



## **EXECUTIVE COMMITTEE AGENDA**

**MONDAY, April 24, 2023  
4:30 p.m.**

**CVAG Conference Room  
73-710 Fred Waring Drive, Suite 119  
Palm Desert, CA 92260**

**Members of the Committee and the public may attend and participate by video  
at the following remote location:**

**Capital Hilton  
1001 16<sup>th</sup> Street Northwest  
Washington, DC 20036**

Public Comment is encouraged to be emailed to the Executive Committee prior to the Meeting at [cvag@cvag.org](mailto:cvag@cvag.org) by 5:00 p.m. on the day prior to the committee meeting. Comments intended to be read aloud should be no more than 300 characters.

**THIS MEETING IS HANDICAPPED ACCESSIBLE.  
ACTION MAY RESULT ON ANY ITEMS ON THIS AGENDA.**

1. **CALL TO ORDER** – Chair Steven Hernandez, Mayor, City of Coachella

2. **ROLL CALL**

A. **Member Roster**

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3. **PLEDGE OF ALLEGIANCE**

4. **AGENDA MODIFICATIONS (IF ANY)**

5. **PUBLIC COMMENTS ON AGENDA ITEMS**

This is the time and place for members of the public to address the Executive Committee on agenda items. At the discretion of the Chair, comments may be taken at the time items are presented. Please limit comments to three (3) minutes.

6. **CHAIR / EXECUTIVE DIRECTOR ANNOUNCEMENTS**

7. **CONSENT CALENDAR**

A. **Approve the February 26, 2023 Executive Committee Meeting Minutes**

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B. **Approve the appointment of regional representatives to Southern California Association of Governments' policy committees and name Desert Hot Springs Councilmember Russell Betts to the Transportation Committee, Coachella Councilmember Stephanie Virgen to the Energy and Environment Committee and Indio Councilmember Waymond Fermon to the Community, Economic and Human Development Committee**

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C. **Appoint Rancho Mirage Councilmember Ted Weill to fill an immediate vacancy on the Finance Committee and appoint Blythe Interim City Manager Mallory Crecelius to the Finance Committee effective July 1, 2023, with both terms extending through June 30, 2026**

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D. **Receive and file the quarterly report for the CV Housing First program, representing clients served in the first quarter of 2023**

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E. **Adopt a 7.4-percent increase in Transportation Uniform Mitigation Fee (TUMF) rates to take effect January 1, 2024, and update the TUMF Handbook to reflect the revised fee upon its effective date**

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F. **Approve Resolution 2023-01 authorizing grant applications for tire and oil recycling programs through 2028**

P23

- G. Authorize the Executive Director, in consultation with the CVAG Chair, to execute the contracts necessary to host an in-person dinner event for the 2023 CVAG General Assembly** **P26**
- 7.1 ITEM(S) HELD OVER FROM CONSENT CALENDAR**
- 8. DISCUSSION / ACTION**
- A. Update on the Looming Closure of Chuckawalla Valley State Prison – Blythe Vice Mayor Johnny Rodriguez and Interim City Manager Mallory Crecelius** **P27**
- Recommendation:** Information
- B. Contract for Phase I of Enterprise Resource Planning (ERP) Selection Process – Claude Kilgore** **P31**
- Recommendation:** Authorize the Executive Director to execute a services contract with BerryDunn for a total not-to-exceed amount of \$146,850, including a 10% contingency, Phase I of the Enterprise Resource Planning selection services, and authorize the Executive Director and/or Legal Counsel to make clarifying changes to the contract before execution
- C. Local Agency Technical Assistance Grant for Broadband Master Plan – Emmanuel Martinez** **P59**
- Recommendation:** Authorize the Executive Director to take the necessary actions to accept \$978,460 to conduct a Coachella Valley Broadband Strategic Plan, including executing the necessary grant agreement with the California Public Utilities Commission’s Local Agency Technical Assistance grant program
- D. Improvements on Avenue 50 as part of CV Sync- Phase II – Eric Cowle** **P61**
- Recommendation:** Authorize the Executive Director to
1. Execute a contract adjustment with Crosstown Electrical & Data, Inc., for a not-to-exceed amount \$5,630,464.50 to authorize construction of Bid Alternate A3 – Avenue 50 for Phase II of CV Sync, and authorize the Executive Director and/or Legal Counsel to make clarifying changes to the contract before execution; and
  2. Work with the Riverside County Transportation Commission to allocate Congestion Management and Air Quality (CMAQ) funds to Bid Alternative A3 of Phase II of CV Sync
- 9. INFORMATION**
- a) Executive Committee Attendance **P64**
- b) Status of I-10 Interchange Projects **P65**
- c) CVAG Regional Arterial Program – Project Status Report **P66**
- d) Bicycle/Pedestrian Safety Program – Project Status Report **P67**

- e) Regional Efforts to Expand Urban Tree Planting and Increase Shade P68
- f) Imperial Irrigation District (IID) Governance and Electricity Services Study P71
- g) Update on Inland Regional Energy Network Actions and Program Rollout P73
- h) Update on Property Assessed Clean Energy (PACE) program P76
- i) SB 821 Call for Projects P79
- j) Expansion of Commuter & Motorist Assistance Program to the Coachella Valley P80
- k) Member jurisdictions' contributions to CV Housing First P83
- l) Update on Palm Springs Navigation Center P85
- m) Landlord incentive program for increasing available units P88

**10. LEGISLATIVE ITEMS –**

- a) Update from the League of California Cities – Erin Sasse
- b) Update on CVAG's federal and state lobbying efforts – Emmanuel Martinez

**11. PUBLIC COMMENTS ON NON-AGENDA ITEMS**

This is the time and place for members of the public to address the Executive Committee on items of general interest within the purview of this committee. Please limit comments to two (2) minutes.

**12. ANNOUNCEMENTS**

The next meeting of the **Executive Committee** will be held on Monday, June 5 at 4:30 p.m. at the CVAG conference room, 73-710 Fred Waring Drive, Suite 119, Palm Desert, 92260.

**13. ADJOURNMENT**

**ITEM 2A****EXECUTIVE COMMITTEE  
2022-2023 ROSTER**

<b>Jurisdiction</b>	<b>Members</b>
City of Palm Springs, <b>Past Chair</b>	<b>Grace Garner</b> Mayor
City of Indio	<b>Oscar Ortiz</b> Mayor
Twenty-Nine Palms Band of Mission Indians	<b>Darrell Mike</b> Tribal Chair
Torres Martinez Desert Cahuilla Indians	<b>Joseph Mirelez</b> Tribal Vice Chair
Cabazon Band of Cahuilla Indians	<b>Brenda Soulliere</b> Tribal Member
Agua Caliente Band of Cahuilla Indians	<b>Reid Milanovich</b> Chairman
City of Indian Wells	<b>Donna Griffith</b> Mayor
City of Cathedral City	<b>Rita Lamb</b> Mayor
City of Palm Desert	<b>Kathleen Kelly</b> Mayor
City of La Quinta	<b>Linda Evans</b> Mayor
City of Blythe	<b>Joseph DeConinck</b> Mayor
County of Riverside	<b>Kevin Jeffries</b> , 1st District Supervisor <b>Karen Spiegel</b> , 2 <sup>nd</sup> District Supervisor <b>Chuck Washington</b> , 3 <sup>rd</sup> District Supervisor <b>V. Manuel Perez</b> , 4 <sup>th</sup> District Supervisor <b>Yxstian Guterrez</b> , 5 <sup>th</sup> District Supervisor
City of Rancho Mirage	<b>Ted Weill</b> Councilmember
City of Desert Hot Springs, <b>Vice Chair</b>	<b>Scott Matas</b> Mayor
City of Coachella, <b>Chair</b>	<b>Steven Hernandez</b> Mayor

**ITEM 7A**

**EXECUTIVE COMMITTEE  
MINUTES OF MEETING  
FEBRUARY 27, 2023**



The audio file for this committee meeting can be found at: <http://www.cvag.org/audio.htm>  
Any handouts distributed during the meeting will be placed in the meeting file.

**1. CALL TO ORDER**

The Executive Committee meeting was called to order by Chair Steven Hernandez, Mayor, City of Coachella, at 4:30 p.m. via a Zoom webinar, which was pursuant to Assembly Bill 361 and the findings made by CVAG, this meeting will only be conducted via video/teleconferencing.

**2. ROLL CALL**

A roll call was taken, and it was determined that a quorum was present. Those in attendance were as follows:

**MEMBERS PRESENT**

Mayor Pro Tem Jeffrey Bernstein  
Councilmember Waymond Fermon  
Tribal Member Brenda Soulliere  
Tribal Vice Chair Joseph Mirelez  
Mayor Donna Griffith  
Mayor Rita Lamb  
Councilmember Kathleen Kelly  
Mayor Linda Evans  
Mayor Joseph DeConinck  
Supervisor V. Manuel Perez  
Councilmember Ted Weill  
Mayor Scott Matas  
Mayor Steven Hernandez

**AGENCY**

City of Palm Springs  
City of Indio  
Cabazon Band of Mission Indians  
Torres Martinez Desert Cahuilla Indians (*Arrived at Item 8B*)  
City of Indian Wells  
City of Cathedral City  
City of Palm Desert  
City of La Quinta  
City of Blythe  
County of Riverside 4<sup>th</sup> District (*Arrived at Item 5*)  
City of Rancho Mirage  
City of Desert Hot Springs  
City of Coachella

**MEMBERS NOT PRESENT**

Tribal Chair Darrell Mike  
Tribal Chair Reid Milanovich  
Supervisor Kevin Jeffries  
Supervisor Karen Spiegel  
Supervisor Chuck Washington  
Supervisor Yxstian Guterrez

**AGENCY**

Twenty-Nine Palms Band of Mission Indians  
Agua Caliente Band of Cahuilla Indians  
County of Riverside 1<sup>st</sup> District  
County of Riverside 2<sup>nd</sup> District  
County of Riverside 3<sup>rd</sup> District  
County of Riverside 5<sup>th</sup> District

**3. PLEDGE OF ALLEGIANCE**

Mayor Joseph DeConinck led the Executive Committee in the Pledge of Allegiance.

**4. AGENDA MODIFICATIONS (IF ANY)**

None.

**5. PUBLIC COMMENTS ON AGENDA ITEMS**

None.

**6. CHAIR / EXECUTIVE DIRECTOR ANNOUNCEMENTS**

Executive Director Tom Kirk noted this was CVAG’s 50<sup>th</sup> anniversary. He announced that CVAG was moving this week into a new office location at Highway 111 and El Paseo in the City of Palm Desert. Mr. Kirk noted that this would likely be the final virtual meeting and in-person meetings will be resuming back at Parkview building.

Chair Hernandez welcomed the members who are new to the Executive Committee.

**7. CONSENT CALENDAR**

**IT WAS MOVED BY COUNCILMEMBER KELLY AND SECONDED BY MAYOR EVANS TO APPROVE THE CONSENT CALENDAR.**

- A. Approve the December 5, 2022 Executive Committee Meeting Minutes**
- B. Reaffirm that findings still exist, pursuant to Assembly Bill 361, and authorize continuation of remote teleconference/virtual meetings of CVAG committees**
- C. Approve CVAG’s existing Investment Policy as CVAG Policy No. 23-01**
- D. Authorize the CVAG Chair and Executive Director to execute a Memorandum of Understanding with Riverside County Transportation Commission (RCTC) in order to ensure fair distribution of current and future funding sources**
- E. Authorize the Executive Director to execute Amendment No. 1 to the Memorandum of Understanding with the Imperial Irrigation District, extending the term until December 31, 2023 with an option to extend for an additional year, to assist its Coachella Valley Energy Commission and to help achieve a local collaborative governance and electrical service solution post-2033**
- F. Endorse a regional urban tree planting and shade initiative to increase shading, build climate resilience and reduce the impacts of increased heat**

**THE MOTION TO CARRIED WITH 12 AYES AND 7 MEMBERS ABSENT.**

<b>MAYOR PRO TEM BERNSTEIN</b>	<b>AYE</b>
<b>COUNCILMEMBER FERMON</b>	<b>AYE</b>
<b>TRIBAL CHAIR MIKE</b>	<b>ABSENT</b>
<b>TRIBAL VICE CHAIR MIRELEZ</b>	<b>ABSENT</b>
<b>TRIBAL COUNCILMEMBER SOULLIERE</b>	<b>AYE</b>
<b>TRIBAL CHAIR MILANOVICH</b>	<b>ABSENT</b>
<b>MAYOR GRIFFITH</b>	<b>AYE</b>
<b>MAYOR LAMB</b>	<b>AYE</b>
<b>COUNCILMEMBER KELLY</b>	<b>AYE</b>
<b>MAYOR EVANS</b>	<b>AYE</b>

MAYOR DECONINCK	AYE
SUPERVISOR JEFFRIES	ABSENT
SUPERVISOR SPIEGEL	ABSENT
SUPERVISOR WASHINGTON	ABSENT
SUPERVISOR PEREZ	AYE
SUPERVISOR GUITERREZ	ABSENT
COUNCILMEMBER WEILL	AYE
MAYOR MATAS	AYE
MAYOR HERNANDEZ	AYE

**7.1 ITEM(S) HELD OVER FROM CONSENT CALENDAR**

None.

**8. DISCUSSION / ACTION**

**A. CVAG's Audit for Fiscal Year 2021/22 and Related Reports – Claude Kilgore**

Claude Kilgore, Director of Finance and Administration, provided an overview and introduced Shannon Ayala of Davis Farr to present the audit and unmodified opinion.

Member discussion ensued, with members noting how a new financial system would bring continued improvements.

**IT WAS MOVED BY MAYOR EVANS AND SECONDED BY COUNCILMEMBER WEILL TO RECEIVE AND FILE THE AUDITED FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED JUNE 30, 2022, REPORT ON INTERNAL CONTROLS OVER FINANCIAL REPORTING, AND THE AUDITOR'S COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE, AND THE SINGLE AUDIT ON FEDERAL AWARDS**

**THE MOTION TO CARRIED WITH 12 AYES AND 7 MEMBERS ABSENT.**

MAYOR PRO TEM BERNSTEIN	AYE
COUNCILMEMBER FERMON	AYE
TRIBAL CHAIR MIKE	ABSENT
TRIBAL VICE CHAIR MIRELEZ	ABSENT
TRIBAL COUNCILMEMBER SOULLIERE	AYE
TRIBAL CHAIR MILANOVICH	ABSENT
MAYOR GRIFFITH	AYE
MAYOR LAMB	AYE
COUNCILMEMBER KELLY	AYE
MAYOR EVANS	AYE
MAYOR DECONINCK	AYE
SUPERVISOR JEFFRIES	ABSENT
SUPERVISOR SPIEGEL	ABSENT
SUPERVISOR WASHINGTON	ABSENT
SUPERVISOR PEREZ	AYE
SUPERVISOR GUITERREZ	ABSENT
COUNCILMEMBER WEILL	AYE
MAYOR MATAS	AYE
MAYOR HERNANDEZ	AYE



**B. Update on the Looming Closure of Chuckawalla Valley State Prison – Erica Felci**

Councilmember Fermon recused himself from this item due to a conflict of interest with his job.

Assistant Executive Director Erica Felci presented the staff report and update on the Public Safety Committee’s recommendation. Mayor DeConinck provided an update on the City of Blythe’s efforts. Supervisor Perez also noted that the County was working with the City on trying to stop the closure or mitigate the effects.

Member discussion ensued.

**IT WAS MOVED BY MAYOR DECONINCK AND SECONDED BY SUPERVISOR PEREZ TO DIRECT THE EXECUTIVE DIRECTOR TO ASSIST THE CITY OF BLYTHE IN ITS REQUEST TO REEXAMINE AND RECONSIDER THE CLOSURE OF CHUCKAWALLA VALLEY STATE PRISON AND, IF THAT CLOSURE APPEARS TO MOVE FORWARD, THAT CVAG ADVOCATE FOR THE REPURPOSING OF THE FACILITY AND MEANINGFUL MITIGATION MEASURES**

**THE MOTION TO CARRIED WITH 12 AYES, 6 MEMBERS ABSENT AND 1 MEMBER RECUSED.**

MAYOR PRO TEM BERNSTEIN	AYE
COUNCILMEMBER FERMON	RECUSED
TRIBAL CHAIR MIKE	ABSENT
TRIBAL VICE CHAIR MIRELEZ	AYE
TRIBAL COUNCILMEMBER SOULLIERE	AYE
TRIBAL CHAIR MILANOVICH	ABSENT
MAYOR GRIFFITH	AYE
MAYOR LAMB	AYE
COUNCILMEMBER KELLY	AYE
MAYOR EVANS	AYE
MAYOR DECONINCK	AYE
SUPERVISOR JEFFRIES	ABSENT
SUPERVISOR SPIEGEL	ABSENT
SUPERVISOR WASHINGTON	ABSENT
SUPERVISOR PEREZ	AYE
SUPERVISOR GUITERREZ	ABSENT
COUNCILMEMBER WEILL	AYE
MAYOR MATAS	AYE
MAYOR HERNANDEZ	AYE

**C. CV Housing First: 2022 Year in Review and 2023 Preview – Erica Felci and Ivan Tenorio**

Ms. Felci and Management Analyst Ivan Tenorio presented the staff report and outlined next steps for 2023.

Brief member discussion ensued. No vote was taken.

**D. Amendment to Advantec’s CV Sync – Phase II Contract to Provide for Construction Support Services – Eric Cowle**

Transportation Engineer Eric Cowle presented the staff report and an update on construction. Member discussion ensued.

**IT WAS MOVED BY MAYOR EVANS AND SECONDED BY COUNCILMEMBER FERMON TO AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE AMENDMENT NO. 4 WITH ADVANTEC CONSULTING ENGINEERS, INC. FOR AN AMOUNT NOT-TO-EXCEED \$1,000,000 FOR CONSTRUCTION SUPPORT SERVICES FOR THE CV SYNC PHASE II PROJECT AND EXTENDING THE CONTRACT END DATE TO MARCH 31, 2025**

**THE MOTION TO CARRIED WITH 13 AYES AND 6 MEMBERS ABSENT.**

MAYOR PRO TEM BERNSTEIN	AYE
COUNCILMEMBER FERMON	AYE
TRIBAL CHAIR MIKE	ABSENT
TRIBAL VICE CHAIR MIRELEZ	AYE
TRIBAL COUNCILMEMBER SOULLIERE	AYE
TRIBAL CHAIR MILANOVICH	ABSENT
MAYOR GRIFFITH	AYE
MAYOR LAMB	AYE
COUNCILMEMBER KELLY	AYE
MAYOR EVANS	AYE
MAYOR DECONINCK	AYE
SUPERVISOR JEFFRIES	ABSENT
SUPERVISOR SPIEGEL	ABSENT
SUPERVISOR WASHINGTON	ABSENT
SUPERVISOR PEREZ	AYE
SUPERVISOR GUITERREZ	ABSENT
COUNCILMEMBER WEILL	AYE
MAYOR MATAS	AYE
MAYOR HERNANDEZ	AYE

**9. INFORMATION**

- a) Executive Committee Attendance
- b) CVAG Regional Arterial Program – Project Status Report
- c) Bicycle/Pedestrian Safety Program – Project Status Report
- d) Status of I-10 Interchange Projects
- e) Update on California Association of Councils of Governments
- f) REAP 2.0 County Transportation Commission Partnership Program Funding Opportunities
- g) State’s third-party agreement for Middle Mile Broadband in the Coachella Valley
- h) Electric Vehicle Charging Station Guidance

- i) Update on Inland Regional Energy Network Agreements, Programs, and Governance
- j) Update on Property Assessed Clean Energy (PACE) Program
- k) Update on Senate Bill 379 and Automated Solar Permitting
- l) California Public Utilities Commission NEM 3.0 and Net Billing Tariff Decision
- m) Heat Mitigation Opportunities
- n) Partnership with Inland Counties Legal Services
- o) Riverside County's Coordinated Response to Asylum Seekers
- p) Alan Seman Bus Pass Program 2022 Annual Report
- q) Update on the State's Community Assistance, Recovery and Empowerment (CARE) Court
- r) Selection of Enterprise Resource Planning (ERP) Software to upgrade CVAG's financial systems

These items were placed in the agenda packet for members' information.

**10. LEGISLATIVE ITEMS –**

- a) Update on Federal and State Advocacy Efforts – Emmanuel Martinez**
- b) Update from the League of California Cities – Erin Sasse**

Program Manager Emmanuel Martinez presented the staff report. Erin Sasse from the League of California Cities also provided an update on key bills being tracked.

**11. PUBLIC COMMENTS ON NON-AGENDA ITEMS**

None.

**12. ANNOUNCEMENTS**

The next meeting of the **Executive Committee** will be held on Monday, April 24, 2023, at 4:30 p.m. with additional meeting logistics to be announced.

**13. ADJOURNMENT – Chair Hernandez adjourned the meeting at 5:22 p.m.**

Respectfully submitted,

*Elysia Regalado, Management Analyst*

**ITEM 7B**

**Coachella Valley Association of Governments  
Executive Committee  
April 24, 2023**



**Subject:** Appointment of Regional Representative to SCAG Policy Committee

**Contact:** Emmanuel Martinez, Program Manager – External Affairs ([emartinez@cvaq.org](mailto:emartinez@cvaq.org))

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**Recommendation:** Approve the appointment of regional representatives to Southern California Association of Governments’ policy committees and name Desert Hot Springs Councilmember Russell Betts to the Transportation Committee, Coachella Councilmember Stephanie Virgen to the Energy and Environment Committee and Indio Councilmember Waymond Fermon to the Community, Economic and Human Development Committee

**Transportation Committee:** Nominated Desert Hot Springs Councilmember Russell Betts to SCAG’s Transportation Committee (Meeting of April 3)

**Energy & Environmental Resources Committee:** Nominated Coachella Councilmember Stephanie Virgen to SCAG’s Energy and Environment Committee (Meeting of April 13)

**Homelessness Committee:** Nominated Indio Councilmember Waymond Fermon to SCAG’s Community, Economic and Human Development Committee (Meeting of April 19)

**Background:** The Southern California Association of Governments (SCAG) is the nation's largest metropolitan planning organization (MPO), representing six counties, 191 cities and more than 19 million residents. SCAG's policy is set by the 86-member Regional Council, with CVAG member jurisdictions representing Regional Council Districts 2 and 66. CVAG appoints members to represent the region on SCAG’s policy committees: Community, Economic, and Human Development; Energy and Environment; and Transportation.

