences	101-3003-60149	2,500.00
LA QUINTA VACATION RENTAL	121124	12/18/18 BL OVERCHARGE	Cash Over/Short	101-0000-42300	88.00
LOEN, BROCK OR KARIN	121125	12/10/18- LIC-010834 REFUND TOT OVER...	Cash Over/Short	101-0000-42300	59.40
LOWE'S HOME IMPROVEMENT..	121126	11/26-12/11/18- DISASTER PREP SUPPLIES	Disaster Prep Supplies	101-2002-60406	21.64
LOWE'S HOME IMPROVEMENT..	121126	11/26-12/11/18- TREE LIGHTS	Community Experiences	101-3003-60149	127.67
LOWE'S HOME IMPROVEMENT..	121126	11/26-12/11/18- TREE LIGHTS RETURN	Community Experiences	101-3003-60149	-76.60
LOWE'S HOME IMPROVEMENT..	121126	11/26-12/11/18- LIGHTS	Community Experiences	101-3003-60149	66.03
LOWE'S HOME IMPROVEMENT..	121126	11/26-12/11/18- CITY HALL SUPPLIES	Materials/Supplies	101-3008-60431	41.22
LOWE'S HOME IMPROVEMENT..	121126	11/26-12/11/18- CITY HALL TRASH CAN	Materials/Supplies	101-3008-60431	149.69
LOWE'S HOME IMPROVEMENT..	121126	11/26-12/11/18- PW YARD MATERIALS	Materials/Supplies	101-3008-60431	100.81
LOWE'S HOME IMPROVEMENT..	121126	11/26-12/11/18- PW YARD MATERIALS	Materials/Supplies	101-3008-60431	20.62
LOWE'S HOME IMPROVEMENT..	121126	11/26-12/11/18- PW YARD MATERIALS	Operating Supplies	101-7003-60420	30.71
LOWE'S HOME IMPROVEMENT..	121126	11/26-12/11/18- MATERIALS	Operating Supplies	101-7003-60420	7.92
MAILFINANCE	121127	01/13/19-04/12/19 MAIL MACHINE LEASE...	Postage Machine	101-1007-60661	1,720.33
MCLANE, DEBBIE	121128	12/10/18 RECORDS MGMT FEE OVERCHA...	Digitization/Records Manage...	101-0000-42416	3.12
OFFICE DEPOT	121129	12/6/18 COUNCIL CHAMBERS SUPPLIES	Office Supplies	101-1005-60400	9.89
OFFICE DEPOT	121129	12/21/18- OFFICE SUPPLIES	Office Supplies	101-1005-60400	222.17

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Vendor Name	Payment Number	Description (Item)	Account Name	Account Number	Amount
OFFICE DEPOT	121129	12/26/18- 32GB USB	Office Supplies	101-1005-60400	71.06
ONTRAC	121130	12/22/18- OVERNIGHT MAIL	Postage	101-1007-60470	60.90
PLUG & PAY TECHNOLOGIES I...	121131	12/2018- WC CREDIT CARD FEES	Credit Card Fees	101-3003-60122	23.70
PLUG & PAY TECHNOLOGIES I...	121131	12/2018- HUB CREDIT CARD FEES	Administration	101-6001-60102	20.00
POWERS AWARDS INC	121132	12/12/18- FAC & FIN STAFF	Printing	101-1006-60410	38.63
RIVERSIDE COUNTY SHERIFF'S ...	121133	GARNISHMENT	Garnishments Payable	101-0000-20985	682.85
RIVERSIDE DEPARTMENT OF C...	121134	GARNISHMENT	Garnishments Payable	101-0000-20985	200.00
SCMAF	121135	12/27/18- MEMBERSHIP - AMBRIZ , DOR...	Membership Dues	101-3005-60351	130.00
SHADE STRUCTURES, INC	121136	12/14/18- FB PARK SHADE FABRIC TAX	Sales Taxes Payable	101-0000-20304	-431.74
SPARKLETTS	121138	12/28/18 WATER	Operating Supplies	101-7003-60420	137.11
SPARKLETTS	121138	12/28/18- DRINKING WATER	Citywide Conf Room Supplies	101-1007-60403	35.91
SPAY NEUTER IMPERATIVE PR...	121139	12/22/18- SNIP BUS	Veterinary Service	101-6004-60194	1,500.00
STAPLES ADVANTAGE	121140	12/18/18- OFFICE SUPPLIES	Office Supplies	101-1004-60400	15.97
STAPLES ADVANTAGE	121140	12/18/18- OFFICE SUPPLIES	Office Supplies	101-3001-60400	15.97
STAPLES ADVANTAGE	121140	12/20/18- OFFICE SUPPLIES	Office Supplies	101-1005-60400	220.47
STAPLES ADVANTAGE	121140	12/20/18- 64GB USB	Office Supplies	101-1005-60400	17.06
STAPLES ADVANTAGE	121140	12/20/18- OFFICE SUPPLIES	Office Supplies	101-1005-60400	6.84
STAPLES ADVANTAGE	121140	12/20/18- 16 TAB DIVIDERS	Office Supplies	101-1005-60400	81.45
SUNLINE TRANSIT AGENCY	121141	12/2018- SUNLINE BUS PASSES	Due to SunLine	101-0000-20305	1,883.25
THE CHAMBER	121142	PROMOTIONAL SERVICES	Marketing & Tourism Promoti...	101-3007-60461	7,062.50
THOMAS, CHRIS	121143	01/02/19- FAC RENTAL DEP REFUND	Miscellaneous Deposits	101-0000-22830	500.00
THOMASSEN, LISA	121144	01/02/19- CLASS REFUND	Wellness Center Leisure Enric...	101-0000-42214	16.00
TIME WARNER CABLE	121145	12/16/18-01/15/19- FS#32 CABLE	Utilities - Cable	101-2002-61400	71.52
TIME WARNER CABLE	121145	12/05/18-01/04/19- STA 32 CABLE	Utilities - Cable	101-2002-61400	3.16
TIME WARNER CABLE	121145	12/24/18-01/23/19- FS#93 CABLE	Utilities - Cable	101-2002-61400	95.18
TPx COMMUNICATIONS	121148	12/23/18-1/22/19 PHONE LINE SERVICE	Utilities - Telephone	101-2002-61300	1,078.58
UNITED WAY OF THE DESERT	121149	CONTRIBUTION	United Way Deductions	101-0000-20981	42.00
VAVRINEK, TRINE, DAY & CO., ...	121151	FINANCIAL AUDITING SERVICES	Auditors	101-1006-60106	18,200.00
VERIZON WIRELESS	121152	11/14-12/13/18- EOC CELL PHONES	Mobile/Cell Phones/Satellites	101-2002-61304	49.01
VERIZON WIRELESS	121152	11/26-12/25/18 LQPD CELL SERVICES	Utilities - Telephone	101-2001-61300	978.51
WELLNESS WORKS	121154	12/2018 WELLNESS WORKS-EMPLOYEE AS...	Consultants	101-1004-60104	400.00
<b>Fund 101 - GENERAL FUND Total:</b>					<b>64,681.19</b>

**Fund: 201 - GAS TAX FUND**

CALIFORNIA COMMERCIAL AS...	121096	12/7/18 COLD MIX	Asphalt	201-7003-60430	183.50
HOME DEPOT CREDIT SERVICES	121116	11/28-12/21/18- STEEL BAR	Materials/Supplies	201-7003-60431	49.33
LOWE'S HOME IMPROVEMENT..	121126	11/26-12/11/18- LUMBER	Materials/Supplies	201-7003-60431	17.28
LOWE'S HOME IMPROVEMENT..	121126	11/26-12/11/18- CONCRETE ANCHORS	Materials/Supplies	201-7003-60431	49.44
LOWE'S HOME IMPROVEMENT..	121126	11/26-12/11/18- HEAT GUN	Materials/Supplies	201-7003-60431	78.50
LOWE'S HOME IMPROVEMENT..	121126	11/26-12/11/18- QUICK SET CEMENT	Materials/Supplies	201-7003-60431	8.24
TOPS'N BARRICADES INC	121146	11/7/18 TRAFFIC CONTROL SIGNS	Traffic Control Signs	201-7003-60429	262.90
TOPS'N BARRICADES INC	121146	11/7/18 TRAFFIC CONTROL SIGNS	Traffic Control Signs	201-7003-60429	116.36
TOPS'N BARRICADES INC	121146	11/8/18 BARRICADES	Barricades	201-7003-60428	962.44
TOPS'N BARRICADES INC	121146	12/6/18 TRAFFIC CONTROL SIGNS	Traffic Control Signs	201-7003-60429	130.07
TOPS'N BARRICADES INC	121146	12/6/18 TRAFFIC CONTROL SIGNS	Traffic Control Signs	201-7003-60429	292.81
TOPS'N BARRICADES INC	121146	12/11/18 BARRICADES AND TRAFFIC SIGNS	Traffic Control Signs	201-7003-60429	785.99
TOPS'N BARRICADES INC	121146	12/11/18 TRAFFIC CONTROL SIGNS	Traffic Control Signs	201-7003-60429	83.09
TOPS'N BARRICADES INC	121146	12/20/18 TRAFFIC CONTROL SIGNS	Traffic Control Signs	201-7003-60429	247.19
TOPS'N BARRICADES INC	121146	12/20/18 TRAFFIC CONTROL SIGNS	Traffic Control Signs	201-7003-60429	183.57
<b>Fund 201 - GAS TAX FUND Total:</b>					<b>3,450.71</b>

**Fund: 202 - LIBRARY & MUSEUM FUND**

FRONTIER COMMUNICATIONS...	121114	12/13/18-01/12/19- MUSEUM PHONE	Utilities - Telephone	202-3006-61300	127.44
HOME DEPOT CREDIT SERVICES	121116	11/28-12/21/18- ACRYLIC SHEETS	Operating Supplies	202-3004-60420	26.01
HOME DEPOT CREDIT SERVICES	121116	11/28-12/21/18- LED LIGHTS	Maintenance/Services	202-3004-60691	54.66
HOME DEPOT CREDIT SERVICES	121116	11/28-12/21/18- MUSEUM LIGHT BULBS	Maintenance/Services	202-3006-60691	60.52
HOME DEPOT CREDIT SERVICES	121116	11/28-12/21/18- SOCKETS	Maintenance/Services	202-3006-60691	53.40
LOWE'S HOME IMPROVEMENT..	121126	11/26-12/11/18- LIBRARY MATERIALS	Maintenance/Services	202-3004-60691	16.91
LOWE'S HOME IMPROVEMENT..	121126	11/26-12/11/18- MUSEUM ELECTRICAL T...	Maintenance/Services	202-3006-60691	131.04
<b>Fund 202 - LIBRARY &amp; MUSEUM FUND Total:</b>					<b>469.98</b>



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Vendor Name	Payment Number	Description (Item)	Account Name	Account Number	Amount
<b>Fund: 215 - LIGHTING &amp; LANDSCAPING FUND</b>					
DESERT ELECTRIC SUPPLY	121106	12/14/18 ELECTRICAL MATERIAL	Materials/Supplies	215-7004-60431	1,158.93
DESERT ELECTRIC SUPPLY	121106	12/17/18 ELECTRICAL MATERIAL	Materials/Supplies	215-7004-60431	727.24
DESERT ELECTRIC SUPPLY	121106	12/18/18 ELECTRICAL MATERIAL	Materials/Supplies	215-7004-60431	162.44
FRONTIER COMMUNICATIONS...	121113	12/7-1/6/19-PHONE SERVICE	Utilities - Electric	215-7004-61116	207.07
FRONTIER COMMUNICATIONS...	121113	12/10-1/9/19 PHONE SERVICE	Utilities - Electric	215-7004-61116	85.47
HOME DEPOT CREDIT SERVICES	121116	11/28-12/21/18- GRAFFITI PAINT	Supplies-Graffiti and Vandalism	215-7004-60423	19.53
HOME DEPOT CREDIT SERVICES	121116	11/28-12/21/18- GRAFFITI SUPPLIES	Supplies-Graffiti and Vandalism	215-7004-60423	41.64
HOME DEPOT CREDIT SERVICES	121116	11/28-12/21/18- IRRIGATION MATERIALS	Materials/Supplies	215-7004-60431	141.08
HOME DEPOT CREDIT SERVICES	121116	11/28-12/21/18- TOOLS	Materials/Supplies	215-7004-60431	87.45
HORIZON LIGHTING	121117	12/2018 CITYWIDE LANDSCAPE LIGHTING...	Consultants	215-7004-60104	6,434.69
KRIBBS, BRUCE	121121	12/20/18- REWIRE LIGHTS ON LA FONDA	Maintenance/Services	215-7004-60691	3,125.00
LOWE'S HOME IMPROVEMENT..	121126	11/26-12/11/18- GRAFFITI SUPPLIES	Supplies-Graffiti and Vandalism	215-7004-60423	24.66
SMITH PIPE & SUPPLY CO	121137	12/13/18 GOPHER TRAP	Materials/Supplies	215-7004-60431	77.87
SMITH PIPE & SUPPLY CO	121137	12/20/18 IRRIGATION MATERIAL	Materials/Supplies	215-7004-60431	528.34
VINTAGE ASSOCIATES	121153	12/5/18 PLANT REPLACEMENTS	Operating Supplies	215-7004-60420	109.77
<b>Fund 215 - LIGHTING &amp; LANDSCAPING FUND Total:</b>					<b>12,931.18</b>
<b>Fund: 224 - TUMF FUND</b>					
GRANGER, CARY	121115	11/28/18 OVERCHARGE ON TUMF-RESID...	TUMF Payable to CVAG	224-0000-20320	1,296.04
<b>Fund 224 - TUMF FUND Total:</b>					<b>1,296.04</b>
<b>Fund: 237 - SUCCESSOR AGCY PA 1 ADMIN</b>					
US BANK	121150	12/01/18-11/30/19- 2013 SERNA ADMIN ...	Consultants	237-9001-60104	1,650.00
US BANK	121150	12/01/18-11/30/2019- 2013 BOND SER.B ...	Consultants	237-9001-60104	1,650.00
US BANK	121150	12/01/18-11/30/19- 2016 BOND TRUSTEE...	Consultants	237-9001-60104	3,000.00
<b>Fund 237 - SUCCESSOR AGCY PA 1 ADMIN Total:</b>					<b>6,300.00</b>
<b>Fund: 241 - HOUSING AUTHORITY</b>					
POWERS AWARDS INC	121132	12/12/18- H COMM - GAETA	Operating Supplies	241-9101-60420	22.31
<b>Fund 241 - HOUSING AUTHORITY Total:</b>					<b>22.31</b>
<b>Fund: 401 - CAPITAL IMPROVEMENT PROGRAMS</b>					
COUNTY OF RIVERSIDE	121102	01/08/19- AVENIDA BERMUDAS NOTICE O...	Professional Services	401-0000-60103	50.00
DESERT CONCEPTS CONSTRUC...	121105	PROJECT NO 2018-14 FRONTIER PARKING ...	Construction	401-0000-60188	49,520.00
<b>Fund 401 - CAPITAL IMPROVEMENT PROGRAMS Total:</b>					<b>49,570.00</b>
<b>Fund: 501 - FACILITY &amp; FLEET REPLACEMENT</b>					
ENTERPRISE FM TRUST	121111	01/2019- FLEET LEASE	Vehicles, Rentals & Leases	501-0000-71030	18,485.06
HOME DEPOT CREDIT SERVICES	121116	11/28-12/21/18- LOAD BINDER FOR TRUCK	Parts & Maintenance Supplies	501-0000-60675	148.85
LOWE'S HOME IMPROVEMENT..	121126	11/26-12/11/18- DIESEL EXHAUST FLUID	Fuel & Oil	501-0000-60674	26.80
LOWE'S HOME IMPROVEMENT..	121126	11/26-12/11/18- TRUCK TOOL BOX	Parts & Maintenance Supplies	501-0000-60675	257.25
TOWER ENERGY GROUP	121147	12/1-12/15/18 UNLEADED/DIESEL FUEL	Fuel & Oil	501-0000-60674	2,280.00
TOWER ENERGY GROUP	121147	12/16-12/31/18 UNLEADED/DIESEL FUEL	Fuel & Oil	501-0000-60674	1,043.70
<b>Fund 501 - FACILITY &amp; FLEET REPLACEMENT Total:</b>					<b>22,241.66</b>
<b>Fund: 502 - INFORMATION TECHNOLOGY</b>					
CANON FINANCIAL SERVICES, ...	121098	12/20/18-01/19/19 CANON COPIER CONT...	Copiers	502-0000-60662	736.30
CDW GOVERNMENT INC	121099	8/1/18 IPHONE 8 CASES	Cell/Mobile Phones	502-0000-61301	73.99
CDW GOVERNMENT INC	121099	10/4/18 PHONE CASE	Cell/Mobile Phones	502-0000-61301	37.00
CDW GOVERNMENT INC	121099	10/8/18 CONFERENCE ROOM TV	Operating Supplies	502-0000-60420	193.68
CONVERGEONE, INC	121101	12/2018 FY 17/18 RIM MGMT INFORMAT...	Consultants	502-0000-60104	18,900.00
FISHER INTEGRATED INC	121112	12/18 COUNCIL VIDEO STREAMING	Consultants	502-0000-60104	800.00
FRONTIER COMMUNICATIONS...	121114	12/10/18-01/09/19- CITY HALL INTERNET	Utilities - Cable	502-0000-61400	103.01
FRONTIER COMMUNICATIONS...	121114	12/25/18-01/25/19- CITY HALL INTERNET	Utilities - Cable	502-0000-61400	93.01
HOME DEPOT CREDIT SERVICES	121116	11/28-12/21/18- MOVING BLANKETS	Operating Supplies	502-0000-60420	32.53
TIME WARNER CABLE	121145	1/19 CH CABLE	Technical	502-0000-60108	144.78
TIME WARNER CABLE	121145	12/20/18-01/19/19- CABLE SERVICE	Utilities - Cable	502-0000-61400	8.83
TPx COMMUNICATIONS	121148	12/23/18-1/22/19 PHONE LINE SERVICE	Utilities - Telephone	502-0000-61300	2,214.37
<b>Fund 502 - INFORMATION TECHNOLOGY Total:</b>					<b>23,337.50</b>
<b>Fund: 503 - PARK EQUIP &amp; FACILITY FUND</b>					
SHADE STRUCTURES, INC	121136	12/14/18- FB PARK SHADE FABRIC	Parks	503-0000-71060	5,365.92
<b>Fund 503 - PARK EQUIP &amp; FACILITY FUND Total:</b>					<b>5,365.92</b>

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<b>Vendor Name</b>	<b>Payment Number</b>	<b>Description (Item)</b>	<b>Account Name</b>	<b>Account Number</b>	<b>Amount</b>
<b>Fund: 601 - SILVERROCK RESORT</b>					
HOME DEPOT CREDIT SERVICES	121116	11/28-12/21/18- SRR MATERIALS	Repair & Maintenance	601-0000-60660	41.06
				<b>Fund 601 - SILVERROCK RESORT Total:</b>	<b>41.06</b>
				<b>Grand Total:</b>	<b>189,707.55</b>

**Fund Summary**

Fund	Expense Amount
101 - GENERAL FUND	64,681.19
201 - GAS TAX FUND	3,450.71
202 - LIBRARY & MUSEUM FUND	469.98
215 - LIGHTING & LANDSCAPING FUND	12,931.18
224 - TUMF FUND	1,296.04
237 - SUCCESSOR AGCY PA 1 ADMIN	6,300.00
241 - HOUSING AUTHORITY	22.31
401 - CAPITAL IMPROVEMENT PROGRAMS	49,570.00
501 - FACILITY & FLEET REPLACEMENT	22,241.66
502 - INFORMATION TECHNOLOGY	23,337.50
503 - PARK EQUIP & FACILITY FUND	5,365.92
601 - SILVERROCK RESORT	41.06
<b>Grand Total:</b>	<b>189,707.55</b>

**Account Summary**

Account Number	Account Name	Expense Amount
101-0000-20304	Sales Taxes Payable	-431.74
101-0000-20305	Due to SunLine	1,883.25
101-0000-20943	Dental Insurance Pay	8,035.23
101-0000-20949	LT Care Insurance Pay	196.05
101-0000-20981	United Way Deductions	42.00
101-0000-20985	Garnishments Payable	882.85
101-0000-22830	Miscellaneous Deposits	500.00
101-0000-42214	Wellness Center Leisure E...	16.00
101-0000-42300	Cash Over/Short	214.40
101-0000-42402	Mechanical Permits	31.21
101-0000-42416	Digitization/Records Man...	3.12
101-0000-42600	Building Plan Check Fees	1,500.00
101-1004-60104	Consultants	400.00
101-1004-60129	Recruiting/Pre-Employe...	299.00
101-1004-60400	Office Supplies	15.97
101-1005-60400	Office Supplies	628.94
101-1005-60450	Advertising	121.00
101-1006-60106	Auditors	18,200.00
101-1006-60410	Printing	369.17
101-1007-60403	Citywide Conf Room Suppl..	35.91
101-1007-60470	Postage	60.90
101-1007-60661	Postage Machine	1,720.33
101-2001-60174	Blood/Alcohol Testing	35.00
101-2001-61300	Utilities - Telephone	978.51
101-2002-60406	Disaster Prep Supplies	85.64
101-2002-60670	Fire Station	321.79
101-2002-61300	Utilities - Telephone	1,078.58
101-2002-61304	Mobile/Cell Phones/Satell...	49.01
101-2002-61400	Utilities - Cable	239.66
101-3001-60135	Boys & Girls Club	10,000.00
101-3001-60400	Office Supplies	15.97
101-3003-60122	Credit Card Fees	23.70
101-3003-60149	Community Experiences	5,247.71
101-3005-60351	Membership Dues	130.00
101-3005-60431	Materials/Supplies	147.87
101-3005-61300	Utilities - Telephone	44.15
101-3007-60461	Marketing & Tourism Pro...	7,062.50
101-3008-60431	Materials/Supplies	447.93
101-3008-60432	Tools/Equipment	295.22
101-6001-60102	Administration	20.00
101-6001-60450	Advertising	508.20
101-6002-60450	Advertising	1,232.00
101-6004-60194	Veterinary Service	1,500.00

**Account Summary**

Account Number	Account Name	Expense Amount
101-7003-60320	Travel & Training	165.00
101-7003-60420	Operating Supplies	329.16
201-7003-60428	Barricades	962.44
201-7003-60429	Traffic Control Signs	2,101.98
201-7003-60430	Asphalt	183.50
201-7003-60431	Materials/Supplies	202.79
202-3004-60420	Operating Supplies	26.01
202-3004-60691	Maintenance/Services	71.57
202-3006-60691	Maintenance/Services	244.96
202-3006-61300	Utilities - Telephone	127.44
215-7004-60104	Consultants	6,434.69
215-7004-60420	Operating Supplies	109.77
215-7004-60423	Supplies-Graffiti and Van...	85.83
215-7004-60431	Materials/Supplies	2,883.35
215-7004-60691	Maintenance/Services	3,125.00
215-7004-61116	Utilities - Electric	292.54
224-0000-20320	TUMF Payable to CVAG	1,296.04
237-9001-60104	Consultants	6,300.00
241-9101-60420	Operating Supplies	22.31
401-0000-60103	Professional Services	50.00
401-0000-60188	Construction	49,520.00
501-0000-60674	Fuel & Oil	3,350.50
501-0000-60675	Parts & Maintenance Supp..	406.10
501-0000-71030	Vehicles, Rentals & Leases	18,485.06
502-0000-60104	Consultants	19,700.00
502-0000-60108	Technical	144.78
502-0000-60420	Operating Supplies	226.21
502-0000-60662	Copiers	736.30
502-0000-61300	Utilities - Telephone	2,214.37
502-0000-61301	Cell/Mobile Phones	110.99
502-0000-61400	Utilities - Cable	204.85
503-0000-71060	Parks	5,365.92
601-0000-60660	Repair & Maintenance	41.06
	<b>Grand Total:</b>	<b>189,707.55</b>

**Project Account Summary**

Project Account Key	Expense Amount	
**None**	137,494.44	
201802P	50.00	
201814CT	49,520.00	
BREWE	2,500.00	
MAKERE	26.01	
TREEE	117.10	
	<b>Grand Total:</b>	<b>189,707.55</b>



Vendor Name	Payment Number	Description (Item)	Account Name	Account Number	Amount
<b>Fund: 101 - GENERAL FUND</b>					
2XL CORPORATION	121155	01/03/19- WC GYM WIPES TAX	Sales Taxes Payable	101-0000-20304	-26.53
2XL CORPORATION	121155	01/03/19- WC GYM WIPES	Operating Supplies	101-3002-60420	438.45
ALARM MONITORING SERVICE...	121156	01/01/19-03/31/19- CITY HALL	Security & Alarm	101-3008-60123	165.00
ALARM MONITORING SERVICE...	121156	01/01/19-03/31/19- WELLNESS CENTER	Security & Alarm	101-3008-60123	165.00
ALARM MONITORING SERVICE...	121156	01/01/19-03/31/19- LQ PARK	Security & Alarm	101-3008-60123	165.00
ALARM MONITORING SERVICE...	121156	01/01/19-03/31/19- LQ MAINT	Security & Alarm	101-3008-60123	165.00
ALARM MONITORING SERVICE...	121156	01/01/19-03/31/19- FS#32 & 93	Fire Station	101-2002-60670	510.00
ALARM MONITORING SERVICE...	121156	01/01/19-03/31/19- WELLNESS CENTER	Security & Alarm	101-3008-60123	255.00
ALARM MONITORING SERVICE...	121156	01/01/19-03/31/19- CITY HALL	Security & Alarm	101-3008-60123	255.00
ALPHA CARD	121157	01/11/19- WC FITPASS CARD STOCK	Operating Supplies	101-3002-60420	462.74
AMERICAN FORENSIC NURSES ...	121158	10/31/18- BLOOD ALCOHOL ANALYSIS	Blood/Alcohol Testing	101-2001-60174	120.00
AMERICAN FORENSIC NURSES ...	121158	11/30/18- BLOOD ALCOHOL ANALYSIS	Blood/Alcohol Testing	101-2001-60174	275.00
AMERIPRIDE SERVICES INC	121159	01/03/19- WC JANOTIRIAL SVC	Operating Supplies	101-3002-60420	190.35
ANAYA, JULIO C.	121160	01/06/19- ICC J1 CERT	Travel & Training	101-6003-60320	205.00
ANSAFONE CONTACT CENTERS...	121161	12/25/18-01/20/19- PM10 ANSWERING S...	PM 10 - Dust Control	101-7006-60146	125.87
BERETTO, LUCILLA	121162	01/11/19- PILATES	Instructors	101-3002-60107	550.90
BIO-TOX LABORATORIES	121163	11/14/18- BLOOD ALCOHOL ANALYSIS	Blood/Alcohol Testing	101-2001-60174	618.00
BREEZE AIR CONDITIONING LLC	121166	01/03/19- LIC-766832 REFUND BL	Cash Over/Short	101-0000-42300	23.00
CALIFORNIA CLINIC MANAGE...	121169	01/07/19- LIC-766762 REFUND BL	Cash Over/Short	101-0000-42300	4.00
CAMPOS, KARLA	121170	01/08-01/11/19- CSMFO REIMB	Travel & Training	101-1006-60320	45.00
CASC ENGINEERING & CONSU...	121171	FY 18/19 STORMWATER JURISDICTIONAL...	Professional Services	101-7002-60103	23,116.50
CITY CLERK ASSOCIATION OF C...	121173	01/01/2019-01/01/2020- CCAC MEMBER-...	Membership Dues	101-1005-60351	55.00
CITY CLERK ASSOCIATION OF C...	121173	01/01/2019-01/01/2020- CCAC MEMBER-...	Membership Dues	101-1005-60351	55.00
CITY CLERK ASSOCIATION OF C...	121173	01/01/19-01/01/2020- CCAC MEMBER- M...	Membership Dues	101-1005-60351	55.00
CLASSIC AUTO TRANSPORT	121174	12/07/18-LA183400065 POLICE TOW	Sheriff - Other	101-2001-60176	255.00
COACHELLA VALLEY CONSERV...	121176	12/2018- MSHCP FEES	MSHCP Mitigation Fee	101-0000-20310	13,758.00
COACHELLA VALLEY CONSERV...	121176	12/2018- MSHCP FEES	CVMSHCP Admin Fee	101-0000-43631	-137.58
COACHELLA VALLEY WATER DI...	121177	01/09/19- WATER SERVICE	Utilities - Water	101-2002-61200	83.72
COACHELLA VALLEY WATER DI...	121177	01/09/19- WATER SERVICE	Utilities - Water - Civic Center ...	101-3005-61202	1,350.96
COACHELLA VALLEY WATER DI...	121177	01/09/19- WATER SERVICE	Utilities - Water -Pioneer Park	101-3005-61207	1,072.37
COACHELLA VALLEY WATER DI...	121177	01/09/19- WATER SERVICE	Utilities - Water -Community P...	101-3005-61209	10,059.04
COACHELLA VALLEY WATER DI...	121177	01/09/19- WATER SERVICE	Utilities - Water	101-3008-61200	16.96
COACHELLA VALLEY WATER DI...	121177	01/09/19- WATER SERVICE	PM 10 - Dust Control	101-7006-60146	126.32
COACHELLA VALLEY WATER DI...	121177	01/14/19- WATER SERVICES	Utilities - Water - Civic Center ...	101-3005-61202	1,425.66
COACHELLA VALLEY WATER DI...	121177	01/14/19- WATER SERVICES	Utilities - Water -Seasons Park	101-3005-61208	16.96
COACHELLA VALLEY WATER DI...	121177	01/15/19- WATER SERVICE	Utilities - Water	101-2002-61200	788.26
COACHELLA VALLEY WATER DI...	121177	01/15/19- WATER SERVICE	Utilities - Water -Fritz Burns pa...	101-3005-61204	81.11
COACHELLA VALLEY WATER DI...	121177	01/15/19- WATER SERVICE	Utilities - Water -Community P...	101-3005-61209	164.61
COACHELLA VALLEY WATER DI...	121177	01/15/19- WATER SERVICE	Utilities - Water	101-3008-61200	86.96
COACHELLA VALLEY WATER DI...	121177	01/08/19- WATER SERVICE	Utilities - Water -Fritz Burns pa...	101-3005-61204	2,165.37
COACHELLA VALLEY WATER DI...	121177	01/08/19- WATER SERVICE	Utilities - Water	101-3008-61200	512.35
COACHELLA VALLEY WATER DI...	121177	01/15/19- WATER SERVICE	Utilities - Water -Desert Pride	101-3005-61206	147.05
COACHELLA VALLEY WATER DI...	121177	01/15/19- WATER SERVICE	PM 10 - Dust Control	101-7006-60146	36.06
COHEN, ANN MARIE	121178	01/11/19- SUN STYLE TAI CHI	Instructors	101-3002-60107	663.60
COVINGTON, COLIN	121179	01/04/19- LIC-766075 REFUND STR PERMIT	Cash Over/Short	101-0000-42300	110.00
DAIOHS FIRST CHOICE SERVICES	121180	01/10/19- CITYWIDE COFFEE	Citywide Conf Room Supplies	101-1007-60403	196.90
DATA TICKET, INC.	121181	11/2018- CODE CITATION PROCESSING	Administrative Citation Services	101-6004-60111	200.00
DATA TICKET, INC.	121181	11/2018- FALSE ALARM PROCESSING	Administrative Citation Services	101-6004-60111	195.00
DEPARTMENT OF JUSTICE	121182	08/2018- BLOOD ALCOHOL ANALYSIS	Blood/Alcohol Testing	101-2001-60174	35.00
DESERT ENTERTAINER/DESERT...	121183	FY1819 ART ON MAIN SPONSORSHIP	Community Experiences	101-3003-60149	350.00
DESERT SUN, THE	121184	02/2019- NEWSPAPER	Subscriptions & Publications	101-3002-60352	35.51
DISH NETWORK	121187	12/22-01/21/19- EOC CABLE	Utilities - Cable	101-2002-61400	79.80
ESCOBEDO, CHRIS	121189	01/18/19- TUITION REIMB	Training & Education/MOU	101-1004-60322	900.00

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Vendor Name	Payment Number	Description (Item)	Account Name	Account Number	Amount
FEDEX	121191	01/11/19- OVERNIGHT MAIL	Postage	101-1007-60470	30.32
GALLS LLC	121192	12/19/18- CONST INSPECTOR SHIRTS	Operating Supplies	101-7006-60420	50.72
GAS COMPANY, THE	121193	11/20-12/20/18- FS#32 GAS SERVICE	Utilities - Gas	101-2002-61100	67.47
GAS COMPANY, THE	121193	11/28-12/28/18- FS#93 GAS SVC	Utilities - Gas	101-2002-61100	100.54
GAS COMPANY, THE	121193	11/20-12/20/18- CITY HALL GAS SVC	Utilities - Gas	101-3008-61100	579.20
GAS COMPANY, THE	121193	11/20-12/20/18- WC GAS SERVICE	Utilities - Gas	101-3008-61100	201.89
GONSALVES, JOE A & SON	121194	FY18/19 STATE LOBBYING & ADVOCACY S...	Contract Services - Administrat...	101-1002-60101	3,500.00
GRAPHTEK INTERACTIVE	121195	01/01/19- LQPD WEBSITE HOSTING	LQ Police Volunteers	101-2001-60109	350.00
GREATER PALM SPRINGS CVB	121196	01/07/19- Q3 QUARTERLY CITY FUNDING	GPSCVB	101-3007-60151	60,322.00
HALLICK, ROSEMARY	121197	01/09-01/11/19- CSMFO REIMB	Travel & Training	101-1006-60320	99.98
HENRY'S GLASS COMPANY	121198	10/30/18- CITY HALL DOOR CLOSER	Maintenance/Services	101-3008-60691	1,446.22
HR GREEN PACIFIC INC	121200	11/18 FY 18/19 ON-CALL ENGINEERING P...	Map/Plan Checking	101-7002-60183	2,687.50
IMPERIAL IRRIGATION DIST	121203	01/19/19- ELECTRICITY SERVICE	Utilities - Electricity	101-2002-61101	1,210.34
IMPERIAL IRRIGATION DIST	121203	01/19/19- ELECTRICITY SERVICE	Utilities - Electric - Monticello ...	101-3005-61102	13.46
IMPERIAL IRRIGATION DIST	121203	01/19/19- ELECTRICITY SERVICE	Utilities - Electric - Civic Center...	101-3005-61103	1,720.63
IMPERIAL IRRIGATION DIST	121203	01/19/19- ELECTRICITY SERVICE	Utilities - Electric - Fritz Burns ...	101-3005-61105	1,182.22
IMPERIAL IRRIGATION DIST	121203	01/19/19- ELECTRICITY SERVICE	Utilities - Electric - Sports Com...	101-3005-61106	3,390.41
IMPERIAL IRRIGATION DIST	121203	01/19/19- ELECTRICITY SERVICE	Utilities - Electric - Colonel Pai...	101-3005-61108	428.97
IMPERIAL IRRIGATION DIST	121203	01/19/19- ELECTRICITY SERVICE	Utilities - Electric - Community...	101-3005-61109	4,201.10
IMPERIAL IRRIGATION DIST	121203	01/19/19- ELECTRICITY SERVICE	Utilities - Electric - Adams Park	101-3005-61110	26.99
IMPERIAL IRRIGATION DIST	121203	01/19/19- ELECTRICITY SERVICE	Utilities - Electric - Velasco Park	101-3005-61111	13.96
IMPERIAL IRRIGATION DIST	121203	01/19/19- ELECTRICITY SERVICE	Utilities - Electric - Eisenhower...	101-3005-61113	22.48
IMPERIAL IRRIGATION DIST	121203	01/19/19- ELECTRICITY SERVICE	Utilities - Electric - Desert Pride	101-3005-61114	13.02
IMPERIAL IRRIGATION DIST	121203	01/19/19- ELECTRICITY SERVICE	Utilities - Electricity	101-3008-61101	7,130.73
JNS MEDIA SPECIALISTS	121204	DEC-JAN FY 18/19 PRINT & DIGITAL MARK...	Marketing & Tourism Promoti...	101-3007-60461	46,691.88
KEPLER, KRISTOFFER NEAL	121206	01/11/19- PERSONAL TRAINER	Instructors	101-3002-60107	896.00
KONE INC	121208	01/01/19- CITY HALL	Maintenance/Services	101-3008-60691	561.00
LOCK SHOP INC, THE	121210	01/09/19- LQ PARK KEYS	Materials/Supplies	101-3008-60431	12.38
MAUREEN KANE & ASSOCIATE...	121211	03/12-03/15/19- TTC TRAINING - T FLORES	Travel & Training	101-1005-60320	1,550.00
MAUREEN KANE & ASSOCIATE...	121211	03/12-03/15/19- TTC TRAINING - N ROM...	Travel & Training	101-1005-60320	1,550.00
MEDEIROS, JOYCELEEN	121212	01/11/19- TAI CHI CHUAN	Instructors	101-3002-60107	341.60
MERCHANTS BUILDING MAINT...	121214	10/26/18- COURT YARD CLEANING	Janitorial	101-3008-60115	140.00
MERCHANTS BUILDING MAINT...	121214	10/29/18- WC CARPET CLEANING	Janitorial	101-3008-60115	105.00
MERCHANTS BUILDING MAINT...	121214	10/14/18- WC CLEANING FOR EVENTS	Janitorial	101-3008-60115	180.00
MERCHANTS BUILDING MAINT...	121214	11/08/18- WC BIO CLEANING	Janitorial	101-3008-60115	560.00
MISELL, STACY	121215	01/11/19- ZUMBA	Instructors	101-3002-60107	44.80
MOYA, DANIEL	121216	01/9/19- 773-265-019 WEED ABATEMENT	Lot Cleaning	101-6004-60120	200.00
MOYA, DANIEL	121216	01/9/19- 773-265-018 WEED ABATEMENT	Lot Cleaning	101-6004-60120	400.00
OFFICE TEAM	121217	12/21/18- FIRE TEMP SVC	Fire Service Costs	101-2002-60139	952.17
OFFICE TEAM	121217	12/21/18- HUB TEMP SERVICES	Temporary Agency Services	101-6006-60125	949.20
OFFICE TEAM	121217	01/04/19- TEMP FIRE SERVICES	Fire Service Costs	101-2002-60139	800.89
OFFICE TEAM	121217	01/04/19- HUB TEMP SERVICES	Temporary Agency Services	101-6006-60125	569.52
OGDEN, SUE	121218	09/20/18- LIC-765151/765152 REFUND ST...	STVR Registration Fee	101-0000-41415	103.00
OGDEN, SUE	121218	09/20/18- LIC-765151/765152 REFUND ST...	Business Licenses	101-0000-41600	18.00
ONE ELEVEN LA QUINTA LLC	121220	01/18/19- SALES TAX REIMB QTR END 9/3...	Sales Tax Reimbursements	101-1007-60535	9,668.66
PACIFIC WEST AIR CONDITION...	121221	12/12/18- CITY HALL HVAC SVC	HVAC	101-3008-60667	2,459.00
PALMS TO PINES PRINTING	121222	01/14/19- WC T-SHIRTS	Marketing & Tourism Promoti...	101-3007-60461	2,500.68
PALMS TO PINES PRINTING	121222	12/29/18- CITY EMP BUSINESS CARDS	Printing	101-1005-60410	65.76
PALMS TO PINES PRINTING	121222	12/29/18- CITY EMP BUSINESS CARDS	Operating Supplies	101-3001-60420	65.76
PALMS TO PINES PRINTING	121222	12/29/18- CITY EMP BUSINESS CARDS	Office Supplies	101-3008-60481	65.76
PALMS TO PINES PRINTING	121222	12/29/18- CITY EMP BUSINESS CARDS	Printing	101-6001-60410	120.78
PRINTING PLACE, THE	121224	12/20/18- 2019 BL DECALS	Operating Supplies	101-6006-60420	579.54
RIVERSIDE COUNTY FAIR & NA...	121226	01/11/19- 2019 SPONSORSHIP	Advertising	101-3007-60450	5,000.00
RIVERSIDE COUNTY INFORMAT..	121227	11/2018- RADIOS	Operating Supplies	101-2001-60420	787.96
ROJAS, MIGUEL ANGEL	121228	01/11/19- TAEKWONDO	Instructors	101-3002-60107	1,765.93
ROTO ROOTER PLUMBERS INC	121229	01/07/19- CITY HALL PLUMBING SVC	Maintenance/Services	101-3008-60691	400.00
SESAC	121232	01/01/19-12/31/19- SPECIAL EVENTS MUS...	Community Experiences	101-3003-60149	875.00
SHIRY, TERESA	121233	01/11/19- BALLROOM DANCING	Instructors	101-3002-60107	721.00
SHRED-IT USA - SAN BERNADI...	121234	12/15/18- SHREDDING POLICE	LQ Police Volunteers	101-2001-60109	18.36
STAPLES ADVANTAGE	121236	12/20/18- OFFICE SUPPLIES	Office Supplies	101-6001-60400	91.00

