



CONSENT CALENDAR ITEM NOS. 6
AND 7 WERE PULLED AND
CONSIDERED AS BUSINESS SESSION
ITEM NOS. 2 AND 3, RESPECTIVELY

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CITY COUNCIL AGENDA

CITY HALL COUNCIL CHAMBER
78495 Calle Tampico, La Quinta

REGULAR MEETING ON TUESDAY, APRIL 18, 2023
3:30 P.M. CLOSED SESSION | 4:00 P.M. OPEN SESSION

Members of the public may listen to this meeting by tuning-in live via <http://laquinta.12milesout.com/video/live>.

CALL TO ORDER

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

PUBLIC COMMENTS - INSTRUCTIONS

Members of the public may address the City Council on any matter listed or not listed on the agenda as follows:

WRITTEN PUBLIC COMMENTS can be provided either in-person during the meeting by submitting 15 copies to the City Clerk, it is requested that this takes place prior to the beginning of the meeting; or can be emailed in advance to CityClerkMail@LaQuintaCA.gov, no later than 12:00 p.m., on the day of the meeting. Written public comments will be distributed to Council, made public, and will be incorporated into the public record of the meeting, but will not be read during the meeting unless, upon the request of the Mayor, a brief summary of public comments is asked to be reported.

If written public comments are emailed, the email subject line must clearly state **“Written Comments”** and should include: **1) full name, 2) city of residence, and 3) subject matter.**

VERBAL PUBLIC COMMENTS can be provided in-person during the meeting by completing a “Request to Speak” form and submitting it to the City Clerk; it is requested that this takes place prior to the beginning of the meeting. Please limit your comments to three (3) minutes (or approximately 350 words). Members of the public shall be called upon to speak by the Mayor.

In accordance with City Council Resolution No. 2022-027, a one-time additional speaker time donation of three (3) minutes per individual is permitted; please note that the member of the public donating time must: 1) submit this in writing to the City Clerk by completing a “Request

to Speak” form noting the name of the person to whom time is being donated to, and 2) be present at the time the speaker provides verbal comments.

Verbal public comments are defined as comments provided in the speakers’ own voice and may not include video or sound recordings of the speaker or of other individuals or entities, unless permitted by the Mayor.

Public speakers may elect to use printed presentation materials to aid their comments; 15 copies of such printed materials shall be provided to the City Clerk to be disseminated to the City Council, made public, and incorporated into the public record of the meeting; it is requested that the printed materials are provided prior to the beginning of the meeting. There shall be no use of Chamber resources and technology to display visual or audible presentations during public comments, unless permitted by the Mayor.

All writings or documents, including but not limited to emails and attachments to emails, submitted to the City regarding any item(s) listed or not listed on this agenda are public records. All information in such writings and documents is subject to disclosure as being in the public domain and subject to search and review by electronic means, including but not limited to the City’s Internet Web site and any other Internet Web-based platform or other Web-based form of communication. All information in such writings and documents similarly is subject to disclosure pursuant to the California Public Records Act [Government Code § 7920.000 *et seq.*].

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 pursuant to the “Public Comments – Instructions” listed above. 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 the Brown Act [Government Code § 54954.2(b)].

TELECONFERENCE ACCESSIBILITY – INSTRUCTIONS

Teleconference accessibility may be triggered in accordance with AB 2449 (Stats. 2022, Ch. 285), codified in the Brown Act [Government Code § 54953], if a member of the City Council requests to attend and participate in this meeting remotely due to “just cause” or “emergency circumstances,” as defined, and only if the request is approved. In such instances, remote public accessibility and participation will be facilitated via Zoom Webinar as detailed at the end of this Agenda.

CONFIRMATION OF AGENDA

CLOSED SESSION

1. CONFERENCE WITH REAL PROPERTY NEGOTIATORS PURSUANT TO GOVERNMENT CODE SECTION 54956.8 FOR REAL PROPERTY LOCATED ON AVENIDA NAVARRO (APNs: 773-078-006 AND 773-078-007)
CITY NEGOTIATOR: JON McMILLEN, CITY MANAGER
PROPERTY OWNER: NEWMAN ENTERPRISES, LLC

NEGOTIATING PARTY: NEWMAN ENTERPRISES, LLC
UNDER NEGOTIATION: PRICE AND TERM OF PAYMENT AND/OR
DISPOSITION OF THE PROPERTY IDENTIFIED

- 2. 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)

RECESS TO CLOSED SESSION

RECONVENE AT 4:00 P.M.

REPORT ON ACTION(S) TAKEN IN CLOSED SESSION

PLEDGE OF ALLEGIANCE

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 pursuant to the “Public Comments – Instructions” listed above. 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 the Brown Act [Government Code § 54954.2(b)].

ANNOUNCEMENTS, PRESENTATIONS, AND WRITTEN COMMUNICATIONS

- 1. PRESENTATION ON X-PARK OPERATIONS SINCE THE OPENING IN 2022 BY EXECUTIVE DIRECTOR MARK LAUE AND OPERATIONS DIRECTOR VICTOR NELSON WITH ACTION PARK ALLIANCE
- 2. PRESENTATION ON LA QUINTA LIBRARY AND LA QUINTA MUSEUM PROGRAMS, EXHIBITS, AND ACTIVITIES BY LA QUINTA LIBRARY BRANCH MANAGER SARA DELACRUZ, LA QUINTA MUSEUM DIRECTOR SHARLA FOX, AND MAKERSPACE SUPERVISOR MICHELE MCNEILLY

CONSENT CALENDAR

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

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1. APPROVE COUNCIL MEETING MINUTES OF MARCH 21, 2023	7
2. EXCUSE ABSENCE OF COMMISSIONER ANDERSON FROM THE MAY 10, 2023, QUARTERLY FINANCIAL ADVISORY COMMISSION MEETING	17
3. ACCEPT BLACKHAWK WAY SCHOOL CROSSING PROJECT NO. 2022-22, LOCATED ON BLACKHAWK WAY BETWEEN ADAMS STREET AND DUNE PALMS ROAD	19

- 4. AUTHORIZE SUBMISSION OF GRANT APPLICATION FOR THE RIVERSIDE COUNTY TRANSPORTATION COMMISSION SB 821 BICYCLE AND PEDESTRIAN FACILITIES PROGRAM 23
- 5. AUTHORIZE THE PUBLIC WORKS DEPARTMENT TO UTILIZE TRI-STATE MATERIALS TO PURCHASE UP TO \$125,000 OF MATERIALS FOR FISCAL YEAR 2022/23 27
- 6. *Pulled from Consent Calendar by Staff and moved for consideration under Business Session No. 2 >>>* APPROVE FISCAL YEAR 2023/24 THROUGH 2027/28 MEASURE A HALF CENT SALES TAX FIVE-YEAR CAPITAL IMPROVEMENT PLAN 29
- 7. *Pulled from Consent Calendar by Staff and moved for consideration under Business Session No. 3 >>>* ADOPT RESOLUTION TO APPROVE THE CITY'S PROJECT LIST FOR FISCAL YEAR 2023/24 FOR SENATE BILL 1 - ROAD REPAIR AND ACCOUNTABILITY ACT 2017 FUNDING [RESOLUTION NO. 2023-009] 33
- 8. ADOPT RESOLUTION TO APPROVE REVISIONS TO THE CITY'S PURCHASING AND CONTRACTING POLICY [RESOLUTION NO. 2023-008] 39
- 9. RECEIVE AND FILE REVENUE AND EXPENDITURE REPORT DATED FEBRUARY 28, 2023 87
- 10. APPROVE DEMAND REGISTERS DATED MARCH 31 AND APRIL 7, 2023 93

BUSINESS SESSION

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| 1. APPROVE AMENDMENT NO. 2 TO AGREEMENT FOR CONTRACT SERVICES WITH DESERT RECREATION DISTRICT TO PROVIDE MANAGEMENT AND OPERATION SERVICES FOR THE FRITZ BURNS POOL TO INCLUDE ADDITIONAL PROGRAMMING, INCREASE COMPENSATION FOR FISCAL YEARS 2022/23 AND 2023/24, AND TO EXTEND THE TERM THROUGH FISCAL YEAR 2023/24 | 107 |
| 2. <i>Pulled from Consent Calendar Item No. 6 by Staff and moved for consideration as Business Session No. 2 >>></i> APPROVE FISCAL YEAR 2023/24 THROUGH 2027/28 MEASURE A HALF CENT SALES TAX FIVE-YEAR CAPITAL IMPROVEMENT PLAN | 29 |
| 3. <i>Pulled from Consent Calendar Item No. 7 by Staff and moved for consideration as Business Session No. 3 >>></i> ADOPT RESOLUTION TO APPROVE THE CITY'S PROJECT LIST FOR FISCAL YEAR 2023/24 FOR SENATE BILL 1 - ROAD REPAIR AND ACCOUNTABILITY ACT 2017 FUNDING [RESOLUTION NO. 2023-009] | 33 |

STUDY SESSION – None

PUBLIC HEARINGS – None

DEPARTMENTAL REPORTS

1. CITY MANAGER – MARKETING QUARTERLY REPORT – JANUARY - MARCH 2023 [121](#)
2. CITY ATTORNEY
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4. COMMUNITY RESOURCES
5. DESIGN AND DEVELOPMENT
6. FINANCE
7. PUBLIC WORKS

MAYOR’S AND COUNCIL MEMBERS’ ITEMS

REPORTS AND INFORMATIONAL ITEMS

1. CVAG 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. IMPERIAL IRRIGATION DISTRICT – COACHELLA VALLEY ENERGY COMMISSION (Evans)
6. LEAGUE OF CALIFORNIA CITIES DELEGATE (Evans)
7. COACHELLA VALLEY WATER DISTRICT JOINT POLICY COMMITTEE (Evans)
8. SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS (Evans)
9. ECONOMIC DEVELOPMENT SUBCOMMITTEE (Evans & Fitzpatrick)
10. COACHELLA VALLEY MOUNTAINS CONSERVANCY (McGarrey)
11. DESERT RECREATION DISTRICT COMMITTEE (Fitzpatrick & McGarrey)
12. COACHELLA VALLEY UNIFIED SCHOOL DISTRICT COMMITTEE (Fitzpatrick & Peña)
13. RIVERSIDE COUNTY TRANSPORTATION COMMISSION (Fitzpatrick)
14. CANNABIS AD HOC COMMITTEE (Peña & Sanchez)
15. CVAG PUBLIC SAFETY COMMITTEE (Peña)
16. CVAG VALLEY-WIDE HOMELESSNESS COMMITTEE (Peña)
17. LEAGUE OF CALIFORNIA CITIES – PUBLIC SAFETY POLICY COMMITTEE (Peña)
18. IMPERIAL IRRIGATION DISTRICT – ENERGY CONSUMERS ADVISORY COMMITTEE (McGarrey)
19. COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT (Peña)
20. CVAG TRANSPORTATION COMMITTEE (Fitzpatrick)
21. SUNLINE TRANSIT AGENCY (Peña)
22. DESERT SANDS UNIFIED SCHOOL DISTRICT COMMITTEE (Evans & Sanchez)
23. ANIMAL CAMPUS COMMISSION (Sanchez)
24. LEAGUE OF CALIFORNIA CITIES – PUBLIC SAFETY COMMITTEE (Sanchez & Peña)
25. RIVERSIDE LOCAL AGENCY FORMATION COMMISSION (Sanchez)
26. GREATER CV CHAMBER OF COMMERCE INFORMATION EXCHANGE COMMITTEE (Sanchez)
27. FINANCIAL ADVISORY COMMISSION SPECIAL MEETING MINUTES OF FEBRUARY 2, 2023 [127](#)

ADJOURNMENT

The next regular meeting of the City Council will be held on May 2, 2023, at 4:00 p.m. at the City Hall Council Chamber, 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 Chamber at 78495 Calle Tampico, and the bulletin board at the La Quinta Cove Post Office at 51321 Avenida Bermudas, on April 14, 2023.

DATED: April 14, 2023



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) 777-7123, 24-hours in advance of the meeting and accommodations will be made.
- If background material is to be presented to the City Council during a City Council meeting, please be advised that 15 copies of all documents, exhibits, etc., must be supplied to the City Clerk for distribution. It is requested that this takes place prior to the beginning of the meeting.

***** TELECONFERENCE PROCEDURES – PURSUANT TO AB 2449***
APPLICABLE ONLY WHEN TELECONFERENCE ACCESSIBILITY IS IN EFFECT**

Verbal public comments via Teleconference – members of the public may attend and participate in this meeting by teleconference via Zoom and use the “raise your hand” feature when public comments are prompted by the Mayor; the City will facilitate the ability for a member of the public to be audible to the City Council and general public and allow him/her/they to speak on the item(s) requested. **Please note – members of the public must unmute themselves when prompted upon being recognized by the Mayor, in order to become audible to the City Council and the public.**

Only one person at a time may speak by teleconference and only after being recognized by the Mayor.

ZOOM LINK: <https://us06web.zoom.us/j/82540879912>
Meeting ID: 825 4087 9912
Or join by phone: (253) 215 – 8782

Written public comments – can be provided in person during the meeting or emailed to the City Clerk’s Office at CityClerkMail@LaQuintaCA.gov any time prior to the adjournment of the meeting, and will be distributed to the City Council, made public, incorporated into the public record of the meeting, and will not be read during the meeting unless, upon the request of the Mayor, a brief summary of any public comment is asked to be read, to the extent the City Clerk’s Office can accommodate such request.



**CITY COUNCIL
MINUTES
TUESDAY, MARCH 21, 2023**

CALL TO ORDER

A regular meeting of the La Quinta City Council was called to order at 4:00 p.m. by Mayor Evans.

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

PLEDGE OF ALLEGIANCE

Girl Scout Ariana Herrera led the audience in the Pledge of Allegiance.

CONFIRMATION OF AGENDA

City Manager McMillen requested to pull Consent Calendar Item No. 5 related to the General Plan and Housing Element Annual Progress Reports for calendar year 2022, and move it for consideration under Business Session Item No. 4. Mayor Evans said she and others will comment on Consent Calendar Item No. 12. Council concurred.

PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

City Clerk Radeva said WRITTEN PUBLIC COMMENTS were received from La Quinta resident Jeffrey Fultz in opposition to the proposed Troutdale Village apartment development located at the north-east corner of Washington St. and Avenue 50, which were distributed to Council, made public, published on the City's website, and included in the public record of this meeting.

PUBLIC SPEAKER: Jeff Fishbein, Chair of the La Quinta Chamber of Commerce, Coldwell Banker realtor, and La Quinta resident – said the rescheduled 2023 La Quinta Car Show event will be held at the La Quinta Community Park on March 25, 2023, along with the Art-on-Main Street event; a Chamber 101 meeting is scheduled for April 7th; the next Chamber Board meeting is April 6th; and the Chamber has formed a subcommittee to work on the GEM publication with City staff.

ANNOUNCEMENTS, PRESENTATIONS AND WRITTEN COMMUNICATIONS

- CERTIFICATES OF OUTSTANDING ACHIEVEMENT RECOGNIZING MEMBERS OF GIRL SCOUT TROOP 1415 FOR SUCCESSFULLY ACHIEVING THE DEMOCRACY BADGE AWARD**

Councilmember McGarrey described her participation in the process underwent by the Scouts to achieve their democracy badges.

Mayor Evans and Councilmembers presented certificates of outstanding achievement to the following members of Girl Scout Troop 1415:

- Daisies:
 - ✓ Hazel Martin (was not present)
 - ✓ Amaya Chapman
 - ✓ Ximena Uribe
 - ✓ Zaylonnie Aguilar (was not present)

- Brownies:
 - ✓ Bailey Gonzalez (was not present)
 - ✓ Eva Martin (was not present)
 - ✓ Vivian Shaver
 - ✓ Ariana Herrera
 - ✓ Camille Horton
 - ✓ Xitlai Rodriguez
 - ✓ Allie Neilsen
 - ✓ Ximena Acevedo (was not present)

- Juniors:
 - ✓ Charlee Mead
 - ✓ Jaxyn Mead
 - ✓ Lexie Uribe
 - ✓ Yaritza Aguilar (was not present)
 - ✓ Zeina Gamboa (was not present)

PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA – Continued

PUBLIC SPEAKER: Melissa Labayog, La Quinta – spoke in opposition of short-term vacation rentals (STVRs), particularly the Dupont Estate’s special events.

CONSENT CALENDAR

1. **APPROVE COUNCIL MEETING MINUTES OF MARCH 7, 2023**

2. **AUTHORIZE OVERNIGHT TRAVEL FOR TWO COUNCILMEMBERS TO ATTEND THE CALIFORNIA CLEAN ENERGY PROCUREMENT SUMMIT IN SAN FRANCISCO, CALIFORNIA, MAY 3 – 4, 2023**

3. **AUTHORIZE OVERNIGHT TRAVEL FOR PUBLIC WORKS MANAGEMENT ANALYST TO ATTEND THE AMERICA PUBLIC WORKS ASSOCIATION PUBLIC WORKS INSTITUTE MODULE 3 IN DOWNEY, CALIFORNIA, MAY 16 – 18, 2023**

4. **ADOPT RESOLUTION TO REAFFIRM ADOPTION OF ANNUAL ASSESSMENT FOR COUNTY SERVICE AREA 152, AUTHORIZE RIVERSIDE COUNTY TO CONTINUE TO LEVY ASSESSMENTS, AND INDEMNIFY AND HOLD THE COUNTY HARMLESS FOR LEVYING ASSESSMENTS ON CITY PARCELS**
[RESOLUTION NO. 2023-006]
5. *Pulled from Consent Calendar by Staff and moved for consideration under Business Session No. 4 >>>* ~~**REVIEW GENERAL PLAN AND HOUSING ELEMENT ANNUAL PROGRESS REPORTS FOR CALENDAR YEAR 2022 AND AUTHORIZE SUBMITTAL TO THE STATE OFFICE OF PLANNING AND RESEARCH AND DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT; CEQA: MAKE A DETERMINATION THAT THIS ACTION IS NOT A PROJECT AS DEFINED IN SECTION 15378(b)(2) OF THE CALIFORNIA ENVIRONMENTAL QUALITY ACT**~~
6. **APPROVE AMENDMENT NO. 1 TO AGREEMENT FOR CONTRACT SERVICES WITH MADDEN MEDIA FOR ADDITIONAL SERVICES AND COMPENSATION FOR FISCAL YEAR 2022/23 AND AN EXTENSION FOR FISCAL YEAR 2023/24**
7. **APPROVE AMENDMENT NO. 1 TO AGREEMENT FOR CONTRACT SERVICES WITH DESERT CONCEPTS CONSTRUCTION, INC. FOR ON-CALL PUBLIC WORKS MAINTENANCE SERVICES AND INCREASE THE CONTRACT AUTHORITY FOR UP TO \$350,000 OF WORK PER FISCAL YEAR**
8. **EXCUSE ABSENCES OF COMMISSIONERS CASTO AND DAVIDSON FROM THE MARCH 8, 2023, QUARTERLY HOUSING COMMISSION MEETING**
9. **APPROVE DEMAND REGISTERS DATED MARCH 3 AND MARCH 10, 2023**
10. **RECEIVE AND FILE SECOND QUARTER FISCAL YEAR 2022/23 TREASURY REPORTS FOR OCTOBER, NOVEMBER, AND DECEMBER 2022**
11. **RECEIVE AND FILE REVENUE AND EXPENDITURE REPORT DATED JANUARY 31, 2023**
12. **APPROVE PLANS, SPECIFICATIONS, ENGINEER'S ESTIMATE, AND ADVERTISE FOR BID THE HIGHWAY 111 REHABILITATION PROJECT NO. 2022-25**

COMMENTS ON CONSENT CALENDAR ITEM NO. 12

Mayor Evans – noted that the purpose of this item is to seek bids only.
Councilmember Fitzpatrick – explained that getting these bids gives Council an idea of the scope and cost so that grants can be sought.

MOTION – A motion was made and seconded by Councilmembers Peña/McGarrey to approve Consent Calendar Item Nos. 1-4 and 6-12 as recommended, with Item No. 4 adopting Resolution No. 2023-006. Motion passed unanimously.

BUSINESS SESSION

1. APPROVE CONVERTING RIVERSIDE COUNTY SHERIFF’S DEPARTMENT TRAFFIC CAR OFFICER POSITION TO A MOTOR OFFICER POSITION

Public Safety Manager Mendez and Riverside County Sheriff’s Department Sergeant Kyle LaFond presented the staff report, which is on file in the Clerk’s Office.

MOTION – A motion was made and seconded by Councilmembers Fitzpatrick/Peña to approve converting a Riverside County Sheriff’s Department traffic car officer position to a motor officer position; and authorize the Mayor to execute the amendment to the Agreement for Law Enforcement Services as recommended. Motion passed unanimously.

2. AUTHORIZE A LETTER, ON BEHALF OF THE CITY COUNCIL, TO THE GOVERNOR OF CALIFORNIA OPPOSING THE STATE’S PLAN TO CLOSE CHUCKAWALLA VALLEY STATE PRISON IN THE CITY OF BLYTHE AND SUPPORT THE CLOSING OF THE CALIFORNIA REHABILITATION CENTER IN THE CITY OF NORCO

Management Specialist Barkas presented the staff report, which is on file in the Clerk’s Office.

Council discussed how the closure of Chuckawalla Valley State Prison (CVSP) will adversely affect the City of Blythe; and the reasoning for closing the California Rehabilitation Center (CRC) in the City of Norco instead.

Ms. Barkas provided the history of the CRC which was built as a luxury hotel in 1928, and its evolution and several repurposing over the years, including being slated for closure in 2016, which was not allowed by a court decision due to the growing inmate population in California at that time. Also, according to a 2020 report prepared by the Legislative Analyst’s Office, titled “The 2020-21 Budget: Effectively Managing State Prison Infrastructure,” costs for maintenance and repairs for CVSP was \$430 million compared to CRC at \$1.116 billion.

Council discussed adding to the letter to the Governor statements that there are infrastructure problems at CRC as the site is not up to code, it’s an unsafe environment, the facility was slated for closure in 2016, and there is unanimous support for this position from Riverside County cities.

MOTION – A motion was made and seconded by Councilmembers McGarrey/Fitzpatrick to authorize a letter, on behalf of the City Council, to the Governor of California opposing

the State's planned closure of Chuckawalla Valley State Prison in the City of Blythe and join the cities of Blythe and Norco in proposing the California Rehabilitation Center in the City of Norco be closed as an alternative, including suggested added remarks noted above. Motion passed unanimously.

3. AUTHORIZE A LETTER, ON BEHALF OF THE CITY COUNCIL, TO COACHELLA VALLEY UNIFIED SCHOOL DISTRICT (CVUSD) BOARD REGARDING THE DISRESPECTFUL TREATMENT OF MAYOR PRO TEM SANCHEZ WHILE SPEAKING AT THE MARCH 9, 2023, BOARD MEETING

Council waived presentation of the staff report, which is on file in the Clerk's Office.

Council discussed the disrespectful treatment by the CVUSD Board at the March 9, 2023, meeting of Mayor Pro Tem Sanchez who was representing the City Council and La Quinta residents who attend CVUSD; the shutting off of the microphones so community comments regarding safety could not be heard; CVUSD Board Members silence in acknowledging their disrespect to the community; the school lock-down earlier in the day; parents' social media messages stating that the school board is neglecting to address the issues; the fear expressed by students of CVUSD; how fear hinders learning and emotional and psychological growth; the CVUSD seeming lack of understanding that a section of La Quinta is in their school district and pay taxes to their district; everyone should be concerned about any violence in schools; alternatives to sending a letter to the CVUSD Board; importance of opening communication with the CVUSD; communications with Superintendent Valentino; balancing restorative justice in schools with student protection; the value of having School Resource Officers in school to forge relationships with children and having law enforcement on site to assess, prevent, diffuse and handle violence; and bringing the topic of school safety up at Coachella Valley Association of Governments meeting.

Council reached a consensus to not issue the letter, but for the City Manager to connect with Dr. Valentino, Superintendent of CVUSD, requesting resumption of the 2x2 meetings between two representatives of the CVUSD Board and two representatives of the La Quinta City Council.

4. *Pulled from Consent Calendar Item No. 5 by Staff and moved for consideration as Business Session No. 4 >>>* REVIEW GENERAL PLAN AND HOUSING ELEMENT ANNUAL PROGRESS REPORTS FOR CALENDAR YEAR 2022 AND AUTHORIZE SUBMITTAL TO THE STATE OFFICE OF PLANNING AND RESEARCH AND DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT; CEQA: MAKE A DETERMINATION THAT THIS ACTION IS NOT A PROJECT AS DEFINED IN SECTION 15378(b)(2) OF THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

Planning Manager Flores presented the staff report, which is on file in the Clerk's Office.

Council discussed the basis for affordability levels as determined by the County; how types of homes fit into the Regional Housing Needs Allocation (RHNA) numbers; current market rates being above moderate-income level; State criteria for eligible properties and required numbers; recalibrating income levels and requalifying via an income verification process; educating residents regarding the density of affordable housing in La Quinta; the quality of affordable housing in La Quinta due to good design, quality materials, superior management and maintenance; property purchased on Highway 111 by the City for an affordable housing development; the expense of building low cost housing; the requirement to exceed basic State requirements in order to qualify for funding; and the prevailing wage factor in unit costs.

MOTION – A motion was made and seconded by Councilmembers Peña/Sanchez to authorize submittal of the General Plan and the Housing Element Annual Progress Reports for calendar year 2022 to the State Office of Planning and Research and to the Department of Housing and Community Development; and determine the action is not a project as defined in Section 15378(b)(2) of the California Environmental Quality Act (CEQA). Motion passed unanimously.

STUDY SESSION

1. DISCUSS LA QUINTA CULTURAL CAMPUS PROJECT NO. 2019-01 MASTER PLANNING AND PRELIMINARY DESIGN PROGRESS

Community Resources Analyst Calderon presented the staff report, which is on file in the Clerk's Office.

PUBLIC SPEAKER: Matt Austin, HGA, Master Plan Designer – provided a detailed presentation of the proposed design.

Council discussed the entry shade/security element; dealing with the site's grade changes; accommodating a stage for events; opinions regarding demolishing the old lumberyard; preserving or displaying portions of the lumberyard building; importance of maintaining the mural; agreement with moving the gift shop; plans for back walls including plantings and access; sufficiency of storage and work space; climate control for storage space; the beauty of the design which incorporates the flavor of historic La Quinta buildings; organization to the office and work spaces is vital; consideration given to expanding west for a grander entrance; City-owned and public properties around the project site and integrating uses; the community multi-purpose space and second floor permanent La Quinta history exhibit to remain; upgrading the kitchen for catering and considering its functional location; including the elements such as water features and fire pits; designing a citywide art walk that leads to the Museum; adequacy of rotating exhibit space; reasons for the high cost of the archive storage space; support for outdoor classroom space; possibility of blocking off front road with bollards for large events; and providing an opening in the east mural wall for access.

PUBLIC SPEAKERS: Linda Williams, President of the La Quinta Historical Society, Sharla Fox, La Quinta Museum Director, and Kim Richards, La Quinta Museum staff – spoke of their appreciation for the new entrance design; the uncluttered view of entrance is enhanced if parking is removed; support preserving the lumberyard building for now; expansion of the archive space is vital and hoping it's in an early phase; support relocation of office and gift shop; provided possible uses for lumberyard building; need for additional washrooms; and reminder that the lumberyard was formally a post office.

Staff added that its objectives are being addressed in the design including efficient operations, functionality with neighboring park, allowance for programming opportunities, primary need for archive space, opportunities to bring exhibits outdoors, and possibility for Art-in-Public-Places.

Council provided feedback and direction on need for archive storage space cost details and options; design and cost details of adding washroom(s); support for the grand entry including removal of wall and front parking; and including water and fire elements in landscape design.

MAYOR EVANS CALLED FOR A BRIEF RECESS AT 6:47 P.M.

MAYOR EVANS RECONVENED THE COUNCIL MEETING AT 7:08 P.M. WITH ALL THE MEMBERS PRESENT

2. DISCUSS CITYWIDE PUBLIC SAFETY CAMERA SYSTEM PROJECT NO. 2022-12, PHASE 2

Public Works Director McKinney, Management Analyst Mignogna, and Traffic Technician Cabrera presented the staff report, which is on file in the Clerk's Office. Riverside County Sheriff's Department Lieutenant Martinez, serving as La Quinta Police Chief, provided additional information.

Council discussed cameras at roundabouts; contingency spent on Phase 1; questioned need for camera coverage on Avenues 52-54; partnering with Spectrum and/or Frontier for fiber coverage in the Cove; website has a map of all the camera placements; including camera views on the casita at Calle Tampico and Eisenhower Drive; security for cameras at the top of the Cove; night vision ability of cameras; method of powering cameras, solar versus hardwiring; and notification signs are included in the cost.

Council directed staff to investigate powering cameras with solar; working with Spectrum and Frontier regarding sharing fiber lines; exploring public safety grant funding; conduct public outreach sessions; and revise the Public Safety Camera System policy to include this Phase.

Lt. Martinez provided details on some recent successes in solving crimes and collision disputes thanks to the cameras.

3. DISCUSS CHAPTER 3.25 OF THE LA QUINTA MUNICIPAL CODE (LQMC) RELATED TO SHORT-TERM VACATION RENTAL (STVR) PROGRAM REGULATIONS

City Clerk Radeva presented the staff report, which is on file in the Clerk's Office.

WRITTEN PUBLIC COMMENTS were received from the residents listed below, in alphabetical order, providing recommendations for possible STVR program code amendments, which were distributed to Council, made public, published on the City's website, and included in the public record of this meeting:

- Jim Alderson, La Quinta
- Kay Wolff, La Quinta

Council discussed:

(A) Add a provision requiring four-fifths (4/5) majority vote of the Council to adopt future code amendments to Section 3.25.055 of the LQMC; and add a provision to exempt Homeshare STVR permits, as defined, from the ban on the issuance of new STVR permits in non-exempt areas currently in effect. Specifically, Council discussed the reasoning for the 4/5 vote request; the pros and cons of allowing new homeshare permits; holding on program changes until after all the spring events and re-evaluate; Council's promise for periodic review of the STVR ordinance was not a pledge to never change any part of the ordinance; difference between STVRs and home cottage businesses to surrounding neighbors; and pros and cons of lifting the ban.

Council reached no consensus regarding either the 4/5 vote requirement or lifting the ban for homeshares.

(B) Develop a process by which a residential dwelling in non-exempt areas would be able to apply for, and have considered at a public meeting for decision, an exemption from the ban if specified criteria, supported by evidence, can be met. Specifically, Council discussed the number of unique properties in La Quinta where such exemptions could be considered; producing an inventory of these large residential lots in the City; options for radius distance for notification of neighbors; application of Special Event and Conditional Use Permits to large properties; means to confirm that neighbors are receiving notice of events within the required timeframes; and developing a separate permit category and process for large lots.

Council reached a consensus and directed staff to determine the number of residential lots measuring 20,000 to 25,000 square feet and 25,00 square feet and above, and to draft a process and conditions, for Council consideration, under which those lots may obtain a new STVR permit.

(C) Develop a process for an exemption from the ban on the issuance of new STVR permits in non-exempt areas, for qualifying residential properties that are governed by a Homeowners' Association (HOA) that through its CC&Rs, does allow STVRs.

Specifically, Council discussed the pros and cons of overriding an HOAs CC&Rs with the City's ban; the issue of HOAs ability to control the STVR program in their community; the required percentage vote needed for any HOA to change their CC&R to allow STVRs would be the greater of 50%+1 or that percentage prescribed by their CC&Rs for any changes; and enforcement of STVRs within an HOA that permits STVR would fall on the HOA, not the City.

Council reached a consensus and directed staff to develop an HOA exemption process and conditions for HOA exemption for Council's consideration.

PUBLIC HEARINGS – None

DEPARTMENTAL REPORTS – None

MAYOR'S AND COUNCIL MEMBERS' ITEMS

Mayor Pro Tem Sanchez provided a City update to the Women's Council of Realtors; reported on his attendance at online League of California Cities round tables on public safety and pentanol; the CalCities League event in Cathedral City; and the YMCA Armed Services 30th Anniversary celebration.