In 2019, the Executive Committee acknowledged that the appointments should be reviewed on occasion and established a two-year term for each of the committee representatives. As part of this review, CVAG staff requested nominations for SCAG representatives from CVAG’s Transportation, Energy & Environmental Resources and Homelessness Committees when each met in April.

CVAG’s Transportation Committee nominated Desert Hot Springs Councilmember Russell Betts to SCAG’s Transportation Committee. Councilmember Betts has been in the position since June 2020. The mission of SCAG’s Transportation Committee is “to study problems, programs and other matters which pertain to the regional issues of mobility, air quality, transportation control measures and communications, and make recommendations on such matters to the Regional Council” and includes within its purview the Regional Transportation Plan, Regional Transportation Improvement Program, Aviation, Highway, Transportation Finance, and Transportation Conformity.”

CVAG’s Energy & Environmental Resources Committee nominated Coachella Councilmember Stephanie Virgen to SCAG’s Energy and Environment Committee. The position had been held

since 2019 by Indio Mayor Oscar Ortiz, who left a sub-regional seat vacant when he was elevated to SCAG's Regional Council in 2022 and elected to continue to participate in SCAG's Energy and Environment Committee. The mission of SCAG's Energy and Environment Committee is to consider "environmental and energy issues of regional significance, including but not limited to air quality, water quality, solid and hazardous waste, habitat preservation, environmental justice, and environmental impact analysis."

CVAG's Homelessness Committee nominated Indio Councilmember Waymond Fermon to SCAG's Community, Economic and Human Development Committee. He has been serving in this position since 2021. The mission of SCAG's Community, Economic and Human Development Committee (CEHD) is to "study problems, programs and other matters which pertain to the regional issues of community, economic and human development and growth. This committee reviews projects, plans and programs of regional significance for consistency and conformity with applicable regional plans. The CEHD Committee has oversight of the Growth Visioning and Growth Forecasting processes, as well as the Regional Housing Needs Assessment, the Intergovernmental Review effort and the monitoring and analysis of the Regional Economy."

CVAG staff is recommending the Executive Committee appoint Councilmembers Betts, Virgen and Fermon to their respective SCAG committees. The appointment would be reconsidered in 2025, per CVAG's policy of reviewing SCAG appointments.

**Fiscal Analysis:** There is no financial impact to CVAG, and any per diems for these meetings are paid for by SCAG.

**ITEM 7C**

**Coachella Valley Association of Governments  
Executive Committee  
April 24, 2023**



**STAFF REPORT**

**Subject:** Finance Committee Member Rotation and Officer Selection

**Contact:** Tom Kirk, Executive Director ([tkirk@cvaq.org](mailto:tkirk@cvaq.org))

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**Recommendation:** Appoint Rancho Mirage Councilmember Ted Weill to fill an immediate vacancy on the Finance Committee and appoint Blythe Interim City Manager Mallory Crecelius to the Finance Committee effective July 1, 2023, with both terms extending through June 30, 2026

**Finance Committee:** Concurs (Meeting of February 27, 2023)

**Background:** The CVAG Executive Committee established an Audit Committee on April 30, 2018 that is made up of three city managers (or designees) and three Executive Committee members. The Audit Committee historically met prior to the start of audit fieldwork to suggest any particular review areas for the engagement as well as to review, receive, and file the independent auditor's report over the combined annual financial report. After CVAG transitioned its Technical Advisory Committee into an informal working group, the Audit Committee began to take on more financial oversight. In order to reflect these additional responsibilities, the CVAG Executive Committee in September 2019 renamed it the Finance Committee and formally expanded the committee's responsibilities.

At the Finance Committee meeting on February 20, 2020, CVAG staff sought direction from the Finance Committee on how to select members moving forward each fiscal year. The Committee recommended that the two longest serving members – one elected official and one city manager – should be rotated off on a yearly basis, which means that each member will serve for three years. This allows the Committee to retain working knowledge and work cohesively while gaining new input.

At the Finance Committee meeting on May 27, 2020, the Finance Committee discussed the rotation and decided on the following schedule based on the Committee's membership at that time: (FY listed is last year on Committee):

- FY 2019/20 – Indio Councilmember Lupe Ramos-Amith and Coachella City Manager Bill Pattison
- FY 2020/21 – La Quinta Mayor Linda Evans and Desert Hot Springs City Manager Chuck Maynard
- FY 2021/22 – Indian Wells Mayor Richard Balocco and Rancho Mirage City Manager Isaiah Hagerman

Over the years, the positions have rotated and, until the most recent City Council elections, the Committee makeup was as follows:

- FY 2022/23 – Palm Desert Mayor Pro Tem Sabby Jonathan and Palm Springs Finance Director Nancy Pauley
- FY 2023/24 – Cathedral City Councilmember Raymond Gregory and Torres Martinez Tribal Administrator Shawn Isaac
- FY 2024/25 – Agua Caliente Band of Cahuilla Indians Chair Reid Milanovich and La Quinta City manager Jon McMillen.

The rotation traditionally is reviewed in May of each year and the appointments are made by the Executive Committee. However, the 2022 council elections created a vacancy as Mayor Pro Tem Jonathan, who was also serving as the Finance Committee Chair, did not seek re-election.

In advance of the Executive Committee's consideration, the Finance Committee in February 2023 reviewed its membership and considered the rotation among jurisdictions to ensure regional representation. The Finance Committee recommended appointing Rancho Mirage Councilmember Ted Weill to fill the immediate vacancy. In addition, they directed the Executive Director to reach out to other jurisdictions to seek a volunteer among city managers and/or their designees for the position that will open in July 2023 with the end of Finance Director Pauley's current term. During that outreach to members, Blythe Interim City Manager Mallory Crecelius volunteered for the role.

CVAG staff is recommending that the Executive Committee immediately appoint Councilmember Weill to the Finance Committee and appoint Interim City Manager Crecelius effective July 1, 2023. Both members would serve through June 30, 2026.

**Fiscal Analysis:** There is no fiscal impact.

**ITEM 7D**

**Coachella Valley Association of Governments  
Executive Committee  
April 24, 2023**

**STAFF REPORT**

**Subject:** CV Housing First: First Quarter Report for 2023

**Contact:** Ivan Tenorio, Management Analyst ([itenorio@cvag.org](mailto:itenorio@cvag.org))

**Recommendation:** Receive and file the quarterly report for the CV Housing First program, representing clients served in the first quarter of 2023

**Homelessness Committee:** Concurs (Meeting of April 19)

**Background:** CVAG is now in its third year of operating the CV Housing First program with staff. The program is focused on the CV 200, a by-name list of chronically homeless individuals residing in desert cities that have frequent contacts with law enforcement and who are likely to be shelter resistant or who have already fallen out of housing. The list was developed in partnership with CVAG's member jurisdictions and local law enforcement.

CVAG staff has committed to adjusting CV Housing First programming based on the data, and provides quarterly updates to its members about the program. The CV Housing First team uses two primary methods to get clients to housing solutions: rapid resolution and crisis stabilization units. CVAG staff will continue to provide quarterly reports as it provides services in 2023.

**CV Housing First Clients – By the Numbers through March 31, 2023**

<b>CV 200 as of 3/31/2023</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>TOTAL</b>
Clients housed in Crisis Stabilization Units (CSH)	25				25
Clients being helped through Rapid Resolution (RR)	0				0
Clients returned to the street (failures)	7				7
Clients moved into permanent housing from CSH (successes)	18				18
Clients moved into permanent housing through RR (successes)	0				0
Clients moved into permanent housing through Outreach grant (successes)*	6				6
<b>TOTAL HOUSED FROM LIST OF 200</b>	<b>24</b>				<b>24</b>



NON-CV 200 as of 3/31/2023	Q1	Q2	Q3	Q4	TOTAL
Households Housed in CSH Units	0				0
Households being helped through RR	0				0

Households returned to the street (failures)	0				0
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Households moved into permanent housing from CSH (successes)	0				0
Households moved into permanent housing from RR (successes)	0				0
<b>TOTAL HOUSEHOLDS HOUSED</b>	<b>0</b>				<b>0</b>
<b>TOTAL INDIVIDUALS HOUSED</b>	<b>0</b>				<b>0</b>

CVAG continues to refine its data metrics in order to be transparent about how many and how quickly individuals are housed. With this report, and as noted by the asterisk, there is now a row to account for CV 200 clients who are being permanently housed by the CV Housing First program via outreach efforts, and not case management based in the crisis stabilization units. This group may include CV 200 clients who timed out of a CVAG unit but still were open to case management, and were eventually housed by the team.

During this quarter, the CV Housing First team also learned that three CV 200 clients were housed by other agencies. These three individuals will be noted in CVAG's records as housed and are not counted in CVAG's totals.

CVAG staff continues to track program metrics, such as the length of stay in the units. For the first quarter, the CV 200 clients who successfully exited the program into permanent housing stayed in a crisis stabilization unit for **56 days**. Those CV 200 clients who exited the program unsuccessfully stayed on **31 days**. These averages come in much lower in comparison to previous staff reports due to some successful exits resulting in program stays as low as under 30 days. This is caused by some clients having pending move-in dates prior to coming into CVAG units. As the outreach team engages with the CV 200, staff is identifying ways to quickly gather vital documents to obtain vouchers.

Of the 24 permanent housing resolutions in the first quarter, the breakdown of clients' Exit Destination is as follows:

- Family/Friends – 2
- Permanent Supportive Housing (PSH) – 13
- Rental With Ongoing Subsidy (Low Income Senior Housing) – 0
- Rental With Ongoing Subsidy (VASH Voucher) – 2
- Rental With Ongoing Subsidy (Housing Choice Voucher) – 7
- Rental with No Ongoing Subsidy - 0
- Rapid Rehousing - 0
- Shared Housing – 0
- Long-term care facility or nursing home – 0

It should be noted that CVAG saw a higher number of successful exits this quarter, one that has not been seen since the program went in-house in the beginning of 2021. A large part of CVAG's success this quarter was the availability of units at St. Michael's in the City of Riverside, and the site-specific vouchers that Riverside County provided CVAG's clients to move there. While welcome news, the availability of doors remains a challenge. There were clients this quarter who did encounter some longer-than-usual program stays due to lack of a properties wanting to accept the voucher's value. In some of these cases, CVAG is working with Riverside County's Homeless Housing Opportunities, Partnership & Education Program (HHOPE) Team to identify bridge emergency shelter options, such as a hotel voucher.

**Fiscal Analysis:** The CV Housing First program, including the staffing and CV 200 program, is incorporated into the CV Housing First budget, which has been funded by contributions from cities, Riverside County, the Desert Healthcare District/Foundation, and grants.

**ITEM 7E**

**Coachella Valley Association of Governments  
Executive Committee  
April 24, 2023**



**STAFF REPORT**

**Subject:** TUMF Inflation Adjustment for Calendar Year 2024

**Contact:** Peter Satin, Conservation Program Manager ([psatin@cvag.org](mailto:psatin@cvag.org))

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**Recommendation:** Adopt a 7.4-percent increase in Transportation Uniform Mitigation Fee (TUMF) rates to take effect January 1, 2024, and update the TUMF Handbook to reflect the revised fee upon its effective date

**Transportation Committee:** Concurs (Meeting of April 3, 2023)

**Background:** The Transportation Uniform Mitigation Fee (TUMF) was established in 1989 as a one-time impact fee charged on all new development occurring within the CVAG region. Monies collected through the TUMF program are applied to transportation-related capital facilities and infrastructure required to serve new growth within the Coachella Valley and are intended to compliment revenue generated through Riverside County's Measure A sales tax. To date, TUMF has provided less than the intended share of match toward Measure A funding.

The current TUMF rates were adopted in 2018 upon the completion of a revised Nexus Study, Transportation Project Prioritization Study, Regional Arterial Cost Estimate, and Active Transportation Plan. Prior to their adoption, the fee had remained unchanged at \$192/trip for over a decade. The 2018 Nexus Study originally proposed a revised fee of \$751/trip; however, this fee was reduced to the current \$245/trip after re-evaluating which regional transportation projects would likely be built in the near-term. This rate equates to \$2,313 for a single-family dwelling, as compared to the \$10,104 currently charged by Western Riverside Council of Governments for similar development.

The 2018 TUMF Handbook allows for the consideration of an annual inflation adjustment:

*The inflation factor shall be the same one utilized by the Coachella Valley Local Development Mitigation Fee, based on the Riverside-San Bernardino-Ontario Consumer Price Index (CPI). Such CPI will be reviewed annually by the Executive Committee which will determine whether or not to apply the inflation factor.*

The Local Development Mitigation Fee (LDMF) inflation factor is calculated on the CPI for All Urban Consumers (CPI-U), All items, as the over-the-year percent change, measured as of December in the calendar year which ends in the previous fiscal year. The Riverside-San Bernardino-Ontario CPI is measured every other month, and does not include data for the month of December. To approximate a data point for an unrecorded month, the Bureau of Labor Statistics (BLS) recommends taking the square root of the product of the indexes for the preceding and subsequent months, in this case November and January. This approximated December data point can then be used to calculate the over-the-year percent change.

Applying regular increases due to inflation is a preferred approach to infrequent increases to catch up over time. An inflation factor of 8.2-percent was applied across each of CVAG’s TUMF categories by the Executive Committee at its April 2022 meeting. In accordance with California’s Mitigation Fee Act, and to allow member jurisdictions time to update their local TUMF ordinances as needed, implementation of the inflation factor did not go into effect until January 1, 2023.

The CPI-U, All items, for the Riverside-San Bernardino-Ontario metropolitan area rose by 7.41-percent in 2022, largely due to steep increases in the cost of household fuels and utilities. BLS notes that some entities choose to calculate “core” inflation on the CPI-U, less food and energy (which includes motor fuel), as these items tend to be more volatile in their pricing. Removing these volatile items from the regional CPI results in an inflation factor of 6.35-percent. Some state infrastructure agencies such as Caltrans measure inflation via the Construction Cost Index (CCI), which is based on the Building Cost Index for Los Angeles and San Francisco provided by Engineering News-Record. Over the course of 2022, the CCI increased by 9-percent, higher than either of the CPI-U adjustments.

Construction costs on recent TUMF-supported projects have increased by 27-percent in some cases, outpacing the inflation indicated even by the higher CCI. Furthermore, motor fuel constitutes a significant cost component of these projects, and removing that factor from the inflation adjustment – as would be the case in utilizing the CPI-U, less food and energy – would fail to capture the true costs of any infrastructure buildout. In consideration of the above, and consistent with the inflation adjustment method prescribed by the TUMF Handbook, CVAG staff recommends applying the CPI-U, All Items inflation factor of 7.41-percent to the current fee assessments, as described in the below table.

<i>TUMF Category</i>	<i>Current Rate</i>	<i>Proposed Rate</i>	<i>Difference</i>
<u><i>Residential (per dwelling unit)</i></u>			
<i>Single family detached</i>	\$2,550	<b>\$2,740</b>	\$190
<i>Multi-family attached</i>	\$1,470	<b>\$1,580</b>	\$110
<i>Nursing/congregate care</i>	\$545	<b>\$585</b>	\$40
<i>Transit oriented single family</i>	\$2,170	<b>\$2,330</b>	\$160
<i>Transit oriented multi-family</i>	\$1,250	<b>\$1,345</b>	\$95
<u><i>Non-Residential (per 1,000 sq. ft)</i></u>			
<i>Retail</i>	\$6,640	<b>\$7,130</b>	\$490
<i>Office</i>	\$2,640	<b>\$2,835</b>	\$195
<i>Industrial</i>	\$1,340	<b>\$1,440</b>	\$100
<i>Fuel - gas (per dispensing unit)</i>	\$9,515	<b>\$10,220</b>	\$705
<i>Fuel - electric (per dispensing unit)</i>	\$100	<b>\$105</b>	\$5
<i>Hotel (per room)</i>	\$3,880	<b>\$4,165</b>	\$285
<i>Golf course (per acre)</i>	\$1,015	<b>\$1,090</b>	\$75

The revised rates would be implemented January 1, 2024 so that member jurisdictions will have sufficient time to amend local ordinances. The rates listed in the TUMF Handbook will also be updated at that time to reflect the adjustment.

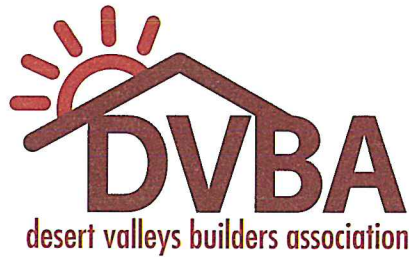
This information was provided to the Desert Valleys Builders Association (DVBA) for comment on March 13, 2023. They have submitted a response letter, included below, requesting CVAG

committees consider using the CPI-U, All items less food and energy, which does not factor in the more volatile price fluctuations for those sectors. CVAG staff continue to recommend the use of the broader CPI-U, All items, as both a more comprehensive measure of the current US economy and to remain in coordination with the LDMF.

**Fiscal Analysis:** Based on TUMF revenues generated in fiscal year 2021-2022, adjusting current TUMF rates based on the CPI-U, All items inflation rate of 7.41-percent would result in additional revenue of \$885,712.

Revising the TUMF Handbook will have no fiscal impact.

**Attachments:** DVBA Comment Letter dated March 15, 2023



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Wattenbarger Construction

March 15, 2023

**Coachella Valley Association of Governments**

Tom Kirk, Executive Director

c/o Peter Satin, Regional Planner

73-710 Fred Waring Drive, #200

Palm Desert, CA 92260

Re: TUMF Inflationary Increase

Dear Mr. Kirk:

Thank you for providing the Desert Valleys Builders Association the opportunity to review the Coachella Valley Association of Government's "Transportation Uniform Mitigation Fee Inflationary Increase." The DVBA supports our local agencies' periodic, systematic, and standard increase of costs based on recognized traditional methods such as Bureau of Labor Statistics Consumer Price Index. However, we continue to believe using the "Core" Index (w/o Food or Energy costs) is most appropriate(6.3%), and not, the often referred to "Headline" Index which includes food and energy.

The Desert Valleys Builders Association asks the committee, the representatives of our county and cities, to reconsider the use of the higher index percentage. While we understand there is not a significant difference percentage wise, there is a cumulative affect that makes this fee increase significant.

Respectfully,



Gretchen Gutierrez  
Chief Executive Officer

34360 Gateway Drive • Palm Desert • CA 92211

(760) 776-7001 office • (760) 776-7002 fax

www.TheDVBA.org

## **ITEM 7F**

Coachella Valley Association of Governments  
Executive Committee  
April 24, 2023



### **STAFF REPORT**

**Subject:** Authorization for Seeking Funding for Tire Recycling and Oil Recycling Programs

**Contact:** Liz Barnwell, Management Analyst ([ebarnwell@cvag.org](mailto:ebarnwell@cvag.org))

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**Recommendation: Approve Resolution 2023-01 authorizing grant applications for tire and oil recycling programs through 2028**

**Background:** CVAG, in partnership with its member jurisdictions, has long maintained successful recycling programs for waste tires and for used oil. These programs are implemented through the use of consultants to provide program event coordination and staff services and are traditionally funded through grants secured from the California Department of Resources Recycling and Recovery (CalRecycle).

CalRecycle recently solicited applications for the Local Government Waste Tire Cleanup and Amnesty Event Grant program for fiscal year 2023/2024. CVAG is currently funded for a Waste Tire Amnesty Event Program from September 1, 2021, to October 31, 2023 (CalRecycle's 2022/2023 funding cycle) in the amount of \$50,000. CVAG staff completed an application for the next funding cycle, which was to be submitted by April 6, 2023. The grant application requires a resolution and CVAG staff submitted the resolution that was approved by the Executive Committee in 2017, which had no end date. However, CalRecycle has informed staff that the 2017 resolution could only be applied for five years and that a new resolution covering the next five years, 2023-2028, is needed. Additionally, CalRecycle informed staff that the resolution can be formulated to cover all CalRecycle grant programs to which CVAG is applying.

The attached resolution, authorizing CVAG to submit applications for a five-year period from 2023-2028 on behalf of its participating member agencies, including both the oil recycling and waste tire programs. Due to some timing issues during the application process, this staff report did not meet the deadline for the Energy & Environmental Resources Committee's April meeting. If approved, staff will complete the application process for the sixth cycle of the Waste Tire Amnesty Event Grant Program. The free tire recycling events funded under the current grant started in November 2021 and will continue until May 2023. The events are held throughout the region, including the City of Blythe. To date, more than 3,000 waste tires have been collected for recycling which otherwise might be dumped in local communities and open desert areas. The tires are all recycled, so far diverting an estimated 25 tons from the landfills.

**Fiscal Analysis:** There is no cost to CVAG for approving the resolution. For the individual programs, the grant funds cover the cost of a consultant to coordinate the program, outreach and advertising, waste hauler expenses and city staff time to staff the events. The current waste tire grant application is requesting \$50,000 for the period from September 2023 to October 2024.