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Vendor Name	Payment Number	Description (Item)	Account Name	Account Number	Amount
STAPLES ADVANTAGE	121236	01/08/19- CR BROCHURE	Office Supplies	101-3001-60400	31.42
TAG/AMS INC	121237	01/01/19- ANNUAL RENEWAL	Consultants	101-1004-60104	175.00
TIME WARNER CABLE	121240	01/05-02/04/19- FS#32 CABLE	Utilities - Cable	101-2002-61400	3.16
TIME WARNER CABLE	121240	01/03-02/02/19- FS#93 INTERNET	Utilities - Cable	101-2002-61400	84.99
TIME WARNER CABLE	121240	12/29/18-01/28/19- FS#32 INTERNET	Utilities - Cable	101-2002-61400	59.99
TRUE, ARTHUR ALLEN	121242	01/11/19- SUNSET YOGA	Instructors	101-3002-60107	205.80
TRULY NOLEN INC	121243	12/14/18- LQ PARK PEST CONTROL	Pest Control	101-3008-60116	61.00
TRULY NOLEN INC	121243	12/07/18- WC PEST CONTROL SVC	Pest Control	101-3008-60116	70.00
TRULY NOLEN INC	121243	12/05/18- CITY HALL PEST CONTROL	Pest Control	101-3008-60116	78.00
TRULY NOLEN INC	121243	12/12/18- PW YARD PEST CONTROL	Pest Control	101-3008-60116	47.00
TRULY NOLEN INC	121243	11/20/18- BEE HIVE REMOVAL	Pest Control	101-3008-60116	150.00
VERMA,VIBHAKAR	121245	01/11/19- MEDITATION	Instructors	101-3002-60107	44.80
VIATRON SYSTEMS INC	121246	DOC SCANNING FY18/19	Professional Services	101-1005-60103	2,520.30
VIELHARBER, KAREN	121247	01/11/19- CHAIR YOGA	Instructors	101-3002-60107	1,263.16
WELLS FARGO BUSINESS CARD	121248	12/03-12/24/18- CC OPEN HOUSE	Community Special Events	101-1001-60137	79.31
WELLS FARGO BUSINESS CARD	121248	12/03-12/24/18- TRAVEL EXPENSE - J PENA	Travel & Training	101-1001-60320	256.96
WELLS FARGO BUSINESS CARD	121248	12/03-12/24/18- CC FOOD MEETING	Travel & Training	101-1001-60320	75.00
WELLS FARGO BUSINESS CARD	121248	12/03-12/24/18- LEAGUE CONF J PENA	Travel & Training	101-1001-60320	298.98
WELLS FARGO BUSINESS CARD	121248	12/03-12/24/18- VONS SUPPLIES	Employee Recognition Events	101-1004-60340	73.20
WELLS FARGO BUSINESS CARD	121248	12/03-12/24/18- COSTCO SUPPLIES	Employee Recognition Events	101-1004-60340	25.97
WELLS FARGO BUSINESS CARD	121249	12/03-12/24/18- PHONE CASES - CODE	Sales Taxes Payable	101-0000-20304	-5.90
WELLS FARGO BUSINESS CARD	121249	12/03-12/24/18- TOAST TO LQ SUPPLIES	Sales Taxes Payable	101-0000-20304	-2.18
WELLS FARGO BUSINESS CARD	121249	12/03-12/24/18- CERT LABELS	Sales Taxes Payable	101-0000-20304	-3.50
WELLS FARGO BUSINESS CARD	121249	12/03-12/24/18- PLAN MGR INTERVIEW	Recruiting/Pre-Employment	101-1004-60129	125.31
WELLS FARGO BUSINESS CARD	121249	12/03-12/24/18- NEW HIRE SUPPLIES	Recruiting/Pre-Employment	101-1004-60129	29.98
WELLS FARGO BUSINESS CARD	121249	12/03-12/24/18- TOASTMASTER MEMB -...	Travel & Training	101-1004-60320	50.00
WELLS FARGO BUSINESS CARD	121249	12/03-12/24/18- HARASSMENT TRAINING...	Travel & Training	101-1004-60320	79.52
WELLS FARGO BUSINESS CARD	121249	12/03-12/24/18- TRAVEL & TRAINING HO...	Travel & Training	101-1004-60320	809.58
WELLS FARGO BUSINESS CARD	121249	12/03-12/24/18- LINKS LUNCHEON	Travel & Training	101-1004-60320	120.00
WELLS FARGO BUSINESS CARD	121249	12/03-12/24/18- TOASTMASTERS MEMBE...	Travel & Training	101-1004-60320	250.00
WELLS FARGO BUSINESS CARD	121249	12/03-12/24/18- HARASSMENT TRAINING...	Travel & Training	101-1004-60320	32.98
WELLS FARGO BUSINESS CARD	121249	12/03-12/24/18- LINKS GRAD BOOKS	Travel & Training	101-1004-60320	106.58
WELLS FARGO BUSINESS CARD	121249	11/10-12/09/18- GFOA TRAINING	Travel & Training	101-1006-60320	306.85
WELLS FARGO BUSINESS CARD	121249	12/03-12/24/18- CSMFO MEMBER - K BL...	Membership Dues	101-1006-60351	110.00
WELLS FARGO BUSINESS CARD	121249	12/03-12/24/18- CSMFO MEMBERSHIP - C...	Membership Dues	101-1006-60351	110.00
WELLS FARGO BUSINESS CARD	121249	12/03-12/24/18- CSMFO MEMB- J DELGA...	Membership Dues	101-1006-60351	75.00
WELLS FARGO BUSINESS CARD	121249	12/03-12/24/18- CSMFO MEMB- K CAMP...	Membership Dues	101-1006-60351	110.00
WELLS FARGO BUSINESS CARD	121249	11/10-12/09/18- CSMFO MEMB- R HALLICK	Membership Dues	101-1006-60351	75.00
WELLS FARGO BUSINESS CARD	121249	12/03-12/24/18- DRY ERASE BOARDS	Office Supplies	101-1006-60400	29.54
WELLS FARGO BUSINESS CARD	121249	12/03-12/24/18- LIFE STRAWS	Disaster Prep Supplies	101-2002-60406	42.79
WELLS FARGO BUSINESS CARD	121249	12/03-12/24/18- CERT LABELS	Disaster Prep Supplies	101-2002-60406	54.39
WELLS FARGO BUSINESS CARD	121249	12/03-12/24/18- DISASTER PREP SUPPLIES	Disaster Prep Supplies	101-2002-60406	766.97
WELLS FARGO BUSINESS CARD	121249	12/03-12/24/18- WC LUNCHEON SUPPLIES	Operating Supplies	101-3002-60420	59.94
WELLS FARGO BUSINESS CARD	121249	12/03-12/24/18- TOAST TO LQ SUPPLIES	Community Experiences	101-3003-60149	31.13
WELLS FARGO BUSINESS CARD	121249	12/03-12/24/18- TREE LIGHTING PASTRIES	Community Experiences	101-3003-60149	500.00
WELLS FARGO BUSINESS CARD	121249	12/03-12/24/18- TOAST TO LQ SUPPLIES	Community Experiences	101-3003-60149	65.23
WELLS FARGO BUSINESS CARD	121249	12/03-12/24/18- MAIL CHIMP	Membership Dues	101-3007-60351	75.00
WELLS FARGO BUSINESS CARD	121249	12/03-12/24/18- APWA LUNCHEON	Travel & Training	101-6001-60320	57.88
WELLS FARGO BUSINESS CARD	121249	12/03-12/24/18- DIGITAL TOOL	Supplies - Field	101-6003-60425	151.17
WELLS FARGO BUSINESS CARD	121249	12/03-12/24/18- PHONE CASES - CODE	Supplies - Field	101-6004-60425	81.50
WELLS FARGO BUSINESS CARD	121249	12/03-12/24/18- APWA LUNCHEON	Travel & Training	101-7006-60320	86.82
WESTERN PACIFIC ROOFING C...	121251	12/31/18- WC ROOF REPAIR	Maintenance/Services	101-3008-60691	225.00
XPRESS GRAPHICS	121253	IRONMAN LETTERS	Marketing & Tourism Promoti...	101-3007-60461	7,413.20
XPRESS GRAPHICS	121253	01/07/19- COMMUNITY WORKSHOP MAPS	Community Engagement	101-1006-60137	494.43
<b>Fund 101 - GENERAL FUND Total:</b>					<b>251,487.30</b>
<b>Fund: 201 - GAS TAX FUND</b>					
IMPERIAL IRRIGATION DIST	121203	01/09/19- ELECTRICITY SERVICE	Utilities - Electricity	201-7003-61101	677.84
UNDERGROUND SERVICE ALERT	121244	01/01/19- DIG ALERT 32	Materials/Supplies	201-7003-60431	62.80
WELLS FARGO BUSINESS CARD	121249	12/03-12/24/18- CONCRETE TRAILER MAT...	Equipment Rental	201-7003-61701	501.55

**Demand Register**

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Vendor Name	Payment Number	Description (Item)	Account Name	Account Number	Amount
WELLS FARGO BUSINESS CARD	121249	12/03-12/24/18- CONCRETE TRAILER MAT...	Equipment Rental	201-7003-61701	-350.00
<b>Fund 201 - GAS TAX FUND Total:</b>					<b>892.19</b>
<b>Fund: 202 - LIBRARY &amp; MUSEUM FUND</b>					
ALARM MONITORING SERVICE...	121156	01/01/19-03/31/19- LIBRARY	Security & Alarm	202-3004-60123	165.00
ALARM MONITORING SERVICE...	121156	01/01/19-03/31/19- MUSEUM	Security & Alarm	202-3006-60123	165.00
ALARM MONITORING SERVICE...	121156	01/01/19-03/31/19- LIBRARY	Security & Alarm	202-3004-60123	255.00
ALARM MONITORING SERVICE...	121156	01/01/19-03/31/19- MUSEUM	Security & Alarm	202-3006-60123	255.00
ALARM MONITORING SERVICE...	121156	01/01/19-03/31/19- CENTRAL STATION ...	Security & Alarm	202-3006-60123	165.00
CDW GOVERNMENT INC	121172	01/11/19- USB TYPE A CABLE MAKERSPACE	Operating Supplies	202-3004-60420	18.74
COACHELLA VALLEY WATER DI...	121177	01/09/19- WATER SERVICE	Utilities - Water	202-3006-61200	120.64
GAS COMPANY, THE	121193	11/20-12/20/18- LIBRARY GAS	Utilities - Gas	202-3004-61100	199.75
HENRY'S GLASS COMPANY	121198	08/20/18- MUSEUM GLASS INSTALLATION	Maintenance/Services	202-3006-60691	187.29
HYDE'S AC	121201	01/08/19- MUSEUM HVAC SERVICE	HVAC	202-3006-60667	179.00
IMPERIAL IRRIGATION DIST	121203	01/19/19- ELECTRICITY SERVICE	Utilities - Electricity	202-3004-61101	2,318.44
IMPERIAL IRRIGATION DIST	121203	01/19/19- ELECTRICITY SERVICE	Utilities - Electricity	202-3006-61101	525.80
KONE INC	121208	01/01/19- MUSEUM	Maintenance/Services	202-3006-60691	562.05
THE SHERWIN-WILLIAMS CO.	121239	01/04/19- MUSEUM PAINT	Maintenance/Services	202-3006-60691	356.16
THE SHERWIN-WILLIAMS CO.	121239	01/08/19- MUSEUM PAINT	Maintenance/Services	202-3006-60691	340.33
THE SHERWIN-WILLIAMS CO.	121239	01/08/19- MUSEUM PAINT	Maintenance/Services	202-3006-60691	8.78
THE SHERWIN-WILLIAMS CO.	121239	01/07/19- MUSEUM PAINT	Maintenance/Services	202-3006-60691	486.86
TRULY NOLEN INC	121243	12/07/18- MUSEUM PEST CONTROL	Pest Control	202-3006-60116	49.00
WELLS FARGO BUSINESS CARD	121249	12/03-12/24/18- SOLDERING KITS SHIPPI...	Materials- New Exhibits	202-3004-60424	25.68
WESTERN PACIFIC ROOFING C...	121251	12/31/18- LIBRARY ROOF REPAIR	Maintenance/Services	202-3004-60691	375.00
<b>Fund 202 - LIBRARY &amp; MUSEUM FUND Total:</b>					<b>6,758.52</b>
<b>Fund: 215 - LIGHTING &amp; LANDSCAPING FUND</b>					
COACHELLA VALLEY WATER DI...	121177	01/08/19- WATER SERVICE	Utilities - Water - Medians	215-7004-61211	11,076.08
COACHELLA VALLEY WATER DI...	121177	01/11/19- WATER SERVICES	Utilities - Water - Medians	215-7004-61211	680.08
COACHELLA VALLEY WATER DI...	121177	01/15/19- WATER SERVICE	Utilities - Water - Medians	215-7004-61211	3,407.06
IMPERIAL IRRIGATION DIST	121203	01/09/19- ELECTRICITY SERVICE	Utilities - Electric	215-7004-61116	5,573.18
IMPERIAL IRRIGATION DIST	121203	01/09/19- ELECTRICITY SERVICE	Utilities - Electric - Medians	215-7004-61117	2,744.83
IMPERIAL IRRIGATION DIST	121203	01/14/19- ELECTRICITY SERVICE	Utilities - Electric	215-7004-61116	162.74
IMPERIAL IRRIGATION DIST	121203	01/14/19- ELECTRICITY SERVICE	Utilities - Electric - Medians	215-7004-61117	25.13
WILLDAN FINANCIAL SERVICES	121252	01/19-03/19 STLIGHT & LAND DIST 89-1 A...	Administration	215-7004-60102	4,007.60
<b>Fund 215 - LIGHTING &amp; LANDSCAPING FUND Total:</b>					<b>27,676.70</b>
<b>Fund: 221 - AB 939 - CALRECYCLE FUND</b>					
THE ECOHERO SHOW LLC	121238	10/30/18 EDUCATION RECYCLING ASSEM...	AB 939 Recycling Solutions	221-0000-60127	1,007.51
THE ECOHERO SHOW LLC	121238	11/14/18 EDUCATION RECYCLING ASSEM...	AB 939 Recycling Solutions	221-0000-60127	1,007.51
<b>Fund 221 - AB 939 - CALRECYCLE FUND Total:</b>					<b>2,015.02</b>
<b>Fund: 224 - TUMF FUND</b>					
COACHELLA VALLEY ASSOC OF...	121175	12/2018- TUMF FEE	TUMF Payable to CVAG	224-0000-20320	30,030.00
<b>Fund 224 - TUMF FUND Total:</b>					<b>30,030.00</b>
<b>Fund: 230 - CASp FUND, AB 1379</b>					
OGDEN, SUE	121218	09/20/18- LIC-765151/765152 REFUND ST...	SB 1186 Revenue	230-0000-42130	4.00
<b>Fund 230 - CASp FUND, AB 1379 Total:</b>					<b>4.00</b>
<b>Fund: 235 - SO COAST AIR QUALITY FUND</b>					
IMPERIAL IRRIGATION DIST	121203	01/09/19- ELECTRICITY SERVICE	Utilities - Electricity	235-0000-61101	223.56
<b>Fund 235 - SO COAST AIR QUALITY FUND Total:</b>					<b>223.56</b>
<b>Fund: 241 - HOUSING AUTHORITY</b>					
CAHA, BECKY	121168	12/18 HOUSING COMPLIANCE & MONITO...	Professional Services	241-9101-60103	4,668.75
<b>Fund 241 - HOUSING AUTHORITY Total:</b>					<b>4,668.75</b>
<b>Fund: 248 - SA 2004 LO/MOD BOND FUND (Refinanced in 2014)</b>					
BISANO, MARK	121164	01/17/19- WSA UTILITY	Relocation Benefits	248-9102-60159	42.73
DEVULDER MICHAEL	121185	01/18/19- WSA RELOCATION UTILITY	Relocation Benefits	248-9102-60159	46.89
DIAZ JUANITA	121186	01/18/19- WSA RECONNECTION FEE	Relocation Benefits	248-9102-60159	45.86
DUMAS, MARY	121188	01/17/18- WSA UTILITY	Relocation Benefits	248-9102-60159	12.63
ESPINOZA, BLANCA	121190	01/17/19- WSA UTILTIY	Relocation Benefits	248-9102-60159	40.80
GAS COMPANY, THE	121193	10/25-11/27/18- WSA GAS SERVICE	Relocation Benefits	248-9102-60159	28.13
GAS COMPANY, THE	121193	11/09-11/29/18- WSA RELOCATION UTILI...	Relocation Benefits	248-9102-60159	29.29



**Demand Register**

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Vendor Name	Payment Number	Description (Item)	Account Name	Account Number	Amount
IMPERIAL IRRIGATION DIST	121203	12/14-12/21/18- WSA RELOCATION - HILD...	Relocation Benefits	248-9102-60159	36.59
IMPERIAL IRRIGATION DIST	121203	12/07-12/21/18- WSA RELOCATION - RUS...	Relocation Benefits	248-9102-60159	39.15
IMPERIAL IRRIGATION DIST	121203	11/29-12/21/18- WSA RELOCATION - WILL...	Relocation Benefits	248-9102-60159	36.74
IMPERIAL IRRIGATION DIST	121203	12/07-12/21/18- WSA RELOCATION - CAR...	Relocation Benefits	248-9102-60159	39.60
IMPERIAL IRRIGATION DIST	121203	12/05-12/21/18- WSA RELOCATION - MO...	Relocation Benefits	248-9102-60159	40.07
IMPERIAL IRRIGATION DIST	121203	11/29-12/21/18- WSA RELOCATION - GAR...	Relocation Benefits	248-9102-60159	42.14
IMPERIAL IRRIGATION DIST	121203	10/26-11/26/18- WSA RELOCATION - SOTO	Relocation Benefits	248-9102-60159	39.29
IMPERIAL IRRIGATION DIST	121203	12/18-12/21/18- WSA RELOCATION - GAR...	Relocation Benefits	248-9102-60159	34.87
IMPERIAL IRRIGATION DIST	121203	11/21-12/19/18- MEDITERRA APARTMENT..	Relocation Benefits	248-9102-60159	128.83
KIRKWOOD DIANA	121207	01/18/19- WSA UTILITY CONNECTION	Relocation Benefits	248-9102-60159	34.99
MEDITERRA APARTMENT HO...	121213	02/19-03/19 RENT PAYMENT - MEDITERRA..	Relocation Benefits	248-9102-60159	3,556.78
OLIVARES DE SALINAS, MARIA	121219	01/18/19- WSA RELOCATION BENEFITS	Relocation Benefits	248-9102-60159	592.83
RANGEL, ELENA	121225	01/18/19- WSA UTILITY CONNECTION	Relocation Benefits	248-9102-60159	36.03
ROWLES MARIJA	121230	01/18/19- WSA UTILITY CONNECTION	Relocation Benefits	248-9102-60159	17.69
RUIZ, ROY	121231	01/18/19- WSA UTILITY RECONNECTION	Relocation Benefits	248-9102-60159	40.29
SPINDOLA, TERESA	121235	01/18/19- WSA RECONNECTION FEE	Relocation Benefits	248-9102-60159	40.64
TIME WARNER CABLE	121240	12/20/18-01/19/19- WSA RECONNECTION...	Relocation Benefits	248-9102-60159	59.98
TRAN, NGOC	121241	01/18/19- WSA UTILITY RELOCATION FEE	Relocation Benefits	248-9102-60159	56.08
TRAN, NGOC	121241	01/18/19- WSA RELOCATION	Relocation Benefits	248-9102-60159	451.68
WELLS FARGO BUSINESS CARD	121248	12/03-12/24/18- WSA RELOCATION CREDIT	Relocation Benefits	248-9102-60159	-977.92
WELLS FARGO BUSINESS CARD	121248	12/03-12/24/18- WSA RELOCATION	Relocation Benefits	248-9102-60159	977.92
WELLS FARGO BUSINESS CARD	121248	12/03-12/24/18- WSA RELOCATION CREDIT	Relocation Benefits	248-9102-60159	-1,100.16
WELLS FARGO BUSINESS CARD	121248	12/03-12/24/18- WSA RELOCATION	Relocation Benefits	248-9102-60159	1,100.16
<b>Fund 248 - SA 2004 LO/MOD BOND FUND (Refinanced in 2014) Total:</b>					<b>5,570.60</b>
<b>Fund: 401 - CAPITAL IMPROVEMENT PROGRAMS</b>					
BUREAU OF RECLAMATION, L...	121167	01/18/19- SRR INFRAS FEE 2014-13	Design	401-0000-60185	4,975.00
IMPERIAL IRRIGATION DIST	121202	01/07/19- ENGINEERING FEE	Design	401-0000-60185	2,000.00
LA PRENSA HISPANA	121209	01/10/19- BID AD 2018-02	Construction	401-0000-60188	792.00
PLANIT REPROGRAPHICS SYST...	121223	12/19/18- HSIP 2016-01 CONST SET	Construction	401-0000-60188	762.81
PLANIT REPROGRAPHICS SYST...	121223	01/10/19- BID SET 2018-02	Construction	401-0000-60188	280.62
<b>Fund 401 - CAPITAL IMPROVEMENT PROGRAMS Total:</b>					<b>8,810.43</b>
<b>Fund: 501 - FACILITY &amp; FLEET REPLACEMENT</b>					
BMW MOTORCYCLES OF RIVE...	121165	12/27/18- TIRE REPAIR R1200RTP	Motorcycle Repair & Mainten...	501-0000-60679	391.61
HONDA YAMAHA OF REDLAN...	121199	01/07/19- ST1300 PA MOTO REPAIR	Motorcycle Repair & Mainten...	501-0000-60679	2,894.02
JOHNSON CONTROLS FIRE PR...	121205	11/28/18- FIRE SUPPRESSION SYSTEM	Cvc Ctr Bldg Repl/Repair	501-0000-71103	19,158.01
<b>Fund 501 - FACILITY &amp; FLEET REPLACEMENT Total:</b>					<b>22,443.64</b>
<b>Fund: 502 - INFORMATION TECHNOLOGY</b>					
OGDEN, SUE	121218	09/20/18- LIC-765151/765152 REFUND ST...	Technology Enhancement Sur...	502-0000-43611	5.00
TIME WARNER CABLE	121240	01/10-02/09/19- CITY HALL FIBER	Utilities - Cable	502-0000-61400	2,079.00
TIME WARNER CABLE	121240	12/24/18-01/23/19- WC CABLE	Utilities - Cable	502-0000-61400	238.96
WELLS FARGO BUSINESS CARD	121248	12/03-12/24/18- BASECAMP	Software Licenses	502-0000-60301	50.00
WELLS FARGO BUSINESS CARD	121249	11/10-12/09/18- MSFT AZURE	Software Licenses	502-0000-60301	3,027.25
WELLS FARGO BUSINESS CARD	121249	12/03-12/24/18- WEBSITE DOMAIN REN...	Software Licenses	502-0000-60301	277.87
WELLS FARGO BUSINESS CARD	121249	12/03-12/24/18- IPAD CASES	Cell/Mobile Phones	502-0000-61301	97.82
WELLS FARGO BUSINESS CARD	121249	12/03-12/24/18- IPAD CASES	Cell/Mobile Phones	502-0000-61301	217.48
WELLS FARGO BUSINESS CARD	121249	12/03-12/24/18- IPAD PROTECTION/PARTS	Computers	502-0000-80103	70.41
WELLS FARGO BUSINESS CARD	121249	12/03-12/24/18- 32 INCH LCD TV	Computers	502-0000-80103	141.36
WELLS FARGO BUSINESS CARD	121249	12/03-12/24/18- MONITOR STAND	Computers	502-0000-80103	65.24
WELLS FARGO BUSINESS CARD	121249	12/03-12/24/18- IPAD PROS	Computers	502-0000-80103	432.83
WELLS FARGO BUSINESS CARD	121249	12/03-12/24/18- TV PROTECTION PLAN	Computers	502-0000-80103	4.06
<b>Fund 502 - INFORMATION TECHNOLOGY Total:</b>					<b>6,707.28</b>
<b>Grand Total:</b>					<b>367,287.99</b>

**Fund Summary**

Fund	Expense Amount
101 - GENERAL FUND	251,487.30
201 - GAS TAX FUND	892.19
202 - LIBRARY & MUSEUM FUND	6,758.52
215 - LIGHTING & LANDSCAPING FUND	27,676.70
221 - AB 939 - CALRECYCLE FUND	2,015.02
224 - TUMF FUND	30,030.00
230 - CASp FUND, AB 1379	4.00
235 - SO COAST AIR QUALITY FUND	223.56
241 - HOUSING AUTHORITY	4,668.75
248 - SA 2004 LO/MOD BOND FUND (Refinanced in 2014)	5,570.60
401 - CAPITAL IMPROVEMENT PROGRAMS	8,810.43
501 - FACILITY & FLEET REPLACEMENT	22,443.64
502 - INFORMATION TECHNOLOGY	6,707.28
<b>Grand Total:</b>	<b>367,287.99</b>

**Account Summary**

Account Number	Account Name	Expense Amount
101-0000-20304	Sales Taxes Payable	-38.11
101-0000-20310	MSHCP Mitigation Fee	13,758.00
101-0000-41415	STVR Registration Fee	103.00
101-0000-41600	Business Licenses	18.00
101-0000-42300	Cash Over/Short	137.00
101-0000-43631	CVMSHCP Admin Fee	-137.58
101-1001-60137	Community Special Events	79.31
101-1001-60320	Travel & Training	630.94
101-1002-60101	Contract Services - Admini...	3,500.00
101-1004-60104	Consultants	175.00
101-1004-60129	Recruiting/Pre-Employe...	155.29
101-1004-60320	Travel & Training	1,448.66
101-1004-60322	Training & Education/MOU	900.00
101-1004-60340	Employee Recognition Ev...	99.17
101-1005-60103	Professional Services	2,520.30
101-1005-60320	Travel & Training	3,100.00
101-1005-60351	Membership Dues	165.00
101-1005-60410	Printing	65.76
101-1006-60137	Community Engagement	494.43
101-1006-60320	Travel & Training	451.83
101-1006-60351	Membership Dues	480.00
101-1006-60400	Office Supplies	29.54
101-1007-60403	Citywide Conf Room Suppl..	196.90
101-1007-60470	Postage	30.32
101-1007-60535	Sales Tax Reimbursements	9,668.66
101-2001-60109	LQ Police Volunteers	368.36
101-2001-60174	Blood/Alcohol Testing	1,048.00
101-2001-60176	Sheriff - Other	255.00
101-2001-60420	Operating Supplies	787.96
101-2002-60139	Fire Service Costs	1,753.06
101-2002-60406	Disaster Prep Supplies	864.15
101-2002-60670	Fire Station	510.00
101-2002-61100	Utilities - Gas	168.01
101-2002-61101	Utilities - Electricity	1,210.34
101-2002-61200	Utilities - Water	871.98
101-2002-61400	Utilities - Cable	227.94
101-3001-60400	Office Supplies	31.42
101-3001-60420	Operating Supplies	65.76
101-3002-60107	Instructors	6,497.59
101-3002-60352	Subscriptions & Publicati...	35.51
101-3002-60420	Operating Supplies	1,151.48
101-3003-60149	Community Experiences	1,821.36

**Account Summary**

Account Number	Account Name	Expense Amount
101-3005-61102	Utilities - Electric - Montic...	13.46
101-3005-61103	Utilities - Electric - Civic C...	1,720.63
101-3005-61105	Utilities - Electric - Fritz Bu...	1,182.22
101-3005-61106	Utilities - Electric - Sports ...	3,390.41
101-3005-61108	Utilities - Electric - Colonel...	428.97
101-3005-61109	Utilities - Electric - Comm...	4,201.10
101-3005-61110	Utilities - Electric - Adams...	26.99
101-3005-61111	Utilities - Electric - Velasco...	13.96
101-3005-61113	Utilities - Electric - Eisenh...	22.48
101-3005-61114	Utilities - Electric - Desert ...	13.02
101-3005-61202	Utilities - Water - Civic Ce...	2,776.62
101-3005-61204	Utilities - Water -Fritz Bur...	2,246.48
101-3005-61206	Utilities - Water -Desert Pr..	147.05
101-3005-61207	Utilities - Water -Pioneer ...	1,072.37
101-3005-61208	Utilities - Water -Seasons ...	16.96
101-3005-61209	Utilities - Water -Commun...	10,223.65
101-3007-60151	GPSCVB	60,322.00
101-3007-60351	Membership Dues	75.00
101-3007-60450	Advertising	5,000.00
101-3007-60461	Marketing & Tourism Pro...	56,605.76
101-3008-60115	Janitorial	985.00
101-3008-60116	Pest Control	406.00
101-3008-60123	Security & Alarm	1,170.00
101-3008-60431	Materials/Supplies	12.38
101-3008-60481	Office Supplies	65.76
101-3008-60667	HVAC	2,459.00
101-3008-60691	Maintenance/Services	2,632.22
101-3008-61100	Utilities - Gas	781.09
101-3008-61101	Utilities - Electricity	7,130.73
101-3008-61200	Utilities - Water	616.27
101-6001-60320	Travel & Training	57.88
101-6001-60400	Office Supplies	91.00
101-6001-60410	Printing	120.78
101-6003-60320	Travel & Training	205.00
101-6003-60425	Supplies - Field	151.17
101-6004-60111	Administrative Citation Se...	395.00
101-6004-60120	Lot Cleaning	600.00
101-6004-60425	Supplies - Field	81.50
101-6006-60125	Temporary Agency Servic...	1,518.72
101-6006-60420	Operating Supplies	579.54
101-7002-60103	Professional Services	23,116.50
101-7002-60183	Map/Plan Checking	2,687.50
101-7006-60146	PM 10 - Dust Control	288.25
101-7006-60320	Travel & Training	86.82
101-7006-60420	Operating Supplies	50.72
201-7003-60431	Materials/Supplies	62.80
201-7003-61101	Utilities - Electricity	677.84
201-7003-61701	Equipment Rental	151.55
202-3004-60123	Security & Alarm	420.00
202-3004-60420	Operating Supplies	18.74
202-3004-60424	Materials- New Exhibits	25.68
202-3004-60691	Maintenance/Services	375.00
202-3004-61100	Utilities - Gas	199.75
202-3004-61101	Utilities - Electricity	2,318.44
202-3006-60116	Pest Control	49.00
202-3006-60123	Security & Alarm	585.00
202-3006-60667	HVAC	179.00
202-3006-60691	Maintenance/Services	1,941.47

**Account Summary**

Account Number	Account Name	Expense Amount
202-3006-61101	Utilities - Electricity	525.80
202-3006-61200	Utilities - Water	120.64
215-7004-60102	Administration	4,007.60
215-7004-61116	Utilities - Electric	5,735.92
215-7004-61117	Utilities - Electric - Media...	2,769.96
215-7004-61211	Utilities - Water - Medians	15,163.22
221-0000-60127	AB 939 Recycling Solutions	2,015.02
224-0000-20320	TUMF Payable to CVAG	30,030.00
230-0000-42130	SB 1186 Revenue	4.00
235-0000-61101	Utilities - Electricity	223.56
241-9101-60103	Professional Services	4,668.75
248-9102-60159	Relocation Benefits	5,570.60
401-0000-60185	Design	6,975.00
401-0000-60188	Construction	1,835.43
501-0000-60679	Motorcycle Repair & Main...	3,285.63
501-0000-71103	Cvc Ctr Bldg Repl/Repair	19,158.01
502-0000-43611	Technology Enhancement...	5.00
502-0000-60301	Software Licenses	3,355.12
502-0000-61301	Cell/Mobile Phones	315.30
502-0000-61400	Utilities - Cable	2,317.96
502-0000-80103	Computers	713.90
<b>Grand Total:</b>		<b>367,287.99</b>

**Project Account Summary**

Project Account Key	Expense Amount
**None**	313,550.63
141517D	4,975.00
201601CT	762.81
201608D	2,000.00
201730E	19,158.01
201802CT	1,072.62
999901CT	2,013.82
CSA152E	23,116.50
MAKERE	44.42
TOASTE	94.18
TREEE	500.00
<b>Grand Total:</b>	<b>367,287.99</b>



City of La Quinta

# Payment Reversal Register

APPKT01855 - DA 01/17/2019

## Canceled Payables

**Vendor Set:** 01 - Vendor Set 01

**Bank:** APBNK - APBNK

Vendor Number	Vendor Name				Total Vendor Amount
<a href="#">09137</a>	JOHNSON CONTROLS FIRE PROTECTION LP				-19,158.01
Payment Type	Payment Number	Original Payment Date	Reversal Date	Cancel Date	Payment Amount
Check	<a href="#">120975</a>	12/21/2018	01/17/2019	01/17/2019	-19,158.01
Payable Number:	Description	Payable Date	Due Date		Payable Amount
<a href="#">41220783-R</a>	PROJECT NO 2017-30 FM 200 FIRE SUPPRESSION SYSTEM	11/28/2018	12/21/2018		19,158.01

### Bank Code Summary

Bank Code	Canceled Payables	Payables Left To Pay Again	Total
APBNK	-19,158.01	0.00	-19,158.01
<b>Report Total:</b>	<b>-19,158.01</b>	<b>0.00</b>	<b>-19,158.01</b>



City of La Quinta

# Payment Reversal Register

APPKT01834 - DA 12/17/2018

## Canceled Payables

**Vendor Set:** 01 - Vendor Set 01

**Bank:** APBNK - APBNK

Vendor Number	Vendor Name				Total Vendor Amount
<a href="#">08329</a>	PALMS TO PINES PRINTING				-8,640.53
<b>Payment Type</b>	<b>Payment Number</b>	<b>Original Payment Date</b>	<b>Reversal Date</b>	<b>Cancel Date</b>	<b>Payment Amount</b>
Check	<a href="#">120307</a>	10/19/2018	12/17/2018	12/17/2018	-2,073.45
<b>Payable Number:</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>		<b>Payable Amount</b>
<a href="#">919CLBS-FA-R</a>	10/08/18- BREW LQ MUGS	10/08/2018	10/19/2018		2,073.45
<b>Payment Type</b>	<b>Payment Number</b>	<b>Original Payment Date</b>	<b>Reversal Date</b>	<b>Cancel Date</b>	<b>Payment Amount</b>
Check	<a href="#">120700</a>	11/30/2018	12/17/2018	12/17/2018	-6,567.08
<b>Payable Number:</b>	<b>Description</b>	<b>Payable Date</b>	<b>Due Date</b>		<b>Payable Amount</b>
<a href="#">1012CLOKS-FA-R</a>	11/09/18- BREW IN LQ DRESS SOCKS	11/09/2018	11/30/2018		2,896.90
<a href="#">1016CLQBH-FA-R</a>	11/05/18- HATS FOR BREW IN LQ	11/05/2018	11/30/2018		1,426.30
<a href="#">1017CLQBR-FA-R</a>	11/12/18- FLEXFIT HATS BREW IN LQ	11/12/2018	11/30/2018		1,167.64
<a href="#">1025CLQBCR-R</a>	11/09/18- STAFF BUSINESS CARDS	11/09/2018	11/30/2018		287.88
<a href="#">1026CLOTC2-FA-R</a>	11/19/18- CLQ TABLE CLOTHS	11/19/2018	11/30/2018		394.18
<a href="#">1108CLOCST-FA-R</a>	11/19/18- CREATION STATION TABLE COVER	11/19/2018	11/30/2018		394.18

### Bank Code Summary

Bank Code	Canceled Payables	Payables Left To Pay Again	Total
APBNK	-8,640.53	0.00	-8,640.53
<b>Report Total:</b>	<b>-8,640.53</b>	<b>0.00</b>	<b>-8,640.53</b>



# City of La Quinta

## ATTACHMENT 2

### Bank Transactions 01/05/19 – 01/18/19

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#### Wire Transaction

Listed below are the wire transfer from 01/05/19 – 01/18/19

Wire Transfers:

01/09/2019 - WIRE TRANSFER - ICMA	\$	4,261.13
01/09/2019 - WIRE TRANSFER - LQCEA	\$	468.00
01/10/2019 - WIRE TRANSFER - LAWYERS TITLE	\$	11,044.00
01/10/2019 - WIRE TRANSFER - PERS	\$	40,414.28
01/11/2019 - WIRE TRANSFER - LQCEA	\$	477.00
01/11/2019 - WIRE TRANSFER - ICMA	\$	4,261.14
01/15/2019 - WIRE TRANSFER - TASC	\$	1,677.02
01/16/2019 - WIRE TRANSFER - PERS	\$	113,816.40
01/16/2019 - WIRE TRANSFER - PERS	\$	2,570.04
01/17/2019 - WIRE TRANSFER - LANDMARK	\$	118,401.10
TOTAL WIRE TRANSFERS OUT	\$	<u>297,390.11</u>

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# City of La Quinta

CITY COUNCIL MEETING: February 5, 2019

## STAFF REPORT

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**AGENDA TITLE:** APPROVE ASSIGNMENT AND ASSUMPTION AGREEMENT FOR ON-SITE IMPROVEMENTS FOR TRACT MAP NO. 31681-3 FOR THE ANDALUSIA RESIDENTIAL DEVELOPMENT LOCATED ON THE NORTHWEST CORNER OF MONROE STREET AND AVENUE 60

---

### RECOMMENDATION

Approve the Assignment and Assumption Agreement for the on-site improvements for Tract Map No. 31681-3 for the Andalusia residential development; and authorize the City Manager to execute the agreement.