Councilmember Peña reported on his attendance at the Dr. Carrion Foundation event at which La Quinta was given a plaque in recognition of its support over the years.

Mayor Evans reported on her attendance as representative of the Council at Desert Regional Medical Center (DRMC) at which she presented a proclamation recognizing DRMC's status as a level 1 trauma center; and along with City Manager McMillan, gave some IID officials an informational tour of City property developments.

Councilmember McGarrey reported on her attendance at the rocket mission.

REPORTS AND INFORMATIONAL ITEMS

La Quinta's representative for 2023, Councilmember Fitzpatrick reported on her participation in the following organization's meeting:

- RIVERSIDE COUNTY TRANSPORTATION COMMISSION

La Quinta's representative for 2023, Councilmember McGarrey reported on her participation in the following organization's meeting:

- COACHELLA VALLEY MOUNTAINS CONSERVANCY

La Quinta's representative for 2023, Councilmember Peña reported on his participation in the following organization's meeting:

- CV MOSQUITO AND VECTOR CONTROL DISTRICT BOARD OF TRUSTEES

ADJOURNMENT

There being no further business, a motion was made and seconded by Councilmembers McGarrey/Sanchez to adjourn at 9:15 p.m. Motion passed unanimously.

Respectfully submitted,

MONIKA RADEVA, City Clerk
City of La Quinta, California

City of La Quinta

CITY COUNCIL MEETING: April 18, 2023

STAFF REPORT

AGENDA TITLE: EXCUSE ABSENCE OF COMMISSIONER ANDERSON FROM THE MAY 10, 2023, QUARTERLY FINANCIAL ADVISORY COMMISSION MEETING

RECOMMENDATION

Excuse absence of Commissioner Brian Anderson from the May 10, 2023, quarterly Financial Advisory Commission meeting.

EXECUTIVE SUMMARY

- On April 7, 2023, Commissioner Anderson requested to be excused from the May 10, 2023, quarterly Financial Advisory Commission meeting due to previously scheduled travel outside of the country.
- Commissioner Anderson has no excused or unexcused absences for fiscal year 2022/23.

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: Lori Loret, Permit Technician
Approved by: Monika Radeva, City Clerk

[CLICK HERE to Return to Agenda](#)

City of La Quinta

CITY COUNCIL MEETING: April 18, 2023

STAFF REPORT

AGENDA TITLE: ACCEPT BLACKHAWK WAY SCHOOL CROSSING PROJECT NO. 2022-22, LOCATED ON BLACKHAWK WAY BETWEEN ADAMS STREET AND DUNE PALMS ROAD

RECOMMENDATION

Accept the Blackhawk Way School Crossing Project No. 2022-22 as complete; authorize the City Clerk to file a Notice of Completion with the Office of the County Recorder; and authorize staff to release retention in the amount of \$9,027, thirty-five (35) days after the Notice of Completion is recorded.

EXECUTIVE SUMMARY

- The Blackhawk Way School Crossing project consisted of reconstructing the asphalt concrete crosswalk to bring it to code. Improvements included relocating the rapid flash beacons onto compliant traffic signal poles, replacing the in-roadway warning lights system, and replacing striping near La Quinta High School (Attachment 1).
- The work is complete and Council acceptance will close the contract and allow final payment.

FISCAL IMPACT

The following is the financial accounting for Project No. 2022-22:

Original Contract Amount	\$ 180,538
Final Contract Amount	\$ 180,538
Project Budget	\$ 219,538
Final Contract Amount	(\$ 180,538)
Design & Professional Costs	(\$ 15,397)
Inspection, Survey, Plans, & Other Construction Costs	(\$ 1,665)
Remaining Balance	\$ 21,938

* All costs to date have been accounted for and no further costs are anticipated.

The final retention amount of \$9,027 will be paid from account number 401-0000-20600.

BACKGROUND/ANALYSIS

On November 15, 2022, Council awarded a \$180,538 contract to Desert Concepts Construction, Inc.

On December 13, 2022, a Notice to Proceed was issued with a 9-working day completion time starting on December 19, 2022, and ending on December 30, 2022. The project was deemed substantially complete on December 30, 2022.

The project construction effort is complete and in compliance with the plans and specifications. Staff recommends acceptance and release of the retention thirty-five (35) days after the Notice of Completion is recorded.

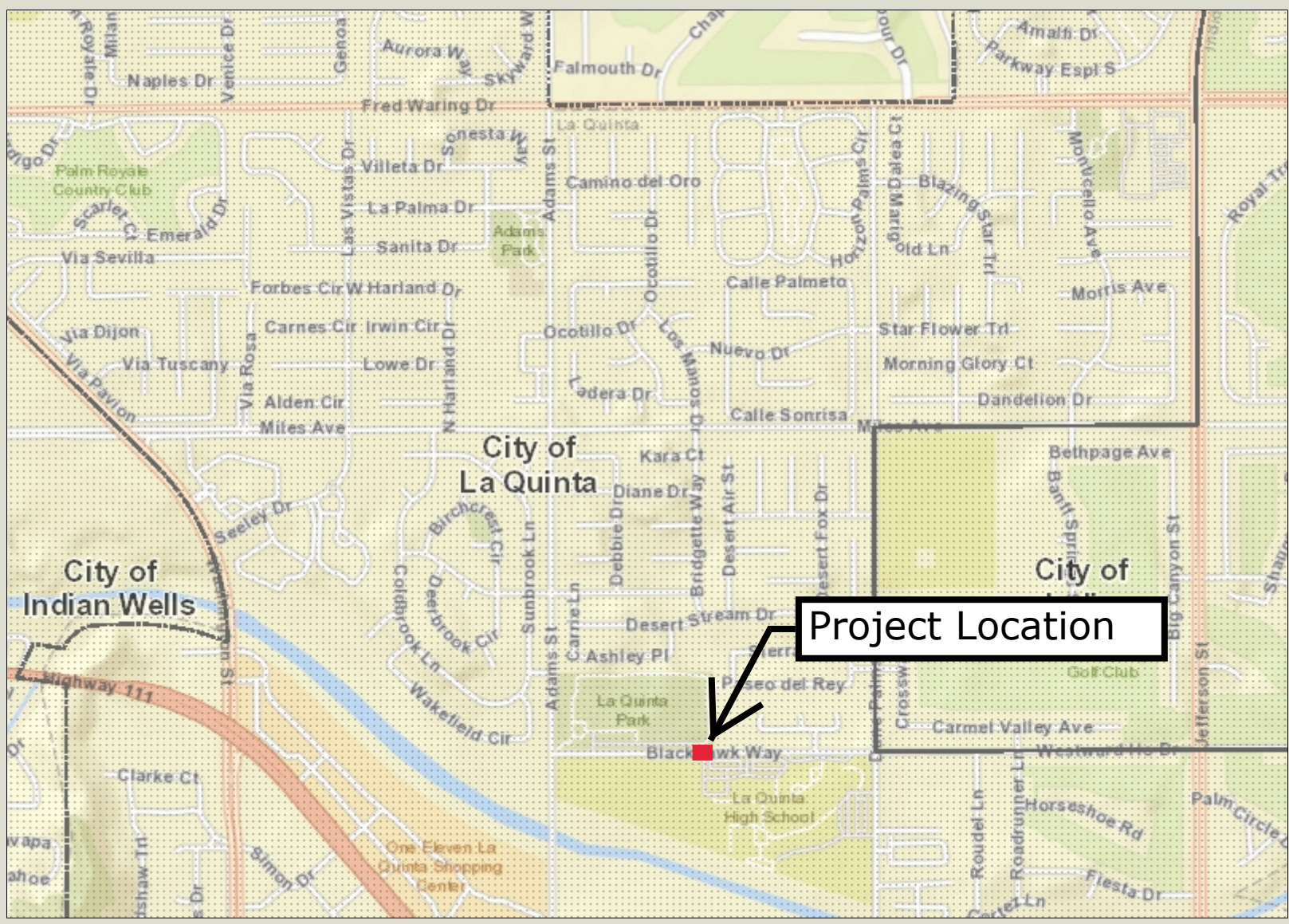
ALTERNATIVES

Staff does not recommend an alternative.

Prepared by: Carley Escarrega, Management Assistant
Approved by: Bryan McKinney, P.E., Public Works Director/City Engineer
Attachment: 1. Vicinity Map

Vicinity Map

Blackhawk Way School Crossing Project



- Legend**
- Blue line symbol: Blueline Streams
 - Grid pattern symbol: City Areas
 - World Street Map symbol: World Street Map

Project Location



IMPORTANT Maps and data are to be used for reference purposes only. Map features are approximate, and are not necessarily accurate to surveying or engineering standards. The County of Riverside makes no warranty or guarantee as to the content (the source is often third party), accuracy, timeliness, or completeness of any of the data provided, and assumes no legal responsibility for the information contained on this map. Any use of this product with respect to accuracy and precision shall be the sole responsibility of the user.



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Notes

ATTACHMENT 1

[CLICK HERE to Return to Agenda](#)

City of La Quinta

CITY COUNCIL MEETING: April 18, 2023

STAFF REPORT

AGENDA TITLE: AUTHORIZE SUBMISSION OF GRANT APPLICATION FOR THE RIVERSIDE COUNTY TRANSPORTATION COMMISSION SB 821 BICYCLE AND PEDESTRIAN FACILITIES PROGRAM

RECOMMENDATION

Authorize the submission of a grant application for the Riverside County Transportation Commission SB 821 Bicycle and Pedestrian Facilities Program.

EXECUTIVE SUMMARY

- The City is working to complete sidewalk gap closures and proposes to construct a portion of sidewalk and curb ramp along the east side of Washington Street between Calle Tampico and Avenue 52. (Attachment 1)
- Staff proposes to submit one application on April 27, 2023, requesting \$444,000. (Attachment 2)

FISCAL IMPACT

If the Washington Street Sidewalk and Americans with Disabilities Act (ADA) Improvements Project grant application is awarded, the City would receive 50%, or \$222,000, and staff would seek Council approval to appropriate the remaining 50%, or \$222,000. Funds are available from the ADA Accessible Ramps (2324ADA), Sidewalks at Various Locations Accounts (2324STI), and Pavement Management Plan (2324 PMP).

BACKGROUND/ANALYSIS

The City has received resident requests to complete sidewalk gap closures to provide an ADA path of travel along both sides of Washington Street. There is currently a gap in the sidewalk segment on the east side of Washington Street between Avenue 52 and Calle Tampico.

The proposed Washington Street Sidewalk and Americans with Disabilities Act (ADA) Improvements Project would construct a 6ft. curb adjacent sidewalk from Calle Tampico to Avenue 52. This sidewalk would connect to the recently completed ADA compliant curb ramp on the southeast corner of Washington Street and Calle Tampico.

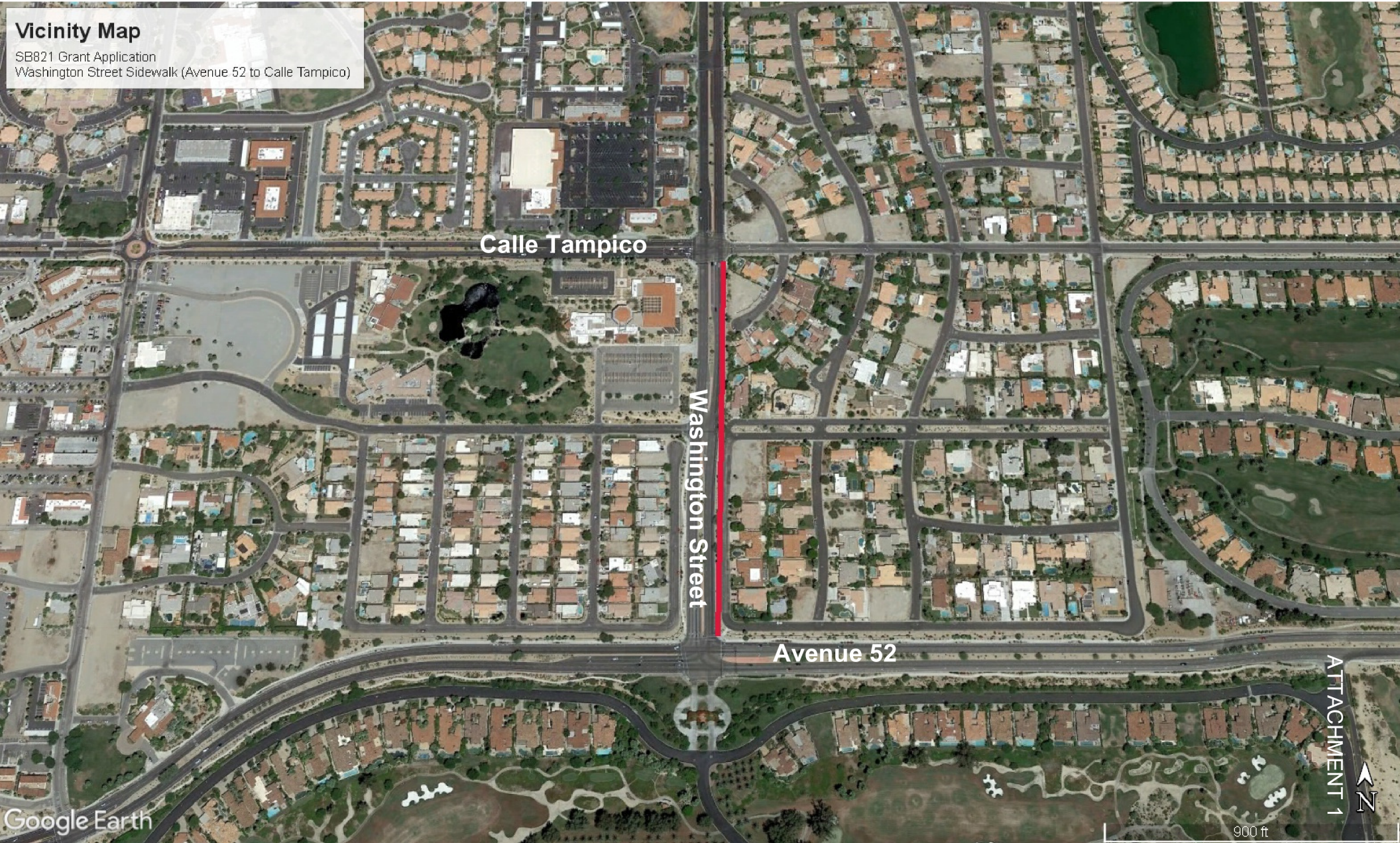
ALTERNATIVES

Council could choose not to submit the SB 821 Grant Applications or direct Staff to choose a different project.

Prepared by: Julie Mignogna, Management Analyst
Approved by: Bryan McKinney, P.E., Public Works Director/City Engineer

Attachments: 1. Vicinity Map
2. Engineer's Estimate

Project Vicinity Map



ATTACHMENT 2

COST ESTIMATE

ITEM NO.	DESCRIPTION	UNIT	QTY.	UNIT PRICE	EXTENDED PRICE
1	Mobilization	LS	1	\$25,000	\$25,000
2	Traffic Control	LS	1	\$20,000	\$20,000
3	Dust Control	LS	1	\$5,000	\$5,000
4	Clearing and Grubbing	SF	6,985	\$2.00	\$13,970
5	Tree Removal	EA	17	\$5,000	\$85,000
6	Earthwork	LS	1	\$3,000	\$3,000
7	Sidewalk	SF	12,469	\$8.00	\$99,748
8	Landscape and Irrigation	SF	3,810	\$5.00	\$19,050
9	Relocate/Reset Signage	LS	1	\$2,000	\$2,000
Sub Total Construction:					\$272,768
Construction Contingency 10%:					\$27,277
Construction:					\$301,000
Design (10%):					\$31,000
Professional (7.75%):					\$24,000
Insp/Test/Survey (9.75%):					\$30,000
City Admin (2.5%):					\$8,000
Utility Adjustment Allowance					\$10,000
Contingency (10% of Whole):					\$40,000
Total Preliminary Estimate:					\$444,000

<p>Comments/Assumptions:</p> <p>1 Curb adjacent sidewalk needs to be constructed on the east side</p> <p>2 Assume Utility Adjustments will be the Utility Company's responsibility.</p> <p>3 Assume tree removal will be required for the majority of the trees</p> <p>4 Assume soundwall/property wall will remain in place</p>	<table border="1"> <tr> <td colspan="5">Sub Total Construction:</td> <td>\$272,768</td> </tr> <tr> <td colspan="5">Construction Contingency 10%:</td> <td>\$27,277</td> </tr> <tr> <td colspan="5">Construction:</td> <td>\$301,000</td> </tr> <tr> <td colspan="5">Design (10%):</td> <td>\$31,000</td> </tr> <tr> <td colspan="5">Professional (7.75%):</td> <td>\$24,000</td> </tr> <tr> <td colspan="5">Insp/Test/Survey (9.75%):</td> <td>\$30,000</td> </tr> <tr> <td colspan="5">City Admin (2.5%):</td> <td>\$8,000</td> </tr> <tr> <td colspan="5">Utility Adjustment Allowance</td> <td>\$10,000</td> </tr> <tr> <td colspan="5">Contingency (10% of Whole):</td> <td>\$40,000</td> </tr> <tr> <td colspan="5">Total Preliminary Estimate:</td> <td>\$444,000</td> </tr> </table>	Sub Total Construction:					\$272,768	Construction Contingency 10%:					\$27,277	Construction:					\$301,000	Design (10%):					\$31,000	Professional (7.75%):					\$24,000	Insp/Test/Survey (9.75%):					\$30,000	City Admin (2.5%):					\$8,000	Utility Adjustment Allowance					\$10,000	Contingency (10% of Whole):					\$40,000	Total Preliminary Estimate:					\$444,000
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City of La Quinta

CITY COUNCIL MEETING: April 18, 2023

STAFF REPORT

AGENDA TITLE: AUTHORIZE THE PUBLIC WORKS DEPARTMENT TO UTILIZE TRI-STATE MATERIALS TO PURCHASE UP TO \$125,000 OF MATERIALS FOR FISCAL YEAR 2022/23

RECOMMENDATION

Authorize the Public Works Department to utilize Tri-State Materials to purchase up to \$125,000 of materials during fiscal year 2022/23.

EXECUTIVE SUMMARY

- Per the purchasing policy, amounts paid to vendors/contractors over \$50,000 must be approved by Council.
- Staff requests Authority to utilize Tri-State Materials (Tri-State) to purchase up to \$125,000 of materials during Fiscal Year (FY) 2022/23.

FISCAL IMPACT

The \$125,000 would be charged in increments, as needed, to the appropriate account(s) should Council approve the request. Funds for purchases are budgeted in the Lighting and Landscape (215-7004-60431) and Parks (101-3005-60431) Materials/Supplies accounts.

BACKGROUND/ANALYSIS

The purchasing policy requires Council approval for purchases and/or contracts over \$50,000. In FY 2022/23, the City has purchased materials in excess of \$43,000 from Tri-State.

Tri-State provides quality materials and is the select source for the decomposed granite (DG) color utilized in City landscape projects. The City frequently purchases DG, gravel, and crushed stone from Tri-State. Staff will continue to compare prices and material selections to obtain the best value and quality materials to be used in landscape renovation.

This spending authority would allow maintenance projects in City medians and parks to continue without interruptions to scheduled work.

ALTERNATIVES

Staff could request approval from Council for any future purchases from Tri-State on a per project basis. However, this approach would delay work schedules.

Prepared by: Dianne Hansen, Management Analyst, Parks/Landscape
Approved by: Bryan McKinney, Public Works Director/City Engineer

City of La Quinta

CITY COUNCIL MEETING: April 18, 2023

STAFF REPORT

AGENDA TITLE: APPROVE FISCAL YEAR 2023/24 THROUGH 2027/28 MEASURE A HALF CENT SALES TAX FIVE-YEAR CAPITAL IMPROVEMENT PLAN

RECOMMENDATION

Approve the fiscal year 2023/24 through 2027/28 Measure A Half Cent Sales Tax 5-year Capital Improvement Plan.

EXECUTIVE SUMMARY

- On April 4, 2023, Council provided direction on Measure A Half Cent Sales Tax (Measure A) funding through the Capital Improvement Program (CIP) study session discussion.
- To receive Measure A funds, the City must comply with the following requirements:
 - Demonstrate an annual Maintenance of Effort (MOE) expenditure from the City’s General Fund in the amount of \$937,007; and
 - Participate in the Coachella Valley Multi-Species Habitat Conservation Plan (MSHCP) and Transportation Uniform Mitigation Fee (TUMF) Programs; and
 - Submit the City’s approved 5-year Measure A CIP, a Project Status Report, and MOE Certification.

FISCAL IMPACT

The following table represents the estimated Measure A funding by fiscal year:

2023/24	2024/25	2025/26	2026/27	2027/28	TOTAL
\$1,865,000	\$2,960,000	\$2,021,467	\$2,019,000	\$2,898,048	\$11,763,515

The Measure A funding assigned during Fiscal Year (FY) 2023/24 includes carryover funds, in the amount of \$4,399,975, currently assigned to existing projects approved/included in the prior year(s) CIP.

BACKGROUND/ANALYSIS

Measure A funding is to be used for transportation improvements. The City must demonstrate an annual MOE expenditure from the City’s General Fund in the amount of \$937,007. In addition, an approved 5-Year Measure A CIP and project status report must be submitted to the Riverside County Transportation Commission (RCTC) by May 1, 2023, to be eligible for Measure A funding the following fiscal year. The City is also a full participant in the Coachella Valley MSHCP and TUMF Programs.

The draft FY 2023/24 through 2027/28 Measure A CIP is provided below:

Project Description	2023/24	2024/25	2025/26	2026/27	2027/28	Total
Citywide Street and Traffic Signal Maintenance Program	\$235,000	\$235,000	\$235,000	\$235,000	\$235,000	\$1,175,000
X-Park Pedestrian Signal	\$250,000					\$250,000
Avenue 58 Pavement Rehabilitation (Jefferson Street to Madison Street)	\$1,380,000					\$1,380,000
Avenue 50 Sidewalk Improvements (Washington Street to Avenida Montero)		\$400,000				\$400,000
Washington Street Sidewalk Improvements (Calle Tampico to Avenue 52)		\$444,000				\$444,000
Cove Area Slurry Seal Improvements Phase 1		\$950,000				\$950,000
Corporate Centre Drive Gap Closure		\$931,000				\$931,000
Citywide Striping Refresh			\$500,000			\$500,000
Highway 111/Simon Drive Dual Left Turn Lanes			\$723,850			\$723,850
Avenue 47 Pavement Rehabilitation (Washington Street to Adams Street)			\$512,617			\$512,617
5-Year PMP Update			\$50,000			\$50,000
North La Quinta Slurry Seal Improvements/Pavement Repair				\$1,784,000		\$1,784,000
Washington Street Pavement Rehabilitation Project (Sagebrush Lane to Fred Waring Drive)					\$2,663,048	\$2,663,048
TOTAL:	\$1,865,000	\$2,960,000	\$2,021,467	\$2,019,000	\$2,898,048	\$11,763,515

During 2023/24 the Measure A CIP proposes new funding to the following projects:

- ✓ Citywide Street and Traffic Signal Maintenance Program (*Annual Recurring Program*)
- ✓ X-Park Pedestrian Signal
- ✓ Avenue 58 Pavement Rehabilitation (Jefferson Street to Madison Street)

ALTERNATIVES

Council may elect not to approve the Measure A 5-year CIP plan and decline Measure A funds.

Prepared by: Julie Mignogna, Management Analyst
Approved by: Bryan McKinney, P.E., Public Works Director/City Engineer

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City of La Quinta

CONSENT CALENDAR ITEM NO. 7
PULLED FROM CONSENT CALENDAR AND
CONSIDERED AS BUSINESS SESSION ITEM NO. 3

CITY COUNCIL MEETING: April 18, 2023

STAFF REPORT

AGENDA TITLE: ADOPT RESOLUTION TO APPROVE THE CITY’S PROJECT LIST FOR FISCAL YEAR 2023/24 FOR SENATE BILL 1 - ROAD REPAIR AND ACCOUNTABILITY ACT 2017 FUNDING

RECOMMENDATION

Adopt a resolution to approve the City’s project list for fiscal year 2023/24 to receive estimated funds from Senate Bill 1, Road Repair and Accountability Act of 2017.

EXECUTIVE SUMMARY

- On April 4, 2023, Council provided direction on SB-1 funding through the Capital Improvement Program (CIP) study session discussion.
- To receive the SB-1 funds, the City must comply with the following requirements:
 - Demonstrate an annual Maintenance of Effort (MOE) expenditure from the City’s General Fund in the amount of \$1,786,109; and
 - Submit a Council resolution which lists the projects to be funded in the following fiscal year with SB-1 funds, including a project description, location, schedule of completion, and estimated useful life of the improvements.

FISCAL IMPACT

The following table lists the total amount to be expended per fiscal year (FY) based on the currently identified SB-1 funded CIP projects:

2023/24	2024/25	2025/26	2026/27	2027/28	TOTAL
\$949,613	\$959,109	\$950,000	\$997,088	\$988,171	\$4,843,981

BACKGROUND/ANALYSIS

SB-1 created new permanent funding for road maintenance and rehabilitation projects. Each city and county must submit a project list to the California Transportation Commission by July 1, 2023, to be eligible for SB-1 funding for the following fiscal year.

The draft FY 2023/24 through 2027/28 CIP proposes using SB-1 funding for the following transportation improvements:

Project Description	2023/24	2024/25	2025/26	2026/27	2027/28	Total
Washington Street Sidewalk Improvements (Avenue 50 to Calle Tampico)	\$478,000					\$478,000
Avenue 50 Widening Improvements (Jefferson Street to Madison Street)	\$471,613	\$579,109				\$1,050,722
Frances Hack Lane (Avenida Bermudas to Cul-de-sac)		\$380,000				\$380,000
Cove Area Slurry Seal Improvements Phase 2			\$950,000			\$950,000
Citywide Arterial Slurry Seal Improvements				\$997,088		\$997,088
Washington Street Pavement Rehabilitation Project (Sagebrush Lane to Fred Waring Drive)					\$988,171	\$988,171
TOTAL:	\$949,613	\$959,109	\$950,000	\$997,088	\$988,171	\$4,843,981

The Washington Street Sidewalk Improvements (Avenue 50 to Calle Tampico) and Avenue 50 Widening Improvements (Jefferson Street to Madison Street) are proposed to receive SB-1 funds in FY 2023/24. The improvements on Washington Street include construction of a 6 ft. sidewalk from Avenue 50 to Calle Tampico. The improvements on Avenue 50 include widening Avenue 50 from Jefferson Street to Madison Street to the general plan roadway conditions, including a multi-use trail along the north side.

ALTERNATIVES

Council may elect not to approve the SB-1 Resolution and decline SB-1 funds.

Prepared by: Julie Mignogna, Management Analyst
 Approved by: Bryan McKinney, P.E., Public Works Director/City Engineer

RESOLUTION NO. 2023 – XXX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
LA QUINTA, CALIFORNIA, ADOPTING A LIST OF
PROJECTS FOR FISCAL YEAR 2023-24 FUNDED BY SB
1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF
2017**

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB 1 includes accountability and transparency provisions that will ensure the residents of the City of La Quinta (City) are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

WHEREAS, the City must adopt by resolution a list of projects proposed to receive fiscal year funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

WHEREAS, the City, will receive an estimated \$949,613 in RMRA funding in Fiscal Year 2023-24 from SB 1; and

WHEREAS, this is the seventh year in which the City is receiving SB 1 funding and will enable the City to continue essential road maintenance and rehabilitation projects, safety improvements, repairing and replacing aging bridges, and increasing access and mobility options for the traveling public that would not have otherwise been possible without SB 1; and

WHEREAS, the City has undergone a robust public process to ensure public input into our community's transportation priorities/the project list through three (3) public meeting opportunities; and

WHEREAS, the City used a Pavement Management System to develop the SB 1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the community's priorities for transportation investment; and

WHEREAS, the funding from SB 1 will help the City maintain and rehabilitate one street/road project in the City this year and other similar projects into the future; and

WHEREAS, the City's current Pavement Management Plan found that the City's streets and roads are in a "very good" condition and are currently ranked with an overall

80 Pavement Condition Index (PCI). This revenue will assist the City in maintaining the very good roadway system condition over the next decade and beyond; and

WHEREAS, the SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials and practices, will have significant positive co-benefits statewide.

WHEREAS, on April 18, 2023, by a majority vote of the City Council of the City of La Quinta, California, the following projects were selected:

<u>Project Name</u>	<u>Fiscal Year</u>	<u>Amount</u>
1. Washington Street Sidewalk Improvements	2023/24	\$478,000
2. Avenue 50 Widening Improvements	2023/24	\$471,613

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

SECTION 1. The foregoing recitals are true and correct.

SECTION 2. The following list of proposed projects will be funded in-part or solely with fiscal year 2023-24 Road Maintenance and Rehabilitation Account revenues:

<u>Project Name</u>	<u>Fiscal Year</u>	<u>Amount</u>
1. Washington Street Sidewalk Improvements	2023/24	\$478,000

Title: Washington Street Sidewalk Improvements (Avenue 50 to Calle Tampico)

Description: The proposed improvements along The improvements on Washington Street include construction of a 6 ft. sidewalk from Avenue 50 to Calle Tampico.

Estimated Useful Life: 20 Years.

<u>Project Name</u>	<u>Fiscal Year</u>	<u>Amount</u>
2. Avenue 50 Widening Improvements	2023/24	\$471,613

Title: Avenue 50 Widening Improvements (Jefferson Street to Madison Street)

Description: The proposed improvements on Avenue 50 include widening Avenue 50 from Jefferson Street to Madison Street to the general plan roadway conditions, including construction of a multi-use trail along the north side.

Estimated Useful Life: 20 Years.

Resolution No. 2023 - xxx
The Road Repair and Accountability Act of 2017 – Fiscal Year 2023-24 (SB 1)
Adopted: April 18, 2023
Page 3 of 3

PASSED, APPROVED, and ADOPTED at a regular meeting of the La Quinta City Council held on this _____ day of _____, _____, by the following vote:

AYES:

NOES:

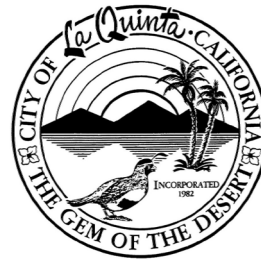
ABSENT:

ABSTAIN:

LINDA EVANS, Mayor
City of La Quinta, California

ATTEST:

MONIKA RADEVA, City Clerk
City of La Quinta, California



APPROVED AS TO FORM:

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

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City of La Quinta

CITY COUNCIL MEETING: April 18, 2023

STAFF REPORT

AGENDA TITLE: ADOPT RESOLUTION TO APPROVE REVISIONS TO THE CITY'S PURCHASING AND CONTRACTING POLICY

RECOMMENDATION

Adopt a resolution to approve revisions to the City's Purchasing and Contracting Policy.

EXECUTIVE SUMMARY

- The last update to the City's Purchasing and Contracting Policy (Policy) was June 2019. A Policy review was subsequently conducted to align it with other City policies and state laws, strengthen guidelines, and provide clarification for purchases.

FISCAL IMPACT – None.

BACKGROUND

The City's Purchasing and Contracting Policy was last updated and approved in June 2019. The Policy sets forth policies and procedures to regulate purchasing and contracting.

Staff subsequently identified amendments in order to provide consistency, clarification, meet auditing requirements, and facilitate more efficient processes. The proposed amendments to the updated Policy are shown in tracked-changes in Attachment 1.

The primary changes entail:

- Additions to and renumbering of Section A – Administrative Guidelines:
 - Subsection 7 adds language regarding procurement of goods that contain recycled (post-consumer) materials or recovered organic waste products;
 - Subsections 10 and 11 add language to clarify the procurement process and the use of purchase orders, regardless of dollar amount.
- Moved language from footnotes in Section II – Expenditure Categories to the body of the section to highlight significant definitions.

- Additions to Section V – Exemption to Any Procurement Method, subsection (c) to clarify the use of City contracts with regards to supplies or equipment (not services).
- Additions to Section VI – City Credit Card Issuance and Use to include User Agreements for City-issued credit cards; to clarify appropriate credit cards uses; and requirements to reconcile the monthly credit card statement.