**Attachment:** Resolution 2023-01

## RESOLUTION 2023-01

### A RESOLUTION OF THE COACHELLA VALLEY ASSOCIATION OF GOVERNMENTS AUTHORIZING APPLICATION FOR RECYCLING GRANT PROGRAMS 2023-2028

- A. Public Resources Code sections 40000 et seq. authorize the California Department of Resources Recycling and Recovery (CalRecycle), formerly known as the California Integrated Waste Management Board, to administer various Grant Programs (grants) in furtherance of the State of California's (State) efforts to reduce, recycle and reuse solid waste generated in the State thereby preserving landfill capacity and protecting public health and safety and the environment; and
- B. In furtherance of this authority CalRecycle is required to establish procedures governing the application, awarding, and management of the grants; and
- C. The Coachella Valley Association of Governments (CVAG) is a Joint Powers Authority representing the member agencies of the Coachella Valley, ten cities, Riverside County, and four tribal nations; and
- D. CalRecycle Grant Application procedures require, among other things, an Applicant's governing body to declare by resolution certain authorizations related to the administration of CalRecycle grants.
- E. If awarded, the Coachella Valley Association of Governments will enter into a Grant Agreement with CalRecycle for implementation of said Grant(s).

BE IT RESOLVED that the Executive Committee authorizes the submittal of application(s) to CalRecycle for all grants for which the Coachella Valley Association of Governments is eligible.

BE IT FURTHER RESOLVED that the Executive Committee authorizes the Coachella Valley Association of Governments to submit a regional recycling application on behalf of itself as Lead Agency and the participating jurisdictions as shown by the attached documentation.

BE IT FURTHER RESOLVED that the Executive Director, or his/her designee is hereby authorized and empowered to execute in the name of the Coachella Valley Association of Governments all grant documents, including but not limited to, applications, agreements, amendments and requests for payment, necessary to secure grant funds and implement the approved grant project.

BE IT FURTHER RESOLVED that this authorization is effective for a time period not to exceed five (5) years from the date of adoption of this resolution.



**NOW THEREFORE, the Executive Committee of the Coachella Valley Association of Governments, in regular session on April 24, 2023, does hereby APPROVE AND ADOPT RESOLUTION 2023-01.**

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

Signed: \_\_\_\_\_  
Steven Hernandez, CVAG Chair

Attest: \_\_\_\_\_  
Tom Kirk, CVAG Executive Director

**ITEM 7G**

**Coachella Valley Association of Governments  
Executive Committee  
April 24, 2023**



**STAFF REPORT**

**Subject:** Authorization to Secure Location for General Assembly Meeting

**Contact:** Erica Felci, Assistant Executive Director ([efelci@cvaq.org](mailto:efelci@cvaq.org))

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**Recommendation:** Authorize the Executive Director, in consultation with the CVAG Chair, to execute the contracts necessary to host an in-person dinner event for the 2023 CVAG General Assembly

**Background:** CVAG's General Assembly meets on the last Monday in June each year in order to conduct business such as electing a Chairman and Vice Chairman and adopting an agency budget for the upcoming fiscal year. Traditionally, this business is conducted in partnership with a dinner event and presentation.

The last in-person General Assembly gathering was in June 2019 at the Agua Caliente Casino Resort Spa in Rancho Mirage, which was a location chosen by then-Chair of CVAG, Agua Caliente Tribal Chair Jeff Grubbe. During the COVID-19 pandemic, the General Assembly meetings were held via Zoom.

This year's General Assembly is scheduled for 6 p.m. on June 26. CVAG Chair Steven Hernandez, the Mayor of Coachella, has encouraged staff to find a location to hold an in-person event. Among the locations being considered is the Agua Caliente Casino Resort Spa and Acrisure Arena, which are both available for the General Assembly meeting and the preceding Executive Committee meeting at 4:30 p.m. CVAG staff is requesting the Executive Director be authorized to negotiate an event price that could be covered through sponsors and dinner ticket sales.

**Fiscal Analysis:** Staff will seek sponsorships in order to cover the majority of costs associated with holding the General Assembly. Additionally, CVAG has historically offered dinner tickets at a cost that ranges between \$50-70 per person to offset any expenses.

## **ITEM 8A**

**Coachella Valley Association of Governments  
Executive Committee  
April 24, 2023**



### **STAFF REPORT**

**Subject:** Update on the Looming Closure of Chuckawalla Valley State Prison

**Contact:** Erica Felci, Assistant Executive Director ([efelci@cvag.org](mailto:efelci@cvag.org))

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#### **Recommendation: Information**

**Background:** In December 2022, the California Department of Corrections and Rehabilitation (CDCR) announced it was starting the process to close Chuckawalla Valley State Prison in the City of Blythe, with an anticipated closure in March 2025. The decision coincides with a plan to end its lease at the California City Correctional Facility in Kern County. The looming closure has prompted strong opposition from Blythe city officials, who are extremely concerned about the economic impacts that will result from the closure of Chuckawalla Valley State Prison both in terms of job loss and also on the impact the prison currently has in maintaining facilities for the city.

Chuckawalla Valley State Prison, which opened in 1988, occupies about 125 acres and is adjacent to Ironwood State Prison. Chuckawalla was designed to house for 1,738 inmates but had 2,733 inmates as of 2019, which were the most recent statistics presented on the CDCR website. Chuckawalla includes four Level II Non-Designated Programming Facility Yards and one Level I Non-Designated Programming Facility Yard. The prison also maintains operation of a fire house, water treatment plant, waste water treatment plant, the vehicle maintenance garage, and a recycling and salvage program.

In February 2023, the pending closure was brought forward to CVAG's committees for discussion and consideration of action. At the recommendation of the Public Safety Committee, the Executive Committee directed the CVAG Executive Director to assist the City of Blythe in its request to reexamine and reconsider the closure of Chuckawalla Valley State Prison and, if that closure appears to move forward, to advocate for the repurposing of the facility and meaningful mitigation measures.

In recent months, the City of Blythe has worked to increase awareness of the issue and the opposition is intensifying. A "Save Chuck" public education and advocacy campaign has been launched and, in March, State Sens. Steve Padilla and Kelly Seyarto and Assemblymember Eduardo Garcia submitted a joint letter to Gov. Gavin Newsom requesting he reconsider the closure. CVAG also participated in a virtual press conference that was intended to attract statewide attention. Finally, these concerns were also highlighted at the Blythe Community Outlook Conference, which was held at the Palo Verde College on April 6.

Blythe Vice Mayor Johnny Rodriguez and Interim City Manager Mallory Crecelius will attend the April meeting of the CVAG Executive Committee to provide an update on these efforts.

**Fiscal Analysis:** There is no cost to CVAG for this update. Any efforts to support Blythe in its efforts would be covered under existing staff time.

**Attachments:**

1. CVAG letter of opposition to the planned closure of Chuckawalla Valley State Prison
2. Link to the Save Chuck campaign: <https://savechuck.org/>
3. Link to video overview of Blythe's concerns:  
<https://www.youtube.com/watch?v=XzkPQEAXGbM>

# COACHELLA VALLEY ASSOCIATION OF GOVERNMENTS

73-710 Fred Waring Dr., Suite 200, Palm Desert, CA 92260 · (760) 346-1127 · [www.cvag.org](http://www.cvag.org)



March 16, 2023

The Honorable Gavin Newsom Governor  
State of California  
1021 O Street, Suite 9000  
Sacramento, CA 95814

## Re: Closure of Chuckawalla Valley State Prison in Blythe

Dear Governor Newsom:

As the Executive Director of the Coachella Valley Association of Governments, I write in support of the City of Blythe's request that you reconsider the closure of Chuckawalla Valley State Prison (CVSP), which is located in the City of Blythe. Closing CVSP will have devastating negative impacts to the City of Blythe, which is one of the most economically disadvantaged areas in the state, as well as impacts to the Coachella Valley and eastern Riverside County.

The Coachella Valley Association of Governments is a joint powers authority that is made up of the nine Coachella Valley cities, the City of Blythe, four local Tribal Nations and the County of Riverside. As a regional government, CVAG plans, builds and operates projects and programs of regional significance on behalf of its member agencies, to improve the quality of life of residents and visitors. As such, the closure of the CVSP will have devastating direct social and economic impacts to the City of Blythe, the Coachella Valley and the broader area of Riverside County.

Blythe is a small, geographically isolated city located in eastern Riverside County on the border between California and Arizona. Due to their isolated location, many families of incarcerated individuals and prison staff have made Blythe their home. With the current housing crisis it may be incredibly challenging for these individuals and families to afford housing in less affordable areas of the State where the prisons remaining open reside. Also, CVSP is a major employer in Blythe, employing 852 individuals, most of which reside in Blythe and the Coachella Valley. Palo Verde College, located in Blythe, will lose 250 full time equivalent students due to this closure because the college pioneered an inmate education program that has since become a statewide program. Impacts will also be felt at Palo Verde Hospital, which routinely treats patients from CVSP and is the only hospital for 100+ miles.

We strongly urge you reconsider the closure of CVSP and consult with the Cities of Blythe and Norco to arrive a more inclusive and positive solutions to this matter. If you have any questions, please feel free to contact me directly at 760-346-1147 or at [tikirk@cvag.org](mailto:tikirk@cvag.org).

Sincerely,

Tom Kirk  
Executive Director

cc: Assemblymember Eduardo Garcia, A.D. 36  
Assemblymember Greg Wallis, A.D. 47  
Senator Steve Padilla, S.D. 18  
Senator Kelly Seyarto, S.D. 32



**ITEM 8B**

**Coachella Valley Association of Governments  
Executive Committee  
April 24, 2023**



**STAFF REPORT**

**Subject:** Contract for Phase I of Enterprise Resource Planning (ERP) Selection Process

**Contact:** Allen McMillen, Contracts Analyst II ([amcmillen@cvag.org](mailto:amcmillen@cvag.org)); and  
Claude T. Kilgore, Director of Finance/Administration ([ckilgore@cvag.org](mailto:ckilgore@cvag.org))

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**Recommendation:** Authorize the Executive Director to execute a services contract with BerryDunn for a total not-to-exceed amount of \$146,850, including a 10% contingency, Phase I of the Enterprise Resource Planning selection services, and authorize the Executive Director and/or Legal Counsel to make clarifying changes to the contract before execution

**Background:** In May 2022, CVAG staff presented Fiscal Year 2022/23 budgetary highlights to the Finance Committee members, who then provided direction on several budgetary items that had also been presented to the Administrative/Personnel Committee. One of the major budgetary items that the Finance Committee provided direction on at its May 2022 meeting was to establish a new Enterprise Resource Planning (ERP) system. This item was ultimately included in the current fiscal year budget, which was adopted by CVAG's General Assembly in June 2022. Identifying the proper system to meet CVAG's current and future needs is a complicated process and staff in February 2023 updated the Finance Committee that staff intended to issue a request for proposals to secure a consultant that would provide expertise and guide CVAG through the procurement and, ultimately, launch of the game-changing system.

An ERP system is an agency-wide system that helps automate and manage business processes across finance, human resources and general operations. The main financial system currently used by CVAG is Tyler Technologies' Eden system, which has been the primary system since approximately 2001. The Eden system will no longer be supported as of March 2027. The current financial system relies heavily on the use of manual processes within the Finance and Administration staffs, resulting in inefficiencies and lapses in services that can lead to frustrations within other CVAG departments. Since joining CVAG, the new Director of Finance/Administration has initiated several workarounds to attempt to address the operational issues caused by the antiquated financial system through the increased use of software such as QuickBooks, Excel spreadsheets, and various Microsoft products, such as Microsoft Task Planner. This has been a good first step and have been appreciated by the departments, but it is only a band aid in addressing what is probably the single largest factor limiting the efficient operations of the Finance/Administration Department.

Aside from the impending Eden system sunset date in 2027, the life cycle of most ERP systems as indicated by the Government Finance Officers' Association (GFOA) is 10 to 15 years. CVAG has been utilizing the Eden system for well over 20 years and, while basic financial processes have been operating effectively, many aspects of the current system would benefit from an enhancement in functionality to keep up with CVAG's current operations. To help minimize the

challenges, CVAG will be utilizing the GFOA 10-step ERP project preparation checklist to help develop a structured procurement and implementation plan.

CVAG staff has started to explore the steps needed to procure and implement an ERP system, and will be utilizing the GFOA's 10-step ERP project preparation checklist to help develop a structured procurement and implementation plan. Staff also have engaged in conversations with internal and external stakeholders, and has been seeking input from member jurisdictions and partners who have recently secured ERP systems, including the Cities of Palm Springs and Indio and the Riverside County Transportation Commission. While each agency has unique circumstances and operations that may affect their ERP selection decisions differently, it is clear that selecting the right ERP system for CVAG is one of the first steps to a successful ERP implementation.

After review of the GFOA 10-step ERP project preparation checklist and considering the importance of selecting the right ERP system to ensure CVAG's financial integrity and operating effectiveness for the next decade, CVAG inquired with various member agencies and local government finance professionals to better understand the various approaches to ERP selection and assure CVAG's approach aligns with industry best practices. CVAG staff identified the need for additional expertise in the form of an ERP selection services consultant. This is similar to the approach taken by other agencies embarking on the selection of a new ERP system. The ERP selection consultant will assist CVAG in shaping the vision and timeline of the ERP procurement implementation as well as to assist in project management and chart of accounts revamp, needs assessment and gap analysis, organizational change management, vendor evaluation, shortlist and selection through final contract negotiations.

On March 7, 2023, CVAG began soliciting qualifications-based proposals for a consultant to conduct Phase I – ERP Selection services. The proposal submission period closed on March 28, 2023; and CVAG received six proposals: BerryDunn, Eide Bailly, Guidehouse, Pelorous Technologies, SDI Presence, and SoftResources.

A selection committee comprised of CVAG's Director of Finance/ Administration, Accounting Manager, and Contracts Analyst II as well as the Director of Information Technology for the City of Indio was established to review and score proposals based on the firm's proposed Understanding and Approach, and Qualifications and Experience. The six proposals were then ranked, with the top three selected as finalists for interviews with the selection committee: BarryDunn, Guidehouse, and SDI Presence. Interviews were conducted on April 7, 2023, which included questions, an overview of their proposed redesign of the Chart of Accounts and presentation of services. The selection committee met immediately following the finalist interviews, and unanimously recommended BerryDunn be awarded the Phase I - ERP Selection services contract.

BerryDunn is an independent management and IT consulting firm, headquartered in Portland, Maine with nine office locations nationally and staffing for the engagement is proposed from their regional office in Phoenix. The vast majority of the work will be performed remotely and during the cost negotiations, CVAG staff negotiated that the firm would absorb their proposed travel costs. BerryDunn has a focus exclusively serving local government, including more than 400 state, regional, local, and quasi-governmental agencies; and more than 150 system consulting projects for which more than half were ERP-specific initiatives. BerryDunn also has extensive experience conducting similar projects in California, including Cities of Alameda, Fountain Valley, Irvine, Novato, La Mesa, Livermore, Long Beach, Redding, Santee, Simi Valley, and Villa Park. Their proposed project approach incorporates project management best practices and change management.



Based on discussions with other agencies, it is not uncommon for the ERP selection consultant to also be utilized during the implementation stage. Therefore, the RFP sought preliminary cost estimates and statement of work for Phase II – Implementation Project Management Services with the understanding that their costs estimates would need to be finalized based upon the selected ERP System Provider's and following CVAG's procurement policy for such proposed work. This was done to ensure that costs by the firm for any Phase II work appear within a reasonable range. While at this point CVAG staff is recommending only Phase I be awarded, staff does anticipate coming back to the Executive Committee with a recommendation to authorize a contract with either this consultant or another to continue to assist CVAG with Phase II – ERP Implementation Project Management services around the summer of 2024.

If awarded a contract, BerryDunn is available to commence the Phase I – ERP Selection project in May 2023.

**Fiscal Analysis:** The initial RFP evaluation was qualifications based, and the selection committee selected based on best ability to perform the work. BerryDunn's Phase I – ERP Selection cost proposal was for a cost not-to-exceed amount of \$133,500. Staff is recommending a 10 percent contingency, bringing the total not-to-exceed cost of this contract to \$146,850.

The fiscal year 2022/2023 budget included allocation of funds for a new ERP system at \$150,000. This initial project related to a new ERP system with funds remaining this fiscal year being rolled into next fiscal year's budget.

**Attachment:**

1. GFOA 10-step ERP project preparation checklist
2. Services Contract with BerryDunn

## SERVICES CONTRACT

between

COACHELLA VALLEY ASSOCIATION OF GOVERNMENTS (CVAG)

and

BerryDunn

For

### PHASE I – ERP SELECTION

THIS AGREEMENT is made and effective as of **April 24, 2023** between the **Coachella Valley Association of Governments ("CVAG")** and **BerryDunn ("Consultant")**. In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

#### 1. TERM

This Agreement shall commence on or about **May 1, 2023** and shall remain and continue in effect until tasks described herein are completed, but in no event later than **February 29, 2024** unless sooner terminated or extended pursuant to the provisions of this Agreement.

#### 2. SERVICES

Consultant shall perform **Phase I – ERP Selection** services consistent with the provisions of the Request for Bids/Proposals for the proposed **Phase I - ERP Selection Services Project**, released on **March 7, 2023**, (the "RFP") and any modification thereto adopted in writing by the parties and identified herein as an exhibit to this Agreement, upon issuance by CVAG of written authority to proceed (a "Notice to Proceed") as to either (a) a portion of the work if separate and independent tasks are contemplated or (b) all work if it constitutes a single project.

Except as amended by the exhibits hereto, Consultant is bound by the contents of the RFP and Consultant's response thereto. In the event of conflict, the requirements of this Agreement, including any exhibits, then the Request for Proposals, shall take precedence over those contained in Consultant's response.

The following exhibit(s) are attached and incorporated herein by reference:

Exhibit A: Scope of Work

Exhibit B: Price Formula (Consultants Proposal/Bid)

#### 3. PRICE FORMULA

CVAG agrees to pay Consultant at the rates set forth in Exhibit B, the Price Formula, and by reference incorporated herein. In no event shall the total amount paid for services

rendered by Consultant under this Agreement exceed the sum of \$133,500 without a written amendment or approval of a contingency by written approval from the Executive Director.

#### 4. PERFORMANCE

Consultant shall at all times faithfully, competently and to the best of its ability, experience, and talent, perform all tasks required hereunder. Consultant shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing similar services as are required of Consultant hereunder in meeting its obligations under this Agreement.

Consultant shall submit informal progress reports to CVAG's Project Manager by telephone, e-mail or in person, on a weekly basis, in a form acceptable to CVAG, describing the state of work performed. The purpose of the reports is to allow CVAG to determine if the contract objectives and activities are being completed in accordance with the agreed upon schedule, and to afford occasions for airing difficulties or special problems encountered.

The Consultant's Project Manager shall meet with the CVAG Project Manager as needed.

#### 5. PAYMENT

(a) If independent and separate Work Orders are contemplated, CVAG shall pay Consultant upon satisfactory completion of each Work Order; and, unless Consultant provides a performance bond, progress payments will not be made on individual or a collection of Work Orders. If all the work constitutes a single project, Consultant shall submit invoices for work completed on a periodic basis, no more frequently than monthly.

(b) Consultant shall not be compensated for any services rendered in connection with its performance of this Agreement which are in addition to those set forth in a duly issued Work Order.

(c) Consultant shall submit invoices for services performed in accordance with the payment rates and terms set forth in Exhibit B. The invoice shall be in a form approved by CVAG.

(d) A formal report of tasks performed and tasks in process, in a form acceptable to CVAG, shall be attached to each invoice.

(e) All invoices shall be consistent with current progress reports as well as the budget and work schedule set out in the RFP and, if modified or supplemented thereby, the exhibits to this Agreement.

(f) Upon approval by CVAG's Project Manager, payment shall be made within thirty (30) days of receipt of each invoice as to all non-disputed fees. If CVAG disputes any of Consultant's invoiced fees it shall give written notice to Consultant within thirty (30) days of receipt of the invoice.

6. INSPECTION OF WORK

Consultant shall permit CVAG the opportunity to review and inspect the project activities at all reasonable times during the performance period of this Agreement including review and inspection on a daily basis.

7. SCOPE OF WORK CHANGES

The scope of work shall be subject to change by additions, deletions or revisions by CVAG. Consultant shall be advised of any such changes by written notice. Consultant shall promptly perform and strictly comply with each such notice. If Consultant believes that performance of any change would justify modification of the Agreement price or time for performance, Consultant shall comply with the provisions for dispute resolution set out hereinbelow.

8. SUSPENSION OR TERMINATION OF AGREEMENT WITHOUT CAUSE

(a) CVAG may at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon Consultant seven (7) days prior written notice. Upon tender of said notice, Consultant shall immediately cease all work under this Agreement, unless further work is authorized by CVAG. If CVAG suspends or terminates a portion of this Agreement, such suspension or termination shall not make void or invalidate the remainder of this Agreement.

(b) In the event this Agreement is terminated pursuant to this Section, CVAG shall pay Consultant only for work that has been accepted by CVAG. Work in process will not be paid unless CVAG agrees in writing to accept the partial work, in which case, prorated fees may be authorized. Upon termination of the Agreement pursuant to this Section, Consultant will submit a final invoice to CVAG. Payment of the final invoice shall be subject to approval by the CVAG Project Manager as set out above.

9. DEFAULT OF CONSULTANT

(a) Consultant's failure to comply with the provisions of this Agreement shall constitute a default. In the event that Consultant is in default for cause under the terms of this Agreement, CVAG shall have no obligation or duty to continue compensating Consultant for any work performed after the date of default and can terminate this Agreement immediately by written notice to Consultant. Provided, however, if such failure by Consultant to make progress in the performance of work hereunder arises out of causes beyond Consultant's control, and without fault or negligence of Consultant, it shall not be considered a default.

(b) As an alternative to notice of immediate termination, the CVAG Executive Director or his/her delegate may cause to be served upon Consultant a written notice of the default. Consultant shall then have ten (10) days after service upon it of said notice in which to cure the default by rendering a satisfactory performance. In the event that Consultant fails to cure

its default within such period of time, CVAG shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement.