### EXECUTIVE SUMMARY

- Coral Option I, LLC (Developer) entered into a subdivision improvement agreement (SIA) for the on-site improvements in 2007. The developer has sold its interest to Sunrise LQ, LLC.
- The Assignment and Assumption Agreement (Attachment 1) assigns the subdivision improvement obligations to Sunrise LQ, LLC.

### FISCAL IMPACT

None. A replacement bond has been submitted by Sunrise LQ, LLC to secure the incomplete improvements.

### BACKGROUND/ANALYSIS

On March 27, 2007, the City and the Developer entered into a SIA for Tract Map No. 31681-3's on-site improvements for the Andalusia development, located on the northwest corner of Monroe Street and Avenue 60 (Attachment 2). The Developer has sold its interest to Sunrise LQ, LLC and desires to assign the subdivision improvement obligations.

Sunrise LQ, LLC has submitted a replacement bond to secure the remaining improvements, which include refurbishing building pads for lots 113-148, paving, landscaping, and raising valves on private streets Ronda and Almeria. Staff has received no public requests to complete the on-site improvements.

## ALTERNATIVES

Council may direct staff to revise or reject the agreement; however, staff cannot identify modifications that would improve this agreement.

Prepared by: Bryan McKinney, P.E., City Engineer

Approved by: Danny Castro, Design and Development Director

Attachments: 1. Assignment and Assumption Agreement  
2. Vicinity Map

**ASSIGNMENT AND ASSUMPTION AGREEMENT**

**AND**

**AMENDMENT TO SUBDIVISION IMPROVEMENT AGREEMENT**

**TRACT MAP NO. 31681-3 ON-SITE IMPROVEMENTS**

This ASSIGNMENT AND ASSUMPTION AGREEMENT AND AMENDMENT TO SUBDIVISION IMPROVEMENT AGREEMENT (“Assignment & Amendment”) is made and entered into as of the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and among the CITY OF LA QUINTA, a municipal corporation and charter city (“City”), Coral Option I, LLC, a Delaware limited liability company (“Assignor”), and Sunrise LQ, LLC, a Delaware limited liability company (“Assignee”).

**RECITALS**

A. City and Assignor entered into that certain Subdivision Improvement Agreement, dated March 27, 2007 (“SIA”), pursuant to which Assignor, as the “Subdivider” defined in the SIA, agreed to plan for, install, and construct certain public and/or private improvements on Tract No. 31681-3 (“Tract”), as more fully described in Exhibit “A” of the SIA (“Improvements”).

B. Assignor desires to assign the SIA, and all of Assignor’s rights and obligations thereunder, to Assignee and Assignee desire to assume Assignor’s position with respect to the SIA and of Assignor’s rights and obligations under the SIA subject to the terms of this Assignment & Amendment.

C. In connection with the foregoing described assignment and assumption, the City and Assignee have agreed to certain modifications to the SIA as set forth herein to be effective upon full execution of this Assignment & Amendment by all the parties hereto.

**AGREEMENT**

NOW, THEREFORE, in consideration of the foregoing Recitals and the covenants and promises hereinafter contained, and for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. Assignment and Assumption. Assignor hereby transfers and assigns to Assignee all of the Assignor’s rights, title, and interest in and to, and obligations under, the SIA, and Assignee hereby assumes all rights, title, and interest in and to, and obligations under, the SIA. City hereby consents to the foregoing assignment and assumption.

2. Replacement of Improvement Security. Pursuant to the SIA, Assignor has furnished the City security for the Improvements. For purposes of this Assignment & Assumption, such security in the aggregate shall be hereinafter referred to as "Improvement Security." Assignee hereby warrants that within five (5) days of this executed Assignment and Amendment, it shall replace Assignor's Improvement Security with security of its own in an amount as described in SECTION 2.A., unless the City otherwise determines at its discretion and in writing that such security can be issued at a lesser amount. Assignee's security shall be in full compliance with the terms and conditions stated in the SIA for such security. The City agrees that upon receipt of evidence that Assignee has obtained such new security in a form satisfactory to the City, the City shall release Assignor's Improvement Security.

(A) Faithful Performance Bond in the amount of \$868,010 for the following improvements:

ON-SITE IMPROVEMENTS	Performance Security		
	Improvement Description	Original Amount	1 <sup>st</sup> Partial Reduction (Percent)
Rough Grading / PM-10 / SWPPP	\$61,425	75%	\$15,356
Street	\$1,088,125	75%	\$272,031
Storm Drain	\$197,208	90%	\$19,721
Concrete (Streets)	\$471,918	90%	\$47,192
Domestic Water	\$718,855	90%	\$71,886
Sewer	\$455,180	90%	\$45,518
Dry Utilities	\$396,000	70%	\$118,800
Landscaping	\$43,000	0%	\$43,000
Monumentation	\$53,286	0%	\$53,286
Standard 10% Contingency	\$348,500	70%	\$104,550
Professional Fees, Design 10%	\$383,350	90%	\$38,335
Professional Fees, Construction 10%	\$383,350	90%	\$38,335
<b>TOTAL</b>	<b>\$4,600,195</b>		<b>\$868,010</b>

3. Solvency. As a material inducement to the City to enter into the Assignment & Assumption, Assignee hereby represents and warrants to City, and City hereby relies on Assignee's representation and warranty, that Assignee is solvent and has the financial capability of fulfilling each and every obligation and duty it takes on by way of the Assignment & Assumption.

4. Incorporation of SIA Provisions. The SIA, and each provision therein, unless otherwise modified in writing, is incorporated in this Assignment & Amendment in its entirety and Assignee agrees and warrants that it assumes and is bound by each obligation found in the SIA in the same manner as Assignor prior to this assignment.

IN WITNESS WHEREOF, the parties hereto have executed this Assignment & Amendment on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

CITY: City of La Quinta, a municipal corporation and charter city  
78-495 Calle Tampico  
La Quinta, CA 92253

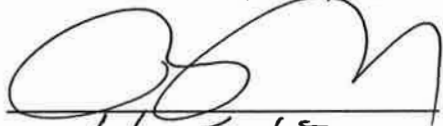
\_\_\_\_\_  
FRANK J. SPEVACEK  
City Manager, City of La Quinta

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
MONIKA RADEVA  
City Clerk, City of La Quinta

ASSIGNOR: Coral Option I, LLC, a Delaware limited liability company  
81570 Carboneras  
La Quinta, CA 92253

  
Nolan Spots

Its: VICE PRESIDENT

\_\_\_\_\_  
Its: \_\_\_\_\_

ASSIGNEE: Sunrise LQ, LLC, a Delaware limited liability company  
300 Eagle Dance Circle  
Palm Desert, CA 92211

  
Phillip K. Smith, Jr.

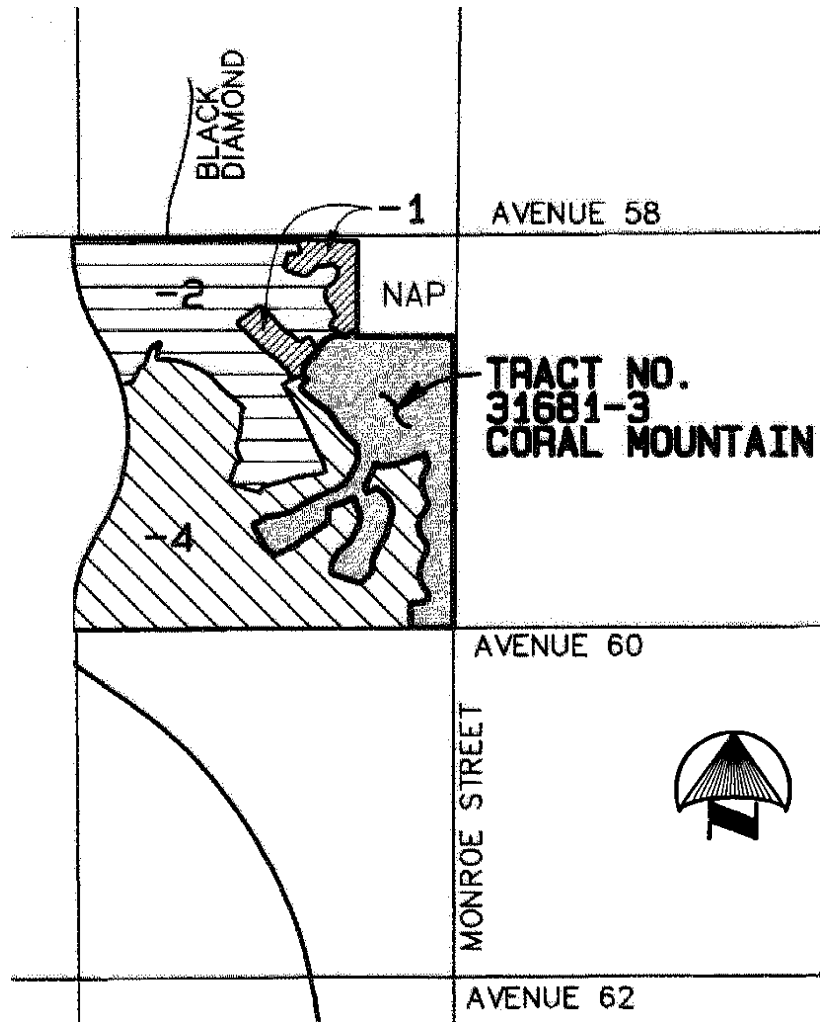
Its: President

\_\_\_\_\_  
Its: \_\_\_\_\_

[Click HERE to return to Agenda](#)



# TM 31681-3 ANDALUSIA



## VICINITY MAP

NOT TO SCALE

[Click HERE to return to Agenda](#)

# City of La Quinta

CITY COUNCIL MEETING: February 5, 2019

## STAFF REPORT

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**AGENDA TITLE:** APPROVE SECOND ROUND COMMUNITY SERVICES GRANTS FOR FISCAL YEAR 2018/19

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### **RECOMMENDATION**

Approve second round Community Service Grants for 2018/19.

### **EXECUTIVE SUMMARY**

- The Council considers Community Services Grants and Economic Development/Marketing funding requests three times per fiscal year.
- Eight grant applications were received and reviewed by the Community Services Grant Ad Hoc Committee (Committee).

### **FISCAL IMPACT**

The total 2018/19 grant budget is \$60,000. The first round of grants awarded \$20,500 leaving a balance of \$39,500 (Account No. 101-3001-60510). The Committee recommends funding \$14,500 in grant requests for this round.

### **BACKGROUND/ANALYSIS**

Grants are awarded to 501(c)3 non-profit organizations that benefit La Quinta residents. Grants are limited to \$5,000 per request and consecutive fiscal year funding is not allowed (Attachment 1).

Council created a Starter Grant category for organizations applying for the first time. This allows first time applicants up to \$500 of funding and eligibility to apply again the next fiscal year.

The Committee, comprised of Councilmembers Fitzpatrick and Peña, reviewed the applications and recommended the following:

Applicant	Requested	Committee Recommendation
Coachella Valley Housing Coalition	\$5,000	\$3,000
Desert X	\$5,000	\$0
Elder Love USA*	\$500	\$500
Gold Rite Care Childhood Language Center*	\$5,000	\$500
HARC	\$5,000	\$2,500
La Quinta High School Blackhawk Brigade Boosters	\$5,000	\$5,000
McCallum Theatre	\$5,000	\$3,000
STEM-ing Careers	\$5,000	\$0
<b>Total</b>	<b>\$35,500</b>	<b>\$14,500</b>
<b>*Starter Grant Recipient</b>		

Attachment 2 presents all submitted grant requests. All applications are available for review in the Community Resources Department.

### [ALTERNATIVES](#)

Council may modify and/or deny funding for any or all grant applications received.

Prepared by: Christina Calderon, Community Resources Manager  
 Approved by: Chris Escobedo, Community Resources Director

Attachments: 1. City of La Quinta Grant Guidelines  
 2. Grant Request Descriptions

**COMMUNITY SERVICES GRANT OVERVIEW**

The City of La Quinta offers a grant program for community services support.

- Community Services Grants go to recognized nonprofit organizations that benefit the residents of La Quinta.
- Grants are considered and funded up to three times per year (rounds).
- All three rounds are held within the city's fiscal year (July 1 – June 30).
- Organizations that have been funded are ineligible for funding for the next fiscal year.
- All funding requests are limited to an amount not to exceed \$5,000.

**IS MY ORGANIZATION ELIGIBLE?****Q: How much money is available?**

*A: Requests are limited to an amount not to exceed \$5,000. Any funding amount requested could be adjusted to a lesser amount at the discretion and approval of the City Council.*

**Q: Who can apply for this grant?**

*A: Applications are accepted from recognized nonprofit organizations that directly benefit La Quinta residents. Second consideration is given to nonprofit organizations that indirectly affect the quality of life for the residents of La Quinta.*

**Q: Can an individual apply for this grant?**

*A: No, individuals are not eligible for funding through the City of La Quinta grant program.*

**Q: What if my organization is applying for a grant for the first time?**

*A: Organizations applying to the Community Services Grant program for the first time are eligible for a “Starter Grant” The “Starter Grant” allows first time applicants grant funding up to \$500 if they demonstrate their commitment to provide services to the La Quinta community. If an organization is selected to receive the “Starter Grant” they would then be eligible to apply to the program again the next fiscal year.*

**Q: Can my organization request “seed” money for a start-up?**

*A: Yes, organizations can request “seed” money, however they are required to obtain matching funds from other sources in the same fiscal year before the grant funds will be released.*

**Q: Is my organization eligible if we received Community Development Block Grant (CDBG) funds?**

*A: No, organizations that receive CDBG funds from the City of La Quinta during the same fiscal year are not eligible for funding.*

**Q: Is my organization eligible if we received Community Services Grant (CSG) funds in the past?**

*A: Yes, and No. Organizations that were funded before June 30, 2017 are now eligible to apply. Organizations that were funded after July 1, 2017 are ineligible for funding and must wait until July 1, 2019 to re-apply.*

**THE PROCESS...****What you need to do:**

1. Determine eligibility based on the information provided above. If eligible, proceed to step 2.
2. Review the grants calendar for submission dates (in **red**). If within due date, proceed to step 3.
3. Fill out the grant application. Once completed proceed to step 4.
4. Submit application via email to [ccalderon@laquintaca.gov](mailto:ccalderon@laquintaca.gov), or in person to the Wellness Center.
  - a. The Wellness Center is located at 78450 Avenida La Fonda, La Quinta, CA 92253.

**The next steps:**

5. Applications are received and reviewed by staff to ensure eligibility and completeness.
6. Completed grant applications will be reviewed by a designated Grant Review Committee (in **blue**).
  - a. The committee's review includes: consideration of the funding amount, the intended use of the funds, and the organizations service to the community. If the committee approves the application, they will then recommend for approval to the City Council.
7. Committee approved applications are submitted to the City Council for consideration and approval (in **green**)
8. If approved, funds will be dispersed to grantee (in **white**) and can be spent over a 12 month period.
9. Funding expenditures will need to be reported to the city at 6 months and a full reconciliation form with supporting documentation will be due before the end of the 12 month period.

For more information on the City of La Quinta Grant program, please contact the Community Resources Department at the Wellness Center 760.564-0096

## Community Services Grants

First Round			
JULY 2018	AUGUST	SEPTEMBER	OCTOBER
1 2 3 4 5 6 7	1 2 3 4	1	1 2 3 4 5 6
8 9 10 11 12 13 14	5 6 7 8 9 10 11	2 3 4 5 6 7 8	7 8 9 10 11 12 13
15 16 17 18 19 20 21	12 13 14 15 16 17 18	9 10 11 12 13 14 15	14 15 16 17 18 19 20
22 23 24 25 26 27 28	19 20 21 22 23 24 25	16 17 18 19 20 21 22	21 22 23 24 25 26 27
29 30 31	26 27 28 29 30 31	23 24 25 26 27 28 29	28 29 30 31
		30	

Second Round			
NOVEMBER	DECEMBER	JANUARY 2019	FEBRUARY
1 2 3	1	1 2 3 4 5	1 2
4 5 6 7 8 9 10	2 3 4 5 6 7 8	6 7 8 9 10 11 12	3 4 5 6 7 8 9
11 12 13 14 15 16 17	9 10 11 12 13 14 15	13 14 15 16 17 18 19	10 11 12 13 14 15 16
18 19 20 21 22 23 24	16 17 18 19 20 21 22	20 21 22 23 24 25 26	17 18 19 20 21 22 23
25 26 27 28 29 30	23 24 25 26 27 28 29	27 28 29 30 31	24 25 26 27 28
	30 31		

Third Round			
MARCH	APRIL	MAY	JUNE 2019
1 2		1 2 3 4	1
3 4 5 6 7 8 9	1 2 3 4 5 6	5 6 7 8 9 10 11	2 3 4 5 6 7 8
10 11 12 13 14 15 16	7 8 9 10 11 12 13	12 13 14 15 16 17 18	9 10 11 12 13 14 15
17 18 19 20 21 22 23	14 15 16 17 18 19 20	19 20 21 22 23 24 25	16 17 18 19 20 21 22
24 25 26 27 28 29 30	21 22 23 24 25 26 27	26 27 28 29 30 31	23 24 25 26 27 28 29
31	28 29 30		30

<span style="background-color: #c00000; color: white; padding: 2px;">Application Due Date</span>	<span style="background-color: #0056b3; color: white; padding: 2px;">Ad-Hoc Committee Review</span>	<span style="background-color: #92d050; color: black; padding: 2px;">City Council Decision</span>	<span style="background-color: #e0e0e0; color: black; padding: 2px;">Checks Distributed</span>
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Recommended Grant Requests:

1. Coachella Valley Housing Coalition is requesting \$5,000 for funding educational, recreational, and leadership activities for low-income, at-risk children for the afterschool program to serve 400 children in the Wolff Waters housing committee. This organization was last funded \$2,500 in 2009/10. **The Grant Review Committee recommends funding \$3,000.**
2. Elder Love USA is requesting Starter Grant funding of \$500 to provide assistance with in-home care services for 8-10 senior residents that live in La Quinta. This organization provides help with daily living activities to seniors who do not qualify for IHSS from the county. Elder Love USA can provide care at a reduced rate of \$10 per hour to their clients. Elder Love USA is a first-time applicant for the Community Services Grant program. **The Grant Review Committee recommends funding \$500 as a Starter Grant.**
3. Gold Rite Care Childhood Language Center is requesting \$5,000 to provide for free speech, language, and literacy therapy from professional speech language pathologists to pre-school up to high school aged children. The children that are assisted in this program have difficulty forming sounds, putting words together, may suffer from stuttering, or be challenged with reading at their grade level. Gold Rite Care Childhood Language Center is a first-time applicant for the Community Services Grant program. **The Grant Review Committee recommends funding \$500 as a Starter Grant.**
4. HARC is requesting \$5,000 of funding to be used to support staff time to recruit participants, weigh, clean and analyze the data received. HARC conducts population-based survey research every three years and then reports the data back to the public, local organizations (such as hospitals and nonprofits), and community leaders. Providing data back to the community for free allows these organization to acquire the information they need to act to improve the community, such as prioritizing health needs, and designing programs/ interventions tailored to address those needs. This organization was funded \$2,500 in 2016/17. **The Grant Review Committee recommends funding \$2,500.**
5. La Quinta High School Blackhawk Brigade is requesting \$5,000 to go toward the purchase of new uniforms for the Blackhawk Brigade Marching Band. The current bank uniforms are old, outdated, and in disrepair despite regular cleaning and management by band boosters. This organization was last funded \$5,000 in 2014/15. **The Grant Review Committee recommends funding \$5,000.**
6. McCallum Theatre is requesting \$5,000 to be used for the Aesthetic Education Program (AEP) that provides an inquiry-driven learning experience to La Quinta students and teachers 1<sup>st</sup> to 5<sup>th</sup> grades. This funding will also support The Field Trip Series open to all La Quinta school and annually serves 800-2,000 students with a performance experience at the McCallum Theatre. This organization was last funded \$5,000 in 2016/17. **The Grant Review Committee recommends funding \$3,000.**

Grant Requests not recommended for funding and/or did not meet the criteria in the Grant Guidelines include:

7. Desert X is requesting \$5,000 for help with production costs for artist projects. This includes funding materials that go toward media used in the installation, construction needs and paying for production labor. Desert X is a first-time applicant for the Community Services Grant program. **The Grant Review Committee does not recommend funding this organization.**
  
8. STEM-ing Careers is requesting \$5,000 to be used to obtain an event permit from Riverside County, secure proper insurance, race timing company, paramedic resources, and portable toilets for day of the event. STEM-ing Careers received a Starter Grant for \$500 in 2017/18 and are eligible to apply for grant for 2018/19. **The Grant Review Committee does not recommend funding this organization currently. They would like to encourage this organization to apply again during the next round.**



# City of La Quinta

CITY COUNCIL MEETING: February 5, 2019

## STAFF REPORT

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**AGENDA TITLE:** RECEIVE AND FILE FISCAL YEAR 2018/19 MID-YEAR BUDGET REPORT, APPROVE THE RECOMMENDED BUDGET ADJUSTMENTS, AND DESIGNATE RESERVE FUNDING ALLOCATIONS; AND ADOPT RESOLUTION TO AMEND TITLES AND CLASSIFICATION OF MARKETING COORDINATOR TO MARKETING MANAGER; ADD PERMIT TECHNICIAN, PLANS EXAMINER, AND MANAGEMENT SPECIALIST POSITIONS

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### RECOMMENDATION

- A. Receive and file fiscal year 2018/19 Mid-Year Budget Report; approve the recommended budget adjustments and designate reserve funding allocations.
- B. Adopt a Resolution to amend the classification plan by adding Permit Technician, Plans Examiner, and Management Specialist positions. approve marketing position reclassification, new

### EXECUTIVE SUMMARY

- The 2018/19 Mid-Year Budget Report (Attachment 1) provides an update of the City's fiscal activities from July to December 2018.
- The Mid-Year Budget Report includes revenue and expenditure adjustments, reclassifying the Marketing Coordinator position and adding three new positions.
- Staff recommends allocating \$10,000,000 of General Fund Unassigned Fund Balance to Committed Reserves.

### FISCAL IMPACT

Staff recommended adjustments to funds are:

<b>2018/19 Mid-Year Adjustment Requests</b>		
<b>Fund</b>	<b>Revenues</b>	<b>Expenses</b>
General Fund (101)	\$ 1,997,000	\$ 147,213
Library and Museum Fund (202)	-	165,200
Public Safety Fund (Fund 203)	3,000	-
JAG Fund (Fund 213)	213	
Development Agreement Fund (Fund 217)	800	
Quimby Fund (Fund 220)	16,000	
Cal Recycle Fund (Fund 221)	2,500	60,000

Continued -

<b>2018/19 Mid-Year Adjustment Requests</b>		
<b>Fund</b>	<b>Revenues</b>	<b>Expenses</b>
Measure A Fund (Fund 223)	3,000	-
CASp Fund, AB 1379 (Fund 230)	6,000	-
Transportation DIF Fund (Fund 250)	10,000	-
Parks & Recreation DIF Fund (Fund 251)	4,000	-
Facility & Fleet Fund (Fund 501)	15,000	-
Information Technology Fund (Fund 502)	12,000	-
Parks Equipment Fund (Fund 503)	15,000	70,000
SilverRock Operating Fund (Fund 601)	55,000	55,000
SilverRock Reserve Fund ( Fund 602)	-	55,000
CERBT OPEB Trust Fund (Fund 761)	20,000	-
<b>TOTAL ADJUSTMENTS</b>	<b>\$ 2,159,513</b>	<b>\$ 552,413</b>

## [BACKGROUND/ANALYSIS](#)

Throughout the fiscal year each Department monitors their budget and proposes adjustments to reflect current conditions and ongoing operational needs. Requests are reviewed and discussed by the City Manager and Directors before recommendations are presented in the Budget Report (Attachment 1). Funds with no adjustments have been excluded.

## [ALTERNATIVES](#)

Council could delay, modify, or reject the requested budget amendments.

Prepared by: Karla Campos, Finance Director  
 Approved by: Frank J. Spevacek, City Manager

Attachment: 1. 2018/19 Mid-Year Budget Report



## 2018/19 MID-YEAR BUDGET REPORT

### OVERVIEW

The 2018/19 Mid-Year Budget Report (Report) provides an update on the City’s fiscal activities from July to December 2018. A quarterly Report is prepared to assess the budget and incorporate adjustments based on current economic conditions and operational requirements. Detailed line item adjustments are found in Exhibits 1 and 2. Funds with no adjustments have been excluded.

### GENERAL FUND

#### REVENUES

Most General Fund revenues are projected to end the year within budget. Based on updated analysis, staff recommends a revenue increase of **\$422,000 for property taxes**. The increase is a combined result of a reduction in the number of parcels with lower valuations due to Proposition 8 appeals and an increase in overall property valuation.

The California Department of Tax and Fee Administration (CDTFA) continues to resolve sales tax software reporting issues, misallocation of revenues, and delayed revenue remittances. The clean-up efforts will take several months. During mid-year, staff is recommending a conservative increase of **\$890,000 to Measure G sales tax** revenue. As noted in the annual Measure G Compliance Report (presented on January 15, 2019) a future adjustment may be recommended during the third quarter. Additional Measure G revenue shall remain in reserves until appropriated by Council.

**Miscellaneous reimbursements** have been received for insurance claims and maintenance agreements with neighboring agencies. A budget adjustment of \$60,000 reflects additional funds received to date.

**Fire station #70**, located at the corner of Madison and Avenue 54, requires painting, and bathroom and kitchen upgrades which are anticipated to cost \$75,000. Expenses will be reimbursed from the county fire service credit account; therefore, a matching revenue adjustment is proposed.

Transient occupancy tax adjustments (**hotels \$150,000 and short-term vacation rentals \$400,000**) increases those budgets to align with prior year actuals.

A summary of General Fund revenue adjustments is provided below.

<b>Category</b>	<b>Adjustment</b>
Property Taxes	422,000
Sales Taxes	890,000
Miscellaneous	60,000
Fire Services	75,000
Hotel Taxes	550,000
<b>Total</b>	<b>\$ 1,997,000</b>

## EXPENDITURES

A summary of General Fund expense adjustments is provided below.

<b>Department</b>	<b>Adjustment</b>
Design & Development	21,400
City Manager's Office	34,100
Contingency for Staffing	(55,500)
Finance	10,213
City Clerk	7,000
Community Resources	130,000
<b>Total</b>	<b>\$ 147,213</b>

The City is soliciting a new short-term vacation rental (STVR) compliance vendor to ensure short-term rentals operate within the ordinance rules and permits are obtained, transient occupancy taxes are remitted, and business licenses are paid. With a new compliance vendor and the **STVR program** continuing to grow, additional staff resources are necessary. The program currently operates with 1 1/2 full-time staff. Staff is requesting an additional **Permit Technician** position at an annual cost of \$85,500 (salary and benefits); this position

would improve payment and permit processing and ensure the compliance vendor has adequate internal resources to confirm non-compliant properties. The expenditure for the fourth quarter of 2018/19 would be \$21,400 (salary and benefits) and is available in the contingency for staffing account (staff is requesting the Council approve a budget adjustment and this position).

Staff is requesting a new **Plans Examiner** position in the **Building division** to work with applicants over the phone and in person. Staff inquired with the three on-call building plan review firms regarding assigning a contract plans examiner to City Hall for over-the-counter assistance. The hourly cost for a contract plans examiner would significantly exceed the hourly cost to hire an examiner (\$120.00 versus \$47.00 per hour) and the position cost would be offset by reducing consulting services. Annual costs for the position would be \$96,400. Staff is requesting the Council approve a budget adjustment upon successful recruitment and this position.

A **Marketing division** operational assessment was conducted to evaluate the benefits of reducing future contract services (starting in 2019/20) and bringing this work in-house; along with the proposal to expand marketing and community outreach services. To accomplish this, staff is requesting that the Marketing Coordinator be reclassified to a Marketing Manager (based on current and future job responsibilities) and adding a **Management Specialist** position. These requests would result in a combined annual increase of \$120,400 (salary and benefits) which would be funded by reducing future contract expenses. Expenditures for the remainder of 2018/19 would be \$34,100 (salary and benefits) and is available in the contingency for staffing account. Staff is requesting the Council approve a budget adjustment, the reclassification and the Management Specialist position.

A summary of requested positions and reclassification is outlined below:

<b>Full-Time Position</b>	<b>Department</b>	<b>Costs</b>		<b>Ongoing Funding Source</b>
		<b>FY 18/19</b>	<b>Annual</b>	
Permit Technician (New)	The Hub	\$ 21,400	\$ 85,500	General Fund
Plans Examiner (New)	Buildings	24,100	96,400	Reduced Contract Services
Management Specialist (New)	Marketing	24,000	96,400	Reduced Contract Services
Marketing Manager	Marketing	10,000	24,000	Reduced Contract Services
		<b>\$ 79,500</b>	<b>\$ 302,300</b>	

Due to low crime rates, the City no longer qualifies for Justice Assistance Grant (**JAG**) funding; staff is requesting a transfer of \$213 from the General Fund to cover prior year expenses and close out this fund.

To ensure critical functions have operational redundancy the **Finance Department** is undergoing numerous cross training efforts and requires temporary part-time assistance. Staff is requesting \$10,000 to provide additional resources for routine tasks and allow staff the time to learn highly regulated complex tasks.

A comprehensive fee study update will commence in the spring of 2019. Additional funding of \$7,000 would be utilized to evaluate vacant parcel and SilverRock Event Space rental fees. In addition to the aforementioned requested recruitments, the Council will initiate the City Manager recruitment in February 2019; \$30,000 is requested to insure sufficient funds for these recruitments.

An adjustment of \$25,000 is requested to augment short-term vacation rental **code compliance efforts** before and during the upcoming festival season.

## OTHER FUNDS

Staff is adjusting **interest earning allocations** in several funds reflect updated projections based on cash in each fund and an increase of investment portfolio returns. The City maintains a shared investment pool and each fund is allocated a portion of the total portfolio quarterly interest earnings based on the average cash on hand during the quarter for each fund.

2018/19 Mid-Year Adjustment Requests for Other Funds		
Fund	Revenues	Expenses
Library and Museum Fund (202)	-	165,200
Public Safety Fund (Fund 203)	3,000 *	-
JAG Fund (Fund 213)	213	-
Development Agreement Fund (Fund 217)	800 *	-
Quimby Fund (Fund 220)	16,000 *	-
Cal Recycle Fund (Fund 221)	2,500 *	60,000
Measure A Fund (Fund 223)	3,000 *	-
CASp Fund, AB 1379 (Fund 230)	6,000	-
Transportation DIF Fund (Fund 250)	10,000 *	-
Parks & Recreation DIF Fund (Fund 251)	4,000 *	-
Facility & Fleet Fund (Fund 501)	15,000 *	-
Information Technology Fund (Fund 502)	12,000	-
Parks Equipment Fund (Fund 503)	15,000 *	70,000
SilverRock Operating Fund (Fund 601)	55,000	55,000
SilverRock Reserve Fund ( Fund 602)	-	55,000
CERBT OPEB Trust Fund (Fund 761)	20,000 *	-
<b>TOTAL ADJUSTMENTS</b>	<b>\$ 162,513</b>	<b>\$ 405,200</b>

\* Indicates revenue adjustment is limited to interest allocation.

Council previously approved Amendment No. 1 to the library agreement for the **Makerspace operations** at an annual cost of \$165,190. Staff is adjusting the library services budget to reflect this cost. These services are paid from restricted property tax revenues allocated for Library and Museum operations.