ALTERNATIVES

Council may approve as presented, incorporate changes, or request further review.

Prepared by: Derrick Armendariz, Account Technician
Approved by: Rosemary Hallick, Finance Services Analyst

Attachment: 1. Amended Purchasing and Contracting Policy in tracked-changes

RESOLUTION NO. 2023 – XXX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
LA QUINTA, CALIFORNIA, ADOPTING A PURCHASING
AND CONTRACTING POLICY**

WHEREAS, purchasing and contracting policies provide a guideline to city employees for purchasing and contracting for goods, services and projects to support, enhance and supplement city operations, and

WHEREAS, purchasing and contracting policies provide transparency and consistency, and

WHEREAS, purchasing and contracting policies enable the Finance department to maintain a system of financial controls for the efficient use and expenditure of public funds.

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

SECTION 1. Resolution No. 2019-021 adopted on June 18, 2019, is hereby repealed, and this Resolution supersedes all prior Purchasing and Contracting Policies adopted by Council.

SECTION 2. The purchasing and contracting policy attached hereto as Exhibit A and incorporated herein by reference shall govern the purchase of city supplies, goods, equipment, services and construction projects.

SECTION 3. This policy, as applicable, shall constitute the procedures and rules governing the solicitation of bids and award of contracts for public works projects pursuant to Chapter 3.12, and shall constitute the procedures and rules governing the solicitation and selection of firms for services pursuant to Chapter 3.12, of the La Quinta Municipal Code.

SECTION 4. Severability. If any provision of this Resolution or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this Resolution which can be given effect without the invalid provision or application, and to this end the provisions of this Resolution are severable. The City Council hereby declares that it would have adopted this Resolution irrespective of the invalidity of any particular portion thereof.

SECTION 5. This Resolution shall become effective upon adoption. The Purchasing and Contracting Policy adopted by this Resolution shall go into effect immediately.

PASSED, APPROVED, and ADOPTED at a regular meeting of the La Quinta City Council held on this ____ day of April 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

LINDA EVANS, Mayor
City of La Quinta, California

ATTEST:

MONIKA RADEVA, City Clerk
City of La Quinta, California



APPROVED AS TO FORM:

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

**CITY OF LA QUINTA, CALIFORNIA
PURCHASING AND CONTRACTING POLICY**

I. GENERAL RULES; EXCEPTIONS

This Purchasing and Contracting Policy (Policy) shall apply for the solicitation and selection of all purchases and contracts within the City of La Quinta (City). Any exceptions to this Policy must be approved by the City Council (Council). The Council may, by majority vote and in accordance with its fiduciary responsibilities, approve expenditures of any amount, for any length of term, not otherwise inconsistent with any applicable law.

A. ADMINISTRATIVE GUIDELINES

1. Vendor Limit. Combined purchases cannot exceed \$50,000 per vendor, per fiscal year except with Council approval and in the case of major expenditures, in which a vendor has participated in a public formal bidding process.
2. Contract Limit. In addition, multiyear agreements in excess of \$50,000 as an aggregate total per vendor will require Council approval. The aggregate total is determined by the maximum total dollar value that may be awarded over the duration of the contract, including option years.
3. Change Orders or Amendments. A change order or amendment is a change in a contract term, other than as specifically provided for in the contract, that authorizes or necessitates any increase or decrease of the cost of the contract or in the time of completion. Change orders that alter the amount of the contract must be authorized by Directors, City Manager, or Council depending on the amount as referenced in section II Expenditure Categories of this policy. A valid written request for a change order or amendment must meet the following criteria:
 - a. the change was not reasonably foreseeable at the time that the contract was signed;
 - b. the change must be relevant to the original contract; and
 - c. the change is authorized by the contract provisions and in the best interest of the City.
4. Conflict of Interest. No employee, officer, Councilmember, or agent shall participate in the selection, award, or administration of a contract if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, Councilmember, agent, or any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated, herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

Nothing in this Policy does or is to be construed as limiting the applicability of any other federal, state, or local laws and regulations governing prohibitions against financial conflicts of interest, including but not limited to the Political Reform Act (Government Code Section 81000 *et seq.*) and implementing regulations from the Fair Political Practices Commission (Title 2, Section 18110 *et seq.*, of the California Code of Regulations), and Government Code Sections 1090-1999 and 1126. All such laws and regulations shall apply to every employee, officer, Councilmember, and agent of the City.

5. Vendor Gifts and Gratuities. No employee shall receive or agree to receive any compensation, reward, or gift from any vendor related to the conduct of the City's business, subject to the guidelines in the California Code of Regulations and the City's Personnel Policy §2.2.
6. Local Vendors. Purchasing goods and services from local vendors which stimulate the local economy is encouraged but not required.
7. Green Purchasing Practices. The City is committed to Green Purchasing practices in obtaining goods and services. The City shall consider environmentally preferable products that contain recyclable material when appropriate. Nothing in this policy requires the procurement of products that do not adequately perform their intended use, requires procurement that excludes adequate competition, or requires the procurement of products that are unavailable at a reasonable price or at a reasonable time. An environmentally preferable product means a product that meets any of the following criteria:
 - a. is durable, repairable, reusable, or recyclable;
 - b. has minimal packaging, toxic content, or chemical-hazard potential;
 - c. is resource or energy efficient in any or all phases of its manufacture, use, or disposal;
 - d. its use or disposal minimizes or eliminates the City's potential environmental liability;
 - e. contains post-consumer (recycled) material; or
 - f. contains recovered organic waste product.

The City shall purchase recycled-content paper products, printing and writing paper if fitness and quality are equal to that of non-recycled items and whenever the total cost is the same or lesser than the non-recycled items or whenever the total cost is no more than 10% of the total. Recycled content paper products, printing and writing paper shall consist of at least 30%, by fiber weight, post-consumer fiber per SB 1383.

8. Payment Terms. The City's standard payment terms are Net 30, meaning a payment should be issued to the vendor no later than thirty days after the invoice date, unless the City and vendor have agreed to alternate terms.

9. In no instances should purchases be split or divided in such a manner to circumvent policy process and limits.

10. If any provision of this policy is not followed by departments, a procurement exemption form must be completed and reviewed by the City Manager or their designee.

11. Violations of this policy may result in disciplinary action up to and including dismissal, subject to the applicable due process as prescribed in the City's Personnel Policies and Procedures.

12. The requisition process should be initiated as soon as the needs are known, and purchase orders must be created before services or goods are acquired. Vendors should be provided with the PO number when ordering and PO numbers should appear on the vendor invoicing when feasible.

13. Purchase orders may be issued regardless of the amount when required by the vendor, or when the complexity of contract demands a formal document for clarity.

II. EXPENDITURE CATEGORIES

Purchases, which include those made by purchase order (PO), written agreement, amendment or change order that require city expenditures, are classified into five categories based on the anticipated expenditure amount. Each category establishes an authorization level, procurement method, and maximum term, which shall apply unless specifically exempted in accordance with this Policy.

- | | |
|---|----------------|
| A. Expenditures of \$50 or less | (petty cash) |
| B. Expenditures of \$51 to \$5,000 | (operational) |
| C. Expenditures of \$5,001 to \$15,000 | (minor) |
| D. Expenditures of \$15,001 to \$50,000 | (intermediate) |
| E. Expenditures over \$50,000 | (major) |

The following definitions reference terms in sections A-E below:

1. The "Initial Term" shall be either (i) a term under the contract or PO not to exceed one year, or (ii) a term longer than one year but not to exceed the maximum number of years authorized under the "Term Limit" section, as long as the contract includes a continuing obligation for performance by a contracting party and the City has an obligation for payment only for the services actually performed and accounted for by invoice or other monthly or regular periodic documentation acceptable to the City. Under any contract or PO, either the contracting party or City may terminate the contract or PO prior to the expiration of the Initial Term for the other party's nonperformance.
2. "Informal" bid/proposal means tangible proof. i.e. written, e-mail, or other casual medium. Departments shall document attempts to receive bids.
3. The city's templates for contracts, agreements, amendments and change orders shall be used for category D and E purchases. The City Manager may allow for

modifications of these templates or use of other contracts, agreements, amendments and change orders, or may require use of city templates for category B and C purchases when the City Manager determines it is prudent due to the level of risk exposure to the city, the need to provide detail on complex scope of work, or any other reason s/he believes to be in the best interest of the City. To meet prevailing wage requirements, any maintenance or repair project over \$15,000 or construction project over \$25,000 will require a written contract.

4. Designee is someone who is given signing authority by Department Director or City Manager to authorize expenditures. Signature authorization form must be on file to authorize designee signing authority.

A. EXPENDITURES OF \$50 OR LESS

Authorization: Department Director, who may delegate to a Department designee

Procurement: No bids or PO necessary; petty cash advances or reimbursement

Term Limit: N/A

Note: These transactions take the place of ordinary ongoing purchases and shall be limited in use.

A cash disbursement or reimbursement may be obtained from the Finance Department and must not exceed \$50 per item or combined purchase. A petty cash request form shall be completed and signed by the Department Director or designee before submittal. The form shall include the date, description of the item to be purchased, and account number. Petty cash amounts will be advanced to accommodate miscellaneous minor expenditure amounts of \$50 or less and for which normal payment provisions are not practical. The Finance department will periodically audit petty cash expenditures as to form and regulations and may confirm purchases.

B. EXPENDITURES OF \$51 to \$5,000 DURING THE INITIAL TERM

Authorization: Department Director, who may delegate to a Department designee.

Procurement: No PO necessary; 3 informal bids/proposals whenever possible

Term Limit: 3 years plus one 3-year extension

C. EXPENDITURES OF \$5,001 to \$15,000 DURING THE INITIAL TERM

Authorization: Department Director or delegated by Director with confirmation from City Manager

Procurement: PO required plus 3 written informal bids/proposals; City contract is recommended

Term Limit: 3 years plus one 3-year extension

D. EXPENDITURES OF \$15,001 to \$50,000 DURING THE INITIAL TERM

Authorization: City Manager

Procurement: PO required plus 3 written informal bids/proposals plus City contract

Term Limit: 3 years plus one 3-year extension

Purchase Orders between \$25,000 and \$50,000 are reviewed by City Council on a quarterly basis on the Demand Register Report.

E. EXPENDITURES OVER \$50,000

Authorization: City Council

Procurement: PO required plus formal bids/proposals plus City contract

Term Limit: no limit, any term approved by majority vote of the Council

III. PROCUREMENT PROCEDURES - MAJOR EXPENDITURES (over \$50,000)

A. FORMAL BIDS FOR MAJOR PUBLIC WORKS PROJECTS AND MAJOR SUPPLIES AND EQUIPMENT PURCHASES. Major public works projects and supplies and equipment as referenced in Chapter 3.12 of the La Quinta Municipal Code, are defined as purchases and projects having an actual or estimated value of greater than fifty thousand dollars (\$50,000). The solicitation and selection of bids and award of contracts shall comply with Section 3.12.030 of the La Quinta Municipal Code (public works contracts), and this Policy, and shall be administered through each City Department, according to the following procedures:

1. Invitation for bids. An invitation for bids (the “invitation”) shall be published in a newspaper, electronic bulletin board or online submission source, City website, or other generally recognized source of local public works contract information, at least ten days prior to the date of the opening of bids, or as required by California Public Contract Code §20164 and §22032. Invitations shall include general descriptions of the work to be performed, the time and place of the opening of bids, the place where bidders may obtain bid documents, the amount of bid security required, and the amount and nature of performance and labor materials security that will be required.
2. Form of bids. Bids conforming to the requirements of the invitation shall be submitted to the Department Director (the “Director”) in sealed packages or by other means which will prevent the divulging of bids prior to the stated time for opening of bids, all as specified in the invitation or the bid documents. Unopened bids should be clearly marked or otherwise identifiable as bids for the project to which they apply.
3. Bid security for public works projects. Bids for public works projects shall be accompanied by cash, cashier’s check, certified check, surety bond, or other form of security stated in the invitation or bid documents, in a sum equal to at least ten percent (10%) of the amount of the bid.
4. Opening of bids. At the time and place stated in the invitation, the bids shall be publicly opened and announced. The bid amounts shall be tabulated, and the tabulation shall be available for public inspection at the City Department during regular business hours for a period of not less than thirty (30) calendar days after the bid opening.

5. Review of bids. The Director or designee shall review all bids received for completeness, accuracy, responsiveness to the invitation and the bid documents, and the City's experience with or knowledge of the qualification and reliability of each bidder and shall prepare a recommendation to the City Council. Written amounts shall take precedence over associated numeric amounts. Mathematical errors, if found, shall be corrected and shall not disqualify a bid. The corrected total shall be the bid amount considered in determining the lowest responsible bidder and shall be the contract amount awarded if the bid is selected.
6. Award of contract. Contracts shall be awarded by the City Council to the lowest responsible bidder. Determination of the lowest responsible bidder shall be at the sole discretion of the City Council pursuant to findings and recommendations presented by the Director or designee at the time of the award of contract.
7. Equal bids. If two or more equal low bids are received, the City Council may award the contract to any one of the equal low bidders by the following:
 - a. Select one bid; or
 - b. Reject all bids and re-solicit for bids; or
 - c. Reject all bids and authorize negotiated agreement if consistent with federal and state laws; or
 - d. Select one bid, which is the most responsible bidder; or
 - e. Take any other action that the City Council deems to serve the best interest of the City.
8. No bids. When no bids are received from responsible firms, the City Council may accomplish the project in any manner it sees fit.
9. Rejection of bids. The City Council may reject any or all bids presented and may then direct that the project be re-advertised, may authorize negotiation of a contract with one or more responsible firms, or may resolve that the project can be performed more economically by City forces, day labor, time and materials contract, or other method.
10. Execution of contract. The successful bidder shall execute the contract and furnish required performance security and labor and materials security when required pursuant to the bid document.
11. Forfeiture of bid security for public works projects. If the successful bidder fails to execute the contract and furnish security within the stated time, and said failure is not primarily due to actions or omissions of the City or to acts of god, the bidder shall forfeit the bid security provided. The City Council may then consider the bid of the next lowest responsible bidder.

12. Release of bid security for public works projects. Bidders are entitled to the return of their bid security unless forfeited as provided herein. The City shall retain all bid security until a contract has been executed or until the City Council rejects all bids at which time all bid security not forfeited shall be returned to the appropriate bidders.
13. Disposition of forfeited bid security for public works projects. The City shall retain forfeited bid security until a contract is awarded to another firm or the project is cancelled. The City shall retain an amount equal to the difference between the forfeiting firm's bid and the new contract amount, if any, and an additional amount equal to administrative and other costs incurred as a result of the failure of the forfeiting bidder to enter into a contract and provide required security, and shall return any remaining amount of the bid security to the forfeiting bidder.
14. Performance security and labor and materials security for public works projects. The bidder to whom the contract is awarded (the "successful bidder") shall furnish performance security and labor and materials security in amounts specified in the Invitation or Bid Documents.

B. FORMAL PROPOSALS FOR MAJOR PROFESSIONAL AND TECHNICAL SERVICES. Major professional and technical services are defined as services having an actual or estimated value of greater than fifty thousand dollars (\$50,000). The solicitation and selection of proposals and award of contracts shall comply with Section 3.12.020 of the La Quinta Municipal Code (service contracts), and this Policy, and shall be administered through each City Department, according to the following procedures:

1. Maintenance and Repair Services. Services intended to preserve and/or restore a public work to a clean, safe, efficient, and/or continually usable condition. Maintenance and repair services include, but are not limited to: carpentry, electrical, painting, plumbing, glazing, and other craftwork to preserve a facility in the condition for which it was intended; repairs, cleaning and other operations on machinery and other equipment permanently attached to a facility as fixtures; the mowing, pruning, and trimming of lawns, grass, trees, shrubs, bushes and hedges; and the regular removal or relocation of by-products or waste products accumulated at City facilities as the result of ongoing environmental processes.
2. The City Manager shall approve the preparation and release of all Requests for Proposals (RFP) and Requests for Qualifications (RFQ).
3. City staff shall determine, based on professional judgment, whether an RFP or an RFQ process best suits its needs and City staff, or a city-authorized consultant, shall prepare the RFP/RFQ document.
4. City staff, or a city-authorized consultant, or both shall prepare a list of suitable firms from known registries, professional organizations, and/or any other source.

5. City staff shall issue the RFP/RFQ to suitable firms, and may also advertise for competitive proposals. The RFP/RFQ should be included in the requisition.
6. City staff shall form a selection committee, which may include private consultants, to review the RFPs/RFQs received, and the selection committee may conduct interviews and/or hold discussions with proposing firms.
7. The selection committee shall rank the proposing firms according to the criteria specified in LQMC Section 3.12.020 (service contracts) and City staff shall notify firms of their position in the ranking. For design-build projects, the selection committee may also take into account the criteria for selection of public works contacts specified in LQMC Section 3.12.030.
8. City staff, or a City-authorized consultant, shall negotiate with the top-ranked firm to arrive at mutually acceptable contract terms.
9. City staff, or its authorized consultant shall terminate negotiations and begin negotiations with the next-ranked firm if an agreement cannot be reached and continue this process until negotiations are successfully concluded or until the list of qualified firms submitting proposals is exhausted and an agreement cannot be reached.
10. The Council shall award or reject the contract negotiated by City staff.

IV. PROCUREMENT PROCEDURES – NON-MAJOR EXPENDITURES (\$50,000 & under)

INFORMAL BIDS OR PROPOSALS - Intermediate, Minor, and Operational Expenditure category projects, including minor public works projects, supplies, goods, equipment and minor services as referenced in Chapter 3.12 of the La Quinta Municipal Code, are defined as projects having an actual or estimated value of fifty thousand dollars (\$50,000) or less. The solicitation and selection of bids and award of contracts shall comply with Section 3.12.030 of the La Quinta Municipal Code (public works projects), Section 3.12.020 of the La Quinta Municipal Code (service contracts), and this Policy, and shall be administered through each City Department, according to the following procedures:

1. Informal bids shall be obtained as dictated by this Policy from the open market and a written record of informal bids shall be kept with the related PO. If applicable, the RFP/RFQ should be included in the requisition.
2. Bid security. Security and labor and material security shall conform to the requirements for major public works projects but may be modified or waived by the City staff person authorized to make the purchase if warranted and in the best interest of the City.

3. Execution and Award of Contracts. The City Council may award contracts, or the City Manager, or designated City Director, or staff personnel may award and execute contracts, set forth in Categories A, B, C or D of Section II above, and may waive competitive bidding requirements if in the best interest of the City, provided there are unencumbered appropriations in the fund accounts against which the expenses are to be charged.

V. EXEMPTION TO ANY PROCUREMENT METHOD

Justification for exemption to any required procurement method may be submitted to the City Manager or in the case of a major expenditure, to the City Council under the following circumstances:

- a. Sole-source or select-source purchase. When determining if a purchase is sole or select source, rationale and/or proof must be provided in the purchase requisition as follows:
 - Demonstrate the need for a brand name product, such as to ensure compatibility with other city products and equipment. For example standardization of fleet inventory (select-source).
 - Detail the need to add to an original scope of work (Change Order) because the original source is the only reasonable one to provide the additional goods, construction work or service needed (select-source).
 - Demonstrate that only one manufacturer or vendor makes and/or sells the required equipment (sole-source).
 - Select source form must be completed and attached to requisition.
- b. State, County, or other public agency (such as a joint powers authority (JPA) or utility) cooperative purchasing program or contracts utilizing funding or other participation from agencies which require conformance with state, federal or other contracting regulations.
- c. The City may not require a contract for goods or equipment purchases but should assess the risk exposure related to the purchase and upon determination or real risk to persons or property require insurance and indemnification from the vendor. Determination that a written contract is not required does not exempt the purchase from all other purchasing procedures, including the formal bid process.
- d. Emergency purchases made necessary by an immediate threat to life or property or a substantial disruption of a vital public service.
 - In advance of any local emergency, the City seeks to retain a list of available local businesses willing to provide necessary supplies, materials, equipment, services, food, care or shelter to the City through the Office of Emergency Management. Once the Emergency Operations Center (EOC) is activated, these memorandums will be activated.

- In the event of an emergency, the City Manager or designee may make immediate purchases of goods and services. Emergency purchases include any purchase required to prevent imminent danger or to prevent or mitigate the loss or impairment of life, health, property, or essential public services. Every effort shall be made to obtain advance approvals or to obtain approvals as soon as possible following the purchase.
 - The City is not required to engage in either formal or informal competitive bidding in an emergency. The City Council delegates to the City Manager and his/her designee the authority to waive any procedures in the Policy that are not statutorily mandated when making emergency purchase of supplies, equipment, materials or services.
 - The Council shall ratify emergency suspension of procedures at the next properly noticed Council meeting following the emergency procurement and consider whether further suspension of procedures is required to abate the impacts of the emergency.
- e. The awarding officer(s) may waive irregularities in formal or informal bids received provided that it is in the best interest of the City to do so, and it does not result in unfair advantage to any bidder.
- f. The Council may authorize the award and execution of contracts without competitive bidding provided that such award is in the best interest of the City, or of the public health, safety and welfare.
- g. The following disbursements are exempt from purchase order requirements
- i) Utility services
 - ii) Disbursements to public agencies for which the City collects fees on behalf of that agency
 - iii) Intergovernmental Memorandums of Understanding

VI. CITY CREDIT CARD ISSUANCE AND USE

A. Authorization and Acknowledgement. Approval to use, issue and revoke a City credit card is at the discretion of the City Manager. Unless otherwise authorized by the City Manager, City credit cards shall have a credit limit of up to \$5,000. The City Manager shall have the authority to set credit limits on a case-by-case basis. City credit cards may be issued in the name of a designee (“Authorized User”) and/or the City of La Quinta.

City credit cards shall be kept by the Finance Department, City Manager’s Office, and/or Authorized User for safekeeping and prudence. Authorized users by the City Manager must be City employees. All general City credit cards shall be kept by the Finance Department and employees may check general City credit cards in and out, but are encouraged to limit usage only when necessary. All City credit cards shall be returned to

the Finance Department, the City Manager's Office, and/or Authorized User named on the City credit card in a timely manner after use.

Use of City credit cards shall follow all other purchasing guidelines in this policy.

A User Agreement for City-Issued Credit Card form is to be completed and signed by the cardholder for all City credit cards that are issued to Authorized User acknowledging his/her understanding of the policies and procedures for the use of the City credit card and acknowledging the receipt of the City credit card(s). A copy is given to the employee and the original is maintained in the employee personnel file.

B. Appropriate City Credit Card Use. City credit cards may be used for the following:

1. Traveling on City business in accordance with the City's Personnel Policy.
2. A single purchase which does not exceed \$5,000 including split transactions or online transactions that require immediate payment;
3. Purchasing goods and services from vendors where use of another payment method is not practical, such as the case with many internet purchases in which no actual storefront exists;
4. Securing reservations and locations for City activities, meetings and conferences, community events, honoree luncheons, marketing promotions, and sales missions;
5. Paying for meals in conjunction with official City business such as meetings with City Council, developers, consultants, or interview panels.

C. Inappropriate City Credit Card Use. City credit cards shall not be used for the following:

1. Cash advances, money orders, wire transfers, international purchases that require a currency conversion from the U.S. Dollar, etc.;
2. Routine gasoline purchases, gas cards must be used for these purchases;
3. Alcoholic beverages, tobacco products, prescription drugs and Cannabis
4. Political or religious organizations;
5. Firearms or ammunition;
6. Personal gifts including gift cards, flowers, etc.;
7. Long-term rentals or lease agreements;
8. Heavy-duty machinery that requires a maintenance agreement;
9. Use of the City credit card is not intended to replace effective procurement planning which enables volume discounts or to circumvent established competitive purchasing procedures. This means no purchases for goods or services should be made that would otherwise require competitive bidding or a purchase order, and purchases may not be split to circumvent the purchase thresholds established herein.
10. Employees shall not use City credit cards for personal expenses. Charging personal items, services, entertainment or expenses of any kind on City credit cards is a misuse of City funds and a serious breach of City's ethics policy. Doing so will result in disciplinary action, up to and including termination. Employees should use care in selecting between using their business and personal credit cards;

11. Any other purchases which would be prohibited under any other City policy or directive.

D. Travel, Meetings, & Conferences. The uses of the City credit card for travel, local meetings, and conferences shall at all times comply with the standards and practices set forth within the City Personnel Policy. All City credit card charges must be supported by detailed charge receipts and submitted on an expense report to the Finance Department upon return from a business trip.

E. Obtaining Goods and Services. Authorized purchases may be made in person, via approved internet site, or by telephone. Authorized Users must require vendors to itemize the receipt/invoice. An itemized receipt/invoice consists of the following information:

- Date of purchase
- Detailed description of goods or services purchased
- Price per item
- Amount of sales tax and total amount
- Shipping charges, if any

Upon completing the credit card transaction, the employee shall submit the itemized receipt with appropriate account numbers to the Finance Department, City Manager's Office, and/or Authorized User. The Finance Department will review all instances of lost receipts and repeated occurrences may result in suspension of your assigned City credit card.

F. Monthly Statement. During the month as charges are made, Authorized Users or assigned card administrators shall keep track of all charges and receipts. Authorized Users are responsible to review and reconcile monthly credit card statements. At the end of a billing cycle, once reconciled, the Authorized User or assigned card administrator will attach the supporting detailed charge receipts and related invoices to the monthly credit card statement and submit to the Finance Department within five (5) working days of receipt of statement. Falsification of receipts will subject the employee to disciplinary action, up to and including termination of employment. The Finance Director reserves the right to review each credit card statement and determine if the expenses were purchased in accordance with the City policy.

G. Disputed Charges. Authorized Users are responsible for ensuring that the vendor, the issuing bank, and the Finance Director are notified immediately of any disputed charges. Authorized Users will be responsible for resolving the disputed charge directly with the credit card company.

H. Returned Items. If items purchased with the credit card are found defective or the repair or services faulty, the cardholder has the responsibility to return the item to the merchant for replacement or credit to the card. Cash refunds or store credit will not be permitted.

I. Timely Payment. Based on the statement cycle date, the Finance Department will ensure timely payments. Credit card charges will be paid once reconciled by the Authorized Users and approved by the Finance Department.

To avoid late fees and finance charges, the Finance Department reserves the option to pay all credit card charges, even if supporting documentation is not yet received. When subsequently received, the supporting documentation will be retroactively reconciled to the payment.

J. Lost or Stolen Cards. Authorized Users are responsible for ensuring that the issuing bank and the Finance Department are notified immediately if the card is lost or stolen. Failure to do so may result in holding the Authorized User responsible for any fraudulent use of the card.

K. Disciplinary Action. The Human Resources Department is responsible for all disciplinary action surrounding misuse of cards, including cancellation of card privileges.

L. Surrender upon Request or Separation. The City credit card will be immediately surrendered upon separation from City employment, retirement, termination or upon request of the City Manager. Use of the credit card for any purpose after its surrender is prohibited.

FEDERALLY FUNDED PROCUREMENTS

This section pertains to federal-funded projects and purchases.

VII. GENERAL PROCUREMENT STANDARDS

A. Code of Conduct. As representatives of the City, all employees are expected to conduct themselves in a professional and ethical manner, maintaining high standards of integrity and the use of good judgement. Employees are expected to be principled in their business interactions and act in good faith with individuals both inside and outside the City. The following Code of Conduct shall govern the performance, behavior and actions of the City, including employees, directors, appointed or elected officials, volunteers, or agents who are engaged in any aspect of procurement, including, but not limited to, purchasing goods and services, awarding contracts and grants, and the administration and supervision of contracts:

1. No employee, director, appointed or elected official, volunteer, or agent of the City shall participate in the selection, award, or administration of contracts supported by a federal award if a conflict of interest is real or apparent to a reasonable person.
2. Conflicts of interest may arise when any employee, officer, or agent of the City, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a real or apparent financial or other interest in or a tangible personal benefit from a firm considered for the contract.

3. No employee, director, appointed or elected official, volunteer, or agent of the City shall do business with, award contracts to, or show favoritism toward a member of his or her immediate family, spouse's family, or to any company, vendor, contractor, or parties to subcontractors who either employ or has any relationship to a family member; or award a contract or bid which violates the spirit or intent of federal, state and local procurement laws and policies established to maximize free and open competition among qualified vendors.
4. The City's employees, directors, appointed or elected officials, volunteers, or agents shall neither solicit nor accept gratuities, favors, gifts, consulting fees, trips, or anything having a monetary value in excess of twenty-five dollars (\$25.00) from a vendor, potential vendor, family or employees of a vendor, contractor or parties to subcontractors.
5. Disciplinary measures for violations of the Code of Conduct by employees, directors, appointed or elected officials, volunteers, or agents who are engaged in any aspect of procurement, including, but not limited to, purchasing goods and services, awarding contracts and grants, and the administration and supervision of contracts could result in disciplinary action, up to and including Dismissal, subject to the applicable due process as prescribed in the City's Personnel Policies and Procedures.

B. Solicitation Procedures

1. Acquisition of unnecessary or duplicative items must be avoided. Consideration should be given to consolidating or dividing procurements to obtain a more economical purchase. When appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.
2. To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services, the City shall enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.
3. Procuring federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs shall be utilized.
4. Value engineering clauses may be used in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.
5. Contracts shall only be awarded to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement.

Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

6. Records will be maintained sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price. The City Clerk will be the repository for said records and shall be maintained for period of no less than seven (7) years.
7. Time and material type contracts (open-ended) may be used only after a determination that no other contract is suitable. Time and material type contract means a contract where the cost to the City is the sum of the actual cost of materials and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expense, and profit. Each time and material contract will set a ceiling price that the contractor exceeds at its own risk. A higher degree of oversight is required in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.
6. The City alone will be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the City of any contractual responsibilities under its contracts. The federal awarding agency will not substitute its judgment for that of the City unless the matter is primarily a federal concern. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

C. Competition

1. All procurement transactions must be conducted in a manner providing full and open competition. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, and invitations for bids or requests for proposals will be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include, but are not limited to:
 - a. Placing unreasonable requirements on firms in order for them to qualify to do business;
 - b. Requiring unnecessary experience and excessive bonding;
 - c. Noncompetitive pricing practices between firms or between affiliated companies;
 - d. Noncompetitive contracts to consultants that are on retainer contracts;
 - e. Organizational conflicts of interest;
 - f. Specifying only a brand name product instead of allowing an equal product to be offered and describing the performance or other relevant requirements of the procurement; and

- g. Any arbitrary action in the procurement process.
 2. Procurements shall be conducted in a manner that prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.
 3. All solicitations will incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standard to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a brand name or equivalent description may be used as a means to define the performance or other relevant requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated.
 4. Bids and proposals shall identify all the requirements which the offerors must fulfill and all other factors to be used in evaluation bids or proposals
- D. Methods of Procurement.** In addition to the City’s purchasing policy approval limits, one of the following methods should be used:
1. **Micro-purchase:** Purchases where the aggregate dollar amount does not exceed the current limitation set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1, where this threshold is periodically adjusted for inflation.
 2. **Small purchase:** Purchases up to the Simplified Acquisition threshold. Informal purchasing procedures are acceptable, but price or rate quotes must be obtained from an adequate number of sources.
 3. **Sealed bid:** Purchases over the Simplified Acquisition threshold. Under this purchase method, formal solicitation is required, and the fixed price (lump sum or unit price) is awarded to the responsible bidder who conformed to all material terms and is the lowest in price. This method is the preferred procurement method for construction contracts, if the following conditions apply:

- a. A complete, adequate, and realistic specification or purchase description is available;
- b. Two or more responsible bidders are willing and able to compete effectively for the business, and,
- c. The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally based on price.

If this method is used, the following requirements shall apply:

- d. The invitation for bids will be publicly advertised and bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date for opening the bids;
- e. The invitation for bids, which will include any specifications and pertinent attachments, must define the terms or services in order for the bidder to properly respond;
- f. All bids will be publicly opened at the time and place prescribed in the invitation for bids;
- g. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts will only be used in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
- h. Any or all bids may be rejected if there is a sound documented reason.