#### 10. OWNERSHIP OF DOCUMENTS

(a) Consultant shall maintain complete and accurate records with respect to work performed, costs, expenses, receipts, and other such information that relates to the performance of services under this Agreement. Consultant shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Consultant shall provide free access to the representatives of CVAG or its designees at reasonable times to such books and records; shall give CVAG the right to examine and audit said books and records; shall permit CVAG to make transcripts therefrom as necessary; and shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

(b) Unless the RFP or exhibits hereto expressly provide otherwise, upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this Agreement shall become the sole property of CVAG and may be used, reused, or otherwise disposed of by CVAG without the permission of Consultant. With respect to computer files, Consultant shall make available to CVAG, at Consultant's office and upon reasonable written request by CVAG, the necessary computer software and hardware for purposes of accessing, compiling, transferring, and printing computer files.

#### 11. INDEMNIFICATION FOR PROFESSIONAL LIABILITY

To the fullest extent permitted by law, Consultant shall indemnify, protect, defend and hold harmless CVAG, its members and any and all of their officials, employees and agents from and against any and all losses, liabilities, damages, costs and expenses, including attorney's fees and costs, which arise out of, pertain to, or relate to Consultant's alleged act(s) or failure(s) to act.

#### 12. INSURANCE

(a) Throughout the term of this Agreement, Consultant shall procure and maintain the following: (1) Commercial General Liability insurance in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate for bodily injury, personal injury and property damage; (2) Professional Liability/Errors and Omissions insurance in an amount not less than \$1,000,000.00 per claim and in the aggregate; (3)

Automobile Liability Insurance for bodily injury and property damage including coverage for owned, non-owned and hired vehicles, in an amount not less than \$1,000,000 per accident combined single limit, at least as broad as Insurance Services Office Form Number CA 00 01 covering automobile liability, Code 1 (any auto); (4) Workers' compensation in compliance with applicable statutory requirements and Employer's Liability Coverage in an amount not less than \$1,000,000 per accident or disease, Consultant shall submit to Agency, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of Agency, its officers, agents, employees and volunteers.

(b) Consultant shall include CVAG, its member agencies and any other interested and related party designated by CVAG, as additional insureds on the commercial general liability policy and the automobile liability policy for liabilities caused by Consultant in its performance of services under this Agreement and shall provide CVAG with a certificate and endorsement verifying such coverage. In the event said insurance coverage expires at any time or times during the term of this Agreement, Consultant agrees to provide at least five (5) days notice prior to said expiration date and, prior to said expiration date, a new certificate of insurance and endorsements evidencing insurance coverage as required herein for no less than the remainder of the term of the Agreement, or for a total period of not less than one (1) year. New certificates of insurance are subject to the approval of CVAG. In the event Consultant fails to keep in effect at all times insurance coverage as required herein, CVAG may, in addition to any other remedies it may have, terminate this Agreement.

(c) Consultant's insurance coverage shall be primary insurance as respects CVAG, its member agencies, and any other interested and related party designated by CVAG as additional insureds. Any insurance or self-insurance maintained by said additional insureds shall be in excess of Consultant's insurance and shall not contribute with it and, to the extent obtainable, such coverage shall be payable notwithstanding any act of negligence of CVAG, its members, or any other additional insured, that might otherwise result in forfeiture of coverage. Any failure to comply with reporting or other provisions of the policies, including breach of warranties, shall not affect coverage provided to said additional insureds. Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by any party, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to CVAG.

(d) Said insurance policy or policies shall be issued by a responsible insurance company with a minimum A. M. Best Rating of "A-" Financial Category "X", and authorized and admitted to do business in, and regulated by, the State of California.

(e) Evidence of all insurance coverage shall be provided to CVAG prior to issuance of the Notice to Proceed. Consultant acknowledges and agrees that such insurance is in addition to Consultant's obligation to fully indemnify and hold CVAG, its

members and any other additional insureds free and harmless from and against any and all claims arising out of an injury or damage to property or persons caused by the acts or omissions of Consultant.

### 13. INDEPENDENT CONTRACTOR

(a) Consultant is and shall at all times remain as to CVAG a wholly independent contractor. The personnel performing the services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Neither CVAG, its members, nor any of their officers, employees, or agents shall have control over the conduct of Consultant or any of Consultant's officers, employees, or agents, except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that it or any of its officers, employees, or agents are in any manner officers, employees, or agents of CVAG or its members. Consultant shall not incur or have the power to incur any debt, obligation, or liability whatever against CVAG or its members, or bind CVAG or its members in any manner except as expressly authorized by CVAG.

(b) No employee benefits shall be available to Consultant in connection with the performance of this Agreement. Except for the fees paid to Consultant as provided in the Agreement, CVAG shall not pay salaries, wages, or other compensation to Consultant for performing services hereunder. CVAG shall not be liable for compensation or indemnification to Consultant for injury or sickness arising out of performing services hereunder.

### 14. LEGAL RESPONSIBILITIES

Consultant shall keep itself informed of State, Federal and local laws and regulations which in any manner affect those employed by it or in any way affect the performance of its services pursuant to this Agreement. Consultant shall at all times observe and comply with all such laws and regulations. CVAG, its members, and their officers and employees, shall not be liable at law or in equity for any liability occasioned by failure of Consultant to comply with this Section.

Consultant shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, national origin, or any other unlawful basis.

### 15. UNDUE INFLUENCE

Consultant declares and warrants that no undue influence or pressure was or will be used against or in concert with any officer or employee of CVAG in connection with the award, terms or implementation of this Agreement, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of CVAG will receive compensation, directly or indirectly, from Consultant, or from any officer, employee or agent of Consultant, in connection with the award of this Agreement or any work to be conducted as a result of this Agreement. Violation of this Section shall be a material breach of this Agreement entitling CVAG to any and all remedies at law or in equity.

16. NO BENEFIT TO ARISE TO LOCAL EMPLOYEES

No member, officer, or employee of CVAG, nor its designees or agents, and no public official who exercises authority over or responsibilities with respect to the subject of this Agreement during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any agreement or sub-agreement, or the proceeds thereof, for work to be performed in connection with the services performed under this Agreement.

17. RELEASE OF INFORMATION/CONFLICTS OF INTEREST

(a) All information gained by Consultant in performance of this Agreement shall be considered confidential and shall not be released by Consultant without CVAG's prior written authorization. Consultant, its officers, employees, agents, or sub-consultants, shall not without written authorization from the CVAG Task Manager or unless requested by the CVAG Attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the work performed under this Agreement or relating to any project or property of CVAG. Response to a subpoena or court order shall not be considered "voluntary" provided Consultant gives CVAG notice of such court order or subpoena.

(b) Consultant shall promptly notify CVAG should Consultant, its officers, employees, agents, or sub-consultants be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request, court order, or subpoena from any person or party regarding this Agreement and the work performed thereunder or with respect to any project or property of CVAG or its members. CVAG retains the right, but has no obligation, to represent Consultant and/or be present at any deposition, hearing, or similar proceeding. Consultant agrees to cooperate fully with CVAG and to provide the opportunity to review any response to discovery requests provided by Consultant. However, CVAG's right to review any such response does not imply or mean the right by CVAG to control, direct, or rewrite said response.

(c) Consultant covenants that neither it nor any officer or principal of Consultant's firm has any interest in, or shall acquire any interest, directly or indirectly, which will conflict in any manner or degree with the performance of services hereunder. Consultant further covenants that in the performance of this Agreement, no person having such interest shall be employed by Consultant as an officer, employee, agent, or subcontractor.

18. NOTICES

Any notices which either party may desire to give to the other party under this Agreement must be in writing and may be given either by (i) personal service, (ii) delivery by a reputable document delivery service, such as but not limited to, Federal Express, which provides a receipt showing date and time of delivery, or (iii) mailing in the United States Mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by notice:



To CVAG: Tom Kirk, Executive Director  
Coachella Valley Association of Governments  
74-199 El Paseo Drive, Suite 100  
Palm Desert, CA 92260

To Consultant: Seth Hedstrom, Project Principal  
BerryDunn  
4722 North 24th Street, Suite 250  
Phoenix, AZ 85016

19. ASSIGNMENT/PERSONNEL

Consultant shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without prior written consent of CVAG.

Because of the personal nature of the services to be rendered pursuant to this Agreement, there shall be no change in Consultant's Project Manager or members of the project team without prior written approval by CVAG.

20. MANAGEMENT

CVAG's Executive Director shall represent CVAG in all matters pertaining to the administration of this Agreement, review and approval of all services submitted by Consultant.

During the term of this Agreement, Consultant shall provide sufficient executive and administrative personnel as shall be necessary and required to perform its duties and obligations under the terms hereof.

21. SUBCONTRACTS

Unless expressly permitted in the RFP or the exhibits hereto, Consultant shall obtain the prior written approval of CVAG before subcontracting any services related to this Agreement. CVAG reserves the right to contract directly with any necessary subcontractors in the unlikely event it becomes necessary.

22. LICENSES

At all times during the term of this Agreement, Consultant shall have in full force and effect all licenses required of it by law for the performance of the services described in this Agreement.

23. GOVERNING LAW

CVAG and Consultant understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the Riverside County Superior Court, Desert Branch.

Any dispute arising under this Agreement shall first be decided by the CVAG Executive Director or designee. Consultant shall give CVAG written notice within seven (7) days after any event which Consultant believes may give rise to a claim for an increase in compensation or a change in the performance schedule. Within fourteen (14) days thereafter, Consultant shall supply CVAG with a statement supporting the claim. CVAG shall not be liable for and Consultant hereby waives any claim or potential claim which Consultant knew or should have known about and which was not reported in accordance with the provisions of this paragraph. Consultant agrees to continue performance of the services during the time any claim is pending. No claim shall be allowed if asserted after final payment.

24. FINAL PAYMENT CERTIFICATION AND RELEASE

CVAG shall not be obligated to make final payment to Consultant until Consultant has fully performed under this Agreement and has provided CVAG written assurances that Consultant has paid in full all outstanding obligations incurred as a result of Consultant's performance hereunder. All obligations owing by CVAG to Consultant shall be deemed satisfied upon Consultant's acceptance of the final payment. Thereafter, no property of CVAG shall be subject to any unsatisfied lien or claim arising out of this Agreement.

25. ENTIRE AGREEMENT

This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations, and statements, oral or written, are merged into this Agreement and shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

26. FORCE MAJEURE

Neither party hereto shall be liable to the other for its failure to perform under this Agreement when such failure is caused by strikes, accidents, acts of God, fire, war, flood, governmental restrictions, or any other cause beyond the control of the party charged with performance; provided that the party so unable to perform shall promptly advise the other party of the extent of its inability to perform. Any suspension of performance by reason of this paragraph shall be limited to the period during which such cause of failure exists.

27. AUTHORITY TO EXECUTE THIS AGREEMENT

The person or persons executing this Agreement on behalf of Consultant warrants and represents that he/she has the authority to execute this Agreement on behalf of Consultant and has the authority to bind Consultant to the performance of its obligations hereunder.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

COACHELLA VALLEY ASSOCIATION OF GOVERNMENTS

By: \_\_\_\_\_  
Tom Kirk, Executive Director

BerryDunn

By: \_\_\_\_\_  
Seth Hedstrom, Project Principal

**EXHIBIT “A”**  
**SCOPE OF WORK**

See following pages.

## C. Project Understanding and Approach

### Project Understanding

Implemented in 2001, Tyler Eden has long served CVAG's functional needs; however, as the sun is expected to set on this system in March 2027, CVAG realizes an opportunity to improve processes, minimize operational issues, reduce inefficiencies and lapses in services, and take advantage of best practices by way of replacing Tyler Eden.

CVAG seeks a proven, commercial-off-the-shelf/software-as-a-service solution that will:

- Create a single source for information
- Take advantage of automation, integration, interfacing, and workflows
- Provide a user-friendly and intuitive experience for users
- Eliminate duplication
- Support financial management and reconciliation efforts
- Align with Chart of Accounts requirements
- Improve reporting capabilities

To help ensure a successful endeavor, CVAG desires partnership with a highly qualified consulting firm in conducting Phase I: ERP Selection services, with Phase II: ERP Implementation Project Management as a potential add-on. Having conducted more than 150 comparable projects nationally, including numerous in the State, BerryDunn is excited at the prospect of serving in that role. We understand the capabilities and challenges associated with Tyler Eden, as well as that of broader ERP vendor marketplace. We also bring independence and objectivity to help clients take advantage of modern solutions to best suit current and future needs. We are also guided by proven project management and change management best practices, informing our ability to effectively guide that process in a professional and timely manner. We have been involved in the full system life cycle—including all scope elements in both Phases I and II—and will leverage our background and experience to help ensure CVAG's success on this initiative.



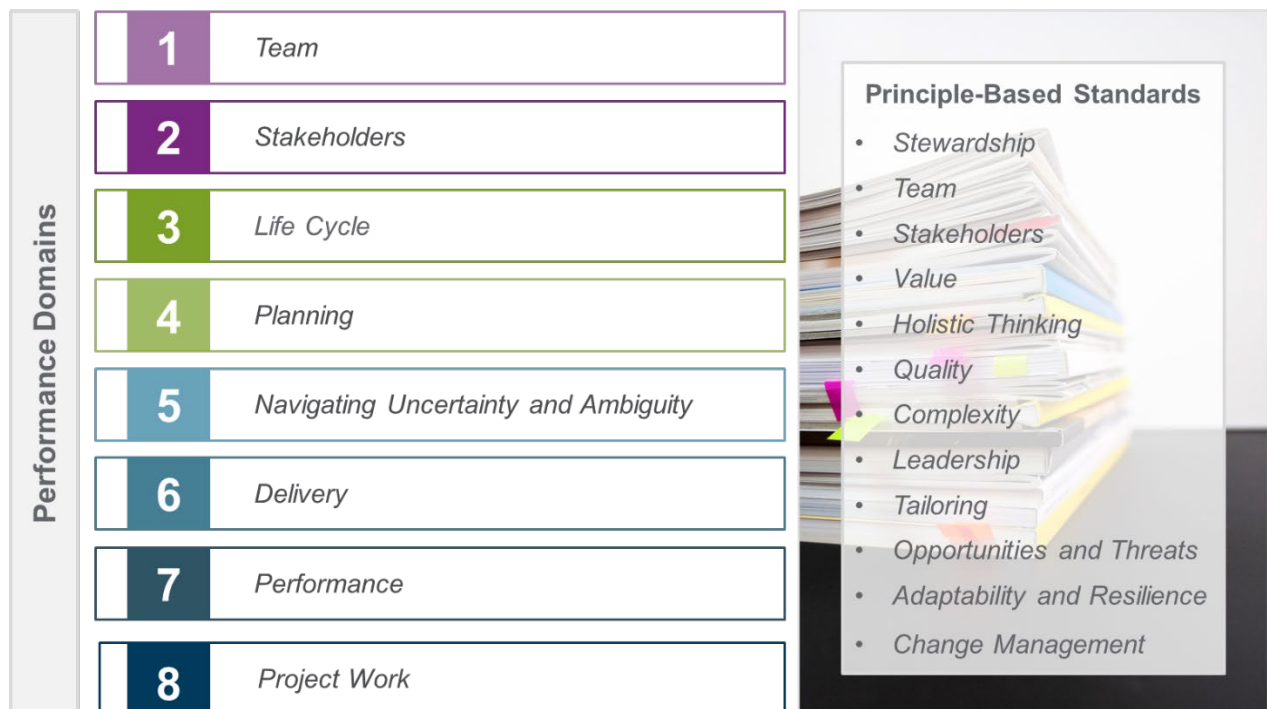
## Approach

### Project Management

To help ensure that project objectives are met, and initiation and completion of project work are conducted in a timely manner, each BerryDunn project is led by an experienced project manager who understands and utilizes project management best practices. Our Consulting Services Team employs project management best practices from PMI®'s A Guide to the Project Management Body of Knowledge Guide (PMBOK® Guide), Version Seven.

Figure 4 illustrates the standards of project management as defined by performance domains and project delivery principles that are critical for effective delivery of project outcomes.

Figure 4: Performance Domains and Project Management Guiding Principles | PMBOK® Guide, Version 7



### Change Management

Stakeholders' willingness to adopt new processes and tools plays a significant role in the success—or failure—of system projects. BerryDunn has observed resistance to change in virtually all our engagements. As such, our project management approach is carefully integrated with change management methodologies to promote buy-in and consensus for the project. We will work with you to proactively address resistance by:

- Engaging stakeholders at the right level throughout the project—from initial planning through implementation—to build understanding for the need for change and gain support from the people who will be using the future solutions and who are most familiar with current processes
- Developing and executing a communications plan that considers the information needs of each stakeholder group
- Documenting business processes and working with stakeholders to understand how their work will be performed in the future environment

We have adopted the Prosci® change management methodology and trained **over 100 consultants to become Prosci® Certified Change Practitioners (CCPs)**. A central focus of the Prosci® change management approach is the belief that, for change to work in an organization, individuals must be willing to change and understand change. Additionally, according to research conducted by Prosci®, the likelihood of project success increases significantly and in alignment with the level of change management focus applied to the project. Even small increases in focus on change management, from “poor” to “fair,” are likely to have a positive impact on system adoption and project success.

*Figure 5: Change Management's Impact on Project Success*



Consistent with the Prosci® methodology, CVAG can expect our change management approach to involve three stages:

- 1. Preparing for Change**  
Developing change management strategies, based on input from CVAG’s stakeholders on the existing environment.
- 2. Managing Change**  
Overseeing assigned roles and tasks, providing training and coaching, using tools effectively, and executing a clear communication plan.
- 3. Reinforcing Change**  
Evaluating action plans, reviewing the sustainability of change management activities, and promoting individual and team successes.

### *Work Plan*

BerryDunn strives to be flexible when it comes to development and execution of an effective work plan. We understand that no two projects are exactly alike and believe that **one of the primary reasons we have been successful with similar projects is our willingness to be flexible in adapting to our clients’ unique needs.**

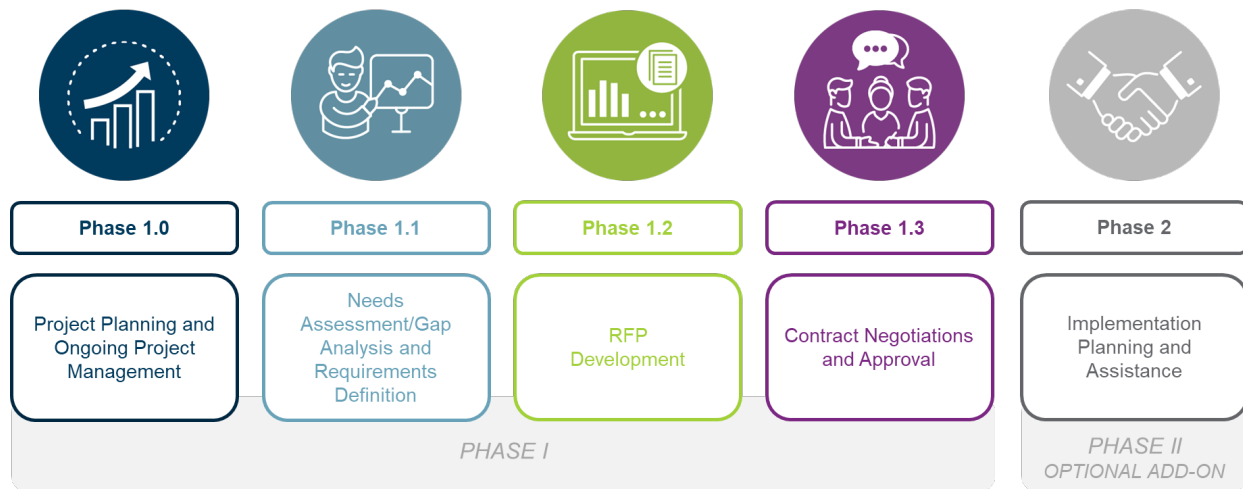
The overarching benefits CVAG can expect of our approach include:

- A methodology based on our extensive experience conducting similar projects
- Quality assurance processes that incorporate CVAG’s review and approval of all deliverables and key milestones
- Built-in project management and change management best practices—focused on keeping the project on time, on budget, and progressing at a healthy pace—for CVAG’s stakeholders to understand why and how findings and recommendations will improve the current environment
- A needs assessment that will include all functional areas within scope, and focus on how those areas interact with each other and integrate with existing systems

- Thorough business process improvement activities, helping CVAG identify root causes of process and/or system deficiencies
- A focus on taking full advantage of the newest technology and harnessing efficiencies by reviewing business practices or implementing technology to enhance existing business processes performed by individual departments and those performed across CVAG
- An ability to satisfy all requirements set forth in CVAG's scope of work

Figure 6 presents an overview of our work plan intended to achieve CVAG's goals and objectives for this important initiative.

Figure 6: Work Plan Overview



Below and on the following pages, we provide details of our work plan to conduct CVAG's project effectively and efficiently as described in Figure 6.

## PHASE I: ERP SELECTION SERVICES

### Phase 1.0 Project Planning and Ongoing Project Management

**1.0.1 Conduct initial project planning.** We will conduct an initial project planning session with CVAG's project team to introduce key team members, clarify goals and objectives, identify known project constraints, identify all project stakeholders, and refine dates and/or tasks, as appropriate. We will discuss our approach for managing communications between BerryDunn and CVAG; formalize a consultant communication plan; and our approach to the scope, timeline, tracking, project meetings, risks, and resource management. We will also request names and contact information for the appropriate staff members who will be involved in the project. These discussions will inform the development of the Project Work Plan and Schedule.

**1.0.2 Develop the Project Work Plan and Schedule.** Based on the information gathered from our initial project planning session, we will develop the Project Work Plan and Schedule, which will address our approach for communications, scope, risks, and resource management. The Project Work Plan and Schedule will also address our approach to providing the exact services requested by CVAG and the agreed-upon time frame for each task. In addition, the Project Work Plan will incorporate agreed-upon procedures between BerryDunn's and CVAG's project teams related to project control, including quality management and deliverable submission/acceptance management. After providing draft versions of these materials in advance, we will facilitate a teleconference to review the drafts and solicit feedback from the project team. This feedback will be incorporated into the document, which will then be distributed to the project team in final form.