In collaboration with local schools, the City recently implemented a successful **recycling station bin program**. The current budget of \$35,000 is nearly expended; **an additional \$60,000** would

fully allocate the revenue projected for this fiscal year and allocate prior year savings (\$30,000). The Cal Recycle Fund has a balance of \$800,000 and is restricted for recycling programs. The increase would provide funding for additional local school participation (Ben Franklin, Truman Elementary and La Quinta Middle).

A revenue increase of \$6,000 for **CASp (AB 1379) Fund** is derived from a State mandated increase in business license ADA compliance fees from \$1 to \$4 per license.

Based upon the revenue the City is receiving from the **information technology surcharge**, staff is requesting an increase of \$10,000 in this revenue account; this increase reflects updated projections based on current year-to-date transactions.

An increase of \$70,000 is requested from the **Parks Equipment Fund** which would derive from the \$3,000,000 fund balance. The increase would fund a shade structure and a perimeter fence at the newly installed national fitness court at La Quinta Park, which would protect and extend the useful life of equipment and deter vandalism. In addition, the current camera security system would be upgraded.

**SilverRock Golf Resort** has two funds (operating and reserve funds). The reserve fund is replenished each year based on annual golf round revenues (2% of actual revenues). These funds are intended for capital expenses. A proposed adjustment would move funds from the SilverRock Reserve Fund to the SilverRock Operating Fund. The current reserve fund balance is \$478,000. During the first six months of operations an irrigation pump was replaced, and several repairs were required at a cost of \$55,000.



## GENERAL FUND RESERVES

General Fund reserve balances were discussed during the 2017/18 General Fund Fiscal Year-End Budget Report and Comprehensive Annual Financial Report (CAFR). The Reserve Policy requires an annual review of reserves and funding levels during the mid-year budget process once the annual CAFR is published and final fund balances are known. Reserve funding generally comes from excess revenues over expenditures and one-time revenues and may be allocated to each reserve category as directed by Council until the target level is reached. Once all targets are reached, funds will remain in unassigned fund balance.

The following is a summary of Committed Reserves as of June 30, 2018. Staff has prepared two options for City Council consideration. Each option allocates \$10,000,000 from Unassigned Fund

<b>Reserve Category</b>	<b>Current</b>	<b>Target</b>	<b>Deficit</b>	<b>Option 1</b>	<b>Option 2</b>
Cash Flow Reserve	5,000,000	5,000,000	-		
Natural Disaster Reserve	7,400,000	10,000,000	2,600,000	2,600,000	1,408,451
Economic Disaster	8,140,000	11,000,000	2,860,000	2,860,000	1,549,296
Capital Replacement Reserve	5,000,000	10,000,000	5,000,000	2,500,000	2,708,559
Pension Trust Benefits	2,000,000	10,000,000	8,000,000	2,040,000	4,333,694
	<b>27,540,000</b>	<b>46,000,000</b>	<b>18,460,000</b>	<b>10,000,000</b>	<b>10,000,000</b>
Unassigned Fund Balance	19,199,506			(10,000,000)	(10,000,000)

Option One: Fully fund two additional categories and partially fund remaining two.  
 Option Two: Distribute an allocation to each category on a weighted basis, with the largest unfunded category receiving the largest amount.

Balance to various Committed Reserves.

**Option 1** fully funds two reserves (Natural Disaster and Economic Disaster) as depicted below.

<b>Reserve Category</b>	<b>Option 1</b>	<b>Target</b>	<b>Deficit</b>
Cash Flow Reserve	5,000,000	5,000,000	-
Natural Disaster Reserve	10,000,000	10,000,000	-
Economic Disaster	11,000,000	11,000,000	-
Capital Replacement Reserve	7,500,000	10,000,000	2,500,000
Pension Trust Benefits	4,040,000	10,000,000	5,960,000
	<b>37,540,000</b>	<b>46,000,000</b>	<b>8,460,000</b>

**Option 2** allocates the \$10 million based on the deficit weighted average per reserve and would result in the following balances.

<b>Reserve Category</b>	<b>Option 2</b>	<b>Target</b>	<b>Deficit</b>
Cash Flow Reserve	5,000,000	5,000,000	-
Natural Disaster Reserve	8,808,451	10,000,000	1,191,549
Economic Disaster	9,689,296	11,000,000	1,310,704
Capital Replacement Reserve	7,708,559	10,000,000	2,291,441
Pension Trust Benefits	6,333,694	10,000,000	3,666,306
	<b>37,540,000</b>	<b>46,000,000</b>	<b>8,460,000</b>

Council may choose one of the two funding options presented, alter the amount allocated but use one of the two allocation methods, request additional alternatives, or not allocate additional funds to committed reserves.

GENERAL FUND (Fund 101)				
Account No.	Description	Revenues	Expenses	
<b>Finance</b>				
101-0000-40311	No-Low Property Tax	100,000		
101-0000-40315	RPTTF Property Tax Pass Through	322,000		
101-0000-41326	Sales Tax - Measure G	890,000		
101-0000-42305	Miscellaneous Reimbursements	60,000		
101-0000-42500	Fire Service Credit	75,000		
101-0000-41400	TOT - Hotels	150,000		
101-0000-41401	TOT - Short-Term Vacation Rentals	400,000		
	<b>Total Revenue Adjustments</b>	<b>\$ 1,997,000</b>		
<b>Design and Development</b>				
101-6006-50101	Permanent Full-Time (The Hub Department)			21,400
101-1007-50115	Contingency for Staffing			(21,400)
<b>City Manager's Office</b>				
101-3007-50101	Permanent Full-Time (Marketing Department)			34,100
101-1007-50115	Contingency for Staffing			(34,100)
<b>Finance</b>				
101-1007-99900	Transfers Out to JAG Fund			213
101-1006-60125	Temporary Part-Time Agency Services			10,000
<b>City Clerk</b>				
101-1005-60103	Professional Services			7,000
<b>Community Resources</b>				
101-2002-72110	Fire Station Building Improvements			75,000
101-1004-60129	Recruiting/Pre-Employment (Human Resources)			30,000
101-6004-60103	Professional Service (Code Compliance)			25,000
		<b>TOTAL</b>	<b>\$ 1,997,000</b>	<b>\$ 147,213</b>



**LIBRARY AND MUSEUM FUND (Fund 202)**

Account No.	Description	Revenues	Expenses
202-3004-60105	Makerspace Operations		165,200

**PUBLIC SAFETY FUND (Fund 203)**

Account No.	Description	Revenues	Expenses
203-0000-41900	Allocated Interest	3,000	

**JAG FUND (Fund 213)**

Account No.	Description	Revenues	Expenses
213-0000-49500	Transfers In	213	

**DEVELOPMENT AGREEMENT FUND (Fund 217)**

Account No.	Description	Revenues	Expenses
217-0000-41900	Allocated Interest	800	

**QUIMBY FUND (Fund 220)**

Account No.	Description	Revenues	Expenses
220-0000-41900	Allocated Interest	16,000	

**CAL RECYCLE FUND (Fund 221)**

Account No.	Description	Revenues	Expenses
221-0000-60127	Recycling Solutions		60,000
221-0000-41900	Allocated Interest	2,500	

**MEASURE A FUND (Fund 223)**

Account No.	Description	Revenues	Expenses
223-0000-41900	Allocated Interest	3,000	

**CASp FUND, AB 1379 (Fund 230)**

Account No.	Description	Revenues	Expenses
230-0000-42130	SB 1186 Revenue	6,000	

**TRANSPORTATION DIF FUND (Fund 250)**

Account No.	Description	Revenues	Expenses
250-0000-42130	Allocated Interest	10,000	

**PARKS AND RECREATION DIF FUND (Fund 251)**

Account No.	Description	Revenues	Expenses
251-0000-42130	Allocated Interest	4,000	

**FACILITY AND FLEET FUND (Fund 501)**

Account No.	Description	Revenues	Expenses
501-0000-42130	Allocated Interest	15,000	

**INFORMATION TECHNOLOGY FUND (Fund 502)**

Account No.	Description	Revenues	Expenses
502-0000-42130	Allocated Interest	2,000	
502-0000-43611	Information Technology Surcharge	10,000	

<b>PARKS EQUIPMENT FUND (Fund 503)</b>			
Account No.	Description	Revenues	Expenses
503-0000-71060	Parks		60,000
503-0000-80100	Machinery & Equipment		10,000
503-0000-42130	Allocated Interest	15,000	
<b>SILVERROCK FUNDS (Funds 601 and 602)</b>			
Account No.	Description	Revenues	Expenses
602-0000-99900	Transfers Out (from SRR Reserve Fund)		55,000
601-0000-49500	Transfers In (to SRR Operating Fund)	55,000	
601-0000-60214	Pump Repairs		45,000
601-0000-60660	Repairs and Maintenance		10,000
<b>CERBT OPEB TRUST FUND (Fund 761)</b>			
Account No.	Description	Revenues	Expenses
761-0000-42130	Allocated Interest	20,000	
<b>TOTAL ALL OTHER FUNDS</b>		<b>162,513</b>	<b>405,200</b>

**RESOLUTION NO. 2019 -**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA QUINTA, CALIFORNIA, AMENDING THE CLASSIFICATION OF MARKETING COORDINATOR TO MARKETING MANAGER AND ADDING POSITIONS FOR PERMIT TECHNICIAN, PLANS EXAMINER, AND MARKETING MANAGEMENT SPECIALIST**

**WHEREAS,** the City Council previously approved and adopted the 2018/19 Classification Plan; and

**WHEREAS,** the City's Personnel Policy Section 2.05, Preparation and Amendment of Classification Plan, requires amendments to the Classification Plan be adopted by a Resolution of the City Council; and

**WHEREAS,** reclassification of Marketing Coordinator to Marketing Manager will allow the City to continue to achieve benefits, efficiencies and expanded duties; and

**WHEREAS,** adding a Permit Technician, Plans Examiner, and Marketing Management Specialist will create an opportunity to retain personnel.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of La Quinta, California, as follows:

SECTION 1. The City does hereby approve and adopt the revisions to the Classification Plan consisting of Authorized Positions and Fiscal Year 2018/19 Salary Schedule, attached hereto as Exhibit A and incorporated herein by reference.

**PASSED, APPROVED, and ADOPTED** at a regular meeting of the La Quinta City Council held on this 5<sup>th</sup> day of February 2019, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

Resolution No. 2019 -  
Reclassification/Positions  
Adopted: February 5, 2019  
Page 2 of 2

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LINDA EVANS, Mayor  
City of La Quinta, California

**ATTEST:**

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MONIKA RADEVA, City Clerk  
City of La Quinta, California

(CITY SEAL)

**APPROVED AS TO FORM:**

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WILLIAM H. IHRKE, City Attorney  
City of La Quinta, California

**CITY OF LA QUINTA  
AUTHORIZED POSITIONS  
EFFECTIVE FEBRUARY 5, 2019**

<b><u>CLASSIFICATION SPECIFICATION</u></b>	<b><u>AUTHORIZED WORKING TITLE</u></b>	<b><u>RATING</u></b>	<b><u>ALLOCATED</u></b>
<b><u>Administrative</u></b>	<i>Administrative Assistant</i>	Administrative Assistant	A11 6
	<i>Administrative Technician</i>	Administrative Technician	B21 2
		Executive Assistant	B22 1
<b><u>Code Administration</u></b>	<i>Code Administration Technician</i>	Building Inspector I	B22 1
		Code Compliance Officer I	B22 1
		Permit Technician	B22 5
	<i>Code Administration Specialist</i>	Building Inspector II	B23 2
		Code Compliance Officer II	B23 3
		Construction Inspector	B23 2
		Plans Examiner	B24 1
<i>Code Administration Supervisor</i>	Animal Control/Code Compliance Supervisor	B32 1	
	Plans Examiner/Inspection Supervisor	B32 1	
<i>Code Administration Coordinator</i>	Construction Manager/Inspection Supervisor	C43 1	
<b><u>Maintenance &amp; Operations</u></b>	<i>Maintenance &amp; Operations Worker</i>	Maintenance Worker I	A11 6
		Parks Worker	A11 1
		Maintenance Worker II	A12 2
	<i>Maintenance &amp; Operations Technician</i>	Traffic Signal Technician	B21 2
		Buildings Coordinator	B23 1
		Maintenance & Operations Technician	B23 1
	<i>Maintenance &amp; Operations Coordinator</i>	Maintenance Foreman	B24 2
		Parks Foreman	B24 1
	<i>Maintenance &amp; Operations Superintendent</i>	Buildings Superintendent	B32 1
		Parks Superintendent	B32 1
	<b><u>Management Administration</u></b>	<i>Management Assistant</i>	Community Resources Coordinator
Management Assistant			B21/B22 6
Account Technician			B22 2
<i>Management Specialist</i>		Community Resources Specialist	B24 1
		Deputy City Clerk	B24 1
		Junior Accountant	B24 1
		Management Specialist	B24/B25 6
		Accountant	B25 1
<i>Management Coordinator</i>		Marketing Management Coordinator	<del>C41</del> 0
<i>Management Analyst</i>		Associate Planner	C42 1
		Community Resources Analyst	C42 1
		Sr. Emergency Management Coordinator	C42 1
		Financial Services Analyst	C42 1
		Human Resources Analyst	C42 1
		Management Analyst	C42/C43 2
		Public Safety Analyst	C42 1
		Senior Accountant	C42 1
	Traffic Operations Analyst	C42 1	
	Associate Engineer	C43 2	
	Senior Planner	C44 1	
<b><u>Management</u></b>	<i>Manager</i>	Assistant to the City Manager	D61 1
		Building Official	D61 1
		Community Resources Manager	D61 1
		Hub Manager	D61 1
		Human Resources Manager	D61 1
		Maintenance Manager	D61 1
		Marketing Manager	D61 1
		Planning Manager	D61 1
		Public Safety Manager	D61 1
		Senior Civil Engineer	D61 1
		City Clerk	D62 1
		City Engineer	D65 1
	<i>Director</i>	Community Resources Director	E82 1
		Design & Development Director	E82 1
		Facilities Director	E82 1
		Finance Director/Treasurer	E82 1
	<i>City Manager</i>	City Manager	F101* 1

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\* City Manager salary is determined by City Council contract



2018/19  
NON-DISCRETIONARY SALARY SCHEDULE

ANNUAL NON-DISCRETIONARY STEPS								
WORKING TITLE	DBM	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Administrative Assistant Maintenance Worker I Parks Worker	A11	\$ 38,625.89	\$ 40,557.18	\$ 42,488.47	\$ 44,419.77	\$ 46,351.06		
Maintenance Worker II	A12	\$ 42,496.68	\$ 44,621.51	\$ 46,746.35	\$ 48,871.18	\$ 50,996.01		
Administrative Technician Community Resources Coordinator Management Assistant Traffic Signal Technician	B21	\$ 50,249.87	\$ 52,762.36	\$ 55,274.86	\$ 57,787.35	\$ 60,299.84		
Account Technician Building Inspector I Code Compliance Officer I Executive Assistant Management Assistant Permit Technician Vacation Rental/License Assistant	B22	\$ 54,120.65	\$ 56,826.68	\$ 59,532.71	\$ 62,238.75	\$ 64,944.78		
Building Inspector II Buildings Coordinator Code Compliance Officer II Construction Inspector Maintenance & Operations Technician	B23	\$ 57,991.44	\$ 60,891.01	\$ 63,790.59	\$ 66,690.16	\$ 69,589.73		
Community Resources Specialist Deputy City Clerk Junior Accountant Maintenance Foreman Management Specialist Parks Foreman <del>Plans Examiner</del>	B24	\$ 63,327.33	\$ 66,493.70	\$ 69,660.06	\$ 72,826.43	\$ 75,992.80		
Accountant Deputy City Clerk Management Specialist	B25	\$ 69,893.33	\$ 73,387.99	\$ 76,882.66	\$ 80,377.33	\$ 83,871.99		
Animal/Code Officer Supervisor Buildings Superintendent Parks Superintendent Plans Examiner/Inspector Supervisor	B32	\$ 69,893.33	\$ 73,387.99	\$ 76,882.66	\$ 80,377.33	\$ 83,871.99		
<del>Marketing Management Coordinator</del>	<del>C41</del>	<del>\$ 72,354.59</del>	<del>\$ 75,369.61</del>	<del>\$ 78,384.62</del>	<del>\$ 81,399.64</del>	<del>\$ 84,414.65</del>	<del>\$ 87,426.05</del>	<del>\$ 90,443.24</del>
Associate Planner Business Analyst Community Resources Analyst Sr. Emergency Management Coordinator Financial Services Analyst Human Resources Analyst Management Analyst Public Safety Analyst Senior Accountant Traffic Operations Analyst	C42	\$ 76,552.63	\$ 79,742.57	\$ 82,932.52	\$ 86,122.47	\$ 89,312.42	\$ 92,498.54	\$ 95,690.78



2018/19  
NON-DISCRETIONARY SALARY SCHEDULE

WORKING TITLE	DBM	ANNUAL NON-DISCRETIONARY STEPS						
		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Associate Engineer Construction Manager/Inspection Supervisor Management Analyst Senior Planner	C43	\$ 80,750.66	\$ 84,115.54	\$ 87,480.42	\$ 90,845.30	\$ 94,210.18	\$ 97,571.02	\$ 100,938.33
Assistant to the City Manager Building Official Community Resources Manager Human Resources Manager Maintenance Manager Marketing Manager Planning Manager Public Safety Manager Senior Civil Engineer	D61	\$ 97,568.01	\$ 101,633.67	\$ 105,699.33	\$ 109,764.99	\$ 113,830.65	\$ 117,891.43	\$ 121,960.01
City Clerk	D62	\$ 102,446.41	\$ 106,715.35	\$ 110,984.30	\$ 115,253.24	\$ 119,522.18	\$ 123,786.00	\$ 128,058.01
City Engineer	D65	\$ 117,524.43	\$ 122,421.68	\$ 127,318.92	\$ 132,216.16	\$ 137,113.41	\$ 142,004.77	\$ 146,905.54
Community Resources Director Design & Development Director Facilities Director Finance Director/City Treasurer City Manager	E82	\$ 129,570.69	\$ 134,969.90	\$ 140,369.11	\$ 145,768.32	\$ 151,167.53	\$ 156,560.26	\$ 161,963.36
	F101*	\$ 176,293.44	\$ 183,639.59	\$ 190,985.74	\$ 198,331.88	\$ 205,678.03	\$ 213,015.36	\$ 220,366.80

Part-Time Employees	DBM		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Recreation Leader	A01	Hourly	\$12.00	\$12.60	\$13.20	\$13.80	\$14.40
Senior Recreation Leader	A02	Hourly	\$16.00	\$16.80	\$17.60	\$18.40	\$19.20
Administrative Assistant	A11	Hourly	\$18.57	\$19.50	\$20.43	\$21.36	\$22.28
Administrative Technician	B21	Hourly	\$24.16	\$25.37	\$26.57	\$27.78	\$28.99
Software Program Report Writer	B24	Hourly	\$30.45	\$31.97	\$33.49	\$35.01	\$36.53

Elected Official Positions	Monthly
Mayor	\$2,800.00
Council Members	\$2,300.00

Boards and Commission Members	Meeting Stipend
Community Services Commission	Per Meeting \$75.00
Construction Appeals Board	Per Meeting \$0.00
Housing Commission	Per Meeting \$50.00
Financial Advisory Commission	Per Meeting \$75.00
Oversight Board	Per Meeting \$0.00
Planning Commission	Per Meeting \$100.00



2018/19  
DISCRETIONARY SALARY SCHEDULE

WORKING TITLE	DBM	ANNUAL DISCRETIONARY STEPS (PERFORMANCE BASED)				
		STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
Administrative Assistant	A11	\$ 47,896.05	\$ 49,441.04	\$ 50,986.03	\$ 52,531.02	\$ 54,076.01
Maintenance Worker I Parks Worker	A11	\$ 47,896.05	\$ 49,441.04	\$ 50,986.03	\$ 52,531.02	\$ 54,076.01
Maintenance Worker II	A12	\$ 52,695.81	\$ 54,395.61	\$ 56,095.41	\$ 57,795.21	\$ 59,495.01
Administrative Technician Community Resources Coordinator Management Assistant Traffic Signal Technician	B21	\$ 62,309.87	\$ 64,319.90	\$ 66,329.93	\$ 68,339.96	\$ 70,349.99
Account Technician Building Inspector I Code Compliance Officer I Executive Assistant Management Assistant Permit Technician Vacation Rental/License Assistant	B22	\$ 67,109.62	\$ 69,274.46	\$ 71,439.30	\$ 73,604.14	\$ 75,768.98
Building Inspector II Buildings Coordinator Code Compliance Officer II Construction Inspector Maintenance & Operations Technician	B23	\$ 71,909.38	\$ 74,229.03	\$ 76,548.68	\$ 78,868.33	\$ 81,187.98
Community Resources Specialist Deputy City Clerk Junior Accountant Maintenance Foreman Management Specialist Parks Foreman Plans Examiner	B24	\$ 78,525.84	\$ 81,058.88	\$ 83,591.92	\$ 86,124.96	\$ 88,658.00
Accountant Deputy City Clerk Management Specialist	B25	\$ 86,667.79	\$ 89,463.59	\$ 92,259.39	\$ 95,055.19	\$ 97,850.99
Animal/Code Officer Supervisor Buildings Superintendent Parks Superintendent Plans Examiner/Inspector Supervisor	B32	\$ 86,667.79	\$ 89,463.59	\$ 92,259.39	\$ 95,055.19	\$ 97,850.99





2018/19  
DISCRETIONARY SALARY SCHEDULE

WORKING TITLE	DBM	ANNUAL DISCRETIONARY STEPS (PERFORMANCE BASED)						
		STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14
<del>Marketing Management Coordinator</del>	<del>C41</del>	<del>\$ 93,027.33</del>	<del>\$ 95,611.42</del>	<del>\$ 98,195.51</del>	<del>\$ 100,779.60</del>	<del>\$ 103,363.69</del>	<del>\$ 105,947.78</del>	<del>\$ 108,531.87</del>
Associate Planner Business Analyst Community Resources Analyst Sr. Emergency Management Coordinator Financial Services Analyst Human Resources Analyst Management Analyst Public Safety Analyst Senior Accountant Traffic Operations Analyst	C42	\$ 98,424.80	\$ 101,158.82	\$ 103,892.84	\$ 106,626.86	\$ 109,360.88	\$ 112,094.90	\$ 114,828.92
Associate Engineer Construction Manager/Inspection Supervisor Management Analyst	C43	\$ 103,822.28	\$ 106,706.23	\$ 109,590.18	\$ 112,474.13	\$ 115,358.08	\$ 118,242.03	\$ 121,125.98
Senior Planner	C44	\$ 110,581.27	\$ 113,652.97	\$ 116,724.67	\$ 119,796.37	\$ 122,868.07	\$ 125,939.77	\$ 129,011.47
Assistant to the City Manager Building Official Community Resources Manager Human Resources Manager Maintenance Manager Marketing Manager Planning Manager Public Safety Manager Senior Civil Engineer	D61	\$ 125,444.58	\$ 128,929.15	\$ 132,413.72	\$ 135,898.29	\$ 139,382.86	\$ 142,867.43	\$ 146,352.00
City Clerk	D62	\$ 131,716.81	\$ 135,375.61	\$ 139,034.41	\$ 142,693.21	\$ 146,352.01	\$ 150,010.81	\$ 153,669.61
City Engineer	D65	\$ 151,102.84	\$ 155,300.14	\$ 159,497.44	\$ 163,694.74	\$ 167,892.04	\$ 172,089.34	\$ 176,286.64
Community Resources Director Design & Development Director Facilities Director Finance Director/City Treasurer	E82	\$ 166,590.88	\$ 171,218.40	\$ 175,845.92	\$ 180,473.44	\$ 185,100.96	\$ 189,728.48	\$ 194,356.00
City Manager	F101*	\$ 226,662.99	\$ 232,959.18	\$ 239,255.37	\$ 245,551.56	\$ 251,847.75	\$ 258,143.94	\$ 264,440.13



**CLASS SPECIFICATION  
Manager**

<b>CLASS SERIES</b>	<b>BAND/GRADE/SUBGRADE</b>	<b>FLSA STATUS</b>
Management	D61 – D65	Exempt

**CLASS SUMMARY:** This is the first level in a three-level Management Classification Series. Managers oversee divisions and make interpretive decisions on behalf of the organization regarding the means for executing the goals established by the relevant leader, regulatory body or governing body, subject to constraints imposed by available technology and resources. Such interpretive decisions provide context for the work to be accomplished by subordinates supervised within the unit and/or designated programs managed. Incumbents are responsible for the management of functions and budget associated with an assigned unit/designated program and may be responsible for the supervision of professional, technical and administrative support staff assigned to the unit. Based upon assignment, managers may administer units/designated programs with administrative functions requiring differing levels of risk to the organization while providing for the across-the-board first level management necessary to execute the process and projects of the organization.

**DISTINGUISHING CHARACTERISTICS:** Positions assigned to this classification are responsible for assisting in the management and direction of a department by supervising/overseeing the work of a City division. As assigned, incumbents supervise staff including conducting performance evaluations; coordinating training; and implementing hiring, discipline and termination procedures.

**ESSENTIAL DUTIES:** This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

- Oversees the development and implementation of programs, policies and procedures for the division.
- Supervises staff, as assigned, to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination and disciplinary recommendations.
- Administers and monitors the division’s budget, including allocating resources and approving expenditures.
- Assists the Director in developing and implementing department policies and procedures.
- Attends required meetings with the department director, city manager, other city departments; other regulatory entities; public boards and commissions; reviews and prepares reports, agenda items and other official correspondence for city council and/or assigned boards/commissions; creates and makes presentations to community organizations and city boards and commissions.
- Performs other duties of a similar nature and level as assigned.

**POSITION SPECIFIC RESPONSIBILITIES:**

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## CLASS SPECIFICATION Manager

Positions assigned to **Assistant to the City Manager** may also be responsible for:

- Serving as the City's Economic Development Manager;
- Serving as the Housing Authority Coordinator;
- Fostering intergovernmental, council, and community relations;
- Overseeing significant (large/citywide) special projects;
- Coordinating and managing the City's Business Unit including legislative advocacy, grant procurement, waste, franchise agreements, and information technology functions;
- Coordinating communications activities to foster understanding of City-wide vision, strategic priorities, program goals, and services among the public and City employees; and
- Working closely with the Design & Development Department, facilitating opportunities and partnerships with the community and businesses.

Positions assigned to **Building Official** may also be responsible for:

- Review of building and construction plans for proper design and conformance with codes and ordinances;
- Approval and certification of final inspections;
- Investigating complaints and potential violations of building codes/hazards and issuing non-compliance notices; and
- Non-structural plan checking and coordination of same.

Positions assigned to **City Clerk** may also be responsible for:

- Performing all statutory duties of the City Clerk as set forth in the California Government Code and La Quinta Municipal Code;
- Attending all meetings of the City Council/Successor Agency/Oversight Board/Financing Authority/Housing Authority and recording minutes thereof;
- Directing the preparation of/preparing agendas, resolutions, ordinances and written materials for the City Council/Successor Agency/Financing Authority/Housing Authority/Oversight Board;
- Directing citywide editing and research services;
- Providing administrative support to the City Council and City Manager;
- Maintaining all official records of the city and the city's records management system;
- Conducting recruitment for boards/commissions;
- Conducting municipal elections and serving as Elections Official;
- Maintaining the municipal code; and
- Acting as Notary Public.

Positions assigned to **City Engineer** may also be responsible for:

- Serving as the City's NPDES Coordinator, ensuring compliance and reporting with



## CLASS SPECIFICATION Manager

NPDES permits;

- Serving as the City's Floodplain Manager to ensure compliance with state and federal flood plain requirements;
- Providing engineering support for all development entitlements from preliminary project review to writing conditions of approval; and
- Plan check all improvement plans, hydrology studies, WQMPs and land actions.

Positions assigned to **Community Resources Manager** may also be responsible for:

- Contract management of the City's marketing strategies (print and electronic);
- Contract management for the Library and Museum operations;
- Preparing and managing the recreation, wellness and large-scale community wide events;
- Operation and management of the La Quinta Wellness Center and programs;
- Strategic planning and development of economic development efforts of the Business Unit and partnership between relationships with city businesses and community;
- Oversight of the La Quinta Arts Foundation and La Quinta Chamber of Commerce agreements; and
- Overseeing Citywide Information Technology functions, contracts and expenditures.

Positions assigned to **Hub Manager** may also be responsible for:

- Strategic development and implementation of the TRAKit and E-TRAKit software;
- Coordinating efforts with other departments and divisions on integration of all Customer Service Center functions and services;
- Coordinating with Development, Building & Planning on TRAKit and E-TRAKit integration into plan check, plan review and inspections efforts;
- Overseeing the customization and integration of Short Term Vacation Rentals to manage business licenses, permits and TOT collection; and
- Providing data regarding the Business and Building development.

Positions assigned to **Human Resources Manager** may also be responsible for:

- Developing, maintaining and/or implementing affirmative action plan, classification/compensation and employee benefit programs, employee training and development programs, performance management, recruitment and selection processes, and risk management/safety programs and associated insurance;
- Assisting with the conduct of internal investigations or employee grievances and recommending course of action; and
- Representing the city in collective bargaining, including development and costing of proposals.

Positions assigned to **Maintenance Manager** may also be responsible for:

- Interpretation and implementation of plans, manuals and specifications;
- Periodic inspections of facilities (i.e. streets and rights-of-way);

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## CLASS SPECIFICATION Manager

- Participation in plan review of new development, capital improvement programming and value engineering studies;
- Crew safety training and safe work practices;
- Oversees and manages the operations and maintenance of the City's public streets, sidewalks, landscape, lighting, storm drain facilities, graffiti abatement, and fleet equipment and vehicles; and
- Responsible for all facilities within the Landscape and Lighting District.

Positions assigned to **Marketing Manager** may also be responsible for:

- Manages and controls all marketing and branding assets through multiple vendors and City services.
- Leads public information for the City and community. Creation and execution of City news, urgencies and services to the community.
- Leads the promotion of the City's Economic Development services by working with the Assistant to the City Manager as well as the businesses in the City.
- Controls all internal department brands to ensure all City brand standards are met. Creates and reviews department collateral assets both internally and externally.
- Manages and leads City's tourism programs and services.
- Interprets, advises, and understands council's requests to create quicker and efficient responses.

Positions assigned to **Planning Manager** may also be responsible for:

- Overseeing the historic preservation, archaeological and paleontological provisions of the municipal code;
- Assisting with the preparation of development standards;
- Overseeing and assisting with the Planning Division's participation in the development review process including reviewing subdivision plans for compliance with the General Plan and zoning ordinances; and
- Investigating and/or assisting with the resolution of planning problems, zoning changes, text amendments, and language for specific plans and the General Plan.

Positions assigned to **Public Safety Manager** may also be responsible for:

- Overseeing the Police, Fire and Emergency Operations functions with Riverside County;
- Overseeing the Code Compliance and Animal Control programs to include strategic community outreach and education;
- Administering the City's neighborhood vitalization efforts through code compliance and public safety partners;
- Managing the City's grants portfolio including securing grants, procurement, and reconciliation with financial policies and Finance Department; and
- Overseeing the City's franchise service providers for customer issues, revenue calculations, and liaison on emergency related matters.

Positions assigned to **Senior Civil Engineer** may also be responsible for:

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**CLASS SPECIFICATION  
Manager**

- Preparation of the 5-Year Capital Improvement Plan;
- Oversight of Capital Project design, bidding, and budget;
- Serve as the Legally Responsible Person for projects covered under the Statewide General Construction Storm Water Permit;
- Oversight of private development inspection;
- Oversight of the City Traffic Engineer including disposition of resident requests, city-wide speed surveys; and
- Oversight of the maintenance and operations of the City's traffic signal system.

**TRAINING AND EXPERIENCE:** Bachelor's degree and five (5) years' experience related to area of assignment. Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**LICENSING / CERTIFICATIONS:**

- As assigned, valid California Driver's License may be required.
- As assigned, California Professional Engineer (PE) License or ability to acquire it within one year of employment.
- As assigned, certification as a Building Inspector from the International Conference of Building Officials (ICBO) or equivalent.
- As assigned, Certified Public Accounting (CPA) license desired, but not required.
- Other professional certifications related to assignment deemed desirable at time of recruitment.

**KNOWLEDGE OF:**

- Managerial principles;
- Supervisory principles;
- Business administration principles;
- Budgetary principles;
- Applicable local, state and federal laws, rules and regulations;
- Modern office equipment;
- Organizational structure of the city and city services as they relate to area of assignment;
- Safe working practices, procedures and regulations;
- Customer service principles; and
- Contract preparation, administration and service evaluation.

Positions assigned to **City Clerk** also require knowledge of:

- The Brown Act, Political Reform Act and California Elections Codes; and
- Principles and practices related to municipal records management.

Positions assigned to **Human Resources/Risk Management** also require knowledge of:

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### CLASS SPECIFICATION Manager

- Modern human resources principles, methods, practices and techniques including labor relations, employee relations, risk management, injury prevention, workers' compensation, absence management, recruitment, selection, staff development and training, classification, compensation, benefits administration, health and safety; and
- Project management and research methodology.

Positions assigned to **Maintenance** also require knowledge of:

- Maintenance operations, project management and cost control methods;
- Pavement management systems and applicability to pavement maintenance; and
- Landscaping practices, including scheduling, parks maintenance, turf management and pest control.

Positions assigned to **Planning** also require knowledge of:

- Principles, methods, practices and techniques of urban planning and development including demographic, environmental, social and economic land use concepts; and
- Statistical and research methodology.

Positions assigned to **Engineering** also require knowledge of:

- Advanced principles and practices of civil and structural engineering;
- Administration as applied to the design and construction of public works facilities and technical inspection services;
- All types of building construction materials and methods, and of stages of construction when possible violations and defects may be most easily observed and corrected;
- City building and zoning codes and related laws and ordinances; and
- The California Subdivision Map Act.

#### **SKILL IN:**

- Supervising and evaluating employees;
- Prioritizing and assigning work;
- Assisting in the direction and management of operations;
- Negotiating and conflict resolution;
- Exercising independent judgment within organizational and legal frameworks;
- Problem-solving, analysis and decision-making;
- Applying local, state and federal laws, rules and regulations;
- Public speaking;
- Mathematical computations required for public budgeting, accounting and forecasting;
- Operating a computer and relevant software applications;
- Operating modern office equipment;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information, evaluate performance and provide and/or receive work direction.

**ADA AND OTHER REQUIREMENTS:** Positions in this class typically require: sitting,



**CLASS SPECIFICATION  
Manager**

standing, walking, fingering, grasping, talking, hearing, seeing and repetitive motions. Positions involved in leadership of a field assignment may also require occasional pushing, pulling, lifting, crouching, stooping or crawling.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**NOTE:** The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.





**CLASS SPECIFICATION  
Management Specialist**

<b>CLASS SERIES</b>	<b>BAND/GRADE/SUBGRADE</b>	<b>FLSA STATUS</b>
Management Administration	B24-B32	Non-Exempt
<p><b>CLASS SUMMARY:</b> This class is the second level in a four-level Management Administration Series focused on responsibilities associated with coordinating City processes and/or programs as a subject matter expert, or supervising non-exempt staff engaged in similar work. Incumbents, as assigned, are responsible for research, analysis, report writing and presentation; contract development and management; records reconciliation; program coordination; grant and contract management; and coordination across departments.</p>		
<p><b>DISTINGUISHING CHARACTERISTICS:</b> Positions assigned to this classification perform programmatic and/or administrative coordination of a city service or program as a subject matter expert. As assigned, incumbents may supervise staff.</p>		
<p><b>ESSENTIAL DUTIES:</b> This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.</p> <ul style="list-style-type: none"> <li>• Works with internal and external customers and stakeholders to resolve questions, service requests and/or problems and complaints; coordinates with contractors and outside service providers when required to resolve problems.</li> <li>• Conducts research and keeps abreast of changes in assigned field in order to assist in, or develop, plans, programs, goals and objectives.</li> <li>• Prepares written reports, plans, public information collateral and/or program documents such as grant funding applications, agreements, etc.</li> <li>• As assigned, supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination and disciplinary recommendations.</li> <li>• Maintains cooperative working relationships with peers, other jurisdictions and state or federal agencies as assigned.</li> <li>• Creates, updates, distributes and maintains records, reports, logs and other documentation.</li> <li>• Performs other duties of a similar nature and level as assigned.</li> </ul>		
<p><b>POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:</b> Positions assigned to <b>Accountant</b> may also be responsible for:</p> <ul style="list-style-type: none"> <li>• Performing complex and difficult accounting and financial support work within programmatic and procedural guidelines;</li> <li>• Preparing journal entries and reconciling various general ledger and subsidiary accounts;</li> <li>• Calculating and preparing reimbursement billings and tracking receivables;</li> <li>• Assisting in preparation of annual audit schedules for external auditors;</li> <li>• Assisting the Finance Director during the annual auditing process;</li> <li>• Assisting with the preparation of the annual and mid-year budgets;</li> </ul>		

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**CLASS SPECIFICATION  
Management Specialist**

- Assisting with grant and CIP accounting; and
- Monitoring daily cash flow, audit cashing and, reconciling monthly bank statements.