4. Competitive proposals: Purchases over the Simplified Acquisition. This procurement method requires formal solicitation, fixed-price or cost-reimbursement contracts, and is used when sealed bids are not appropriate. The contract should be awarded to the responsible firm whose proposal is most advantageous to the program, with price being one of the various factors. If this method is used, the following requirements apply:

- a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
- b. Proposals must be solicited from an adequate number of qualified sources;
- c. The methods for conducting technical evaluations of the proposals received and for selecting recipients may include, but not limited to: oral interviews, references, past performance, availability to perform work, and certifications as determined by project scope.
- d. Any response that takes exception to any mandatory items in this proposal process may be rejected and not considered;

- e. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and,
- f. Competitive proposal procedures may be used for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.

5. Noncompetitive proposals: Also known as sole-source procurement, this may be appropriate only when one or more of the following criteria are met:

- a. The item is available only from a single source;
- b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- c. The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-federal entity; or
- d. After solicitation of a number of sources, competition is determined inadequate.

E. Contract Cost and Price. A cost or price analysis shall be performed in connection with every procurement action in excess of the Simplified Acquisition threshold, including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, independent estimates shall be made prior to receiving bids and proposals.

1. Profit shall be negotiated as a separate element of the price for each contract in which there is a no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

2. Costs or prices based on estimated costs for contracts under the federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the City under Subpart E- Cost Principles of Part 200- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

3. The cost plus a percentage of cost and percentage of construction cost methods of contracting shall be used.

F. Federal Awarding Agency or Pass-Through Entity Review.

1. The City shall make available, upon request of the federal awarding agency or pass-through entity, technical specifications on proposed procurements where the federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the City desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or pass-through entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.

2. The City will make available upon request, for the Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:

- a. Procurement procedures or operations fails to comply with the procurement standards in this part;
- b. The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;
- c. The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a “brand name” product;
- d. The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or
- e. A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.

3. The City is exempt from the pre-procurement review in paragraph 2 of this section if the federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this part.

4. The City may request that its procurement system be reviewed by the federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third-party contracts are awarded on a regular basis;

5. The City may self-certify its procurement system. Such self-certification must not limit the federal awarding agency's right to survey the system. Under a self-certification procedure, the federal awarding agency may rely on written assurances from the City that it is complying with these standards. The City must cite specific policies, procedures,

regulations, or standards as being in compliance with these requirements and have its system available for review.

G. Bonding Requirements. For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold the federal awarding or pass-through entity may accept the bonding policy and requirements of the City provided that the federal awarding agency or pass-through entity has made a determination that the federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:

1. A bid guarantee from each bidder equivalent to five percent (5%) of the bid price. The bid guarantee must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified;
2. A performance bond on the part of the contractor for 100 percent (100%) of the contract price. A performance bond is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract; and,
3. A payment bond on the part of the contractor for 100 percent (100%) of the contract price. A payment bond is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

H. Contract Provisions. All federal funding source compliance provisions shall include the following:

1. Equal Employment Opportunity- All contracts, when funded in whole or partly by monies derived from the federal government (either directly or indirectly), shall contain a provision requiring compliance with Equal Employment Opportunity.
2. Davis-Bacon Act- Applies to construction contracts in excess of \$2,000. It requires contracts to pay laborers and mechanics wages not less than the prevailing wage as determined by the Secretary of Labor and must be required to pay wages not less than once a week. Each bid solicitation published by the City must contain the current prevailing wage determination. Any award of the contract must be conditioned on contractor's acceptance of that wage determination and suspected or reported violations of this act shall be immediately reported to the Federal awarding agency.
3. Copeland "Anti-Kickback" Act- Applies to construction contracts in excess of \$2,000. It prohibits kickbacks in construction contracts funded with Federal monies. Contractors and subcontractors or subrecipients shall be prohibited from inducing any person employed in the construction, completion, or repair of public work, to give up any part of the

compensation to which he or she is otherwise entitled and suspected or reported violations shall be immediately reported to the Federal awarding agency.

4. Clean Air Act & Federal Water Pollution Control Act- Applies to contracts and sub grants in excess of \$150,000. Contractor shall be required to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act and the Federal Water Pollution Control Act. Suspected or reported violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

5. Debarment and Suspension- Contracts funded with federal grant monies may not be awarded to contractors that have been debarred or suspended from receiving federal monies pursuant to the System for Award Management (SAM).

6. Byrd Anti-Lobbying Amendment- Contractors that apply or bid for an award of \$100,000 must certify that they will not and have not used federal funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award.

7. Any other detailed Federal contract provisions as described in 2 CFR 200 and in force at the time of procurement shall apply.

I. Contracting with small and minority business, women’s business enterprises, and labor surplus area firms. All necessary affirmative steps will be taken to assure that minority business, women’s business enterprises, and labor surplus area firms are used when possible. Affirmative steps include:

1. Placing qualified small and minority businesses and women’s business enterprises on solicitation lists;
2. Assuring that small and minority businesses and women’s business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women’s business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women’s business enterprises;

5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and,

6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

CITY OF LA QUINTA, CALIFORNIA
PURCHASING AND CONTRACTING POLICY

I. GENERAL RULES: EXCEPTIONS

This Purchasing and Contracting Policy (Policy) shall apply for the solicitation and selection of all purchases and contracts within the City of La Quinta (City). Any exceptions to this Policy must be approved by the City Council (Council). The Council may, by majority vote and in accordance with its fiduciary responsibilities, approve expenditures of any amount, for any length of term, not otherwise inconsistent with any applicable law.

A. ADMINISTRATIVE GUIDELINES

~~1.~~ 1. Vendor Limit. Combined purchases cannot exceed \$50,000 per vendor, per fiscal year except with Council approval and in the case of major expenditures, in which a vendor has participated in a public formal bidding process.

~~4.2.~~ 2. Contract Limit. In addition, multiyear agreements in excess of \$50,000 as an aggregate total per vendor will require Council approval. The aggregate total is determined by the maximum total dollar value that may be awarded over the duration of the contract, including option years.

~~2.3.~~ 3. Change Orders or Amendments. A change order or amendment is a change in a contract term, other than as specifically provided for in the contract, that authorizes or necessitates any increase or decrease of the cost of the contract or in the time of completion. Change orders that alter the amount of the contract must be authorized by Directors, City Manager, or Council depending on the amount as referenced in section II Expenditure Categories of this policy. A valid written request for a change order or amendment must meet the following criteria:

- a. the change was not reasonably foreseeable at the time that the contract was signed;
- b. the change must be relevant to the original contract; and
- c. the change is authorized by the contract provisions and in the best interest of the City.

~~3.4.~~ 4. Conflict of Interest. No employee, officer, Councilmember, or agent shall participate in the selection, award, or administration of a contract if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, Councilmember, agent, or any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated, herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

Nothing in this Policy does or is to be construed as limiting the applicability of any other federal, state, or local laws and regulations governing prohibitions against financial conflicts of interest, including but not limited to the Political Reform Act (Government Code Section 81000 *et seq.*) and implementing regulations from the Fair Political Practices Commission (Title 2, Section 18110 *et seq.*, of the California Code of Regulations), and Government Code Sections 1090-1999 and 1126. All such laws and regulations shall apply to every employee, officer, Councilmember, and agent of the City.

5. Vendor Gifts and Gratuities. No employee shall receive or agree to receive any compensation, reward, or gift from any vendor related to the conduct of the City's business, subject to the guidelines in the California Code of Regulations and the City's Personnel Policy §2.2.

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4.6. Local Vendors. Purchasing goods and services from local vendors which stimulate the local economy is encouraged but not required.

5.7. Green Purchasing Practices. The City is committed to Green Purchasing practices in obtaining goods and services. The City shall consider environmentally_-preferable products that contain recyclable material when appropriate. Nothing in this policy requires the procurement of products that do not adequately perform their intended use, requires procurement that excludes adequate competition, or requires the procurement of products that are unavailable at a reasonable price or at a reasonable time. An environmentally_-preferable product means a product that meets any of the following criteria:

- a. is durable, repairable, reusable, or recyclable;
- b. has minimal packaging, toxic content, or chemical-hazard potential;
- c. is resource or energy efficient in any or all phases of its manufacture, use, or disposal; ~~or~~
- d. its use or disposal minimizes or eliminates the City's potential environmental liability;
- e. contains post-consumer (recycled) material; or
- f. contains recovered organic waste product.

~~The City shall purchase recycled-content paper products, printing and writing paper if fitness and quality are equal to that of non-recycled items and whenever the total cost is the same or lesser than the non-recycled items or whenever the total cost is no more than 10% of the total. Recycled content paper products, printing and writing paper shall consist of at least 30%, by fiber weight, post-consumer fiber per SB 1383.~~

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6. Payment Terms. The City's standard payment terms are Net 30, meaning a payment should be issued to the vendor no later than thirty days after the invoice date, unless the City and vendor have agreed to alternate terms.

7. In no instances should purchases be split or divided in such a manner to circumvent policy process and limits.

8. If any provision of this policy is not followed by departments, a procurement exemption form must be completed and reviewed by the City Manager or their designee.

9. Violations of this policy may result in disciplinary action up to and including dismissal, subject to the applicable due process as prescribed in the City's Personnel Policies and Procedures.

10. The requisition process should be initiated as soon as the needs are known, and purchase orders must be created before services or goods are acquired. Vendors should be provided with the PO number when ordering and PO numbers should appear on the vendor invoicing when feasible.

11. Purchase orders may be issued regardless of the amount when required by the vendor, or when the complexity of contract demands a formal document for clarity.

II. EXPENDITURE CATEGORIES

Purchases, which include those made by purchase order (PO), written agreement, amendment or change order that require city expenditures, are classified into five categories based on the anticipated expenditure amount. Each category establishes an authorization level, procurement method, and maximum term, which shall apply unless specifically exempted in accordance with this Policy.

- A. Expenditures of \$50 or less (petty cash)
- B. Expenditures of \$51 to \$5,000 (operational)
- C. Expenditures of \$5,001 to \$15,000 (minor)
- D. Expenditures of \$15,001 to \$50,000 (intermediate)
- E. Expenditures over \$50,000+ (major)

The following definitions reference terms in sections A-E below:

- 1. The "Initial Term" shall be either (i) a term under the contract or PO not to exceed one year, or (ii) a term longer than one year but not to exceed the maximum number of years authorized under the "Term Limit" section, as long as the contract includes a continuing obligation for performance by a contracting party and the City has an obligation for payment only for the services actually performed and accounted for by invoice or other monthly or regular periodic documentation acceptable to the City. Under any contract or PO, either the contracting party or City may terminate the contract or PO prior to the expiration of the Initial Term for the other party's nonperformance.
- 2. "Informal" bid/proposal means tangible proof, i.e. written, e-mail, or other casual medium. Departments shall document attempts to receive bids.
- 3. The city's templates for contracts, agreements, amendments and change orders shall be used for category D and E purchases. The City Manager may allow for modifications of these templates or use of other contracts, agreements, amendments and change orders, or may require use of city templates for

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category B and C purchases when the City Manager determines it is prudent due to the level of risk exposure to the city, the need to provide detail on spell out a complex scope of work, or any other reason s/he believes to be in the best interest of the Ceity. -To meet prevailing wage requirements, any maintenance or repair project over \$15,000 or construction project over \$25,000 will require a written contract.

4. .Designee is someone who is given signing authority by Department Director or City Manager to authorize expenditures. Signature authorization form must be on file to authorize designee signing authority.

A. EXPENDITURES OF \$50 OR LESS

Authorization: Department Director, who may delegate to a Department designee
Procurement: No bids or PO necessary; petty cash advances or reimbursement
Term Limit: N/A

Note: These transactions take the place of ordinary ongoing purchases and shall be limited in use.

A cash disbursement or reimbursement may be obtained from the Finance Department and must not exceed \$50 per item or combined purchase. A petty cash request form shall be completed and signed by the Department Director or designee before submittal. The form shall include the date, description of the item to be purchased, and account number. Petty cash amounts will be advanced to accommodate miscellaneous minor expenditure amounts of \$50 or less and for which normal payment provisions are not practical. The Finance department will periodically audit petty cash expenditures as to form and regulations and may confirm purchases.

B. EXPENDITURES OF \$51 to \$5,000 DURING THE INITIAL TERM⁴

Authorization: Department Director, who may delegate to a Department designee⁴
Procurement: No PO necessary; 3 informal bids/proposals² whenever possible
Term Limit: 3 years plus one 3-year extension

C. EXPENDITURES OF \$5,001 to \$15,000 DURING THE INITIAL TERM

Authorization: Department Director or delegated by Director with confirmation from City Manager
Procurement: PO required plus 3 written informal bids/proposals; Ceity contract³ is recommended
Term Limit: 3 years plus one 3-year extension

⁴-For purposes of this Policy, the "Initial Term" shall be either (i) a term under the contract or PO not to exceed one year, or (ii) a term longer than one year but not to exceed the maximum number of years authorized under a "Term Limit" (set forth below) as long as the contract includes a continuing obligation for performance by a contracting party and the City has an obligation for payment only for the services actually performed and accounted for by invoice or other monthly or regular periodic documentation acceptable to the City. Under any contract or PO, either the contracting party or City may terminate the contract or PO prior to the expiration of the Initial Term for the other party's nonperformance.

²"Informal" bid/proposal means tangible proof, i.e. written, e-mail, or other casual medium. Departments shall document attempts to receive bids.

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D. EXPENDITURES OF \$15,001 to \$50,000 DURING THE INITIAL TERM

Authorization: City Manager
Procurement: PO required plus 3 written informal bids/proposals plus City contract³
Term Limit: 3 years plus one 3-year extension
Purchase Orders between \$25,000 and \$50,000 are reviewed by City Council on a quarterly basis on the Demand Register Report.

E. EXPENDITURES OVER \$50,000

Authorization: City Council
Procurement: PO required plus formal bids/proposals plus City contract
Term Limit: no limit, any term approved by majority vote of the Council

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III. PROCUREMENT PROCEDURES - MAJOR EXPENDITURES (over \$50,000)

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A. FORMAL BIDS FOR MAJOR PUBLIC WORKS PROJECTS AND MAJOR SUPPLIES AND EQUIPMENT PURCHASES.

Major public works projects and supplies and equipment as referenced in Chapter 3.12 of the La Quinta Municipal Code, are defined as purchases and projects having an actual or estimated value of greater than fifty thousand and one dollars (\$50,001). The solicitation and selection of bids and award of contracts shall comply with Section 3.12.030 of the La Quinta Municipal Code (public works contracts), and this Policy, and shall be administered through each City Department, according to the following procedures:

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1. Invitation for bids. An invitation for bids (the "invitation") shall be published in a newspaper, electronic bulletin board or online submission source, City website, or other generally recognized source of local public works contract information, at least ten days prior to the date of the opening of bids, or as required by California Public Contract Code §20164 and §22032. Invitations shall include general descriptions of the work to be performed, the time and place of the opening of bids, the place where bidders may obtain bid documents, the amount of bid security required, and the amount and nature of performance and labor materials security that will be required.
2. Form of bids. Bids conforming to the requirements of the invitation shall be submitted to the Department Director (the "Director") in sealed packages or by other means which will prevent the divulging of bids prior to the stated time for

³The city's templates for contracts, agreements, amendments and change orders shall be used for category D and E purchases. The City Manager may allow for modifications of these templates or use of other contracts, agreements, amendments and change orders, or may require use of city templates for category B and C purchases when the City Manager determines it is prudent due to the level of risk exposure to the city, the need to spell out a complex scope of work, or any other reason s/he believes to be in the best interest of the city. To meet prevailing wage requirements any maintenance or repair project over \$15,000 or construction project over \$25,000 will require a written contract.

⁴Designee is someone who's given signing authority by Department Director or City Manager to authorize expenditures. Signature authorization form must be on file to authorize designee signing authority.

opening of bids, all as specified in the invitation or the bid documents. Unopened bids should be clearly marked or otherwise identifiable as bids for the project to which they apply.

3. Bid security for public works projects. Bids for public works projects shall be accompanied by cash, cashier's check, certified check, surety bond, or other form of security stated in the invitation or bid documents, in a sum equal to at least ten percent (10%) of the amount of the bid.
4. Opening of bids. At the time and place stated in the invitation, the bids shall be publicly opened and announced. The bid amounts shall be tabulated, and the tabulation shall be available for public inspection at the City Department during regular business hours for a period of not less than thirty (30) calendar days after the bid opening.
5. Review of bids. The Director or designee shall review all bids received for completeness, accuracy, responsiveness to the invitation and the bid documents, and the City's experience with or knowledge of the qualification and reliability of each bidder and shall prepare a recommendation to the City Council. Written amounts shall take precedence over associated numeric amounts. Mathematical errors, if found, shall be corrected and shall not disqualify a bid. The corrected total shall be the bid amount considered in determining the lowest responsible bidder and shall be the contract amount awarded if the bid is selected.
6. Award of contract. Contracts shall be awarded by the City Council to the lowest responsible bidder. Determination of the lowest responsible bidder shall be at the sole discretion of the City Council pursuant to findings and recommendations presented by the Director or designee at the time of the award of contract.
7. Equal bids. If two or more equal low bids are received, the City Council may award the contract to any one of the equal low bidders by the following:
 - a. Select one bid; or
 - b. Reject all bids and re-solicit for bids; or
 - c. Reject all bids and authorize negotiated agreement if consistent with federal and state laws; or
 - d. Select one bid, which is the most responsible bidder; or
 - e. Take any other action that the City Council deems to serve the best interest of the City.
8. No bids. When no bids are received from responsible firms, the City Council may accomplish the project in any manner it sees fit.
9. Rejection of bids. The City Council may reject any or all bids presented and may then direct that the project be re-advertised, may authorize negotiation of a contract with one or more responsible firms, or may resolve that the project can be

performed more economically by City forces, day labor, time and materials contract, or other method.

10. Execution of contract. The successful bidder shall execute the contract and furnish required performance security and labor and materials security when required pursuant to the bid document.
11. Forfeiture of bid security for public works projects. If the successful bidder fails to execute the contract and furnish security within the stated time, and said failure is not primarily due to actions or omissions of the City or to acts of god, the bidder shall forfeit the bid security provided. The City Council may then consider the bid of the next lowest responsible bidder.
12. Release of bid security for public works projects. Bidders are entitled to the return of their bid security unless forfeited as provided herein. The City shall retain all bid security until a contract has been executed or until the City Council rejects all bids at which time all bid security not forfeited shall be returned to the appropriate bidders.
13. Disposition of forfeited bid security for public works projects. The City shall retain forfeited bid security until a contract is awarded to another firm or the project is cancelled. The City shall retain an amount equal to the difference between the forfeiting firm's bid and the new contract amount, if any, and an additional amount equal to administrative and other costs incurred as a result of the failure of the forfeiting bidder to enter into a contract and provide required security, and shall return any remaining amount of the bid security to the forfeiting bidder.
14. Performance security and labor and materials security for public works projects. The bidder to whom the contract is awarded (the "successful bidder") shall furnish performance security and labor and materials security in amounts specified in the Invitation or Bid Documents.

B. FORMAL PROPOSALS FOR MAJOR PROFESSIONAL AND TECHNICAL SERVICES. Major professional and technical services are defined as services having an actual or estimated value of greater than fifty thousand ~~and one~~ dollars (\$50,000~~+~~). The solicitation and selection of proposals and award of contracts shall comply with Section 3.12.020 of the La Quinta Municipal Code (service contracts), and this Policy, and shall be administered through each City Department, according to the following procedures:

1. Maintenance and Repair Services. Services intended to preserve and/or restore a public work to a clean, safe, efficient, and/or continually usable condition. Maintenance and repair services include, but are not limited to: carpentry, electrical, painting, plumbing, glazing, and other craftwork to preserve a facility in the condition for which it was intended; repairs, cleaning and other operations on machinery and other equipment permanently attached to a facility as fixtures; the

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mowing, pruning, and trimming of lawns, grass, trees, shrubs, bushes and hedges; and the regular removal or relocation of by-products or waste products accumulated at City facilities as the result of ongoing environmental processes.

2. The City Manager shall approve the preparation and release of all Requests for Proposals (RFP) and Requests for Qualifications (RFQ).
3. City staff shall determine, based on professional judgment, whether an RFP or an RFQ process best suits its needs and City staff, or a city-authorized consultant, shall prepare the RFP/RFQ document.
4. City staff, or a city-authorized consultant, or both shall prepare a list of suitable firms from known registries, professional organizations, and/or any other source.
5. City staff shall issue the RFP/RFQ to suitable firms, and may also advertise for competitive proposals. The RFP/RFQ should be included in the requisition.
6. City staff shall form a selection committee, which may include private consultants, to review the RFPs/RFQs received, and the selection committee may conduct interviews and/or hold discussions with proposing firms.
7. The selection committee shall rank the proposing firms according to the criteria specified in LQMC Section 3.12.020 (service contracts) and City staff shall notify firms of their position in the ranking. For design-build projects, the selection committee may also take into account the criteria for selection of public works contacts specified in LQMC Section 3.12.030.
8. City staff, or a City-authorized consultant, shall negotiate with the top-ranked firm to arrive at ~~mutually acceptable~~ mutually acceptable contract terms.
9. City staff, or its authorized consultant shall terminate negotiations and begin negotiations with the next-ranked firm if an agreement cannot be reached and continue this process until negotiations are successfully concluded or until the list of qualified firms submitting proposals is exhausted and an agreement cannot be reached.
10. The Council shall award or reject the contract negotiated by City staff.

IV. PROCUREMENT PROCEDURES – NON-MAJOR EXPENDITURES (\$50,000 & under)

INFORMAL BIDS OR PROPOSALS - Intermediate, Minor, and Operational Expenditure category projects, including minor public works projects, supplies, goods, equipment and minor services as referenced in Chapter 3.12 of the La Quinta Municipal Code, are defined as projects having an actual or estimated value of fifty thousand dollars (\$50,000) or less. The solicitation and selection of bids and award of contracts shall comply with Section 3.12.030 of the La Quinta Municipal Code (public works projects), Section 3.12.020 of the La Quinta Municipal Code (service contracts), and this Policy, and shall be administered through each City Department, according to the following procedures:

1. Informal bids shall be obtained as dictated by this Policy from the open market and a written record of informal bids shall be kept with the related PO. If applicable, the RFP/RFQ should be included in the requisition.
2. Bid security. Security and labor and material security shall conform to the requirements for major public works projects but may be modified or waived by the City staff person authorized to make the purchase if warranted and in the best interest of the City.
3. Execution and Award of Contracts. The City Council may award contracts, or the City Manager, or designated City Director, or staff personnel may award and execute contracts, set forth in Categories A, B, C or D of Section II above, and may waive competitive bidding requirements if in the best interest of the City, provided there are unencumbered appropriations in the fund accounts against which the expenses are to be charged.

V. EXEMPTION TO ANY PROCUREMENT METHOD

Justification for exemption to any required procurement method may be submitted to the City Manager or in the case of a major expenditure, to the City Council under the following circumstances:

- a. Sole-source or select-source purchase. When determining if a purchase is sole or select source, rationale and/or proof must be provided in the purchase requisition as follows:
 - Demonstrate the need for a brand name product, such as to ensure compatibility with other city products and equipment. For example standardization of fleet inventory (select-source).
 - Detail the need to add to an original scope of work (Change Order) because the original source is the only reasonable one to provide the additional goods, construction work or service needed (select-source).
 - Demonstrate that only one manufacturer or vendor makes and/or sells the required equipment (sole-source).
 - Select source form must be completed and attached to requisition.

- b. State, County, or other public agency (such as a joint powers authority (JPA) or utility) cooperative purchasing program or contracts utilizing funding or other participation from agencies which require conformance with state, federal or other contracting regulations.
- c. The City ~~does may~~ not require a contract for goods or equipment purchases such as a specific type or brand of supply or part necessary for acceptable operation of a machine or device, or as required by warranty or contract on the machine or device; written documentation supporting a purchase must be provided. but should assess the risk exposure related to the purchase and upon determination or real risk to persons or property require insurance and indemnification from the vendor. Determination that a written contract is not required does not exempt the purchase from all other purchasing procedures, including the formal bid process.
- d. Emergency purchases made necessary by an immediate threat to life or property or a substantial disruption of a vital public service.
 - In advance of any local emergency, the City seeks to retain a list of available local businesses willing to provide necessary supplies, materials, equipment, services, food, care or shelter to the City through the Office of Emergency Management. Once the Emergency Operations Center (EOC) is activated, these memorandums will be activated.
 - In the event of an emergency, the City Manager or designee may make immediate purchases of goods and services. Emergency purchases include any purchase required to prevent imminent danger or to prevent or mitigate the loss or impairment of life, health, property, or essential public services. Every effort shall be made to obtain advance approvals or to obtain approvals as soon as possible following the purchase.
 - The City is not required to engage in either formal or informal competitive bidding in an emergency. The City Council delegates to the City Manager and his/her designee the authority to waive any procedures in the Policy that are not statutorily mandated when making emergency purchase of supplies, equipment, materials or services.
 - The Council shall ratify emergency suspension of procedures at the next properly noticed Council meeting following the emergency procurement and consider whether further suspension of procedures is required to abate the impacts of the emergency.
- e. The awarding officer(s) may waive irregularities in formal or informal bids received provided that it is in the best interest of the City to do so, and it does not result in unfair advantage to any bidder.
- f. The Council may authorize the award and execution of contracts without competitive bidding provided that such award is in the best interest of the City, or of the public health, safety and welfare.
- g. The following disbursements are exempt from purchase order requirements

- i) Utility services
- ii) Disbursements to public agencies for which the City collects fees on behalf of that agency
- iii) Intergovernmental Memorandums of Understanding

VI. CITY CREDIT CARD ISSUANCE AND -USE

A. Authorization and Acknowledgement. Approval to use, issue and revoke a City credit card is at the discretion of the City Manager. Unless otherwise authorized by the City Manager, City credit cards shall have a credit limit of up to \$5,000. The City Manager shall have the authority to set credit limits on a case-by-case basis up to \$25,000. City credit cards may be issued in the name of a designee ("Authorized User") and/or the City of La Quinta.

City credit cards shall be kept by the Finance Department ~~and/or~~ City Manager's Office, and/or Authorized User for safekeeping and prudence. Authorized users authorized by the City Manager or designee ("Authorized Users") must be City employees. ~~All general City credit cards shall be kept by the Finance Department and Authorized User~~ employees may check general City credit cards in and out, but are encouraged to limit usage only when necessary. All City credit cards shall be returned to the Finance Department, or the City Manager's Office, and/or Authorized User named on the City credit card in a timely manner after use.

Use of City credit cards shall follow all other purchasing guidelines in this policy.

A User Agreement for City-Issued Credit Card form is to be completed and signed by the cardholder for all City credit cards that are issued to Authorized User acknowledging his/her understanding of the policies and procedures for the use of the City credit card and acknowledging the receipt of the City credit card(s). A copy is given to the employee and the original is maintained in the employee personnel file. The Finance Department requires Authorized Users to sign a Signature Authorization Form acknowledging his/her understanding of the policies and procedures for the use of the City credit card and acknowledging the receipt of the credit card.

B. Appropriate City Credit Card Use. City credit cards may be used for the following:

- 1. Traveling on City business in accordance with the City's Personnel Policy.
- 2. A single purchase which does not exceed \$5,000 including split transactions or online transactions that require immediate payment;

- 1. Traveling on City business;
- 3. Purchasing goods and services from vendors where use of another payment method is not practical, such as the case with many internet purchases in which no actual storefront exists;

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- ~~4. Securing reservations and locations for City activities, meetings and conferences, community events, honoree luncheons, marketing promotions, and sales missions;~~
- ~~5. Paying for meals in conjunction with official City business such as meetings with City Council, developers, consultants, or interview panels.~~
- ~~2.~~
- ~~3. Securing reservations and locations for City activities, meetings and conferences, community events, honoree luncheons, marketing promotions, and sales missions;~~
- ~~4. Paying for meals in conjunction with official City business such as meetings with City Council, developers, consultants, or interview panels.~~

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C. Inappropriate City Credit Card Use. ~~The~~ City credit cards shall not be used for the following:

- 1. Cash advances, money orders, wire transfers, international purchases that require a currency conversion from the U.S. Dollar, etc.;
- 2. Routine gasoline purchases, gas cards must be used for these purchases;
- 3. Alcoholic beverages, tobacco products, prescription drugs and Cannabis
- 4. Political or religious organizations;
- 5. Firearms or ammunition;
- 6. Personal gifts including gift cards, flowers, etc.;
- 7. Long-term rentals or lease agreements;
- 8. Heavy-duty machinery that requires a maintenance agreement;
- ~~59.~~ Use of the City credit card is not intended to replace effective procurement planning which enables volume discounts or to circumvent established competitive purchasing procedures. This means no purchases for goods or services should be made that would otherwise require competitive bidding or a purchase order, and purchases may not be split to circumvent the purchase thresholds established herein.
- ~~610.~~ Employees shall not use City credit cards for personal expenses. Charging personal items, services, entertainment or expenses of any kind on City credit cards is a misuse of City funds and a serious breach of City's ethics policy. Doing so will result in disciplinary action, up to and including termination. Employees should use care in selecting between using their business and personal credit cards.;
- ~~11.~~ Any other purchases which would be prohibited under any other City policy or directive.

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D. Travel, Meetings, & Conferences. The uses of the City credit card for travel, local meetings, and conferences shall at all times comply with the standards and practices set forth within the City ~~travel and meeting~~ Personnel pPolicy. All City credit card charges must be supported by detailed charge receipts and submitted on an expense report to the Finance Department upon return from a business trip.

E. Obtaining Goods and Services. Authorized purchases may be made in person, via approved internet site, or by telephone. Authorized Users must require vendors to itemize the receipt/invoice. An itemized receipt/invoice consists of the following information:

- Date of purchase

- Detailed description of goods or services purchased
- Price per item
- Amount of sales tax and total amount
- Shipping charges, if any

Upon completing the credit card transaction, the employee shall submit the itemized receipt with appropriate account numbers to the Finance Department, City Manager's Office, and/or Authorized card holder User. ~~The Finance Department will review all instances of lost receipts and repeated occurrences may result in suspension of your assigned City credit card.~~

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F. Monthly Statement. ~~During the month as charges are made, Authorized Users or assigned card administrators shall keep track of all charges and receipts. At the end of a billing cycle, the Finance Department will provide to Authorized Users a statement showing all transactions made during the billing cycle for which receipts/invoices have not already been turned into the Finance Department.~~ Authorized Users are responsible to review and reconcile monthly credit card statements. At the end of a billing cycle, ~~Once~~ reconciled, the Authorized User or assigned card administrator will attach the supporting detailed charge receipts and related invoices to the monthly credit card statement and ~~turn it into the~~ submit to the Finance Department within two-five (52) working days of receipt of statement. -Falsification of receipts will subject the employee to disciplinary action, up to and including termination of employment. -The Finance Director reserves the right to review each credit card statement and determine if the expenses were purchased in accordance with the City policy.

G. Disputed Charges. Authorized Users are responsible for ensuring that the vendor, the issuing bank, and the Finance Director are notified immediately of any disputed charges. -Authorized Users will be responsible for resolving the disputed charge directly with the credit card company.

H.
Returned Items. If items purchased with the credit card are found defective or the repair or services faulty, the cardholder has the responsibility to return the item to the merchant for replacement or credit to the card. Cash refunds or store credit will not be permitted.

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I. Timely Payment. Based on the statement cycle date, the Finance Department will ensure timely payments. Credit card charges will be paid once reconciled by the Authorized Users and approved by the Finance Department.

To avoid late fees and finance charges, the Finance Department reserves the option to pay all credit card charges, even if supporting documentation is not yet received.- When subsequently received, the supporting documentation will be retroactively reconciled to the payment.

J. Lost or Stolen Cards. Authorized Users are responsible for ensuring that the issuing bank and the Finance Department are notified immediately if the card is lost or stolen. Failure to do so may result in holding the Authorized User responsible for any fraudulent use of the card.

K. Disciplinary Action. The Human Resources Department is responsible for all disciplinary action surrounding misuse of cards, including cancellation of card privileges.