## PHASE I: ERP SELECTION SERVICES

### *Deliverable 1 – Project Work Plan and Schedule*

**1.0.3 Develop Biweekly Project Status Updates.** Throughout the project, our project manager, David Ledbetter, will provide Biweekly Project Status Updates that describe the activities and accomplishments for the reporting period, plans for the upcoming month, risks or issues encountered during the reporting period, and anticipated problems that might impact any project deliverable. We will meet with CVAG's project manager to review these updates.

### *Deliverable 2 – Biweekly Project Status Updates*

## Phase 1.1 Needs Assessment/Gap Analysis and Requirements Definition

**1.1.1 Develop and issue a web survey and an information request and review the results.** We will develop and distribute a web survey to CVAG staff to understand issues and challenges with current business processes. We anticipate that this survey will be issued to the core department stakeholders and used to help determine the current challenges and areas for improvement. Prior to issuing the web survey, we will review the questions with the project team. We will use the survey results as one of many data points in developing our evaluation of the current environment. Additionally, prior to conducting our work, we will provide CVAG's project team with an information request sheet to request available documentation that will be helpful to us during the project (e.g., organizational charts, documentation on existing systems, and policy documentation). We will respectfully request that the project team provide the requested information prior to the project kickoff meeting and interviews, as reviewing this information in advance of our work will enable us to be more efficient, become more knowledgeable of the current environment, and make best use of CVAG personnel's time.

**1.1.2 Facilitate a kickoff presentation.** We will conduct a kickoff presentation with CVAG leadership and all project stakeholders. This will serve as an opportunity to introduce our project team members, discuss goals, present our project approach and methodology, review the schedule of key project dates, and answer questions. As part of this presentation, CVAG's project sponsor is expected to participate and speak to the goals and objectives of the initiative.

**1.1.3 Facilitate fact-finding meetings.** Following the project kickoff presentation, we will conduct fact-finding meetings with CVAG staff identified as current and future users of the ERP solution, based on the following functional areas:

- General ledger/accounting
- Budget/forecasting
- Procurement/purchasing
- Contract management
- Accounts payable
- Fixed assets
- Accounts receivable
- Bank reconciliation
- Grant management
- Payroll processing
- Onboarding
- Employee master file
- Benefit administration
- Leave administration
- Performance reviews
- Time and attendance
- Separation/offboarding

We will explore their experiences in daily interaction with the system, along with any additional areas we identify prior to or during the kickoff meeting. The purpose of these meetings is to review, evaluate, and document CVAG's existing system functionality and understand processes that are critical or unique to CVAG. Where appropriate, our team will observe staff conducting business process routines. We will also meet with representatives from CVAG's IT staff who support the existing applications to review available system documentation, existing data elements, and data reporting needs and CVAG's procurement staff to better understand procurement processes, procedures, and requirements.

When necessary, the BerryDunn team will accommodate unanticipated scheduling challenges of CVAG personnel to make the best use of time. Our approach is to do what we can to accommodate such needs,

## PHASE I: ERP SELECTION SERVICES

providing the opportunity for all stakeholders to contribute their thoughts and ideas. We will schedule meetings to address all functional areas in CVAG's requested scope that may be part of a future ERP environment.

**1.1.4 Develop a Needs Assessment/Gap Analysis Report.** Drawing on the information gathered through our review of documentation, web survey results, and fact-finding sessions, we will prepare a draft Needs Assessment/Gap Analysis Report. This report will include but not be limited to:

- A high-level summary of findings
- Gaps/deficiencies in current systems functionality or integrations
- Chart of Accounts design considerations and best practices
- Suggested and prioritized key requirements
- Suggested interfaces, integration, reporting, data conversion, and technical requirements
- Other preliminary considerations

We will provide a draft of the Needs Assessment/Gap Analysis Report to CVAG for review and facilitate a work session via teleconference to explain our findings, gain feedback, and build consensus related to the presented decision points. We believe it is important to obtain CVAG's validation and approval of these findings, as this information will serve as the basis for future requirements. We will then revise the report and update to final.

### *Deliverable 3 – Needs Assessment/Gap Analysis Report*

**1.1.5 Develop Preliminary Functional and Technical Requirements.** BerryDunn has developed a database of ERP-specific technical and functional requirements based on our experience with other governmental agencies, as well as our knowledge of software system functionality and best practices. Drawing from this database, we will make refinements based on those processes that are critical or unique to CVAG. These requirements will support supplemental functionality requirements with key reporting, interface, and conversion enhancements. In our recent experience, those areas have significantly differentiated vendors' solutions and require a specific focus in the selection activities. Our analysis typically results in about 75% of the requirements being defined upfront for most of our clients.

### *Deliverable 4 – Preliminary Functional and Technical Requirements*

**1.1.6 Facilitate joint requirements planning (JRP) work sessions to review and update requirements.** We will facilitate a series of JRP work sessions with CVAG stakeholders and our project team members to review the preliminary requirements. We will reconvene many of the same stakeholders, organized by functional area, which met during fact-finding activities to discuss the future system capabilities. Using the preliminary list, we will review and confirm each item as well as assign a relative criticality to communicate to vendors responding to the list as part of their RFP responses. We will also facilitate similar meetings to review potential interfaces and data conversion objects. Once these have been reviewed, we will update the list to final. Our role in facilitating the JRP work sessions involves contributing our focused knowledge of the vendor marketplace to align the items requested in the list with the goals and objectives of the project. For example, we might comment on where functionality being requested is beyond the core capabilities of vendors and might represent a cost increase. Conversely, we can advise on requirements to include that might be commonplace today, but beyond the familiarity of CVAG stakeholders.

### *Deliverable 5 – Final Functional and Technical Requirements*

## PHASE I: ERP SELECTION SERVICES

### Phase 1.2 RFP Development

**1.2.1 Develop an RFP Package.** We will develop an RFP Package using a proven format that incorporates information pertaining to the history of the project, a high-level description of CVAG's current environment, CVAG's desired approach to implementing a new ERP solution, CVAG's Final Functional and Technical Requirements, and a structured list of points for vendors to address in their responses. Our project team will also work with CVAG to develop objective evaluation criteria to include in the RFP. We will then prepare a scoring matrix to track significant strengths and limitations of each proposal reviewed, based upon established evaluation criteria. Once complete, we will meet with CVAG's project team to review the draft RFP Package, collecting any feedback or additional terms for inclusion, before updating the RFP to final and providing it to CVAG's project team for distribution through its standard channels. In addition, we can provide a distribution list that includes most of the major ERP solution vendors in the market.

#### *Deliverable 6 – RFP Package*

**1.2.2 Assist with responding to vendor questions and developing addenda.** Our project team will assist CVAG's project team in responding to vendor questions and developing corresponding addenda.

**1.2.3 Assist with facilitating a vendor pre-proposal conference by phone.** Our project team will coordinate, plan, and lead a pre-proposal conference for interested vendors, facilitating the question-and-answer portion of the meeting. We will then compile a list of questions raised and will prepare suggested responses on CVAG's behalf. These will be provided in a format that the project team can review, revise, and ultimately publish as an addendum to the RFP, as determined by procurement staff.

**1.2.4 Perform an initial completion review of vendor proposals received, identify initial items for clarification, and develop Proposal Executive Summary Memo.** We will facilitate the proposal review process by analyzing up to 12 vendor proposals to identify issues, risks, exceptions, omissions, and objections, compiling them in a single, executive-level Proposal Executive Summary Memo. The memo will identify key areas for consideration by the evaluation team related to each vendor's ability to meet minimum requirements, and alignment with the evaluation criteria within the RFP. This memo will also include a comparison of vendor responses to the Final Functional and Technical Requirements.

**1.2.5 Facilitate round one scoring meetings to identify short-listed vendors and items needing clarification.** We will participate in a meeting with the evaluation team to review the proposal summaries, discuss each proposal received, assist in the scoring process, and collect scores to identify the top preferred vendors to invite for demonstrations. We will clarify any open items with these short-list vendors before issuing invitations for demonstrations.

#### *Deliverable 7 – Proposal Executive Summary Memo and Short-List Identification*

**1.2.6 Assist CVAG project team in planning for demonstrations and writing demonstration scripts.** We will meet with CVAG's project team to discuss the format of vendor demonstration scripts. We will develop a draft demonstration script template and provide it to CVAG's project team for review. After finalizing an approved version, we will provide the appropriate scripts to each vendor in advance of demonstrations.

**1.2.7 Facilitate vendor demonstrations.** We will attend demonstrations and assist CVAG's project team with facilitation for a period of up to four days. Our project team's extensive background in the demonstration process will provide CVAG's project team with a unique perspective on how to score, prepare, evaluate, and participate in vendor demonstrations.

## PHASE I: ERP SELECTION SERVICES

**1.2.8 Facilitate a round two scoring meeting to identify preferred vendors.** We will participate in the second round of vendor scoring following the final demonstration to identify the vendor or vendors for which CVAG's project team should perform its reference checks.

**1.2.9 Assist in planning for reference checks and site visits.** We will assist CVAG's project team with identifying tasks that should be accomplished prior to meeting at each site. We will coordinate with CVAG's project team to discuss the suggested approach for these reference checks.

**1.2.10 Facilitate a final scoring meeting.** We will participate in the final round of vendor scoring via teleconference following the completion of reference checks and site visits. The objective will be to identify a preferred vendor and a second-choice vendor should contract negotiations with the first be unsuccessful.

*Deliverable 8 – Preferred Vendor Identification*

### Phase 1.3 Contract Negotiations and Approval

**1.3.1 Support CVAG in the contract negotiations and approval process with its preferred vendor.** At the conclusion of final scoring activities, we anticipate supporting CVAG with the contract negotiations and approval process when and where it will benefit CVAG most. We have been involved in this process from the client, vendor, and independent consultant perspectives and understand how the associated support needs vary and how the contract impacts the eventual implementation process. In conducting contract approval and negotiations activities, we will draw on these experiences to help ensure CVAG's best interests are met and project goals and objectives are achieved.

Working collaboratively with CVAG's project team, legal counsel, and preferred vendor, among other stakeholders, we will take part in various activities, including, but not limited to:

- Developing a draft contract, using CVAG's contracting procedures and the vendor's proposal as starting points
- Reviewing the contract documents with CVAG's project team to help ensure that requirements are clearly defined and to establish that CVAG agrees to the schedule, implementation process, fee arrangement, scope of services, vendor resources, deliverables, costs, acceptance criteria, and terms and conditions
- Participating during negotiations with the preferred vendor
- Supporting presentation development and delivery to CVAG leadership as it relates to receiving approval and contract execution

Should it become clear at any point during contract negotiations and approval process that the preferred vendor's solution or contract terms will not meet the needs of CVAG, we might recommend halting the process with that vendor and commencing efforts with the second-choice vendor.

In recognition of the many variables not yet known related to the contract approval and negotiation timeline and work effort, we plan to commit up to 40 hours, billed as incurred.

*Deliverable 9 – Contract Negotiations and Approval Assistance*

## PHASE II: IMPLEMENTATION PLANNING AND ASSISTANCE (OPTIONAL ADD-ON)

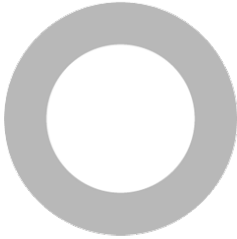
**2.1 Develop an Implementation Planning Memo.** BerryDunn will develop an Implementation Planning Memo, which will document lessons learned, compare project outcomes to project goals and objectives, list any remaining action items to conclude the implementation, and identify tasks, roles, and responsibilities for

## PHASE II: IMPLEMENTATION PLANNING AND ASSISTANCE (OPTIONAL ADD-ON)

transitioning to operational use of the ERP solution and associated policies and processes. We will facilitate a meeting with CVAG’s project team to solicit feedback before updating the memo to final.

### Deliverable 10 – Implementation Planning Memo

**2.2 Provide implementation assistance.** In the event that CVAG wishes to partner with BerryDunn in its Phase 2 efforts, we are prepared to offer two potential implementation assistance service options. We describe these two potential service options below for further review and consideration.



#### Full-Time Management

*With this level of service, our project team will act as the implementation project manager. In this role, we will identify project risks and issues, monitor project activities, provide recommendations to mitigate risks, and lead the coordination of vendor activities. There will be minimal tasks owned by stakeholders. This level of service assumes the client will provide a project management team (PMT) that we will oversee.*



#### Implementation Oversight

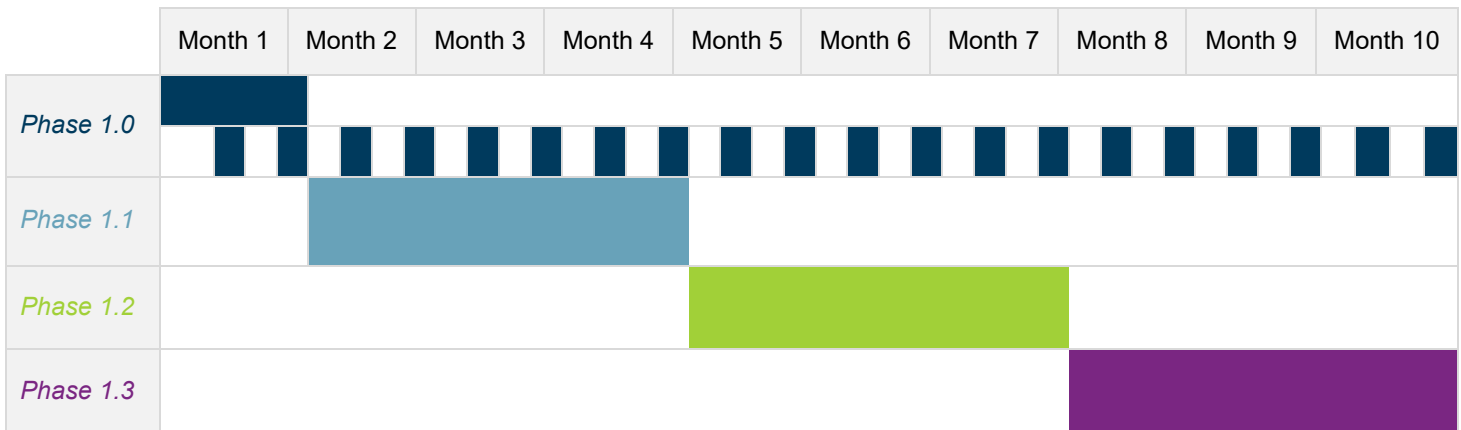
*With this level of service, we will act as an active advisory to an individual the client designates as project manager. We will also lead select implementation activities we mutually agree upon and likely to include project plan reviews, configuration and analysis support, testing, training, and production cutover support.*

We are happy to customize our approach to providing implementation assistance with CVAG at the appropriate time to help ensure we provide its desired level of support.

### Deliverable 11 – Implementation Assistance

## Project Schedule

Below, we present our anticipated schedule for CVAG’s requested work effort for Phase I: ERP System Selection Services (Phases 1.1 – 1.3). We are happy to move at CVAG’s pace by expediting or elongating the process as needed to help ensure optimal involvement, productivity, and success. Further, we are happy to provide timeline details for Phase II at the appropriate time once the CVAG is closer to selecting its future solution if CVAG seeks our support in that phase as well.



**Exhibit "B"**

**PRICE FORMULA**

See following pages.

Phase	<i>Estimated Hours</i>	<i>Costs</i>
<b>Phase 1.0</b> Project Planning and Ongoing Project Management	40	\$10,400
<b>Phase 1.1</b> Needs Assessment/Gap Analysis and Requirements Definition	350	\$78,800
<b>Phase 1.2</b> RFP Development	145	\$32,700
<b>Phase 1.3</b> Contract Negotiations and Approval	40	\$11,600
<b>Total</b>	<b>575</b>	<b>\$133,500</b>
<i>Estimated Travel Expense</i>	-	<i>Absorbed up to \$6,000</i>

**Exhibit "C"**

**CONTRACT EXCEPTIONS FOR DISCUSSION**

See following pages.

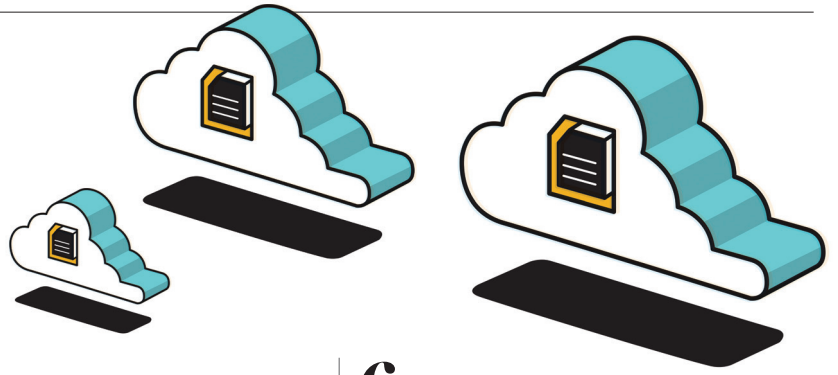


Listed below are two requested exceptions to CVAG's provided terms and conditions. We believe in being fully transparent about any potential conflicts at the time of proposal. To this end, we have our Compliance Team perform a thorough review. As consultants focused on government clients, we are aware of the limitations on exceptions and additional constraints. If selected for this project, we fully expect to work with CVAG to reach an agreement on these terms that is fair and beneficial to both parties.

**Contract Section 9:** We would like to request that written notice and an opportunity to cure be provided before the Contract is terminated for cause as in Section 9.

**Contract Section 11:** We respectfully request an exception to the indemnification language to the extent it applies to professional services. BerryDunn has a robust professional liability policy for acts or omissions of BerryDunn, our agents, employees, and subcontractors. This policy contains language within it that states that it will not apply if BerryDunn takes on additional liabilities under contract, such as the agreement to indemnify. To help ensure that our clients have the protection of this policy, we ask to use the following language instead:

*"The Contractor agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client against damages, liabilities, and costs arising from the negligent acts of the Contractor in the performance of professional services under this Agreement, to the extent that the Contractor is responsible for such damages, liabilities, and costs on a comparative basis of fault and responsibility between the Contractor and the Client. The Contractor shall not be obligated to indemnify the Client for the Client's own negligence."*



# 10 Steps to Preparing for Your Next ERP Project

All technology becomes obsolete at some point, and GFOA experience shows that governments undertake a major ERP implementation approximately once every 10 to 15 years. Recent advances in cloud technologies, coupled with the need to adopt more streamlined and modern practices, provide a solid business case for investing in a new system—but these projects are difficult, and the biggest challenge is usually not a technical obstacle to overcome but issues related to organizational change, leadership/governance, training, project management, and planning. Use this checklist as you approach your next ERP project to help ensure you are best prepared for success.

For more information or additional guidance, GFOA's research and consulting center has additional information available at [gfoa.org/rcc](https://gfoa.org/rcc).

## 1

Establish and communicate a vision for the project by setting clear goals.

## 2

Identify leaders at both the organizational level and business process level, and define clear project governance roles for each.

## 3

Create a staffing plan and ensure that resources are not overburdened.

## 4

Build a system inventory for current systems. Make sure to capture all primary systems plus all Excel spreadsheets, manual files, or other tools that you would want to either replace or connect to your new ERP system.

## 5

Review existing business processes for improvement opportunities. Meetings to discuss process change should involve staff from operating departments to consider needs and ideas from different perspectives.

## 6

Issue an RFP and evaluate all vendors based on major risk factors. In today's market, most projects that fail do so because of a bad implementation, not faulty software.

## 7

Develop clear, outcome-focused requirements to set expectations about scope that can be used to hold your vendor accountable.

## 8

Prepare a full project plan that dedicates sufficient time for critical tasks before the system goes live, such as testing and training.

## 9

Insist on a fixed-fee contract based on completion of milestones for all implementation-related professional services.

## 10

Communicate. Communicate. Communicate. Help create a culture that is inclusive, open to discussing new ideas, and welcomes participation from across the organization.

## **ITEM 8C**

Coachella Valley Association of Governments  
Executive Committee  
April 24, 2023



### **STAFF REPORT**

**Subject:** Local Agency Technical Assistance Grant for Broadband Master Plan

**Contact:** Emmanuel Martinez, Program Manager- External Affairs ([emartinez@cvag.org](mailto:emartinez@cvag.org))

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**Recommendation:** Authorize the Executive Director to take the necessary actions to accept \$978,460 to conduct a Coachella Valley Broadband Strategic Plan, including executing the necessary grant agreement with the California Public Utilities Commission's Local Agency Technical Assistance grant program

**Transportation Committee:** Concurs (Meeting of April 3, 2023)

**Background:** During the 2021-22 California legislative session, the California Legislature passed and the Governor signed Senate Bill 156 which directed the California Department of Technology to develop a statewide, open-access middle-mile network and allocated a historic \$6 billion to make broadband more accessible. As part of this effort, the legislation allocated \$3.25 billion for middle-mile capital investment in broadband infrastructure to help decrease the digital divide in the state. To increase internet access to homes, businesses and community anchor institutions in underserved and unserved communities, SB 156 also included \$2 billion for last-mile programs, of which \$50 million was allocated for the California Public Utility Commission's (CPUC) Local Agency Technical Assistance (LATA) grant program to support local agencies and tribes expand broadband service to unserved and underserved communities.

On August 2022, the CPUC began accepting grant applications for the LATA grant program. CVAG staff attended multiple workshops to gather information related to criteria and requirements of the program and help determine the feasibility of the grant opportunity for CVAG. Given the work CVAG staff has done related to middle-mile broadband and the Governor naming the Coachella Valley as one of 18 initial investments, it was determined that the proposed middle-mile infrastructure can be leveraged to facilitate last-mile connections.