Positions assigned to **Community Resources Specialist** may also be responsible for:

- Prepare and execute instructor/volunteer service contracts for recreation programs;
- Develop partnerships with local community groups and nonprofits to provide/enhance programs and services;
- Preparing monthly/quarterly reports on program/fitness membership attendance at the Wellness Center and offsite facilities; and
- Assist with strategic planning, goal setting and budget development for the Wellness Center division.

Positions assigned to **Deputy City Clerk** may also be responsible for:

- Preparing and distributing council agenda materials, including transcribing meeting minutes;
- Maintaining indices and Codes and notarizing documents;
- Records management including overseeing/coordinating city-wide scanning project and record destruction, legal recording and processing all record requests, subpoenas and summons;
- City-wide contract processing and official document recording
- ~~Managing FPPC and election filings;~~
- ~~Coordinate citywide fee schedule update~~
- Providing administrative services to Council and City Manager
- ~~Serving as Laserfische Administrator; and~~
- ~~Serving as Deputy Elections Official , Deputy Records Manager; and performing duties of City Clerk in the absence of the City Clerk.~~

Positions assigned to **Junior Accountant** may also be responsible for:

- Preparing various financial schedules and reports;
- Preparing journal entries and reconciling the general ledger with subsidiary financial applications;
- Assist with internal and external audit requirements ensuring regulatory compliance;
- Assist with preparation and verification of payroll and related documents (such as timesheets, retirement information, etc.)
- Administering and overseeing purchasing; and
- Assist with monitoring daily cash flows, performing cashing, and reconciling monthly bank statements.

Positions assigned to **Management Specialist (City Manager’s)** may also be responsible for:

- Engaging in economic and business development efforts including outreach, and preparation of outreach materials connected to economic development related agreements;
- Making presentations before City Council, Commissions, and stakeholder groups;
- Serving as Housing Coordinator; responding to/coordinating tenant requests, developing and evaluating housing program applications, housing reports; and

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**Deleted:** <#>Serving as Risk Manager for business-related matters, including claims and insurance review;¶

**Deleted:** <#>Serving as support staff to the Oversight Board, and Advisory Committee;¶ <#>Serving as Housing Coordinator;¶

**Deleted:** <#>Providing city-wide editing and research services; and¶

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**CLASS SPECIFICATION  
Management Specialist**

- Provide reports and oversight of transient occupancy tax incentive program and medical cannabis delivery permit applications.

Positions assigned to **Management Specialist (Design & Development)** may also be responsible for:

- Assisting in the coordination of the Short Term Vacation Rental Program and business licenses;
- Providing responsible, complex clerical and administrative support to the department;
- Preparing a variety of reports and analytics needed by the Design and Development Director;
- Addressing the interests of a variety of customers and stakeholders; and
- Making presentations before City Council, commissions or stakeholder groups.

Positions assigned to **Management Specialist (Marketing)** may also be responsible for:

- Assist the Marketing Manager with researching and writing, including press releases on City services, events, and news updates.
- Coordination of the City's social media and digital ad posts on all relevant platforms
- Support the consistency of the City's brand standards externally and internally through all collateral assets and correspondence.
- Assist as the City's Public Information Officer back-up when needed; this includes coordination of media, writing statements, conducting interviews and community outreach.
- Organization of City's event promotion through media strategies and research; this includes knowledge and execution of marketing/social media trends.

Positions assigned to **Software Program Report Writer (Design & Development)** may also be responsible for:

- Work with staff to collect and document report requirements, to understand data structures, set and follow best practices;
- Administer the design, development, testing, performance tuning and general troubleshooting of a variety of departmental reports;
- Perform quality assurance on new reports and changes to reports;
- Analyze and problem solve with attention to accuracy and detail; and
- Act as a liaison for the department for purposes of data integration and standardization.

**TRAINING AND EXPERIENCE:** Associate's Degree and, as assigned, two (2) years experience related to area of assignment. Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**LICENSING/CERTIFICATIONS:**

Some positions may require a valid Class C California Driver's License. As assigned, must obtain Notary Public certification within six (6) months of employment.



## CLASS SPECIFICATION Management Specialist

### **KNOWLEDGE IN:**

- Documentation and record-keeping principles;
- Supervisory principles;
- Contract administration and performance monitoring;
- Program development, administration and evaluation;
- Research methods, program analysis and report preparation;
- Organizational structure of the city and city services as they relate to area of assignment;
- Applicable local, state and federal laws, rules and regulations;
- Modern office equipment; and
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information, evaluate performance and provide and/or receive work direction.

Positions assigned to **City Managers** also require knowledge of:

- Housing, Socio-economic, and incentive programs; and
- Legislation including State and Local ordinances.

Positions assigned to **Junior Accountant** and **Accountant** also require knowledge of:

- Principles of basic accounting/bookkeeping;
- Computer accounting applications;
- Basic governmental accounting and budgeting; and
- Methods of receiving and accounting for funds.

Positions assigned to **Community Resources** also require knowledge of:

- Safety precautions and procedures for public recreation and event planning;
- Principles and techniques of recreational, cultural and social programs and event planning; and
- Public information and marketing strategies.

Positions assigned to **Design and Development** also require knowledge of:

- Short-term Vacation Rentals;
- CDBG grant processing and administration; and
- Effective public speaking and presentation techniques.

Positions assigned to **City Clerk** also require knowledge of:

- Housing needs and socio-economic issues related to low and moderate income families;
- Contract review and processing principles; and
- Municipal Records Management.

Positions assigned to **Software Program Report Writer (Design & Development)** also require knowledge of:

- Installation, configuration and administration of SQL Server 2012;
- Configuration and administration of SQL Server Reporting Services;
- Sunguard Public Sector TRAKiT application and Utilities Maintenance modules;

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**CLASS SPECIFICATION  
Management Specialist**

- Structured Query Language (SQL), Transact-Structured Query Language (T-SQL), Sequal Server Reporting Services (SSRS) and Sequal Server Integration Servives (SSIS);
- SSIS to export and import data;
- Building Complex SQL queries;
- Creating and modifying complex stored procedures;
- Creating and implementing update statements; and
- Creating and maintaining sound backup and recovery procedures.

**SKILL IN:**

- Analyzing problems and identifying solutions;
- Mathematical computations common to basic statistics;
- Understanding and acting upon written and verbal descriptions of problems;
- Negotiation and conflict resolution;
- Preparing written reports of moderate to high complexity and keeping accurate records;
- Operating a computer and relevant software applications;
- Operating modern office equipment;
- Supervising and evaluating employees;
- Prioritizing and assigning work;
- Applying local, state and federal laws, rules and regulations;
- Customer Service; and
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**ADA AND OTHER REQUIREMENTS:** Positions in this class typically require: standing, walking, fingering, talking, hearing, seeing and repetitive motions. Some positions may require occasional pushing, pulling, lifting and grasping.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**Light Work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**NOTE:** The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.



**CLASS SPECIFICATION  
Code Administration Specialist**

<b>CLASS SERIES</b>	<b>BAND/GRADE/SUBGRADE</b>	<b>FLSA STATUS</b>
Code Administration	B23 - <del>B24</del>	Non-Exempt
<p><b>CLASS SUMMARY:</b> This class is the second level in a four-level Code Administration series. As assigned, incumbents perform field and records inspections of construction, building, code administration systems including code violations, animal control issues, electrical, plumbing and mechanical installations.</p>		
<p><b>DISTINGUISHING CHARACTERISTICS:</b> Positions in this classification work primarily in the field, enforcing City codes, ordinances, regulations; performing inspections; ensuring that work occurs according to plans or specifications; and investigating complaints.</p>		
<p><b>ESSENTIAL DUTIES:</b> This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.</p> <ul style="list-style-type: none"> <li>• Identifies and inspects reported problems and investigates complaints; responds to citizen inquiries.</li> <li>• Assists violators in understanding and making acceptable corrections to problems, seeking voluntary compliance.</li> <li>• Reviews plans and documents.</li> <li>• Issues permits and/or citations depending upon assignment.</li> <li>• Coordinates with other City departments related to specific assignment.</li> <li>• Ensures safety procedures are followed.</li> <li>• Performs other duties of a similar nature and level as assigned.</li> </ul>		
<p><b>POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:</b></p> <p>Positions assigned to <b>Building Inspection</b> functions may also be responsible for:</p> <ul style="list-style-type: none"> <li>• Investigating complaints and potential violations of building codes and/or hazards and compiling reports;</li> <li>• Approving and certifying final inspections; issuing Certificates of Occupancy and notices of non-compliance;</li> <li>• Performing daily inspections of projects for compliance with adopted building, mechanical, electrical, plumbing, green and energy codes, health and safety codes, business and professions codes, zoning codes, and other applicable laws and ordinances;</li> <li>• Approving construction plans and documents related to Building Permits;</li> <li>• Providing informational resource to the general public and staff at the public counter; and</li> <li>• Providing technical support to the Code Administration Supervisor as assigned.</li> </ul> <p>Positions assigned to <b>Code Compliance Officer II</b> functions may also be responsible for:</p> <ul style="list-style-type: none"> <li>• Responding to citizen complaints and dispatch requests;</li> <li>• Investigating animal bites and arranging for quarantine of aggressor animal;</li> <li>• Investigating code enforcement complaints; and</li> <li>• Issuing citations for violation of laws, ordinances and codes.</li> </ul> <p>Positions assigned to <b>Construction Inspection</b> functions may also be responsible for:</p>		
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**CLASS SPECIFICATION**  
**Code Administration Specialist**

- Inspecting on-site and off-site public works improvements including streets, storm drains, grading, signing and striping, and landscaping including storm water quality and air quality (PM 10) compliance;
- Ensuring project compliance with Statewide general Construction Permit;
- Assisting the Traffic Engineer with sign surveys and preparing work orders for citizen requests;
- Providing drafting and Geographic Information System (GIS) support to the Public Works Department;
- Monitoring work of consultants and contractors and ensuring conformance with engineering specifications;
- Performing routine field tests; and
- Conferring with Engineering staff on design problems and recommending possible solutions.

Positions assigned to **Plans Examiner** may also be responsible for:

- Performing plan check activities: reviews building and construction plans and associated documents for compliance with adopted building, mechanical, electrical, plumbing, calgreen and energy codes, health and safety codes, business and professions codes, zoning codes, and other applicable laws and ordinances;
- Calculating construction valuations, developer impact fees, and building permit fees;
- Providing technical resources to Code Administration staff as required;
- Serving as a reserve building inspector;
- Providing informational resources to building inspectors, public counter support, and issuing permits; and
- Investigating complaints and potential violations of building codes and/or hazards as assigned by supervisor.

**TRAINING AND EXPERIENCE:** High School Diploma or GED and, as assigned, two (2) years of code enforcement and/or building construction/planning related experience. Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**LICENSING/CERTIFICATIONS:**

- Valid Class C California Driver’s License.
- ICC Certification as Building Inspector is required for some assignments.
- PC 832 is required within six (6) months of hire for some assignments.

**KNOWLEDGE OF:**

- Applicable local, state and federal laws, rules and regulations;
- Safety standards;
- City maps, location of streets and all areas around the City;
- Record-keeping techniques;
- Technical report writing techniques;
- Modern office procedures;
- Modern office equipment; and
- Principles of customer service.

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**CLASS SPECIFICATION  
Code Administration Specialist**

Positions assigned to **Building Inspection** functions may also require knowledge of:

- All types of building construction materials and methods; and
- Plan review process.

Positions assigned to **Construction Inspection** functions may also require knowledge of:

- Methods and techniques of public works inspection;
- Principles of Public works construction;
- Basic civil engineering principles; and
- Field-testing techniques for soil and concrete, asphalt mix and paving, and storm drain system construction.

Positions assigned to **Plans Examiner** may also require knowledge of:

- All types of building construction materials and methods; and
- Principles of building inspection.

**SKILL IN:**

- Tact and diplomacy;
- Remaining calm and professional when dealing with difficult customers or situations;
- Ability to use judgment in non-routine situations;
- Reading maps and/or plans;
- Basic mathematical computations;
- Operating testing, measuring and other inspection equipment;
- Impartially investigating and evaluating complaints;
- Preparing citations, logs, records, and reports;
- Applying local, state and federal laws, rules and regulations;
- Operating modern office equipment;
- Operating a computer and relevant software applications; and
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**ADA AND OTHER REQUIREMENTS:** Positions in this class typically require: stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions. Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work. Some assignments may require HeavyWork: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**NOTE:** The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.



# City of La Quinta

CITY COUNCIL MEETING: February 5, 2019

## STAFF REPORT

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**AGENDA TITLE:** SELECT AN EXECUTIVE RECRUITMENT FIRM TO CONDUCT THE CITY MANAGER RECRUITMENT AND AUTHORIZE THE CITY MANAGER TO EXECUTE AGREEMENT FOR CONTRACT SERVICES

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### RECOMMENDATION

Select an executive recruitment firm to conduct the city manager recruitment and authorize the City Manager to execute and Agreement for construct services.

### EXECUTIVE SUMMARY

- The City Manager's contract expires on June 3, 2019; he has expressed a desire to retire on July 1, 2019.
- Cities typically use executive recruitment firms to recruit city managers; the City of La Quinta did so for prior city manger and department director recruitments.
- Four firms submitted proposals and Council interviewed three firms on January 29, 2019.

### FISCAL IMPACT

Retaining an executive recruitment firm would cost \$26,500 to \$30,000, not including travel reimbursement for city manager candidates (if the Council elects to fund this cost). The Mid-Year Budget Report includes a budget adjustment to increase recruiting/pre-employment expenses (101-1004-6012) by \$30,000; this increase is necessary to provide adequate resources for all open recruitments.

### BACKGROUND/ANALYSIS

The contract with the current City Manager expires on June 3, 2019; he has indicated a desire to retire on July 1, 2019. Typically, cities retain executive recruitment firms to conduct city manager recruitments. The City used a recruiter to conduct the City Manager recruitment in 2012, and the subsequent Finance Director and Design and Development Director recruitments. Staff contacted the following California based firms and requested proposals:

- Alliance Resource Consulting (Long Beach)
- Avery Associates (Los Gatos)
- Bob Murray & Associates (Roseville)

- Management Partners (Costa Mesa)
- Peckham & McKenney (Roseville)
- Ralph Anderson & Associates (Rocklin)
- Roberts Consulting Group Inc. (Los Angeles/Rancho Mirage)
- Teri Black & Company (Torrance).

Avery, Ralph Anderson, Roberts and Teri Black submitted proposals; Bob Murray declined due to existing obligations, and Alliance, Management Partners, and Peckham and McKinney did not respond.

The Council subsequently interviewed three firms during a special Council meeting on January 29, 2019; Council interviewed Avery Associates, Ralph Anderson and Associates, and Roberts Consulting Group. Teri Black & Associates withdrew their proposal the morning of January 29 and was not considered.

The next step is for Council to discuss the three firms and select one to conduct the city manager recruitment. Given that the cost to retain a firm is within the City Manager's contracting authority, the Council can provide direction regarding the firm they may wish to retain, and the City Manager and City Attorney will then proceed with the contracting process. The goal is to initiate the recruitment by mid-February.

## ALTERNATIVES

The Council could elect to conduct this recruitment using in-house resources and not use an executive recruiter. This may limit the scope of who is contacted regarding this recruitment; executive recruitment firms have cultivated relationships with numerous public and private sector executives who may not be looking for a new position but would be interested in competing for this position. They typically contact those who they feel may be a good fit as well as advertise the position.

Prepared by: Frank J. Spevacek, City Manager

Attachments: 1. Recruiter Proposals:

- Avery Associates
- Ralph Anderson & Associates
- Roberts Consulting Group Inc.

# **ATTACHMENT 1**

## **RECRUITER PROPOSALS**

[Click HERE to return to Agenda](#)

# **AVERY ASSOCIATES**

[Click HERE to return to Agenda](#)



December 20, 2018

Teresa Thompson, Management Specialist  
City of La Quinta  
78495 Calle Tampico  
La Quinta, CA 92253

Dear Ms. Thompson:

Thank you for the opportunity to submit our recruitment proposal for the position of City Manager for the City of La Quinta. We take great pride in providing our clients exceptional service and excellent results. These successful client partnerships result from an active and comprehensive level of Principal involvement leading to positive business relationships and highly satisfied clients.

We feel well suited to support your city in this assignment. Currently, we are conducting a City Manager recruitment for the City of Martinez and in 2018 completed City Manager searches for the cities of Half Moon Bay, Hermosa Beach, Anaheim, Fremont, Vallejo and Visalia. Additionally, we've completed City Manager searches for the cities of Fullerton (06/2017), Redding (06/2017), South El Monte (06/2017), Monte Sereno (05/2017), Benicia (03/2017), Port Hueneme (12/2016) and Beaumont (09/2016). Overall, during the past three years our firm has completed 26 city manager assignments. We feel these recently completed assignments are highly complimentary to your recruitment needs.

Our extensive database of executives in municipal government provides an excellent foundation for the outreach efforts we describe in our proposal. We've also had extensive interaction with City Councils, City Managers and Assistant City Managers based on our labor relations practice. All of these contacts would be an excellent resource in support of this recruitment.

Additionally, I am in Southern California virtually on a weekly basis. This allows me an opportunity to be available to meet with your Council as needed.

Following review of our proposal, it is our hope that our history of successful recruitments, our professionalism and positive results we have delivered for our clients will provide the basis for selection of our firm. This proposal of recruitment services contains the following information:

- Company Overview
- Firm Qualifications/Experience
- Recruitment Team

William Avery & Associates, Inc.  
Consultants to Management

3-1/2 N. Santa Cruz Ave., Suite A  
Los Gatos, CA 95030  
408.399.4424  
Fax: 408.399.4423  
[www.averyassoc.net](http://www.averyassoc.net)

- Recruitment Strategy
- Recruitment Schedule
- Consulting Fee
- Guarantees & Ethics

Thank you for the opportunity to be considered for this recruitment. If you have any questions, please do not hesitate to call me at 408-399-4424.

Sincerely,

*William H. Avery*

William H. Avery

WHA:jmc





## PROPOSAL FOR THE CITY OF LA QUINTA RECRUITMENT FOR CITY MANAGER

### William Avery & Associates, Inc. – Overview

William Avery & Associates, Inc. (Avery Associates) is a successful and service focused Management Consulting firm based in Los Gatos, California. Incorporated in 1982, the firm specializes in Executive Search, Labor Relations and Human Resources/Management Consulting.

The firm currently includes two Principals and several key consultants. Bill Avery, the founder of Avery Associates, heads and manages the firm. He oversees the Labor Relations practice and is heavily involved in the search business including leading key searches. Paul Kimura focuses on and manages the Executive Search and Recruitment practice. Key staff members include Cris Piasecki, Bill Lopez and Sam Avery, who support the search practice and the firm's administrative staff includes Tomi Ewing, Jackie Collins and Michelle Ross. Temporary staff as needed augments the team.

Mr. Avery, having served in the past as a City Manager, provides the firm with direct experience and knowledge of city administration. Mr. Kimura's expertise in executive, technical and business recruitment, which he gained during his nineteen years of high technology experience, provides the basis for many of the recruitment strategies and tactics utilized by the firm. Collectively and combined, the firms Principals offer exceptional expertise in the area of public sector recruitment and consulting.

### Firm Qualifications/Experience – What Differentiates Avery Associates

Exceptional service delivery and a very high quality work product provide excellent results for our clients. This begins with the initial client meetings, which lead to detailed timelines for deliverables followed by weekly recruitment status updates following initiation of the search. Our candidate outreach efforts are professionally and confidentially conducted. The evaluation materials we provide clients are routinely characterized as accurate, comprehensive and of very high quality. We believe more so than any other public sector recruitment firm. This is largely based on our interview system utilizing behavioral interview techniques, which we describe in our recruitment plan. This leads to a quality product with excellent end results for our clients.

The service element is based on two factors: The first is the collective service philosophy from all of our organizational team members. They are each dedicated to providing service and support to clients. The second factor is based on the high level of engagement and participation from the firm Principals in every search assignment. This hands-on involvement includes client interface, identifying and developing the ideal candidate profile and position specification, development of the search strategy, candidate outreach, interviewing and assessment, completion of reference interviews, candidate presentation, final interview facilitation and when desired, negotiation of employment terms with the successful candidate.



## Recruitment Team for the City of La Quinta

Bill Avery will serve as the Project Lead for this assignment and will be assisted by Bill Lopez. Mr. Avery will be personally involved in the initial client meetings, development of the ideal candidate profile and search strategy, interviewing and assessment of candidates, the presentation of candidates, attendance at final interviews and will be available throughout the search process to provide other related consulting services.

## Recruitment Plan

### I. Position Profile and Organizational Assessment

The initial assessment phase is a critical component of the search process. Mr. Avery will individually meet with members of the City Council and as appropriate, members of the City's leadership team to discuss the organizational needs and position requirements and to formalize the job description. Our goal for this aspect of the recruitment process is to:

- Understand the City priorities for this position.
- Develop a clear understanding and consensus on the expertise, experience, education, performance attributes and operational style of the ideal candidate.
- Discuss the goals, objectives, deliverables, and challenges related to this position.
- Gain insight of the various organizational dynamics and departmental issues that exist within the organization.
- Identify the compelling aspects to this opportunity.

The formal position description and a subsequent ideal candidate profile would be developed from the above discussions and incorporated into the formal position announcement. The candidate profile is also utilized in various other means as a marketing tool, for advertising copy, postings, and for other announcements.

### II. Development of the Search Strategy

Our search strategy will be developed in conjunction with the organizational assessment. The final approach is based on your input and considerations during the assessment activity. We would incorporate the following elements into this search:

- Original research, which consists of identification and contact of current incumbents or other candidates who meet the profile, but are not actively seeking other employment.



- Development of a targeted candidate list based on our extensive database of key executive contacts, referrals and recommendations from key sources, and other current and former City Management personnel who have extensive contacts and networks in this area.
- Public information sources that include various membership listings such as the League of California Cities, ICMA and the various municipal organizations within the U.S.
- An extensive mailing campaign to current city managers and select assistant managers throughout the U.S.
- Print advertising in ICMA Newsletter, Jobs Available and any other print publications deemed appropriate by the City.
- Internet job postings on national public sector employment bulletin boards, City Management and Municipal association-based web sites, and our company website.

### III. Candidate Assessment

Our assessment process involves several “tiers” of evaluation. All candidates responding to this position will initially be evaluated based on their resume and if appropriate, an extensive phone “screening” by a member of the project team. Candidates who pass the initial “qualifying” criteria are then scheduled for a formal interview with Mr. Avery. These extended personal interviews typically take one hour and a thorough discussion of their experience, accomplishments, management philosophy and interpersonal style takes place.

In interviewing candidates, we utilize a methodology based on “behavioral” interview techniques. Fundamentally, this approach explores a candidate’s past accomplishments and experiences that relate to the position being considered. The philosophy here is that the best indicator of future performance is to evaluate past behavior. This methodology allows the firm to “project” how a candidate would approach and address the key challenges in the new position.

Those individuals who best fit the position requirements will have a Candidate Assessment Report developed by the Principal who conducted the interview. Additionally, two initial reference interviews are performed on these candidates. The reference interviews provide our clients with additional insights on the candidate’s “behavior” and style.

### IV. Candidate Presentation

Upon completion of formal interviews, a selection of candidates for presentation is made. We feel our extensive qualification, interview, and reference interviewing process and the



knowledge gained during our initial assessment period; enable our client to proceed with fewer rather than more finalists. However, we will not restrict or limit the number of candidates recommended as this decision is related to the overall strength and depth of the candidate pool.

The final candidates are presented in our extensive candidate presentation “book”. Each finalist will have a file consisting of a candidate summary sheet, the submitted cover letter and resume, the Candidate Assessment Report (based on the “behavioral” interview), and two candidate reference interviews. This extensive profile on each recommended candidate continually generates positive feedback from our clients as it provides extensive detail beyond just a resume.

The Candidate book also identifies other candidates who were given secondary consideration, which provides the client insight on others who were interviewed. Candidate summary sheets are created for everyone who submitted a resume would also be included. This provides the client an insight to the level and nature of response for their position.

V. Selection Process

Once the final candidate interview group is identified, we will assist in the structuring of the interview process and coordinate the interview scheduling activity. Our firm will also provide candidates with guidance related to travel planning, hotel accommodations, as well as other interview planning issues. Our firm will also develop potential interview questions and be in attendance during final interviews to help facilitate the process and to lead an end of day debrief and evaluation process.

VI. Position Closure and Follow-Up

Based on the firm’s experience in human resource management and executive search, we are able to assist our clients in formulating appropriate compensation and other employment arrangements. We will be available throughout our retention to assist in this process.

As a matter of policy, Avery Associates monitors the transition and progress of any executive we place with a client. Within the first three to six months following the hired individual joining the City, we will speak with that individual to ensure the transition has effectively occurred. During the same period we will also review the individual’s status with your office.



## Recruitment Schedule

Task	Scheduled Dates
<i>Search Initiation, Marketing &amp; Advertising Development:</i> <ul style="list-style-type: none"> <li>▪ <i>Initial meetings with city manager and city staff to define the ideal candidate profile</i></li> <li>▪ <i>Develop draft of recruitment brochure for approval by client</i></li> <li>▪ <i>Recruitment strategy finalized</i></li> <li>▪ <i>Determination of advertising scope and placement deadlines</i></li> <li>▪ <i>Brochure designed and printed</i></li> </ul>	<i>Weeks 1 - 4</i>
<i>Marketing, Advertisement and Outreach Period:</i> <i>Advertise in:</i> <ul style="list-style-type: none"> <li>▪ <i>Mailing of brochures</i></li> <li>▪ <i>Jobs Available</i></li> <li>▪ <i>ICMA newsletter and website</i></li> </ul> <i>Preliminary candidate screening</i>	<i>Weeks 4 - 10</i>
<i>Candidate Review - Screening and Finalists Selection</i>	<i>Weeks 9-12</i>
<i>Development and finalization of Interview process and interview questions</i>	<i>Weeks 13-14</i>
<i>Interviews with City</i>	<i>Week 15</i>
<i>Final interviews and reference checks</i>	<i>Week 16</i>
<i>Appointment Offer/Acceptance</i>	<i>Week &gt;17</i>
<i>Report to Work Date</i>	<i>Week &gt;17</i>

## Consulting Fee

Based on the services described in our proposal, the professional services consulting fee for this recruitment will be \$19,400. We would provide our first consulting invoice in the amount of \$7,400 at the outset of the search. A second invoice of \$6,000 would be billed with the presentation of candidate recommendations and the final invoice of \$6,000 for the retainer will be submitted at the completion of the search. The consulting fee will be inclusive of all services defined within this proposal unless otherwise stated.

In addition to the Professional Services Fee, normal and direct out-of-pocket expenses associated with the search are charged back to the client. Expenses for this assignment would not exceed \$7,500 without the express consent of the City. These expenses include: advertising, clerical time, supplies, printing, telephone, postage, background checks and consultant travel for client discussions, meetings, local and out-of-area candidate interviews. All expense items are reimbursed "at cost" and will be detailed and billed on a monthly basis.



## Guarantees and Ethics

Whenever William Avery & Associates, Inc. is retained; we make several guarantees and commitments to a client. Due to our experience, knowledge and success within the management-consulting field, we assure a client that we will only present candidates who meet a substantial majority of the ideal qualifications that you have outlined. We are also committed to continue our search efforts until a successful candidate is employed.

During our placement efforts, we openly share any relationships, previous experience and knowledge for any candidate we present for consideration. Our commitment and responsibility is to our clients and their best interests.

It is also our practice to replace a candidate who may voluntarily resign during the first year of his/her employment. This same commitment applies if the client finds it necessary to terminate or to request the resignation of the selected individual in the first year for any reason. In either case, we invoice a client only for out-of-pocket expenses incurred in identifying a replacement.



# **RALPH ANDERSEN & ASSOCIATES**

[Click HERE to return to Agenda](#)





5800 Stanford Ranch Road  
Suite 410  
Rocklin, California 95765  
916.630.4900

January 2, 2019

Mayor Linda Evans  
and Members of the City Council  
City of La Quinta  
78495 Calle Tampico  
La Quinta, California 92253

Dear Mayor Evans and Members of the City Council:

Ralph Andersen & Associates is pleased to submit this proposal to conduct a search for the position of City Manager for the City of La Quinta.

If selected to conduct this search, Mr. David Morgan will be the Project Director for this engagement. As the former city manager for the City of Anaheim until July 2009, Mr. Morgan, brings extensive knowledge and experience that will benefit the City Council in this search process. Mr. Morgan has been the Project Director on the following City Manager recruitments:

- Beverly Hills, California
- Carlsbad, California
- Fountain Valley, California
- Laguna Niguel, California
- Lake Forest, California
- Monterey, California
- Pacific Grove, California
- Palm Desert, California
- San Juan Capistrano, California
- Santa Barbara, California
- Santa Rosa, California
- Solana Beach, California

The executive recruitment techniques used by Ralph Andersen & Associates have been developed and used successfully with hundreds of clients for more than 47 years. With the reputation of Ralph Andersen & Associates you will have the opportunity to consider candidates located throughout the California as well as from across the nation.

We are proud of how we market and represent our clients; all of the design, graphics, and printing of our marketing material is done in-house so we can control the quality and production timing. Sample recruitment brochures for City Manager searches from the cities of Monterey and Palm Desert are attached for your further reference and review.

Should you need any clarification, please feel free to contact our firm at (916) 630-4900. Thank you very much for your consideration of this proposal. We are ready to proceed upon notification of approval.

Respectfully Submitted,

Heather Renschler  
President / CEO



5800 Stanford Ranch Road  
Suite 410  
Rocklin, California 95765  
916.630.4900

## Overview of the Firm

### Executive Summary

Attracting top talent has never been more complex and Ralph Andersen & Associates is highly qualified to assist the City of La Quinta with recruiting its new City Manager. We have conducted more successful executive recruitments than any other firm in California since 1972. From helping the City Council to create a competency-based interviewing framework for the new City Manager to assessing candidates and attracting top human capital, our search professionals offer an unparalleled depth of experience, national reach, and knowledge.

The City Council has requested our proposal to assist in the identification and recruitment of a highly-qualified group of candidates for the new City Manager. In particular, the City of La Quinta is seeking a firm with a strong presence in California and professional experience to clearly assess the City's needs and formulate a strategy to **deliver results**.

At Ralph Andersen & Associates, we believe that gaining a complete understanding of our client's specific objectives and priorities is essential prior to launching any search assignment. This process includes the identification and incorporation of a variety of important details such as the candidate's desired skills and experience as well as the critical "soft skills" related to temperament, personality, management philosophy, and other factors that will ultimately determine the candidate's "fit" with the organization.

We begin each search by working closely with the City's leadership, stakeholders, staff, and, if desired, the community to ensure a complete picture of the desired candidate pool is developed. Our team-oriented approach, matched with this 360-degree perspective, means we ensure that a complete understanding of the organization's mission and culture translates into those specific traits and characteristics necessary to ensure the selected candidate is successful in the position.

We understand that the City Council expects aggressive, personalized outreach to identify a diverse and highly qualified applicant pool and a selection process that includes comprehensive candidate reports based on thorough reference and background checks. We will begin with the desired characteristics and build a recruitment strategy that is tailored to meet the City of La Quinta's specific needs. The resulting outreach and advertising campaign will incorporate the extensive use of personal outreach to recruit a highly-qualified group of candidates.

Ralph Andersen & Associates serves a nationwide clientele through its Corporate Office in the Sacramento area. The Corporate Office is located at 5800 Stanford Ranch Road, Suite 410, Rocklin, California 95765; phone number (916) 630-4900.

Our national staff of professionals and support staff include acknowledged leaders in their respective fields. Supplementing their extensive consulting backgrounds, all senior staff have personal, hands-on executive experience in the operation of public agencies and private businesses.

The principals of the firm are Heather Renschler, President/CEO, and Robert Burg, Executive Vice President. Both Ms. Renschler and Mr. Burg are legally able to bind the firm.

## Range of Services Offered

Ralph Andersen & Associates specializes in the following primary service areas: executive search, management consulting, and human resources consulting.

- **Executive Search** – At Ralph Andersen & Associates, there's always an entire team behind every recruitment assignment that we undertake. Our multi-disciplinary approach takes the best ideas in executive recruiting and creates innovative ways to get the right candidates for clients. When you retain Ralph Andersen & Associates, you actually get an entire team's worth of support and expertise working together to achieve your organization's objectives. The firm has conducted executive searches for large and small organizations throughout the nation. In addition to conducting searches for city manager and other chief executive officer positions, Ralph Andersen & Associates has successfully completed searches in every area of municipal service. Ralph Andersen & Associates believes the most important element of a successful executive search is to listen carefully to what our clients are looking for in terms of candidate experience and qualifications. Using these client-focused guidelines, candidate identification is undertaken through marketing and personal outreach.
- **Management Consulting** – Ralph Andersen & Associates helps organizations improve their performance potential with a range of management consulting services. The types of services provided by the firm include management and performance audits, organizational analyses, productivity improvement analyses, agency and service consolidation assessment, specialized financial management including debt restructuring and organizational problem solving. In addition to providing these services to entire organizations, the firm often conducts management consulting engagements that are focused in a specific service area such as public safety, city management, finance, public works, community development and other major service areas. Ralph Andersen & Associates treats every management consulting engagement as unique. This approach means we will assemble a consulting team comprised of consultants with the specific talents and experiences needed to successfully achieve the client's objectives. Our team of experienced consultants perform complex analyses and recommend solutions that are practical and most importantly, are capable of being implemented by our clients.
- **Human Resources Consulting** – The firm provides a full range of contemporary human resources consulting including classification studies, compensation studies, benefits analysis, pay plan development, executive pay, and pay for performance. Key staff have proven success in working with labor groups and elected officials in identifying solutions and solving challenging problems. Services also include expert witness services for mediation and arbitration hearings. Our approach to consulting services is characterized by proven methods, extensive data collection, accurate analysis, and effective communication and messaging.

## Project Staffing

The reputation of the search firm and personal commitment of the recruiters define the difference between the success and failure of any given recruitment. Ralph Andersen & Associates' search professionals are acknowledged leaders in the field and possess a broad range of skills and experience in the areas of local government management, executive search, and related disciplines. Only senior members of Ralph Andersen & Associates are assigned to lead search assignments, ensuring that their broad experience and knowledge of the industry is brought to bear on our clients' behalf.

The City of La Quinta will have Mr. Dave Morgan, Senior Consultant with Ralph Andersen & Associates, as the Project Director. Mr. Morgan's contact information is (916) 630-4900 (office) and [dave@ralphandersen.com](mailto:dave@ralphandersen.com).

### **Mr. David M. Morgan, Project Director**

Mr. Morgan is a Senior Consultant with Ralph Andersen & Associates and brings more than 35 years of public sector leadership and experience to the firm.



With a distinguished career as City Manager for the City of Anaheim, Mr. Morgan oversaw California's 10th largest city (population 336,265) for eight years (2001 – 2009). In his role as City Manager, Mr. Morgan was responsible for a full-service city including implementing the policies established by the Anaheim City Council, overseeing the City's \$1.3 billion budget, staff of 2,200 full-time and 1,000 part-time employees and shepherding the City's five-year \$678 million Capital Improvement Budget. He had a lead role in working with professional sports teams and facilities as well as overseeing the City's Enterprise operations including the Convention Center and Electric and Water Departments. During his career with the City of Anaheim beginning in December 1974, Mr. Morgan worked in many City Departments. From 1993 through 2001, as the Assistant City Manager, Mr. Morgan directly oversaw the City's Finance, Human Resources, Information Systems, Audit, Intergovernmental Relations, Convention Center, Stadium, Arena, Parks, Recreation, Library and Community Services operations. Since retiring from Anaheim, he has taught at the Graduate level in Local Government Leadership and served as a consultant for local Government Agencies.

Mr. Morgan holds both a Bachelor's and Master's degree in public administration from California State University, Fullerton. Mr. Morgan is a member of the International City/County Management Association and served as a Board Member for the California City Management Foundation. He also has been an adjunct faculty member for the Graduate Center for Public Policy and Administration at California State University, Long Beach.