L. Surrender upon Request or Separation. The City credit card will be immediately surrendered upon separation from City employment, retirement, termination or upon request of the City Manager. Use of the credit card for any purpose after its surrender is prohibited.

FEDERALLY FUNDED PROCUREMENTS

This section pertains to federal-funded projects and purchases.

VII. GENERAL PROCUREMENT STANDARDS

A. Code of Conduct. As representatives of the City, all employees are expected to conduct themselves in a professional and ethical manner, maintaining high standards of integrity and the use of good judgement. Employees are expected to be principled in their business interactions and act in good faith with individuals both inside and outside the City. The following Code of Conduct shall govern the performance, behavior and actions of the City, including employees, directors, appointed or elected officials, volunteers, or agents who are engaged in any aspect of procurement, including, but not limited to, purchasing goods and services, awarding contracts and grants, and the administration and supervision of contracts:

1. No employee, director, appointed or elected official, volunteer, or agent of the City shall participate in the selection, award, or administration of contracts supported by a federal award if a conflict of interest is real or apparent to a reasonable person.
2. Conflicts of interest may arise when any employee, officer, or agent of the City, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a real or apparent financial or other interest in or a tangible personal benefit from a firm considered for the contract.
3. No employee, director, appointed or elected official, volunteer, or agent of the City shall do business with, award contracts to, or show favoritism toward a member of his or her immediate family, spouse's family, or to any company, vendor, contractor, or parties to subcontractors who either employ or has any relationship to a family member; or award a contract or bid which violates the spirit or intent of federal, state and local procurement laws and policies established to maximize free and open competition among qualified vendors.

4. The City's employees, directors, appointed or elected officials, volunteers, or agents shall neither solicit nor accept gratuities, favors, gifts, consulting fees, trips, or anything having a monetary value in excess of twenty-five dollars (\$25.00) from a vendor, potential vendor, family or employees of a vendor, contractor or parties to subcontractors.
5. Disciplinary measures for violations of the Code of Conduct by employees, directors, appointed or elected officials, volunteers, or agents who are engaged in any aspect of procurement, including, but not limited to, purchasing goods and services, awarding contracts and grants, and the administration and supervision of contracts could result in disciplinary action, up to and including Dismissal, subject to the applicable due process as prescribed in the City's Personnel Policies and Procedures.

B. Solicitation Procedures

1. Acquisition of unnecessary or duplicative items must be avoided. Consideration should be given to consolidating or dividing procurements to obtain a more economical purchase. When appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.
2. To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services, the City shall enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.
3. Procuring federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs shall be utilized.
4. Value engineering clauses may be used in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.
5. Contracts shall only be awarded to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
6. Records will be maintained sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price. The City Clerk will be the repository for said records and shall be maintained for period of no less than seven (7) years.

7. Time and material type contracts (open-ended) may be used only after a determination that no other contract is suitable. Time and material type contract means a contract where the cost to the City is the sum of the actual cost of materials and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expense, and profit. Each time and material contract will set a ceiling price that the contractor exceeds at its own risk. A higher degree of oversight is required in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.
6. The City alone will be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the City of any contractual responsibilities under its contracts. The federal awarding agency will not substitute its judgment for that of the City unless the matter is primarily a federal concern. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

C. Competition

1. All procurement transactions must be conducted in a manner providing full and open competition. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, and invitations for bids or requests for proposals will be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include, but are not limited to:
 - a. Placing unreasonable requirements on firms in order for them to qualify to do business;
 - b. Requiring unnecessary experience and excessive bonding;
 - c. Noncompetitive pricing practices between firms or between affiliated companies;
 - d. Noncompetitive contracts to consultants that are on retainer contracts;
 - e. Organizational conflicts of interest;
 - f. Specifying only a brand name product instead of allowing an equal product to be offered and describing the performance or other relevant requirements of the procurement; and
 - g. Any arbitrary action in the procurement process.
2. Procurements shall be conducted in a manner that prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

3. All solicitations will incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standard to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a brand name or equivalent description may be used as a means to define the performance or other relevant requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated.
4. Bids and proposals shall identify all the requirements which the offerors must fulfill and all other factors to be used in evaluation bids or proposals

D. Methods of Procurement. In addition to the City's purchasing policy approval limits, one of the following methods should be used:

1. **Micro-purchase:** Purchases where the aggregate dollar amount does not exceed ~~\$3,000, or~~ the current limitation set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1, where this threshold is periodically adjusted for inflation.
2. **Small purchase:** Purchases up to the Simplified Acquisition threshold, ~~which is currently \$150,000.~~ Informal purchasing procedures are acceptable, but price or rate quotes must be obtained from an adequate number of sources.
3. **Sealed bid:** Purchases over the Simplified Acquisition threshold, ~~which is currently \$150,000.~~ Under this purchase method, formal solicitation is required, and the fixed price (lump sum or unit price) is awarded to the responsible bidder who conformed to all material terms and is the lowest in price. This method is the preferred procurement method for construction contracts, if the following conditions apply:
 - a. A complete, adequate, and realistic specification or purchase description is available;
 - b. Two or more responsible bidders are willing and able to compete effectively for the business, and,
 - c. The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally based on price.

If this method is used, the following requirements shall apply:

- d. The invitation for bids will be publicly advertised and bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date for opening the bids;

- e. The invitation for bids, which will include any specifications and pertinent attachments, must define the terms or services in order for the bidder to properly respond;
- f. All bids will be publicly opened at the time and place prescribed in the invitation for bids;
- g. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts will only be used in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
- h. Any or all bids may be rejected if there is a sound documented reason.

4. Competitive proposals: Purchases over the Simplified Acquisition ~~threshold, which is currently \$150,000.~~ This procurement method requires formal solicitation, fixed-price or cost-reimbursement contracts, and is used when sealed bids are not appropriate. The contract should be awarded to the responsible firm whose proposal is most advantageous to the program, with price being one of the various factors. If this method is used, the following requirements apply:

- a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
- b. Proposals must be solicited from an adequate number of qualified sources;
- c. The methods for conducting technical evaluations of the proposals received and for selecting recipients may include, but not limited to: oral interviews, references, past performance, availability to perform work, and certifications as determined by project scope.
- d. Any response that takes exception to any mandatory items in this proposal process may be rejected and not considered;
- e. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and,
- f. Competitive proposal procedures may be used for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.

5. Noncompetitive proposals: Also known as sole-source procurement, this may be appropriate only when one or more of the following criteria are met:

- a. The item is available only from a single source;
- b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- c. The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-federal entity; or
- d. After solicitation of a number of sources, competition is determined inadequate.

E. Contract Cost and Price. A cost or price analysis shall be performed in connection with every procurement action in excess of the Simplified Acquisition threshold, ~~(\$150,000)~~ including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, independent estimates shall be made prior to receiving bids and proposals.

1. Profit shall be negotiated as a separate element of the price for each contract in which there is a no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

2. Costs or prices based on estimated costs for contracts under the federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the City under Subpart E- Cost Principles of Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

3. The cost plus a percentage of cost and percentage of construction cost methods of contracting shall be used.

F. Federal Awarding Agency or Pass-Through Entity Review.

1. The City shall make available, upon request of the federal awarding agency or pass-through entity, technical specifications on proposed procurements where the federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the City desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or pass-through

entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.

2. The City will make available upon request, for the Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:

- a. Procurement procedures or operations fails to comply with the procurement standards in this part;
- b. The procurement is expected to exceed the Simplified Acquisition Threshold ~~(\$150,000)~~ and is to be awarded without competition or only one bid or offer is received in response to a solicitation;
- c. The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a "brand name" product;
- d. The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or
- e. A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.

3. The City is exempt from the pre-procurement review in paragraph 2 of this section if the federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this part.

4. The City may request that its procurement system be reviewed by the federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third-party contracts are awarded on a regular basis;

5. The City may self-certify its procurement system. Such self-certification must not limit the federal awarding agency's right to survey the system. Under a self-certification procedure, the federal awarding agency may rely on written assurances from the City that it is complying with these standards. The City must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

G. Bonding Requirements. For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold ~~(\$150,000)~~, the federal awarding or pass-through entity may accept the bonding policy and requirements of the City provided that the federal awarding agency or pass-through entity has made a determination that the federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:

1. A bid guarantee from each bidder equivalent to five percent (5%) of the bid price. The bid guarantee must consist of a firm commitment such as a bid bond, certified check, or

other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified;

2. A performance bond on the part of the contractor for 100 percent (100%) of the contract price. A performance bond is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract; and,

3. A payment bond on the part of the contractor for 100 percent (100%) of the contract price. A payment bond is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

H. Contract Provisions. All federal funding source compliance provisions shall include the following:

1. Equal Employment Opportunity- All contracts, when funded in whole or partly by monies derived from the federal government (either directly or indirectly), shall contain a provision requiring compliance with Equal Employment Opportunity.

2. Davis-Bacon Act- Applies to construction contracts in excess of \$2,000. It requires contracts to pay laborers and mechanics wages not less than the prevailing wage as determined by the Secretary of Labor and must be required to pay wages not less than once a week. Each bid solicitation published by the City must contain the current prevailing wage determination. Any award of the contract must be conditioned on contractor's acceptance of that wage determination and suspected or reported violations of this act shall be immediately reported to the Federal awarding agency.

3. Copeland "Anti-Kickback" Act- Applies to construction contracts in excess of \$2,000. It prohibits kickbacks in construction contracts funded with Federal monies. Contractors and subcontractors or subrecipients shall be prohibited from inducing any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled and suspected or reported violations shall be immediately reported to the Federal awarding agency.

4. Clean Air Act & Federal Water Pollution Control Act- Applies to contracts and sub grants in excess of \$150,000. Contractor shall be required to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act and the Federal Water Pollution Control Act. Suspected or reported violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

5. Debarment and Suspension- Contracts funded with federal grant monies may not be awarded to contractors that have been debarred or suspended from receiving federal monies pursuant to the System for Award Management (SAM).

6. Byrd Anti-Lobbying Amendment- Contractors that apply or bid for an award of \$100,000 must certify that they will not and have not used federal funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award.

[7. Any other detailed Federal contract provisions as described in 2 CFR 200 and in force at the time of procurement shall apply.](#)

I. Contracting with small and minority business, women's business enterprises, and labor surplus area firms. All necessary affirmative steps will be taken to assure that minority business, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps include:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
2. Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women's business enterprises;

~~5.5-~~Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and,

6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

City of La Quinta

CITY COUNCIL MEETING: April 18, 2023

STAFF REPORT

AGENDA TITLE: RECEIVE AND FILE REVENUE AND EXPENDITURE REPORT DATED FEBRUARY 28, 2023

RECOMMENDATION

Receive and file revenue and expenditure report dated February 28, 2023.

EXECUTIVE SUMMARY

- The report summarizes the City's year-to-date (YTD) revenues and period expenditures for February 2023 (Attachment 1).
- Reports are reviewed by the Financial Advisory Commission.

FISCAL IMPACT – None

BACKGROUND/ANALYSIS

Below is a summary of the column headers used on the *Revenue and Expenditure Summary Reports*:

Original Total Budget – represents revenue and expenditure budgets the Council adopted in June 2022 for fiscal year 2022/23.

Current Total Budget – represents original adopted budgets plus any Council approved budget amendments from throughout the year, including carryovers from the prior fiscal year.

Period Activity – represents actual revenues received and expenditures outlaid in the reporting month.

Fiscal Activity – represents actual revenues received and expenditures outlaid YTD.

Variance Favorable/(Unfavorable) - represents the dollar difference between YTD collections/expenditures and the current budgeted amount.

Percent Used – represents the percentage activity as compared to budget YTD.

	<u>February 2023 Revenues</u>			<u>Comparison to LY</u>	
	<u>MTD</u>	<u>YTD</u>	<u>Percent of Budget</u>	<u>YTD</u>	<u>Percent of Budget</u>
General Fund (GF)	\$8,249,813	\$36,229,873	49.26%	\$36,448,459	55.74%
All Funds	\$9,159,822	\$61,719,635	33.44%	\$60,918,525	40.86%

	<u>February 2023 Expenditures</u>			<u>Comparison to LY</u>	
	<u>MTD</u>	<u>YTD</u>	<u>Percent of Budget</u>	<u>YTD</u>	<u>Percent of Budget</u>
General Fund	\$2,459,781	\$23,239,930	22.44%	\$20,815,940	29.47%
Payroll (GF)	\$748,257	\$8,319,986	60.29%	\$6,992,643	60.97%
All Funds	\$4,518,331	\$55,198,808	24.99%	\$49,261,895	30.67%

Top Five Revenue/Income Sources for February

<u>General Fund</u>		<u>Non-General Fund</u>	
Property Tax in lieu of Vehicle License Fees	\$ 2,535,881	SilverRock Greens Fees	\$ 557,943
Measure G Sales Tax	\$ 1,762,443	Developer Impact Fees - Transportation	\$ 70,341
Transient Occupancy (Hotel) Tax	\$ 1,406,237	Gas Tax	\$ 69,328
Sales Tax	\$ 1,378,373	Developer Impact Fees - Parks & Rec	\$ 39,724
Franchise Tax- Burrtec	\$ 309,944	Developer Impact Fees - Civic Center	\$ 21,930

Top Five Expenditures/Outlays for February

<u>General Fund</u>		<u>Non-General Fund</u>	
Sheriff Contract (November-December)	\$ 1,157,561	Capital Improvement Program - Construction ⁽¹⁾	\$ 1,446,721
X-Park Programming (January-March)	\$ 71,347	Capital Improvement Program - Professional Services ⁽²⁾	\$ 82,073
Parks Landscape Maintenance	\$ 60,804	Lighting & Landscape Maintenance	\$ 69,905
Marketing and Tourism Promotions	\$ 45,377	Software Implementation ⁽³⁾	\$ 40,291
Contract Traffic Engineer	\$ 44,690	Information Technology Management Services	\$ 39,640

⁽¹⁾CIP Construction: X-Park landscaping, North La Quinta landscape conversion project, Jefferson/Avenue 53 roundabout.

⁽²⁾CIP Professional Services: Consulting expenses associated with multiple ongoing capital improvement projects.

⁽³⁾System setup, data entry, and staff training for GIS software and new permitting/licensing software.

The revenue report includes revenues and transfers into funds from other funds (income items). Revenues are not received uniformly throughout the year, resulting in peaks and valleys. For example, large property tax payments are usually received in December and May. Similarly, Redevelopment Property Tax Trust Fund payments are typically received in January and June. Any timing imbalance of revenue receipts versus expenditures is funded from the City's cash flow reserve.

The expenditure report includes expenditures and transfers out to other funds. Unlike revenues, expenditures are more likely to be consistent from month to month. However, large debt service payments or CIP expenditures can cause swings.

Prepared by: Rosemary Hallick, Financial Services Analyst

Approved by: Claudia Martinez, Finance Director

Attachment: 1. Revenue and Expenditure Report for February 28, 2023



CALIFORNIA

For Fiscal: 2022/23 Period Ending: 02/28/2023

Revenue Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
101 - GENERAL FUND	68,321,100	73,544,100	8,249,813	36,229,873	-37,314,227	49.26%
105 - DISASTER RECOVERY FUND	5,003,505	5,003,505	0	4,990,403	-13,102	99.74%
201 - GAS TAX FUND	2,691,011	2,691,011	69,328	1,010,939	-1,680,072	37.57%
202 - LIBRARY & MUSEUM FUND	2,867,000	2,867,000	50	-3,677	-2,870,677	0.13%
203 - PUBLIC SAFETY FUND (MEASU	2,000	2,000	0	-157	-2,157	7.83%
210 - FEDERAL ASSISTANCE FUND	156,000	156,000	0	169,545	13,545	108.68%
212 - SLESA (COPS) FUND	101,000	101,000	8,333	106,698	5,698	105.64%
215 - LIGHTING & LANDSCAPING FU	2,483,300	2,483,300	0	556,386	-1,926,914	22.41%
220 - QUIMBY FUND	25,000	25,000	0	0	-25,000	0.00%
221 - AB 939 - CALRECYCLE FUND	64,000	64,000	13,865	38,859	-25,141	60.72%
223 - MEASURE A FUND	1,875,000	1,875,000	0	801,391	-1,073,609	42.74%
225 - INFRASTRUCTURE FUND	0	0	0	-12	-12	0.00%
226 - EMERGENCY MANAGEMENT F	12,100	12,100	0	0	-12,100	0.00%
227 - STATE HOMELAND SECURITY F	5,000	5,000	0	4,896	-104	97.92%
230 - CASp FUND, AB 1379	20,200	20,200	1,676	13,100	-7,100	64.85%
231 - SUCCESSOR AGCY PA 1 RORF	0	0	0	5,144,283	5,144,283	0.00%
235 - SO COAST AIR QUALITY FUND	54,400	54,400	0	12,681	-41,720	23.31%
237 - SUCCESSOR AGCY PA 1 ADMIN	0	0	0	-116	-116	0.00%
241 - HOUSING AUTHORITY	1,451,500	1,451,500	0	666,968	-784,532	45.95%
243 - RDA LOW-MOD HOUSING FUN	20,000	20,000	0	-2,155	-22,155	10.77%
247 - ECONOMIC DEVELOPMENT FL	15,000	15,000	4,883	37,306	22,306	248.70%
249 - SA 2011 LOW/MOD BOND FUI	25,000	1,412,009	0	18,010	-1,393,999	1.28%
250 - TRANSPORTATION DIF FUND	1,020,000	1,020,000	70,341	841,086	-178,914	82.46%
251 - PARKS & REC DIF FUND	501,000	501,000	39,724	433,349	-67,651	86.50%
252 - CIVIC CENTER DIF FUND	301,000	301,000	21,930	255,740	-45,260	84.96%
253 - LIBRARY DEVELOPMENT DIF	75,000	75,000	7,543	81,825	6,825	109.10%
254 - COMMUNITY & CULTURAL CEI	152,000	152,000	14,034	192,505	40,505	126.65%
255 - STREET FACILITY DIF FUND	10,000	10,000	0	472	-9,528	4.72%
256 - PARK FACILITY DIF FUND	0	0	0	-4	-4	0.00%
257 - FIRE PROTECTION DIF	101,000	101,000	7,011	77,552	-23,448	76.78%
259 - MAINTENANCE FACILITIES DIF	75,500	75,500	5,167	64,227	-11,273	85.07%
270 - ART IN PUBLIC PLACES FUND	153,000	153,000	5,669	47,121	-105,879	30.80%
275 - LQ PUBLIC SAFETY OFFICER	2,200	2,200	0	-32	-2,232	1.45%
299 - INTEREST ALLOCATION FUND	0	0	0	1,979,944	1,979,944	0.00%
310 - LQ FINANCE AUTHORITY DEBT	1,100	1,100	0	0	-1,100	0.00%
401 - CAPITAL IMPROVEMENT PROC	13,136,811	79,240,072	0	1,798,025	-77,442,047	2.27%
405 - SA PA 1 CAPITAL IMPRV FUND	1,000	1,000	0	-4	-1,004	0.38%
501 - FACILITY & FLEET REPLACEMEI	1,685,000	1,685,000	0	920,918	-764,082	54.65%
502 - INFORMATION TECHNOLOGY	2,256,708	2,256,708	3,247	1,133,421	-1,123,287	50.22%
503 - PARK EQUIP & FACILITY FUND	470,000	1,103,000	0	222,615	-880,385	20.18%
504 - INSURANCE FUND	1,020,400	1,020,400	0	509,727	-510,673	49.95%
601 - SILVERROCK RESORT	4,865,453	4,865,453	637,208	3,099,904	-1,765,549	63.71%
602 - SILVERROCK GOLF RESERVE	79,000	79,000	0	-344	-79,344	0.44%
760 - SUPPLEMENTAL PENSION PLA	5,500	5,500	0	-54	-5,554	0.98%
761 - CERBT OPEB TRUST	10,000	10,000	0	-40,509	-50,509	405.09%
762 - PARS PENSION TRUST	100,000	100,000	0	306,925	206,925	306.92%
Report Total:	111,213,788	184,560,058	9,159,822	61,719,635	-122,840,424	33.44%

Accounts are subject to adjusting entries and audit. The City's Annual Comprehensive Financial Report published annually in December, is the best resource for all final audited numbers.

For Fiscal: 2022/23 Period Ending: 02/28/2023

Expenditure Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
101 - GENERAL FUND	64,651,274	103,559,460	2,459,781	23,239,930	80,319,530	22.44%
201 - GAS TAX FUND	2,687,351	3,703,799	45,774	712,367	2,991,432	19.23%
202 - LIBRARY & MUSEUM FUND	1,909,146	4,765,851	15,525	251,284	4,514,567	5.27%
203 - PUBLIC SAFETY FUND (MEASU	0	0	0	7,043	-7,043	0.00%
210 - FEDERAL ASSISTANCE FUND	152,600	339,977	0	1,785	338,192	0.53%
212 - SLESA (COPS) FUND	100,000	100,000	14,943	36,435	63,565	36.43%
215 - LIGHTING & LANDSCAPING FU	2,465,376	2,622,376	173,621	1,305,140	1,317,236	49.77%
220 - QUIMBY FUND	0	466,967	0	0	466,967	0.00%
221 - AB 939 - CALRECYCLE FUND	150,000	150,000	4,650	80,199	69,801	53.47%
223 - MEASURE A FUND	3,882,000	5,843,145	0	1,083,627	4,759,518	18.55%
226 - EMERGENCY MANAGEMENT F	12,000	12,000	14,913	25,055	-13,055	208.79%
227 - STATE HOMELAND SECURITY F	5,000	5,000	0	4,312	688	86.25%
230 - CASp FUND, AB 1379	5,500	5,500	0	0	5,500	0.00%
231 - SUCCESSOR AGCY PA 1 RORF	0	0	0	14,973,153	-14,973,153	0.00%
235 - SO COAST AIR QUALITY FUND	46,500	46,500	1,232	6,806	39,694	14.64%
237 - SUCCESSOR AGCY PA 1 ADMIN	0	0	0	1,600	-1,600	0.00%
241 - HOUSING AUTHORITY	1,712,670	1,712,670	68,527	765,699	946,971	44.71%
243 - RDA LOW-MOD HOUSING FUN	250,000	305,000	0	255,000	50,000	83.61%
244 - HOUSING GRANTS (Multiple)	0	90,000	0	97,052	-7,052	107.84%
247 - ECONOMIC DEVELOPMENT FL	21,500	21,500	0	1,000	20,500	4.65%
249 - SA 2011 LOW/MOD BOND FUI	20,000	3,644,192	0	12,290	3,631,902	0.34%
250 - TRANSPORTATION DIF FUND	500,000	1,916,757	0	400,000	1,516,757	20.87%
251 - PARKS & REC DIF FUND	500,000	500,000	0	0	500,000	0.00%
252 - CIVIC CENTER DIF FUND	250,000	250,000	0	0	250,000	0.00%
253 - LIBRARY DEVELOPMENT DIF	15,000	15,000	0	0	15,000	0.00%
254 - COMMUNITY & CULTURAL CEI	0	125,000	0	0	125,000	0.00%
270 - ART IN PUBLIC PLACES FUND	177,000	426,165	0	55,419	370,746	13.00%
310 - LQ FINANCE AUTHORITY DEBT	1,100	1,100	0	0	1,100	0.00%
401 - CAPITAL IMPROVEMENT PROC	13,136,811	78,179,947	1,545,779	6,024,336	72,155,611	7.71%
501 - FACILITY & FLEET REPLACEMEI	1,608,750	2,214,714	25,360	856,500	1,358,213	38.67%
502 - INFORMATION TECHNOLOGY	2,258,054	2,358,054	116,068	1,089,608	1,268,446	46.21%
503 - PARK EQUIP & FACILITY FUND	545,000	1,618,000	0	99,118	1,518,882	6.13%
504 - INSURANCE FUND	984,100	984,100	0	893,040	91,060	90.75%
601 - SILVERROCK RESORT	4,782,135	4,802,135	32,158	2,875,947	1,926,188	59.89%
760 - SUPPLEMENTAL PENSION PLA	12,850	12,850	0	12,833	17	99.87%
761 - CERBT OPEB TRUST	1,500	1,500	0	760	740	50.67%
762 - PARS PENSION TRUST	55,000	55,000	0	31,468	23,532	57.21%
Report Total:	102,898,217	220,854,259	4,518,331	55,198,808	165,655,451	24.99%

Accounts are subject to adjusting entries and audit. The City's Annual Comprehensive Financial Report published annually in December, is the best resource for all final audited numbers.

Fund Descriptions		
Fund #	Name	Notes
101	General Fund	The primary fund of the City used to account for all revenue and expenditures of the City; a broad range of municipal activities are provided through this fund.
105	Disaster Recovery Fund	Accounts for use of one-time federal funding designed to deliver relief to American workers and aid in the economic recovery in the wake of COVID-19. The American Rescue Plan Act (ARPA) was passed by Congress in 2021 to provide fiscal recovery funds to state and local governments.
201	Gas Tax Fund	Gasoline sales tax allocations received from the State which are restricted to street-related expenditures.
202	Library and Museum Fund	Revenues from property taxes and related expenditures for library and museum services.
203	Public Safety Fund	General Fund Measure G sales tax revenue set aside for public safety expenditures.
210	Federal Assistance Fund	Community Development Block Grant (CDBG) received from the federal government and the expenditures of those resources.
212	SLESF (COPS) Fund	Supplemental Law Enforcement Services Funds (SLESF) received from the State for law enforcement activities. Also known as Citizen's Option for Public Safety (COPS).
215	Lighting & Landscaping Fund	Special assessments levied on real property for city-wide lighting and landscape maintenance/improvements and the expenditures of those resources.
220	Quimby Fund	Developer fees received under the provisions of the Quimby Act for park development and improvements.
221	AB939 Fund/Cal Recycle	Franchise fees collected from the city waste hauler that are used to reduce waste sent to landfills through recycling efforts. Assembly Bill (AB) 939.
223	Measure A Fund	County sales tax allocations which are restricted to street-related expenditures.
224	TUMF Fund	Developer-paid Transportation Uniform Mitigation Fees (TUMF) utilized for traffic projects in Riverside County.
225	Infrastructure Fund	Developer fees for the acquisition, construction or improvement of the City's infrastructure as defined by Resolution
226	Emergency Mgmt. Performance Grant (EMPG)	Federal Emergency Management Agency (FEMA) grant for emergency preparedness.
227	State Homeland Security Programs (SHSP)	Federal Emergency Management Agency (FEMA) grant for emergency preparedness.
230	CASP Fund, AB1379 / SB1186	Certified Access Specialist (CASp) program fees for ADA Accessibility Improvements; derived from Business License renewals. Assembly Bill (AB) 1379 and Senate Bill (SB) 1186.
231	Successor Agency PA 1 RORF Fund	Successor Agency (SA) Project Area (PA) 1 Redevelopment Obligation Retirement Fund (RORF) for Redevelopment Property Tax Trust Fund (RPTTF) taxes received for debt service payments on recognized obligations of the former Redevelopment Agency (RDA).
235	SO Coast Air Quality Fund (AB2766, PM10)	Contributions from the South Coast Air Quality Management District. Uses are limited to the reduction and control of airborne pollutants. Assembly Bill (AB) 2766.
237	Successor Agency PA 1 Admin Fund	Successor Agency (SA) Project Area (PA) 1 for administration of the Recognized Obligation Payment Schedule (ROPS) associated with the former Redevelopment Agency (RDA).
241	Housing Authority	Activities of the Housing Authority which is to promote and provide quality affordable housing.
243	RDA Low-Moderate Housing Fund	Activities of the Housing Authority which is to promote and provide quality affordable housing. Accounts for RDA loan repayments (20% for Housing) and housing programs.
244	Housing Grants	Activities related Local Early Action Planning (LEAP) and SB2 grants for housing planning and development.
247	Economic Development Fund	Proceeds from sale of City-owned land and transfers from General Fund for future economic development.
249	SA 2011 Low/Mod Bond Fund	Successor Agency (SA) low/moderate housing fund; 2011 bonds refinanced in 2016.
250	Transportation DIF Fund	Developer impact fees collected for specific public improvements - transportation related.
251	Parks & Rec. DIF Fund	Developer impact fees collected for specific public improvements - parks and recreation.
252	Civic Center DIF Fund	Developer impact fees collected for specific public improvements - Civic Center.
253	Library Development DIF Fund	Developer impact fees collected for specific public improvements - library.
254	Community Center DIF Fund	Developer impact fees collected for specific public improvements - community center.
255	Street Facility DIF Fund	Developer impact fees collected for specific public improvements - streets.
256	Park Facility DIF Fund	Developer impact fees collected for specific public improvements - parks.
257	Fire Protection DIF Fund	Developer impact fees collected for specific public improvements - fire protection.
259	Maintenance Facilities DIF Fund	Developer impact fees collected for specific public improvements - maintenance facilities.
270	Art In Public Places Fund	Developer fees collected in lieu of art placement; utilized for acquisition, installation and maintenance of public artworks.
275	LQ Public Safety Officer Fund	Annual transfer in from General Fund; distributed to public safety officers disabled or killed in the line of duty.
299	Interest Allocation Fund	Interest earned on investments.
310	LQ Finance Authority Debt Service Fund	Accounted for the debt service the Financing Authority's outstanding debt and any related reporting requirements. This bond was fully paid in October 2018.
401	Capital Improvement Program Fund	Planning, design, and construction of various capital projects throughout the City.
405	SA PA 1 Capital Improvement Fund	Successor Agency (SA) Project Area (PA) 1 bond proceeds restricted by the bond indenture covenants. Used for SilverRock infrastructure improvements.
501	Equipment Replacement Fund	Internal Service Fund for vehicles, heavy equipment, and related facilities.
502	Information Technology Fund	Internal Service Fund for computer hardware and software and phone systems.
503	Park Equipment & Facility Fund	Internal Service Fund for park equipment and facilities.
504	Insurance Fund	Internal Service Fund for city-wide insurance coverages.
601	SilverRock Resort Fund	Enterprise Fund for activities of the city-owned golf course.
602	SilverRock Golf Reserve Fund	Enterprise Fund for golf course reserves for capital improvements.
760	Supplemental Pension Plan (PARS Account)	Supplemental pension savings plan for excess retiree benefits to general employees of the City.
761	Other Post Benefit Obligation Trust (OPEB)	For retiree medical benefits and unfunded liabilities.
762	Pension Trust Benefit (PARS Account)	For all pension-related benefits and unfunded liabilities.

[CLICK HERE to Return to Agenda](#)

City of La Quinta

CITY COUNCIL MEETING: April 18, 2023

STAFF REPORT

AGENDA TITLE: APPROVE DEMAND REGISTERS DATED MARCH 31 AND APRIL 7, 2023

RECOMMENDATION

Approve demand registers dated March 31 and April 7, 2023.

EXECUTIVE SUMMARY – None

FISCAL IMPACT

Demand of Cash:

City	\$	3,609,372.14
Successor Agency of RDA	\$	-
Housing Authority	\$	18,721.92
	\$	<u>3,628,094.06</u>

BACKGROUND/ANALYSIS

Routine bills and payroll must be paid between Council meetings. Attachment 1 details the weekly demand registers for March 31 and April 7, 2023.

Warrants Issued:

210516-210569	\$	1,255,004.22
210570-210626	\$	1,711,635.79
Voids	\$	(46,881.14)
Wire Transfers	\$	429,955.22
Payroll Tax Transfers	\$	47,289.92
Payroll Direct Deposit	\$	231,090.05
	\$	<u>3,628,094.06</u>

In the amount listed above, seventeen checks were voided, and eleven were reissued. The voids were the result of the periodic review of stale-dated checks.

The most significant expenditures on the demand registers are:

Vendor	Account Name	Amount	Purpose
Riverside County Sheriff Department	Various	\$1,230,894.12	Feb Police Service
Ortiz Enterprises, Inc	Construction	\$939,429.35	Dune Palms Bridge Progress Payment
Office of Economic Development	Various	\$107,179.09	Makerspace & Museum Qtr 1 Contract Services
Visit Greater Palm Springs	VGPS	\$80,789.77	FY 22/23 Q4 City Funding
Vintage Associates	Landscape Contract	\$77,635.00	Mar Park Landscape Maintenance

Wire Transfers: Ten transfers totaled \$429,955. Of this amount, \$245,787 was to Landmark, and \$169,235 was to CalPERS. (See Attachment 2 for a complete listing).