In November 2022, CVAG staff submitted a grant application seeking \$978,460 to develop a Coachella Valley Broadband Strategic Plan. The Broadband Strategic Plan will include design and engineering work that will implement a regional plan to increase access to broadband in unserved and underserved areas. The plan will identify needs, gaps, implementation options, challenges and opportunities to increase broadband access and will leverage middle-mile infrastructure in the Coachella Valley. Ultimately, the plan will facilitate the build of last-mile projects that provide symmetrical 100 Mbps download and upload speeds. Per the grant requirements, the plan will have a focus on underserved and unserved areas in the Coachella Valley. To accomplish this, CVAG will staff will continue coordination with all Coachella Valley cities and tribal nations, the Inland Empire Regional Broadband Consortium, Riverside County Department of Education, County of Riverside, the Connectivity Task Force and the Coachella Valley Economic Partnership.

At its March 16 meeting, the CPUC voted to approve the award to CVAG. So far, out of the 83 awards, CVAG's is one of three agencies that has been awarded a grant for more than \$500,000. To date, the program has awarded \$36,854,525, but submitted applications have brought the requested amount total to \$53,729,551. With the acceptance of this grant, CVAG will have two-years to complete the work to develop a Coachella Valley Broadband Strategic Plan. As such, this work will entail collaboration and coordination with all of CVAG's member agencies in the Coachella Valley.

In addition to submitting the LATA grant application, CVAG staff reached out to all its member agencies to make them aware of the grant opportunity. This approach helped to identify interested agencies, which CVAG would need to coordinate with, and help increase the potential of these grant dollars coming to the Coachella Valley. Furthermore, the coordination helped to ensure no overlap in the work between CVAG and other cities. As of today, the Cities of Indio and Palm Springs had received awards of \$233,500 and \$256,746, respectively. The City of Coachella had submitted an application, but no decision had been announced yet.

The Coachella Valley Broadband Strategic Plan and the cities' efforts would help to achieve digital inclusion across the Coachella Valley. It would also help leverage public assets to promote broadband adoption while establishing private sector partnerships to augment private investment, training and discounted services.

Staff recommended the Executive Director be authorized to take the necessary steps to accept the grant, including executing the required grant agreement. Staff noted that, as part of the grant approval process, CVAG was required to submit initial forms within 30 days of the CPUC vote and the timing did not coincide with an Executive Committee meeting. CVAG staff provided these forms under Resolution No. 20-006, which the CVAG Executive Committee adopted in October 2020 to give the Executive Director authority to process agreements and funding documents with the State for any state and federal funded projects. Once authorized to proceed further, CVAG staff prepared a request for proposals to identify a consultant with specialized knowledge and background to assist with this effort. The contract for the consultant would be returned to CVAG's committees for approval.

**Fiscal Analysis:** The cost to develop a Coachella Valley Broadband Strategic Plan would be covered by the LATA grant and would not exceed \$978,460. The work must be completed within two-years of Commission approval, which would be March 16, 2025.

## **ITEM 8D**

Coachella Valley Association of Governments  
Executive Committee  
April 24, 2023



### **STAFF REPORT**

**Subject:** Improvements on Avenue 50 as part of CV Sync- Phase II

**Contact:** Eric Cowle, Transportation Engineer ([ecowle@cvag.org](mailto:ecowle@cvag.org))

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**Recommendation: Authorize the Executive Director to**

1. **Execute a contract adjustment with Crosstown Electrical & Data, Inc., for a not-to-exceed amount \$5,630,464.50 to authorize construction of Bid Alternate A3 – Avenue 50 for Phase II of CV Sync, and authorize the Executive Director and/or Legal Counsel to make clarifying changes to the contract before execution; and**
2. **Work with the Riverside County Transportation Commission to allocate Congestion Management and Air Quality (CMAQ) funds to Bid Alternative A3 of Phase II of CV Sync**

**Transportation Committee: Concurs (Meeting of April 3, 2023)**

**Background:** On December 5, 2022 CVAG's Executive Committee authorized CV Sync's Phase II construction award to Crosstown Electrical & Data, which was also awarded the contract for Phase I of the project. Phase II of CV Sync will continue the major improvement to the transportation infrastructure that will provide more efficient travel times for commuters across the valley and help reduce emissions for better air quality. At the time, bidders were asked to provide a base bid of 18 corridors and five bid alternates, which included extending Phase II to three additional corridors and adding in additional fiber for the three corridors constructed during Phase I.

The five additive alternatives shown below were included in the bid package to allow for the possibility of accelerated progress on the Master Plan, should funding be secured. At December's meeting, the Executive Committee supported the recommendation by the Transportation Committee and CVAG staff to only award the Base Bid and committed to seeking additional funding for the remaining alternates.

- BASE BID Phase II: \$86,704,608.80
- ALT BID – A1- Portola Avenue improvements: \$2,340,795
- ALT BID – A2 – Avenue 44 improvements: \$1,536,973
- ALT BID – A3 – Avenue 50 improvements: \$5,630,464.50
- ALT BID – B – additional Hwy 111 fiber: \$12,958,393
- ALT BID – C- additional fiber Washington/Ramon: \$7,963,692

In recent months, CVAG staff has worked with the Riverside County Transportation Commission (RCTC) to identify funding opportunities for the region. As much as \$2.8 million of additional Congestion Mitigation and Air Quality (CMAQ) funds were identified that could potentially be utilized for CV Sync. Avenue 50 extends through La Quinta, Indio and Coachella, not only serving these communities, but serving the entire region as a key east-west arterial that includes key regional event locations in each of these cities. Leveraging these CMAQ funds, which may be distributed over several years, would cover significant costs of adding Avenue 50 to Phase II of CV Sync, and bring the total CMAQ contribution to Phase II of CV Sync to more than \$50 million. Crosstown Electrical & Data, Inc. has confirmed that they will honor their construction bid of \$5,630,464.50 for Bid Alternate A3 for Avenue 50 in Phase II of CV Sync.

In order to maximize this opportunity, CVAG staff is now recommending that the Executive Director be authorized to execute a contract adjustment for Bid Alternative A3, which may be done through a change order, and work with RCTC to allocate the available CMAQ funding.

CVAG staff is attempting to complete all 21 corridors of Phase II of CV Sync and continues to identify, advocate and lobby for state and federal resources to benefit the region. That includes federal Community Project funding opportunities, which are commonly called congressional earmarks. A request for \$3,877,767 for CV Sync Avenue 44 and Portola Avenue (bid alternatives A1 and A2) was submitted on March 16 through Reps. Raul Ruiz and Ken Calvert as well as Senators Alex Padilla and Dianne Feinstein. The funding requests represented the projects amounts most likely to receive funding based upon last year's Community Project Fund awards and the program requirements.

At the same time, construction on Phase I of CV Sync on the corridors of Ramon Road, Washington Avenue and Highway 111 is quickly drawing to a close. Traffic synchronization improvements were completed in March 2023, and system commissioning is underway. As CVAG moves into the operational phase for these three corridors, staff is coordinating with staff at member jurisdictions as well as its consultants and software/hardware vendors to make adjustments as necessary to the synchronization timing plans. CVAG staff is working with the participating agencies to implement procedures and protocols.

As the first phase of CV Sync has come online, CVAG staff has had the opportunity to realize the value it brings to the management of major community events in the Coachella Valley. As previously reported to the Transportation and Executive Committees, the first demonstration was the December 2022 Ironman Half Triathlon, when CVAG staff worked with the City of La Quinta and the City of Indian Wells to ensure event traffic was well managed and resulted in fewer delays and a safer environment for the travelling public.

Another opportunity was presented with the BNP Paribas Open tennis tournament that was held in the City of Indian Wells over two weeks in March. Traffic for this event involved the coordination between representatives of Indian Wells, La Quinta, Palm Desert, Caltrans, Riverside County Sheriff's Department, and the tournament itself. CVAG's Regional Traffic Management Center (RTMC) office provided traffic coordination for its inaugural use during this event. Active, real-time cooperation was facilitated between all of the organizations mentioned and lessons were learned about how to better facilitate changes when so many organizations are engaged.

While the tournament experienced record attendance, traffic was improved from previous years. The heaviest days of traffic occurred during the first weekend of March 10-12 (Friday, Saturday,

and Sunday). During this time, staff inside the RTMC were able to assist in keeping traffic moving and intersections clear from gridlock.

- Travel time data from Interstate 10 to Miles reported an average increase of only 12 minutes on Saturday, the busiest day, when the tournament recorded a record attendance of 45,000.
- Staff from La Quinta and Indian Wells joined CVAG staff at the RTMC and provided positive feedback. Resources for traffic control augmentation was provided by Indian Wells and La Quinta in response real-time monitoring from the RTMC.
- Data collected from tournament traffic will assist in the planning for next year as well as the creation of the traffic management operations manual.

As the calendar year progresses, RTMC will continue to provide a resource to the Coachella Valley by assisting with the management of traffic operations during the larger traffic impact events. The recommended addition of the Avenue 50 corridor provides the opportunity for the RTMC to assist with traffic during some of the region's largest traffic events such as the Coachella Valley Music and Arts Festival and other events along that corridor.

**Fiscal Analysis:** Crosstown Electrical & Data, Inc. provided a bid price of \$5,630,464.50 for bid Alternate A3 within their CV Sync Phase II bid package. CVAG will work with RCTC to allocate available CMAQ funding to the project, which is currently estimated between \$440,000 to \$2.8 million. Remaining costs would be covered by Measure A funding and these funds are available.

**ITEM 9a**

**2022/2023 EXECUTIVE COMMITTEE ATTENDANCE ROSTER**



<b>CVAG JURISDICTION</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV(Dec)</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY(JUN)</b>	<b>JUN</b>
Blythe	-	-	✓	-	✓	-	-	✓	-			
Cathedral City	-	-	✓	-	✓	-	-	✓	-			
Coachella	-	-	✓	-	✓	-	-	✓	-			
Desert Hot Springs	-	-	✓	-	✓	-	-	✓	-			
Indian Wells	-	-	✓	-	✓	-	-	✓	-			
Indio	-	-	✓	-	■	-	-	✓	-			
La Quinta	-	-	✓	-	✓	-	-	✓	-			
Palm Desert	-	-	✓	-	✓	-	-	✓	-			
Palm Springs	-	-	✓	-	✓	-	-	✓	-			
Rancho Mirage	-	-	✓	-	✓	-	-	✓	-			
Riverside County	-	-	✓	-	✓	-	-	✓	-			
Agua Caliente Band of Cahuilla Indians	-	-	■	-	✓	-	-	■	-			
Cabazon Band of Mission Indians	-	-	✓	-	✓	-	-	✓	-			
Torres Martinez Desert Cahuilla Indians	-	-	✓	-	■	-	-	✓	-			
Twenty-Nine Palms Band of Mission Indians	-	-	■	-	■	-	-	■	-			

Absent ■  
 No Meeting -  
 Present ✓



**ITEM 9b**

Coachella Valley Association of Governments  
Executive Committee  
April 24, 2023



**STAFF REPORT**

**Subject:** Status of I-10 Interchange Projects

**Contact:** Gustavo Gomez, Transportation Management Analyst ([ggomez@cvag.org](mailto:ggomez@cvag.org))

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**Recommendation: Information**

**Background:** Attached is the status for Interstate 10 interchange projects as of March 2023:

Completed

- |   |  |
|---|--|
| 1) Indian Canyon @ I-10 (Mar '12)         | 4) Monterey Avenue Ramp @ I-10 (Apr '15) |
| 2) Gene Autry/Palm Drive @ I-10 (Mar '12) | 5) Bob Hope/Ramon @ I-10 (Sep '11)       |
| 3) Date Palm Drive @ I-10 (May '14)       | 6) Jefferson Street @ I-10 (Nov '17)     |

Monroe @ I-10

Final environmental document approved by Caltrans & PS&E phase is ongoing. ROW acquisition is anticipated to start in summer 2023. Additional funding sources have been identified to fully fund construction. RCTC approved \$26,232,000 of Surface Transportation Block Grant (STBG) funding for construction.

Jackson @ I-10

Environmental document was approved in September 2021. CVAG approved funding for PS&E. PS&E phase started in May 2022 and work is ongoing.

Avenue 50 @ I-10

PS&E contract underway.

Avenue 50 @ SR 86

PA&ED completed in May 2019. Funding agreement amendment for PS&E and ROW acquisition approved by Executive Committee in September 2020. PA&ED underway.

Dillon Road @ I-10 @ SR 86

PA&ED underway. Caltrans Approved Preliminary Environmental Study (PES) on July 13, 2020.

Golf Center Parkway @ I-10

PSR on hold.

Da Vall Drive @ I-10

Intersection Control Evaluation submitted to Caltrans.

Portola @ I-10

County completed PS&E, and obtained Caltrans approval to shelve the project in April 2022. Per CVAG approval in June 2022, project being suspended.

**Fiscal Analysis:** Funding for these projects has been budgeted through the project phase indicated and secured through various funding sources. There is no additional fiscal impact.

**ITEM 9c**

**COACHELLA VALLEY ASSOCIATION OF GOVERNMENTS**  
Regional Arterial Program - Project Status Report  
4/19/2023



Project Description	Lead Agency	CVAG Funded						Status
		PEng	ENV	PS&E	ROW	CON	Through	
<b>Interchanges</b>								
Avenue 50 @ 86S	COA						Environmental	PA&ED underway.
Avenue 50 @ I-10	COA						PS&E	PS&E contract underway.
Jackson @ I-10	COR						PS&E	Final Env Doc approved by Caltrans. CVAG approved PS&E funds. PS&E began May 2022.
Monroe @ I-10	COR						PS&E	Final Env Doc approved by Caltrans. 90% PSE submittal being prepared. CVAG approved PS&E and ROW funds.

<b>Arterial Links</b>								
Ave. 50 (Calhoun St. to Harrison St)	COA						Construction	PS&E under way.
Ave. 48 (Van Buren St to Dillon Road widening)	COA						ROW	Final design and ROW underway. CVAG approved Construction funds.
Date Palm Drive from I-10 to Varner	CC						PS&E	Phase II is completed. The final design for Phase III in underway.
Avenue 50 (Jefferson St to Jackson St)	Indio						Environmental	City procuring consultant.
Madison Street Widening (Highway 111 to Ave 48)	Indio						ROW	PS&E complete, City moving forwards with ROW.
Jackson Street Widening (Ave 49 to Ave 52)	Indio						PS&E	Environmental filed on October 2021. PS&E & ROW underway.
Jefferson St (Ave 38 to Sun City Blvd.)	Indio						PS&E	City procuring consultant.

<b>Bridges</b>								
Avenue 66 Grade Separation over UPRR	COR						Construction	Awaiting completion of plant establishment and final acceptance for maintenance by Caltrans.
Avenue 44 Bridge over WWR	Indio						Construction	Enviro cleared. Plans are at 99%. Pending permits from CVWD and Caltrans to clear ROW.
Avenue 50 Bridge over WWR	COA						PS&E	95% PS&E underway.
Cathedral Canyon Bridge	CC						Construction	Construction complete. Bridge grand opening celebrated October 6.
Vista Chino Bridge over WWR	PS						PEng	Project is in PEng phase. Extensive negotiations with SCE for utility relocation.
Dune Palms Bridge over WWR	LQ						Construction	City constructing project by advancing HBP funding. Construction to start end of January 2023.
South Palm Canyon Bridge over Tahquitz Creek	PS						PS&E	In final design. Plans submitted for review.
East Palm Canyon Drive Bridge over Palm Canyon Wash	PS						PS&E	In final design. Plans submitted for review.
Indian Canyon (Garnet Incl. RR Crossing)	PS						Construction	Project is in bid process.
Ramon Bridge Widening	PS						Construction	Continuing ROW and utility phase.

<b>Interchange Preparation Fund Projects</b>								
Portola Ave @ I-10	COR						ROW	PS&E completed. Caltrans agreed to shelve. Suspend until funding for ROW, utilities and construction is obtained.
Golf Center Parkway @ I-10	Indio						PSR	PSR on hold.
Da Vall Drive @ I-10	CC						PSR	PSR-PDS returned to Caltrans for their review.
Dillon Road @ I-10, SR86, WWR	COA						PSR	PA&ED underway.

<b>Regional Projects</b>								
CV Sync - Phase 1	CVAG						Construction	Construction nearly complete. Working on final acceptance.
CV Sync - Phase 2	CVAG						Construction	Construction underway. Contractor ordering supplies, transitioning to Phase II.
Flooding and Blowsand - Phase 1	CVAG						PEng/ENV	Contract awarded to MBI. Design, Engineering and Environmental underway.

COR-County of Riverside; RM-Rancho Mirage; IW-Indian Wells; PD-Palm Desert; PS-Palm Springs; CC-Cathedral City; COA-Coachella LQ-La Quinta;

Other Acronyms: PAED = Project Approval and Environmental Design; PE = Preliminary Engineering; PSR = Project Study Report; RR = Railroad; UPRR = Union Pacific Railroad; WWR = Whitewater River; SCE = Southern California Edison; HBP = Highway Bridge Program; CVWD = Coachella Valley Water District

CVAG Funded Phase Legend	
PEng	Preliminary Engineering
ENV	Environmental
PS&E	Plans Specifications & Estimates
ROW	Right-of-way
CON	Construction

**ITEM 9d**

**COACHELLA VALLEY ASSOCIATION OF GOVERNMENTS**  
 Bicycle & Pedestrian Safety Program - Project Status Report  
 4/19/2023



Bike & Pedestrian Safety Projects Project Description	Lead Agency	CVAG Funded			Status
		Design	CON	Through	
Palm Canyon Intersection Pedestrian Enhancements	PS			Construction	Construction ongoing. Expected completion date June 2023.
Palm Drive Signals and Lighting	DHS			Construction	Project completed.
S. Palm Canyon, E. Palm Canyon Improvements	PS			Construction	Project completed.
Indian Canyon Intersection Pedestrian Enhancements	PS			Construction	Project completed.
Date Palm Sidewalk Gaps	CC			Construction	Project completed.
Calhoun Street Improvements	Indio			Construction	Project completed.
Vista Chino Signals	PS			Construction	Project completed.
Dinah Shore Mid-Block Crossing	CC			Construction	Project completed.
Palm Canyon Crosswalks	PS			Construction	Project completed.
Avenue 48 Bicycle Lanes	Indio			Construction	Project completed.

Project Description	Lead Agency	Grant			Status
		Design	App	CON	
CV Link	CVAG				Construction ongoing in multiple cities. Additional groundbreakings forthcoming.
ATP - Arts & Music Line	CVAG				Design & NEPA and final engineering phase underway. ATP funding awarded.
ATP - DHS CV Link Extension	DHS				Under design. Project awarded ATP Cycle 6 funding from Riverside County MPO.
ATP - Cathedral City Downtown Connectors	CC				In ROW acquisition phase

COR-County of Riverside; RM-Rancho Mirage; IW-Indian Wells; PD-Palm Desert, PS-Palm Springs; CC-Cathedral City; COA-Coachella; LQ-La Quinta; DHS-Desert Hot Springs  
 ATP-Active Transportation Program; ROW-Right of Way, NEPA- National Environmental Policy Act, MPO-Metropolitan Planning Organization

**ITEM 9e**

**Coachella Valley Association of Governments  
Executive Committee  
April 24, 2023**



**STAFF REPORT**

**Subject:** Regional Efforts to Expand Urban Tree Planting and Increase Shade

**Contact:** Peter Carlstrom, Management Analyst ([pcarlstrom@cvag.org](mailto:pcarlstrom@cvag.org))

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**Recommendation: Information**

**Background:** At its February 2023 meeting, the Executive Committee, based on the support by Energy and Environmental Resources Committee, voted to endorse a regional urban tree planting and shade initiative to mitigate extreme heat and projected increased temperatures in the Coachella Valley. By increasing shading and tree canopy cover throughout the Coachella Valley, the region will be better positioned to build climate resilience and reduce the impacts of a warming climate. Ultimately, the goals are to improve public health and safety, reduce energy costs, increase carbon sequestration and increase neighborhood walkability, especially for disadvantaged communities.

CVAG staff has already taken steps to identify and secure funding for this initiative. In March, CVAG staff submitted an application seeking \$650,000 through California's Integrated Climate Adaptation and Resiliency Program (ICARP) Adaptation Planning Grant Program. If funded, CVAG's Shading Underserved Neighborhoods Project, or SUN Project, will lead to the development of a master plan to plant trees and implement shade structures in the most vulnerable census tracts throughout the Coachella and Palo Verde Valleys. The project has support from both Alianza Coachella Valley, a community-based nonprofit that would help lead community engagement, and the Desert Healthcare District/Foundation (DHCD). CVAG staff will learn in June 2023 whether the application is funded and then bring any related contracts back to the Executive and the Energy & Environmental Resources Committees for approval. The ICARP planning grant will help CVAG be positioned for implementation grant opportunities to address extreme heat, including California's ICARP Regional Resilience Planning and Implementation Grant Program and CalFire's Urban and Community Forestry Grant Program.

The SUN project would also build on efforts already underway in the region, including Imperial Irrigation District's Tree for All program to increase tree canopy coverage by offering free trees to its residential customers. IID's program is funded through its 2.85% Public Benefits charge, and IID allocated \$175,000 in 2022 and \$500,000 in 2023 toward this initiative. The program was successfully promoted and was fully subscribed in 2022. The high demand and popularity of the program demonstrated a strong customer demand for trees. IID customers may participate in the Tree for All program once every 12 months.

The Tree for All program consists of a tree planting program in Imperial County and drive-up distribution events in the Coachella Valley, with each presenting unique advantages and challenges. The tree planting program, for example, allows for the proper planting of larger 15-gallon trees despite higher costs and scheduling constraints. The drive-up events cost less and are quicker to implement, but are limited to 5-gallon trees for recipients to plant themselves. To date, drive-up events have been hosted in the cities of Coachella, Indio and La Quinta. Drive-up events are not restricted to that city's residents, so IID

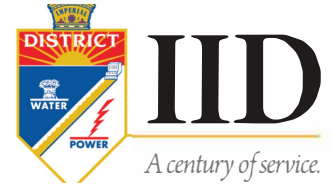
customers can participate in any distribution. To date, the Imperial County tree planting program has planted 300 trees, and the Coachella Valley drive-up events have distributed 600 trees. Tree species are selected for planting and distribution based on drought tolerance, hardiness, water use, and tree height. Customers are offered several species to choose from, and include Crape Myrtle, Chinese Pistache, Pink Chitalpa, Purple Leaf Plum, and Jacaranda.