**Paraprofessional and support staff** will provide graphic design, research, and administrative support on recruitment assignments. These staff may include:

- Ms. Diana Haussmann
- Ms. Hannah Jones
- Ms. Christen Sanchez
- Ms. Blanche Velazquez
- Ms. Teresa Heple
- Ms. Karen AllGood
- Ms. Tina Keller

# Qualifications and Experience

## Why Choose Ralph Andersen & Associates?

Ralph Andersen & Associates, a California Corporation, has been providing executive search and management consulting services since 1972. As such, the executive recruitment techniques used by Ralph Andersen & Associates have been developed and used successfully with hundreds of clients for more than 47 years. The Corporate Office of Ralph Andersen & Associates is located in the Sacramento Area (Rocklin).

**With Ralph Andersen & Associates, there is an entire team behind every recruitment.** Our firm takes a multi-disciplined, team approach to executive search. Successful outreach relies heavily on person-to-person contact to identify outstanding potential candidates and, in the evaluation phase, to gain a complete understanding of the background, experience, and management style of the top candidates. By drawing on the combined expertise of our associates and our network of professional contacts, we address outreach from a wide variety of perspectives and find unique ways to identify and recruit the best and brightest.

## Summary of Our Search Process

The successful search process relies heavily on person-to-person contact to identify outstanding potential candidates and, in the evaluation phase, to gain a complete understanding of the background, experience, and management style of the top candidates. The executive recruitment techniques used by Ralph Andersen & Associates have been developed and used successfully with hundreds of clients for more than 47 years.

We feel that the key elements of the search process, which can be tailored to fit the specific needs of the City of La Quinta, should include:

- Developing a comprehensive position profile based upon information obtained in meetings with the City Council and key staff members.
- Extensive **personal outreach**, in-person, via telephone, and through internet technology, to qualified candidates throughout California and the Western Region. Outreach to qualified candidates on a national scale will also be included should this be the desire of the City Council.
- A marketing strategy that uses selected advertising to supplement the extensive candidate identification process, uses the Internet and social media, and also uses our already established professional contacts throughout the region.
- A screening and assessment process that narrows the field of candidates to those that most closely match the needs of the City and is based on extensive reference checks and telephone interviews with the top candidates.
- Delivering a product in the form of a search report that recommends the top group of candidates and provides the decision-makers with detailed information about their backgrounds and experience.
- Assistance during the interview and selection process and in the negotiation of a compensation package.

## Relevant Search Experience

Ralph Andersen & Associates conducts a wide array of searches in the public sector specializing in the top executive in local government – the City Manager. Our experience spans populations of all sizes, from the largest in the country to small and mid-size municipalities.

Ralph Andersen & Associates' significant experience in city management searches is supported by a successful track record of highly regarded managers.

Below is a listing of related recruitments for City Manager positions conducted or in-progress by Ralph Andersen & Associates since 2012:

- Apple Valley, CA – Town Manager (2018)
- Auburn, CA – City Manager (2017)
- Austin, TX
  - Assistant City Manager for Economic Opportunity & Affordability (2018)
  - Assistant City Manager for Health & Environment / Culture & Lifelong Learning (2018)
  - Assistant City Manager for Mobility (Current Search)
  - Assistant City Manager for Safety (Current Search)
- Belvedere, CA – City Manager (2017)
- Beverly Hills, CA – City Manager (2015)
- Bishop, CA – City Administrator (Current Search)
- Brownsville, TX – City Manager (2018)
- Calabasas, CA – City Manager (2018)
- Carlsbad, CA – City Manager (2014)
- Carmel-by-the-Sea, CA
  - Assistant City Administrator (2017)
  - City Administrator (Backgrounds) (2016)
- Carson City, NV – City Manager (2014)
- Charlotte, NC – City Manager (2016)
- Cincinnati, OH – City Manager (2014)
- Colma, CA – City Manager (2013 & 2017)
- Cupertino, CA – City Manager (Current Search)
- Davis, CA – City Manager (2014)
- Dublin, OH – City Manager (2014)
- Fountain Valley, CA – City Manager (2013 & 2017)

- Goleta, CA – Deputy City Manager (2017 & Current Search)
- Greensboro, NC – City Manager (2012)
- Henderson, NV – City Manager (2015)
- Huntington Beach, CA – Assistant City Manager (2013)
- Irvine, CA
  - Assistant City Manager (2016)
  - City Manager (2018)
- Kingsburg, CA – City Manager (2013)
- Laguna Niguel, CA – City Manager (2017)
- Lake Forest, CA – City Manager (2017)
- Lathrop, CA – City Manager (2012)
- Lawrence, KS – City Manager (2016 & Current Search)
- Lincoln, CA – City Manager (2014)
- Loomis, CA – Town Manager (2017)
- Los Banos, CA – City Manager (2016)
- McKinney, TX
  - Assistant City Manager (2017)
  - City Manager (2016)
- Monterey, CA – City Manager (2018) – **Brochure Attached**
- Moorpark, CA – City Manager (2018)
- Morgan Hill, CA – City Manager (2013)
- Morro Bay, CA – City Manager (2017)
- Norfolk, VA – City Manager (2017)
- Pacific Grove, CA – City Manager (2016)
- Palm Desert, CA – City Manager (2016) – **Brochure Attached**
- Paso Robles, CA – Assistant City Manager (2018)
- Portola Valley, CA – Town Manager (2012)
- Reno, NV – City Manager (2017)
- Riverside, CA – City Manager (2015)
- Ross, CA – Town Manager (2012)

- Sacramento, CA
  - Assistant City Manager (Backgrounds) (2016)
  - Assistant City Manager – Public Safety (Current Search)
  - Assistant City Manager – Municipal Services (Current Search)
  - City Manager (2017)
- San Bruno, CA – City Manager (2018)
- San Juan Capistrano, CA – City Manager (2015)
- Sanger, CA – City Manager (2015)
- Santa Barbara, CA
  - City Administrator (2015)
  - Assistant City Administrator (2015)
- Santa Rosa, CA
  - City Manager (2014)
  - Deputy City Manager (2015)
- Simi Valley, CA – City Manager (2013)
- Solana Beach, CA – City Manager (2015)
- South Lake Tahoe, CA – City Manager (Background) (2012)
- South Jordan, UT – Assistant City Manager (2016)
- South Padre Island, TX – City Manager (2016)
- Suisun City, CA – City Manager (Current Search)
- Sun City West, AZ – General Manager (Current Search)
- Tiburon, CA – Town Manager (2015)
- Watsonville, CA – City Manager (2015)
- Waxhaw, NC – Town Manager (2015 & 2017)
- Westlake Village, CA – City Manager (Current Search)
- Windsor, CA – Town Manager (2012)
- Yorba Linda, CA – City Manager (2013)



# Recruitment Strategy

## Search Work Plan

This section describes the usual steps in the search for a new City Manager for the City of La Quinta. This recruitment will be under the direction of Mr. Dave Morgan, Project Director/Search Consultant.

### Task 1 – Review Project Management Approach

Mr. Morgan, Project Director/Search Consultant, will meet with the City Council and others, as appropriate, to discuss the project management for the search. The discussion will include a review of the work plan, confirmation of timing, and communication methods. The Search Consultant will provide status updates to the City during the entire recruitment process. The frequency and method of these updates will be decided during these discussions.

### Task 2 – Develop Position Profile

The position profile for the City Manager is the guide for the entire search process. ***Please refer to the attached samples submitted with this Proposal.*** The development of the profile includes the collection of technical information and recruitment criteria.

#### Technical Information

Mr. Morgan will meet with the City Council, the Human Resources Manager, key staff members, and others as directed by the City Council to gain an understanding of the experience and professional background requirements desired in the City Manager. These meetings will also help the Search Consultant gain an understanding of the work environment and the issues facing the City of La Quinta.

#### Recruitment Criteria

The recruitment criteria are those personal and professional characteristics and experiences desired in the City Manager. The criteria should reflect the goals and priorities of the City of La Quinta.

Subsequent to the development and adoption of the candidate profile, the technical information and recruitment criteria will be documented in an information brochure prepared by Ralph Andersen & Associates. The brochure will be reviewed by the City in draft format, revised as appropriate, and published for use throughout the search.

**Community Outreach (Included in Base Contract)** – The City Council may desire to obtain input from the Community on the qualities they would like to see in the new City Manager. To facilitate Community input, the City Council may elect to include one public meeting (anticipated to be one evening or one Saturday morning). The cost to conduct a meeting is included in this proposal with the exception of any public announcements or advertisements that would be handled and paid for by the City's Public Information Office.

**Supplemental Community Outreach (Supplemental to Base Contract)** – Additionally, the City Council may offer (supplemental to this base contract) the ability to submit comments through an on-line survey instrument. Additionally, this process will allow for email comments to Ralph Andersen & Associates relative to the desired qualities in the next City Manager.

### **Task 3 – Outreach and Recruiting**

This task is among the most important of the entire search. It is the focus of the activities of the Search Consultant and includes specific outreach and recruiting activities briefly described below.

#### **Outreach**

An accelerated outreach and advertising campaign will be developed. It will include the placement of ads in publications such as *Western City Magazine*, *ICMA*, and other professional publications. Specific Internet sites related to government will be used as a method of extending the specific outreach in a short period of time.

Additionally, the advertisement and the full text of the position profile (the recruitment brochure) will be placed on Ralph Andersen & Associates' website, which is accessed by a large number of qualified candidates. This method of outreach to potential applicants provides a confidential source that is monitored by many key level executives on an on-going basis.

#### **Candidate Identification**

Ralph Andersen & Associates will use their extensive contacts to focus the recruiting effort. In making these contacts, the Search Consultant will target those individuals who meet the criteria set by the City. Each of the candidates identified through the recruiting efforts will be sent an information brochure. Candidates will also be contacted directly to discuss the position and to solicit their interest in being considered.

Both the outreach and recruiting activities will result in applications and resumes from interested candidates. As they are received, resumes will be acknowledged and candidates will be advised of the general timing of the search process. The following tasks involve the actual selection process, once all resumes have been received.

### **Task 4 – Candidate Evaluation**

This task will be conducted following the application closing date. It includes the following specific activities:

#### **Screening**

All of the applications will be carefully reviewed. Those that meet the recruitment criteria and minimum qualifications will be identified and subject to a more detailed evaluation. This evaluation will include consideration of such factors as professional experience, and size and complexity of the candidate's current organization as compared to the candidate profile.

#### **Preliminary Research and Internet Review**

The research staff of Ralph Andersen & Associates, under the direction of the Project Director, will conduct preliminary research and internet review for those candidates identified as the most qualified as a result of the screening process. This level of research will be done on a limited number of candidates to learn more about each candidate's public profile and related information that is available on the internet.

#### **Preliminary Interviews via Video Technology**

The Search Consultant will conduct preliminary interviews with the top group of candidates identified through the screening and preliminary research and Internet review processes. The interviews are extensive and designed to gain additional information about the candidates' experience, management style, and "fit" with the recruitment criteria. Interviews will be conducted in person, using video technology or via telephone. The Search

Consultant will confirm any preferences regarding in-person interviews during the course of the search to ensure the most cost-effective approach is utilized.

The screening portion of the candidate evaluation process typically reduces a field of applicants to approximately four (4) to six (6) individuals. Those individuals will be reviewed with the City Council prior to proceeding with the individual interviews.

### **Task 5 – Search Report**

After completing Task 4, the Project Director will meet with the City Council to review the search report on the top candidates. The report divides all of the candidates into four groups including 1) the top group of candidates that are recommended to be interviewed in-person by the City Council; 2) a backup group to the first group; 3) no further consideration group; and 4) lacks minimum qualifications. The search report will include candidate resumes. The results of preliminary research and interviews will be reviewed with the City Council.

The results of the Search Report will be a confirmed group of finalist candidates that the City Council will interview in-person.

### **Task 6 – Selection**

The final selection process will vary depending upon the desires of the City Council. The typical services provided by Ralph Andersen & Associates in the selection process are described briefly below:

- The Search Consultant will coordinate the selection process for the finalist group of candidates. This includes handling the logistical matters with candidates and with the City.
- Ralph Andersen & Associates will prepare an interview booklet that includes the resumes and candidate report (with interview comments, preliminary research, and other relevant information about the candidates) for each candidate. In addition, the booklet will contain suggested questions and areas for discussion based upon the recruitment criteria. Copies of the interview booklet will be provided in advance of the candidate interviews.
- The Search Consultant will attend the interviews to assist the City through the selection process. This assistance will include an initial orientation, candidate introductions, and facilitation of discussion of candidates after all interviews have been completed.
- Additionally, verifications will be made on the top candidates (1 to 3) and will include education verifications, Department of Motor Vehicle check, and credit check. Due to legislation, criminal checks ("Ban the Box") are only permissible when a contingent offer of employment is made. The results of these verifications will be discussed with the City at the appropriate time.
- Reference checks will be conducted on the top candidate. The results of these reference checks will be discussed with the Mayor and City Council at the appropriate time during a closed session.
- As needed, the Search Consultant is available to provide assistance to the City Council in the final selection as may be desired. This assistance may include providing or obtaining any additional information desired to assist in making the final selection decision.

### **Task 7 – Negotiation**

The Search Consultant is available to assist the City in negotiating a compensation package with the selected candidate. This may include recommendations on setting compensation levels.

### **Task 8 – Close Out**

After the City has reached agreement with the individual selected for the position, the Search Consultant will close out the search. These activities will include advising all of the finalist candidates of the status of the search by telephone.

## Project Cost

The recruitment effort for a new City Manager will be a comprehensive search process, giving the City the ability to select from a broad field of qualified candidates. ***The fee to perform this search will be a fixed fee of \$26,500 for professional services and all related expenses.***

Expenses included in this fixed fee include such items as advertising, consultant travel (unlimited due to location), clerical, graphics, research, printing and binding, postage and delivery, and long-distance telephone charges. On top candidates, Internet and Lexis/Nexis searches will be conducted. Additionally, education verifications, DMV check, wants and warrants, civil and criminal litigation search, and credit check will be conducted on the top (1 to 3) candidates. Reference checks will be conducted on the top candidate.

**Community Internet Survey (Supplemental Services)** – Should the City Council wish to include a community survey to solicit comments throughout the search process and be available for informational purposes only, ***the cost will be an additional \$1,850.*** Results of the survey will become a public document and will be shared with the City Council after the information is compiled by Ralph Andersen & Associates.

**Brochure** – A full color brochure similar to the submitted samples will be developed for the City of La Quinta. All pictures will be the responsibility of the City.

**Invoicing for Services** – Ralph Andersen & Associates will bill the City in four installments as follows:

- Upon Execution of the Agreement (Invoice #1 of #4) – \$8,000
- Following Closing Date (Invoice #2 of #4) – \$8,000
- Following Presentation of Finalist Candidates (Invoice #3 of #4) – \$8,000
- Upon Acceptance of Offer (Invoice #4 of #4) – \$2,500

Progress payments will be due upon receipt.

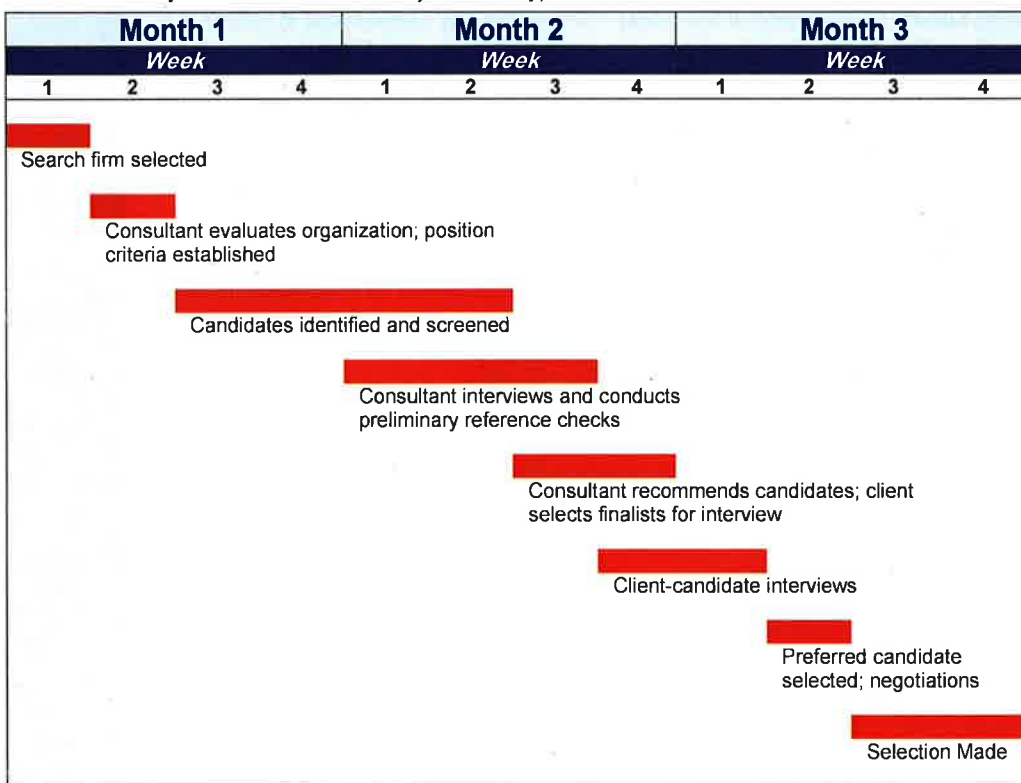
The City will be responsible for all costs associated with candidate travel to and from the finalist on-site interviews; and, if desired, for consultant travel for in-person screening interviews for selected finalist candidates as well as site visits or speaking, in person, to references or other relevant individuals.

## Project Timing

Typically, a search will be conducted within a 90 to 120-day period of time from the execution of the agreement between the City and Ralph Andersen & Associates. An accelerated search process is always an additional possibility although this may incur additional costs. Following selection, negotiation with the top candidate will take an additional week or two after interviews are conducted with the top candidates.

Ralph Andersen & Associates is prepared to begin this search upon notification of contract award and will schedule kick-off meetings as appropriate.

A brief overview of a 90-day recruitment schedule is presented below (schedule does not include transition time by Selected Candidate to join the City).



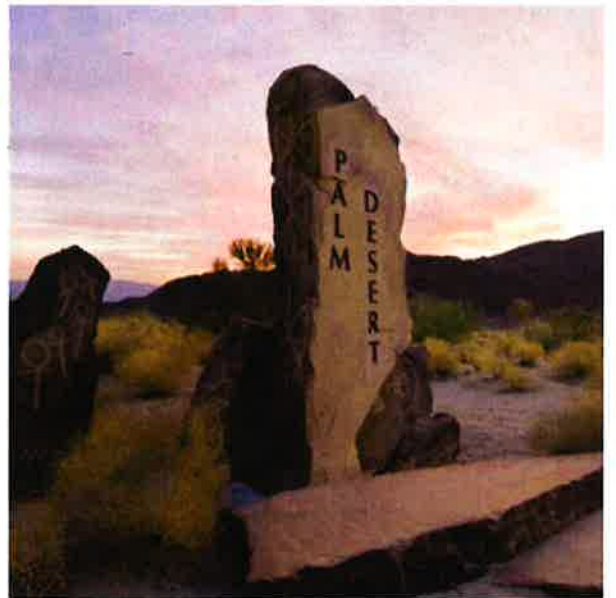
### Ralph Andersen & Associates' Guarantee

Ralph Andersen & Associates offers the industry-standard guarantee on our search services. If within a one-year period after appointment the City Manager resigns or is dismissed for cause, we will conduct another search free of all charges for professional services. The City of La Quinta would be expected to pay for the reimbursement of all incurred expenses.



# PALM DESERT

CALIFORNIA



# CITY MANAGER

Recruitment Services Provided by Ralph Andersen & Associates

## About the City of Palm Desert



The City of Palm Desert is a thriving, year-round community with the natural beauty, cultural and recreational amenities of a resort destination. The City features big-city resources in a friendly, small-town setting, offering first class educational opportunities, safe and clean streets, as well as plentiful shopping and community events. Palm Desert is considered the geographical center of the Coachella Valley. With stunning mountain views, 350 days of sunshine a year, and an environment that encourages an active lifestyle, the City attracts a wide variety of people. Set within a beautiful desert environment, the City's 50,000 full-time residents and 32,000 seasonal residents enjoy outdoor activities such as golfing, hiking, and tennis, while also delighting in vibrant options for arts, culture, and retail. The City's must-see attraction is **The Living Desert Zoo & Botanical Garden**, a wildlife park devoted to desert flora and fauna from around the world — and the proud exhibitor of a collection of model trains that will delight the whole family. Add to this the arts and culture offerings of **McCallum Theatre** and Palm Desert's continued popularity is easily understood.

A variety of educational opportunities are also available, providing our residents with a lifetime of learning from kindergarten to advanced college degrees. Palm Desert has three college campuses: **College of the Desert**; **California State University, San Bernardino**; and **University of California, Riverside**.

Developed and owned by the City of Palm Desert, Desert Willow Golf Resort is operated by Kemper Sports Management. The stunning clubhouse contains a well-equipped pro shop as well as a full-service restaurant. Desert landscaping; panoramic mountain vistas, numerous water features, and the many bunkers are inviting characteristics which make it one of the finest public golf facilities built. When completed, the resort will contain more than 1,000 hotel rooms, convention facilities, and a 700-unit vacation complex.

In addition, Palm Desert has nearly 500 acres of remaining undeveloped land, with another 135 acres dedicated to the Universities, offering the opportunity for talented individuals to be part of shaping an even brighter future for the community.

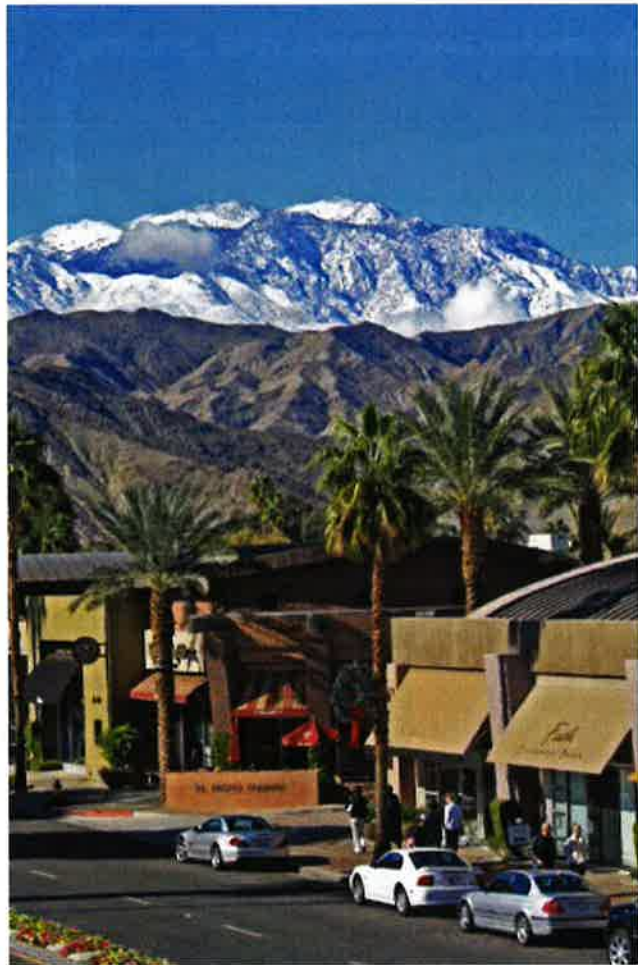
## The City Organization

Incorporated in 1973, the City of Palm Desert operates under the Council-Manager form of government. The political leadership of five Council Members elected to four-year overlapping terms is combined with the daily leadership of the City Manager. Palm Desert contracts for many services, including public safety, through Riverside County. Park operations and recreational activities are contracted through the Desert Recreation District. The City's 115 employees are proud to work for the preservation and growth of the community and take pride in providing exceptional customer service to residents and visitors alike.

The City's collective efforts to remain fiscally prudent resulted in a sound and balanced budget, without utilizing any of the approximately \$66 million City reserve funds. The fiscal year 2015/2016 budget continues the commitment to keep City operations lean and allocates funds to the City's highest priorities: public safety, economic development, completion of capital projects, and maintenance of the City's neighborhoods, parks and roadways.

The City Organization has identified the following Core Values:

- Accountability and Fiscal Responsibility
- Exemplary Customer Service
- Teamwork
- Honesty and Integrity
- Creativity and Innovation
- Leadership
- Accessibility





## The Position of City Manager

The City Manager functions as the Chief Executive Officer for the City Organization. The mission of the Palm Desert City Manager's Office is to provide professional leadership to City departments in administering and executing the objectives and policies of the City Council; develop and recommend solutions to community matters for Council consideration; prepare the City's annual budget; develop and plan new and innovative programs to address future community needs; and promote pride and excellence in City government by providing exceptional customer service.

Through collaboration with its citizens, other public agencies, private businesses, elected officials and City departments, the City Manager's Office can meet or exceed these goals and the expectations of its customers, the Palm Desert Community.

## The Ideal Candidate

The City of Palm Desert is a dynamic community that prides itself on a long history of civic involvement and a solution-oriented government. The City of Palm Desert is looking for a City Manager who will thrive in this environment and provide proactive and innovative ideas to meet the changing needs of the community and advance the vision of the City Council. Specific traits and characteristics the next City Manager should have include:

- The successful candidate will be a proven leader with passion for public service and an ability to work with the City Council to keep and build upon a vibrant vision for Palm Desert.
- He/She will have a track record of professionalism and integrity.
- The individual will be high energy with a commitment to operating in a transparent manner.
- The person will be able to quickly establish trust with all community stakeholders.
- The ideal candidate must be professional and non-political, with strong fiscal discipline who can balance the priorities of departments and work to continue and improve efficient City operations.
- He/She should be a confident team leader with strong communication and listening skills who can work with diverse populations and translate and clarify information and discern what is significant and what is not. Someone who can work to establish and advance a common vision is critical.

- This person should have strong skills in organization, and be able to manage multiple projects and priorities.
- The selected candidate should have a proven track record in hiring and building a strong organization.
- This person should have experience in running a city that is sensitive to sustainability and land use; he/she should seek out new ideas that will further the City's growth and development.
- He/She should be involved, visible, and care about the community.
- This person shall have high ethical standards and the integrity and courage to say no and explain why.
- The City Manager should be proactive in bringing issues to the Council and treat all Council Members evenhandedly. The successful candidate will understand the roles of the Policy Makers and the Administration and will ensure they are appropriately respected and maintained.
- He/She should keep the Council informed in a timely and accurate manner and provide his/her best professional recommendations in helping the Council shape the vision of the City.

In addition, he/she should be entrepreneurial with a strong customer service orientation as well as committed to providing a high level of service and best practices to the community. This person should be a strategic thinker and a calculated risk taker who is able to develop ideas and implement them through teamwork and collaboration. This person should also be organized and respectful of other's opinions, but not afraid to express their own views.

### Other characteristics of the ideal candidate include:

- Knowledge and experience with the operations of a contract-service city.
- In-depth knowledge of the laws and core issues facing California cities.
- A visionary approach, in tune with long-term issues.
- Extensive understanding of all facets of municipal finance and budgeting, including experience with infrastructure planning and financing.
- Knowledgeable about land use and community development.





- Business-oriented and results driven with the ability to identify, research, and recommend creative public/private partnerships, grant opportunities, economic development opportunities, and operational improvement strategies.
- Possess strong interpersonal skills.
- Take pride in running a lean, nimble, and efficient organization.
- Politically savvy with the ability to take controversial issues and defuse then resolve them.
- Decisive, forward thinker.
- Strong negotiator on the City's behalf, and excellent long-term planner.
- Creative problem-solver.
- Flexible and adaptable.

- **Medical Insurance:** IRC125 cafeteria plan that includes CalPERS medical insurance (fully paid PPO and HMO options for employees and dependents)
- **Dental Insurance:** Fully paid in IRC 125 cafeteria plan
- **Vision Insurance:** Fully paid in IRC 125 cafeteria plan
- **Holidays:** 12 annual holidays
- **Sick Leave:** 12 annual sick days
- **Vacation:** A competitive number of days will be negotiated as part of overall benefit package days
- **Life Insurance:** Amount equal to annual salary
- **Long Term Disability Insurance:** City paid long-term disability insurance
- **Deferred Compensation:** A voluntary deferred compensation program—457 and 401A
- **Tuition Reimbursement:** An educational incentive program
- **Employee Assistance Program:** City paid
- **Ride-share program:** An alternative transportation incentive program

## Experience and Education

The City Manager shall be chosen on the basis of his or her executive and administrative qualifications.

Candidates must have 5 years of experience as a Manager, Chief Administrative Officer, assistant or deputy to such Manager or Chief Administrative Officer of a city or county, or shall have had at least 5 years of experience in the management of a business or other organization, or shall have had commensurate and equal public or private administrative experience. Prior experience as a City Manager in a comparable, diverse, full-service city is highly desirable.

Candidates must have a Bachelor's degree from an accredited college or university. A Master's degree in public administration or business is highly desirable.

## Compensation

This position offers a highly competitive salary with an excellent executive benefit package as outlined below. The starting salary for this position will be based on the competitive labor market and the successful candidate's qualifications, experience, and salary history. The City Council will negotiate a mutually approved employment agreement with the selected candidate and may include relocation assistance.

## Benefits

- **Retirement:** CalPERS 2% @ 62 (employees pay 7% of salary for this benefit). Classic CalPERS members are eligible for the 2% @ 55 formula.
- **Retiree Health Savings Account:** 1% contribution that the City matches

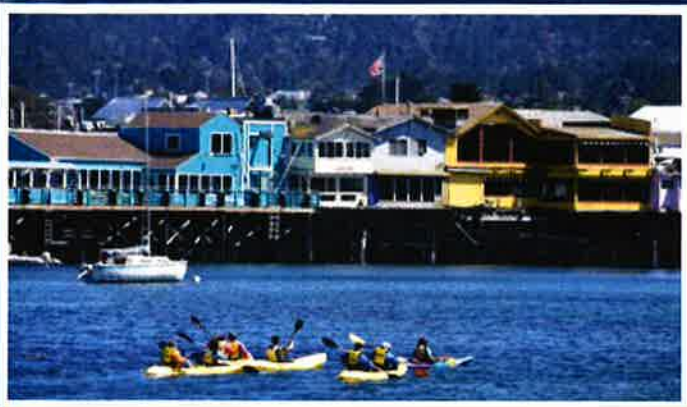
## To Apply

This recruitment will be handled with strict confidentiality. References will not be contacted until mutual interest has been established. Candidates are encouraged to apply by July 8, 2016. Electronic submittals are strongly preferred. Email compelling cover letter, comprehensive resume, and salary history to [apply@ralphandersen.com](mailto:apply@ralphandersen.com).

Ralph Andersen & Associates will conduct the initial evaluation of submitted materials to determine the best overall match with the established criteria as outlined in this recruitment profile. The evaluation and selection process may consist of a supplemental questionnaire and/or written exercise(s) to further evaluate relative experience and overall suitability for this position. Confidential inquiries welcomed to Dave Morgan at (916) 630-4900.



PALM DESERT



THE CITY OF

# Monterey



invites your interest in the position of

# City Manager

## The Opportunity

The City of Monterey and Ralph Andersen & Associates invite applications for this exciting career opportunity to join a widely recognized, well-managed City as its next City Manager. Offering an exceptional quality of life, the City of Monterey is seeking high level, respected professionals who are looking for the opportunity to help lead and support this wonderful, first class, historic community.

## The Community

The City of Monterey is one of California's most historic cities. Established in 1770 by Father Junipero Serra, Monterey was the original state capital of Spanish California and features more historic buildings in its downtown than any other city west of Santa Fe. Known for preservation of its history, culture, and natural environment, Monterey also is a leader in creating a sustainable community by striking a balance between tourists and residents.

The City covers an area of approximately 8 square miles and has a resident population of approximately 30,000. The average daily population rises to 70,000, when visitor and employment populations are included. Monterey is famous for its dazzling waterfront including the Monterey Bay Aquarium, Fisherman's Wharf, and Cannery Row along with the Natural Marine Sanctuary featuring harbor seals, sea otters, and pelicans in a magnificent coastal setting.

The Monterey Peninsula is an area of ever increasing economic and communal diversity. Monterey has three military installations and an increasing number of educational facilities, in addition to its breathtaking scenery. Embracing family, prosperity, and a commitment to a better way of living, the Monterey Peninsula is a thriving region offering a rich culture, strong business and industry, quality education, and unmatched hospitality.

Monterey Peninsula and the Big Sur coast comprise one of the world's most spectacular shorelines, skirted with cypress trees, rugged shores, and crescent-shaped bays. Residents and visitors alike benefit from the spectacular natural beauty of the Monterey Peninsula. Because of its climate and location, the Peninsula affords locals and tourists ample recreation and leisure activities including wine tasting in the Carmel Valley, art gallery hopping in beautiful Carmel-by-the-Sea, hiking the wild trails of Big Sur, golfing on one of the areas numerous championship golf courses, or watching the hang gliders in Marina and Seaside. Adventure-seekers, seafarers, artists, writers, and vacationers find the area ideal for work and play.

## The City Government

The City of Monterey is a Charter City operating under the council-manager form of government. Four members of the City Council are elected to overlapping terms of four years with the Mayor directly elected for a two-year term. The City Council is the legislative body responsible for the overall policies and direction of the City. The Council appoints the City Manager and City Attorney.

Monterey provides a full array of municipal services including the following departments: Police, Fire, Public Works, Community Development, Community Services (which includes Recreation, the Sports Center, the Conference Center, Parking, and Harbor), Library, Finance, Human Resources, Information Resources, and City Clerk's office. The annual City budget is approximately \$127 million and the City currently has 456 full-time and regular part-time employees.

## The Position and Ideal Candidate Profile

The successful candidate for the position of City Manager must be a professional with outstanding judgment, management skills, and integrity. The City Manager will be an experienced executive who has knowledge of a variety of municipal functions. The ideal candidate will also need to be energetic, self-confident, and have an open, approachable personal style. He or she must be able to provide leadership that will inspire, motivate, and empower key staff and department heads to achieve established goals. The new City Manager must have awareness and sensitivity to neighborhoods and residents. There are 15 neighborhood associations that reflect the thoughts, aspirations, and interests of protecting Monterey's quality of life. The position requires someone who is fiscally prudent, politically astute, and has a comfort with and desire for interacting with elected officials, local and regional government entities, business leaders, residents, and diverse stakeholders.

### Other characteristics of the ideal candidate include:

- A visionary approach, in tune with long-term issues and policy direction.
- Extensive understanding of all facets of municipal finance and budgeting, including experience with infrastructure planning and financing.
- An understanding of water quality and supply management.
- Knowledgeable about land use, affordable housing, and community development.
- In-depth knowledge of the laws and core issues facing California cities.
- Be well-versed in labor relations and the labor negotiations process.

### Council Vision

*"Monterey is committed to being a model city for its quality of life driven by responsiveness of local government, historical and cultural preservation, mobility opportunities emphasizing pedestrians over vehicles, economic sustainability, a strong sense of place, and good stewardship of the natural environment."*

- Experience in responding to social issues such as homelessness.
- Knowledge of traffic and parking management.
- Business-oriented and results driven with the ability to identify, research, and recommend creative public-private partnerships, grant opportunities, economic development opportunities, and operational improvement strategies.
- Be innovative and entrepreneurial with strong interpersonal skills and the ability to relate to a diverse community.
- Takes pride in running a lean, nimble, and efficient organization.
- Committed to succession planning
- Be a decisive, forward thinker with excellent verbal and written communication skills.
- A good listener, strong negotiator on the City's behalf, and excellent long-term planner.
- Be a flexible and adaptable, as well as a creative problem-solver.

**The ideal candidate will have the ability to:**

- Manage the City's finances in a proactive and prudent manner, identify potential issues and alternatives, and take the appropriate action.
- Provide clear communication to the City Council, staff, and community.
- Promote transparency in government.
- Build and maintain a cohesive, talented, and engaged staff.
- Manage a diverse array of work and large projects simultaneously.
- Maintain high quality service levels.
- Possess a healthy sense of humor and an optimistic attitude.

The ideal background will include management of a destination community with an appreciation of both the historic culture and environmental sensitivity of Monterey. A history of establishing collaborative relationships with regional agencies and community stakeholders is essential in this role and a history of positive engagement with the military is desirable. The City Manager will be an innovative and effective administrator that will develop a strong relationship with the Mayor and City Council based on partnership, mutual trust, respect, regular and candid communication, and equal treatment of all members. The successful candidate will need to be able to see the forest from the trees in dealing with issues.