Investment Transactions: Full details of investment transactions as well as total holdings are reported quarterly in the Treasurer's Report.

Transaction	Issuer	Type	Par Value	Settle Date	Coupon Rate	YTM
Purchase	Bridgewater	CD	\$ 248,000	3/29/2023	4.850%	4.850%
Maturity	Northstar Bank	CD	\$ 248,000	3/31/2023	1.150%	
Maturity	United States Treasury	Treasury	\$ 2,000,000	3/31/2023	1.500%	
Maturity	United States Treasury	Treasury	\$ 4,000,000	3/31/2023	0.125%	
Maturity	West Michigan Comm. Bank	CD	\$ 248,000	3/31/2023	1.150%	
Purchase	Federal National Mortgage Assoc.	Agency	\$ 2,000,000	4/3/2023	5.200%	5.200%

Prepared by: Jesse Batres, Account Technician
 Approved by: Claudia Martinez, Finance Director

Attachments: 1. Demand Registers
 2. Wire Transfers

Demand Register

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City of La Quinta

Vendor Name	Payment Number	Description (Item)	Account Name	Account Number	Amount
Fund: 101 - GENERAL FUND					
CHARTER COMMUNICATIONS ...	210522	03/16-04/15/23 - FS #70 CABLE (1860)	Cable/Internet - Utilities	101-2002-61400	41.76
CHARTER COMMUNICATIONS ...	210522	03/16-04/15/23 - FS #32 CABLE (8152)	Cable/Internet - Utilities	101-2002-61400	94.54
SOUTHWEST AQUATICS INC	210557	03/2023 - LAKE MAINTENANCE SERVICE	Civic Center Lake Maintenance	101-3005-60117	1,350.00
SOUTHWEST AQUATICS INC	210557	03/2023 - LAKE MAINTENANCE SERVICE	SilverRock Lake Maintenance	101-3005-60189	1,350.00
DECKARD TECHNOLOGIES, INC.	210525	04/2023 - RENTALSCAPE	Professional Services	101-1005-60103	3,750.00
JOE A GONSALVES & SON	210536	04/2023 - LOBBYIST SERVICES	Contract Services - Administrat...	101-1002-60101	3,500.00
L.O. LYNCH QUALITY WELLS & ...	210538	03/21/23 - LAKE PUMP MAINTENANCE	Civic Center Lake Maintenance	101-3005-60117	745.67
MADDEN MEDIA	210542	03/2023 - MEDIA SERVICES	Marketing & Tourism Promoti...	101-3007-60461	68,985.52
VERITAS TECHNOLOGIES LLC	210564	03/23/23 - DATA BACK-UP FOR LASERFICHE	Professional Services	101-1005-60103	1,053.00
SOLAR TRAFFIC CONTROLS LLC	210556	03/03/23 - ADAMS/FIRESTATION BEACON...	Sales Taxes Payable	101-0000-20304	-66.06
LH PRODUCTIONS	210540	03/18/23 - BEATUNES CONCERT AV SERVI...	Community Experiences	101-3003-60149	8,117.00
WHITE CAP CONSTRUCTION S...	210567	03/10/23 - SELF-LEVELING ROTARY LASER ...	Tools/Equipment	101-7003-60432	831.92
RASA/ERIC NELSON	210553	03/13/23 - LAD 2023-0001 ONCALL MAP ...	Map/Plan Checking	101-7002-60183	525.00
RASA/ERIC NELSON	210553	03/13/23 - LLA 2023-0001 ONCALL MAP C...	Map/Plan Checking	101-7002-60183	780.00
RASA/ERIC NELSON	210553	03/13/23 - PMER 2022-0011 ONCALL MAP...	Map/Plan Checking	101-7002-60183	200.00
RASA/ERIC NELSON	210553	03/13/23 - PMER 2023-0001 ONCALL MAP...	Map/Plan Checking	101-7002-60183	350.00
FLAGS A FLYING	210529	03/13/23 - CALIFORNIA FLAGS (5)	Materials/Supplies	101-3008-60431	501.15
FLAGS A FLYING	210529	03/13/23 - USA FLAGS (5)	Materials/Supplies	101-3008-60431	447.27
FLAGS A FLYING	210529	03/13/23 - LQ LOGO FLAGS (12)	Materials/Supplies	101-3008-60431	2,731.58
MERCHANTS BUILDING MAINT...	210544	03/2023 - BOYS & GIRLS CLUB JANITORIAL...	Janitorial	101-3008-60115	275.50
AMERICAN FORENSIC NURSES ...	210518	02/24/23 - BLOOD/ALCOHOL ANALYSIS	Blood/Alcohol Testing	101-2001-60174	66.85
AMERICAN FORENSIC NURSES ...	210518	02/28/23 - BLOOD/ALCOHOL ANALYSIS	Blood/Alcohol Testing	101-2001-60174	200.55
AMERICAN FORENSIC NURSES ...	210518	03/10/23 - BLOOD/ALCOHOL ANALYSIS	Blood/Alcohol Testing	101-2001-60174	36.46
PWLC II, INC	210552	03/2023 - L&L MONTHLY MAINTENANCE	Landscape Contract	101-2002-60112	1,510.00
GRAINGER	210532	03/17/23 - CEILING TILE FOR CH	Materials/Supplies	101-3008-60431	146.05
VERIZON WIRELESS	210565	02/14-03/13/23 - EOC CELL (7813)	Mobile/Cell Phones/Satellites	101-2002-61304	143.55
ALARM MONITORING SERVICE...	210517	04/01-06/30/23 - XPARK ALARM MONITO...	Security & Alarm	101-3008-60123	162.00
COACHELLA VALLEY WATER DI...	210523	03/15/23 - WATER SERVICE	Water - Utilities	101-2002-61200	970.01
COACHELLA VALLEY WATER DI...	210523	03/15/23 - WATER SERVICE	Water -Monticello Park - Utiliti...	101-3005-61201	1,626.09
COACHELLA VALLEY WATER DI...	210523	03/15/23 - WATER SERVICE	Water -Fritz Burns Park - Utiliti...	101-3005-61204	191.23
COACHELLA VALLEY WATER DI...	210523	03/15/23 - WATER SERVICE	Water -Seasons Park - Utilities	101-3005-61208	27.05
COACHELLA VALLEY WATER DI...	210523	03/15/23 - WATER SERVICE	Water -Community Park - Utilit...	101-3005-61209	194.76
COACHELLA VALLEY WATER DI...	210523	03/15/23 - WATER SERVICE	Water - Utilities	101-3008-61200	93.67
COACHELLA VALLEY WATER DI...	210523	03/22/23 - WATER SERVICE	Water - Civic Center Park - Utili...	101-3005-61202	886.56
COACHELLA VALLEY WATER DI...	210523	03/22/23 - WATER SERVICE	Water -Community Park - Utilit...	101-3005-61209	994.00
COACHELLA VALLEY WATER DI...	210523	03/22/23 - WATER SERVICE	PM 10 - Dust Control	101-7006-60146	234.98
LOWE'S HOME IMPROVEMENT..	210541	02/06/23 - MATERIALS	Materials/Supplies	101-3005-60431	59.80
LOWE'S HOME IMPROVEMENT..	210541	02/13/23 - BARRIER FENCE	Materials/Supplies	101-3005-60431	111.51
LOWE'S HOME IMPROVEMENT..	210541	02/15/23 - WRECKING BAR & KNEE PADS	Tools/Equipment	101-3005-60432	136.23
LOWE'S HOME IMPROVEMENT..	210541	02/07/23 - MIRROR FOR YARD RESTROOM	Materials/Supplies	101-3008-60431	67.86
LOWE'S HOME IMPROVEMENT..	210541	02/07/23 - WINDOW SHADES FOR YARD R...	Materials/Supplies	101-3008-60431	72.29
LOWE'S HOME IMPROVEMENT..	210541	02/01/23 - ACETONE & PAINT	Materials/Supplies	101-3008-60431	28.19
LOWE'S HOME IMPROVEMENT..	210541	01/27/23 - LED LIGHT & LIGHT BULBS	Materials/Supplies	101-3008-60431	289.19
LOWE'S HOME IMPROVEMENT..	210541	02/14/23 - SPRAY PAINT & UTILITY KNIFE	Operating Supplies	101-7003-60420	34.02
LOWE'S HOME IMPROVEMENT..	210541	02/06/23 - BROOM	Operating Supplies	101-7003-60420	29.93
LOWE'S HOME IMPROVEMENT..	210541	01/26/23 - POST HOLE DIGGER & KNEE P...	Operating Supplies	101-7003-60420	230.73
LOWE'S HOME IMPROVEMENT..	210541	02/02/23 - GRINDING BLADE & TRASH BA...	Operating Supplies	101-7003-60420	76.31
LOWE'S HOME IMPROVEMENT..	210541	01/26/23 - STEEL RAKE & STEEL DIGGING ...	Tools/Equipment	101-7003-60432	204.44
LOWE'S HOME IMPROVEMENT..	210541	02/07/23 - TOOLS FOR HAROLD TEMP EM...	Tools/Equipment	101-7003-60432	58.81
LOWE'S HOME IMPROVEMENT..	210541	02/13/23 - IMPACT SOCKET SET	Tools/Equipment	101-7003-60432	99.66
LOWE'S HOME IMPROVEMENT..	210541	02/07/23 - POWER TOOLS & SMALL TOOLS	Tools/Equipment	101-7003-60432	210.70
PETRA-1, LP	210551	03/14/23 - GYM WIPES (4 CASES)	Operating Supplies	101-3002-60420	671.61
BARKAS, SHERYL	210519	FY22/23 ANNUAL WELLNESS DOLLARS RE...	Annual Wellness Dollar Reimb...	101-1004-50252	140.00

Demand Register

Vendor Name	Payment Number	Description (Item)	Account Name	Account Number	Amount
VILLANUEVA, PAUL A	210566	FY22/23 ANNUAL WELLNESS DOLLARS RE...	Annual Wellness Dollar Reimb...	101-1004-50252	200.00
MARTINEZ, TANIA	210543	FY 22/23 ANNUAL WELLNESS DOLLARS RE...	Annual Wellness Dollar Reimb...	101-1004-50252	200.00
WOODS, COLE	210568	FY22/23 ANNUAL WELLNESS DOLLARS RE...	Annual Wellness Dollar Reimb...	101-1004-50252	200.00
FLORES, TANIA	210530	06/13-12/16/22 - TUITION REIMB T.FLORES	Training & Education/MOU	101-1004-60322	155.57
HANSEN, DIANNE	210533	03-03-03/17/23 - TUITION REIMB D.HANS...	Training & Education/MOU	101-1004-60322	275.00
EISENHOWER MEDICAL CENTER	210527	02/2023 - SEXUAL ASSULAT EXAM LA2303...	Sexual Assault Exam Fees	101-2001-60193	1,200.00
OCEAN SPRINGS TECH INC	210546	03/2023 - LQ SPLASH PAD MAINTENANCE	LQ Park Water Feature	101-3005-60554	843.00
COACHELLA VALLEY WATER DI...	210523	03/15/23 - WATER SERVICE	Water -Desert Pride - Utilities	101-3005-61206	66.13
COACHELLA VALLEY WATER DI...	210523	03/15/23 - WATER SERVICE	PM 10 - Dust Control	101-7006-60146	40.80
COACHELLA VALLEY WATER DI...	210523	03/22/23 - WATER SERVICE	Water - Utilities	101-2002-61200	139.84
COACHELLA VALLEY WATER DI...	210523	03/22/23 - WATER SERVICE	Water -Eisenhower Park - Utilit...	101-3005-61203	38.68
COACHELLA VALLEY WATER DI...	210523	03/22/23 - WATER SERVICE	Water -Velasco Park - Utilities	101-3005-61205	38.68
NASH SOURIAL, DDS, INC	210545	03/27/23 - REFUND BUSINESS LICENSE LIC...	Over Payments, AR Policy	101-0000-20330	107.00
ROADPOST USA INC.	210554	03/23-04/22/23 - EOC SATELLITE PHONES	Mobile/Cell Phones/Satellites	101-2002-61304	200.85
JOHNSTONE SUPPLY	210537	03/16/23 - FS #32 HVAC REPAIRS	Materials/Supplies	101-3008-60431	4,018.85
Fund 101 - GENERAL FUND Total:					113,293.34

Fund: 201 - GAS TAX FUND

TOPS' N BARRICADES INC	210559	03/21/23 - TRAFFIC CONTROL SIGNS	Traffic Control Signs	201-7003-60429	280.44
TOPS' N BARRICADES INC	210559	03/21/23 - TRAFFIC CONTROL SIGNS	Traffic Control Signs	201-7003-60429	237.62
TOPS' N BARRICADES INC	210559	03/21/23 - TEMPORARY PAVEMENT TAPE	Traffic Control Signs	201-7003-60429	1,252.35
ZUMAR INDUSTRIES INC	210569	03/14/23 - TRAFFIC CONTROL SIGNS	Traffic Control Signs	201-7003-60429	2,419.55
LOWE'S HOME IMPROVEMENT..	210541	02/14/23 - SUPPLIES FOR STREET STRIPING	Street Striping	201-7003-60141	18.36
LOWE'S HOME IMPROVEMENT..	210541	02/21/23 - CONCRETE	Materials/Supplies	201-7003-60431	74.34
LOWE'S HOME IMPROVEMENT..	210541	02/17/23 - SUPPLIES FOR SIDEWALK REPA...	Materials/Supplies	201-7003-60431	111.48
LOWE'S HOME IMPROVEMENT..	210541	02/13/23 - PVC PARTS	Materials/Supplies	201-7003-60431	79.97
LOWE'S HOME IMPROVEMENT..	210541	01/30/23 - SUPPLIES FOR SIDEWALK REPA...	Materials/Supplies	201-7003-60431	101.94
LOWE'S HOME IMPROVEMENT..	210541	02/21/23 - SPRAY PAINT	Paint/Legends	201-7003-60433	24.71
Fund 201 - GAS TAX FUND Total:					4,600.76

Fund: 202 - LIBRARY & MUSEUM FUND

FIRST CHOICE A/C & HEATING ...	210528	03/17/23 - MUSEUM HVAC TUNE UP	HVAC	202-3006-60667	1,759.00
COACHELLA VALLEY WATER DI...	210523	03/15/23 - WATER SERVICE	Water - Utilities	202-3006-61200	216.04
PACIFIC WEST AIR CONDITION...	210550	02/27-02/28/23 - LIBRARY HVAC REPAIRS	HVAC	202-3004-60667	2,628.09
PACIFIC WEST AIR CONDITION...	210550	02/28/23 - LIBRARY HVAC DIAGNOSTICS	HVAC	202-3004-60667	845.00
PACIFIC WEST AIR CONDITION...	210550	3/20/23 - LIBRARY CHILLER REPAIRS	HVAC	202-3004-60667	6,530.00
FRONTIER COMMUNICATIONS...	210531	03/13-04/12/23 - MUSEUM PHONE	Telephone - Utilities	202-3006-61300	132.08
JOHNSTONE SUPPLY	210537	03/08/23 - LIBRARY HVAC REFRIGERANT	HVAC	202-3004-60667	1,589.31
Fund 202 - LIBRARY & MUSEUM FUND Total:					13,699.52

Fund: 215 - LIGHTING & LANDSCAPING FUND

LANDMARK GOLF MANAGEM...	210539	02/2023 - SRR PERIMETER LANDSCAPE MA..	SilverRock Way Landscape	215-7004-60143	5,287.00
TRI-STATE MATERIALS INC	210561	3/15/23 LANDSCAPE D.G FOR MADISON ...	Materials/Supplies	215-7004-60431	1,140.82
TRI-STATE MATERIALS INC	210561	3/13/23 LANDSCAPE BROWN RUBBLE FOR...	Materials/Supplies	215-7004-60431	1,109.25
TRI-STATE MATERIALS INC	210561	3/13/23 LANDSCAPE BROWN RUBBLE FOR...	Materials/Supplies	215-7004-60431	554.63
TRI-STATE MATERIALS INC	210561	3/13/23 LANDSCAPE BROWN RUBBLE FOR...	Materials/Supplies	215-7004-60431	554.63
TRI-STATE MATERIALS INC	210561	3/13/23 LANDSCAPE BROWN RUBBLE FOR...	Materials/Supplies	215-7004-60431	554.63
SPARKLETTS	210558	02/22/23 & 03/08/23 - DRINKING WATER	Operating Supplies	215-7004-60420	190.61
CREATIVE LIGHTING & ELECTR...	210524	03/2023 - LIGHTING MAINTENANCE SERVI...	Consultants	215-7004-60104	6,063.92
HIGH TECH IRRIGATION INC	210534	03/17/23 - WEED CONTROL SPRAY (4)	Materials/Supplies	215-7004-60431	854.14
PWLC II, INC	210552	03/2023 - L&L MONTHLY MAINTENANCE	Landscape Contract	215-7004-60112	58,574.00
LOWE'S HOME IMPROVEMENT..	210541	02/07/23 - SOCKET SET, GLOVES, SCREW ...	Materials/Supplies	215-7004-60431	191.03
LOWE'S HOME IMPROVEMENT..	210541	02/09/23 - SOCKET & SOCKET ADAPTER	Tools/Equipment	215-7004-60432	71.25
FRONTIER COMMUNICATIONS...	210531	03/07-04/06/23 - PHONE SVC	Electric - Utilities	215-7004-61116	132.22
FRONTIER COMMUNICATIONS...	210531	03/10-04/09/23 - PHONE SVC	Electric - Utilities	215-7004-61116	56.01
IMPERIAL IRRIGATION DIST	210535	03/15/23 - ELECTRICITY SERVICE	Electric - Utilities	215-7004-61116	425.13
IMPERIAL IRRIGATION DIST	210535	03/15/23 - ELECTRICITY SERVICE	Electric - Medians - Utilities	215-7004-61117	24.68
COACHELLA VALLEY WATER DI...	210523	03/15/23 - WATER SERVICE	Water - Medians - Utilities	215-7004-61211	3,530.54
COACHELLA VALLEY WATER DI...	210523	03/22/23 - WATER SERVICE	Water - Medians - Utilities	215-7004-61211	5,207.30
DESERT ELECTRIC SUPPLY	210526	03/15/23 - LIGHTING POSTS	Materials/Supplies	215-7004-60431	1,117.24
DESERT ELECTRIC SUPPLY	210526	03/22/23 - LED FLOOD LIGHTS (30)	Materials/Supplies	215-7004-60431	2,430.51
Fund 215 - LIGHTING & LANDSCAPING FUND Total:					88,069.54

Demand Register

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Vendor Name	Payment Number	Description (Item)	Account Name	Account Number	Amount
Fund: 270 - ART IN PUBLIC PLACES FUND					
SIGNATURE SCULPTURE	210555	03/22/23 - STAN'S VISIONS INSTALLATION	APP Maintenance	270-0000-60683	895.00
Fund 270 - ART IN PUBLIC PLACES FUND Total:					895.00
Fund: 401 - CAPITAL IMPROVEMENT PROGRAMS					
SOLAR TRAFFIC CONTROLS LLC	210556	03/03/23 - ADAMS/FIRESTATION BEACONS	Construction	401-0000-60188	1,124.26
ORTIZ ENTERPRISES INC.	210547	03/2023 - DUNE PALMS BRIDGE PROGRESS..	Retention Payable	401-0000-20600	-49,443.65
ORTIZ ENTERPRISES INC.	210547	03/2023 - DUNE PALMS BRIDGE PROGRESS..	Construction	401-0000-60188	988,873.00
URBAN HABITAT	210563	03/24/2023 - XPARK LANDSCAPE RETENTI...	Retention Payable	401-0000-20600	27,138.51
AGUA CALIENTE BAND OF CA...	210516	03/24/23 - CULTURAL MONITORING DEPO...	Construction	401-0000-60188	24,675.00
Fund 401 - CAPITAL IMPROVEMENT PROGRAMS Total:					992,367.12
Fund: 501 - FACILITY & FLEET REPLACEMENT					
P&M CUSTOM UPHOLSTERY I...	210548	3/22/23 COUNCIL CHAMBER CHAIRS REU...	City Bldg Repl/Repair	501-0000-71103	15,068.35
BMW MOTORCYCLES OF RIVE...	210520	01/13/23 - MOTORCYCLE REPAIR A1047	Motorcycle Repair & Mainten...	501-0000-60679	1,322.41
TOWER ENERGY GROUP	210560	03/01-03/15/23 - FUEL	Fuel & Oil	501-0000-60674	5,077.93
PACIFIC MOBILE STRUCTURES, ...	210549	04/2023 - PW TRAILER RENTAL	Building Leases	501-0000-71032	3,088.51
Fund 501 - FACILITY & FLEET REPLACEMENT Total:					24,557.20
Fund: 502 - INFORMATION TECHNOLOGY					
CHARTER COMMUNICATIONS ...	210522	02/15-03/14/23 - WC CABLE (8105)	Cable/Internet - Utilities	502-0000-61400	154.66
CHARTER COMMUNICATIONS ...	210522	03/2023 - CH CABLE (4625)	Cable/Internet - Utilities	502-0000-61400	175.81
TYLER TECHNOLOGIES	210562	11/2022 - BUILD & VALIDATE SERVICES	Software Implementation/Enh...	502-0000-71049	7,446.25
CHARTER COMMUNICATIONS ...	210522	03/10-04/09/23 - CH INTERNET (2546)	Cable/Internet - Utilities	502-0000-61400	2,079.00
CHARTER COMMUNICATIONS ...	210522	03/12-04/11/23 - CIYT YARD CABLE (4080)	Cable/Internet - Utilities	502-0000-61400	81.77
VERIZON WIRELESS	210565	02/02-03/01/23 - BACKUP SERVER (2183)	Cable/Internet - Utilities	502-0000-61400	66.17
VERIZON WIRELESS	210565	02/02-03/01/23 - CITY IPADS (5587)	Cell/Mobile Phones	502-0000-61301	1,273.28
VERIZON WIRELESS	210565	02/02-03/01/23 - CITY CELL SVC (5496)	Cell/Mobile Phones	502-0000-61301	3,040.62
CDW GOVERNMENT INC	210521	03/15/23 - CISCO MERAKI SUPPORT LIC 1 ...	Software Licenses	502-0000-60301	1,814.64
CDW GOVERNMENT INC	210521	3/22/23 CISCO MERAKI 3YR LIC FOR TALUS..	Software Licenses	502-0000-60301	485.43
FRONTIER COMMUNICATIONS...	210531	03/12-04/11/23 - X-PARK INTERNET	Cable/Internet - Utilities	502-0000-61400	904.11
Fund 502 - INFORMATION TECHNOLOGY Total:					17,521.74
Grand Total:					1,255,004.22

Fund Summary

Fund	Expense Amount
101 - GENERAL FUND	113,293.34
201 - GAS TAX FUND	4,600.76
202 - LIBRARY & MUSEUM FUND	13,699.52
215 - LIGHTING & LANDSCAPING FUND	88,069.54
270 - ART IN PUBLIC PLACES FUND	895.00
401 - CAPITAL IMPROVEMENT PROGRAMS	992,367.12
501 - FACILITY & FLEET REPLACEMENT	24,557.20
502 - INFORMATION TECHNOLOGY	17,521.74
Grand Total:	1,255,004.22

Account Summary

Account Number	Account Name	Expense Amount
101-0000-20304	Sales Taxes Payable	-66.06
101-0000-20330	Over Payments, AR Policy	107.00
101-1002-60101	Contract Services - Admini...	3,500.00
101-1004-50252	Annual Wellness Dollar Re...	740.00
101-1004-60322	Training & Education/MOU	430.57
101-1005-60103	Professional Services	4,803.00
101-2001-60174	Blood/Alcohol Testing	303.86
101-2001-60193	Sexual Assault Exam Fees	1,200.00
101-2002-60112	Landscape Contract	1,510.00
101-2002-61200	Water - Utilities	1,109.85
101-2002-61304	Mobile/Cell Phones/Satell...	344.40
101-2002-61400	Cable/Internet - Utilities	136.30
101-3002-60420	Operating Supplies	671.61
101-3003-60149	Community Experiences	8,117.00
101-3005-60117	Civic Center Lake Mainten...	2,095.67
101-3005-60189	SilverRock Lake Maintena...	1,350.00
101-3005-60431	Materials/Supplies	171.31
101-3005-60432	Tools/Equipment	136.23
101-3005-60554	LQ Park Water Feature	843.00
101-3005-61201	Water -Monticello Park - ...	1,626.09
101-3005-61202	Water - Civic Center Park -...	886.56
101-3005-61203	Water -Eisenhower Park -...	38.68
101-3005-61204	Water -Fritz Burns Park - ...	191.23
101-3005-61205	Water -Velasco Park - Utili...	38.68
101-3005-61206	Water -Desert Pride - Utili...	66.13
101-3005-61208	Water -Seasons Park - Util...	27.05
101-3005-61209	Water -Community Park -...	1,188.76
101-3007-60461	Marketing & Tourism Pro...	68,985.52
101-3008-60115	Janitorial	275.50
101-3008-60123	Security & Alarm	162.00
101-3008-60431	Materials/Supplies	8,302.43
101-3008-61200	Water - Utilities	93.67
101-7002-60183	Map/Plan Checking	1,855.00
101-7003-60420	Operating Supplies	370.99
101-7003-60432	Tools/Equipment	1,405.53
101-7006-60146	PM 10 - Dust Control	275.78
201-7003-60141	Street Striping	18.36
201-7003-60429	Traffic Control Signs	4,189.96
201-7003-60431	Materials/Supplies	367.73
201-7003-60433	Paint/Legends	24.71
202-3004-60667	HVAC	11,592.40
202-3006-60667	HVAC	1,759.00
202-3006-61200	Water - Utilities	216.04
202-3006-61300	Telephone - Utilities	132.08
215-7004-60104	Consultants	6,063.92
215-7004-60112	Landscape Contract	58,574.00
215-7004-60143	SilverRock Way Landscape	5,287.00

Account Summary

Account Number	Account Name	Expense Amount
215-7004-60420	Operating Supplies	190.61
215-7004-60431	Materials/Supplies	8,506.88
215-7004-60432	Tools/Equipment	71.25
215-7004-61116	Electric - Utilities	613.36
215-7004-61117	Electric - Medians - Utiliti...	24.68
215-7004-61211	Water - Medians - Utilities	8,737.84
270-0000-60683	APP Maintenance	895.00
401-0000-20600	Retention Payable	-22,305.14
401-0000-60188	Construction	1,014,672.26
501-0000-60674	Fuel & Oil	5,077.93
501-0000-60679	Motorcycle Repair & Main...	1,322.41
501-0000-71032	Building Leases	3,088.51
501-0000-71103	City Bldg Repl/Repair	15,068.35
502-0000-60301	Software Licenses	2,300.07
502-0000-61301	Cell/Mobile Phones	4,313.90
502-0000-61400	Cable/Internet - Utilities	3,461.52
502-0000-71049	Software Implementation...	7,446.25
Grand Total:		1,255,004.22

Project Account Summary

Project Account Key	Project Account Name	Project Name	Expense Amount
None	**None**	**None**	245,862.22
111205CT	Construction Expense	Dune Palms Bridge Imp/BRLKS-543	1,013,548.00
111205RP	Retention Payable	Dune Palms Bridge Imp/BRLKS-543	-49,443.65
201603RP	Retention Payable	La Quinta Landscape Renovation Ir	27,138.51
201804E	Landscape & Lighting Median Island ...	Landscape & Lighting Median Islan	3,913.96
2223TMICT	Construction Expense	FY22/23 Traffic Maintenance Impr	1,124.26
CONCERTE	Concert Expense	Master Account for all SRR Concert	8,117.00
CSA152E	CSA 152 Expenses	CSA 152 Project Tracking	831.92
STVRE	Short Term Vacation Rental Expense	Short Term Vacation Rental Trackir	3,750.00
XPARKE	X Park Expenses	X Park	162.00
Grand Total:			1,255,004.22

*Project codes are generally used to track Capital Improvement Program (CIP) projects, other large public works projects, developer deposits, or city-wide events. Normal operational expenditures are not project coded and, therefore, will report as "none" in this section.