Information regarding the program can be found at <https://www.iid.com/customer-service/save-energy-and-money/your-home/tree-for-all>. To provide further details about the program and information about upcoming events, Sabrina Barber, IID's manager for Regulatory and Strategic Marketing, provided a presentation at the April meeting of the Energy & Environmental Resources Committee.

**Fiscal Analysis:** There is no cost to CVAG for providing this staff report. CVAG staff will continue to pursue grant funding opportunities to cover costs of upcoming initiatives not already covered by existing programs.

**Attachment:** IID Tree for All Infographic - 2022

# 2022 IMPACT REPORT



**1,096 lbs**  
AIR POLLUTANTS  
ABSORBED\*



**514,056 lbs**  
CARBON SEQUESTERED/  
AVOIDED\*



**650**  
TREES PLANTED/DONATED



**\$50,050**  
INVESTED



**\$40,385**  
IN COMBINED ENERGY  
AND COMMUNITY BENEFITS\*



**190,042 kWh**  
SAVED\*



**600+**  
HOMEOWNERS ENGAGED



**2 MILLION gal.**  
STORMWATER FILTERED\*

Established Fall 2022

\*projected 20-year cumulative values

LP40177209



## **ITEM 9f**

**Coachella Valley Association of Governments  
Executive Committee  
April 24, 2023**



### **STAFF REPORT**

**Subject:** Imperial Irrigation District (IID) Governance and Electricity Services Study

**Contact:** Emmanuel Martinez, Program Manager – External Affairs ([emartinez@cvag.org](mailto:emartinez@cvag.org))

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#### **Recommendation: Information**

**Background:** The Imperial Irrigation District currently serves electrical services to eastern Coachella Valley cities via the 1934 Agreement of Compromise between the IID and the Coachella Valley Water District. Although the agreement primarily settled water related disputes, it allowed CVWD to lease its potential power rights to IID for 99 years. In exchange, the IID pays CVWD 8 percent of its net energy proceeds. Because the Coachella Valley is outside IID’s jurisdictional boundaries, Coachella Valley voters are not eligible to vote in IID elections. The looming expiration of the Agreement has prompted wide-ranging discussions about the continuation of electrical service beyond 2033. In February 2022, CVAG’s Executive Director was authorized to enter into a Memorandum of Understanding with IID to assist with coordination of IID’s Coachella Valley Energy Commission (CVEC), which is exploring a variety of these issues. An amendment to the MOU was approved in February 2023 and, as part of the agreement, regular updates on the CVEC’s activities are provided to CVAG’s Energy & Environmental Resources Committee.

One of the areas of concern for valley cities is representation and increasing their decision-making authority as it relates to electrical infrastructure needs and related matters. The Coachella Valley’s significant growth has outpaced that of Imperial County’s. IID currently serves 159,000 residential, commercial and industrial customers. Of those, 61,900 customers, or 39 percent, are in the Imperial Valley and approximately 97,100 customers, or 61 percent, are in the Coachella Valley. To address local representation concerns, the State’s 2021 Budget Act allocated \$500,000 for a joint-study to help identify a preferred governance alternative. The joint-study to identify governance options is led by both the Riverside County and the Imperial County Local Agency Formation Commissions. The joint-study by the Riverside and Imperial LAFCOs will contribute to better understanding what the preferred governance model could be for the Coachella Valley and IID post-2033.

In 2022, the Riverside and Imperial County LAFCOs issued a request for proposals to conduct the study, which was awarded to Dopudja & Wells Consulting. The scope of the study included evaluating potential alternative service governance structures that are inclusive of the IID’s Coachella Valley service area. A draft of the study was released in March 2023. At the request of Vice Chair Linda Evans, who is a member of the CVEC, staff provided an overview of the report to the Energy & Environmental Resources Committee for its review at the April 13 meeting.

The governance options presented in the study include proportional representation of Riverside County voters served by IID. During the course of the study, Dopudja & Wells Consulting found stakeholders expressed interest in the pursuing a publicly owned model, preference for a special district or joint powers

authority (JPA) and that local representation is a must have. Other key elements that were factored into the study include affordability, economic development, financing and local programs, among others. Ultimately, the joint-study analyzed the following options:

- IID continues to provide electrical services to the Coachella Valley
- Annexing the Coachella Valley into the IID service area
- Creating a new sub-Board of Directors for electrical service
- Establishing a JPA among Coachella Valley parties
- Merging with an Investor Owned Utility
- Forming a Public Utility District or Special District
- Creating a Community Choice Aggregation

Although the joint-study comprehensively analyzes the suite of options, there is no preferred alternative being recommended. These options are based on key objectives, which include ease of implementation, achieve vertical integration and ability to adapt to future changes. Ultimately, the study suggests actions to be taken by stakeholders to assist with ongoing efforts to arrive at a preferred alternative. These actions include continuing discussions at the CVEC establishing rights and responsibilities of the parties, develop policy principles, perform a technical feasibility study, evaluate financing mechanisms and continue public engagement.

Starting on its release date of March 29, 2023, the LAFCOs is providing five months for the stakeholders to review, comment and provide feedback on the study's identified alternatives.

**Fiscal Analysis:** Staff time to monitor and analyze items related to IID electrical service in the Coachella Valley is covered via the memorandum of understanding between the IID and CVAG.

**Attachment:**

Joint LAFCO study on Alternative Governance & Electricity Services Study for Imperial Irrigation District:  
<https://lafco.org/wp-content/uploads/documents/alternative-governance--electricity-services-study-imperial-irrigation-district/LAFCO%20IID%20Energy%20-%20Governance%20Study.pdf>



## **ITEM 9g**

Coachella Valley Association of Governments  
Executive Committee  
April 24, 2023



### **STAFF REPORT**

**Subject:** Update on Inland Regional Energy Network Actions and Program Rollout

**Contact:** Peter Carlstrom, Management Analyst ([pcarlstrom@cvag.org](mailto:pcarlstrom@cvag.org))

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#### **Recommendation: Information**

**Background:** CVAG is collaborating with Western Riverside Council of Governments (WRCOG) and San Bernardino Council of Governments (SBCOG) on a joint Regional Energy Network (REN) for the Inland Empire, known as Inland Regional Energy Network (I-REN). I-REN is governed by a new Executive Committee. Based on previous CVAG committee direction, CVAG's Energy & Environmental Resources Committee reviews the items being presented to the I-REN Executive Committee and provides direction to the Chair on how to vote for the region.

This staff report provided an update on the near-term I-REN opportunities for CVAG member jurisdictions, including the launch of a fellowship program. It also previewed the anticipated items for the I-REN Executive Committee meeting on April 18. Finally, this staff report gives an overview of actions taken at the two I-REN Executive Committee meetings since the Energy & Environmental Resources Committee last met on February 9, 2023.

#### *I-REN CivicSpark Fellowship*

At its March meeting, the I-REN Executive Committee authorized WRCOG, on behalf of I-REN, to enter into an agreement with CivicWell to identify, recruit, and place up to 27 fellows in their CivicSpark fellowship program in communities throughout I-REN's service area. CivicWell will support host agencies and I-REN by providing fellows with professional growth opportunities and training on energy and climate resources that can be utilized by the host agency and I-REN. CivicSpark fellow candidate requirements include a minimum of a two-year Associates Degree from an accredited college or university, commitment to the full term of service, ability to work in a professional environment, and strong communication and teamwork skills.

The I-REN Energy Fellowship will last 11 months and approximately 1,700 hours with their host agency. Between 300-400 hours will be for professional growth and learning opportunities provided by CivicSpark, I-REN, and the host agency. The remaining 1,300-1,400 hours will be dedicated to energy projects within the host agency, furthering host agency and I-REN energy initiatives. The only requirements to becoming a host agency are to provide a workspace, access to a computer, and a supervisor to whom the fellow will report. The CivicSpark Program will take care of all administrative matters. There is flexibility in the tasks that the fellow could work on as long as the work pertains to energy efficiency.

I-REN, led by staff in each respective COG, will be reaching out to their member jurisdictions in April to gauge interest and help submit the CivicSpark application. Though the fellowship doesn't start until fall, I-REN staff recommends filling out applications soon to increase the likelihood of securing a CivicSpark

fellow. CVAG previously hosted a CivicSpark fellow in 2021 who was responsible for successfully creating CVAG's Urban Greening Guide.

### *I-REN Orientation Meetings*

I-REN staff is setting up orientation meetings that feature presentations from consultants. I-REN staff is arranging 16 orientation meetings across I-REN's service area, broken up evenly between Riverside and San Bernardino counties. Currently three meetings are proposed for CVAG's member jurisdictions. The first will be specific to the City of Blythe. The second meeting will be for cities primarily served by Southern California Edison (SCE): Desert Hot Springs, Palm Springs, Cathedral City, Rancho Mirage, Palm Desert, and Indian Wells. The third will be for cities served by Imperial Irrigation District: La Quinta, Indio, and Coachella. I-REN staff will also be reaching out to CVAG's Tribal Nations.

The orientations will include I-REN's fellowship opportunity through CivicWell and getting city building information for the Building Upgrade Concierge software program, CVAG staff will be sure to coordinate with member jurisdictions' staffs on the finalized dates and times.

### *April 18 I-REN Executive Committee Meeting Agenda*

Discussion items on the April 18 I-REN Executive Committee meeting were as follows:

- Program Equity – In response to a comment at the March 21 I-REN Executive Committee by San Bernardino County Supervisor Curt Hagman, one of SBCOG's representatives on the Executive Committee, I-REN staff is developing strategies and safeguards that ensure that IREN strives for equitable opportunities for distribution of I-REN services and resources across counties and COGs.
- Public Sector Programs – I-REN staff, together with consultants from The Energy Coalition, presented an update on the development of I-REN's Public Sector programs.
- FY 2023/2024 Budget – I-REN staff provided I-REN's FY 2023/2024 budget, which has already been approved by the CPUC.
- I-REN Orientation Update – I-REN staff provided an update on the I-REN orientation meetings discussed above.

### *Recent I-REN Meetings*

Including the April meeting, I-REN's Executive Committee has met three times. Indio Mayor Oscar Ortiz, who has been delegated the region's votes on the Executive Committee, attended both meetings. A recap of the previous meetings is included below:

- February Meeting of the I-REN Executive Committee:
  - The Executive Committee approved contracts for Public Sector Program Services (The Energy Coalition), Building Upgrade Concierge Software Development Services (AESC), Codes and Standards Program Services (Frontier Energy), and portfolio-wide Marketing and Communications Services (ICF). These contracts have been executed by the Executive Director of WRCOG, which serves as I-REN's administrative lead.
- March Meeting of the I-REN Executive Committee:
  - The Executive Committee authorized the WRCOG Executive Director to enter into an agreement with CivicWell to support the I-REN Energy Fellowship and to identify, recruit, and place up to 27 fellows within the I-REN service territory in fall 2023 (more detailed information in CivicSpark Fellowship section above).
  - The Executive Committee authorized WRCOG, on behalf of I-REN, to provide comments on California Public Utilities Commission (CPUC) proceedings that I-REN is a party to,

- when the required deadline to provide comments does not allow sufficient time for presentation to the I-REN Executive Committee.
- The Executive Committee approved I-REN's participation as a subrecipient in the California Energy Commission's application to the U.S. Department of Energy for the funding of SolarAPP+ and CodeCycle projects under the Resilient and Efficient Codes Implementation Program.

CVAG staff has been working closely with its partners to roll out the consulting work and ensure the eastern Riverside County's interests are reflected in these grant opportunities

**Fiscal Analysis:** There is no cost to CVAG for participation in I-REN. Staff time dedicated to I-REN and the costs of the services of the consultants described above are covered through the I-REN budget, which is nearly \$65.6 million through 2027 for the large area of both counties. This funding comes from customers of Investor-Owned Utilities (IOUs) such as SCE and SoCalGas through the on-bill Public Goods Charge set by the CPUC and collected by the IOUs. The I-REN Executive Committee, as part of its budget discussion, will review the amounts to be allocated to I-REN's programs established by the CPUC.

The CPUC designated SoCalGas as the fiscal and contracting agent for I-REN, and final execution of the Programs Agreement will authorize the ability to transfer funds from SoCalGas to WRCOG. Pursuant to the MOA, CVAG presents to WRCOG invoices for time and expenses incurred by CVAG staff on I-REN matters. Staff has already requested reimbursement for CVAG staff time on I-REN in 2022.

**Coachella Valley Association of Governments  
Executive Committee  
April 24, 2023**



**STAFF REPORT**

**Subject:** Update on Property Assessed Clean Energy (PACE) Program

**Contact:** Elizabeth Barnwell, Management Analyst ([ebarnwell@cvag.org](mailto:ebarnwell@cvag.org))

**Recommendation: Information**

**Background:** Property Assessed Clean Energy (PACE) programs provide financing to property owners to implement energy saving, renewable energy, water conservation, and seismic strengthening improvements to their homes and businesses, with little or no money out of pocket. Financing for these improvements is paid back through a lien placed on the property and collected through the annual property tax bill. CVAG staff provides a periodic update on the PACE program to the Energy & Environmental Resources Committee. The attached report details the PACE activity for November and December 2022.

Current active residential and commercial PACE providers in Coachella Valley consist of: CaliforniaFIRST/Renew Financial (Renew), HomeRun Financing/PACE Funding (HomeRun), FortiFi (formerly known as Energy Efficient Equity or E3), and Ygrene Energy Fund (Ygrene). As previously reported, Ygrene provides funding only for commercial customers.

Renew, HomeRun, and Fortifi have shown financial growth in both their residential and commercial accounts ranging from 8.41% - 14.35% from fourth quarter of 2021 to fourth quarter of 2022 and customer growth in both sectors ranging from 3.7% - 11.17% for the same period. The chart below illustrates the change in volume between 2021 and 2022. Each quarter, these providers pay a fee to CVAG for its jurisdictional participation in PACE programs. Ygrene had no numbers to report in the third or fourth quarters of 2022 and thus is not included in the chart below.

**PACE Provider Trends 2021 - 2022**

<b>Company</b>	<b>2021 Year End</b>	<b>2021 Customers</b>	<b>2022 Year End</b>	<b>2022 Customers</b>	<b>Dollar Increase</b>
Fortifi	\$6,956,204.91	219	\$7,544,627.59	227	\$588,422.68
HomeRun I	\$3,773,005.00	188	\$4,314,359.00	209	\$541,354.00
Renew	\$3,198,472.00	117	\$3,605,284.00	122	\$406,812.00

In discussions with these PACE providers, many of their customers' projects comprise solar installations while other projects are eligible energy efficiency projects. With the increasing demand by home and business owners to achieve higher energy efficiency along with continuing solar installations in response to rising Southern California Edison (SCE) rates, it is anticipated there will be a growing need for additional installation capacity in the Coachella Valley, including possibly additional PACE providers serving communities in the valley. In that regard, CVAG staff is in communication with the California Department of Financial Protection and Innovation, the organization charged with certifying and overseeing PACE providers in California, regarding ways to reach out to eligible financing organizations to encourage additional PACE providers in Coachella Valley.

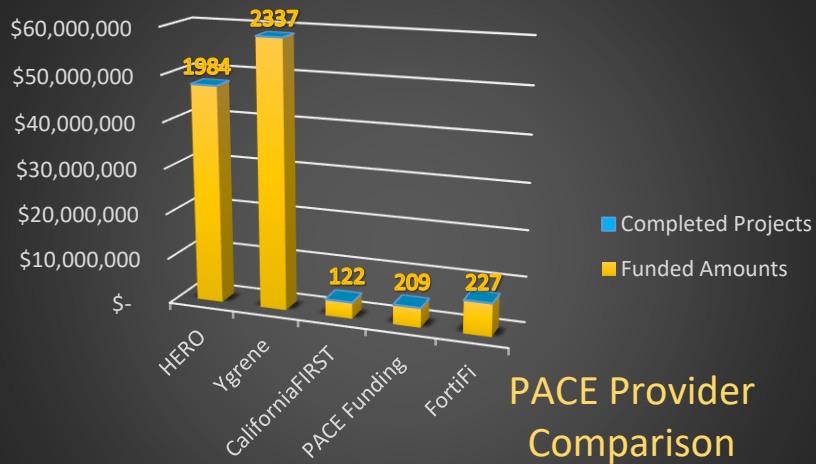
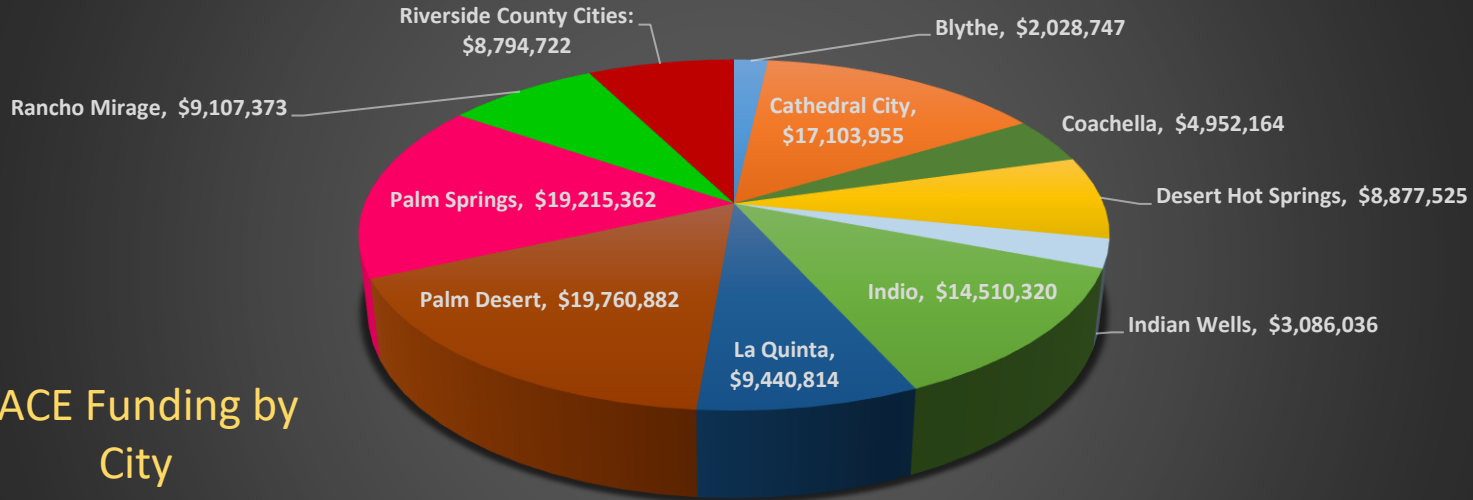
**Fiscal Analysis:** There is no cost associated with this update. CVAG's staff time spent on these programs is recovered by a participation fee collected from each provider.

**Attachment:**

PACE Activity Report for November & December 2022

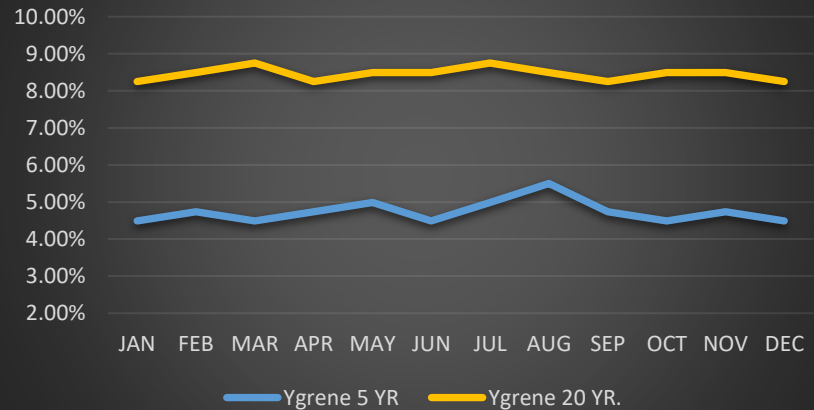
# CVAG PACE REPORT

## PACE Funding by City



## PACE Provider Comparison

## PACE Interest Rates



**CARS REMOVED FROM ROAD: 41742**

**JOBS CREATED: 1063**

Other PACE providers have interest rate ranges from 5.99%-10.98%

Updated for January 3, 2023

**ITEM 9i**

**Coachella Valley Association of Governments  
Executive Committee  
April 24, 2023**



**STAFF REPORT**

**Subject:** SB 821 Call for Projects

**Contact:** Jonathan Hoy, Director of Transportation ([jhoy@cvag.org](mailto:jhoy@cvag.org)) and Edward Emery, RCTC Senior Management Analyst ([eemery@rctc.org](mailto:eemery@rctc.org))

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**Recommendation: Information**

**Background:** TDA Article 3, or Senate Bill (SB) 821, is a discretionary program administered by the Riverside County Transportation Commission to fund local bicycle and pedestrian projects. The program is funded through the Local Transportation Fund (LTF), a ¼ percent of the state sales tax. Each year, 2 percent of LTF revenues are set aside for the SB 821 program, and on every odd-numbered year RCTC conducts a competitive call for projects in which all local agencies within the county can submit applications. Eligible projects include construction of bicycle lanes, sidewalks, and Americans with Disabilities Act curb ramps, and the development of bicycle and pedestrian master plans.

This year's Call for Projects opened on February 6, 2023 and additional information about the submission and award process are presented in the following table.