Additionally, the ideal candidate will seek an active, long-term engagement with the City and community in addition to developing and maintaining a strong connection with the business community.

## Qualifying Education and Experience

**Education** – Candidates must have a bachelor's degree from an accredited college or university. A master's degree in public administration or business administration is preferred but not required.

**Experience** – Experience as a City Manager or Assistant City Manager in an engaged, high quality of life, diverse community. Knowledge





of California local government is highly desirable. Skills and experience managing a dynamic city with high expectations for performance and responsiveness to the citizens. The City Council reserves the right to select any combination of experience, education, and career history that will uphold the ideals and values of this organization and continue to provide the highest level of service to the City Council and the organization. The City Council will conduct interviews with the top tier of candidates.

## Compensation and Benefits

The compensation package for the City Manager will be negotiated with the City Council and will include a base salary range of \$200,000 – \$250,000 annually D.O.Q. The City offers an attractive benefit package, certain elements of which are negotiable, that includes:

- **Retirement** - CalPERS 2.7% @ 55 plan (single highest year) for qualified "classic" employees as defined by CalPERS; 2% @ 62 plan (highest three years) for others. The City participates in the Medicare portion of Social Security.
- **Deferred Compensation** - City match of employee contributions to maximum of \$70 per month.
- **Medical** - Various plans available through the PERS Health Plan Program.
- **Dental** - Fully paid employee coverage.
- **Vision** - Fully paid for employee and eligible dependents.
- **Life Insurance** - Term Life Insurance policy equal to one (1) year's salary.
- **Holidays** - Thirteen paid holidays and one floating holiday annually.
- **Vacation** – 10 days for years 1-5; 15 days for years 6-10; 17 days for years 11-15; 20 days for 15+ years; and 23 days for 20+ years.

- **Management Leave** - Forty hours beginning of each calendar year. Newly hired executives will be awarded leave on a prorated basis depending on hire date.
- **Sick Leave** - Twelve days annually.
- **Short Term/Long Term Disability Insurance** - City paid benefit.

## To Be Considered

This is a **confidential recruitment** and will be handled accordingly throughout the various stages of the process. Candidates should be aware that references **will not** be contacted until mutual interest has been established. Candidates are encouraged to apply immediately, with the recruitment closing on May 28, 2018. Electronic submittals are strongly preferred via email to Ralph Andersen & Associates at [apply@ralphandersen.com](mailto:apply@ralphandersen.com), and should include the following:

- Compelling cover letter;
- Comprehensive resume; and
- Five (5) professional references.

Ralph Andersen & Associates will work in concert with the City to conduct the initial evaluation of submitted materials to determine the best overall match with the established criteria as outlined in this recruitment profile. Confidential inquiries welcomed to Dave Morgan, Ralph Andersen & Associates, at (916) 630-4900.



***The City of Monterey is an equal opportunity employer.***

# **ROBERTS CONSULTING GROUP**

[Click HERE to return to Agenda](#)





January 4, 1019

**VIA EMAIL**

**CONFIDENTIAL**

Mayor and Members of the City Council  
c/o Ms. Teresa Thompson  
Management Specialist, Office of the City Manager  
City of La Quinta  
78-495 Calle Tampico  
La Quinta, CA 92253

Dear Mayor and Members of the City Council:

In response to your request, ROBERTS CONSULTING GROUP, INC. is pleased to submit this proposal to assist the City of La Quinta in recruiting and evaluating candidates for the position of City Manager.

In this proposal we outline our general understanding of your requirements and present the process we recommend to conduct this recruitment. It is a process we have successfully utilized for more than 20 years. However, if you desire some modification, we would be pleased to discuss this with you.

We look forward with great interest to working with you on this very important assignment.

Sincerely,

A handwritten signature in blue ink that reads "Valerie Roberts".

Valerie S. Roberts

VSR/sf



**PROPOSAL TO RECRUIT  
A CITY MANAGER  
FOR THE CITY OF LA QUINTA, CA**

**January 2019**

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## WHY ROBERTS CONSULTING GROUP?

The primary objective of ROBERTS CONSULTING GROUP, INC. is to provide our clients with unsurpassed excellence in executive recruitment. Accepting only a limited number of recruitments, we are able to provide senior level, hands on service of the highest quality. From ascertaining our client's needs, to identifying and recruiting qualified candidates, and extensively verifying background information, the work is conducted by senior level consultants with numerous years of experience and judgment. We are also skilled in negotiating final offers, increasing the likelihood of successfully hiring the desired candidate.

Norm Roberts has been responsible for recruiting thousands of chief executives and senior level executives for public agencies throughout the United States. We have assisted our clients in finding highly talented individuals with a commitment to serving the public, and our placements are some of the best and brightest in their fields. These individuals play a critical role in how services are provided to the public and how local government, special district and not-for-profit organization resources are utilized, and we take great pride in working with our clients to find the best possible fit.

**We have extensive experience recruiting chief executives for general purpose local governments. Norm Roberts has managed/conducted chief executive recruitments for the following California cities (some of which have been conducted multiple times over the years):** Albany, Arcadia, Bakersfield, Baldwin Park, Banning, Belmont, Berkeley, Beverly Hills, Brea, Buellton, Burbank, Camarillo, Carson, Citrus Heights, Corte Madera, Covina, Culver City, Cypress, Dana Point, Desert Hot Springs, Diamond Bar, East Palo Alto, Eastvale, El Segundo, Encinitas, Fontana, Fresno, Glendale, Glendora, Hemet, Hercules, Hidden Hills, Huntington Beach, King City, Laguna Niguel, Lawndale, Livermore, Lomita, Los Altos Hills, Malibu, Marina, Martinez, Modesto, Monterey Park, Moreno Valley, Morgan Hill, Norco, Novato, Oakland, Ontario, Oxnard, Palm Springs, Palo Alto, Piedmont, Pomona, Porterville, Rancho Palos Verdes, Redding, Redlands, Redondo Beach, Redwood City, Riverside, Rolling Hills, Salinas, San Buenaventura, San Diego, San Fernando, San Jacinto, San Jose, Santa Ana, Santa Clarita, Santa Monica, Signal Hill, Solvang, Stanton, Sunnyvale, Tulare, Turlock, Vallejo, Visalia, Vista, Walnut Creek, West Covina, West Hollywood, Whittier and Yorba Linda. **We have also recruited chief executives and senior level executives for many of the counties in California.** For example, most recently our firm recruited chief executives for the counties of Butte, Contra Costa, Fresno, Riverside, Sacramento, Santa Clara and Sonoma. A list of chief executive searches managed and/or conducted by Norm Roberts can be found in Exhibit A. **Finally, we are familiar with the Coachella Valley and Riverside County from being headquartered here and from prior recruitments conducted in the area.**

We believe the primary advantages in utilizing our firm, and what may differentiate us from others, include:

- **Experience** – Norm Roberts pioneered the field of public sector recruiting and has managed/conducted more executive recruitments in this area than anyone else in the business. He was a leader in setting professional standards for the industry and, while our thoroughness and commitment to excellence have never changed, our approaches have evolved with the times.

- **Focused** – Accepting only a limited number of recruitments, we are able to provide senior level, hands on service of the highest quality. From ascertaining our client’s needs, to identifying and recruiting qualified candidates, and extensively verifying background information, the work is conducted by senior level consultants with numerous years of experience and judgment.
- **Clients** – Our consultants have worked for organizations of all sizes, both urban and rural, and in virtually every state in the nation, including the District of Columbia. And, we have conducted recruitments in all functional areas within the public sector. A substantial number of our clients have hired us multiple times over a span of many years (including one California county which hired us over 40 separate times). While at the present time our clients are limited to California, we are capable of conducting local/regional, statewide or nationwide recruitments.
- **Partnership** – We work in conjunction with our clients to help find the right candidates. It is very much a team effort. We work closely with boards/councils, chief executives, department heads and human resources executives to ensure a successful outcome. And, we communicate regularly with our clients and candidates throughout the process.
- **Industry Relations** – Because of both the breadth and depth of our experience, we have garnered a network of relationships with industry leaders. We are discreet, but thorough, in sourcing potential candidates and verifying credentials.
- **Proactive** – We do not want to overlook candidates who are not actively seeking a new position and may not be looking at advertisements, or who come from non-traditional sources. We have a database of many individuals who may be a good fit, but we also do new research for every recruitment we undertake to ensure that we are targeting those people who will best meet our client’s needs. Not only do we send brochures with letters inviting potential candidates to apply, we follow up by telephone to encourage their interest and to make sure they have a clear understanding of the opportunity. We believe that there is no substitute for personal contact.
- **Confidentiality** – Many of the best qualified candidates are reluctant to apply for a potential new opportunity due to concerns about confidentiality. We place great emphasis on this with our clients, and do everything within our ability to keep candidate names confidential, where allowed by law.
- **Diversity** – Since the beginning, our consultants have had a commitment to diversity in recruiting. Norm Roberts placed the first person of color as City Manager of a large city, and has continued to recruit and place well-qualified candidates in all areas of the public sector.
- **Thorough Evaluations** – We do not ask for a blanket list of references from candidates. We are very specific in asking for reference names to ensure that we get a complete picture about a candidate’s background. It is also important to know how and what to ask, and our consultants have numerous years of experience in this area. Our background checks are very thorough, including a review of news articles, degree/certification verifications and credit/criminal/civil litigation/motor vehicle record checks.
- **Fit** – There is no one “right” candidate for any position. Our job is to identify candidates who best match what our client is looking for, and who are available or will consider a career

change at this particular point in time. It is our mission to find someone who is a good match with the culture of the organization.

- **Results** – Whether it is delivering on time with candidates that meet the specifications identified in the Recruitment Brochure, conducting background checks that are accurate and thorough, or assisting with critical negotiations to hire the person desired, our consultants are relentless in ensuring results. Our placement and retention rates are among the highest in the industry, if not *the* highest.
- **Timing** – A typical recruitment takes approximately 90 days from the first meeting with a client until the date our client interviews leading candidates. We work with our client in setting a schedule and meeting deadlines.
- **Pricing** – We work on a fixed fee basis, including our firm's expenses. Our clients know exactly how much to budget and there are no conflicts of interest in assisting with compensation negotiations.

## STATEMENT OF WORK

Our objective is to find the best qualified candidates for our clients. While notices in professional journals may be helpful, many of the best candidates must be sought out and their interest encouraged. Our familiarity with the Coachella Valley, knowledge of the field, and our relationships with professional organizations (e.g., we recruited the prior Executive Directors for both the League of California Cities and the California State Association of Counties) make us well qualified to assist you.

Our clients have found that we are able to: 1) build consensus among those involved in the hiring process; 2) develop the appropriate specifications for a position; 3) encourage the interest of top-level people who would otherwise be reluctant to respond to an advertisement; 4) preserve the confidentiality of inquiries, consistent with State public disclosure and open meeting laws; 5) save a considerable amount of time for client staff in developing and responding to candidates; and 6) independently and objectively assess the qualifications and suitability of candidates for the particular position for which we are recruiting.

Norm Roberts and Valerie Roberts will be the consultants on this assignment. Our background information can be found in Exhibit B.

If selected to conduct this recruitment, we will do the following:

### **Information Gathering and Analysis**

We will meet with the Mayor, Members of the City Council and other appropriate individuals to obtain views of the position and expectations regarding desirable training, experience and personal characteristics of candidates. We will also gather/review relevant information about the City and the position.

After summarizing our findings, we will submit a draft Recruitment Brochure with the desired qualifications and characteristics for your approval. The Recruitment Brochure that will be sent to potential candidates will include information about the City, the job and the criteria established by you. A sample Recruitment Brochure can be found in Exhibit C.

### **Candidate Recruitment/Outreach**

Once you have approved the Recruitment Brochure, we will proactively seek out individuals with superior qualifications and invite and encourage their interest. Announcements will be placed on-line and in professional journals. However, we will rely heavily on our own experience and contacts.

We will not discriminate against any applicant for employment on the basis of race, religion, creed, age, color, marital status, sex, sexual preference, disabilities, medical condition, veteran status or national origin. A substantial percentage of the placements made by us over the years have been minority and/or female candidates

### **Initial Screening**

We will review, acknowledge and evaluate all resumes received. Initial screening will be based upon criteria contained in the Recruitment Brochure, information contained in the resumes submitted to us, and our knowledge of the people and organizations in which they work. Telephone screening will be conducted with the most promising candidates to gain a better understanding of their backgrounds.

### **Interim Reporting**

Upon completion of our initial screening, we will assemble and submit a report of the leading candidates. This report will include summary resumes, supplemental information, and the original resumes of those candidates we believe to be best qualified for the position.

Supplemental information on a candidate typically includes: the size of the organization for which the person works, reporting relationships, budget responsibility, the number of people supervised, related experience and reasons for interest in the position. Any other specific information will be dictated by the criteria set forth in the Recruitment Brochure.

The purpose of our interim report is to allow our client an opportunity to review the candidates prior to the conclusion of the search, and it allows us to receive feedback on the caliber of the candidates recruited. In this way, you will not be surprised by the candidates, as you will have seen their qualifications prior to the final interviews. Of course, we are flexible and may consider other individuals as final candidates who are subsequently identified and were not included in the interim report.

### **Candidate Assessment**

We will interview (either in person or via video-conference) those candidates whose qualifications most closely match the criteria established by you. We will examine their qualifications and achievements in view of the selection criteria. Additionally, we will verify degrees and certifications, and gather news articles via the internet.

As part of our process in evaluating external candidates, we make telephone reference checks. In conducting these references, it is our practice to speak directly with individuals who are, or have been, in a position to evaluate the candidate's performance on the job. These references and our evaluations provide you with a frank, objective appraisal of the candidates. Following interviews by the City, we will conduct references for the top candidate and conduct credit/criminal/civil litigation/motor vehicle record checks through an outside service (with the recent change in State law, criminal record checks will not be done until after a conditional offer of employment is extended).

### **Client Interviewing**

We will assist you in scheduling final candidates for interview with your organization. In addition, we will prepare a brief written report for those candidates most nearly meeting your specifications, and will provide you with interviewing/selection tips, suggested interview questions, and rating forms for your use. Candidates will not be ranked, for we believe it will then be a matter of chemistry between you and the candidates. We will conduct a "briefing session" immediately preceding your interviews to make sure that the process flows smoothly, and will assist you in a "debriefing" immediately following the interviews. Once we finalize references on the top candidate, we will provide you with a detailed, supplemental written report.

### **Additional Consultant Assistance**

Our efforts do not conclude with the presentation of the final report. We are committed to you until a successful placement is made. Services that are routinely provided include:

- Arranging the schedule of interviews and the associated logistics for final candidates.
- Advising on starting salary, fringe benefits, relocation trends and employment packages.
- Acting as a liaison between client and candidate in discussing offers and counter offers.
- Conducting a final round of reference checking with current employers (if not previously done for reasons of confidentiality).
- Notifying unsuccessful candidates, who were not recommended for interview, of the decision.

### **THE CLIENT'S ROLE**

We work in partnership with our clients in conducting a search. While we may identify and recommend qualified candidates, it is the client who must make the decision about which candidate(s) to hire. In order to ensure that the best candidates are available from which to choose, our clients should be willing to do the following:

- Clearly inform us about matters relevant to the search that you wish to keep confidential (e.g., personnel issues and other privileged information).
- Supply us with the names of people you have previously interviewed/considered for this position.



- Forward to us copies of the resumes you receive, to avoid duplication of effort.
- Provide feedback regarding the information and recommendations provided by us.
- Promptly decide upon and follow up in scheduling interviews with the most promising candidates.
- Assist in providing information to candidates that will enable them to make their career decisions.

By doing the above, we will maximize the likelihood of mutual success.

Finally, please be reminded that the United States Immigration Reform and Control Act of 1986 requires that all employers verify an employee's eligibility to work in the United States. Since we cannot serve as your agent in this matter, your hiring process should include this verification procedure.

### **PROPOSED TIME SCHEDULE**

The following is a typical schedule to conduct a thorough recruitment. However, we would be pleased to discuss modifications to this to meet your needs:

Weeks 1 to 4	Meet with the Mayor, Members of the City Council and other appropriate individuals to gather background information. Develop and obtain approval for the Recruitment Brochure. Develop a list of potential candidates to target. Prepare and place advertisements.
Weeks 5 to 9	Proactive recruitment—solicit, receive and acknowledge resumes. Evaluate resumes and gather supplemental information. Conduct preliminary telephone interviews with leading candidates.
Week 10	Submit interim report and meet with you to review leading candidates.
Weeks 11 and 12	Verify degrees and certifications, gather news articles via the internet, and interview the best qualified candidates.
Week 13	Submit report on final candidates and initiate the interview process with you.
Following Interviews	Finalize references, conduct credit/criminal/civil litigation/motor vehicle record checks, and assist with negotiations.

## **FEES AND EXPENSES**

We propose a total fixed fee of \$27,000 for this recruitment, which includes our firm's expenses. Our budget provides for the following three meetings with the client: 1) to develop the Recruitment Brochure; 2) to present the Interim Report; and 3) to attend interviews of final candidates. Please note that our budget does not include reimbursement of candidates who travel to be interviewed by you. Unless you notify us to the contrary, we will assume that you will handle these reimbursements directly. We will submit three equal invoices for fees, due and payable within 30 days. Our first billing will be upon submission of the draft Recruitment Brochure, the second at the deadline for receipt of resumes, and the third upon presentation of our report on the day of interviews (or 90 days from the start of the recruitment, whichever comes first).

Though we are committed to working with you until a placement is made, our fees are not contingent upon our success in placing a candidate with your organization. However, if the selected candidate (if recommended by us for hire, and other than an internal candidate) should be terminated within one year from the date of hire, we will redo the search for no additional professional fee. We would, however, expect to be reimbursed for any expenses that might be incurred.

You may discontinue this assignment at any time by written notification. In the unlikely event that this occurs, you will be billed for fees based upon the time elapsed from the commencement of the assignment to the date of cancellation. If a cancellation occurs within the first 30 days of the assignment, following either verbal or written authorization to proceed, one-third of the professional fee will be due. If a cancellation occurs thereafter, the fee beyond the first one-third will be prorated based upon the number of calendar days which have elapsed. If a cancellation occurs after 90 days, all professional fees will be due in full.

Our ability to carry out the work required is heavily dependent on our past experience in providing similar services to others, and we expect to continue such work in the future. We will, however, preserve the confidential nature of any information received from you or developed during the work in accordance with our established professional standards.

We assure you that we will devote our best efforts to carrying out the work required. The results obtained, our recommendations and any written material we provide will be our best judgment based on the information available to us and our liability, if any, shall not be greater than the amount paid to us for the services rendered.

**EXHIBIT A**

**CHIEF EXECUTIVE RECRUITMENTS FOR  
GENERAL PURPOSE LOCAL GOVERNMENTS  
MANAGED AND/OR CONDUCTED BY NORMAN ROBERTS**

<b>ALABAMA, STATE OF</b> Anniston, City of	City Manager
<b>ALASKA, STATE OF</b> Ketchikan, City of Ketchikan-Gateway, Borough of Valdez, City of	City Manager Borough Manager City Manager
<b>ARIZONA, STATE OF</b> Coconino County Glendale, City of Maricopa County Mesa, City of Phoenix, City of Scottsdale, City of Tucson, City of	County Manager City Manager County Administrative Officer City Manager City Manager City Manager City Manager
<b>CALIFORNIA, STATE OF</b> Alameda, City of Alameda County Albany, City of Arcadia, City of Bakersfield, City of Baldwin Park, City of Banning, City of Belmont, City of Berkeley, City of Beverly Hills, City of Brea, City of Buellton, City of Burbank, City of Butte County Camarillo, City of Carson, City of Citrus Heights, City of Contra Costa County Corte Madera, Town of Culver City, City of Cypress, City of Dana Point, City of Desert Hot Springs, City of	City Manager County Administrator City Administrator City Manager City Manager City Manager City Manager City Manager City Manager City Manager City Manager County Administrative Officer City Manager City Administrator City Manager County Administrator Town Manager Chief Administrative Officer City Manager City Manager City Manager

Diamond Bar, City of	City Manager
East Palo Alto, City of	City Manager
Eastvale, City of	City Manager
El Dorado County	Chief Administrative Officer
El Segundo, City of	City Manager
Encinitas, City of	City Manager
Fontana, City of	City Manager
Fresno, City of	City Manager
Fresno County	County Administrative Officer
Glendale, City of	City Manager
Glendora, City of	City Manager
Hemet, City of	City Manager
Hercules, City of	City Manager
Hidden Hills, City of	City Manager
Humboldt County	Chief Administrative Officer
Huntington Beach, City of	City Administrator
King City, City of	City Manager
Laguna Niguel, City of	City Manager
Lawndale, City of	City Manager
Livermore, City of	City Manager
Lomita, City of	City Administrator
Los Altos Hills, Town of	City Manager
Los Angeles County	Chief Administrative Officer
Malibu, City of	City Manager
Marin County	County Administrator
Marina, City of	City Manager
Mariposa County	County Administrative Officer
Martinez, City of	City Manager
Millbrae, City of	City Manager
Modesto, City of	City Manager
Monterey County	County Administrator
Monterey Park, City of	City Manager
Moreno Valley, City of	City Manager
Morgan Hill, City of	City Manager
Newport Beach, City of	City Manager
Norco, City of	City Manager
Novato, City of	City Manager
Oakland, City of	City Manager
Ontario, City of	City Manager
Oxnard, City of	City Manager
Palm Springs, City of	City Manager
Palo Alto, City of	City Manager
Piedmont, City of	City Administrator
Pomona, City of	City Manager
Porterville, City of	City Manager
Rancho Palos Verdes, City of	City Manager
Redding, City of	City Manager

Redlands, City of	City Manager
Redondo Beach, City of	City Manager
Redwood City, City of	City Manager
Riverside, City of	City Manager
Riverside County	County Executive Officer
Rolling Hills, City of	City Manager
Sacramento County	County Executive
Salinas, City of	City Manager
San Buenaventura, City of	City Manager
San Diego, City of	City Manager
San Diego County	County Manager
San Fernando, City of	City Administrative Officer
San Jacinto, City of	City Manager
San Joaquin County	County Administrator
San Jose, City of	City Manager
San Luis Obispo County	County Administrative Officer
San Mateo County	County Manager
Santa Ana, City of	City Manager
Santa Clara County	County Executive
Santa Clarita, City of	City Manager
Santa Monica, City of	City Manager
Shasta County	County Administrative Officer
Signal Hill, City of	City Manager
Solvang, City of	City Administrative Officer
Sonoma County	County Administrator
Stanton, City of	City Manager
Sunnyvale, City of	City Manager
Tulare, City of	City Manager
Tulare County	County Executive
Turlock, City of	City Manager
Vallejo, City of	City Manager
Ventura County	Chief Administrative Officer
Visalia, City of	City Manager
Vista, City of	City Manager
Walnut Creek, City of	City Manager
West Covina, City of	City Manager
West Hollywood, City of	City Manager
Whittier, City of	City Manager
Yorba Linda, City of	City Manager

**COLORADO, STATE OF**

Arapahoe County	County Administrator
Aurora, City of	City Manager
Boulder, City of	City Manager
Estes Park, Town of	Town Administrator
Lakewood, City of	City Administrative Officer
Northglenn, City of	City Manager

**CONNECTICUT, STATE OF**

Hartford, City of	City Manager
Meriden, City of	City Manager
West Hartford, Town of	Town Manager

**DISTRICT OF COLUMBIA**

District of Columbia Financial Responsibility & Management Assistance Authority	Chief Management Officer
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**FLORIDA, STATE OF**

Clearwater, City of	City Manager
Gainesville, City of	City Manager
Hillsborough County	County Administrator
Lee County	County Administrator
Miami, City of	City Manager
Miami Beach, City of	City Manager
Miami-Dade County	County Manager
Naples, City of	City Manager
Pensacola, City of	City Manager
Sarasota County	County Administrator
St. Petersburg, City of	City Manager

**GEORGIA, STATE OF**

Albany, City of	City Manager
Fulton County	County Manager

**ILLINOIS, STATE OF**

Des Plaines, City of	City Manager
Downers Grove, Village of	Village Manager
DuPage County	County Administrator
Elgin, City of	City Manager
Flossmoor, Village of	Village Manager
Hazel Crest, Village of	Village Manager
Mount Prospect, Village of	Village Manager
Naperville, City of	City Manager
Peoria, City of	City Manager
Skokie, Village of	Village Manager
Wood River, City of	City Manager

**IOWA, STATE OF**

Ames, City of	City Manager
Sioux City, City of	City Manager

**KANSAS, STATE OF**

Sedgwick County	County Administrator
Wichita, City of	City Manager

<b>MARYLAND, STATE OF</b> Prince George's County Rockville, City of	Chief Administrative Officer City Manager
<b>MICHIGAN, STATE OF</b> Ann Arbor, City of Grand Rapids, City of Kalamazoo, City of Saginaw, City of Washtenaw County Ypsilanti, City of	City Administrator City Manager City Manager City Manager County Administrator City Manager
<b>MINNESOTA, STATE OF</b> Brooklyn Park, City of Minneapolis, City of Ramsey County St. Louis Park, City of	City Manager City Coordinator County Executive City Manager
<b>MISSOURI, STATE OF</b> Columbia, City of Kansas City, City of St. Charles, City of	City Manager City Manager City Administrator
<b>MONTANA, STATE OF</b> Great Falls, City of	City Manager
<b>NEVADA, STATE OF</b> Las Vegas, City of	City Manager
<b>NEW JERSEY, STATE OF</b> Plainsboro Township	Village Administrator
<b>NEW YORK, STATE OF</b> Garden City, Village of Scarsdale, Village of	Village Manager Village Manager
<b>NORTH CAROLINA, STATE OF</b> Charlotte, City of Winston-Salem, City of	City Manager City Manager
<b>OHIO, STATE OF</b> Cincinnati, City of	City Manager
<b>OKLAHOMA, STATE OF</b> Bartlesville, City of Enid, City of Mustang, City of	City Manager City Manager City Manager

**OREGON, STATE OF**

Lake Oswego, City of  
Milwaukie, City of

City Manager  
City Manager

**SOUTH CAROLINA, STATE OF**

Myrtle Beach, City of

City Manager

**TEXAS, STATE OF**

Austin, City of  
Bellaire, City of  
Brownsville, City of  
Bryan, City of  
Carrollton, City of  
Corpus Christi, City of  
Dallas, City of  
El Paso, City of  
Gaston County  
Grapevine, City of  
Longview, City of

City Manager  
City Manager  
City Manager  
City Manager  
City Manager  
City Manager  
City Manager  
City Manager  
Chief Administrative Officer  
County Manager  
City Manager  
City Manager

**VIRGINIA, COMMONWEALTH OF**

Alexandria, City of  
Chesapeake, City of  
Chesterfield County  
Fairfax County  
Richmond, City of  
Virginia Beach, City of

City Manager  
City Manager  
County Administrator  
County Executive  
City Manager  
City Manager

**WASHINGTON, STATE OF**

Bellevue, City of

City Manager

**WYOMING, STATE OF**

Casper, City of  
Laramie, City of

City Manager  
City Manager



## EXHIBIT B

### OUR CONSULTANTS

#### NORMAN ROBERTS

Norm Roberts pioneered the field of public sector recruitment over 35 years ago. During his career, he has managed/conducted more than 3,000 chief executive and senior level recruitments.

Mr. Roberts started his career as a staff assistant to the City of Los Angeles' Board of Public Works, served as an Assistant City Administrator for a newly incorporated city, and then became a senior member of the Executive Director's staff of a \$60 million federally funded program. He was a senior consultant with Peat, Marwick, Mitchell & Co., during which time he managed major consulting engagements for public agencies. He was also a consultant with Arthur D. Little, Inc., where he conducted general consulting assignments and recruited executives for local governments and associations.

Mr. Roberts was a Senior Vice President with Korn/Ferry International, and was founder and manager of the firm's national public sector, not-for-profit, education and health care executive search practices. Among the many placements made by Mr. Roberts was the President of the Los Angeles Olympic Organizing Committee, Peter Ueberroth.

For eleven years, he was co-founder and President of Norman Roberts & Associates, Inc., then the largest executive search firm in the U.S. specializing in nationwide public sector recruitment. The firm was acquired by a Fortune 1000 company, and he continued with them until co-founding ROBERTS CONSULTING GROUP, INC. in 2003 to provide executive recruitment services to public agencies.

Mr. Roberts received a Bachelor of Arts degree in Political Science from the University of California, Los Angeles, and a Master's degree in Public Administration from the University of Southern California.

In the book *The Career Makers*, which profiled the top 150 executive recruiters in the nation, Mr. Roberts was ranked as *the* leading recruiter for both Government Agencies/Municipalities and Engineering. He was among the top ten for Transportation, MIS/Computer Operations, and Women/Handicapped/Minorities, as well as being named a leader in several other areas, including Associations/Societies/Non-Profit Organizations, Health Services/Hospitals, Universities/Colleges/Schools, Public Relations/Government Affairs, Legal, Law/Accounting/Consulting Firms, Construction and Retail.

Mr. Roberts is a Past President of both the Los Angeles and San Francisco chapters of the American Society for Public Administration, and has been involved with numerous other public sector and recruitment organizations. He also served on the Board of Children's Institute International and is a Past President. Mr. Roberts has authored numerous articles and spoken before national organizations on the subject of recruitment issues.

## **VALERIE ROBERTS**

Valerie Roberts has over 25 years of executive recruitment experience. She co-founded ROBERTS CONSULTING GROUP, INC. in 2003 to provide executive recruitment services to public agencies. Previously, she was co-founder and Executive Vice President of Norman Roberts & Associates, Inc., then the largest executive search firm in the U.S. specializing in nationwide public sector recruitment. The firm was acquired by a Fortune 1000 company, and she continued with them for several years.

Ms. Roberts started her career in international banking, and then worked for Theodore Barry & Associates and Management Systems Consulting Corporation, specializing in management development, strategic planning and organizational development. She worked for Korn/Ferry International, doing executive recruiting in the areas of financial services, the public sector and within the general practice. She also held the position of Assistant to the President of the Arden Group, a holding company with interests in supermarkets and telecommunications.

Ms. Roberts received a Bachelor of Arts degree from Colorado Women's College (now a part of the University of Denver), where she was valedictorian and graduated summa cum laude. She earned a Master of Business Administration degree from the University of California, Los Angeles.

**EXHIBIT C**  
**SAMPLE RECRUITMENT BROCHURE**

[Click HERE to return to Agenda](#)

**CITY MANAGER**  
City of Newport Beach, CA



Photo of Newport Beach Civic Center courtesy of David Wakely

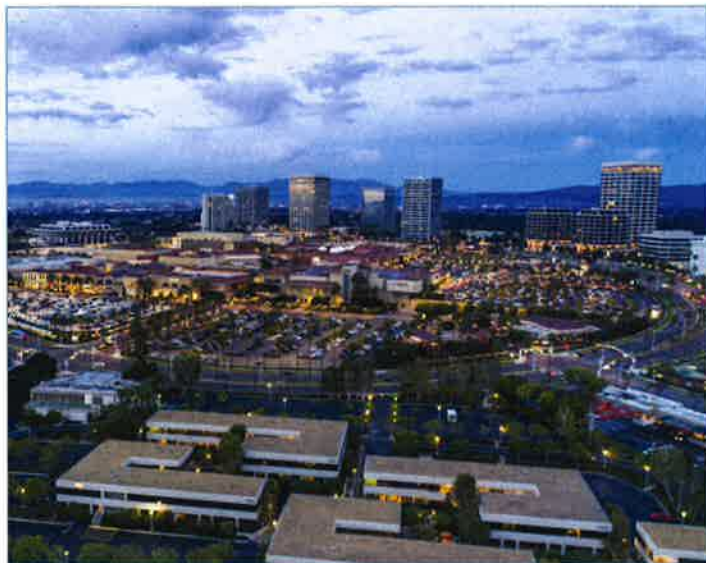
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**CITY MANAGER**  
**CITY OF NEWPORT BEACH, CA**

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## CITY MANAGER

### City of Newport Beach, CA



## THE CITY

Newport Beach is an affluent and educated community located in the coastal center of Orange County, 50 miles south of Los Angeles and 85 miles north of San Diego County. The permanent population of the City is approximately 87,000 and the daytime population could be as high as 128,000. The City of Newport Beach has a total area of 53 square miles – 24 square miles of land and 29 square miles of water.

Newport Beach has a temperate Mediterranean climate. The Pacific Ocean greatly moderates Newport Beach's climate by warming winter temperatures and cooling summer temperatures.

Newport Harbor is one of the largest recreational harbors in the nation and welcomes visitors from around the world. Its shores are occupied mostly by private homes and private docks.

The City is made up of several villages, including Balboa Island, Balboa Village and Corona del Mar. Balboa Island boasts a long and fascinating history. One can learn about its marine history and sense of community at the Balboa Island Museum & Historical Society. Balboa Peninsula features the original Ruby's Diner. The Wedge, at the end of the Peninsula, offers surfers and body boarders some of the area's largest waves, and is a favorite place to watch the sunset.

Balboa Village is home to the Balboa Fun Zone, along with boat rentals, bike rentals, two boardwalks and a pier. Cannery Village, once a popular spot for fishermen to count their haul, is enjoying a major resurgence. Along with great art and cuisine is the Regency Lido Theater, one of the home venues of the Newport Beach Film Festival. Cannery Village has been nicknamed the "Montmartre by the Sea." Following a dramatic renovation in 2016, Lido Marina Village, overlooking Newport Harbor, has become Newport Beach's newest luxury lifestyle center.

The quaint neighborhood of Corona del Mar, known as the "Crown of the Sea," has vintage cottages mixed with stunning new homes. A must see attraction is the Sherman Library & Gardens.

With an open-air elegance, Fashion Island/Newport Center boasts chic luxury boutiques, cafes and restaurants. World-class hotels and the new nearby Civic Center mirror the Center's sophisticated coastal style. Mariner's Mile, a stretch of Pacific Coast Highway, is home to yachts and luxury cars, and is known for numerous dining options, featuring Dock & Dine valet service.

The Westcliff neighborhood is rich in active outdoor adventures, with trails and walking paths among the Upper Newport Bay Park. Upper Newport Bay Nature Preserve and Ecological Reserve draws naturalists and scientists from around the world to observe the 35,000 migratory birds and four endangered species that make their home on the 1,000 acres of coastal wetlands. Castaways Park offers spectacular bay and harbor views.

Newport Coast, located at the southernmost tip of Newport Beach, has the newest urban developments in the City. Crystal Cove State Park offers residents and visitors 3.5 miles of pristine coastline. The Crystal Cove Historic District has an enclave of 46 vintage, rustic coastal cottages originally built in the 1920s and 1930s.

The City is known for hosting a number of popular annual events. Among these are the Newport Beach International Film Festival, the start of the Newport to Ensenada International Yacht Race, Toshiba Classic PGA Tour, Corona del Mar Scenic 5K, Orange County Marathon, Balboa Island Parade, several parades and celebrations over the Fourth of July, free summer concerts on the Civic Center Green, Susan J. Komen Race for the Cure, Christmas Boat Parade in Newport Harbor, Corona del Mar Christmas Walk, Restaurant Week, cultural exhibitions at the Central Library, sculptures in Civic Center Park, the annual Newport Beach Art Exhibition, Concerts on the Green, Shakespeare by the Sea, and a variety of art lectures and special events.

Minutes from Newport Beach, John Wayne Airport serves 9.6 million travelers annually, offering nonstop flights to over 20 cities and service to Canada and Mexico.

Health care in Newport Beach is provided through Hoag Memorial Hospital and Newport Bay Hospital, as well as many other nearby facilities.

Sixteen public and private non-profit schools are within 15 miles of Newport Beach, including the University of California, Irvine. Coastline Community College and Santa Ana College offer two-year college programs. Within the City, Newport-Mesa Unified School District provides K-12 education through six elementary schools, nine middle schools, and three high schools, and there are also seven private schools serving K-12 students.

## THE CITY GOVERNMENT

The City of Newport Beach was incorporated in 1906 and adopted its City Charter in 1954. It is a full service charter city with a City Council-Manager form of government. Those services include police, fire, lifeguards, and water/wastewater departments.

The seven City Council members are nominated from and by the electors of their districts, and elected from each of the districts by the voters of the City at large. Council members are elected on a non-partisan basis and serve four-year staggered terms with a two-term limit. The Mayor is chosen annually by the City Council.

## CITY MANAGER City of Newport Beach, CA

The FY2018-19 proposed operating budget is almost \$291 million, which includes a General Fund operating budget of approximately \$208 million. The current portion of the CIP is just under \$46 million. There are 874 budgeted full-time and FTE staff positions.