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City of La Quinta

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Vendor Name	Payment Number	Description (Item)	Account Name	Account Number	Amount
Fund: 101 - GENERAL FUND					
GIZMO BEACH	210590	03/15/23 - LQ GOLF TOUR WEBSITE UPDA...	Community Experiences	101-3003-60149	215.00
UNITED WAY OF THE DESERT	210621	CONTRIBUTION	United Way Deductions	101-0000-20981	37.00
GALLS LLC	210589	03/24/23 - COP UNIFORMS	LQ Police Volunteers	101-2001-60109	60.85
PALMS TO PINES PRINTING	210604	03/31/23 - POLO SHIRTS FOR STAFF/COU...	Promotional Items	101-3007-60134	570.70
FROSTY'S AIR CONDITIONING ...	210588	8/9/22 - FINAL PAYMENT FS #70 HVAC INS...	Maintenance/Services	101-2002-60691	7,350.00
FROSTY'S AIR CONDITIONING ...	210588	03/24/23 - OLD 32 MINI SPLIT INSTALL	HVAC	101-3008-60667	3,000.00
BOYS & GIRLS CLUB OF COACH...	210573	04/01-06/30/23 - JOINT FACILITY USE	Boys & Girls Club	101-3001-60135	10,000.00
PAX FITNESS REPAIR	210606	03/2023 - FITNESS EQUIPMENT MAINTEN...	Operating Supplies	101-3002-60420	275.00
CHURCH AT THE RED DOOR P...	210575	03/28/23 - SRR PARK RENTAL DEPOSIT RE...	Miscellaneous Deposits	101-0000-22830	500.00
VIELHARBER, KAREN	210622	03/31/23 - GENTLE YOGA DI CLASSES	Instructors	101-3002-60107	63.70
SHIRY, TERESA	210612	03/31/23 - BALLROOM BEGINNING CLASS...	Instructors	101-3002-60107	110.25
RUDY, LORI A	210611	03/31/23 - ESSENTIAL FITNESS DI CLASSES	Instructors	101-3002-60107	92.40
WELLNESS WORKS	210625	03/2023 - EAP SERVICES	Consultants/Employee Services	101-1004-60104	382.80
DESERT CONCEPTS CONSTRUC...	210582	3/30/23 - REPLACE POTS/IRRIGATION AT ...	Maintenance/Services	101-3005-60691	2,100.00
VINTAGE ASSOCIATES	210623	03/2023 - PARK MAINTENANCE	Landscape Contract	101-3005-60112	60,804.00
VINTAGE ASSOCIATES	210623	03/14/23 - EMERGENCY TREE REMOVAL A...	Maintenance/Services	101-3005-60691	1,650.00
BANK OF NEW YORK MELLON	210571	12/1/22-02/28/23 - BANK FEES	Administration	101-1006-60102	2,667.60
CIVICPLUS, LLC	210576	03/29/23 - LQ MUNICIPAL CODE CODIFIC...	Professional Services	101-1005-60103	225.18
ODP BUSINESS SOLUTIONS, LLC	210601	03/15/23 - WIRELESS KEYBOARD & MOUSE	Office Supplies	101-1005-60400	40.31
ODP BUSINESS SOLUTIONS, LLC	210601	03/16/23 - ADJUSTABLE LAPTOP STAND	Office Supplies	101-1005-60400	43.49
ODP BUSINESS SOLUTIONS, LLC	210601	03/24/23 - TONER FOR PRINTER	Supplies - Field	101-6004-60425	504.76
TECHNOGYM USA CORP	210617	06/01/22-05/01/2023 - TECHNOGYM MY...	Operating Supplies	101-3002-60420	4,893.75
CONSOLIDATED ELECTRICAL DI...	210578	03/23/23 - ELECTRICAL PARTS FOR CH	Materials/Supplies	101-3008-60431	92.72
CONSOLIDATED ELECTRICAL DI...	210578	03/28/23 - ELECTRICAL PARTS FOR COUNC...	Materials/Supplies	101-3008-60431	463.60
STAPLES ADVANTAGE	210615	02/14/23 - CITY WIDE PRINTING PAPER	Forms, Copier Paper	101-1007-60402	217.70
AT&T	210570	02/14-02/28/23 - POLICE GPS TRACKING L...	Telephone - Utilities	101-2001-61300	500.00
WOOD, RUSSELL DAVID	210626	02/20/23 - POLICE TOW LA230510023	Sheriff - Other	101-2001-60176	1,131.25
KUSTOM SIGNALS INC	210598	SALES TAXES	Special Enforcement Funds	101-2001-60175	534.92
KUSTOM SIGNALS INC	210598	3/31/23 - POLICE LASER EQUIPMENT FOR...	Special Enforcement Funds	101-2001-60175	7,022.22
ROBERT HALF	210609	01/13/23 - TEMP AGENCY SERVICES C.HIC...	Temporary Agency Services	101-2002-60125	1,660.80
ROBERT HALF	210609	03/20/23 - CONVERISON FEE T.SUDAKOFF	Temporary Agency Services	101-6006-60125	4,730.00
ROBERT HALF	210609	03/17/23 - TEMP AGENCY SERVCES T.SUD...	Temporary Agency Services	101-6006-60125	547.82
COURTMASTER SPORTS, INC.	210579	12/27/22 - PICKLEBALL NETS FOR FB PARK...	Sales Taxes Payable	101-0000-20304	-175.00
COURTMASTER SPORTS, INC.	210579	12/27/22 - PICKLEBALL NETS FOR FB PARK	Materials/Supplies	101-3005-60431	2,175.00
STERICYCLE, INC	210616	03/03/23 - POLICE SHRED	LQ Police Volunteers	101-2001-60109	19.25
FEDEX	210585	03/15/23 - OVERNIGHT MAIL	Postage	101-1007-60470	23.26
PAUL ASSOCIATES	210605	03/21/23 - SHERIFF RECEIPT BOOKS (25)	Sheriff - Other	101-2001-60176	1,081.78
SILVERROCK RESORT	210614	10/1/22-03/31/23 - 2ND & 3RD QUARTER ...	Sales Taxes Payable	101-0000-20304	294.00
VISIT GREATER PALM SPRINGS	210624	FY 22/23 Q4 CITY FUNDING	VGPS - Visit Greater Palm Spr...	101-3007-60151	80,789.77
IMPERIAL IRRIGATION DIST	210596	04/04/23 - ELECTRICITY SERVICE	Electricity - Utilities	101-2002-61101	1,754.20
IMPERIAL IRRIGATION DIST	210596	04/04/23 - ELECTRICITY SERVICE	Electric - Monticello Park - Utili...	101-3005-61102	13.13
IMPERIAL IRRIGATION DIST	210596	04/04/23 - ELECTRICITY SERVICE	Electric - Civic Center Park - Utili...	101-3005-61103	2,007.28
IMPERIAL IRRIGATION DIST	210596	04/04/23 - ELECTRICITY SERVICE	Electric - Fritz Burns Park - Utili...	101-3005-61105	1,614.66
IMPERIAL IRRIGATION DIST	210596	04/04/23 - ELECTRICITY SERVICE	Electric - Sports Complex - Utili...	101-3005-61106	4,782.27
IMPERIAL IRRIGATION DIST	210596	04/04/23 - ELECTRICITY SERVICE	Electric - Colonel Paige - Utiliti...	101-3005-61108	743.73
IMPERIAL IRRIGATION DIST	210596	04/04/23 - ELECTRICITY SERVICE	Electric - Community Park - Utili...	101-3005-61109	6,945.80
IMPERIAL IRRIGATION DIST	210596	04/04/23 - ELECTRICITY SERVICE	Electric - Adams Park - Utilities	101-3005-61110	35.39
IMPERIAL IRRIGATION DIST	210596	04/04/23 - ELECTRICITY SERVICE	Electric - Velasco Park - Utilities	101-3005-61111	14.09
IMPERIAL IRRIGATION DIST	210596	04/04/23 - ELECTRICITY SERVICE	Electric - Eisenhower Park - Utili...	101-3005-61113	19.02
IMPERIAL IRRIGATION DIST	210596	04/04/23 - ELECTRICITY SERVICE	Electric - Desert Pride - Utilities	101-3005-61114	12.98
IMPERIAL IRRIGATION DIST	210596	04/04/23 - ELECTRICITY SERVICE	Electricity - Utilities	101-3008-61101	14,144.58
COACHELLA VALLEY WATER DI...	210577	04/03/23 - WATER SERVICE	Water -Pioneer Park - Utilities	101-3005-61207	196.00
FIRST CHOICE A/C & HEATING ...	210587	03/22/23 - FS #70 HVAC REPAIRS	Maintenance/Services	101-2002-60691	3,734.00

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Vendor Name	Payment Number	Description (Item)	Account Name	Account Number	Amount
GOVOS, INC.	210591	04/2023 - STVR PERMITTING SOFTWARE	Professional Services	101-1005-60103	3,820.00
DELGADO AGUILERA, JOSE A	210581	FY22/23 ANNUAL WELLNESS DOLLARS RE...	Annual Wellness Dollar Reimb...	101-1004-50252	195.74
BERUMEN, ALFRED	210572	FY 22/23 ANNUAL WELLNESS DOLLARS RE...	Annual Wellness Dollar Reimb...	101-1004-50252	200.00
DISH NETWORK	210584	02/22-04/21/23 - EOC CABLE	Cable/Internet - Utilities	101-2002-61400	211.40
OCEAN SPRINGS TECH INC	210600	3/24/23 REPLACE CAT/ROLA-CHEM COM...	Fritz Burns Pool Maintenance	101-3005-60184	142.39
IMPERIAL IRRIGATION DIST	210596	04/03/23 - ELECTRICITY SERVICE	Electric - SilverRock Event Site -..	101-3005-61115	2,855.21
COACHELLA VALLEY WATER DI...	210577	04/03/23 - WATER SERVICE	Water -Fritz Burns Park - Utiliti...	101-3005-61204	1,639.01
COACHELLA VALLEY WATER DI...	210577	04/03/23 - WATER SERVICE	Water - Utilities	101-3008-61200	702.16
DESERT ELECTRIC SUPPLY	210583	03/28/23 - REGRESSED LIGHTS FOR COUN...	Materials/Supplies	101-3008-60431	1,123.29
JOHNSTONE SUPPLY	210597	03/21/23 - HVAC AIR FILTERS FOR CH	HVAC	101-3008-60667	64.27
RIVERSIDE COUNTY SHERIFF D...	210608	01/12-02/08/23 - BP #8 POLICE SERVICE	Sheriff Patrol	101-2001-60161	660,650.24
RIVERSIDE COUNTY SHERIFF D...	210608	01/12-02/08/23 - BP #8 POLICE SERVICE	Police Overtime	101-2001-60162	20,587.00
RIVERSIDE COUNTY SHERIFF D...	210608	01/12-02/08/23 - BP #8 POLICE SERVICE	Target Team	101-2001-60163	144,566.00
RIVERSIDE COUNTY SHERIFF D...	210608	01/12-02/08/23 - BP #8 POLICE SERVICE	Community Services Officer	101-2001-60164	58,882.81
RIVERSIDE COUNTY SHERIFF D...	210608	01/12-02/08/23 - BP #8 POLICE SERVICE	Special Enforcement/City Spec...	101-2001-60165	90,169.95
RIVERSIDE COUNTY SHERIFF D...	210608	01/12-02/08/23 - BP #8 POLICE SERVICE	Gang Task Force	101-2001-60166	16,132.80
RIVERSIDE COUNTY SHERIFF D...	210608	01/12-02/08/23 - BP #8 POLICE SERVICE	Narcotics Task Force	101-2001-60167	15,124.50
RIVERSIDE COUNTY SHERIFF D...	210608	01/12-02/08/23 - BP #8 POLICE SERVICE	Motor Officer	101-2001-60169	121,382.55
RIVERSIDE COUNTY SHERIFF D...	210608	01/12-02/08/23 - BP #8 POLICE SERVICE	Dedicated Sargeants	101-2001-60170	43,254.65
RIVERSIDE COUNTY SHERIFF D...	210608	01/12-02/08/23 - BP #8 POLICE SERVICE	Dedicated Lieutenant	101-2001-60171	25,091.20
RIVERSIDE COUNTY SHERIFF D...	210608	01/12-02/08/23 - BP #8 POLICE SERVICE	Sheriff - Mileage	101-2001-60172	29,421.22
RIVERSIDE COUNTY SHERIFF D...	210608	01/12-02/08/23 - BP #8 POLICE SERVICE	Special Enforcement Funds	101-2001-60175	1,348.65
HDL COREN & CONE	210592	01/01-03/31/23 - PROPERTY TAX CONTRA...	Consultants	101-1006-60104	4,909.25
HINDERLITER DE LLAMAS & AS...	210595	01/01-03/31/23 - AUDIT & SALES TAX CO...	Consultants	101-1006-60104	2,702.97
Fund 101 - GENERAL FUND Total:					1,477,890.27
Fund: 201 - GAS TAX FUND					
UNDERGROUND SERVICE ALERT	210620	04/01/2023 - DIG ALERT SERVICES	Materials/Supplies	201-7003-60431	55.50
IMPERIAL IRRIGATION DIST	210596	04/03/23 - ELECTRICITY SERVICE	Electricity - Utilities	201-7003-61101	841.56
Fund 201 - GAS TAX FUND Total:					897.06
Fund: 202 - LIBRARY & MUSEUM FUND					
OFFICE OF ECONOMIC DEVEL...	210602	07/01-09/30/22 - QTR 1 MAKERSPACE CO...	Makerspace Operations	202-3009-60105	40,878.87
OFFICE OF ECONOMIC DEVEL...	210602	07/01-09/30/22 - QTR 1 MUSEUM CONTR...	Museum Operations	202-3006-60105	66,300.22
VINTAGE ASSOCIATES	210623	03/2023 - PARK MAINTENANCE	Landscape Contract	202-3004-60112	869.00
VINTAGE ASSOCIATES	210623	03/2023 - PARK MAINTENANCE	Landscape Contract	202-3006-60112	181.00
IMPERIAL IRRIGATION DIST	210596	04/04/23 - ELECTRICITY SERVICE	Electricity - Utilities	202-3004-61101	3,650.20
IMPERIAL IRRIGATION DIST	210596	04/04/23 - ELECTRICITY SERVICE	Electricity - Utilities	202-3006-61101	864.57
PACIFIC WEST AIR CONDITION...	210603	12/14/22 - LIBRARY HVAC REPAIRS	HVAC	202-3004-60667	1,014.00
PACIFIC WEST AIR CONDITION...	210603	12/19/22 - LIBRARY HVAC REPAIRS	HVAC	202-3004-60667	845.00
PACIFIC WEST AIR CONDITION...	210603	12/22/22 - LIBRARY HVAC REPAIRS	HVAC	202-3004-60667	1,352.00
PACIFIC WEST AIR CONDITION...	210603	01/09/23 - LIBRARY HVAC REPAIRS	HVAC	202-3004-60667	845.00
PACIFIC WEST AIR CONDITION...	210603	01/06/23 - LIBRARY HVAC REPAIRS	HVAC	202-3004-60667	1,262.95
Fund 202 - LIBRARY & MUSEUM FUND Total:					118,062.81
Fund: 212 - SLESA (COPS) FUND					
RIVERSIDE COUNTY SHERIFF D...	210608	01/12-02/08/23 - BP #8 POLICE SERVICE	COPS Robbery Prevention	212-0000-60178	4,282.55
Fund 212 - SLESA (COPS) FUND Total:					4,282.55
Fund: 215 - LIGHTING & LANDSCAPING FUND					
LANDMARK GOLF MANAGEM...	210599	07/2022 - SRR PERIMETER LANDSCAPE MA..	SilverRock Way Landscape	215-7004-60143	5,278.00
TRI-STATE MATERIALS INC	210618	3/21/23 LANDSCAPE BROWN RUBBLE FOR...	Materials/Supplies	215-7004-60431	7,132.83
TRI-STATE MATERIALS INC	210618	3/22/23 LANDSCAPE BROWN RUBBLE FOR...	Materials/Supplies	215-7004-60431	462.19
TRI-STATE MATERIALS INC	210618	3/22/23 LANDSCAPE BROWN RUBBLE FOR...	Materials/Supplies	215-7004-60431	462.19
TRI-STATE MATERIALS INC	210618	3/22/23 LANDSCAPE BRWON RUBBLE FOR...	Materials/Supplies	215-7004-60431	462.19
TRI-STATE MATERIALS INC	210618	3/22/23 LANDSCAPE BROWN RUBBLE FOR...	Materials/Supplies	215-7004-60431	462.19
TRI-STATE MATERIALS INC	210618	3/24/23 LANDSCAPE D.G FOR MADISON ...	Materials/Supplies	215-7004-60431	1,043.36
VINTAGE ASSOCIATES	210623	03/2023 - PARK MAINTENANCE	Landscape Contract	215-7004-60112	11,331.00
VINTAGE ASSOCIATES	210623	03/17/23 - PALM TREE REMOVAL	Palm Trees	215-7004-60673	2,800.00
STAPLES ADVANTAGE	210615	08/31/22 - CRATES & FIRST AID KIT	Operating Supplies	215-7004-60420	211.54
STAPLES ADVANTAGE	210615	12/23/22 - DISINFECTING WIPES	Operating Supplies	215-7004-60420	19.55
STAPLES ADVANTAGE	210615	12/23/22 - COFFEE SUPPLIES	Operating Supplies	215-7004-60420	131.57
HIGH TECH IRRIGATION INC	210594	03/30/23 - WEED BARRIER & IRRIGATION ...	Materials/Supplies	215-7004-60431	301.31

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Vendor Name	Payment Number	Description (Item)	Account Name	Account Number	Amount
PWLC II, INC	210607	01/17-01/18/23 - PLANT REPLACEMENT A...	Maintenance/Services	215-7004-60691	1,824.00
PWLC II, INC	210607	3/20-3/24/23 - GROUND COVER REPLACE...	Maintenance/Services	215-7004-60691	6,080.00
PWLC II, INC	210607	3/27-3/31/23 GROUND COVER REPLACEM...	Maintenance/Services	215-7004-60691	6,992.00
IMPERIAL IRRIGATION DIST	210596	04/03/23 - ELECTRICITY SERVICE	Electric - Utilities	215-7004-61116	6,522.14
IMPERIAL IRRIGATION DIST	210596	04/03/23 - ELECTRICITY SERVICE	Electric - Medians - Utilities	215-7004-61117	2,826.79
COACHELLA VALLEY WATER DI...	210577	04/03/23 - WATER SERVICE	Water - Medians - Utilities	215-7004-61211	4,655.88
DESERT ELECTRIC SUPPLY	210583	03/30/23 - LED LIGHT BUBLS (19)	Materials/Supplies	215-7004-60431	1,332.54
Fund 215 - LIGHTING & LANDSCAPING FUND Total:					60,331.27
Fund: 221 - AB 939 - CALRECYCLE FUND					
PALMS TO PINES PRINTING	210604	3/28/23 SHIRTS FOR RECYCLE CLUB AT BE...	AB 939 Recycling Solutions	221-0000-60127	663.57
Fund 221 - AB 939 - CALRECYCLE FUND Total:					663.57
Fund: 235 - SO COAST AIR QUALITY FUND					
IMPERIAL IRRIGATION DIST	210596	04/03/23 - ELECTRICITY SERVICE	Electricity - Utilities	235-0000-61101	1,806.86
Fund 235 - SO COAST AIR QUALITY FUND Total:					1,806.86
Fund: 241 - HOUSING AUTHORITY					
CAHA, BECKY	210574	03/29/23 - LQ MUNICIPAL CODE CODIFIC...	Professional Services	241-9101-60103	5,225.00
Fund 241 - HOUSING AUTHORITY Total:					5,225.00
Fund: 270 - ART IN PUBLIC PLACES FUND					
SIGNATURE SCULPTURE	210613	03/25/23 - RAM SKULL INSTALLATION AT L...	APP Maintenance	270-0000-60683	2,495.00
Fund 270 - ART IN PUBLIC PLACES FUND Total:					2,495.00
Fund: 401 - CAPITAL IMPROVEMENT PROGRAMS					
HERMANN DESIGN GROUP INC	210593	02/2023 - CACTUS FLOWER LANDSCAPE A...	Design	401-0000-60185	12,220.50
HERMANN DESIGN GROUP INC	210593	02/2023 - DESERT PRIDE LANDSCAPE ARC...	Design	401-0000-60185	375.00
HERMANN DESIGN GROUP INC	210593	02/2023 - MARBELLA/SIERRA DEL REY LA...	Design	401-0000-60185	787.50
DDL TRAFFIC INC.	210580	03/27/23 - BBS SYSTEM FOR AIRPORT & ...	Construction	401-0000-60188	16,984.48
Fund 401 - CAPITAL IMPROVEMENT PROGRAMS Total:					30,367.48
Fund: 501 - FACILITY & FLEET REPLACEMENT					
FIESTA FORD LINCOLN MERCU...	210586	1/12/23 - 2015 FORD EXPLORER REPAIRS V..	Vehicle Repair & Maintenance	501-0000-60676	3,879.92
RODRIGUEZ UPHOLSTERY	210610	03/10/23 - REUPHOLSTER CH CHAIRS (4)	Furniture	501-0000-71020	3,400.00
Fund 501 - FACILITY & FLEET REPLACEMENT Total:					7,279.92
Fund: 502 - INFORMATION TECHNOLOGY					
TRITON TECHNOLOGY SOLUTI...	210619	4/1/23 - CHAMBER AV SYSTEM MAINT	Maintenance Agreements	502-0000-60300	2,334.00
Fund 502 - INFORMATION TECHNOLOGY Total:					2,334.00
Grand Total:					1,711,635.79

Fund Summary

Fund	Expense Amount
101 - GENERAL FUND	1,477,890.27
201 - GAS TAX FUND	897.06
202 - LIBRARY & MUSEUM FUND	118,062.81
212 - SLESA (COPS) FUND	4,282.55
215 - LIGHTING & LANDSCAPING FUND	60,331.27
221 - AB 939 - CALRECYCLE FUND	663.57
235 - SO COAST AIR QUALITY FUND	1,806.86
241 - HOUSING AUTHORITY	5,225.00
270 - ART IN PUBLIC PLACES FUND	2,495.00
401 - CAPITAL IMPROVEMENT PROGRAMS	30,367.48
501 - FACILITY & FLEET REPLACEMENT	7,279.92
502 - INFORMATION TECHNOLOGY	2,334.00
Grand Total:	1,711,635.79

Account Summary

Account Number	Account Name	Expense Amount
101-0000-20304	Sales Taxes Payable	119.00
101-0000-20981	United Way Deductions	37.00
101-0000-22830	Miscellaneous Deposits	500.00
101-1004-50252	Annual Wellness Dollar Re...	395.74
101-1004-60104	Consultants/Employee Se...	382.80
101-1005-60103	Professional Services	4,045.18
101-1005-60400	Office Supplies	83.80
101-1006-60102	Administration	2,667.60
101-1006-60104	Consultants	7,612.22
101-1007-60402	Forms, Copier Paper	217.70
101-1007-60470	Postage	23.26
101-2001-60109	LQ Police Volunteers	80.10
101-2001-60161	Sheriff Patrol	660,650.24
101-2001-60162	Police Overtime	20,587.00
101-2001-60163	Target Team	144,566.00
101-2001-60164	Community Services Offic...	58,882.81
101-2001-60165	Special Enforcement/City ...	90,169.95
101-2001-60166	Gang Task Force	16,132.80
101-2001-60167	Narcotics Task Force	15,124.50
101-2001-60169	Motor Officer	121,382.55
101-2001-60170	Dedicated Sargeants	43,254.65
101-2001-60171	Dedicated Lieutenant	25,091.20
101-2001-60172	Sheriff - Mileage	29,421.22
101-2001-60175	Special Enforcement Funds	8,905.79
101-2001-60176	Sheriff - Other	2,213.03
101-2001-61300	Telephone - Utilities	500.00
101-2002-60125	Temporary Agency Servic...	1,660.80
101-2002-60691	Maintenance/Services	11,084.00
101-2002-61101	Electricity - Utilities	1,754.20
101-2002-61400	Cable/Internet - Utilities	211.40
101-3001-60135	Boys & Girls Club	10,000.00
101-3002-60107	Instructors	266.35
101-3002-60420	Operating Supplies	5,168.75
101-3003-60149	Community Experiences	215.00
101-3005-60112	Landscape Contract	60,804.00
101-3005-60184	Fritz Burns Pool Maintena...	142.39
101-3005-60431	Materials/Supplies	2,175.00
101-3005-60691	Maintenance/Services	3,750.00
101-3005-61102	Electric - Monticello Park -...	13.13
101-3005-61103	Electric - Civic Center Park...	2,007.28
101-3005-61105	Electric - Fritz Burns Park -...	1,614.66
101-3005-61106	Electric - Sports Complex -...	4,782.27
101-3005-61108	Electric - Colonel Paige - U...	743.73

Account Summary

Account Number	Account Name	Expense Amount
101-3005-61109	Electric - Community Park ...	6,945.80
101-3005-61110	Electric - Adams Park - Util..	35.39
101-3005-61111	Electric - Velasco Park - Uti..	14.09
101-3005-61113	Electric - Eisenhower Park ..	19.02
101-3005-61114	Electric - Desert Pride - Uti..	12.98
101-3005-61115	Electric - SilverRock Event...	2,855.21
101-3005-61204	Water -Fritz Burns Park - ...	1,639.01
101-3005-61207	Water -Pioneer Park - Utili...	196.00
101-3007-60134	Promotional Items	570.70
101-3007-60151	VGPS - Visit Greater Palm ...	80,789.77
101-3008-60431	Materials/Supplies	1,679.61
101-3008-60667	HVAC	3,064.27
101-3008-61101	Electricity - Utilities	14,144.58
101-3008-61200	Water - Utilities	702.16
101-6004-60425	Supplies - Field	504.76
101-6006-60125	Temporary Agency Servic...	5,277.82
201-7003-60431	Materials/Supplies	55.50
201-7003-61101	Electricity - Utilities	841.56
202-3004-60112	Landscape Contract	869.00
202-3004-60667	HVAC	5,318.95
202-3004-61101	Electricity - Utilities	3,650.20
202-3006-60105	Museum Operations	66,300.22
202-3006-60112	Landscape Contract	181.00
202-3006-61101	Electricity - Utilities	864.57
202-3009-60105	Makerspace Operations	40,878.87
212-0000-60178	COPS Robbery Prevention	4,282.55
215-7004-60112	Landscape Contract	11,331.00
215-7004-60143	SilverRock Way Landscape	5,278.00
215-7004-60420	Operating Supplies	362.66
215-7004-60431	Materials/Supplies	11,658.80
215-7004-60673	Palm Trees	2,800.00
215-7004-60691	Maintenance/Services	14,896.00
215-7004-61116	Electric - Utilities	6,522.14
215-7004-61117	Electric - Medians - Utiliti...	2,826.79
215-7004-61211	Water - Medians - Utilities	4,655.88
221-0000-60127	AB 939 Recycling Solutions	663.57
235-0000-61101	Electricity - Utilities	1,806.86
241-9101-60103	Professional Services	5,225.00
270-0000-60683	APP Maintenance	2,495.00
401-0000-60185	Design	13,383.00
401-0000-60188	Construction	16,984.48
501-0000-60676	Vehicle Repair & Mainte...	3,879.92
501-0000-71020	Furniture	3,400.00
502-0000-60300	Maintenance Agreements	2,334.00
	Grand Total:	1,711,635.79

Project Account Summary

Project Account Key	Project Account Name	Project Name	Expense Amount
None	**None**	**None**	1,650,212.36
201603D	Design Expense	La Quinta Landscape Renovation Ir	13,383.00
201804E	Landscape & Lighting Median Island ...	Landscape & Lighting Median Islan	24,920.95
202216E	General PW Maint - Desert Concepts	General PW Maintenance - Desert	2,100.00
2223TMICT	Construction Expense	FY22/23 Traffic Maintenance Impr	16,984.48
GOLFE	Golf Tour Expense	Golf Tour	215.00
STVRE	Short Term Vacation Rental Expense	Short Term Vacation Rental Trackir	3,820.00
	Grand Total:	1,711,635.79	

*Project codes are generally used to track Capital Improvement Program (CIP) projects, other large public works projects, developer deposits, or city-wide events. Normal operational expenditures are not project coded and, therefore, will report as "none" in this section.

City of La Quinta

Bank Transactions 3/27/2023 – 4/7/2023

Wire Transaction

Listed below are the wire transfers from 3/27/2023– 4/7/2023.

Wire Transfers:

03/31/2023 - WIRE TRANSFER - CALPERS	\$190.08
03/31/2023 - WIRE TRANSFER - CALPERS	\$514.52
03/31/2023 - WIRE TRANSFER - CALPERS	\$5,242.45
03/31/2023 - WIRE TRANSFER - CALPERS	\$13,042.28
03/31/2023 - WIRE TRANSFER - CALPERS	\$25,393.19
03/31/2023 - WIRE TRANSFER - MISSION SQUARE	\$5,962.28
04/03/2023 - WIRE TRANSFER - COLONIAL LIFE	\$7,944.86
04/04/2023 - WIRE TRANSFER - THE STANDARD	\$1,025.60
04/07/2023 - WIRE TRANSFER - CALPERS	\$124,852.80
04/07/2023 - WIRE TRANSFER - LANDMARK	\$245,787.16
TOTAL WIRE TRANSFERS OUT	<u>\$429,955.22</u>

[CLICK HERE to Return to Agenda](#)

City of La Quinta

CITY COUNCIL MEETING: April 18, 2023

STAFF REPORT

AGENDA TITLE: APPROVE AMENDMENT NO. 2 TO AGREEMENT FOR CONTRACT SERVICES WITH DESERT RECREATION DISTRICT TO PROVIDE MANAGEMENT AND OPERATION SERVICES FOR THE FRITZ BURNS POOL TO INCLUDE ADDITIONAL PROGRAMMING, INCREASE COMPENSATION FOR FISCAL YEARS 2022/23 AND 2023/24, AND TO EXTEND THE TERM THROUGH FISCAL YEAR 2023/24

RECOMMENDATION

Approve Amendment No. 2 to Agreement for Contract Services with Desert Recreation District to provide management and operation services for the Fritz Burns Pool, to include additional programming, increase compensation for fiscal years 2022/23 and 2023/24, and to extend the term through fiscal year 2023/24; and authorize the City Manager to execute the Amendment.

EXECUTIVE SUMMARY

- In June 2021, the City entered into a one-year agreement with Desert Recreation District (DRD) to provide management and operation services for the Fritz Burns Pool (Pool) for \$160,000.
- In June 2022, Amendment No. 1 was executed, extending the agreement for an additional one-year term for fiscal year (FY) 2022/23.
- Amendment No. 2 (Attachment 2) proposes to include additional programming and expanded hours of operation to the scope of work; in correlation, increase the compensation for FYs 2022/23 and 2023/24 to \$200,000 for each year; and extends the term for one additional year through FY 2023/24.

FISCAL IMPACT

Revenues generated by the Pool offset the annual costs the City incurs for the contracted management and operations services. Initial Pool services cost was \$160,000; due to expanded programs and staffing, operation costs have increased. Amendment No. 2 would increase the compensation for FYs 2022/23 and 2023/24 by \$40,000 per year, for a total not to exceed annual amount of \$200,000, which would allow expanded programs and services to continue in FY 2023/24. Funding is available in account no. 101-3003-

60184 and includes a 10% contingency to allow the City to respond to Pool user requests for additional services if needed.

BACKGROUND/ANALYSIS

In June 2021, the City entered into a one-year agreement with DRD to provide management and operation services for the Pool. The initial Pool services cost was \$160,000 and included various pool programs, aquatic activities, and open/lap swim offered 4-5 days per week throughout the FY. City and DRD expanded the pool hours of operation and programming to accommodate the community's requests for more pool activities.

In June 2022, Amendment No. 1 was executed, extending the agreement for an additional one-year term for FY 2022-23, with expanded hours of operations and programs as the City transitioned back to a full year of pool service post-COVID. As a result, staffing levels have increased due to more frequent use of the Pool. Staff is requesting increase in compensation of \$40,000 for FY 2022/23 to account for the increase in staffing and programs. Staff is also requesting to extend the agreement with DRD for an additional one-year term for FY 2023/24 at the increased compensation of \$200,000 to allow expanded operations and programs to continue. Additionally, the City is requesting DRD offer supplementary programs and activities while the splash pad at La Quinta Park is being renovated and water amenities will be limited during the summer months. City and DRD will continue to have regular check-ins to discuss the programs and services offered to the community.

ALTERNATIVES

Council may elect to modify and/or deny approval of this Amendment, however, this would interrupt Pool services and programs until another service provider is contracted.

Prepared by: Michael Calderon, Community Resources Analyst
Approved by: Christina Calderon, Community Resources Manager

Attachments: 1. DRD Pool Operations Proposal
2. Amendment No. 2 to Agreement for Contract Services with DRD



Date: March 27, 2023

To: Christina Calderon, Community Resources Manager

From: Maureen Archuleta, Community Services Supervisor

Subject: Swim & Water services at Fritz Burns Pool FY24

CC: Barb Adair, Assistant General Manager

Our vision is through a community collaborative approach, Desert Recreation District will provide quality, barrier-free and safe recreational activities that contribute to the overall wellness of the citizens of the Coachella Valley; encourage healthy lifestyles and positive out-of-school activities; and facilitate, coordinate and plan for recreation facilities and trails.

This letter of Intent reaffirms Desert Recreation District's interest in continuing our formal working partnership with your agency to operate Aquatic programs at Fritz Burns Pool. Based upon your feedback of the attached proposal, Desert Recreation District has provided you with estimates expense details.

Per Desert Recreation District Fees & Charges policy and Manual - pricing and cost recovery The District's recreation services are designed to complement those available throughout the community in order that all residents have a reasonable opportunity to participate in recreation. For the development of the appropriate fee the following three distinct categories of program have been established: Full Subsidy, Merit Pricing, and Full Cost Recovery. This proposal falls into the Merit Pricing: Programs in this category are intended to provide broad community benefit but are offered largely as classes and activities and have many attributes of those offered in the private sector. The broader public benefit is achieved by targeting underserved or priority populations. Merit priced activities are expected to recover 50%-100% of direct program costs based on market conditions. These costs represent the expense directly related to delivery of the program, activity, or service. Direct costs include direct program staff, materials and supplies, and immediate administrative overhead (Aquatics Specialist).

Proposed Site: Fritz Burns Pool 78107 Avenue 52, La Quinta, CA 92253

Proposed Services:

- Lap Swim / Open Swim
- Senior Splash
- Water Aerobics
- Adult Swim lessons
- Free Swim days
Friday, June 9, 5-9 pm Community Swim
Monday, July 4th Veterans swim free
Saturday, April 13th & 20th Water Safety presentation
La Quinta residents will be given free admission for any open swim session whilst LQ Park splash pad is under renovations.
- Dive-In Movies
June 23rd, July 14th, and Aug 4th
- Youth, Infant, and Pre-School swim lessons (offered in summer months)
- Ready Set Swim Jr. swim lessons year-round
- Seasonal Community Splash Parties
Saturday, September 16th, 1-2:30 pm Mermaid Splash Party
Friday, October 25th, 4-5:30 pm Floating Pumpkin Patch
Friday, December 6th, 3:30 -5:30 pm Poolside with Santa
- A Pool Manager to provide direct supervision of DRD team members.
- Swim Party Rentals
- Adaptive Lessons

Extended programming & services

Developing a Master Swim Program

Hooked on swimming recreation level - competitive swim program

Spring Youth Swim Clinics

Spring Teen Friday Night Live Pool party

Operating Dates: July 1, 2023 – June 30, 2024

Proposed Operating Hours:

June, July, Aug, Sep: M-Th 9 am –7 pm / Fri & Sat 8 am – 2 pm & 4-9 pm

Nov, Dec: M-Th 9 am – 1 pm

Oct, Jan, Feb, March, April, May : M-TH 9am – 1pm / Sat 8am-1pm

Compensation for Services:

This proposal amount of One Hundred Eighty-Nine Thousand, Five Hundred and Six Dollars (\$189,506.00) is an estimate based on the anticipated amount of revenues received, and the cost of the contract will not exceed \$200,000.00 per fiscal year, in which the City agrees to reimburse Desert Recreation District (provider) one hundred percent (100%) of the net operating costs as provided in the Aquatic Program Service Account Detail.