February 6, 2023	Call for Projects released. Guidelines and application available on RCTC's webpage and RivTrack.
February 7 – April 20, 2023	One-on-one sessions on program eligibility and guidance with RCTC staff are available on request, which can be emailed to Senior Management Analyst Edward Emery at <a href="mailto:eemery@rctc.org">eemery@rctc.org</a>
April 27, 2023 @ 5:00 p.m.	Proposals due to RCTC via <a href="#">RivTrack</a>
July 1, 2023	Projects start
October 1, 2023	Deadline for awardees to execute memorandums of understanding with RCTC
July 1, 2026	Projects must be completed

Unlike previous years, applications will be submitted online. No hardcopies will be required. In order to encourage a wide range of applications across Riverside County, RCTC staff provided an update on the program at the April meeting of CVAG's Transportation Committee.

**Fiscal Analysis:** There is no cost to CVAG for this update.

**ITEM 9j**

**Coachella Valley Association of Governments  
Executive Committee  
April 24, 2023**



**STAFF REPORT**

**Subject:** Expansion of Commuter & Motorist Assistance Program to the Coachella Valley

**Contact:** Jonathan Hoy, Director of Transportation ([jhoy@cvag.org](mailto:jhoy@cvag.org)) and  
Brian Cunanan, RCTC Program Manager ([bcunanan@rctc.org](mailto:bcunanan@rctc.org))

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**Recommendation: Information**

**Background:** Riverside County Transportation Commission administers a suite of services designed to help reduce congestion, improve mobility, and enhance safety along Riverside County highways through its Commuter & Motorist Assistance Programs. RCTC's Commuter Assistance Program (CAP) was implemented in Western Riverside County as a specific requirement under the original and extended Measure A program to help address congestion mitigation related to work commutes and support more efficient use of transportation and transit networks. The CAP works to increase the awareness and consideration of all commute options, makes incentives available to commuter constituents, and increases consideration for alternative modes of transportation – including riding public transit, carpooling, vanpooling, walking, bicycling, or teleworking – in order to result in reductions in regional trips, vehicle miles traveled, and emissions emitted. This effective Transportation Demand Management (TDM) strategy not only improves mobility, it also helps improve the quality of life for the commuter, helps to lower costs and increase productivity on the employer front, and has a positive impact on the environment.

Because RCTC's primary funding source is Measure A, the CAP primarily was limited to Western Riverside County, and not all CAP services and incentives were traditionally available countywide. To help foster a post-pandemic transit recovery countywide, RCTC in 2022 adopted a resolution expanding eligibility to include Eastern Riverside County employers and commuters, provided funding is available.

Expanding Western Riverside County's Freeway Service Patrol (FSP) service to the Coachella Valley has been a challenge. At this time, the segment of Interstate 10 within the Coachella Valley doesn't meet Caltrans' required "benefit-cost-ratio" for inclusion into the program. While Coachella Valley freeway segments do not currently meet Caltrans requirements to start a traditional service beat (such as regular morning and evening weekday FSP coverage), CVAG staff has asked RCTC to provide event-based FSP to help alleviate potential congestion on ingress/egress days of Coachella and Stagecoach music festival events. This approach will allow CVAG to evaluate the utility of such a program in the Coachella Valley.

Brian Cunanan, RCTC Program Manager, attended the April 3 meeting of the Transportation Committee to provide additional details of how these programs are expanding to the eastern regions of the county.

The Western Riverside County CAP has been around since 1993. It is administered and funded as a bi-county program in partnership with the San Bernardino County Transportation Authority (SBCTA)



Administration and ultimately performed through consultant services. The core program consists of several projects:

- *IE Commuter* – The online system and brand launched in FY 2014/15 under which employer and commuter rideshare services are provided in Riverside County and San Bernardino County.
- *Program Outreach* – Outreach targeting employers to establish rideshare programs at worksites throughout Riverside and San Bernardino counties. Marketing campaigns are provided to employer partners and distributed to their respective employees. Online advertising, social media, events, and regional promotions such as Rideshare Week engage commuters directly.
- *Employer Services* – Various services to employers include the provision of marketing promotions, rideshare survey processing, employer network meetings, and event support. The program administrator also assists employers with average vehicle ridership calculations related to the South Coast Air Quality Management District's Rule 2202 requirements for employers with 250 or more employees.
- *Ride-matching and Information Services* – Commuter and employer access to online tools and resources, call center (866-RIDESHARE), email, and chat services during business hours for customers interested in assistance with ride-matching or transit options and to address general rideshare questions.
- *Rideshare Incentives* – Incentives focus on increasing consideration and behavior change to alternative commute modes including: (a) Rideshare Incentive for new rideshare participants that try ridesharing to work for a three-month trial period; (b) Rideshare Spotlight monthly rewards random drawing to encourage commuters to continue ridesharing and logging their rideshare miles.
- *Guaranteed Ride Home* – A guaranteed ride home is available at no cost to employees who rideshare to work. This is provided for an emergency or unexpected overtime for an employee or the car/vanpool driver (maximum two per year).

This core suite of commuter incentives, employer programs, and outreach is designed to reduce the number of single-occupant vehicle miles related to work commutes and to help improve regional mobility and air quality. Based purely on IE Commuter rideshare incentive participation alone, it is estimated that the CAP has translated into a reduction of more than 13.1 million vehicle miles traveled and 15.0 million pounds of pollutant emissions in FY 2022.

The Western Riverside County CAP has evolved significantly over the past five years with the introduction of the following new projects and program enhancements.

- *VanClub* – In 2018, the Commission launched a new VanClub program that subsidizes eligible vanpools destined for worksites in western Riverside County. Prior to the pandemic, VanClub reached a peak of 80 vanpools in FY 2020 and recorded a reduction of more than 4.3 million vehicle miles traveled and 1.6 tons of pollutants emitted. VanClub continued to support essential workers that continued to commute to worksites during the pandemic and is steadily growing back to pre-pandemic levels.
- *Try the Train Tuesday* – In 2019, a new rider program was piloted across Perris Valley Line stations to provide in-person education at the stations and ride-a-longs to connecting transit with brand new Metrolink and bus transit riders. The pilot program was successful at introducing new passengers to train and connecting bus services and converted some participants into regular rail riders on the spot. IE Commuter is exploring bringing this back in some form in concert with other future rail promotions and service.
- *IECommuter.org* – In 2020, the IE Commuter rideshare website/database was refreshed and transitioned to a new platform as part of a first step towards enabling the integration of databases

with neighboring county transportation commission rideshare programs. Growing the regional database with commuters and employers beyond the larger employer market (and their employees) traditionally served by CAP will be a key strategy for the program going forward.

- *Telework Program* – In 2021, IE Commuter launched new telework resources for employers and incentives for teleworking employees. In FY 2022, 42 employers signed up for telework employer assistance and extended IE Commuter Monthly Telework Spotlight incentives to their employees resulting in more than 5,000 participants recording a reduction of 1.4 million vehicle miles traveled.
- *\$5 Per Day Rideshare Incentive* – In 2022, as part of a rideshare recovery effort, IE Commuter launched a new \$5/Day Rideshare Incentive rewarding commuters that use alternative forms of transportation to work in a three-month period with \$5/Day (\$125 max). The new incentive has helped stoke interest amongst commuters and new employers throughout the region with workers commuting from Riverside and San Bernardino Counties. The program launched in April 2022, and as of November 2022, 1,860 commuters had participated and 658 incentives have been fulfilled.
- *Regional Database Integration* – In 2023, Los Angeles, Orange, Riverside, San Bernardino, and Ventura rideshare databases will be merging to one centralized database to reduce costs and improve ride-match potential for commuters that are seeking carpool or vanpool matches and may not be currently not be served by bus or rail transit due to their route and/or schedule.

In order to expand services to the eastern Riverside County, RCTC will be using its Service Authority for Freeway Emergencies (SAFE) funding. Acting in its capacity as a SAFE since 1986, RCTC is responsible for providing a motorist aid system for Riverside County. Funding for SAFE is derived from a one dollar per vehicle registration fee on vehicles registered in the county. Initially, these funds were used solely to operate a call box program. Over time, the program has expanded to include Freeway Service Patrol on qualifying highways and Inland Empire 511 traveler information services as part of a comprehensive motorist aid system in Riverside County.

- Call Box Program – Highway call boxes provides a means for motorists without cell phones or cell coverage to call for assistance in the event of a mechanical breakdown, accident, or other emergency on the freeway.
- Freeway Service Patrol – Roving FSP tow trucks actively patrol the most congested Riverside County freeways and assists stranded motorists by getting them back on the road or towed to a safe location off the freeway at no charge to motorists. FSP service is also provided in construction zones through separate funding agreements with Caltrans and Commission-funded construction projects to help mitigate congestion.
- 511 Traveler Information Services – 511 provides a telephone, website, and mobile app-based service that delivers real-time traffic information, including incidents and travel times, bus and rail trip planning, and access to rideshare resources and information.

SAFE funding is currently being applied to support the expansion of services to eastern Riverside County through FY23 and this funding will also be programmed to support FY24 efforts. RCTC staff is exploring other potential funding sources to continue the full breadth of Commuter Assistance services and incentives in Coachella Valley to supplement SAFE funding, if needed.

**Fiscal Analysis:** There is no cost to CVAG for this update.

**ITEM 9k**

Coachella Valley Association of Governments  
Executive Committee  
April 24, 2023



**STAFF REPORT**

**Subject:** Member jurisdictions' contributions to CV Housing First

**Contact:** Erica Felci, Assistant Executive Director ([efelci@cvag.org](mailto:efelci@cvag.org))

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**Recommendation: Information**

**Background:** Since 2008, CVAG has funded its regional homelessness programs – first Roy's Desert Resource Center, and then later programs that evolved into CV Housing First – by contributions from member jurisdictions. This process previously involved CVAG staff sending a request to each city and tribe as well as the County of Riverside. Sometimes the jurisdictions approve the request as part of the annual budget; other times, it is done through a separate action. Some have done this based on calendar year, and others on fiscal year – adding to additional record keeping at CVAG.

In 2021, at the recommendation of the CVAG Homelessness Committee, the CVAG Executive Committee authorized the Executive Director to negotiate and execute Memorandums of Understanding (MOU) with member jurisdictions to secure multi-year funding commitments for the CV Housing First program. Since then, CVAG staff has been working to secure MOUs with member jurisdictions, which would secure \$100,000 a year through at least fiscal year 2023/24. To date, the cities of Cathedral City, Indian Wells, Indio and Palm Desert have all voted to support multi-year MOUs. In addition, the City of La Quinta authorized a one-year MOU for 2022 and is in the process of considering a similar one for 2023. The County of Riverside, which has been instrumental in helping CVAG secure additional funds through grants, has an agreement for general fund contributions through fiscal year 2025/2026. CVAG staff continues to reach out to member jurisdictions to seek their consideration and approval of the funding agreements.

In addition, CVAG has received great news from the Agua Caliente Band of Cahuilla Indians. On August 2, the Tribal Council voted to renew its financial support for the program and provide \$25,000 for CV Housing First services.

**Fiscal Analysis:** The CV Housing First program, including the staffing and program operations, is funded by contributions from member jurisdictions and grants. CVAG's city and tribal member jurisdictions are each asked to contribute \$100,000 a year for the operations. Riverside County's contribution through June 2026 is for \$359,711 annually.

Support for the CV Housing First program, and the transition to in-house operations, has been resounding. But staff is still coordinating payments from several jurisdictions.

A chart recapping the payments made this fiscal year and the status of the MOUs is attached.

<b>City</b>	<b>Paid for FY 22/23</b>	<b>MOU</b>
Cathedral City	Awaiting payment	Approved
Coachella	Awaiting payment	Being considered by Council this month
Desert Hot Springs	Awaiting payment	Pending with City Staff
Indian Wells	\$100,000	Approved
Indio	Awaiting payment	Approved
La Quinta	Awaiting payment	Calendar-year MOU pending with City
Palm Desert	\$100,000	Approved
Palm Springs	\$100,000	Pending with City Staff
Rancho Mirage	Awaiting payment	Pending with City Staff

**ITEM 9I**

**Coachella Valley Association of Governments  
Executive Committee  
April 24, 2023**



**STAFF REPORT**

**Subject:** Update on the Navigation Center in the City of Palm Springs

**Contact:** Erica Felci, Assistant Executive Director ([efelci@cvaq.org](mailto:efelci@cvaq.org))

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**Recommendation: Information**

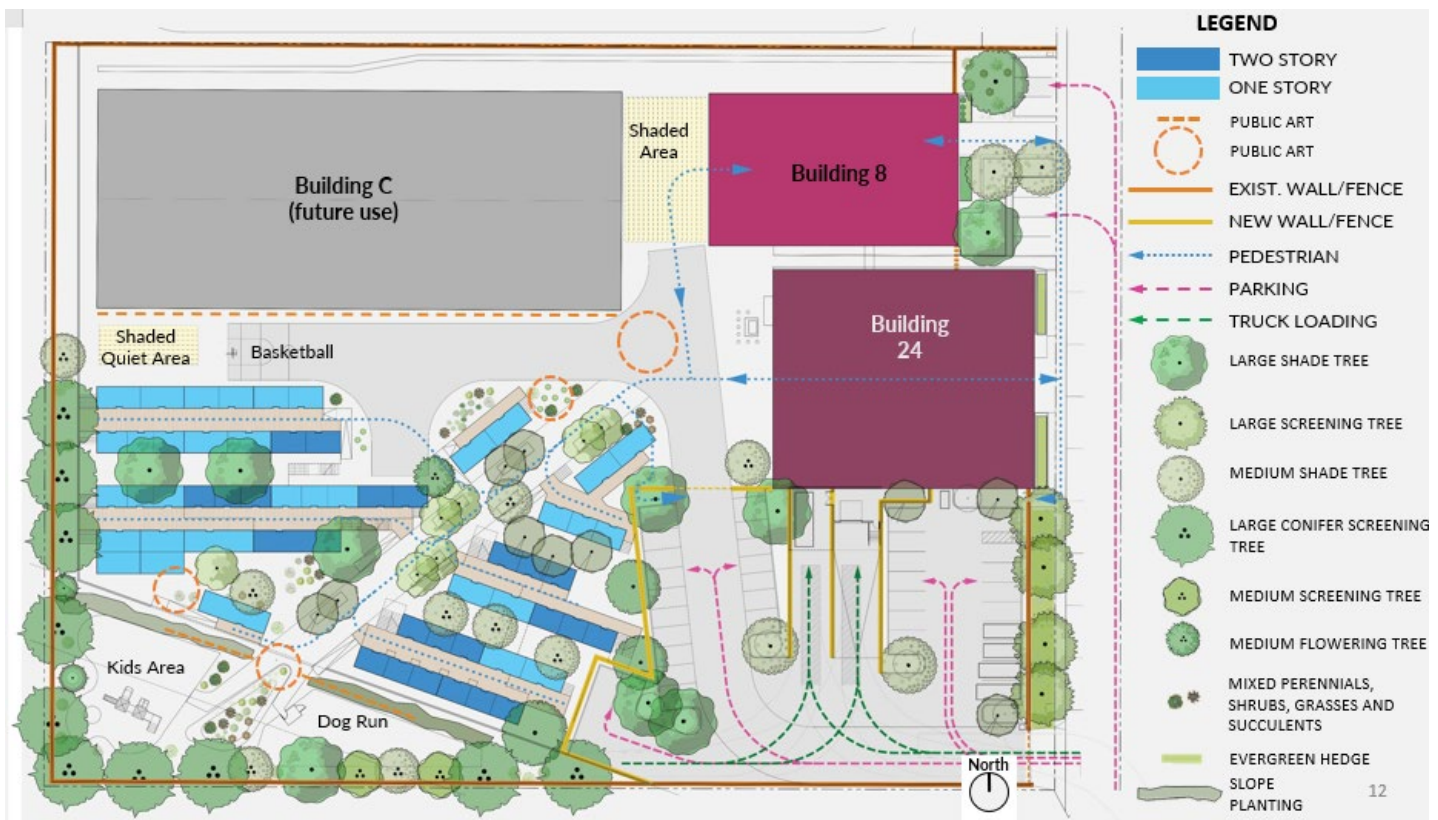
**Background:** In August 2022, Riverside County and the City of Palm Springs announced they were receiving a \$19 million grant from the state's Homekey Program to build and operate the Palm Springs Navigation Center. The campus is being designed as a location where shelter, food and the full suite of support services can be co-located to expand the region's network of services for homeless individuals and reduce secondary impacts that can negatively impact quality of life.

The design phase and plan check process of the \$31.2 million project is now nearing completion. City and County staff have worked through supply chain issues and rising construction costs, and the Palm Springs City Council in February 2023 allocated another \$3 million to the project. The groundbreaking date is expected this spring with an anticipated grand opening in early 2024. An update to this project was suggested at the February meeting of the Homelessness Committee, and Greg Rodriguez, Deputy Director for Government Affairs and Community Engagement for Riverside County Housing and Workforce Solutions provided a project update when the Homelessness Committee met in April.

As noted in previous updates to the CVAG Homelessness Committee, the navigation center is located on 3.64 acres along McCarthy Road in the City of Palm Springs. The site has three existing buildings totaling 46,760 square feet. The campus will consist of a shelter facility, 80 interim housing units and full wrap-around services that will include behavioral health care, workforce training, linkage to state and county services, and other resources to get unhoused individuals linked to permanent housing.

The Navigation Center's focus will be to provide services to help individuals transition into permanent housing. In the future, in addition to providing services directly to homeless individuals, the City and the County have identified the potential to provide services to housed residents such as childcare; assisting individuals with securing health, disability, social security, and other benefits; computer skills, access to internet, employment support and assessments; basic first aid; computer labs; and referrals to other resources. An appropriately sized facility and property could also provide an opportunity to co-locate other services, including the county's mental and/or behavioral health programs, or to have an on-site medical clinic.

The site plan showing the building locations, landscaping, internal circulation details (pedestrian, parking, truck loading), fencing, and other amenities (kid area, and dog run) is provided here:



Building 8 is intended to house daytime services and program administration and will be accessible Monday through Friday for eight hours per day. Features of this building include the following:

- This building is located further away from the residents by design.
- People entering the building must check in with the receptionist.
- New residents first go to the intake room, then to case management, and then are taken to an available unit.
- This building has employment services.
- A multi-purpose room can be used for a variety of functions and can be locked and secured; service providers may also use this space to provide additional supportive services for residents.

Building 24 is intended to house 24-hour operational services and will operate 24 hours a day. Features of this building are as follows:

- A large portion of this building is taken up by the commercial kitchen which includes dry and cold storage.
- Food is served through the countertop space between the kitchen and the community dining / multi-purpose room.
- The Community Corridor is designed to also serve as a multipurpose space.
- A mail room and laundry facility will be provided for residents.
- Recuperative care spaces are for individuals who are released from the hospital to continue their recovery with access to showers and nursing station.

- Security office.
- Loading docks are attached to this building where food and other supplies will be delivered.

The third existing building on the site is being reserved for future service functions. In addition to funding design, renovations and construction, the City and County has secured funding for operational dollars for Martha's Village & Kitchen, which has been selected by the city as the center's operator.

**Fiscal Analysis:** There is no cost to CVAG for this update.

The County and City are funding the Palm Springs Navigation Center through a variety of funding sources, including the Homekey funding, Riverside County's federal American Rescue Plan Act funding, County funding received through its partnership with Inland Empire Health Plan (IEHP) and Molina Healthcare from the California Advancing and Innovating Medi-Cal (CalAIM) program through the California Department of Health Care Services (DHCS), and City-authorized funding from Homeless Housing, Assistance and Prevention (HHAP) and its homeless services budget.

**ITEM 9m**

**Coachella Valley Association of Governments  
Executive Committee  
April 24, 2023**



**STAFF REPORT**

**Subject:** Landlord Incentive Program for Increasing Available Units

**Contact:** Erica Felci, Assistant Executive Director ([efelci@cvaq.org](mailto:efelci@cvaq.org))

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**Recommendation: Information**

**Background:** In February, the CVAG Homelessness Committee had a conversation about the successes and challenges the CV Housing First team encountered in getting clients into permanent housing solutions. Part of the direction to staff included returning to the Homelessness Committee with recommendations for how to address the funding gaps between clients' vouchers and rising rental costs, including exploring a landlord incentive program.

For vouchers with federal funding, requirements prohibit an agency from funding the rental gap between the voucher amount and the rent costs. However, landlord incentive programs can be used and CVAG staff has been exploring some potential options to model a program after.

In 2021, the Housing Authority of the County of Riverside launched a new landlord incentive program aimed at increasing affordable housing options for Housing Choice Voucher families throughout Riverside County. The program goal is to promote new landlord relationships and further support to existing landlords by offering an incentive payment to participate in the Housing Choice Voucher, a Section 8 tenant-based program. The incentives include a one-time payment of \$2,500 to landlords who are new to the Housing Choice Voucher Program or have been inactive for the last 12 months, or \$500 per unit to existing landlords who lease a unit to a Housing Choice Voucher participant.

The City of Riverside also has a program where it pays landlords \$600 per unit that they offer to a voucher-funded client. There is no limit on the number of units a landlord is paid for so long as the leases are for at least one-year terms.

CVAG staff anticipated providing a recommendation to the Homelessness Committee for a similar program, funded with CV Housing First revenue. However, Riverside County staff recently informed CVAG staff of a new landlord incentive program that will be rolled out in the coming weeks. Starting with a \$250,000 budget, the Housing and Homelessness Incentive Program would include landlord locating services, a \$500 sign up bonus for landlords and establish a mitigation fund to provide landlords added security in working with tenants who receive rental assistance. The County is currently working with a consultant and a number of partners, including Inland Empire Health Plan and Molina Healthcare, to finalize data sharing and find additional revenue for the program. County staff has indicated that CVAG's Housing First program may be able to utilize and leverage these funds for its own clients. Staff will return next month with additional details and any recommendation for a local program as well.



**Fiscal Analysis:** This informational item has no additional cost. Based on the direction provided, CVAG staff will conduct a full cost analysis and return to the Homelessness and Executive Committees with projected costs.