### KEY CHALLENGES AND OPPORTUNITIES

Among the key challenges and opportunities facing the City are:

- \* Protecting Newport Beach residents from the impacts of commercial aircraft operations at and from John Wayne Airport.
- \* Issues pertaining to Newport Harbor, including water quality (e.g., NPDES, dredging and eelgrass), maintenance in the harbor, and rental issues.
- \* Finding a balance with development and the increased traffic that it brings.
- \* Addressing unfunded pension liability.
- \* Homelessness.

### THE POSITION

The City Manager (1) is responsible for the administrative branch of City government and provides professional, non-partisan administration within the framework of the law and policies as set by the City Council, (2) serves the City Council, carries out their dictates, and keeps them informed on all important phases of City activities, (3) is responsible for appointment and effective coordination of the tasks of all department heads, and (4) is also responsible for enforcement of the laws of the State pertaining to the City, provisions of the City Charter and ordinances of the City. The City Manager provides direct supervision to all department heads, except the City Clerk and the City Attorney, and to the City Manager's immediate staff.

The City Manager is appointed by and serves at the pleasure of the City Council. Duties of the position may include, but are not limited to the following:

- \* Keeps the City Council informed in a timely manner on all significant matters relative to services and activities of the City;

- \* Advises City Council on the most appropriate organizational structure for the City;
- \* Exercises general supervision over public facilities and properties;
- \* Provides leadership for civic movements when so authorized by the City Council;
- \* Exercises control over all administrative offices and departments of the City except those appointed by the City Council;
- \* Appoints, suspends or removes, subject to provisions of the City Charter, all department heads under his/her supervision;
- \* Prepares the annual budget for City Council consideration and administers it after adoption;
- \* Prepares and submits to the City Council as of the end of the fiscal year a complete report on the finances and administrative activities of the City for the preceding fiscal year;
- \* Keeps the City Council advised of the financial condition and future needs of the City, and makes such recommendations as may seem to him/her desirable;
- \* Establishes and maintains a centralized purchasing system for all City offices, departments and agencies;
- \* Prepares rules and regulations governing the contracting for, purchasing, storing, distribution or disposal of all supplies, materials and equipment required by any office, department or agency of the City government and recommends them to the City Council for adoption;
- \* Assumes general responsibility for public relations of the City and assures that all franchises, permits and contracts granted by the City are faithfully observed;
- \* Sees that the laws of the State pertaining to the City, the provisions of the Charter, and the ordinances of the City are enforced; and
- \* Performs related duties as assigned.



Photo of Marina Park courtesy of Dan Herman  
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## CITY MANAGER

### City of Newport Beach, CA

#### THE CANDIDATE

##### Education, Experience and Licenses

Any combination of experience and training that would likely provide the required knowledge and abilities may be qualifying. California experience is preferred, as is experience with a full-service city, as a City Manager, Assistant City Manager or other executive position with a city. County experience will also be considered. A graduate degree in public/business administration would be a plus, as would some private sector experience. Strength in financial management is important.

The selected candidate will need to work with the California Coastal Commission, the Federal Aviation Administration, the California State Water Resources Control Board and regional boards, and the South Coast Air Quality Management District, among others. As such, experience dealing with any of these entities would be ideal.

Requires possession of, or the ability to obtain, an appropriate and valid California driver's license (accommodations for a disability may be made).

##### Knowledge, Skills and Abilities

The selected candidate should have excellent interpersonal and communication skills and be a strong manager of people and resources. In addition, he/she should be able to:

- \* Deal with a wide variety of people in an effective manner;
- \* Provide direction to a large municipal organization;
- \* Make public presentations and prepare and deliver oral and written reports;
- \* Analyze a wide range of complex issues and execute timely decisions;
- \* Work effectively with other levels of government (e.g., federal, state and county);
- \* Master complex financial matters; and
- \* Maintain the respect of others.

##### Management Style and Personal Traits

The selected candidate should be a strong leader who acts in accordance with his/her role as set forth in the City Charter. The City is seeking someone who is kind to residents, ethical, and respectful, as well as a problem solver who is able to think outside of the box.

He/She should be collaborative and willing to empower and delegate to staff, yet monitor departmental operations. This person should provide options in making recommendations to the Mayor and City Council, and follow up and implement Mayor/City Council policy decisions in a timely and accurate manner.

The ideal candidate will also be self-confident, energetic, positive with a "can do" attitude, straightforward and decisive. In addition, he/she should be politically astute, yet apolitical, as well as innovative, approachable, open and transparent, and honest with integrity. Finally, this person should be a good listener and have a sense of humor.

#### COMPENSATION

The annualized salary range for this position is \$188,219 to \$282,318, with hiring dependent upon the qualifications and experience of the selected candidate. This position belongs to the Key and Management group and is provided the following benefits:

\* The City offers an employee benefits program that includes a paid flex leave program based on the individual's length of service (employees have the option of selling back flex leave hours in excess of 160 hours twice per year); holidays, bereavement leave, administrative leave, and jury duty; the City contributes \$1,725 per month, plus the CalPERS medical contribution, toward a cafeteria plan for medical, dental and vision benefits (employees with proof of other group medical coverage may opt-out of the City plan and receive the maximum cafeteria allowance of \$1,000 as taxable cash back); disability insurance; City-paid life insurance up to \$50,000 in coverage based on annual salary; Employee Assistance Program (EAP); tuition reimbursement up to \$2,000 per fiscal year for job related, off-duty courses that are in furtherance of a degree or certificate; and a retiree health benefits program through a Retiree Health Savings plan (contributions paid by both the City and the employee). The City does not participate in the federal Social Security program.

\* Retirement: California Public Employee Retirement System (CalPERS) plan, which offers reciprocity between certain agencies. Classic employees receive a defined benefit pension based on the 2.5% at 55 formula. Classic tier II employees, who have been in the CalPERS system and are new to the City of Newport Beach, will receive a 2% at 60 formula. Employees new to the City and CalPERS, who do not belong to a reciprocal agency of PERS, will receive the tier III formula of 2% at 62.

Other benefits considered for this position might include an automobile allowance, reimbursement for general business expenses, and relocation assistance, if needed.

#### HOW TO APPLY

Email resumes by **June 25, 2018** to:

**ROBERTS CONSULTING GROUP INC**  
PO Box 1127  
Rancho Mirage, CA 92270  
Phone: 424.522.2251  
Email: [robertsrcg@msn.com](mailto:robertsrcg@msn.com)  
Web: [www.robertsrcg.com](http://www.robertsrcg.com)

##### **Equal Opportunity/ADA Employer**

Additional information about the City of Newport Beach can be found on their website at [www.newportbeachca.gov](http://www.newportbeachca.gov)





# City of La Quinta

CITY COUNCIL MEETING: February 5, 2019

## STAFF REPORT

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**AGENDA TITLE:** INTRODUCE FOR FIRST READING AN ORDINANCE AMENDING SECTIONS OF TITLES 1 AND 3 OF THE LA QUINTA MUNICIPAL CODE TO ALLOW FOR INCREASED FINES RELATED TO SHORT TERM VACATION RENTALS IN COMPLIANCE WITH STATE LAW

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### RECOMMENDATION

- A. Move to take up Ordinance No. \_\_\_ by title and number only and waive further reading.
- B. Move to introduce at first reading, Ordinance No. \_\_\_ to amend Sections of Titles 1 and 3 of the La Quinta Municipal Code to allow for increased fines related to Short Term Vacation Rentals in compliance with state law.

### EXECUTIVE SUMMARY

- La Quinta Municipal Code (Code) amendments to allow for increased fines to take effect for certain Short-Term Vacation Rental (STVR) violations and comply with state law and the Code.
- Council previously approved the increased fines; this amendment provides additional language to comply with state law and the Code.

**FISCAL IMPACT** – None.

### BACKGROUND/ANALYSIS

Code amendments were adopted on July 17, 2018 to allow for increased fines related to STVR violations and Special Event violations at STVR's.

The proposed Code amendments are included as text amendment redlines in Exhibit A of the attached Ordinance. The amendments to Sections of Title 1 Administrative Citations and Title 3 Short-Term Vacation Rentals include adding language to allow for the increased fines for short-term rentals to comply with state law and city municipal code.

## ALTERNATIVES

Since the proposed ordinance change allows the City to impose the increased STVR fine schedule, staff does not have an alternative.

Prepared by: Kevin Meredith, Code Compliance Supervisor

Approved by: Chris Escobedo, Community Resources Director

**ORDINANCE NO.**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LA QUINTA, CALIFORNIA, AMENDING SECTIONS OF TITLES 1 AND 3 OF THE LA QUINTA MUNICIPAL CODE RELATED TO ADMINISTRATIVE CITATIONS**

**WHEREAS**, Titles 1 and 3 of the La Quinta Municipal Code relates to administrative citations and short-term vacation rentals; and

**WHEREAS**, the City has the authority to regulate businesses operating within the City; and

**WHEREAS**, the proposed amendments are necessary to clarify process and standards for maximum citation amount allowed by state law or City's Code, among other related regulations, as more particularly set forth in this Ordinance.

**NOW, THEREFORE**, the City Council of the City of La Quinta does ordain as follows:

SECTION 1. The Sections of Titles 1 and 3 shall be amended as written in "Exhibit A" attached hereto and incorporated herein by reference.

SECTION 2. This Ordinance shall be in full force and effect thirty (30) days after its adoption.

SECTION 3. The City Clerk shall, within 15 days after passage of this Ordinance, cause it to be posted in at least three public places designated by resolution of the City Council, shall certify to the adoption and posting of this Ordinance, and shall cause this Ordinance and its certification, together with proof of posting to be entered into the Book of Ordinances of the City of La Quinta.

SECTION 4. The City Council does hereby grant the City Clerk the ability to make minor amendments to "Exhibit A" to ensure consistency of all approved text amendments prior to the publication in the La Quinta Municipal Code.

SECTION 5. Severability. If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would

Ordinance No.  
Amendments to Sections of Titles 1 and 3  
Adopted:  
Page 2 of 2

have adopted this Ordinance and each and every section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more section, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared unconstitutional.

**PASSED, APPROVED and ADOPTED**, at a regular meeting of the La Quinta City Council held this \_\_\_\_ day of \_\_\_\_\_ 2019 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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LINDA EVANS, Mayor  
City of La Quinta, California

**ATTEST:**

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MONIKA RADEVA, City Clerk  
City of La Quinta, California

(CITY SEAL)

**APPROVED AS TO FORM:**

---

WILLIAM H. IHRKE, City Attorney  
City of La Quinta, California

## **TITLE 1 CHANGES**

### **Chapter 1.09 ADMINISTRATIVE CITATION**

#### **1.09.020 Authority and fines**

A. Any person or entity violating any provision of the La Quinta Municipal Code or applicable state law may be issued one or more administrative citations by an enforcement officer as provided in this chapter. A violation of this code includes, but is not limited to, all violations of the municipal code or other codes adopted by the city council, or failure to comply with any condition imposed by any entitlement, permit, agreement or environmental document issued or approved under the provisions of this code or any adopted code.

B. Each and every day a violation of the municipal code or applicable state law exists constitutes a separate and distinct offense and shall be subject to citation.

C. A civil fine shall be assessed by means of an administrative citation issued by an enforcement officer and shall be payable as instructed on the administrative citation.

D. Fines shall be assessed in the amounts specified by ordinance of the city council, and shall not exceed the maximum amount allowed by state law or this code, in which the latter amount shall be as follows:~~following:~~

1. A fine not exceeding one hundred dollars for a first violation;
2. A fine not exceeding two hundred dollars for a second violation of the same ordinance or permit within one year from the date of the first violation; and
3. A fine not exceeding five hundred dollars for each additional violation of the same ordinance or permit within one year from the date of the first violation. (Ord. 564 § 1, 2017; Ord. 524 § 3, 2015; Ord. 379 § 1, 2002)

## TITLE 3 CHANGES

### Chapter 3.25 SHORT-TERM VACATION RENTALS

#### 3.25.090 Violations

A. Additional Conditions. A violation of any provision of this chapter or this code by any applicant, occupant, responsible person, local contact person, owner, or owner's authorized agent or representative, shall authorize the city manager, or designee, to impose additional conditions on the use of any given short-term vacation rental unit to ensure that any potential additional violations are avoided.

B. Permit Modification, Suspension and Revocation. A violation of any provision of this chapter, this code, California Vehicle Code, or any other applicable federal, state, or local laws or codes, including but not limited to applicable fire codes and the building and construction codes as set forth in Title 8 of this code, by any applicant, occupant, responsible person, local contact person, owner, or owner's authorized agent or representative, shall constitute grounds for modification, suspension and/or revocation of the short-term vacation rental permit and/or any affiliated licenses or permits pursuant to the provisions set forth in Section 3.25.100.

C. Notice of Violation. The city may issue a notice of violation to any applicant, occupant, responsible person, local contact person, owner, or owner's authorized agent or representative, pursuant to Section 1.01.300 (or successor provisions, as may be amended from time to time) of this code, if there is any violation of this chapter committed, caused or maintained by any of the above parties.

D. Three Strikes Policy. Three violations of any provision of this chapter or this code within one year by any applicant, occupant, responsible person, local contact person, owner, or owner's authorized agent or representative, with respect to any one residential dwelling will result in an immediate suspension of the short-term vacation rental permit with subsequent ability to have a hearing before the City, pursuant to this chapter, to request a lifting of the suspension.

E. Administrative and Misdemeanor Citations. The city may issue an administrative citation to any applicant, occupant, responsible person, local contact person, owner, or owner's authorized agent or representative, pursuant to Chapter 1.09 (Administrative Citation) (or successor provisions, as may be amended from time to time) of this code, if there is any violation of this chapter committed, caused or maintained by any of the above parties. Nothing in this section shall preclude the city from also issuing an infraction citation upon the occurrence of the same offense on a separate day. An administrative citation may impose a fine for one or more violations of this chapter in the maximum amount allowed by state law or this code in which the latter amount shall be as follows:

1. General STVR violations (occupancy/noise/parking) -
  - First violation: \$500.00;

- Second violation: \$1,000.00;
  - Third violation: \$1,500.00.
2. Operating a STVR without a valid short-term vacation rental permit -
- First violation: \$1,000.00;
  - Second violation: \$1,500.00;
  - Third violation: \$2,000.00.
3. Hosting a special event at a STVR without a special event permit as required by Section 9.60.170 (or successor provision, as may be amended from time to time) of this code -
- First violation: \$5,000;
  - Second violation: \$5,000.00.

F. Public Nuisance. In addition to any and all rights and remedies available to the city, it shall be a public nuisance for any person to commit, cause or maintain a violation of this chapter, which shall be subject to the provisions of Section 1.01.250 (Violations public nuisances) (or successor provisions, as may be amended from time to time) of this code.

[Click HERE to return to Agenda](#)



# City of La Quinta

CITY COUNCIL MEETING: February 5, 2019

## STAFF REPORT

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**AGENDA TITLE:** REVIEW OF EQUESTRIAN OVERLAY DISTRICT, EQUESTRIAN TRAILS, AND THE MADISON STREET WIDENING PROJECT

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### **RECOMMENDATION**

Review and discuss the Equestrian Overlay District, multi-use paths (equestrian trails), and the Madison Street widening project.

### **EXECUTIVE SUMMARY**

- Polo Estates resident concerns lead to a Council request to review the equestrian trail system and the Madison Street widening project.
- The City has an equestrian overlay district that allows keeping horses (stabling and riding) for recreational pleasure and equestrian-related recreational opportunities.
- The City's General Plan encourages but does not mandate development of multi-use paths.
- A multi-use path was constructed on the south side of Avenue 50 as part of the Mountain View Country Club development; the path does not run the full length of Avenue 50 from Jefferson to Madison Streets.
- Madison Street is being widened so the roadway section is the General Plan designated width; a multi-purpose path will be constructed in conjunction with this project on the east side in the City of Indio.

### **FISCAL IMPACT**

Improvements to Avenue 50 from Jefferson Street to Madison Street would cost \$1.2 million, which would include an eastbound lane, eastbound bike lane, one-half width raised center median, and a sidewalk or multi-use path on the south side of the street.

### **BACKGROUND/ANALYSIS**

At the November 20, 2018 Council meeting, La Quinta Polo Estates residents presented concerns regarding:

- The lack of a complete multi-use path/equestrian trail on the southside of Avenue 50 from Jefferson to Madison Street
- The impacts widening Madison Street will have on their Madison Street parkway frontage and their subdivision entrance on Madison Street at Vista Bonita Trail.

Council directed staff to schedule a Study Session regarding this matter. Since there was only one regular Council meeting in January 2019 and staff required time to complete a needs assessment for Avenue 50, this item was scheduled for the first meeting of February.

### **Equestrian Overlay District (Zoning)**

The Equestrian Overlay District (EOD) permits residents to have horses (stabling and riding) for personal recreational pleasure and allows facilities to provide equestrian-related recreational opportunities. The EOD regulations include development standards for accessory buildings and facilities such as horse stables, arenas, barns, stalls, and associated storage. The EOD does not include zoning provisions that require developing equestrian trails along the public rights-of-ways. Attachment 1 shows the areas in the City that are designated "Equestrian Overlay" (areas highlighted in pink) and "Low Density Agriculture/Equestrian Overlay" (areas highlighted in yellow).

### **Multi-Use Paths**

The La Quinta General Plan identifies multi-use paths as "a system of routes that can provide a convenient connection between neighborhoods, schools, parks, shopping, restaurants, dog parks, and other activity centers." The General Plan states that "these trails are designed to support a good mix of cyclists, walkers, joggers and skaters. Portions of these trails may also serve equestrian users." Multi-use paths are a combination of sidewalk (paved) and DG (decomposed granite), side-by-side usually with a post fence in between.

The General Plan is a policy document and encourages multi-use paths but does not mandate the development of multi-use paths. While the General Plan recognizes the benefits of alternative modes of transportation (bikes, golf carts, NEVs), there is no explicit provision for equestrian riders or a requirement that multi-use paths must accommodate equestrian use (La Quinta General Plan, Circulation Element, p. II-61). Exhibit II-7 (Attachment 2) of the General Plan shows the multi-use paths throughout the City at 2035 build-out.

Attachment 1 also presents the existing multi-use paths throughout the City. Indio will be installing a sidewalk and multi-use path on the east side of Madison Street between Avenues 50 and 52, as part of the Madison Street widening project currently underway. La Quinta will be installing a sidewalk only on the west side of Madison Street, as part of the widening project.

There is a partial multi-use path on the middle portion of Avenue 50 (between Jefferson and Madison, south side of street) which does have an equestrian trail

that connects to Rancho del Sol (a quarter horse ranch located at the southeast corner of Jefferson Street and Avenue 50). This multi-use path runs across the frontage of Mountain View Country Club and ends just before the north portion of Polo Estates.

Staff completed a roadway and multi-use trail deficiency study in December 2018. The study identifies capacity enhancement improvements for this segment of Avenue 50 (Jefferson to Madison Streets); the improvements would cost an estimated \$1.2 million and include an additional eastbound travel lane, an eastbound bike lane, a one-half width raised center median, and complete sidewalk or multi-use path/equestrian trail on the south side of the street.

### **Madison Street Widening and the Polo Estates entrance off Madison Street (Vista Bonita Trail)**

The purpose of the Madison Street Widening is to construct the roadway section to its ultimate General Plan buildout, consisting of two travel lanes in each direction, bike lanes and a median. This configuration will also include sidewalks and a multi-purpose trail on the City of Indio side of Madison Street. This project is a continuation of the canal crossing that occurred at the intersection of Madison Street and Avenue 50 and will match up with the 4-lane road sections of Madison Street north and south of the widening project to complete the missing link in the north-south ultimate configuration of Madison Street. This project is being funded by the Coachella Association of Governments (CVAG), and the Cities of Indio and La Quinta.

Attachment 3 (aerial) and Attachment 4 (line drawing) present the existing and ultimate right-of-way and roadway widths; the following summarizes this material:

- Existing Madison Street width: 40 feet (from edge of pavement to edge of pavement)
- Widened Madison Street width: 76 feet (from new curb face to new curb face)
- A significant part of the widening occurs on the Indio side: 31 feet of right-of-way in Indio and 5 feet of right-of-way in La Quinta.

Polo Estates residents voiced concerns over reducing the depth of the Vista Bonita Trail entrance due to the Madison Street widening; the entrance depth will be reduced by 5 feet from the current 70 feet to 65 feet. The following summarizes the impacts:

- Existing distance from Madison Street to Polo Estates gate: 70 feet
- Widened Madison Street distance from new curb face to Polo Estates gate: 65 feet, which exceeds the City required standard of 62 feet for a three-car stacking distance at gated entrances
- Horse trailers range in length from 15 to 32 feet; total length of space of a truck hitching a standard horse trailer (22-foot-length, gooseneck that holds up to 6 horses) is 44 feet; total length of space of a truck hitching a large horse trailer (32-foot-length) is 54 feet

- The 65-foot depth resulting from the widening Madison Street (65 feet from Madison Street to the Polo Estates gate) still facilitates a truck with a horse trailer safely queueing off Madison Street to wait for the gate to open.

### **Trees along the Polo Estates frontage**

Polo Estates residents also expressed concerns about the continued health of the trees that line Madison Street. Staff reviewed their concerns and offer the following based upon our experience with trees of this size and age at City facilities:

- The trees along the Polo Estates frontage (in front of the wall) will remain and will not be disturbed by the widening project
- There will be approximately 10 to 15 feet separating the trees and the new sidewalk
- The new sidewalk, with a shallow construction depth of 4 inches and the proposed 10 to 15-foot separation from the trees, should not disturb the root systems.

### **ALTERNATIVES**

While staff recommends continuing to move forward with the project, the Council could halt this initiative. The Council could also direct staff to include the Avenue 50 improvements in the upcoming Capital Improvement Program budgeting cycle.

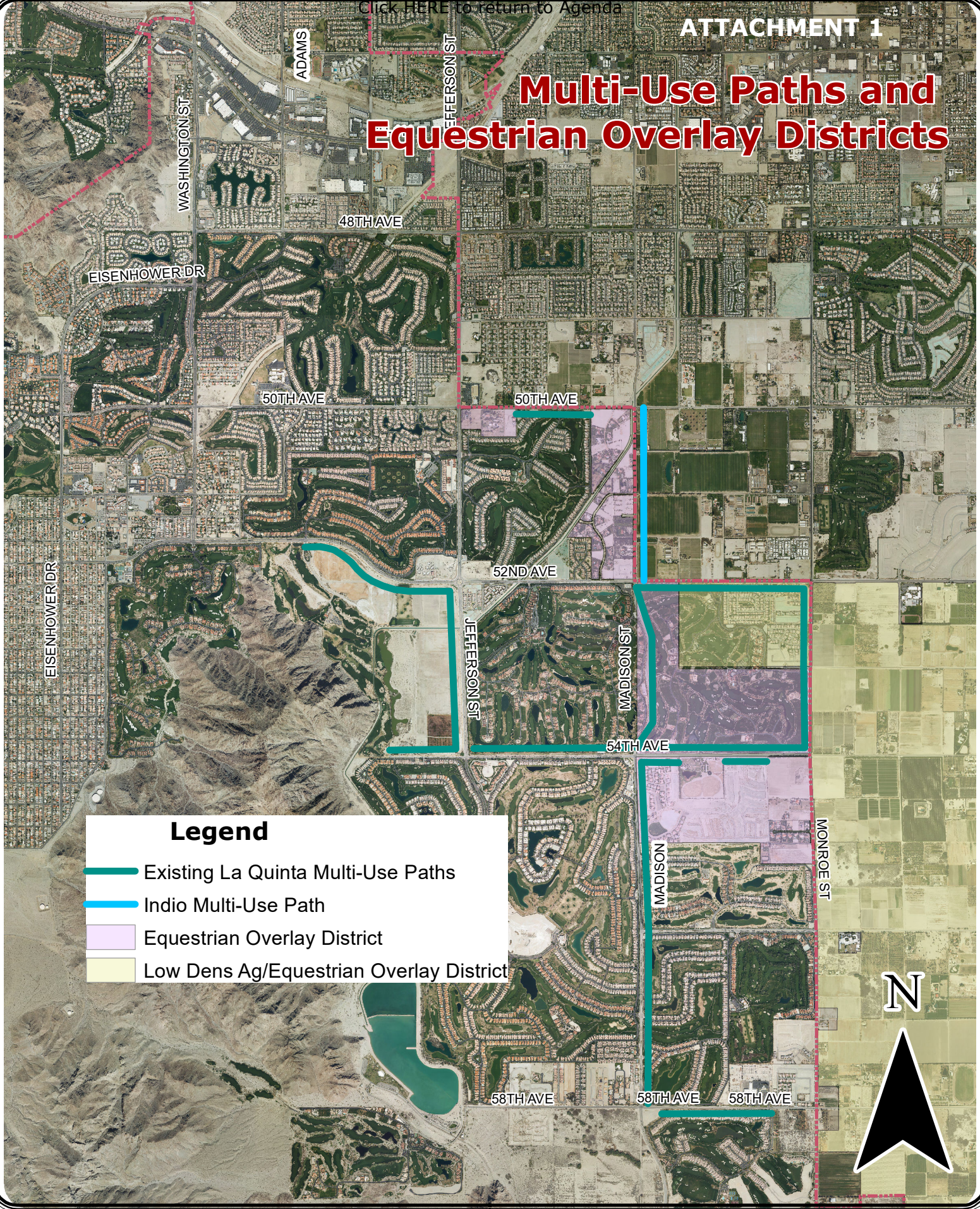
Prepared by: Danny Castro, Design and Development Director

Approved by: Frank J. Spevacek, City Manager





Attachments: 

1. Multi-Use Path/Equestrian Map
2. City's General Plan Exhibit Golf Cart/NEV/Multi-Use Path
3. Aerial Photo of Madison Widening
4. Madison Widening Exhibit

# Multi-Use Paths and Equestrian Overlay Districts



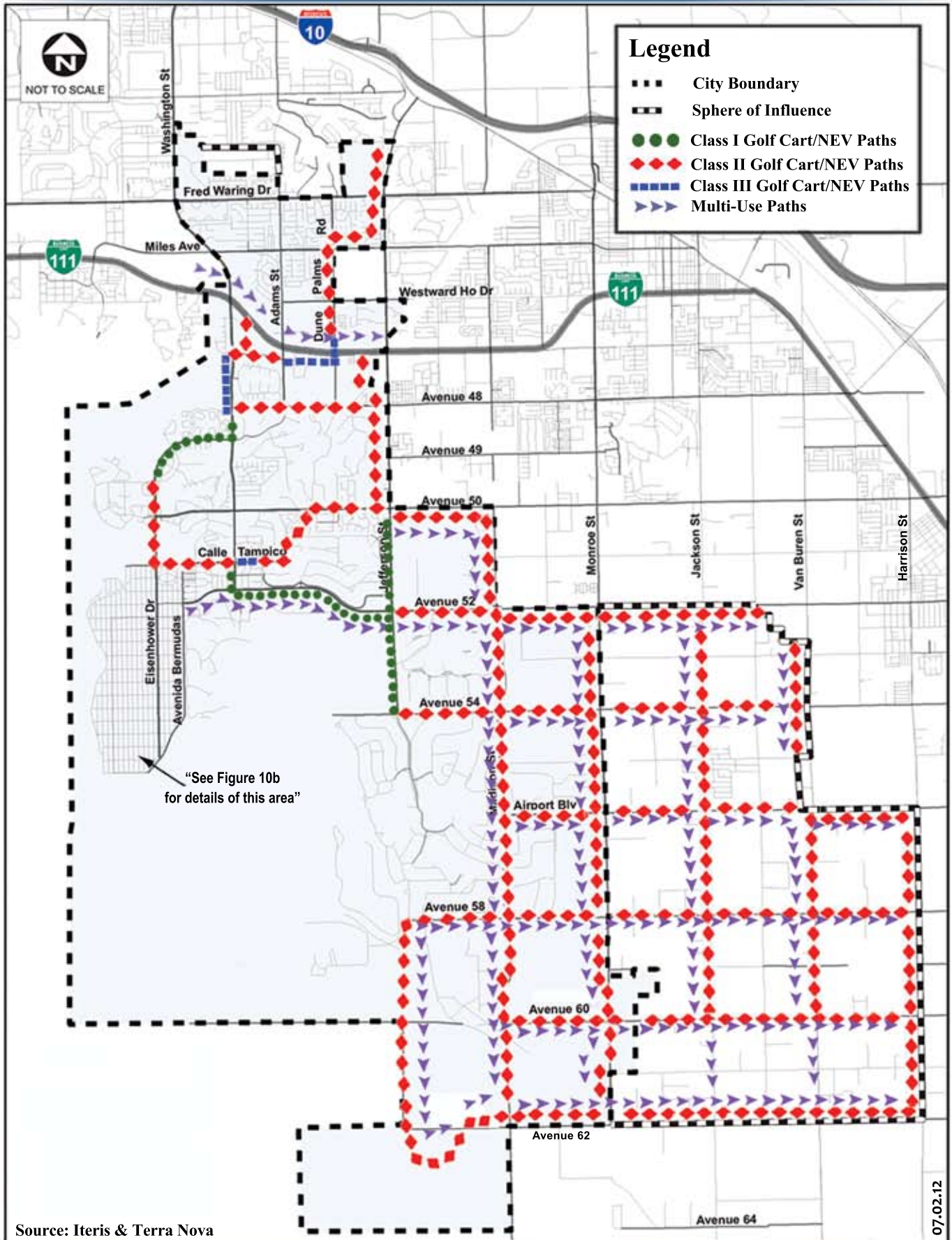
### Legend

-  Existing La Quinta Multi-Use Paths
-  Indio Multi-Use Path
-  Equestrian Overlay District
-  Low Dens Ag/Equestrian Overlay District

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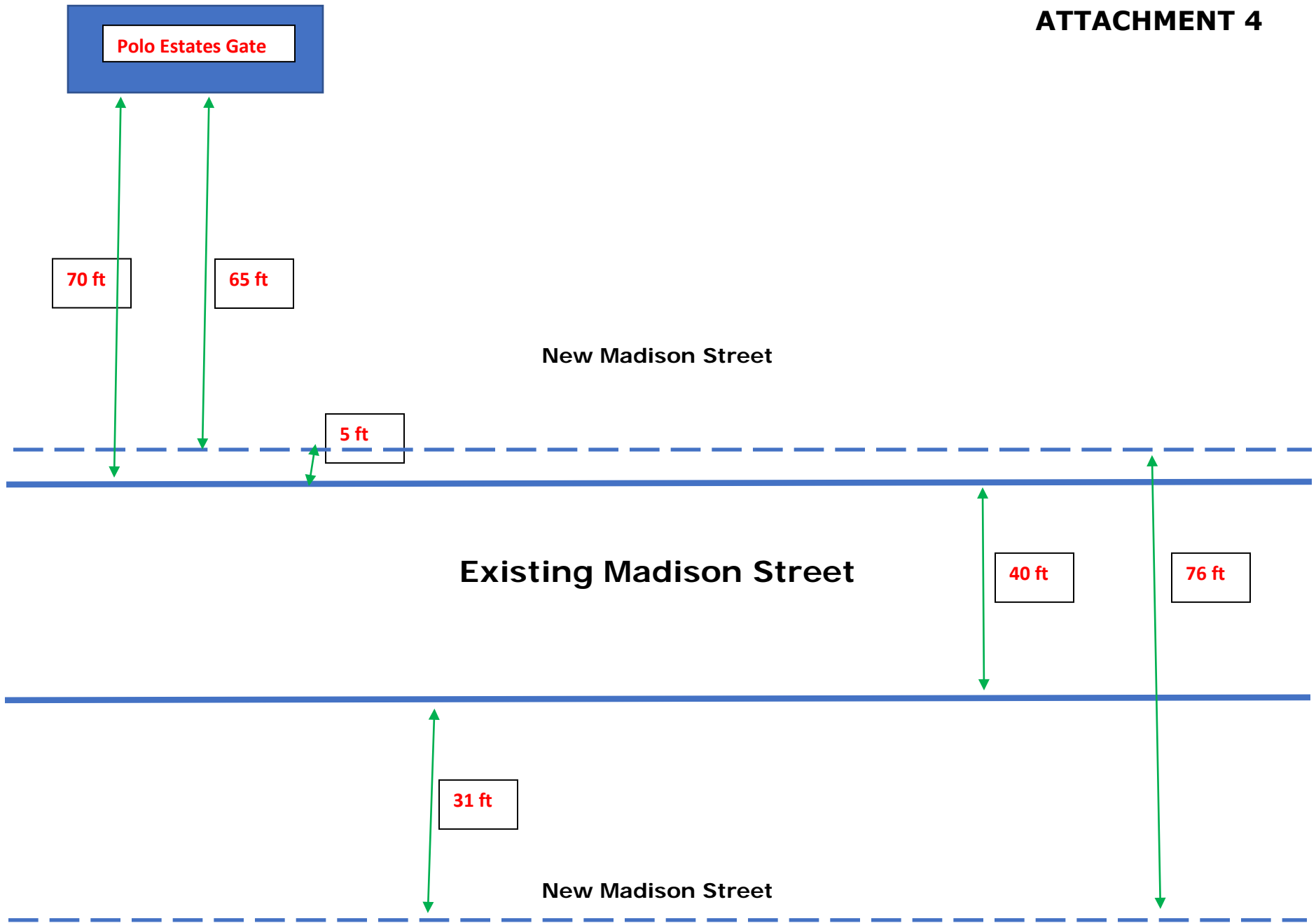


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# City of La Quinta

## CITY COUNCIL MEETING

### DEPARTMENT REPORT

**TO:** Madam Mayor and Members of the City Council

**FROM:** Martha Mendez, Public Safety Manager  
Chris Escobedo, Community Resources Director

**DATE:** February 5, 2019

**SUBJECT:** SHORT TERM VACATION RENTAL (STVR) HOTLINE

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On September 27, 2018, the City terminated its STVR service contract with Hamari by LTAS Technologies, Inc. Part of their agreement included management of the City's 24/7 STVR hotline. Staff contacted neighboring cities to obtain information about their service providers. Three companies were contacted and two submitted bids. Central Communications (CC) was selected based on their ability to meet the City's needs. CC is scheduled to take over the hotline on February 8, 2019.

#### Overview of services:

- The 24/7 STVR hotline number remains the same:  
**(760)777-7157**
- Call workflow is unchanged:
  - Reporting party calls, submits complaint;
  - Hotline operator calls the local contact;
  - Local contact has 45 minutes to resolve the issue;
  - If issue is not resolved, police are called;
  - Code receives an email any time there is a complaint for tracking purposes;
  - If there is no response by the responsible party within 45 minutes, or the issue was not resolved, Code will issue a citation;
  - Code will also enforce the Three Strike Policy: Three violations within one year will result in an immediate suspension of the short STVR permit with subsequent ability to have a hearing before the City to request a lifting of the suspension.

Code responds during working hours (Monday thru Saturday, 8 AM to 5 PM), calls received after 5 PM are managed by Police. During the music festival series, Code officers work overtime to respond to calls between 6 PM and 2 AM. Code relies on call logs and police reports to process citations. Under this option, police respond based on priority and volume of calls; response time may vary from 5 minutes to 25 minutes. Police retains the right to give a warning or issue citation. Without moving code officers away from weekday code cases, this is the best service level with existing resources. Should the Council want to have weekend and evening hour code services, additional code officers would be needed.

# City of La Quinta

## CITY COUNCIL MEETING

### DEPARTMENT REPORT

**TO:** Madam Mayor and Members of the City Council

**FROM:** Julie Mignogna, Management Analyst

**DATE:** February 5, 2019

**SUBJECT:** LANGUAGE UPDATE TO COOPERATIVE AGREEMENT WITH THE CITIES OF PALM DESERT AND INDIAN WELLS FOR DESIGN AND CONSTRUCTION OF THE WASHINGTON STREET INTERSECTION WITH FRED WARING DRIVE (PROJECT NO. 2017-01)

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Council approved a cooperative agreement with the Cities of Palm Desert and Indian Wells to construct additional left turn lanes at the Washington Street and Fred Waring Drive intersection on October 2, 2018. The Joint Powers Insurance Authority (JPIA) subsequently proposed additional language, which the City Attorney has reviewed and approved.

The JPIA proposed language adds subsection 4.5 Insurance from Contractor to Section 4 Indemnification as follows:

4.5 Insurance from Contractor. Contracting parties shall require each and every Contractor performing work for the Project to procure and maintain policies of insurance typically required for projects of a similar size and scope. All liability policies shall provide, or be endorsed to provide, that each Contracting Party be named additional insured.

All other terms remain as approved. Staff is notifying Council of this modification; since it does not change the business terms, the City Attorney approved this modification.

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