Aquatic program service account detail

	Estimated
<u>Program Expenses</u>	
Staffing & Service Enhancement	\$28,486.64
Total	\$28,486.64
<u>Part-Time Salaries</u>	
Pool managers	\$38,141.36
Lifeguards	\$124,557.00
Swim Instructors	\$30,680.00
Instructors	\$17,688.00
Pool Cashier	\$4,088.00
Total	\$215,154.36
<u>Expenses</u>	
Materials & Supplies	\$3,800.00
Uniforms	\$1,390.00
Special Fees	\$ 3,612.00
Communication	\$1,200.00
Fleet	\$ 300.00
General Services	\$1,750.00
Minor Equipment	\$1,300.00
Office Supplies	\$1,600.00
Computer & Office Equipment	\$1,400.00
Travel & Professional Development	\$ 900.00
Total	\$17,252.00
Total Expenses & Salaries	\$260,893.00
<u>Revenue</u>	
Open/ Lap Swim	\$12,496.00
Pool Rentals	\$ 1,610.00
Fitness Classes	\$22,468.00
Youth Lessons	\$19,375.00
Donated Registration	\$14,438.00
Concession	\$ 1,000.00
Total	\$71,387.00
 Difference	 (\$189,506.00)

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**AMENDMENT NO. 2 TO AGREEMENT FOR CONTRACT SERVICES
WITH DESERT RECREATION DISTRICT**

This Amendment No. 2 ("Amendment No. 2") to Agreement for Contract Services ("Agreement") is made and entered into as of the 18th day of April, 2023, ("Effective Date") by and between the CITY OF LA QUINTA ("City"), a California municipal corporation and DESERT RECREATION DISTRICT (DRD), a California special district ("Contracting Party").

RECITALS

WHEREAS, on or about July 1, 2021, the City and DRD entered into an Agreement to provide services related to management and operations of Fritz Burns Pool, for a total not to exceed amount of \$160,000. The term of the Agreement expired on June 30, 2022 ("Initial Term"); and

WHEREAS, on or about June 21, 2022, in accordance with Section 3.4 Term of the Agreement, the City and DRD executed Amendment No. 1 to extend the Term for one (1) additional one-year term from July 1, 2022 through June 30, 2023 ("Extended Term"); and

WHEREAS, in accordance with Section 3.4 Term of the Agreement, the City and DRD mutually agree to extend the term of the Agreement for one (1) additional one-year term from July 1, 2023, through June 30, 2024 ("Extended Term"); and

WHEREAS, the City and DRD mutually agree to amend Section 1.1 Scope of Services to include additional services related to pool operations and expanded aquatic programs to be provided by DRD and as depicted in detail in amended "Exhibit A – Scope of Services;" and

WHEREAS, the City and DRD mutually agree, in correlation with the additional services to be provided by DRD, to amend Section 2.1 Contract Sum of the Agreement, as depicted in revised "Exhibit B – Schedule of Compensation," and increase the Contract Sum for fiscal years 2023/24 and 2022/23 from \$160,000 to \$200,000 per year.

NOW THEREFORE, in consideration of the mutual covenant herein contained, the parties agree as follows:

AMENDMENT

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

1. Section 1.1 Scope of Services is amended to read as follows:

In compliance with all terms and conditions of this Agreement, Contracting Party shall provide those services related to management and operations of Fritz Burns Pool, as well as additional services related to pool operations and expanded aquatic programs, as specified in the “Scope of Services” attached hereto as revised “Exhibit A” and incorporated herein by this reference (the “Services”). Contracting Party represent and warrants that Contracting Party is a provider of first-class work and/or services and Contracting Party is experienced in performing the Services contemplated herein and, in light of such status and experience, Contracting Party covenants that it shall follow industry standards in performing the Services required hereunder, and that all materials, if any, will be of good quality, fit for the purpose intended. For purposes of this Agreement, the phrase “industry standards” shall mean those standards of practice recognized by one or more first-class firms performing similar services under similar circumstances.

2. Section 2.1 Contract Sum is amended to read as follows:

For the Services rendered pursuant to this Agreement, Contracting Party shall be compensated in accordance with revised “Exhibit B” (the “Schedule of Compensation”) in a total amount not to exceed One Hundred Sixty Thousand Dollars (\$160,000) for fiscal years 2021/22, and Two Hundred Thousand Dollars (\$200,000) for fiscal years 2022/23 and 2023/24 (the “Contract Sum”), except as provided in Section 1.7. The method of compensation set forth in the Schedule of Compensation may include a lump sum payment upon completion, payment in accordance with the percentage of completion of the Services, payment for time and materials based upon Contracting Party’s rate schedule, but not exceeding the Contract Sum, or such other reasonable methods as may be specified in the Schedule of Compensation. Regardless of the method of compensation set forth in the Schedule of Compensation, Contracting Party’s overall compensation shall not exceed the Contract Sum, except as provided in Section 1.7 of this Agreement.

3. Section 3.4 Term is amended to read as follows:

Unless earlier terminated in accordance with the provisions in Article 8.0 of this Agreement, the term of this agreement shall commence on July 1, 2021, and terminate on June 30, 2022 (“Initial Term”). The City and Contracting Party mutually agreed to extend the Term for one additional year from July 1, 2022 to June 30, 2023 and executed Amendment No. 1 on or about June 21, 2021 (“Extended Term”). The City and Contracting Party mutually agree to extend the Term for one more additional year from July 1, 2023 to June 30, 2024.

In all other respects, the original Agreement shall remain in effect.

IN WITNESS WHEREOF, the City and Consultant have executed this Amendment No. 2 to the Agreement on the respective dates set forth below.

CITY OF LA QUINTA
a California municipal corporation

DESERT RECREATION DISTRICT
a California Special District

JON McMILLEN, City Manager
City of La Quinta, California

KEVIN KALMAN
General Manager

Dated: _____

ATTEST:

MONIKA RADEVA, City Clerk
City of La Quinta, California

APPROVED AS TO FORM:

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

Exhibit A
Scope of Services

Contracting Party Responsibilities:

- Provide pool management and operations for Fritz Burns Pool located at 78060 Francis Hack Lane, including but not limited to, marketing and programming.
- Must embody high quality standards, emphasize excellent customer services, and have ability to maintain consistently high standards while managing and operating Fritz Burns Pool.
- Shall meet and review with City staff, pool operations and associated expenses on a quarterly basis.
- Hire aquatic class instructors and provide all program equipment, materials, supplies, and tangible items needed.
- Responsible for hiring lifeguards and providing the required trainings, uniforms, and supplies.
- A reservation/pre-registration system for pool participation will be offered for participants to enjoy aquatic activities.
 - ✓ Large pool will be divided into 6 sections by lane lines; maximum capacity will be 36 persons for large pool and 6 persons for small pool.
 - ✓ Lap swim will be offered during fitness classes; and reservation slots will be 45 minutes for use; and directional arrows and place markers will be used to ensure social distancing.
 - ✓ Participants/guests will be able to borrow equipment for lap swim and fitness classes.
 - ✓ Regular cleaning and disinfection will occur at the end of each hour by staff.
 - ✓ Regularly evaluate for compliance with the plan and document and/or correct deficiencies identified; and they are confident that they can meet the challenges ahead and stand ready to deliver efficient rollout to resume aquatic programming.

Proposed Services:

- Lap Swim/Open Swim, Senior Splash, Water Aerobics, Adult Swim lessons
- Free Swim days
 - Community Swim: June 2023/2024
 - Veterans Swim Free: July 2023
 - Water Safety Presentation: April 2023/2024
- La Quinta residents will be given free admission for any open swim session while La Quinta Park splash pad is under renovations.
- Dive – In Movies: June, July, August 2023/2024 (one movie per month)
- Youth, Infant, and Pre-School swim lessons (offered in summer months)
- Ready Set Swim Jr. swim lessons year-round
- Seasonal Community Splash Parties:
 - Mermaid Splash Party: September 2023/2024
 - Floating Pumpkin Patch: October 2023/2024
 - Poolside with Santa: December 2023/2024
- A Pool Manager to provide direct supervision of DRD team members.
- Swim Party Rentals
- Adaptive Lessons

Extended programming & services:

- Developing a Master Swim Program
- Hooked on Swimming recreation level – competitive swim program
- Spring Youth Swim Clinics
- Spring Teen Friday Night Live Pool party

Operating Dates: July 1, 2023 – June 30, 2024

Proposed Operating Hours:

- June, July, August, and September:
 - Monday – Thursday: 9 am – 7 pm
 - Friday and Saturday: 8 am – 2 pm, and 4 pm – 9 pm
- October
 - Monday – Thursday: 9 am – 1 pm
 - Saturday: 8 am to 1 pm
- November and December:
 - Monday – Thursday: 9 am – 1 pm
- January, February, March, April, and May:
 - Monday – Thursday: 9 am – 1 pm
 - Saturday: 8 am – 1 pm

Exhibit B
Schedule of Compensation

With the exception of compensation for Additional Services, provided for in Section 2.3 of this Agreement, the maximum total compensation to be paid to Contracting Party for the Services under this Agreement in Fiscal Year 2021/2022 is One Hundred Sixty Thousand Dollars (\$160,000), and Two Hundred Thousand Dollars (\$200,000) for fiscal years 2022/23 and 2023/24 (the “Contract Sum”).

[CLICK HERE to Return to Agenda](#)

MARKETING QUARTERLY REPORT

January 1, 2023 - March 31, 2023

Print Marketing

- Palm Springs Life
- Desert Health Magazine
- The Guide to La Quinta

OOH Campaigns

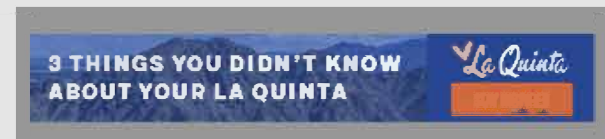
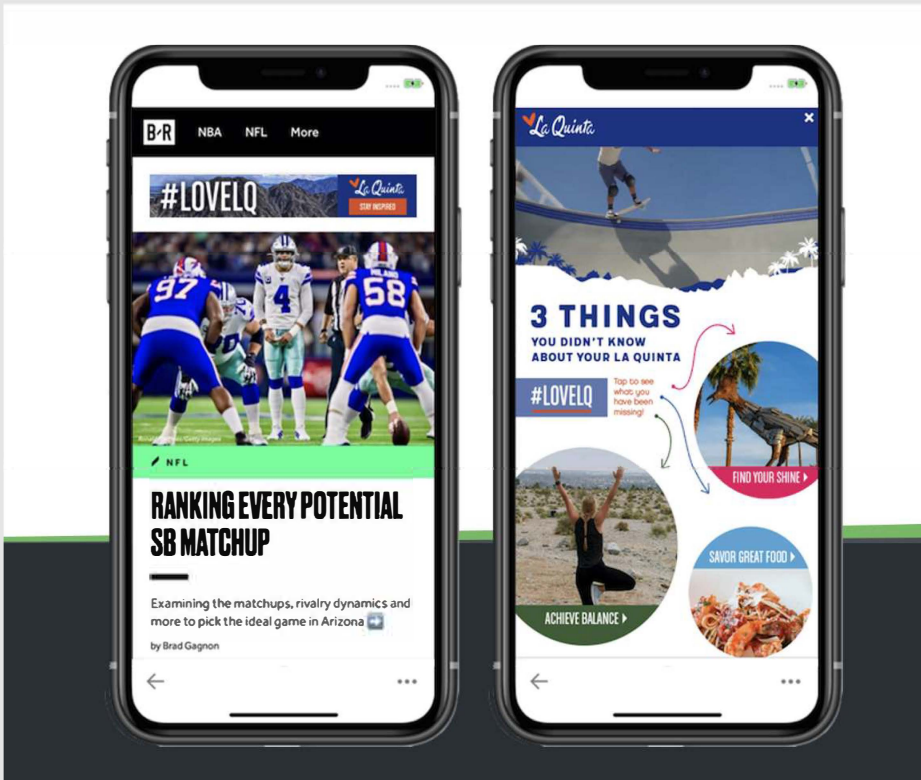
- Palm Springs Airport
- Lamar Digital Billboards

Radio Campaigns

- Recycle Ads
- SB 1383 Ads



Digital Ads: Mobile Fuse



Digital Marketing

Tourism Digital Campaigns

CLICK HERE to Return to Agenda



La Quinta
CALIFORNIA

Event / Misc. Promotion

CONCERTS IN THE PARK
La Quinta

Musical Guest
THE BEATUNES

SATURDAY, MARCH 18 | 6:30PM - 8:30PM
AT SILVERROCK PARK

La Quinta
GEM of the DESERT

PLAYINLAQUINTA.COM

**2023
Community
Workshop**

Save the Date

Wednesday, February 15
5-7 PM
La Quinta Wellness Center
78450 Avenida La Fonda

La Quinta
GEM of the DESERT

MISSION LQ: ROCKET LAUNCH IS BACK!

MISSION LQ
ROCKET LAUNCH

Saturday, March 11 | 8:00 AM - 10:00 AM | Monticello Park
This event is FREE and fun for ages six and up.

**HOUSEHOLD
HAZARDOUS
WASTE
EVENT**

La Quinta
GEM of the DESERT
Recycling Makes La Quinta Better

For a list of acceptable items to bring, go to
LAQUINTACA.GOV

Open to the residents of La Quinta

Date: Saturday, February 25, 2023
Time: 9 AM - 2 PM
(Or until capacity is reached)

Location: La Quinta City Hall
(South Side Parking Lot)

Social Media Campaign

Facebook/Twitter/NextDoor/Instagram

- City Council Meeting
- Reduce Police/Fire False Alarms
- Road Improvements / Traffic Alerts
- GO Request App
- Landscape Renovations
- The Gem
- Dog Park Etiquette
- Concerts in the Park
- Community Workshop
- Quail Mail 2.0 Sign Up
- Art on Main Street
- City Events
- #LOVELQ Shop Small Shop Local
- Library/Creation Station Services
- Museum Exhibits
- Flag Repository
- Wellness Center Services
- Art in Public Places
- Recycling/Composting
- New Business Shout Outs
- STVR Hotline
- City Hall Digital Services
- Bicycle Laws + Safety Tips
- SB 1383 Updates
- La Quinta Art Celebration

City of La Quinta - Government
Published by Sprout Social · March 23 at 9:01 AM · 🌐

Come to Art on Main Street and meet artists selling their paintings, jewelry, photography, mixed media, sculptures, textiles and more amidst Old Town La Quinta's charming shops and cafes. Live music. Free admission and parking. Sponsored by the City of La Quinta.




ART ON MAIN STREET
OLDTOWNLAQUINTA.COM
La Quinta
GEM of the DESERT

See insights and ads Boost post

👍 11 3 shares

City of La Quinta - Government
Published by Sprout Social · March 31 at 10:00 AM · 🌐

Come out to SilverRock Park on Saturday, April 1, from 8 to 10 a.m. for Fly Over LQ: A Kite Experience! Fun for the entire family and free for all ages. For more information please visit <https://www.playinlaquinta.com/.../fly-over-lq-a-kite.../>



Fly Over LQ
A KITE EXPERIENCE
Saturday, April 1 | 8 AM - 10 AM
At SilverRock Park
La Quinta

See insights and ads Boost post

👍 5 4 shares

👍 Like Comment Share

Write a comment...

City of La Quinta - Government
Published by Sprout Social · February 17 · 🌐

Here are some educational facts on recycling from Burretec



RECYCLE THIS!
¡RECICLAR ESTOS!

- PAPER PAPEL**
Newspapers, Magazines, Junk Mail & Office Paper
Flattened Cardboard
Cereal & Cereal Boxes
Milk, Juice & Soup Cartons
- NO TISSUES/NAPKINS**
- PLASTIC PLASTICO**
Plastic Bottles & Containers Only
Check the bottom of your container to ensure it has a recycle symbol.
- NO PLASTIC BAGS OR WRAP**
- GLASS VIDRIO**
Glass Bottles/Jars (colored & clear)
- NO WINDOWS, CERAMICS, DISHES OR DRINKING GLASSES**
- METAL**
Tin & Aluminum
Batteries/Cans
NO FOOD COVERED ALUMINUM FOIL

HOW TO PREPARE YOUR RECYCLABLES:

- Recyclables should be clean, dry and empty.
- Include only listed items. Unsure? Please contact Burretec.
- Recyclables should be loose. Do not bag.

BURRETEC
"We'll Take Care Of It"
Need Help? We're Here!
(760) 340-2113 | www.burretec.com

See insights and ads Boost post

City of La Quinta - Government
Published by Sprout Social · March 8 at 11:31 AM · 🌐

The GEM Magazine March issue is now available!
<https://www.playinlaquinta.com/the-gem/>
In this issue:
- Art Celebration
- New Restaurants... See more




DID YOU KNOW?
THE GEM MAGAZINE IS AVAILABLE ONLINE

CLICK THE LINK TO VIEW

See insights and ads Boost post

City of La Quinta - Government
Published by Sprout Social · February 28 · 🌐

La Quinta residents can now drop-off worn and tattered U.S. flags at City Hall! There is a new flag drop box located just past the City Hall main entrance in the South Parking Lot. The box artwork was designed by our local Scouts BSA Troop 451. For more information about the flag drop box and how to properly respect, display, fold, and retire the U.S. Flag, please visit <http://www.laquintaca.gov/Flag>.



La Quinta residents can now drop-off worn and tattered U.S. flags at City Hall! There is a new flag drop box located just past the City Hall main entrance in the South Parking Lot.

For more information please visit <http://www.laquintaca.gov/Flag>.

See insights and ads Boost post

City of La Quinta - Government
Published by Sprout Social · January 23 · 🌐

The City of La Quinta is hard at work improving the streets in our beautiful Gem of the Desert. Here is a list of a few that have been completed, are in the works, and are coming up. We ask for patience if you are traveling in the construction areas and we will make sure to keep you updated of any temporary road closures. Stay in the know on all things City of La Quinta by subscribing to Quail Mail 2.0 to be notified either by text or email. www.laquintaca.gov/quailmail



City of La Quinta Upcoming Road Improvement Projects

- DECEMBER 2022 - COMPLETE**
JEFFERSON STREET AT HIGHWAY 111
In collaboration with the City of Indio, roadway rehabilitation improvements at the intersection of Highway 111 and Jefferson Street will begin after Ironman.
- DECEMBER 2022 - COMPLETE**
MOON RIVER DRIVE PAVEMENT REHABILITATION
Rehabilitation of the roadway on Moon River Drive to the DSUSD right of way will be completed during the school winter break.
- FEBRUARY - MARCH 2023**
JEFFERSON STREET & LIBBY SEAL IMPROVEMENTS
In collaboration with the City of Indio, a slurry seal of the entire La Quinta limits of Jefferson Street will be completed in Spring 2023.
- MAY 2023**
AVENUE 50 & AVENUE 52 PAVEMENT REHABILITATION
Prior to the festival season, rehabilitation of both Avenue 50 between Washington Street and Eisenhower Drive, and Avenue 52 between Madison Street and Monroe Street will be completed.
- MAY 2023**
FRED WARING DRIVE PAVEMENT REHABILITATION
Rehabilitation of Fred Waring Drive between Washington Street and Adams Street will be completed in Summer of 2023.
- MAY - JUNE 2023**
PMP SLURRY SEAL IMPROVEMENTS
As part of the 5-Year Pavement Management Plan, slurry seal in the core and Village areas will be completed in May/June 2023.
- JULY-SEPT 2023**
HIGHWAY 111 PAVEMENT REHABILITATION
In Summer 2023, rehabilitation of Highway 111 between Washington Street and Jefferson Street will be completed.
- FALL 2023**
DUNE PALMS ROAD PAVEMENT REHABILITATION
In Fall 2023, rehabilitation of Dune Palms Road between Fred Waring Drive and Mills Avenue will be completed.

See insights and ads Boost post

Boosted Campaigns

CLICK HERE to Return to Agenda

- Keep Dogs On A Leash in Public
- GoRequest App
- Pillars Nominations
- Summer Golf Tour Sign Ups
- Traffic Alerts
- Shop Small Shop Local
- Dune Palms Bridge Project

NOMINATIONS ARE NOW OPEN FOR

ATHLETES, ARTISTS AND PILLARS OF THE COMMUNITY

La Quinta
— GEM OF THE DESERT —

La Quinta
Summer Golf Experience

La Quinta Summer Golf Experience
Enjoy 13 weeks of golf at some of the finest courses in the Coachella Valley!

Both a mens and a womens division will be featured, Finalists receive awards at the golf tour banquet.

Early Bird April 10 - May 7 | \$45
After May 7 | \$60

City of La Quinta - Government
Published by Marcie Saenz Graham · March 24 at 2:10 PM

Dune Palms Road is ready to open next week, weather permitting.
Water has been flowing over the road this week and will likely start again later next week if the expected storm comes through.
When the road opens, vehicles will be using the bypass road on the west side of the project while construction starts on the east side.... See more

DUNE PALMS BRIDGE IMPROVEMENT PROJECT

WEATHER PERMITTING

The road is expected to **OPEN** on March 27 at 7 a.m.
Delays may occur, site conditions will be monitored. Inclement weather is expected upstream which may impact the opening of Dune Palms Road.

STAY INFORMED
Visit: www.laquintaca.gov/dunepalms to sign up for text or email updates.
Call: (760) 422-3370 Email: info@dunepalms.com

City of La Quinta - Government
Published by Marcie Saenz Graham · March 24 at 10:59 AM

Road Work Update for March 24, 2023
Please be advised of the updated Jefferson St. and Dune Palms Rd. Bridge roadwork information.
We appreciate your patience during this time while we continue to enhance our Gem of the Desert.

TRAFFIC ALERT

Please be aware of the following road projects being conducted by the City of Indio and the City of La Quinta. These dates are estimates and based on coordination with the City of Indio and their milestone completion.

- Saturday, March 25: Jefferson St. at Fred Waring to Dunbar - Center lanes in both directions will be closed. Flashing red lights at Fred Waring, Dunbar Ave, Ave. 48, and Ave. 49.
- Sunday, March 26: Jefferson St. at Westward Ho to Dunbar - Flashing red lights at Westward Ho, Pebble Beach/Augusta, Miles Ave., Fred Waring Dr. & Dunbar Ave.
- Monday, March 27: Jefferson St. at Westward Ho to Dunbar - Flashing red lights at Westward Ho, Miles Ave, Fred Waring Dr., and Dunbar Ave
- Dune Palms Rd. Bridge is scheduled to re-open on Monday, March 27 pending the weather.

We understand the impact that these projects have on the traffic traveling through these areas. If possible please use alternate routes and allow for the extra time to travel.

Expanded Marketing Efforts

La Quinta
GEM OF THE DESERT

Dune Palms Mobile Home Estates Residents

The City of La Quinta invites all residents to meet regarding upcoming improvements to be made at the Dune Palms Mobile Home Park and listen to resident questions and feedback. We look forward to speaking with you!

Thursday, February 16 | 5pm - 6pm

Located at the La Quinta High School theater. (see map below)



TRAFFIC ALERT

SLURRY SEAL PROJECT

Jefferson Street Slurry Seal Project
March 6 - 24, 2023
Monday - Friday, 7 am to 5 pm

STREET PAVING | LANE CLOSURES

CITY OF INDIO & CITY OF LA QUINTA

SILVERROCK RESORT

YOU CAN NOW GET YOUR SILVERROCK RESORT RESIDENT CARD

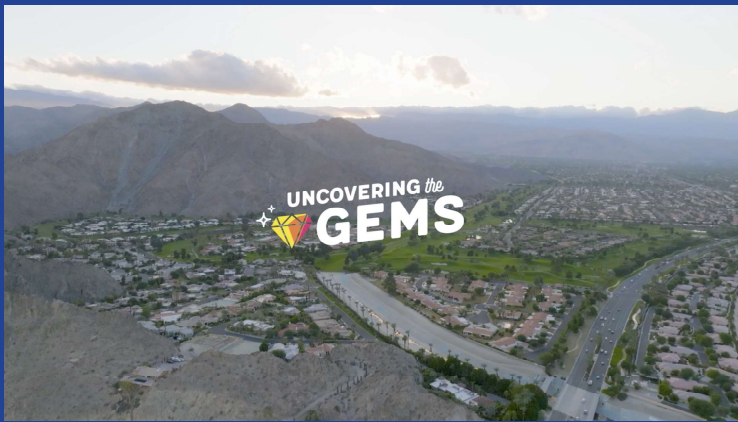
AT THE WELLNESS CENTER BEGINNING JANUARY 23

Cards may be purchased on Mondays, Wednesdays, and Fridays from 10:00 am to 3:00 pm and the first Saturday of each month (November-April only) from 8:00 am to 12:00 pm. Cost of the card is \$150 (good for 3 years).
For more information please call (760) 564-0096

La Quinta CALIFORNIA



"Uncovering the Gems" Video Series



LAURA GREEN
LAURA GREEN PHOTOGRAPHY



HEIDI MCARTHUR
JADABUGS KIDS BOUTIQUE



BRYAN NEWMAN
PEDEGO ELECTRIC BIKES



CHRIS GEORGE
LA QUINTA RESORT



JODIE SMITH
CALROSINA TEA & CHOCOLATE

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FINANCIAL ADVISORY COMMISSION
SPECIAL MEETING
MINUTES
THURSDAY, FEBRUARY 2, 2023

CALL TO ORDER

A special meeting of the La Quinta Financial Advisory Commission (Commission) was called to order at 4:00 p.m. by Chair Mills.

PRESENT: Commissioners Anderson, Dorsey, Mast, Way, and Chair Mills
ABSENT: Commissioners Luetjohann and Batavick

STAFF PRESENT: Finance Director Martinez, Financial Services Analyst Hallick, Account Technician Batuta, and Management Assistant Delgado

PLEDGE OF ALLEGIANCE

Commissioner Anderson led the audience in the Pledge of Allegiance.

PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA – None

CONFIRMATION OF AGENDA – Confirmed

ANNOUNCEMENTS, PRESENTATIONS, AND WRITTEN COMMUNICATIONS – None

CONSENT CALENDAR ITEMS

1. **APPROVE SPECIAL MEETING MINUTES DATED DECEMBER 14, 2022**
2. **RECEIVE AND FILE REVENUE AND EXPENDITURE REPORT DATED OCTOBER 31, 2022**
3. **RECEIVE AND FILE REVENUE AND EXPENDITURE REPORT DATED NOVEMBER 30, 2022**

Motion – A motion was made and seconded by Commissioners Dorsey/Anderson to approve the Consent Calendar as submitted. Motion passed: ayes – 5, noes – 0, abstain – 0, absent – 2 (Luetjohann and Batavick).

BUSINESS SESSION

1. **DISCUSS AND APPROVE THE CHANGE FOR THE FINANCIAL ADVISORY COMMISSION'S REGULAR QUARTERLY MEETING START TIME FROM 4:00 P.M. TO 3:00 P.M.**

Finance Director Martinez presented the staff report, which is on file in the Finance Department.

The Commission inquired about changing meeting day as well. Staff said this item can be brought forth to the Commission for further discussion and consideration at a future meeting to include the change of day. The Commission concurred.

The Commission reached a consensus to table this item for a future date when both, the change of date and time, for regular Commission meetings can be considered.

2. RECEIVE AND FILE FISCAL YEAR 2021/22 GENERAL FUND YEAR-END BUDGET REPORT AND APPROVE THE AMENDED BUDGET CARRYOVERS

Finance Director Martinez presented the staff report, which is on file in the Finance Department.

The Commission and staff discussed general fund tax revenues and capital improvement project carryovers for Measure G shown on Exhibit C of staff report.

Motion – A motion was made and seconded by Commissioners Way/Dorsey to receive and file fiscal year 2021/22 General Fund year-end budget report. Motion passed: ayes – 5, noes – 0, abstain – 0, absent – 2 (Luettjohann and Batavick).

3. REVIEW RESERVE ANALYSIS REPORT AND GENERAL FUND BALANCE AND RESERVES POLICY AND APPROVE TO RECOMMEND FOR CITY COUNCIL CONSIDERATION

Financial Services Analyst Hallick presented the staff report, which is on file in the Finance Department.

Chair Mills thanked the Reserves Policy Analysis Report (Report) subcommittee and staff for their work on the Report.

The Commission and staff discussed the uses and projected balance for unassigned reserves. Commissioner Anderson, who was on the subcommittee, shared the review process for the Report.

Chair Mills asked if the Report would be submitted to the Government of Finance Officers (GFOA) agency for their Exceptionally Well Executed Best Practice Program (Program) as submitted in 2018. Financial Services Analyst Hallick said that staff would check with the GFOA to see if the Report can be submitted for the Program again.

Motion – A motion was made and seconded by Commissioners Dorsey/Anderson to recommend the Reserve Analysis report and General Fund Balance and Reserves policy for City Council consideration. Motion passed: ayes – 5, noes – 0, abstain – 0, absent – 2 (Luettjohann and Batavick).

4. APPROVE THE FINANCIAL ADVISORY COMMISSION SUBCOMMITTEE RECOMMENDATIONS ON OUTSTANDING PENSION OBLIGATIONS FOR CITY COUNCIL CONSIDERATION

Financial Services Analyst Hallick presented the staff report, which is on file in the Finance Department.

Financial Services Analyst Hallick thanked Commissioners Dorsey and Anderson for their assistance on the Commission Subcommittee (Subcommittee) for the City's unfunded pension liability. Mrs. Hallick provided and explained to the Commission a listing of an estimated actuarial report for additional discretionary payments to the City's unfunded pension liability (Handout 1).

The Commission and staff discussed the Subcommittee recommendations for additional payments to the City's unfunded pension liability.

Motion – A motion was made and seconded by Commissioners Way/Dorsey to approve the Financial Advisory Commission subcommittee recommendations on outstanding pension obligations for City Council consideration. Motion passed: ayes – 5, noes – 0, abstain – 0, absent – 2 (Luettjohann and Batavick).

Staff mentioned that the Subcommittees recommendations for the City's unfunded pension liability would be presented for Council consideration at the regular meeting on February 21, 2023. Chair Mills encouraged commissioners to attend the Council meeting if they are able to do so.

STUDY SESSION – None

DEPARTMENTAL REPORTS

All reports are on file in the Finance Department.

1. FINANCE DEPARTMENT CURRENT AND FUTURE INITIATIVES

Finance Director Martinez presented the staff report, which is on file in the Finance Department.

The Commission and staff discussed items listed on the agenda for the City's 2023 Community Workshop scheduled for February 15. Chair Mills asked if a date was set to review of the City's Annual Comprehensive Financial Report (ACFR) for a better understanding. Finance Director Martinez said that once the fiscal year 2021/22 ACFR was finalized, tentative dates will be sent to the Commission.

2. THIRD QUARTER 2022 (JULY-SEPTEMBER) SALES TAX UPDATE FOR THE CITY OF LA QUINTA

Financial Services Analyst Hallick presented the staff report, which is on file in the Finance Department.

The Commission and staff discussed the sales tax totals in comparison with 2019 pre-pandemic totals and the year-to-date sales tax collection percentages shown in the chart on last page of the staff report.

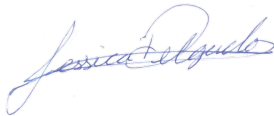
COMMISSIONERS' ITEMS

Commissioner Way asked if the Commissioners should rotate attending Council Meetings in case any questions from Council should arise for the Commission. Chair Mills encouraged all commissioners to attend Council meetings when possible.

ADJOURNMENT

There being no further business, it was moved by Commissioner Dorsey/Anderson to adjourn this meeting at 5:34 p.m. Motion passed: ayes – 5, noes – 0, abstain – 0, absent – 2 (Luettjohann and Batavick).

Respectfully submitted,



Jessica Delgado, Management Assistant
City of La Quinta, California